

1. **BASIC DETAILS**

In this section, the basic work information about the teacher is provided and outlined.

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| **Name** |  | **Work Phone Number:** |  |
| **Complete Address:** |  | **Work Email Address:** |  |
| **Name of School:** |  | **Home Phone Number:** |  |
| **Advisory Class** |  | **Expertise:** |  |

1. **GENERAL CLASSROOM RULES AND PROCEDURES**

All students are required to comply and adhere to the following general classroom rules and guidelines:

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| **GENERAL CLASSROOM RULES AND GUIDELINES** |
| 1. Each student is required to come to school prepared and well-rested. 2. Each student must be polite, courteous, and give the proper respect to his/her fellow students, teachers, and other staff and personnel. 3. Each student must, at all times, speak kindly to his/her fellow students, teachers, and other staff and personnel. 4. Each student must promptly notify his/her advisors in case of emergency. In the absence his/her advisor, he/she must notify any teacher or school personnel who is within the vicinity. 5. Each student must abide by and strictly comply with the school’s uniform policy. 6. [SPECIFY OTHER GENERAL RULES AND GUIDELINES] |

1. **POLICIES**

All students are required to observe and follow the following specific rules and regulations:

* 1. **RESTROOM**

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| **RESTROOM POLICIES** |
| Students can freely take bathroom breaks provided that they comply with the following conditions:   1. To respectful ask permission to the concerned teacher 2. To refrain from going to other areas of the school during such break 3. [SPECIFY OTHER CONDITIONS] |

* 1. **TARDY AND ABSENCES**

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| **TARDY AND ABSENCES RULES AND REGULATIONS** |
| A student is considered tardy if he/she arrives in school after the school bell without any justifiable reason. Furthermore, the following rules are also in place:   1. If the student is tardy for the first time, he/she will receive a verbal warning. 2. If the student becomes tardy twice, he/she will receive a written warning from his/her advisor and the latter is required to contact the parents/guardians of the former. 3. If the student becomes tardy more than twice, the student will be required to have a session with the school principal or administrator. 4. [SPECIFY OTHER RULES] |

* 1. **GROOMING**

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| **GROOMING POLICIES** |
| The grooming policies are as follows:   1. Each student is required to report to school wearing a clean and tidy uniform. 2. Each student is prohibited from using hair dyes and nail polish. 3. Each student must follow the prescribed haircut. 4. [SPECIFY OTHER RULES] |

* 1. **DISCIPLINARY POLICY**

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| **DISCIPLINARY POLICIES** |
| All the disciplinary guidelines and policies of the school are provided in the Student Handbook. In line with this, the students and their parents or guardians are required to do the following:   1. To carefully read and comprehend the provisions and terms in the Student Handbook. 2. To take note of what constitutes as a minor or major offense and its corresponding disciplinary action 3. [SPECIFY OTHER POLICIES] |

* 1. **SEATING ARRANGEMENT**

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| **SEATING ARRANGEMENT POLICIES** |
| The students are strictly required to follow the prepared classroom seating arrangement. If there are any issues with respect to the seating plan, the concerned student must notify and inform the advisor in order for the latter to make the necessary adjustments.  Unauthorized transferring of seats during class hours is strictly prohibited. |

* 1. **EATING AND SLEEPING**

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| **EATING AND SLEEPING RULES** |
| The students are prohibited from eating during class hours, except in cases where the designated teacher allows them.  Sleeping during class hours is strictly prohibited. |

* 1. **CLASSWORK AND HOMEWORK**

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| **CLASSWORK AND HOMEWORK** |
| All students are required to make and complete their classwork and seatwork inside the classroom premises. An exception to this rule applies to cases where the classwork must be done outside the classroom premises with the express order from the designated teacher.  All students are required to finish and complete all their homework at home or during break hours. Furthermore, the school adopts a zero tolerance policy when it comes to any form of cheating. |

1. **COMMUNICATION RULES**

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| **COMMUNICATION RULES AND PROCEDURES** |
| The parents and guardians of the students will be notified by the teacher of any concern or school activity through the following modes of communication:   1. Letter 2. Telephone 3. Teacher’s web page 4. Email 5. Text Message 6. [SPECIFY OTHER MODES] |