

PHILIPPINE-EMIRATES PRIVATE SCHOOL

Khalifa City, Abu Dhabi – UAE

Under: Department of Education Permit no. 006, S. 2019 Manila Philippines
Ministry of Education License No. Abu Dhabi, UAE



STUDENT'S MANUAL

TABLE OF CONTENTS	
<i>Pupil's/Student's Personal Data</i>	4
<i>My Class Schedule</i>	5
<i>School Calendar</i>	6
<i>Letter to Pupil / Student</i>	8
<i>Letter to Parent/s</i>	9
<i>The School Seal</i>	10
<i>Mission, Vision Statements and Objectives</i>	11
Article I- Academic Policies and Requirements	13
<i>Section 1: Student Identification and Records (Esis, LRIN)</i>	14
<i>Section 2: Admission Requirements</i>	15
<i>Section 3: Tuition Fees, Withdrawal and Mandatory Charges</i>	16
<i>Section 4: Subject Load and Sequence</i>	16
<i>Section 5: Percentage Allocation</i>	16
<i>Section 6: Progress Report Card (SF9)</i>	17
<i>Section 7: Selection of Honors</i>	18
<i>Section 8: Assessments Policy and Guidelines</i>	21
<i>Section 9: Extra Curricular Activities (ECA)</i>	23
<i>Section 10: Other Academic Requirements</i>	23
Article II: Student Welfare and Safeguarding	24
<i>Section 1: Student Protection Policy</i>	25
<i>a. Child Protection Policy</i>	25
<i>b. Anti-Bullying Policy</i>	27
<i>Section 2: Health and Safety Environment</i>	36
<i>Section 3: School Bus Rules and Expectations</i>	41
<i>Section 4: Library Rules and Regulations</i>	48

TABLE OF CONTENTS	
<i>Article III: Policies and Rules on Conduct</i>	52
<i>Section 1: Attire of Pupils/Students</i>	53
<i>Section 2: Class Attendance</i>	54
<i>Section 3: Campus Discipline</i>	56
<i>Section 4: Guidelines for Disciplinary Measures</i>	58
<i>Section 5: Offenses and Sanctions</i>	59
<i>Section 6: Filling of Concerns</i>	61
<i>Article IV: Guidelines to Parents</i>	62
<i>Section 1: Reminders for Parents/Guardians</i>	63
<i>Statement of Commitment</i>	64
<i>Section 2: Student Development Activities</i>	65
<i>Statement of Commitment</i>	66
<i>Appendix A</i>	67
<i>National Anthem (Philippines & UAE)</i>	68
<i>Panatang Makabayan</i>	70
<i>PEPS Hymn</i>	71
<i>Appendix B</i>	72
<i>Leave of Absence/Agreement Form</i>	73
<i>Correspondence (Teachers & Parents)</i>	75
<i>Excuse Slip</i>	85
<i>Tardy Slip</i>	89
<i>Department Slip</i>	95
<i>Daily Performance Summary</i>	104

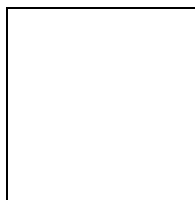
Need Help? Report Bullying, Safety Concerns, or Student Welfare Issues
PEPS Hotline: +971 564953515
Email: reception@philippineemiratesprivateschool.com
Report Form: Use Suggestion Box

PUPIL'S/STUDENT'S PERSONAL DATA

LRN:

ESIS:

Name: _____



Address: _____

Mobile No: _____ Tel. No. _____

Date of Birth: _____

Place of Birth: _____

Father's Name: _____

Occupation: _____

Place of Work: _____

Mobile No.: _____ Tel. No. _____

Mother's: _____

Occupation: _____

Place of Work: _____

Mobile No.: _____ Tel. No. _____

In case of emergency, please call:

Name: _____

Mobile No.: _____ Tel. No. _____

MY CLASS SCHEDULE

<i>Time</i>	<i>Subject</i>	<i>Teacher</i>	<i>Day</i>

SCHOOL CALENDAR

Academic Year 2025- -2026

AUGUST 2025	Day	ACTIVITIES
11 to 14	Mon - Thurs	INSET/CPD for Teachers
18	Monday	Starting Day for Teachers and Staff
19-21	Wed - Thurs	Classroom Reconstructing
21	Thursday	Lesson planning and distribution of loads and class schedule
22	Friday	Induction of teachers and staff/Distribution of Training Certificates
25	Monday	First Day of School for Students
27	Wednesday	Diagnostic Test for English, Math and Science
29	Friday	Homeroom Election of Class Officers
SEPTEMBER 2025		ACTIVITIES
7	Sunday	OPEN House 2025
16-18	Tues-Wed	Monthly Achievement Test
19	Friday	Filing of candidacy for PEPS Student Government Election
	Friday	Nutrition Day
25	Thurs @ 1pm	Miting de Avance
26	Friday	PEPS Student Government Election (SPG and SSG)
OCTOBER 2025		ACTIVITIES
2	Thu	Club campaign and registration for ADEK Cup Games
3	Friday	World Teacher's Day Celebration
7, 8, 9	Tues - Thurs	First Periodical Examination
13 -17	Mon-Fri	Mid-Term Break
18	Sat	Card Day Q1, PTC meeting, Class Rep. and PTC Election
24	Friday	PIYESTA ng PEPS and High School Nite
31	Friday	United Nations Day Celebration
NOVEMBER 2025		ACTIVITIES
3	Monday	Flag Day (to be confirm)
7	Friday	Start of Taekwondo Clinic
11 - 13	Tues-Thurs	Monthly Achievement Test
17 - 20	Mon - Thurs	International Benchmark Test
21	Friday	Boy and Girl Scout
27-28	Thursday	Second Periodical Examination
28	Friday	Commemoration Day
DECEMBER 2025		ACTIVITIES
1	Monday	Second Periodical Examination and 54th EID Al Etihad celebration
2 - 3	Tues - Wed	54th Eid al Etihad (UAE National Day)
4	Thursday	Grand Christmas Program
		PEPScolor 2026 and Field trip meeting
5	Fri (whole day)	Homeroom Christmas Party
8	Monday	Start of Winter Break

JANUARY 2026		ACTIVITIES
5	Monday	Classes Resume / Start of PEPScolor practices (shortened classes)
11	Sunday	Distribution of Q2 report card and PTC meeting
20 - 22	Tues - Thurs	Monthly Achievement Test
27 - 29	Tues - Thurs	Educational Trip (by Phase)
FEBRUARY 2026		ACTIVITIES
10 - 12	Tues - Thurs	Third Periodical Examination
13	Friday	Pepscolor Clash (Sports Day) - Opening Ceremony and Games
14	Saturday	Family Day and continuation of games/Mr and Ms PEPS 2025
15	Sunday	PEPSColor Clash 2026 (Dance Edition)
16	Monday	<i>*Start of Ramadan (tentative)</i>
22 - 24	Mon - Tues	*continuation of Pepscolor Games and Awarding Ceremony
27	Friday	IFTAR
MARCH 2026		ACTIVITIES
1	Sunday	Distribution of Q3 report card and PTC meeting
6	Friday	Start of class pictorial
10-12	Friday	Monthly Achievement Test
13	Friday	Community Services (PEPS enviro crusaders) Al Lahazat Park
		Emirati Childrens' Day
16 - 29		<i>Spring break</i>
18 - 20	Wed - Fri	<i>Eid Al-Fit'r (tentative)</i>
30	Monday	Classes Resume
APRIL 2026		ACTIVITIES
	Wed	
21 - 23	Tues - Thurs	Monthly Achievement Test
MAY 2026		ACTIVITIES
5-7	Tue-Thu	Class Pictorial
11, 12, 13	Mon-Wed	Post Test (Major Subject)/ Exit Exam(Other Subjects)
14-15	Thu-Fri	Math/Scie Quiz bee and Spelling
16-18	Sat-Mon	WSC Dubai Round
18-22	Mon-Fri	Practice (Int. Ball/JS Prom) Shorten time
24	Sunday	Intermediate Ball
25	Monday	JS Prom
JUNE 2026		ACTIVITIES
2 - 4	Tues - Thurs	Final Examination - all Grade level
5	Friday	Career Day
12	Friday	TLE/Entrep Day
15	Monday	Baccalaureate Mass
16-19	Tue-Fri	Practices - Recognition/Moving-Up Ceremony and Graduation Exercises
19	Friday	Year End Party /Grade 12 Farewell Walk
20	Sat	Moving-Up Ceremony and Graduation Exercises/Recognition
21	Monday	Making of Forms
JULY 2026		ACTIVITIES
3	Friday	Last Day of Academic Year for Teachers and Students
Note: all entries above are subject for changes		
<i>*Public holiday dates are tentative and are subject to official announcements</i>		

Dear Learners,

Welcome to Philippine-Emirates Private School (PEPS), an institution of real learning and your home away from home.

As being known, PEPS has endeavored to provide quality education encompassing with talented, committed, dedicated, competent teachers whose mission is to enable the Filipino children exercise the right to acquire quality education using the Philippine curriculum which is at par with the global education of today.

In this student manual, you will find rules and regulations that we consider beneficial for your stay in our school. As a student, you are duty bound to follow these rules and regulations as mandated and agreed upon by the administration and faculty.

Through this manual, we will be able to prove to ourselves the symbol of true Filipino unity and solidarity whose aspiration is to promote nationalism, preserve our cultural heritage, and maintain a national identity and to become good citizens of our beloved country in general and in our school in particular.

A cooperative work of the Philippine Emirates Private School community, this handbook had been prepared by the Faculty and Administration.

PHILIPPINE EMIRATES PRIVATE SCHOOL

Dear Parent/s,

This **PEPS JOURNAL** serves as a link between you and the school. It is a source of information and a channel of communication among **Parents, Teachers** and the **School Administration**. So, it is extremely important as far as follow-up of your child is concerned as it becomes a daily anecdotal record of your child's behavior and performance in school.

Let this journal be the constant **Companion** of your child in coming to school. Help us to remind your child the importance of this. Please handle this with special care. For this purpose, may we request you to check this daily.

This is intended for academic purposes only. You may call the office for your personal concerns.

Furthermore, ignorance of any of these will not be an excuse in case of infraction. Each learner is advised to secure replacement in case of loss.

May our LORD GOD ALMIGHTY, help us, bless us and guide us always!

PHILIPPINE EMIRATES PRIVATE SCHOOL

THE SCHOOL SEAL



The seal is the insignia of the school that is depicted by the symbols displayed in the shield. The book of knowledge signifies wisdom and quality education. The torch of wisdom is the symbol of scholarship and the feeling of pride to the unique Filipino cultural heritage.

The school colors are red, blue and yellow. Red symbolizes courage to resist the test of times, strength, triumph, innocence and joy. Its blue color signifies loyalty, stability and humility. Yellow symbolizes the glowing metal of desirable behavior; integrity, honor, perseverance and nationalism.

MISSION, VISION STATEMENT & OBJECTIVES

MISSION STATEMENT:

Philippine Emirates Private School is committed to providing high-quality, inclusive education that fosters holistic development in a diverse, respectful and innovative environment. We empower students to become globally competent, compassionate and responsible individuals equipped with the skills necessary for academic, personal and social success.

VISION STATEMENT:

Philippine Emirates Private School envisions a nurturing, inclusive and dynamic learning community that empowers students with the knowledge, skills and values essential for lifelong learning, meaningful living and active participation in an ever-evolving 21st world.

GENERAL OBJECTIVES:

1. To provide high-quality, inclusive, and learner-centered education that nurtures academic excellence, critical thinking, creativity, and a strong appreciation of Filipino culture and heritage within a global context.
2. To foster the holistic development of students by promoting their intellectual, social, emotional, moral, spiritual, and physical well-being through curricular and co-curricular programs.
3. To develop globally competent, compassionate, and responsible learners who demonstrate respect for diversity, ethical leadership, and active citizenship in an ever-changing world.
4. To cultivate lifelong learners equipped with 21st-century skills, including communication, collaboration, innovation, digital literacy, and problem-solving.
5. To establish supportive partnerships with parents, community stakeholders, and educational institutions to enhance student learning and ensure smooth educational transitions when necessary.

Objectives of the Elementary Education Curriculum:

Elementary education shall aim to develop the spiritual, moral, mental and physical capabilities of the child, provide him with experiences in the democratic way of life, and inculcate ideas and attitudes necessary for enlightened, patriotic, upright and useful citizenship.

Objectives of the Elementary Education based from the Education Act of 1982 or Batas Pambansa Bldg. 232.

1. To provide the knowledge and develop the skills, attitudes, and values essential for personal development, a productive life, and constructive engagement with a changing milieu;
2. To provide learning experiences that increase the child's awareness of and responsiveness to the just demands of society;
3. To promote and intensify awareness of, identification with, and love for our nation and the community to which the learner belongs;
4. To promote experiences that develop the learner's orientation to the world of work and prepare the learner to engage in honest and gainful work.

Objectives of the Secondary Education Curriculum:

1. Develop skills in higher intellectual operations, critical and creative thinking, and more complex comprehension and expression activities in varied life situations;
2. Broaden scientific and technological knowledge and skills as means for optimizing one's potentials for self-development and for promoting the welfare of others;
3. Develop an enlightened commitment to the national ideals by discerning, preserving, and developing desirable traditions and values of the Filipino heritage;

ARTICLE I
ACADEMIC POLICIES AND REQUIREMENTS

Section 1: Student Identification and Records

To ensure accurate student records and compliance with regulatory requirements, all students enrolled at Philippine Emirates Private School (PEPS) shall be registered in both the Philippine and UAE educational information systems.

1. ADEK ESIS Number

The **Education System Information System (ESIS) Number** is a unique student identification number assigned through the Abu Dhabi Department of Education and Knowledge (ADEK). This number serves as the student's official identifier within the UAE education system and is used for enrollment, academic records, transfers, reporting, and other official educational transactions.

Policy Guidelines:

- Every student enrolled in PEPS must have a valid ESIS Number.
- Parents are responsible for providing all required documents to facilitate ESIS registration and updates.
- Students transferring from another school in Abu Dhabi must ensure that their ESIS records are properly transferred.
- The ESIS Number shall be used for official communications and reporting requirements as mandated by ADEK.

2. Learner Reference Number (LRN)

The **Learner Reference Number (LRN)** is a permanent 12-digit number assigned by the Philippine Department of Education (DepEd) to students enrolled in Philippine schools, including Philippine curriculum schools overseas.

Policy Guidelines:

- Every student must maintain only one LRN throughout their educational journey.
- The LRN shall be used in all official Philippine academic records, certifications, and reports.
- Parents must immediately inform the school of any discrepancies in the student's LRN information.

Student Information Record

Student Information

Details

Student Name	_____
Grade/Section	_____
ADEK ESIS Number	_____
DepEd LRN	_____
School Year	_____

Data Privacy Statement

PEPS shall collect, maintain, and protect student information, including ESIS and LRN data, in accordance with applicable UAE regulations, ADEK requirements, and the school's Data Privacy Policy. These identification numbers shall be used solely for educational, administrative, and regulatory purposes.

Section 2: Admission Requirements

1. Photocopy of student's passport with stamped valid residence visa
2. Photocopy of parents' passport with stamped valid residence visa
3. Six (6) recent passport size photos of the student
4.
 - a. If born in U.A.E - Photocopy of Birth Certificate
 - b. If born outside U.A.E. - Original Birth Certificate duly authenticated by the ff :
 - b.1 National Statistics Office (N.S.O.)
 - b.2 Department of Foreign Affairs (DFA)
 - b.3 UAE Embassy in the Philippines
5.
 - a. If coming from the schools within UAE – Transfer certificate (in Arabic) duly authenticated by the Ministry of Education.
 - b. If coming from the other countries – Form 137 duly authenticated by the Ministry of Education and department of Foreign Affairs.
 - c. If coming from school in the Philippines – Form 137 duly authenticated by the following:
 - c.1 Department of Education (Dep. Ed)
 - c.2 Department of Foreign Affairs (DFA)
 - c.3 UAE Embassy in the Philippines

Online Enrollment Procedure

1. In your PC, type www.philippineemiratesprovateschool.com
2. Create account and fill up the Registration Form
3. Visit the school accounts office for payment
4. Student assessment test at the Guidance Office

Section 3: Tuition Fees, Withdrawal & Mandatory Charges

1. School fees are approved by the Ministry of Education.
2. Enrollment withdrawal before the opening of classes shall be charged with AED 500.00. Cancellation of the enrolment after the opening of classes will defeat the right to claim for refunds of the total paid.
3. Other Charges :

a. Certification	AED	10.00
b. Form 137		50.00
c. Reprinting of Student Accounts		10.00
d. Student's Manual		30.00
e. School		30.00

Section 4: Subject Load and Sequence

The school follows the prescribed K to 12 curriculum of the Department of Education, Philippines.

Section 5: Weights of the Components for KG, Grades 1 to 10 and Senior High School

1. Kindergarten, Grades 1 to 10

Table 1. Weights of the Components for KG and Grades 1 to 10

Components	Languages (English, Filipino, Arabic)	Values/Islamic Ed. and CBA	Social Studies - Phils and MSCS	Science Math	MAPEH TLE
Written Work	30%			40%	20%
Performance Task	50%			40%	60%
Quarterly Assessment	20%			20%	20%

The grading system for Senior High School (SHS) follows a different set of weights for each component. Table 2 presents the weights for the core and track subjects.

Table 2. Weight of the components for SHS

	Core Subjects	Academic Track	
		All other subjects	Work Immersion/ Research/Busines Enterprise Simulation/ Exhibit/Performance
Written Work	25%	25%	35%
Performance Task	50%	45%	40%
Quarterly Assessment	25%	30%	25%

Section 6: Progress Report Card (Form 138) now SF9

1. Report cards are issued by the school once every quarter. Parents are required to personally get the report cards from the advisers. This is to enjoin parents to have brief conference with respective advisers and subject teachers and to make follow-up of their child/children's performance.
2. No early distribution of Final Report Card in case the student will leave the school before the school year ends. The learner will be given a Good Moral Character Certificate and the 3rd Grading report card.

Sampler Report Card

Learning Areas	KG 1	KG 2	GR.1-3	GR.4-6	JUNIOR HS
Arabic Language		√	√	√	√
English	√	√	√	√	√
Mathematics	√	√	√	√	√
Science and Health	√	√	√	√	√
Filipino	√	√	√	√	√
Social Studies - Philippines			√	√	√
MAPEH	√	√	√	√	√
TLE			√	√	√
Moral, Social & Cultural Studies (MSCS)			√	√	√
Values Education/Islamic			√	√	√

Character Education (CBA)	√	√			
General Average					

Grade 11, 2nd Semester of ABM Strand (sample only)

Subjects	Quarter		Second Semester Final Grade
	3	4	
Core Subjects			
Reading and Writing Skills			
Pagbasa at Pagsusuri ng Iba't Ibang			
Teksto tungo sa Pananaliksik			
Statistics and Probability			
Physical Education and Health			
Applied and Specialized Subjects			
Empowerment Technologies			
Business Math			
Organization and Management			
	General Average for the Semester		

Section 7: Selection of Honors

Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, DepEd Order no. 36, s. 2016

To give due recognition to learners who have shown exemplary performance in their school work, the school shall implement the following guidelines in the selection of honor pupils/students:

A. Classroom Awards

1. Academic Excellence Award

The Award for Academic Excellence within the quarter is given to learners from KG, grades 1 to 12 who have attained an average of at least 90 and passed all learning areas, with no grade of below 85 in any subject in any grading period.

2. Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

Table 1. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors	98 – 100

2. With High Honors	95 – 97
3. With Honors	90 – 94

3. Only grades in the current term/grading shall be considered in the ranking of honor of learners. Transferees shall be considered in the ranking provided they are enrolled not later than the start of second term/grading of the current academic year.

4. The final rating for each term/grading period shall be computed to the three decimal places.

B. Grade Level Awards

1. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from Kindergarten and grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas with no grade of below 85 in any subject in any grading period.

The class advisers will give to the Academic Coordinator the list of qualified learners to be awarded during a school recognition ceremony.

Refer to Table 2 for the Academic Excellence Award at the end of the school year.

Table 2. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors	98 – 100
2. With High Honors	95 – 97
3. With Honors	90 – 94

2. The final rating for each term/grading period shall be computed to the three decimal places

Achievements of learners in specific academic disciplines (such as Mathematics, Science and English) and in special curricular areas (such as athletics, performing arts and campus journalism) shall be given recognition.

1. The following distinctions in curricular and co-curricular activities may likewise be awarded to recognize excellence in specific fields.

The following awards shall be given:

- a. Fidelity Award (*studied from KG 1 up to grade 12*)
 - b. Loyalty Award
 - c. Academic Excellence Award
 - d. Most Outstanding Pupil (*Kindergarten Two*)
 - e. Leadership Award
 - f. Deportment Award
 - g. Service Award - PRISM
 - h. Service Award – Supreme Student Government
 - i. Best in Mathematics
 - j. Best in English
 - k. Best in Science
 - l. Achievement Award
 - m. Award of Excellence in Visual Arts
 - n. Award of Excellence in Sports
 - o. Boy Scout of the Year
 - p. Girl Guide of the Year
 - q. Best In Penmanship
 - r. Perfect In Attendance
 - s. Other: Special Award will be given to a learner for winning outside school competitions.
-
1. A pupil/student who is a candidate for honor whether graduating or not must not have any record of misconduct or misbehavior in the guidance office under category 2 and major offenses.
 2. The final selection and announcement of honor pupils/students shall be made not later than four (4) days before the recognition rites/commencement exercises. The head of the school, as the Chair of the Selection Committee, shall do the final announcement. Other than the principal's announcement is null and void.
 3. Queries, if any, should be filed within three (3) days before the recognition/graduation rites and shall be settled not later than two (2) days before the recognition/graduation day

Section 9: Assessment Policy and Guidelines

ASSESSMENT POLICY

Assessment is one of the most important tools for educational improvement as it helps create a culture of using data and evidence to evaluate and enhance the performance of students, staff, and schools. In a diverse school environment, the standardization of assessment data equally allows for the establishment of a common ground to drive change. This policy sets out the basic requirements for the creation of a culture of assessment in schools.

Purpose

- Define expectations related to assessment: the evaluation, measurement, and analysis of academic readiness, learning progress, skill acquisitions, values/attitudes, and the educational needs of students.
- Identify high-quality internal and external assessment methods that use data-driven decision-making processes to inform continuous improvement in teaching and learning practices and raise the level of student achievement.
- Require that assessment data is analyzed, monitored, and shared with relevant stakeholders.

GUIDELINES:

1. There are eight (8) **Major Examinations** during the school year.
2. No changes in the official schedule will be made without prior approval of the school Principal
3. Every student is required to have an examination permit.
"No Permit No Exam Policy"
4. Test Results will be given a week after the exam.
5. A student who, for serious and just reasons, fails to take any examination may be allowed to take a special exam at the discretion of the principal.
6. The school will administer other forms of test aside from the major examination.
7. **No Advance Examinations** will be given to the learner who will leave for a holiday during the school year.

To ensure fairness, integrity, and compliance with ADEK and DepEd assessment policies, all students are expected to observe the following:

1. **Attendance** – Students must arrive on time and be present for all scheduled examinations. Late arrivals may be given only the remaining examination time.
2. **Examination Materials** – Students shall bring the required materials and use only approved resources as instructed by the teacher.
3. **Academic Integrity** – Cheating, plagiarism, unauthorized communication, or possession of prohibited materials during examinations is strictly prohibited and will be subject to disciplinary action.
4. **Conduct During Examinations** – Students must remain silent, follow all invigilator instructions, and maintain a respectful testing environment.
5. **Electronic Devices** – Mobile phones, smartwatches, and other electronic devices must be switched off and kept away unless specifically authorized for assessment purposes.
6. **Absence from Examinations** – Students who miss an examination due to illness or other valid reasons must submit appropriate documentation and may be permitted to take a scheduled make-up examination, subject to school approval.
7. **Assessment Accommodations** – Students with approved learning support needs shall receive appropriate assessment accommodations in accordance with their Individual Education Plan (IEP) or school support plan.
8. **Results and Feedback** – Examination results shall be communicated to students and parents in accordance with the school's assessment and reporting procedures.

SCHEDULE OF EXAMINATION

First Achievement Test	Month of September
First Periodical Exam	Month of October
Second Achievement Test	Month of November
Second Periodical Exam	Month of January
Third Achievement Test	Month of February
Third Periodical Exam	Month of March
Fourth Achievement Test	Month of April
Post Test	Month of May
Final Periodical Exam	Month of June

Schedule of examination will vary on grading. It will be posted on TEAMS and by the class adviser to their respective classroom, five (5) days before the first day of examination together with the pointers to study.

Section 9: Co-Curricular Activities

- a. PIYESTA ng PEPS
- b. High School Night
- c. United Nations' Day
- d. ADEK Games
- e. Grand Christmas Program and Party
- f. Field Trip
- g. PEPScolor Clash
- h. PEPS Enviro Crusaders (Park clean-up)
- i. MARRS Spelling Bee
- j. Math & Science Olympiad and Innovation Week
- k. Intramurals and Family Fun Day
- l. HS Promenade
- m. Language Week Book Week

Section 11: Other Academic Requirements

In partial fulfillment of the requirements in some subjects, students are assigned term papers, scrapbooks, reports, researches, and other projects.

ARTICLE II

STUDENT WELFARE AND SAFEGUARDING

This section outlines the school's commitment to ensuring a safe, supportive, and inclusive environment for all students. It covers child protection, anti-bullying, and well-being policies that safeguard students' physical, emotional, and social welfare.

All members of the school community share the responsibility of protecting students from harm and promoting a culture of respect and safety in line with ADEK requirements.

Need Help? Report Bullying, Safety Concerns, or Student Welfare Issues
PEPS Hotline: +971 564953515
Email: reception@philippineemiratesprivateschool.com
Report Form: Use Suggestion Box

Section 1: Student Protection Policy

- Child Protection Policy
- Anti-Bullying Policy
- Reporting and Investigation Procedure



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

CHILD PROTECTION AND ANTI-BULLYING POLICY

1. Introduction

The Philippine Emirates Private School (PEPS) is committed to providing a safe and nurturing environment for all students, free from all forms of harm, abuse, and neglect. This Child Protection Policy is established in accordance with the National Child Protection Policy in Educational Institutions in the United Arab Emirates issued by the Ministry of Education of UAE.

2. Policy Statement

PEPS is committed to:

- **Protecting the welfare and safety of all students** regardless of their ethnicity, gender, origin, religious beliefs, social standing, or disability.
- **Creating a positive, enjoyable, and respectful learning environment** free from all forms of abuse, neglect, and exploitation.
- **Empowering students to understand their rights and responsibilities** regarding their safety and well-being.
- **Providing clear and accessible reporting mechanisms** for students, staff, and parents to report any concerns about child safety.
- **Ensuring that all staff members are trained and equipped** to identify, report, and respond to suspected child abuse and neglect.
- **Working collaboratively with relevant authorities** to investigate and address cases of child abuse and neglect.

3. Legal Basis:

The Philippine Emirates Private School (PEPS) Child Protection Policy is guided by the following laws, policies, and regulations:

Republic Act No. 7610 – Special Protection of Children Against Abuse, Exploitation and Discrimination Act;

Republic Act No. 10627 – Anti-Bullying Act of 2013;

DepEd Order No. 40, s. 2012 – DepEd Child Protection Policy;

DepEd Order No. 55, s. 2013 – Implementing Rules and Regulations of the Anti-Bullying Act of 2013;

4. Scope Policy

- ✦ This policy applies to all staff members, students, parents, and visitors of PEPS. It covers all school activities, both on and off-campus, including field trips, extracurricular activities, and online interactions.

5. Principles

- ✓ The best interests of the child are paramount.
- ✓ All children have the right to be safe and protected.
- ✓ All concerns about child safety will be taken seriously and investigated promptly.
- ✓ Confidentiality will be maintained to the greatest extent possible.
- ✓ Open communication and collaboration are essential for promoting child safety.

6. Definition

- **Child:** Any person under the age of 18 years.
- **Child abuse:** Any form of physical, emotional, sexual, or neglectful behavior that results in, or has the potential to result in, harm to a child.
- **Neglect:** The failure to provide for a child's basic needs, including food, shelter, clothing, medical care, education, and supervision.
- **Bullying:** Repeated, unreasonable behavior directed towards a more vulnerable person, intended to upset, intimidate, or control them.
- **Reporting:** Bringing any concerns about child safety to the attention of a designated person within the school or relevant authorities.

7. Types of Child Abuse

- **Physical Abuse:** Any intentional act that causes physical harm to a child, including hitting, kicking, shaking, burning, biting, or using weapons.
- **Emotional Abuse:** Repeated behaviors that harm a child's emotional well-being, such as humiliation, belittling, threatening, isolating, or withholding affection.
- **Sexual Abuse:** Any sexual contact or behavior with a minor, including touching, fondling, intercourse, or exposure to inappropriate sexual material.
- **Neglect:** The failure to provide for a child's basic needs, including food, shelter, clothing, medical care, education, and supervision.
- **Bullying:** Repeated, unreasonable behavior directed towards a more vulnerable person, intended to upset, intimidate, or control them.

8. Positive Discipline

PEPS adopts positive and non-violent discipline as a means of managing student behavior and promoting self-discipline, responsibility, and respect.

All school personnel shall uphold the dignity and rights of every learner and shall avoid any form of punishment that is cruel, degrading, humiliating, or harmful.

The following practices are strictly prohibited:

- Corporal punishment;
- Physical punishment of any form;
- Public humiliation or shaming;
- Verbal abuse, ridicule, or insulting remarks;
- Threats and intimidation;
- Discriminatory treatment; and
- Any act that may cause physical, emotional, or psychological harm to a learner.

The school shall promote positive disciplinary measures such as:

- Guidance and counseling;
- Positive reinforcement;
- Restorative conversations;
- Behavior modification interventions;
- Parent conferences; and
- Other developmentally appropriate interventions.

9. Anti-Bullying Policy

PEPS adopts a zero-tolerance policy against bullying in all forms.

Bullying refers to any severe or repeated use by one or more students of written, verbal, electronic expression, physical acts, gestures, or any combination thereof, directed at another student that causes

physical, emotional, psychological, or educational harm.

Bullying includes but is not limited to:

Physical Bullying

- Hitting
- Kicking
- Pushing
- Tripping
- Damaging personal property

Verbal Bullying

- Name-calling
- Insulting remarks
- Teasing
- Mocking
- Threats

Social or Relational Bullying

- Social exclusion
- Spreading rumors
- Public humiliation
- Encouraging others to exclude a student

Cyberbullying

- Sending threatening or offensive messages
- Posting harmful or embarrassing content online
- Creating fake accounts to harass others
- Sharing private information without consent

Gender-Based Bullying

Acts that humiliate or exclude a student based on gender, sexual orientation, gender identity, or expression.

REPORTING OF BULLYING INCIDENTS

Any student, parent, teacher, employee, or other member of the school community who witnesses or becomes aware of bullying shall immediately report the incident.

Reports may be made verbally or in writing to:

- School Principal;
- Guidance Counselor;
- Child Protection Officer;
- Homeroom Adviser; or
- Any trusted school personnel.

Anonymous reports may be accepted and shall be evaluated based on available information.

All reports shall be treated seriously and handled confidentially.

INVESTIGATION PROCEDURES FOR BULLYING CASES

Upon receipt of a report, the Child Protection Committee shall:

1. Document the complaint;
2. Conduct an initial assessment;
3. Notify the parents or guardians of the involved students;
4. Interview the complainant, respondent, and witnesses;
5. Gather relevant evidence and statements;
6. Determine the facts of the case;
7. Recommend appropriate interventions and disciplinary measures; and
8. Monitor the implementation of interventions and follow-up actions.

All investigations shall observe fairness, confidentiality, and due process.

INTERVENTION MEASURES

For Victims

The school may provide:

- Counseling services;
- Emotional and psychological support;
- Safety planning;
- Academic support when necessary; and
- Continuous monitoring.

For Students Found Responsible

The school may implement:

- Counseling sessions;
- Parent conferences;
- Written reflection activities;
- Behavior intervention plans;
- Community service activities; and
- Appropriate disciplinary measures in accordance with school rules and regulations.

The objective of intervention is corrective and educational rather than punitive.

ADDITIONAL SANCTIONS FOR BULLYING

Students who commit bullying or cyberbullying may be subject to one or more of the following:

- Verbal warning;
- Written warning;
- Parent conference;
- Counseling intervention;
- Behavioral contract;
- Community service;
- Suspension, where appropriate and in accordance with school policies; and
- Other corrective measures deemed necessary by the School Administration.

10. Visible Signs

✚ It is important to note that not all children who are abused will exhibit visible signs. However, some potential signs of abuse may include:

- **Physical:** Bruises, cuts, burns, fractures, unexplained injuries, poor hygiene, changes in weight or appetite.
- **Emotional:** Withdrawal, depression, anxiety, anger, bedwetting, nightmares, difficulty concentrating, changes in eating or sleeping habits.
- **Behavioral:** Aggressive behavior, self-harm, running away, substance abuse, risky sexual behavior.

11. Roles and Responsibilities

CHILD PROTECTION COMMITTEE

The School shall maintain a Child Protection Committee (CPC) responsible for ensuring the implementation of this policy.

Composition

The Child Protection Committee shall be composed of:

- School Principal – Chairperson
- Guidance Counselor/Guidance Teacher – Vice Chairperson
- Teacher Representative
- Parent Representative
- Student Representative (for Secondary Level)
- Child Protection Officer
- Other members as may be designated by the School Head

Functions

The Child Protection Committee shall:

1. Ensure the implementation of the Child Protection Policy;
2. Conduct awareness and advocacy programs on child protection and anti-bullying;
3. Receive and monitor reports involving child abuse, violence, exploitation, discrimination, and bullying;
4. Recommend appropriate interventions and protective measures;
5. Coordinate with parents, guardians, and relevant authorities when necessary;
6. Maintain confidential records of all reported cases; and
7. Monitor the effectiveness of child protection programs and initiatives.

- **School Administration:**

- Develop and implement the Child Protection Policy and procedures.
- Ensure all staff members are trained on child protection and safeguarding procedures.
- Establish and maintain a Child Protection Committee responsible for overseeing the implementation of the policy.
- Provide clear and accessible reporting mechanisms for students, staff, and parents.
- Investigate all reported concerns about child safety promptly and thoroughly.
- Collaborate with relevant authorities, including the Ministry of Education (UAE) and the Department of Education and Knowledge, as needed.

- **Staff Members:**

- Familiarize themselves with this Child Protection Policy and procedures.
- Report any concerns about child safety immediately to the designated person within the school.
- Create a safe and supportive environment for students.
- Maintain appropriate boundaries with students and avoid any behavior that could be construed as abusive.
- Attend child protection training as required by the school.

- **Students:**

- Understand their rights and responsibilities regarding their safety and well-being.
- Report any concerns about their safety or the safety of others to a trusted adult.
- Treat others with respect and avoid bullying or any other behavior that could harm others.

- **Parents:**

- Familiarize themselves with this Child Protection Policy.
- Discuss child safety with their children and encourage them to report any concerns.
- Support the school's efforts to promote child safety.

12. Reporting Procedures

Internal Reporting:

- Any staff member who suspects child abuse or neglect:
 - Must immediately report the concern to the Designated Child Protection Officer (DCPO) or school principal.
 - Should not attempt to investigate the concern themselves.
 - May provide emotional support to the child but should avoid discussing the suspected abuse in detail.
- Students or parents who suspect child abuse or neglect:
 - Can report the concern directly to the DCPO, school principal, or any trusted staff member.
 - May also use the School Welfare Concern Form to report their concerns.

External Reporting:

- The DCPO or school principal will report the concern to the relevant authorities based on the nature and severity of the alleged abuse or neglect.
- Potential external reporting channels include:
 - Ministry of Education (UAE) Child Protection Unit: 80085
 - Department of Education (Philippines) Child Protection Unit: +632 636 1654
 - Local law enforcement authorities
 - Social services agencies
- The school will cooperate fully with any investigation conducted by external authorities.

Mandatory Reporting:

- All staff members at PEPS are mandated reporters. This means they are legally obligated to report any suspected child abuse or neglect to the relevant authorities, regardless of the source of the information or whether the child or their family consents to the report.
- Failure to report suspected child abuse or neglect may result in disciplinary action, up to and including termination of employment.

Any concerns about child safety, including suspected abuse, neglect, or bullying, should be reported

Designation	Name	Contact Information
Designated Student Protection Officer (DCPO)	Jenelyn T. Senatin	
School Principal	Jeselle E. Fidelino	
Ministry of Education (UAE) Child Protection Unit		80085

13. Investigation Process

 Upon receiving a report of suspected child abuse or neglect, PEPS will follow a thorough and sensitive investigation process to ensure the safety and well-being of the child while upholding the rights of all individuals involved. The process will be conducted in accordance with UAE and Philippine laws and regulations, and may involve the following steps:

Initial Assessment:

- The Designated Child Protection Officer (DCPO) or school principal will conduct an initial assessment to gather information and determine the level of risk to the child. This may involve:
 - Reviewing the reported concerns and any available evidence.
 - Interviewing the reporting individual to gather details about the alleged abuse or neglect.
 - Conducting a preliminary assessment of the child's safety and well-being.
 - Consulting with relevant professionals, such as school counselors, social workers, or medical professionals, if necessary.

Information Gathering:

Based on the initial assessment, the DCPO may initiate a more in-depth investigation to gather additional information. This may involve:

- **Information Gathering:**

Based on the initial assessment, the DCPO may initiate a more in-depth investigation to gather additional information. This may involve:

- **Interviews:**

- The child, in a safe and age-appropriate manner, with their consent and the presence of a trusted adult when possible.
- Parents or guardians, unless there are concerns about their safety or the child's safety in their presence.
- Other witnesses or individuals who may have relevant information.

- **Record Review:**

- School records, such as attendance, disciplinary records, and academic performance.
- Medical records, with parental consent.
- Social service records, if applicable.

- **Home Visit:**

- Conducted with the consent of the parents or guardians and in accordance with cultural sensitivities.
- Aims to observe the child's living environment and assess their safety and well-being.

- **Consultation and Collaboration:**

Throughout the investigation, the DCPO may consult with various professionals and agencies to ensure a comprehensive and coordinated approach. This may include:

- Social services agencies
- Law enforcement authorities
- Medical professionals
- Mental health professionals
- Child protection specialists

- **Decision-Making:**

Based on the gathered information and consultations, the DCPO will make a decision about the next steps. This may involve:

- Taking no further action if the concerns are unsubstantiated.
- Implementing a safety plan to protect the child from further harm, in collaboration with relevant authorities and the child's family.
- Referring the case to social services or law enforcement for further investigation and potential intervention.
- Providing support services to the child and their family, such as counseling, therapy, or parenting programs.

14. Action Response Procedure

Following the investigation process, PEPS will implement appropriate action responses based on the nature and severity of the alleged abuse or neglect, as well as the needs of the child and their family. These responses may be implemented in collaboration with relevant authorities and support services.

- **Child Protection:**

- Immediate action will be taken to ensure the child's safety if they are at risk of

further harm. This may involve:

- Removing the child from a harmful environment, in collaboration with social services and law enforcement.
- Implementing a safety plan to protect the child within their current environment.
- Providing the child with access to emergency shelter or foster care, if necessary.

• **Support Services:**

The school will connect the child and their family with appropriate support services to address the identified needs and promote healing. This may include:

- **Individual or family therapy** to address the emotional and psychological impacts of abuse or neglect.
- **Parenting programs** to equip parents or guardians with positive parenting skills.
- **Medical or healthcare services** to address any physical injuries or health concerns.
- **Educational support services** to help the child cope with any academic challenges.

• **School Community Support:**

The school will provide support and resources to other students and staff members who may be affected by the situation. This may include:

- **Counseling services** to help individuals cope with emotional distress.
- **Information sessions** to raise awareness about child abuse and neglect and available support resources.
- **Review and reinforcement of school policies and procedures** to prevent similar incidents in the future.

• **Ongoing Monitoring and Evaluation:**

- The school will monitor the child's safety and well-being throughout the intervention process and adjust the action plan as needed.
- The school will also evaluate the effectiveness of the implemented responses and make adjustments to the Child Protection Policy and procedures based on learnings and best practices.

15. Consequences of Violations

• **Staff Members:**

- **Disciplinary Action:** Up to and including termination of employment, depending on the severity of the violation.

- **Reporting to Authorities:** Referral to relevant authorities, such as licensing boards or law enforcement, for potential further investigation and legal action.

- **Civil or Criminal Liability:** Depending on the nature of the violation, individuals may face civil lawsuits or criminal charges.

• **Suspects:**

- **Reporting to Authorities:** Depending on the nature and severity of the alleged abuse, PEPS will report the concern to the relevant authorities, such as the Ministry of Education (UAE) Child Protection Unit or the Department of Education (Philippines) Child Protection Unit, and potentially law enforcement.

- **Legal Action:** Depending on the findings of the investigation and legal proceedings, the suspected individual may face various legal consequences, including:

- Criminal charges and potential incarceration
- Civil lawsuits and financial penalties
- Loss of professional licenses or certifications
- Restrictions on contact with children

16. Disclosures and Confidentiality

Disclosure:

PEPS recognizes the importance of creating a safe and supportive environment where students feel comfortable disclosing concerns about abuse or neglect. The school encourages open communication and empowers students to speak up if they or someone they know is experiencing harm.

- **Who to Disclose To:**

Students can disclose concerns about abuse or neglect to any trusted adult at PEPS, including:

- Teachers
- Counselors
- School administrators
- Designated Child Protection Officer (DCPO)

Disclosing to any staff member will trigger the mandatory reporting process, ensuring the concern reaches the appropriate individuals for investigation and action.

- **Disclosing Anonymously:**

While PEPS encourage students to disclose their identity to facilitate a thorough investigation and support, anonymous reporting options are also available. These may include:

- Anonymous reporting hotline: If available, the school may provide a confidential hotline number for students to report concerns anonymously.
- Suggestion boxes: Secure suggestion boxes placed strategically throughout the school can allow students to submit anonymous written reports.

- **Importance of Disclosure:**

PEPS understand that disclosing abuse or neglect can be difficult, but it is crucial to ensure the safety and well-being of the child. The school assures students that all disclosures will be taken seriously and handled with sensitivity and confidentiality.

Confidentiality

PEPS maintains a strong commitment to protecting the confidentiality of all information related to reported concerns about child safety. However, there are legal and ethical obligations to share information in certain situations:

- When there is a risk of imminent harm to a child.
- To investigate alleged abuse or neglect.
- To comply with a court order or other legal requirement.
- To ensure the safety and well-being of other individuals.

Information will only be shared with those who have a legitimate need to know, such as the DCPO, school administration, relevant authorities, and medical professionals involved in the investigation and support process.

- **Student Confidentiality:**

PEPS strives to maintain the confidentiality of students who disclose abuse or neglect to the greatest extent possible. However, the school may need to share some information with parents or guardians, unless there are concerns about their safety or the child's safety in their presence. Students will be informed about the extent of confidentiality limitations before proceeding with the disclosure process.

- **Staff Confidentiality:**

The identities of staff members who report suspected abuse or neglect will be kept confidential to the extent possible, consistent with legal requirements and the investigation process.

- **Importance of Transparency:**

PEPS recognize the importance of transparency while balancing confidentiality concerns. The

school will strive to keep students, parents, and staff informed about the investigation process and next steps, to the extent possible and permitted by law.

17. PROTECTION AGAINST RETALIATION

No student, parent, teacher, employee, or other member of the school community who reports a child protection concern or bullying incident in good faith shall be subjected to retaliation, intimidation, discrimination, harassment, or any adverse action.

Any act of retaliation shall be considered a separate violation of this policy and shall be subject to appropriate disciplinary action.

18. Training and Awareness

Staff Training:

- **Mandatory Child Protection Training:** All staff members undergo mandatory training upon hire and at regular intervals. This training equips them with the knowledge and skills to:
 - Identify signs of abuse and neglect in students.
 - Respond appropriately to disclosures, including active listening, avoiding judgment, and reporting concerns effectively.
 - Uphold PEPS' Child Protection Policy and procedures.
 - Promote a culture of safeguarding through positive interactions with students and open communication channels.
- **Specialized Training:** Additional training opportunities are offered on specific topics like online safety, cultural competency in child protection, and supporting children who have experienced trauma.
- **Ongoing Support and Learning:** Regular updates, discussions, and professional development opportunities ensure staff stay informed about best practices and emerging issues in child protection.

Student Awareness Programs:

- **Age-appropriate workshops and activities:** Tailored to different age groups, these sessions educate students about their rights, different forms of abuse, and how to seek help if they or someone they know is experiencing harm.
- **Interactive learning methods:** Engaging activities like role-playing scenarios and discussions empower students to recognize potential dangers, build confidence in speaking up, and identify trusted adults to confide in.
- **Integration into curriculum:** Child safety concepts can be woven into various subjects, fostering understanding and promoting a culture of respect and open communication within the school environment.

Parental and Community Engagement:

- **Information sessions and workshops:** Parents and guardians are invited to attend workshops to learn about child protection, identify signs of abuse, and understand their role in supporting

their children's well-being.

- Collaboration with community resources: PEPS actively collaborates with local authorities, child protection agencies, and mental health professionals to share resources, raise awareness, and ensure coordinated efforts in safeguarding children.
- Communication channels: Regular newsletters, website updates, and open forums create a platform for ongoing communication and information sharing with the broader school community.

Date:	MM-DD-YYYY
Relationship to student:	(Teacher, Parent, Staff, etc.)
Submitted by:	Full Name

STUDENT INFORMATION	
Name:	
Grade Level and Section:	
Homeroom Teacher:	

Please check mark on the space provided all that apply and provide details in the space provided.

Tick Box	Category	Concern Details
	Physical Appearance or Health	(e.g., frequent absences, unusual weight loss/gain, hygiene issues, injuries)
	Emotional Wellbeing	(e.g., changes in mood or behavior, withdrawal, anxiety, depression)
	Academic Performance	(e.g., sudden decline in grades, difficulty concentrating, lack of motivation)
	Social Interaction	(e.g., isolation, bullying, conflict with peers)
	Home Environment	(e.g., concerns about neglect, abuse, or family conflict)
	Others – Please specify	

Additional Information:

Please provide any additional information that may be helpful in understanding the student's situation.

Confidentiality:

All information provided in this form will be kept confidential to the greatest extent possible, consistent with legal and reporting obligations.

Please submit this form to the Designated Child Protection Officer (DCPO) or school principal.

Contact Information:

- DCPO Name: _____
- DCPO Email: _____
- Principal Name: _____
- Principal Email: _____

Thank you for your concern and cooperation in ensuring the safety and well-being of our students.

Section 2: HEALTH AND SAFETY ENVIRONMENT



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

HEALTH, SAFETY AND ENVIRONMENT POLICY

1. Policy Statement

Philippine Emirates Private School is committed to ensuring a safe, healthy, and environmentally sustainable environment for all students, staff, visitors, and contractors. In alignment with ADEK's Health and Safety Policy (v1.1), we aim to prevent accidents and incidents, promote wellbeing, and protect the environment across all school operations and activities.

2. Objectives

- Ensure full compliance with ADEK regulations, UAE Federal Laws, and other applicable health and safety legislation.
- Foster a proactive safety culture through awareness, training, and continuous improvement.
- Identify and control risks to health, safety, and the environment within school premises and during school activities.
- Encourage all stakeholders to take shared responsibility for health and safety.
- Respond promptly and effectively to all incidents, and learn from them to prevent recurrence.

3. Scope

This policy applies to:

- All staff, students, visitors, parents, and contractors on school premises.
- All school activities both on and off campus (e.g., field trips, sports events, and after-school programs).
- School transport and facilities management.

4. Roles and Responsibilities

A. School Principal / Director

- Has overall responsibility for the implementation and effectiveness of this policy.
- Ensures adequate resources are allocated for HSE implementation.
- Ensures compliance with ADEK inspections, reporting, and training requirements.

B. School HSE Officer / Coordinator

- Develops and implements HSE procedures and risk assessments.
- Maintains records and documentation (accidents, training, drills).
- Conducts regular inspections and reports hazards.

C. Staff Members

- Comply with school HSE policies and report hazards or unsafe behavior.
- Supervise students effectively and act in case of emergencies.

D. Students

- Follow school safety rules and participate in HSE training.
- Report unsafe behavior or hazards to staff.

E. Visitors / Contractors

- Must follow school HSE rules and receive safety briefings when necessary.

5. Risk Management

- Regular risk assessments are conducted for classrooms, laboratories, playgrounds, transport, and all school activities.
- Control measures are implemented and reviewed periodically.
- Hazard reporting procedures are established and encouraged.

6. Emergency Preparedness

General Emergency Response Procedure

Step 1: Identify the emergency.

Step 2: Activate alarm or notify administration.

Step 3: Contact emergency services if required.

Step 4: Initiate evacuation, lockdown, or shelter-in-place.

Step 5: Conduct headcount at assembly point.

Step 6: Provide first aid if necessary.

Step 7: Document incident and prepare report.

Emergency Scenario and Response Actions

Fire

- Activate alarm immediately.
- Evacuate using nearest safe exit.
- Proceed to assembly point.
- Immediate activation of fire alarms and evacuation procedures.
- Coordination with UAE Civil Defense and emergency responders.
- Regular fire drills and inspection of fire safety equipment.

Natural Disaster

- Procedures for severe weather conditions, flooding, earthquakes, sandstorms, and other natural hazards.
- Shelter-in-place and evacuation procedures, as appropriate to the situation.

Earthquake

- Drop, Cover, and Hold.
- Evacuate once shaking stops.

Severe Weather (Sandstorm / Heavy Rain)

- Stay indoors.
- Move away from windows.

Medical Emergency

- Immediate first aid response by trained personnel.
- Access to first aid kits, medical rooms, and emergency medical services.
- Prompt communication with parents/guardians and relevant authorities when necessary.

Intruder / Security Threat

- Inform police immediately.
- Initiate lockdown procedures.

Gas Leak

- Evacuate area immediately.

- Avoid electrical switches.

Power Failure

- Activate emergency lighting.
- Ensure safe movement until power is restored.

Evacuation Procedure

Follow designated evacuation routes posted in classrooms and corridors.

- Teachers lead students to the assembly area.
- Do not run during evacuation.
- Assist persons with disabilities.
- Conduct headcount at the assembly area.

Assembly Area Management

Assembly areas must:

- Be located at a safe distance from buildings.
- Allow safe gathering of students and staff.
- Be clearly marked and communicated during drills.

Teachers must remain with students until the all-clear signal is given.

Incident Reporting and Documentation

All emergencies must be documented including:

- Date and time of incident
- Type of emergency
- Actions taken
- Injuries or damages
- Response evaluation

Records of drills and emergency exercises must be maintained for ADEK and safety inspections.

7. Health and Wellbeing

- The school promotes physical, mental, and emotional health through education, support services, and awareness campaigns.
- Adequate facilities (clean drinking water, sanitation, ventilation) are provided.
- Medical support is available through trained nurses or first aiders.

8. Environment Management

- The school actively promotes waste reduction, recycling, and sustainable practices.
- Environmental impacts of school activities are identified and minimized.
- Energy and water conservation programs are implemented.

9. Training and Awareness

- Staff receive induction and periodic HSE training.
- Students are educated on age-appropriate health and safety topics.
- HSE awareness campaigns are conducted throughout the academic year.

10. Monitoring and Continuous Improvement

- Regular HSE audits and inspections are conducted.
- Incident reports and investigation findings are reviewed to improve practices.
- Feedback from staff and students is encouraged to enhance safety.

11. Policy Review

This policy is reviewed annually or as required following significant incidents or updates in ADEK policy or UAE regulations.

12. References

ADEK Health and Safety Policy – Version 1.1

Abu Dhabi Department of Education and Knowledge (ADEK)

www.adek.gov.ae

UAE Federal Law No. 8 of 1980 – Labor Law

Concerning the regulation of labor relations, including health and safety in the workplace.

Ministerial Decision No. 32 of 1982

Regulations concerning preventive measures for occupational safety and health.

ADEK School Inspection Framework

Guidelines used during compliance inspections that include HSE indicators.

Civil Defense Requirements

As per UAE Civil Defense guidelines for school buildings and emergency preparedness.

Environment Agency – Abu Dhabi (EAD)

Guidelines on sustainability, environmental education, and environmental compliance.

Section 3
SCHOOL BUS RULES AND EXPECTATIONS
Prior to Loading the Bus:

1. Students will ONLY be picked up at the agreed designated bus stop determined by School Transport Department. The designated bus stop and time shall be agreed by the parents and the bus attendant.
2. It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick up point 5 minutes before the bus is scheduled to arrive. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick up points after the scheduled time. Bus Attendant/Driver is not obliged to call the parents/guardian if the student is not seen at the designated bus stop at the time of pick up. Due to traffic delays buses may arrive at pick up and drop off points behind schedule.
3. Parents/Guardians of the pupils from kindergarten 1 to Grade 3 are expected to be with their children while waiting the school bus.
4. Students should stay well off the road while waiting for the bus.
5. Students should stay at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
6. In the event your student will not be riding on the bus, a courtesy call to the bus attendant with this information is greatly appreciated. Time saved from stopping only at the houses with riders contributes to an efficient bus run.
- 7.. It is the responsibility of the student to have their ID/bus pass with them every day and scan it each time they get on and off the bus.

While on the bus:

1. All rules of conduct that apply on school property also apply on the bus.
2. Students should not create any disturbance on the bus that may distract the driver's attention from his driving.
3. All students must be in their seats while the bus is moving.
4. For safety reasons, eating and drinking on the bus other than water will not be permitted..
5. Students should not throw anything in or out of the bus at any time.
6. Aisles should be kept clear at all times.
7. No part of the body should be extended from the window at any time.
8. The emergency door should be used only in an emergency.
9. The bus driver may delegate the authority to the bus attendant to make and enforce rules for those for whom he/she is responsible.

After Leaving the Bus:

1. Students will be dropped off only at designated bus stop.
2. Parents/Guardians are expected to be on time on the designated busstop.
3. If the parents/guardians are not seen on the designated bus stop, the student will be sent back to school and it is the responsibility of the parent(s) to pick up their child/children.
4. Bus Attendant/Driver will not call/drop call the parents/guardians once the time of drop off is already established unless on emergency cases, however, Parents/Guardians may contact the Bus Attendant/Driver to monitor expected time of arrival.
5. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
6. If a student must cross the road after leaving the bus, he/she should wait for the driver's signal then cross in front of the bus.

Other terms and conditions:

School bus transportation will be limited to transporting the student from the student's home to school and from school back to the student's place of residence.

1. The annual transportation fee is stipulated in the assessment provided during the registration.
2. The school bus transportation service is for the whole academic year. Parents who chose to avail of the service for their children will be charged the full amount for the service. School bus transportation service fees are for a two-way transportation ONLY. One way transportation is no longer allowed for smooth operations
3. The bus transportation services are provided only on designated bus stop locations. Parents are encouraged to inform, in writing by July 30, the Bus Supervisor by any disagreement to the designated bus stop locations. In such a case, the parent/s will not be charged the school bus fees and the Bus Registration Fee of AED500 will be refunded.
4. The bus transportation service fees for the whole academic year will still be charged and enforced if a parent did not manifest his/her disagreement to the pick-up or drop-off locations and timings after the announced commencement of the school year. Non-manifestation of disagreement will be construed as AGREEMENT on the parents' part.

5. The school may provide bus services to other areas outside of the designated bus stop locations provided that the following conditions are present, to wit:

- a) A sufficient number of pupils / students reside in the area which merits a justifiable assignment of additional bus route; and
- b) The area is reasonably accessible and the timely arrival in school of all passengers is ensured.

In this particular case, an additional transportation fees will be charged. The school may decline a bus transportation application in case a student resides in an area that lies outside the school bus routes and both the conditions in the preceding number are not met.

6. The bus transportation service fees for the whole academic year will still be charged and enforced in case of a change in a student's residence after the commencement of the school year and the school is not able to provide for transportation to that area because of the following conditions, namely:

- a) The conditions in Number 5 are not met; and
- b) The exact number of passengers in a bus passing the route is already met and an additional passenger over the acceptable and allowed limit entails the risk of penalty from the authorities.

7. Change of Location - If the students will be shifted to a new residence. Submit an online application available at the school portal www.philippineemiratesprivateschool.com, at the bus enrollment section. Request for change of location shall be made (15) days prior to date of transfer. The School Transportation Department shall not be held responsible if the change of location lies on the area where no existing bus route or no seat available on the existing bus on route of the chosen area. The request for new location is subject for approval of School Transport Department/Bus Supervisor.

8. Special Case for Change of Drop Off – The exception to the above policy will allow a student once in a while to be discharged at a place other than his/her residence if the point of discharge is on regularly scheduled bus route. A request for this exception must be submitted in written form to the school at least two (2) days prior to the requested exception. Immediate request will not be facilitated. Case approval is still subject to seat availability.

9. If the student only rides occasionally – Submit a written request form at least two (2) days prior the needs of transportation so the bus attendant and bus transport can be scheduled to stop on designated place. Subject to seat availability.

10. Cancellation of the Student Transportation – Submit an online application for cancellation of transport available at the school portal www.philippineemiratesprivateschool.com, Bus enrollment section. Cancellations of the school bus transportation service should be made on or before July 30. The school bus transportation service fee for the whole academic year will be enforced for failure to abide by this rule.

11. Lost or damaged ID/bus pass will be replaced at a cost by the student. The parent(s) shall need to come to Bus Transportation Department/School ID to request for new one.

IV. BUS DISCIPLINE REFERRAL PROCEDURES

Proper student behavior is critical to the safe operation of school buses in our school. The following procedure will be used in the event behavior expectations are not met.

1. Initial concern

- a. The Bus Attendant will talk with the student and ask for appropriate behavior.
- b. The Bus Attendant may also choose to contact the student's parents.

2. First referral

- a. The Bus Supervisor/Prefect of Discipline will meet with the student and discuss the problem.
- b. A plan to correct the problem will be established.
- c. The Bus Supervisor/Prefect of Discipline will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the bus attendant.

3. Second referral

- a. The Head of Operations/Guidance Counselor will meet with the student to discuss the problem.
- b. In most cases, the Head of Operations/Guidance Counselor will issue a three (3) day suspension from the bus. This information will be communicated to the bus in charge, the student, and the parent. This suspension may begin immediately.
- c. The Head of Operations/Guidance Counselor will meet with the student and parents (optional) after the three (3) day suspension to establish a plan of action.
- d. The Head of Operations/Guidance Counselor will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.

e. A copy of the referral and related information will be sent to the bus attendant.

4. Third referral

a. The Head of Operations/School Principal may revoke the student's transportation privileges for a time period not to exceed the current school year. In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may put such grievance in writing and submit it to the Administrator involved. Upon request, a meeting will be set by the Head of Operations/School Principal to hear and discuss the grievance. If the student is not satisfied, an appeal may be made to the Board of Trustees for a final resolution.

MISCELLANEOUS

1. Any student who loses an item on the bus should contact the Driver/Bus Attendant the next time he or she rides. Items found by Driver/Bus attendant are held on the bus and then transferred to the school reception. Parents may contact or email to the school reception at 02-5858041 and pepsabudhabi@yahoo.com.

2. Visibility from home to the bus stop is not part of the criteria for establishing a bus stop however, the 200-meter distance from residence to bus stop will be observed. Over than 200 meters will lead to disapproval from bus transport unless otherwise approved and accepted by parents with undertaking.

3. If a student causes damage to the bus, he/she will be held financially responsible.

4. If a student's transportation privileges have been suspended or revoked, the student/parent (s) is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

5. If a student's academic privileges have been suspended, the student's transportation privileges are also suspended.

6. A severe behavior such as, but not limited to fire crackers, injury to a fellow student, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of Services or a police referral on a first or second referral.

7. Students may not bring water, squirting devices, smoke bombs, fire crackers, or any other item that may distract the driver's attention from his/her driving and jeopardize the safety of others.

TECHNOLOGY AND MONITORING

- **Installation of Safety and Monitoring Systems**

All school buses shall be equipped with fully functional CCTV cameras and GPS tracking systems to ensure continuous monitoring of student safety and vehicle movement.

- **Mandatory Student Attendance Tracking (Salama)**

A reliable student tracking system (e.g., scan in/scan out) shall be implemented to accurately record student attendance and monitor boarding and drop-off.

- **Data Monitoring and Reporting**

Transport data from CCTV and tracking systems shall be regularly reviewed to ensure compliance, enhance safety, and support timely reporting of any incidents.

All school buses are equipped with CCTV cameras and Salama monitoring systems to ensure student safety, prevent disciplinary issues, and protect school property. Access to and use of video recordings shall be strictly controlled.

Only the following individuals are authorized to view the recordings for official purposes:

- Transportation company director or manager
- Bus drivers
- School principal or designated administrators
- Police and relevant government authorities

Video recordings may be used to document incidents, identify students involved in disciplinary issues, and support appropriate interventions or actions.

Additionally, school administrators may authorize student services personnel to view specific segments of a recording if it directly supports their role in assisting the student. All use of video recordings shall comply with privacy regulations and be conducted solely for the purpose of safety, discipline, or student support.

CO-CURRICULAR TRIPS (Athletics, Music, Field Trips)

While the bus driver retains ultimate responsibility for the safe operation of the bus, an adult chaperone (school staff or parent) must always accompany students during co-curricular trips.

The chaperone is responsible for:

- Managing student behavior on the bus in accordance with school rules and expectations.
- Conducting accurate student attendance counts at boarding and drop-off points.
- Reporting any behavioral incidents to parents, school administrators, or relevant authorities.

Chaperones are expected to coordinate with the bus driver regarding expectations for noise levels, student conduct, and safety procedures. Students are required to comply with all school policies and instructions from both the chaperone and bus driver.

All procedures shall adhere to ADEK and ITC regulations regarding student safety, supervision, and accountability during transportation.

Section 4

School Library Rules and Regulations

I. Rationale:

The school library is a learning resource center that promotes reading, research, and lifelong learning. All library users are expected to follow these rules and guidelines to maintain a safe, orderly, and productive environment.

II. Organization of the Reader's Services:

The school librarian organizes and administers the Reader's Services. This involves the management of the library quarters and the activities involving the services, library schedules, and rules on handling and circulation.

III. Area/ Rules and Guidelines

Area: Library Conduct

Rules and Guidelines

- Enter the library quietly and respectfully.
- Speak in a low voice to avoid disturbing others.
- Follow instructions given by the librarian and library staff.
- Treat all library users with courtesy and respect.
- Running, shouting, rough play, and disruptive behavior are prohibited.

Area: Use of Library Resources

Rules and Guidelines

- Handle books and library materials with care.
- Do not write, draw, fold, tear, or damage books and resources.
- Return books and materials to the designated area after use.
- Report any damaged materials to the librarian immediately.

Area: Borrowing of Books

Rules and Guidelines

- Students may borrow library materials according to the school's borrowing policy.
- Borrowed materials must be returned on or before the due date.
- Renewals may be allowed if the material is not reserved by another user.
- Lost or damaged books must be replaced or paid for according to school policy.

Area: Library Facilities and Equipment

Rules and Guidelines

- Use library furniture, computers, and equipment responsibly.
- Keep work areas clean and organized.
- Return chairs and equipment to their proper places after use.
- Unauthorized use of library equipment is not permitted.

Area: Food and Drinks

Rules and Guidelines

- Eating and drinking are not allowed inside the library unless authorized by the administration.
- Dispose of waste properly in designated bins.

Area: Technology and Internet Use

Rules and Guidelines

- Use computers and internet resources for educational purposes only.
- Accessing inappropriate websites or content is prohibited.
- Users must respect copyright laws and digital citizenship guidelines.

- Personal devices may be used only with permission and for academic purposes

Area: Research and Study Areas

Rules and Guidelines

- Maintain silence in designated reading and study areas.
- Respect others' need for concentration and learning.
- Group discussions should be conducted only in designated collaborative spaces.

Area: Safety and Security

Rules and Guidelines

- Personal belongings should be kept secure at all times.
- Emergency procedures and school safety regulations must be followed.
- Library users must immediately report accidents, hazards, or concerns to library staff.

Area: Consequences for Violations

Rules and Guidelines

- Verbal reminder or warning.
- Temporary suspension of borrowing privileges.
- Parent notification for repeated offenses.
- Further disciplinary action in accordance with school policies.

IV. Library User Responsibilities:

Library Users: Students

Responsibilities: Respect library rules, care for materials, return books on time, and maintain a positive learning environment.

Library Users: Teachers

Responsibilities: Support students in the proper use of library resources and encourage responsible library behavior.

Library: Librarian

Responsibilities: Maintain library resources, provide assistance, promote literacy programs, and ensure compliance with library policies.

V. Library Schedule:

Monday -to- Friday (7:30am – 11:30am)
(1:00pm – 3:00pm)

VI. Rules on Circulation:

Book Circulation (Take-Out Books)

A. Each employee and bonafide student of PEPS will be given a library account at the beginning of the school year. This unique account will be used to access the digital library via MS Teams where they can resource online and borrow books from the library to pick up.

B. All library users share the responsibility of maintaining the school library as welcoming, safe, and resource-rich environment that supports learning, reading, research, and personal growth.

C. Fines and Penalties

1. A fine of 2AED per day will be charged on all regular books for every overdue including late, weekends, and holidays.

2. Damaged and lost books must be reported at once for proper replacement or payment. Lost books must be replaced with the same title including an amount of 10,000AED for processing fee.

ARTICLE III

Policies and Rules on Conduct

The advisory council composed of the **Principal, Guidance Counselor Student Discipline Officer** and **Class Adviser** shall impose appropriate and reasonable disciplinary measures in case of major offences or infraction of good school discipline. Any members of the teaching staff specifically the class adviser shall take the appropriate action for minor offences.

Section 1: Attire of Pupils / Students

1. School Uniform - students are required to wear properly the prescribed complete uniform during school days and official school activities, except when otherwise announced.

a. Boys

- a.1 White short-sleeved polo shirt with PEPS patch and black pants.
- a.2 White socks and black leather shoes.
- a.3 Only white sando or white t-shirt can be worn underneath the polo shirt.

b. Girls (Elementary)

- b.1 White short-sleeved blouse with ribbon
- b.2 Checkered skirt (red and black)
- b.3 White socks with black leather shoes

c. Girls (High School)

- c.1 White long-sleeved blouse with ribbon
- c.2 Checkered skirt (red and black)
- c.3 White socks with black leather shoes

d. P.E. Uniform – to be worn only during P.E. day.

- d.1 White t-shirt with PEPS logo and red jogging pants (provided by the school)
- d.2 White tennis shoes and white socks.
- d. 3 Extra plain white T-shirt is only allowed if there's a need to change the P.E. shirt.

e. Scouting Uniform – students who voluntarily joined the scouting movement are allowed to wear their scouting uniform. The uniform to be worn is prescribed by the respective headquarters.

2. School ID— students/pupils should always wear their ID cards properly with the prescribed sling within the school campus at all times.

- a. ID card is absolutely non-transferable; borrowing or lending of it is subject to disciplinary action.
- b. Loss of ID card must be reported immediately to the office. Issuance of ID card has a charge of AED 30.00.

3. Haircut – all students/pupils are expected to be simple, neat in appearance and well-groomed.

- a. All students/ pupils must keep their hair well-groomed and tidy.
- a. Hairstyle must be simple and not queer or eccentric looking.
- b. Hair dyeing and colored streaks are not allowed.
- c. Boys should have short clean-looking haircut. Skinhead, odd or weird haircut is not allowed.

** Boy's haircut will be checked every first Sunday of the month.*

4. Accessories - all students are encouraged to be simple in appearance.

- a. Excessive jewelry, trinkets and similar accessories are not allowed.
- b. Boys are strictly not allowed to wear earrings of any kind.
- c. Girls are not allowed to color their nails, apply make-up, lipstick, eyeliner and the like.

**The school will not take any responsibility in case of loss of accessories.*

Section 2: Class Attendance

1. Regular Class Period - Prompt and regular attendance at all classes is required for each pupil or student.

2. Tardiness - a pupil/student is considered late when she/he arrived beyond 7:40 in the morning. Continuous or habitual tardiness will be subject for disciplinary action.

Hereunder are the sanctions of habitual and continuous tardiness.

No of Tardiness	Disciplinary Actions
3	Verbal Warning
4	Written Warning
6	1 day suspension
12	2 days suspension
18	3 days suspension
25 or more	Probation

3. Absenteeism – absences are counted from the first day of classes in any given subject.

- a. An excuse letter must be filled up in the Student's Manual signed by the parent/guardian after his absence upon entering the class. Pupil/student can only take the missed activities such as quizzes, seatwork, and assignments during his absence if he presents a medical certificate.
- b. Pupil/student is responsible for the assignments and subject contents taken in class during his absence.
- c. Request for early dismissal or permission to leave the campus before dismissal time must be filled up the excuse slip duly signed by the parent or guardian to the guidance counselor noted by the class adviser and the subject teachers. In case of illness, recommendation of the school nurse is needed.
- d. Parent/guardian, who foresees a prolonged leave of absence in attending the class for more than days, is required to file a request to the guidance office and to be approved by the school principal.

**Tardiness or frequent absences are detrimental to a student's progress*

4. Cutting of Classes – A student who did not attend his class even if he is inside the school premises will not be admitted to the next class unless he presents an admission slip from the Guidance office.

Section 3: Campus Discipline

The school is considered as the second home of the children. As one, all students must agree to uphold the purpose and objectives of the school. He shall observe the following rules.

1. Everybody owes an allegiance to the Philippines. He must have to prove it during flag ceremony. Every student/pupil must stand at attention during flag ceremony. Student/pupil who is not in the line must stop from where he is if the ceremony is going on as a sign of respect.
2. Disrupting classes by loitering and littering or any other disturbance in the corridors, stairways and immediate vicinity of the classrooms are not allowed while classes are going on.
3. Student/pupil should not interrupt classes for personal matters such as borrowing of books, notes and the like.
4. Cell phones must be submitted to the class adviser during the first period of class in the morning and will be returned upon dismissal. Using of cell phone during class hours is strictly prohibited.
5. Gadgets such as Multimedia players, laptops, PSP, DS, toys and a like are not allowed. Said items shall be confiscated on sight. (Confiscated gadgets will be returned after a month).
6. Misconduct inside the classroom such as eating while class is going on, shouting, whistling, raucous and restrained laughter must be avoided.
7. All students must maintain a good behavior and proper decorum towards others. Orderly behavior and attention as standing rules during class hours inside and outside the school.
8. Possession of cigarettes or lighters in campus is strictly prohibited.
9. Proper behavior during program shall be observed. Nobody should leave before the program is finished.
10. Any item found in the campus must be surrendered to the Guidance Office.
11. Any student is not allowed to leave the classroom without permission of the teacher.
12. Pupil/student is not allowed to go to the canteen during class hours.

13. Cleanliness should be maintained in the school campus. Comfort rooms and lavatories must be used properly. Vandalism is strictly prohibited. (Carving or writing on the walls, chairs, or anywhere in the campus is a violation).
14. Pupil/student caught and confirmed cheating in any test gets zero for that particular test and will be given sanctions then refer to Guidelines for Disciplinary Measures.
15. At the end of classes, classrooms and whiteboards should be left clean and orderly. Avoid throwing of pieces of papers, wrappers or any object in the classroom or school ground.
16. Pupil/Student is responsible for returning on time all reply slips, deportment slips issued by the school and submitting the journal to or from the parents/guardians.
17. Bringing the PEPS Student's Manual every day is a must.
18. Student/pupil is responsible for their personal belongings.
19. Never join gangs, fraternities, sororities as these are not school mandated organizations.
20. During the preliminary and periodical exams, a student/pupil must wear their complete school uniform and not P.E. uniform
21. Boy and Girl relationship must refrain from showing any act of indecency inside the classroom or within the school premises.
22. Indecent attires such as sleeveless, tight jeans, see-through, tight blouses are not allowed.
23. Every student/Pupil is responsible for the proper care of their assigned rooms and seats.
24. English should be spoken at all times within the campus except during Filipino period.
25. Any student is not allowed to join in any school activities without the permit duly signed by the class adviser or activity in charged and parent as well after school hours and weekends.

Section 4: Guideline for Disciplinary Measures

Discipline is administered in order to make the student behave properly. They may refrain from repeating their mistakes, safeguard the name of the school, help in the progressive development of the students and prepare them to assume their roles in a society that is governed by norms of behavior and laws of the land. A student shall be subjected to a disciplinary action after due process for any school violations with corresponding penalties.

Serious misconduct or breach of discipline committed by a student/pupil is to be investigated by the Adviser, Guidance Counselor, Principal and make recommendations based on the findings.

Parents and students should be familiar with the following disciplinary measures herein prescribe:

- a. **Verbal Warning** - will be done by the teachers and authorities.
- b. **Written Warning** (Department Slip attached in the Student's manual).
- c. **Conference with the Parents** - by the discipline committee.
- d. **Suspension**—the disciplinary measure bars the student from attending the class but required to report to the school and do the community service within the campus. No make-up work is allowed for a student/pupil under suspension and is given a failing grade of 70% for all tests, projects, and other class requirements missed during his period of suspension. Incurring more than 3 suspensions will be subject for dismissal.
- e. **Probation** - a probationary period of two months will be given to erring students. If there is no improvement within the given time frame. It will lead to dismissal.
- f. **Dismissal** - the erring student is drop in school and is advised to transfer to another school.
- g. **Expulsion** - an expelled student cannot enroll to any school in the Philippines or abroad. Major violations which are punishable by suspension, dismissal, or expulsion are investigated by a committee on discipline composed of the class adviser, Guidance Counselor, Assistant Principal, and the School Principal.

Legend:

- VW** - Verbal Warning
- DS/WW** - Department Slip/Written Warning
- CP** - Parent Conference
- S** - Suspension
- P** - Probationary
- D** - Dismissal
- E** - Expulsion

Section 5: Offenses and Sanctions

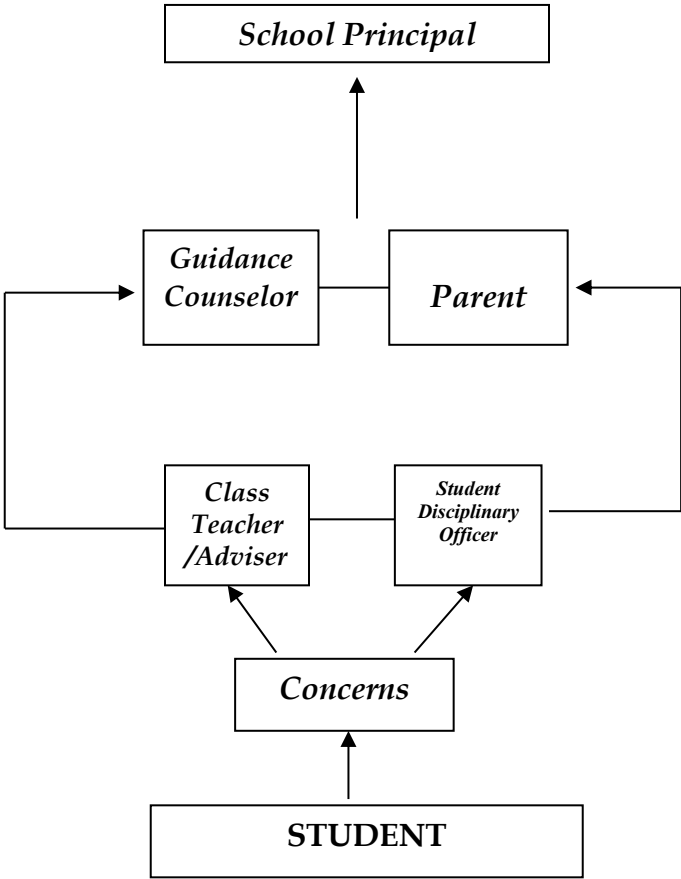
1. Minor Offenses

	Offense				
	1st	2nd	3rd	4th	5th
a. Tardiness	VW	DS/WW	CP	S	P
b. Absenteeism	WW	CP	S	P	-
c. Incomplete school uniform/P.E	WW	CP	S	P	-
d. Improper haircut	WW	CP	S	P	-
e. Not bringing of the books and other school tools or not taking care of it.	WW	CP	S	P	-
f. Negligence or not doing the homework and projects	WW	CP	S	P	-
g. Littering (throwing of garbage anywhere)	VW	DS/WW	CP	S	P
h. Spitting on the floor or to his/her classmate	VW	DS/WW	CP	S	P
i. Possession of toys , playcards, Cellphones, Laptop, Media Players DS, PSP & the like	VW	DS/WW	PC	S	P
j. Engaging in rough games, brawls, quarrels and the like.	WW/DS	CP	S	P	-
k. Name calling/giving embarrassing names to classmate / schoolmate	WW/DS	CP	S	P	D
l. Using profane or indecent language or making vulgar gestures	WW/DS	CP	S	P	D
m. Causes interruption of classroom Activities or lessons.	WW	CP	S	P	-
n. Violating the Laboratory rules and regulations	WW/DS	CP	S	P	-
o. Vandalism (deliberately mischievous or malicious destruction or damage of property	WW/DS	CP	S	P	-
p. Possession of cigarettes or lighters inside the campus or in any public places while in school uniform	WW/DS	CP	S	P	-
q. Playing cards inside the school campus	WW/DS	CP	S	P	D
r. Cutting of classes during school hour	WW/DS	CP	S	P	D
s. Petty theft/stealing	WW/DS	CP	S	P	D

2. Major Offenses

	Offense				
	1st	2nd	3rd	4th	5th
a. Cutting classes and leaving the school without permission	2 days S	D	-	-	-
b. Cheating (coaching, copying to classmate's answers , possession of answer notes during the test)	3 days S	D	-	-	-
c. Name calling or giving embarrassing name to teachers or any person in authority	3 days S	D	-	-	-
d. Commission of an obscene act	3 days S	D	-	-	-
e. Possession or Illustration of pornographic information	3 days S	D	-	-	-
f. Abusive Blogs on social network	3 days S	D	-	-	-
g. Possession of deadly/dangerous weapons such as guns, explosive and any sharp items.	3 days S	D	-	-	-
h. On campus smoking	3 days S	D	-	-	-
i. Promoting or participating the gambling inside the school campus	3 days S	D	-	-	-
j. Willful destruction of any school property such as glass, windows, toilet, fixtures, door knobs and the like.	2 days S	D	-	-	
k. Threatening coercing or intimidating others inside and outside the school.	D	-	-	-	-
l. Extortion of any physical injury on anybody.	D	-	-	-	-
m. Forging or falsification of documents/records	D	-	-	-	-
n. Possession, use or sale of prohibited Drugs/alcohol beverages within the campus	D	-	-	-	-

Section 6: Filling of Concerns



ARTICLE IV
GUIDELINES TO PARENTS
STUDENT DEVELOPMENT ACTIVITIES

Section 1: Reminders for Parents/Guardians

1. Parents are expected to give their whole-hearted support and cooperation with the school authorities in the implementation of the school rules and regulations which are intended to develop values and total formation.
2. Regular and prompt attendance to classes depends mostly on the parent's diligence. Irregular attendance leads to the loss of interest on the part of the students.
3. Regular homework and attendance to classes are necessary. Parents should help their children by guiding & scheduling their work and play at home.
4. From time to time the School Administration shall issue directives for the interest of the parents and students. Both parents and students are reminded of their obligation to check/write on the manual to keep abreast with the happenings, regulations, requests of the school.
5. The school assumes responsibility for the students only during school hours (that is from 7:30 a.m. to dismissal time).

Kindergarten I & II	12:30 pm	Grades 3 – 6	03:30 pm
Grades 1 – 2	3:30 pm	High School	03:30pm

It is a must to fetch your child right after his/her classes. Likewise, the school will not be held responsible for any untoward incident that may happen after dismissal.

6. Likewise, the school authorities will not be held responsible for students leaving the school without permission.
7. If a student shows serious deficiencies either in disciplinary or academic areas, the parents are requested to come to school for personal dialogue with the Guidance Counselor or the teacher concerned. Please check student's report cards by subject areas. Parents are required to keep in touch with the teachers by subject areas or the Guidance Counselor by appointment to discuss freely the child's academic and deportment performance.
8. Students in general are sometimes inaccurate in their statements regarding teacher, lessons, assignments school policies, etc. The "pampered" ones tend to blame teachers for their failures. Parents are very much requested to verify the validity of these complaints before any negative reactions done.
9. Parents are advised not to transact unofficial business with the teachers/staff during classes hours.
10. Parents/Guardians are not allowed to loiter around the school campus. Pre-school Parents are only given two week time inside the school if they wish to accompany their kids.
11. Any material or any article that the parents would like to give to their children must be course through the office of the Guidance Counselor.
12. As a general rule, Parents and guardians should only be until the school gate when bringing and fetching their child/children.

STATEMENT OF COMMITMENT

I,/We, _____ and _____
(Name of Father) (Name of Mother)
the parent/s of _____ in grade _____

have read and understood the PEPS Student's Manual and that the school has the right to impose sanctions to my child if the rules and regulations stated in the Student's Manual are being violated.

Signed :

_____ and _____
Signature over Printed Name Signature over Printed Name

Date : _____

Section 2. Student Development Activities

No student may organize a club or activities without the knowledge and approval of the principal. A group of five or more constitutes a club. Gangs, Clubs, Fraternity, Sororities, Organizations, or Memberships in any of these formed within or outside the school and are not recognized and registered in the principal's office shall be outlawed and the members are liable either by suspension or expulsion from the school.

All school activities will be assigned to a teacher /adviser designated by the principal. No organization may solicit funds for any function without the permission of the principal. Club meetings activities must be done every Friday of the month. A student may join a maximum of two campus activities including the School Paper.

The following are the recognized clubs/ organizations in the school:

1. PEPS Supreme Student Government (SSG)

The members of PEPS Student Government are elected by the students from Grade 4 to 12.

2. Sports Club

To encourage sportsmanship and training of building athletes, this club with the PE teacher adviser, plans out their activities that include Intramurals, ADEK Games and Inter-school Competition and " by invitation" of other schools.

4. Cultural Club

This club is a component of MAPEH. The purpose of which is for training and developing learners of cultural awareness both UAE and Philippine culture.

5. Math and Science Club

Membership to this club is open to all students with Math and Science subjects. The adviser is the Math and Science teacher who supervises its activities.

6. "The PRISM"

This is the official paper of the school. The Editorial Staff is chosen on the basis of a competitive written exam given by the adviser. The paper comes out at least once a year as an output of the Journalism class.

STATEMENT OF COMMITMENT

I, _____ of grade _____
section _____ have read and understood the PEPS Student's
Manual and that the school has the right to impose punishment to me
if the rules and regulations stated in Student's Manual are being
violated.

I also agreed that after due process, the school has the full authority
not to issue a " Certificate of Good Moral Character "

Signed :

Signature over Printed Name

Date : _____

APPENDIX A

**National Anthem (UAE and Philippine)
Pangatang Makabayan
PEPS Hymn**

LUPANG HINIRANG
(Philippine National Anthem)
Composed by: Julian Felipe

*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 na pag may mang-aapi,
Ang mamatay ng dahil sa iyo.*

ISHY BILADY (UAE National Anthem)

<i>Ishhi Biladi Asha tihaadu</i>	<i>Long live my country, live</i>
<i>imaaratinah Ishti Lishabin</i>	<i>United, our Emirates</i>
<i>Dinu hul islamu Hadhyu Ul</i>	<i>Your life for your people</i>
<i>Qura`anu</i>	<i>Whose religion is Islam and</i>
<i>Hassanthuk Bismillah Ya Watan</i>	<i>whose guide is the Quran</i>
<i>Biladi Biladi Biladi Biladi</i>	<i>We fortify you with the name of</i>
<i>Hamakil Ila</i>	<i>Allah, oh my homeland</i>
<i>Hushuroorazaman</i>	<i>My country, my country, my</i>
<i>Aqsamna an nabani anaamal</i>	<i>country, my country</i>
<i>naamal nukhlis naamal nukhlis</i>	<i>Allah protects you from evil</i>
<i>Mahima Ashna Nukhlis nukhlis</i>	<i>throughout time</i>
<i>daamal amaanu wa aashal</i>	<i>Each of us swears to build you</i>
<i>alam ya imaaratinah</i>	<i>and work for you</i>
<i>Ramzul Arooba Kullu na</i>	<i>Our work is pure, we work in</i>
<i>Nafdeeqi</i>	<i>purity</i>
<i>Biddi manarweeqi</i>	<i>with all our lives, pure &</i>
<i>Nafdeeqa Bil arwah ya Watan</i>	<i>unequivocal</i>
	<i>The peace is everlasting and the</i>
	<i>flag lives on, my Emirates</i>
	<i>You are the symbol of the Arab</i>
	<i>character</i>
	<i>Every one of us sacrifices with</i>
	<i>all of our blood</i>
	<i>We sacrifice with our very</i>
	<i>souls, oh, my homeland</i>

PANATANG MAKABAYAN

*Iniibig ko ang Pilipinas, aking lupang sinilangan
tahanan ng aking lahi, kinukupkop ako
at tinutulungang
maging malakas, masipag at marangal
Dahil mahal ko ang Pilipinas,
diringgin ko ang payo ng aking mga magulang,
Susundin ko ang tuntunin ng paaralan,
Tutuparin ko ang tungkulin ng isang mamamayang makabayan,
naglilingkod, nag-aaral at nagdarasal nang buong katapatan.
Iaalay ko ang aking buhay, pangarap, pagsisikap
sa bansang Pilipinas.*

PEPS HYMN

Lyrics by: Dr. Rolly A. dela Cruz

Music by: Dr. Rolly A. dela Cruz

Here's to the home of learning
That rise in the golden land of middle east
With torch and wisdom shining
Guide us to the truth and loyalty

We will always value your vision in our heart
Commitment to excellence is on our minds
We'll walk in strength and character
Your teaching are always in our minds

Chorus:

Oh Philippine Emirates Private School
Our beloved school, our second home
We will forever hold your name up high
And we will make you proud forever more

(repeat chorus)

And we will make you proud forever more

APPENDIX B

Leave of Absence Agreement Form

Correspondence

Excuse Slip

Tardy Slip

Department Slip

Philippine Emirates Private School

LEAVE OF ABSENCE AGREEMENT FORM

(For those requesting for leave of absence for a month)

We, _____ and _____,
parents of _____ in grade _____,
request for excused absences for a period of _____ days starting from
_____ up to _____. We promise to adhere to the
following guidelines set by the Faculty and Administration of Philippine
Emirates Private School, Abu Dhabi, UAE regarding our untimely vacation.

1. That we shall see to it that our child can cope with the lessons, which he /she miss on the duration, stated above.
2. That we shall hire a tutor or find means to enable him/her cope with the lessons that he/she shall miss.
3. That we are aware on the guidelines that the grade of our child in participation, recitation, quizzes and assignments during his/her absence shall be 70% only.
4. That our child shall only be allowed to take a special exam in Prelim/Periodical Exams within one week after his/her first day in class. Otherwise, he/she shall be given a failing mark.
5. That we shall inform the school in writing about the request with this agreement.

Signed on this _____ day of _____ 20____ at Philippine Emirates Private School, Abu Dhabi, UAE.

Signature of Student Over Printed Name

Signature of Father Over Printed Name

Signature of Mother Over Printed Name

Philippine Emirates Private School

LEAVE OF ABSENCE AGREEMENT FORM

(For those requesting for leave of absence for a month)

We, _____ and _____,
parents of _____ in grade _____,
request for excused absences for a period of _____ days starting from
_____ up to _____. We promise to adhere to the
following guidelines set by the Faculty and Administration of Philippine
Emirates Private School, Abu Dhabi, UAE regarding our untimely vacation.

1. That we shall see to it, that our child can cope with the lessons which he/she miss on the duration stated above.
2. That we shall hire a tutor or find means to enable him/her cope with the lessons that he/she shall miss.
3. That we are aware on the guidelines that the grade of our child in participation, recitation, quizzes and assignments during his/her absence shall be 70% only.
4. That our child shall only be allowed to take a special exam in Prelim/Periodical Exams within one week after his/her first day in class. Otherwise, he/she shall be given a failing mark.
5. That we shall inform the school in writing about the request with this agreement.

Signed on this _____ day of _____ 20____ at Philippine Emirates Private School, Abu Dhabi, UAE.

Signature of Student Over Printed Name

Signature of Father Over Printed Name

Signature of Mother Over Printed Name

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent’s/Teacher’s Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent’s / Teacher’s Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent’s / Teacher’s Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent's / Teacher's Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

CORRESPONDENCE

Date : _____

Dear _____,

Thank you.

Parent’s / Teacher’s Signature

=====

ACKNOWLEDGEMENT RECEIPT

Dear _____,

This is to acknowledge receipt of the above-mentioned concern.

Signature Over Printed Name

Date

Remarks : _____

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ___ IS/ ___ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ___ IS/ ___ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/ daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ☐ IS/ ☐ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/ daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ☐ IS/ ☐ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/ daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ___ IS/ ___ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/ daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ___ IS/ ___ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ☐ IS/ ☐ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

EXCUSE SLIP

Date: _____

Dear Sir/Ma'am,

My Son/daughter _____
of _____ class has been absent for _____ days from
_____ to _____
because _____

(Please tick) Doctor Certificate ☐ IS/ ☐ IS NOT attached.

Signature over printed Name of Parent

Class Adviser

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/ disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/ disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

TARDY SLIP

Date: _____

Time of Arrival: _____

Name: _____

Gr.Level: _____ Subject: _____ Teacher: _____

Reason for tardiness: _____

I am aware of the sanctions/disciplinary measure I might get if I will be late again.

Student's/Pupil's Signature

Parent's Signature

Class Adviser: _____

The tardiness is _____ EXCUSED / _____ NOT EXCUSED

Guidance Counselor

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks: _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPARTMENT SLIP

Date: _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above- mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that you son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

DEPORTMENT SLIP

Date : _____

Dear Parent/s,

This is to inform you that your son/ daughter, _____
_____ violated the school's policy under **Article II -**
Section 5, _____ - _____.

Remarks : _____

Sincerely yours,

Guidance Counselor

=====

ACKNOWLEDGEMENT RECEIPT

Dear Guidance Counselor,

This is to acknowledge receipt of the above-mentioned concern.

Parent's Signature Over Printed Name

Date

Remarks : _____

Daily Performance Summary

No.	Date	Particulars	Remarks	Page
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

In case of lost, please return to

PHILIPPINE-EMIRATES PRIVATE SCHOOL
Khalifa City, Abu Dhabi – United Arab Emirates

Telephone/Whatsapp: 056 353 8479