

ACACIA WALDORF SCHOOL
UPPER SCHOOL HANDBOOK
2022-2023

Welcome to the Acacia Waldorf School!

We are grateful for yet another year with you and your family, and for the continued opportunity to help in the development of our community, especially our students.

This handbook has been written as a guide in building the Acacia Community hand-in-hand with you. We hope you take the time to read it carefully in order to support our common goals and intentions.

*“Receive the child in Reverence,
Educate him in Love, and
Send him forth in Freedom.”*

Rudolf Steiner

Non-Discrimination Policy

Acacia Waldorf School accepts students of any religion, gender, nationality, and ethnicity to all the programs and activities offered by the school.

Berso sa Mataas na Paaralan

Lubos kong minamasdan ang mundo
Kung saan ang araw ay nagliliwanag
Kung saan ang mga bituin ay nagniningning
Kung saan nahihimlay ang mga bato
Ang mga halaman, sila'y nabubuhay at lumalago
Ang mga hayop, sila'y nakadarama at nabubuhay
At ang tao sa espiritu ay nagbibigay ng tahanan
sa kanyang kaluluwa

Lubos kong minamasdan ang kaluluwa
Na nananahan sa aking kalooban
Ang Espiritu ng Diyos ay nabubuhay at kumikilos
Sa liwanag ng araw at kaluluwa
Sa kaitaasan ng mundo sa labas
Sa kaibuturan ng aking kalooban

O, Espiritu ng Diyos,
sa Iyo ako'y bumabaling at humihiling
Na ang lakas, ganda, at galing
Sa pag-aaral at sa paggawa
Sa akin ay mabuhay at managana

Rudolf Steiner

Isinalin sa Tagalog ni Estela Calingo

Upper School Morning Verse

I do behold the world
Wherein there shines the sun
Wherein there gleam the stars
Wherein there lie the stones
The plants, they live and grow
The beasts, they feel and live
And man to spirit gives
A dwelling in his soul

I do behold the Soul
That liveth within me
God's Spirit lives and weaves
In light of sun and soul
In heights of worlds without
In depths of soul within

Spirit of God
To Thee I turn and pray
That strength and grace and skill
For learning and for work
In me may live and grow

Rudolf Steiner

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Part I

GOVERNANCE AND ADMINISTRATIVE RESPONSIBILITIES

The Board of Trustees (BOT), the College of Teachers (COT), the Upper School Faculty, and the Administration Office are responsible for the governance and administrative responsibilities of the Acacia Waldorf Upper School.

The operation of the Upper School is facilitated by the following:

School Administrator – oversees administrative duties

Teacher Committees – oversee student and curricular affairs

Upper School Coordinator – facilitates communications between the faculty, the administration office, and the students regarding grades, schedules, etc.

Class Sponsors – work with Upper School students and their parents/guardians on academics and pedagogical concerns

Part II

SCHOOL'S COMMITMENT TO STUDENTS

The school's commitment is:

- to provide a high quality education to all students
- to uphold the principles, aims and procedures that support the healthy life of the school, as outlined in this handbook.

Part III

CODE OF CONDUCT

The school expects students:

- to engage with their lessons, work hard and participate in all aspects of school life
- to attend school every day, on time
- to come to school prepared for every lesson
- to complete all assignments on time and to the best of their ability
- to consult teachers and other students if they need help with their work
- to speak to a member of the faculty if they need support with anything else
- to respect and abide by the school rules and Code of Conduct.

The Code of Conduct outlines our expectations and gives guidance about what is ideal, what is expected, what is acceptable and what is not.

Everyone has the right to be treated with respect, therefore:

- be considerate towards everyone you meet
- do not use language that may offend, insult or harm anyone who may hear it
- do not hurt other people; either physically or emotionally
- respect other people's right to personal space
- do not interfere with, take or use other people's belongings without their permission
- strive to be honest at all times.

School is a place of learning and students are expected to:

- come to school on time every day
- come to school properly equipped for the lessons you have each day
- come to school ready to work
- do not disrupt lessons in your own or other classes
- do not prevent others from working
- do not bring anything to school that might distract you or others.

Part IV

GUIDELINES

Academic Work Expectations

Lessons in the High School are taught by people who have specialist knowledge of their subject. Some of them will be teachers from the school and others will come just to teach a course or two during the year.

We expect students to be active in class and complete all assignments on time. Tutors and teachers will check regularly that work is up to date and of good quality.

All work must be legible with no obtrusive errors. Written work should be handwritten unless specified otherwise by the teacher. However, in such cases that the teacher allows typewritten work, you should not rely on printing your work at school.

You must not copy anything directly from books or the internet unless it is clearly cited and referenced. Your work will be checked for plagiarism. Quotes in written work (essays or reports) should not constitute more than 20% of your work and no single quote should be longer than 40 words unless there are very good reasons for it to be longer.

The dates and times of submissions are important and are set so that you have enough, but not too much, time to produce your final work and so that you are not distracted by this assessment during other lessons later in the day. For this reason, we will collect work – finished or not – on the given dates for submission.

Assignments submitted late will incur penalties to the overall grade (up to 3% per day, including weekend days). Parents will be informed rapidly when an important deadline has been missed. Assignments submitted more than one week after the deadline will be given a failing grade.

In order to maintain a healthy work rhythm for students, the following guidelines shall be observed by Upper School teachers:

- no overnight assignments: assignments will be due, at the earliest, two days after being given out
- weekend days are not included in the above count, except for reading assignments (e.g. a math assignment given on a Friday cannot be due before Tuesday of the next week)
- deadlines for online submissions will be set no later than 4.30 PM
- it is the responsibility of the teachers to ensure there is enough time to complete most assignments during school hours (8.30 AM to 4.30 PM), but students are free to work later or earlier in the day if they choose to
- long-term projects require self-discipline and good time management on the students' part

Assessment

Work is regularly assessed in all subjects and discussed with students. Assessments can take various forms, including written and oral tests, artistic and performance works, as well as individual and group projects.

Records are kept of progress, achievement, engagement and effort in all lessons. Main lesson block reports and letter grades are given two weeks after the end of every quarter and will be accompanied by Parent-Teacher Conferences on at least two of the four quarters (typically second and last quarter).

Letter grades, rather than numericals, will be used to assess work. Below is the range of letter grades employed:

- F – Failed (under 75%)
- D – Barely passable work (75%)
- C – Passable work (76-80%)
- B – Fair work (81-85%)
- B+ – Good work (86-90%)
- A – Very good work (91-95%)
- A+ – Excellent work (96-100%)

If a student's performance is unsatisfactory, parents will be notified during the course of the block or class.

Students experiencing difficulty in class are encouraged to approach their subject teachers or Class Sponsor. Parents are likewise enjoined to inform the Class Sponsor about any concern about their child's development and performance. Students at risk of failing or failing a class will be required to attend remedial classes to make up for it. The frequency and duration of these remedial classes will be set by the teacher. Students and their parents/guardians will be informed ahead of time.

Grades and narrative evaluations are filed at the School Registrar.

School Hours

Classes begin at 8:30 AM and end at 4:30 PM. Classes take place Monday to Friday. Students are required to attend school every day between these hours unless otherwise informed.

Students are responsible for attending all classes and school events on time. Students should be in their assigned classroom, seated and ready for class before it starts. Otherwise, the student will be marked as tardy.

Students are advised to leave the campus after dismissal and shall wait by the main school gate for their authorized fetcher.

Tardiness and Absences

Students reporting to school after 8.30 AM will be marked as late by their Sponsor Teacher. Students who join the morning circle or arrive in any class after the start will also be marked as late.

Three events of tardiness are equivalent to one absence. Students who join classes after 10:30 AM are considered absent for half a day.

For an absence to be excused, a parent or guardian must submit a letter explaining it before it occurs or as soon as the student returns to school. For health-related absences, a medical certificate is required. Unexcused absences mean a student may not be granted retakes of tests or extra-credit work.

A student who is absent for three days or more due to illness should present a medical certificate to the school nurse and to the Class Sponsor teacher before reporting to class.

The Department of Education allows not more than 20% absences of the total number of school days. Within any given course (main lesson block or track class), a student totalling absences in excess of 20% of the lessons will automatically be handed a failing grade unless they accomplish extra-credit work. Students should therefore approach their subject teachers to negotiate for the completion of requirements if they incur over 20% absences in a main lesson block or any other class.

It is the responsibility of the students to catch up, as far as is practically possible, on the content and homework of missed lessons.

Leaving the Campus During School Hours

All students are expected to stay within the campus during school hours. If the student must leave, a parent/guardian should contact their child's Class Sponsor as soon as possible. Students who need to leave the campus are required to:

1. fill out the Permit to Leave Campus slip signed by the student's Class Sponsor and administration personnel,
2. and submit it to the school guard prior to leaving.

Leaving the Campus Due to Accidents and Illness

In case the student falls ill in school, the student must notify his or her Class Sponsor and proceed to the school clinic.

The School Nurse will contact the student's parent or guardian to facilitate the necessary arrangements. Any accident that requires medical attention should be reported to the administration office. The nearest paramedic will be called if needed.

School Trips and Extra Curricular Activities

There are some activities that take place outside school hours, during breaks or on weekends, but which are an essential part of the curriculum. These include trips, performances and presentations, festivals and workshops. They are an integral part of the curriculum and students are expected to take part in them. Parents/guardians and students will always be notified in advance, but sometimes opportunities present themselves on short notice. You are expected to make every reasonable effort to attend.

Maintenance of Facilities and Materials

Students are responsible for the care and cleaning of our Upper School facilities and should therefore clean the bathrooms, sweep and mop the floors, wipe the windows and blackboards, arrange tables and chairs, and segregate and empty the waste bins. While each class is assigned a particular area to clean, all students are expected to keep rooms tidy and clean as they use them throughout the day (particularly after art classes). Turning off lights and fans in empty classrooms is also expected.

Food



No eating during lessons. There are no restrictions on what Upper School students eat or drink at school, but they should be aware that other children in the school do not have this freedom and also that food can affect their health and ability to participate fully in lessons. Staff may impose restrictions if necessary.

Should students be allowed to eat in the classrooms, they are expected to clean up after themselves – waste segregated in the bins, dishes and utensils cleared and put away, surfaces wiped, floor swept, etc.

Parties held by the students in school must be announced at least one week in advance. Fast food and soft drinks are discouraged. Non-compostable packaging is prohibited (pizza boxes are acceptable). Disposable plates and utensils are also prohibited and it is the responsibility of the party organizers to provide alternatives.

Dress Code

A simple dress code reflects and supports the academic environment of the Upper School. Simplicity, neatness, and appropriateness are required.

A student's attire should not distract nor interfere with the class. Students will be asked to remove or cover up clothing that is not acceptable. Students should consult with their Class Sponsor or the Upper School Coordinator about the dress code.



Clothing regulations:

- Shirts and shoes must be worn at all times.
- Only closed shoes can be worn, unless specified otherwise.
- Slippers/flip flops/tsinelas, sandals, high platform shoes, shoes with wheels, lights, high heels, and sound are not allowed.

- Hats, hoods, and other headgear may not be worn inside classrooms. The same goes for sunglasses.
- Clothing and jewelry with symbols that signify and promote alcohol, drugs, sex, and violence are prohibited.
- Underwear must not be visible. This includes boxer shorts and brassiere straps. Underwear must also not be visible through other layers of clothing (i.e. leggings cannot show the outline of students' underwear).
 - Dresses, shorts and skirts that are shorter than knee-length are prohibited.
 - Low-cut tops, tube tops, tops that leave the sides or belly exposed under any circumstances are prohibited.
 - See-through clothes are prohibited.
 - Clothes with spaghetti straps or straps that are less than 2 inches (or 5 cm) in width are prohibited.
 - The PE attire is left at the discretion of PE teachers but students should bring it as a change of clothes and not wear it the whole day.
 - Strong perfume or deodorant is discouraged.



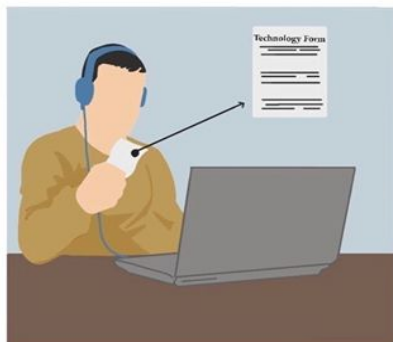
Use of Electronic Devices During Face-to-Face Classes

Electronic devices can disrupt the working environment and are not to be used during the school day, unless a school activity warrants it and a teacher has authorized it.

Students may take and make important phone calls inside the Administration Office.

Violation of these rules on electronic devices will result in the following:

- | | |
|---------------------------|---|
| 1 st violation | A warning to the student is issued. Access to the Café is withdrawn for one week. |
| 2 nd violation | Parents are informed. Students must accomplish one extra hour of Community Service. |



Access to the Farm Shed Hall and Café

Everyone is requested to care for, respect and preserve all areas and facilities on the school's farm grounds, which include the Farm Shed Hall, Café, play and rest areas, gardens, vegetable plots and designated areas for the farm animals. Discipline and proper behavior must be observed at all times.

- a. Students may use the Acacia School Farm's main access gate (along the main road) to go to the farm grounds, Farm Shed Hall and Farm Shed Café.
- b. Upper School students are allowed to go to the Farm Shed Café during morning break and lunch. They must go through the main gate and leave their Student ID with the guard on duty. Failure to return to Upper School on time for classes will result in them being marked late and their access to the Farm Shed suspended. Guards will take note of tardy students and inform Sponsor Teachers.
- c. Students may purchase beverages, sandwiches and pastries at the Farm Shed Café. Drinks can only be brought to the campus if placed in personal drinking containers. Mugs, glasses, plates and utensils issued by the Farm Shed Café shall not be brought onto campus.

- d. Students who are dismissed, picked-up by their parents and/or guardians and intend to go to the Farm grounds, Farm Shed Hall, or Farm Shed Café must always pass through the school's main entrance gate for proper logging out by the Security Guard on duty.
- e. AWS faculty and staff, Farm and Café staff, visitors, guests, and their representatives will not be held liable for any losses, injuries or untoward incidents that may arise from the negligence of a student, or the student's accompanying adult, parent or guardian.

Student Drivers

- a. Only students who are 18 years old and above and possess a valid driver's license are allowed to drive within the school premises.
- b. Students who hold a driver's license are expected to be responsible and knowledgeable about the rules of the road. They are expected to abide by all laws on driving.
- c. The students who intend to drive within the school premises should coordinate with the Class Sponsor and School Administrator for an Acacia Student Driver Permit. Among other requirements, a photocopy of the student's driver's license and a permission letter from the parent/guardians should be submitted.
- d. Students with the express permission of their parent/guardian may ride with a student driver to and/or from the school.
- e. Students who only hold a Student Driver's License must be accompanied at all times by an adult with a valid Professional or Non-Professional Driver's License. Students who fail to do this (within school grounds or outside) will be reported to the Administration.

Visitors

Friends and relatives of our students may visit Upper School classes on a case-to-case basis, if permission is granted and arrangements are made in advance. Without this, they are prohibited from staying on school grounds during class hours.

A Visitor Form submitted to the Class Sponsor and School Administrator is required before attending any Upper School class.

Part V

GROUNDS FOR DISCIPLINARY PROCEDURES

Our goal is to create a healthy environment for the entire community. We strive to assist students and families to remove any obstacles to promote the full development of each student's academic, emotional, social and spiritual capacities and potential over their four years in the Upper School.

Bullying

Bullying is a special form of aggressive behavior that can be defined in this way:

"A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons"

Dan Olweus



What differentiates bullying from other aggressive acts is that the student who bullies intends to harm, there is more than one incident, and an imbalance of power makes it hard for the child who's being bullied to defend him/herself. This difference in power can be physical—the child who bullies can be older, bigger, stronger; or several children can gang up on a single child. It can also be psychological, which is harder to see but just as potent.

Verbal bullying includes name-calling, insulting, intimidating, mocking, threatening, and making racist, sexist, or sexual comments.

Physical bullying includes a variety of behaviors such as hitting, kicking, shoving, and taking or destroying property.

Relational bullying uses relationships to control or harm another person, excluding her from the group or events, talking behind their back, spreading rumors, telling lies about them, giving them the silent treatment, etc.

Cyberbullying utilizes all of the electronic paraphernalia of modern life —cell phones, instant messaging, videos, e-mail, chatrooms, blogging, social networking sites— to mock, threaten, insult, harass, spread rumors, and impersonate others. Because it can continue 24 hours a day, 7 days a week, and because perpetrators remain anonymous, invisible, unpunished, and distant from the impact of their actions, cyberbullying can be even more harmful than ordinary bullying

Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior which disturbs or upsets, and it is repetitive and unwanted. In the legal sense, it is behavior which appears to be threatening or disturbing.

Sexual harassment is any unwelcome sexual behavior, including words or actions, unwanted attention, advances, or offers of a sexual nature.

Step One A student who feels aggrieved because of conduct that may constitute bullying or harassment should inform the person accused that such conduct is offensive and must stop.

The student should also make their concerns known to a teacher or other school staff member right away. This teacher or staff will then inform the person that the offensive behavior must stop and may take disciplinary action as needed.

Step Two If actions taken by the student, teacher or school official do not cause the offensive behavior to

cease, or if the incident is of a severe nature, dismissal may be considered.

Tobacco, Alcohol, Vaping and Illegal Drugs

Tobacco (and other nicotine products), alcoholic beverages, and illegal drugs are addictive substances with potentially fatal consequences. Their use is inconsistent with the values of self-respect and reverence for life.

Students are prohibited from possessing, exhibiting, and consuming any of those substances on campus, at other school functions, during transit to or from any school function, or in other schools. A first violation of this rule will result in a probation period and a parent meeting. Subsequent violations may result in further consequences.

Students may approach the School Administrator, Class Sponsor, Upper School Coordinator, or any faculty member to discuss concerns about substance use. Information will be held in strict confidence within certain legal limits. The school may refer the student to third party programs and professionals.

Possession of Weapons

Any student found with a weapon at school will be automatically suspended for at least two days with the possibility of further disciplinary action. Upon the second violation, the student will be dismissed. Knives and other sharp utensils may be allowed for certain activities but should be declared to a member of the faculty.



Inappropriate Use of Electronic Devices and Internet Access

The privilege of using electronic devices such as smartphones and computers and access to the internet are given to Upper School students to support their academic work such as research. All

students are prohibited from using said devices and access the internet for purposes of harassment, intimidation, and cyberbullying. All students are likewise prohibited from using these devices and the internet to engage in activities such as posting photos and videos that are sexual in nature, cybersex, pornography, etc.

Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred.

Lack of Commitment to School Work

Disciplinary sanctions, including denial of re-enrollment, can be taken to deal with students who do not comply with behavioral and academic expectations related to school work (poor attendance, skipping class, plagiarism or cheating, repeated tardiness, non-submission of work, poor attitude, etc.)

Part VI

DISCIPLINARY PROCEDURES

When an incident that requires disciplinary action arises, the Class Sponsor and the Upper School Coordinator should be informed immediately. Efforts shall be made to resolve the situation/s.

Parents/Guardians may contact the Class Sponsor or Upper School Coordinator to resolve or express concern about any incident that requires disciplinary action.

Probation

Disciplinary Probation is a specific period of time to resolve a behavioral issue. During this time, the student may be given specific tasks that are appropriate to rectify the issue. The privilege to access the farm area, participate in sports, extracurricular activities, and social events may be withdrawn during Disciplinary Probation.

The student will also be issued with a contract including clear expectations to do with behavior and academic work.

Suspension

There are two types of suspension for students who commit serious infractions to the school's guidelines: in-school and out-of-school.

In-school suspension is served within the school grounds and within school hours. The student will report to school as usual but will not attend their regular classes. Instead, they will be accomplishing community service (which will not count towards their community service hours) or other tasks decided by the Upper School faculty. Sanctions can also include sitting out special events and activities.

When a student receives an out-of-school suspension, parents are notified and the student is sent home directly. A Parent-Teacher

Conference (PTC) is mandatory before the student can return to school. The duration of the suspension shall depend on the severity of the situation.

Actions that may lead to a suspension include but are not limited to:

- a. leaving campus without permission or skipping class
- b. use of foul language, name calling, rude, or inappropriate behavior
- c. frequent tardiness and absences
- d. fighting, bullying, or harassment
- e. use of weapons, drugs, alcohol, or tobacco
- f. lying, stealing, cheating, and plagiarism
- g. vandalism or destruction of school or student property
- h. the student does not participate in his/her class work to the satisfaction of the faculty and has failed to address it after it was pointed out.

Re-enrollment Denial

The school reserves the right to not allow a student to re-enroll in cases of severe or repeated infractions related to the list above.

Dismissal

The faculty, staff, and student community work together with cooperation, respect, integrity, trust, and honesty. Every effort will be made to help students and their families resolve any problems that may arise. If no other measure resolves the problem or the issue is particularly serious, a student may be dismissed from the school.

Part VII

STUDENT PROGRAMS AND STUDENT LIFE

Study/Guidance

Students of all Upper School classes have time in their schedule dedicated to individual work. This Study/Guidance time shall be supervised by a teacher and is meant only for students to accomplish their homework and assignments. Peer tutoring is highly encouraged but must not be disruptive. Should a student not have any pending work, they are free to engage in activities such as reading, writing or drawing but not playing or using their electronic devices (unless specifically allowed to do so).

Remedial Classes

For students in need of academic support, there are weekly sessions of remedial classes. This is only mandatory for students who have been told to attend by their Sponsor Teacher. Subject teachers will inform them along the year about students in need of remedial help. Those students will be informed during the week before the remedial class. Students who are not required to attend remedial classes are dismissed.

Remedial classes shall not run beyond 4PM unless agreed upon by the teacher and the student (and their parents/guardians) together.

Community Service During Face-to-Face Classes

Acacia Waldorf School encourages students to become citizens who step out into the world and offer social services for their community.

All students are required to render a minimum of twenty (20) hours of community service each school year. Most of these hours may be completed in approved in-school or in-house facilities. At least five hours should be done off-site/out-of-school and spent in a non-profit organization.



There is no carry-over of hours from year to year. All hours must be completed and verified by the Class Sponsor and submitted to the Upper School Coordinator when the mandated hours have been completed. The due date for the Community Service Forms is ten days before the last day of the school year.

To give the students time to prepare for the senior play and the senior project the required community service hours are reduced to twelve hours for Class 12 students only.

In recognition of the work done by the Student Council for their fellow students and the community in general, all time spent by Council members in meetings and in the preparation of events counts towards their community service hours.

Foreign Exchange Program

Students of Class 10 and Class 11 may participate in a Foreign Exchange Program with a student from another country, the duration of which should be comprised between one and three months. In order to participate in such a program, students should exhibit exemplary behavior and maintain strong academic results.

Work Experience

During, or at the end of, their junior year, Class 11 students participate in a Work Experience program. This program is designed to simulate actual employment. Students perform ten full days or eighty (80) hours of work, just like they would do as an employed citizen.

The employer and the student will evaluate the performance using a form that the school will provide. The evaluations become part of the student's school report. More importantly, the experience becomes part of the student's lexicon of life skills that prepares the student for the world outside school.

Senior Project

During their senior year, Class 12 students participate in an independent studies program. The students choose projects, subjects that they are interested in. Upon approval the student is mentored by a faculty adviser and/or an outside mentor, preferably an expert or specialist in the field.

The Senior Project concludes with a public presentation of the process, product, findings, and recommendations of the project.

Varsity

Student athletes make a commitment to attend all practices and games, support teammates, follow the coach, and set an example of good sportsmanship for the entire student body.

If a student's academic standing is negatively affected because of these activities, the student may have to give up these activities until their academic results improve.

Requirements for Varsity Members

An Upper School student must submit the following before participating in a varsity practice or game:

- a. Medical Clearance and Certificate
- b. Waiver and Consent for Athletics Form
- c. Authorized Fetcher's Form
- d. Pending Academic Requirements

Injuries and Illness

A student athlete who was absent due to illness or injury beyond three days must submit a medical clearance and/or a medical certificate from the student's doctor or health practitioner.

A student athlete must obtain a medical clearance issued by the student's doctor or health practitioner before joining any varsity events.

Clubs

Upper School students are encouraged to establish and take part in clubs. These clubs are extra-curricular and students need to secure permission from Upper School to use any school materials or facility. A faculty member should be present to monitor club activities.

If a student's academic standing is negatively affected because of these activities, the student may have to give up these activities until their academic results improve.

Student Council

Two student class representatives are elected by their fellow classmates every year. These eight students form the Student Council.

They elect a President, Vice-President, Secretary and Treasurer between themselves.

Student Council members meet regularly to plan student activities. Faculty members may serve as advisers.

Senior Ball

As a gesture for their upperclassmen, the Senior Ball is organized by Class 11 students every year. It is held to develop social skills and foster friendships and camaraderie.

The following are guidelines to ensure a wholesome and fun night, therefore:

- a.** wear appropriate clothes
- b.** avoid inappropriate displays of affection
- c.** take your leave after the event has concluded.

Part VIII

ONLINE LEARNING

Should the need for online learning arise, the following guidelines shall be put into place. These rules do not negate any of those previously mentioned, unless otherwise stated. Students should communicate any uncertainty they may have with their Sponsor Teacher.

Materials and Tools

Students will be expected to have the following materials on hand during online learning:

- A computer that allows them to adequately participate in all activities and submit work electronically.
- Headphones or earphones to be used to listen during online meetings or video/audio materials provided by the teacher.
- A microphone and a webcam to participate.
- Regular access to the internet.

Students are still expected to create Main Lesson Books, though submission of pages will be determined by the teacher on a case-to-case basis.

Online schedules will be provided to students and updated regularly.

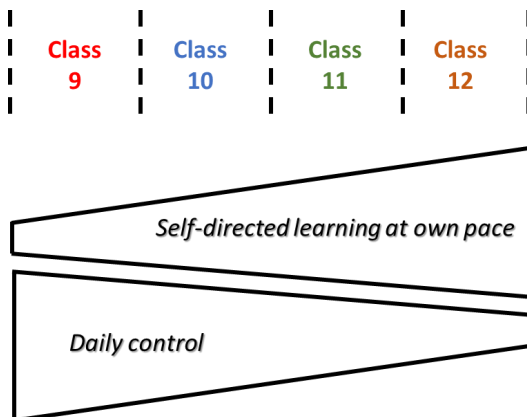
General Guidelines and Procedures

Students are expected to:

- a.** Be on time for their online classes and be completely prepared.
- b.** Make sure to be online at the indicated time when attendance is taken.
- c.** Be aware of all announcements made in class or on the corresponding website as well as of all materials that are provided.
- d.** Regularly check for online updates.
- e.** Complete their assignments on time, especially in cases where group work is required. Not knowing or misunderstanding the requirements, running out of time, submitting the “wrong file”, losing files, or being overwhelmed with multiple demands are not acceptable excuses.
- f.** Actively participate in live online classes and/or discussions.
This includes keeping their webcam on at all times, and using their microphones to participate (unless otherwise specified).
There will be days when students will be graded on how well they participate in the class.
- g.** Listen and show respect to classmates and teacher(s).
- h.** Take responsibility for their actions and academic performance (RESPONSIBILITY = ACCOUNTABILITY = OWNERSHIP).
- i.** Avoid plagiarism and other forms of cheating.

Learning Environment

a. The following guiding principle will apply to all online blocks and tracks:



b. Attendance will be taken online every day before the start of Main Lesson.

c. A block orientation including any and all necessary instructions will be given every morning – either during a brief Zoom call or in written form on Google Classroom

d. In addition to regular classes, Zoom calls will be scheduled to provide ample of time for

- Sponsor time (at least once per week)
- Class / Group time (once/twice a week)
- Individual teaching (to be scheduled separately as needed)

e. Classes will be recorded by teachers for documentation purposes and to provide copies to students with internet access difficulties.

Note: posting of any online material, especially recorded zoom calls or teacher-produced videos on social media, YouTube or any other online platform is strictly prohibited. Non-adherence to this rule will automatically lead to suspension and possibly dismissal from school

f. Parents will be informed about non-submission of assignments, poor performance, plagiarism, and any other reasons for concern at least on a weekly basis.

Absences and Tardiness

All aspects mentioned earlier in the handbook continue to apply during online learning.

If a student should be late to or miss a class due to illness or a non-school related absence, they are expected to inform the respective teacher as soon as possible. Alternative arrangements for completing block or track work, assignments and quizzes will then be made. Missing assignments and quizzes due to absences without an excuse will be graded zero.

Extra Assistance

Remedial classes will be assigned following the procedures described earlier in the handbook.

If a student seeks academic assistance in a particular block or track, they are encouraged to contact their respective teacher(s) any time in written form via:

- Google Classroom platform
- Email
- Viber
- SMS

In case they want to talk to a teacher directly, they should schedule a phone or Zoom call, ideally in the time between 2-6 PM, Monday to Friday.

Programs, Apps and Websites

To assist the teachers and students in making the online learning experience as enjoyable and effective as possible, teachers will use a variety of programs and tools when holding their classes.

These include, but are not limited to:

- Google Classroom (for assignments, distribution of reading materials, videos, online links)
- Kahoot (for online group and individual quizzes)
- Mentimeter (interactive online live teaching)
- Zoom (class/group/individual online meetings)
- Vocabulary.com (English exercises)

Students will be taught to use these programs. Should students have any questions regarding the programs, they are to ask the teacher(s) prior to the start of the next class. All students are expected to be able to use all programs as required.

The school ensures that all policies in this handbook strictly follow the rules and regulations set by the Department of Education.

For further information, you may read the following DepEd memos:

- *DepEd Order No. 40, Series 2012 “Child Protection Policy”*
- *DepEd Order No. 88, Series 2010 “2010 Revised Manual of Regulations for Private Schools in Basic Education”*
- *DepEd Order 08, Series 2015 “Policy Guidelines on Classroom Assessment for the K-12 Basic Education Program”*

CONFORME

We have received a copy of the Acacia Waldorf School Upper School handbook and have read, studied, and understood all the contents of this handbook in its entirety. We recognize that this handbook will be valid until a new one is issued. As bonafide members of the Acacia School Community, we will do our best to abide by the rules, policies, and guidelines contained in this school handbook.

Name and signature of Student

Date

*Name and signature of
Parent/Guardian*

Date