

Student **HANDBOOK**

BASIC EDUCATION DEPARTMENT



2
0
2
5

EDITION

TABLE OF CONTENT

Greetings.....	1
Vision.....	2
Mission.....	2
Core Values.....	3
Our Programs.....	4
Policies.....	6
Admissions.....	6
Financial Policies.....	9
Testing.....	10
School Schedules.....	11
Church Attendance.....	12
Grading System, Residency & Rules on Absences.....	13
Promotions.....	14
Academic Awards and Honors Requirements.....	16
Faculty and Student Ratio.....	19
Dress code	20

TABLE OF CONTENT

Learning Center Attires (Primary-Junior High School)..	20
Decorative Items.....	21
Pre-School and ABC's/ Kinder of A.C.E. Uniform.....	21
Gala Uniform For Wednesday.....	22
P.E. & Team Color Uniforms.....	22
Hair code/ fingernails.....	23
Cellphones & electronic gadgets.....	24
Conduct Policies.....	25
Security.....	26
Order	27
Individuals or Groups.....	27
School Property.....	28
Academic Dishonesty.....	28
Public Morals.....	29
Special Policies.....	30
Board Of Trustees.....	32

Greetings

This is the 2025–2026 edition of the Baptist Voice Bible College Student Handbook. We have carefully arranged important guidelines and school policies that we hope will help answer some of your questions about our school.

The BVBC Basic Education Department utilizes the Accelerated Christian Education (A.C.E.) system, which began in the early 1970s through the efforts of dedicated parents who desired their children to be reared under the teachings of God's Word—the Bible. This vision became the heart and soul of the program, which has now reached over 130 countries, where parents desire to have their children's lives patterned after the Lord Jesus Christ.

Your support is significant as we strive for excellence and continuous improvement for this school year and its succeeding years.

Vision

The Baptist Voice Bible College is a training institution for god-fearing Christian leaders who seek to fulfill the Great Commission.

Mission

The Baptist Voice Bible College provides biblical learning opportunities to conform individuals to the image of the Lord Jesus Christ, reflecting excellence in knowledge, service, and leadership.

CORE VALUES

The Baptist Voice Bible College intends to focus on students' holistic development, such as high academic, spiritual, social, and moral standards reflecting Christ's image, who will enable individual learners to become:

B_{lessed}

Radiating the joy of the Lord in life as a result of daily delighting in and meditating on God's word and living in harmony with its precepts. (Psalm 1:1-2)

V_{irtuous}

Conforming to and radiating God's moral principles of purity. (Philippians 4:8)

B_{old}

Unapologetically stating all known truths.
(1 Corinthians 16:13)

C_{ompassionate}

Giving whatever is necessary to meet another's needs without expecting anything in return. (Proverbs 31:20)

OUR PROGRAMS

A. A.C.E. Reading Readiness Program (Pre-School-Nursery)

The A.C.E. The Reading Readiness Program is designed to develop basic skills that prepare a child to be ready to learn to read.

Cartoon animal songs and stories, PACEs, physical development activities, and Bible stories are employed to foster quick learning of the letter sounds; encourage understanding of number concepts and word relationships; strengthen visual, auditory, and coordination skills; and build Christian character.

B. Learning-to-Read (ABC's of A.C.E. – Kindergarten)

1. Academic:

- a. Recognition of each letter, sound, and blending.
- b. Properly write the letters in alphabetical order.

2. Character:

- a. To build Christian character based on the ninety (90) character traits of Jesus Christ

C. Reading-to-Learn (Grade School to High School)

1. Academic:

- a. Reading, writing, problem-solving, spatial abilities
- b. Memory skills
- c. Ability to express themselves effectively both in oral and written language
- d. Motor skills, muscle control, and coordination
- e. Appreciation for music and the arts
- f. Manual skills and creative talents

2. Character

- a. To build Christian character based on the ninety (90) character traits of Jesus Christ

POLICIES

ADMISSIONS

A. General Admissions

1. The applicant and his/her parent/guardian are interviewed by the Pastor of Grace Baptist Church or the BVBC School Administrator. Acceptance or denial will be based on the result of the interview.
2. Each applicant is required to secure an application form from the principal's office, which must be submitted within the period of the diagnostic testing.
3. Elementary and Junior High School (JHS) applicants will undergo full Diagnostic Testing. Senior High School (SHS) applicants will be evaluated through an initial interview and Diagnostic Testing for mastery (basis for academic assessment).
4. The admission of new applicants and transferees will depend upon the availability of student offices (learning tables) in the Elementary and JHS departments.
5. The child must undergo a physical and eye examination by a reputable physician, and a completed medical form must be submitted to the principal's office.
6. Students will be accepted in the order of the date of receipt of the application and payment of fees.

7. Parents and Guardians must sign the PARENT'S FINANCIAL AGREEMENT indicating their willingness to faithfully clear all financial obligations on or before the specified dates of payments.
8. All children in the family must enroll unless special circumstances exist. **BVBC** is **NOT** a reformatory or **SPED** school.
9. A birth certificate is required for office use but is not used for grade level or residency placement.

B. Specific Admissions for Pre-School/ Nursery and ABCs of A.C.E./ Kindergarten

1. For the Pre-School, the child must be at least four (4) years old while in the ABC's/ Kinder, the child must be or will be five (5) years old as indicated in DepEd Order No. 20, series of 2018, which states: "For schools commencing their school year in August, kindergarten learners should be (5) years old in August 1 and the extension period shall be October 31."
2. The child should take the **Reading Readiness Test**. A minimum grade of 80 is required for the ABC's class.
3. Parents and guardians must agree to the basic Christian principles of education.
4. Parents and guardians must satisfy all the general admission policies unless inapplicable.

C. Specific Admissions for Grade 7-10

1. Applicants may be considered on a case-by-case basis based on the results of the Diagnostic Tests and Parent Interview. All transferees are required to take Diagnostic Tests.
2. Those coming from SOT schools may be required to take the Diagnostic Tests based on the records submitted (specifically, the Supervisor's Progress Card or the Master Record Sheet for homeschoolers).
3. No transferee shall be accepted who has been arrested; who has used drugs; who smokes; who has been dismissed or expelled from any educational institution; and who is or has been married.
4. Parents and guardians must agree to the basic Christian principles of education.
5. Parents and guardians must satisfy all the general admission policies unless inapplicable.

D. Specific Admissions for Senior High School

1. BVBC JHS completers are automatically accepted in SHS.
2. Grade 10 completers from other schools using the A.C.E. School of Tomorrow System with a minimum of the General Course of Study Track completed.
3. Grade 10 completers, who are members of the BVBC Church, and JHS completers from other non-SOT schools may apply, provided they satisfactorily pass the Diagnostic Tests for SHS.

E. Financial Policies

1. A student is considered officially enrolled only after the payment of the required “**upon registration**” down payment for miscellaneous, one-month tuition, and one-quarter PACE’s fees, payable during the Registration Period. The rest will be collected on a bi-annual, quarterly, or monthly basis (June-April, a total of ten months).
2. Parents must sign the **Financial Agreement**.
3. Financial Agreement. Payment is made every first week of the month, which will be collected on the 7th day. **PACE work will be stopped automatically, and students will not be allowed to attend classes if they fail to pay dues for two consecutive months.**

Parents must agree to the following statements:

“We recognize without reservation, the authority of BVBC to bar or not to allow our child from entering the school and attending his/her classes in case we fail to pay two (2) consecutive installments of the due demandable educational pledge and other schools fees as indicated in the current schedule of payment and that he will only be readmitted as soon as the educational pledge and school fees are paid.”

1. Children of parents with unsettled accounts may be refused admission the following school year. **Permanent Records will likewise be withheld until accounts have been settled.**

2. Payment should be given to the Finance Manager or the authorized school personnel.
3. Refund – The following percentages of refund will be applicable in case of pulling out of students:
 - a. First week of classes – 80% of the total amount paid
 - b. Second week of classes – 60% of the total amount paid
 - c. Third week of classes – 40% of the total amount paid
 - d. One month after opening, no more refunds

TESTING

Diagnostic Testing, which does not necessarily determine acceptance, will be conducted before the child may be admitted to school. The test results will determine the proper PACE levels from which the child would start.

However, tests for the Reading Readiness and the ABC's will determine whether the child is qualified or not in Nursery or Kindergarten respectively. The testing fee of four hundred (400) pesos should be made before or upon the day of the test schedule.

SCHOOL SCHEDULES

The school year 2025-2026 will begin on the 3rd Week of June 2025, and end on the Second week of April 2026. (Please refer to the Calendar of Activity for a more detailed schedule.)

School Time

1. Reading Readiness-Nursery 8:00 a.m. - 11:00 a.m.
2. ABC's of A.C.E.- Kindergarten 12:00 p.m.– 3:00 p.m.
3. Primary (Years 1-2) 8:00 a.m. – 2:40 p.m.
4. Primary (3) & Intermediate 8:00a.m.– 3:10p.m.
5. Junior High School 8:00 a.m. – 5:00 p.m.
6. Senior High School: 8:00 a.m. – 5:00 p.m.

Parents and students are expected to understand the importance of being on time. Students should be at school ten (10) minutes before the arrival and departure times. Students are generally not allowed to leave school premises without proper authorization, and any early departures often need prior notification to the teacher or office staff, usually for medical reasons or pre-arranged appointments.

Early dismissal procedures:

1. Notification required: The parent/guardian must inform the school in advance, usually through a written note or phone call.
2. Reason for early departure: BVBC requires a valid reason for early dismissal, like a doctor's appointment or a family emergency.

Signing in/out procedure:

Pre-school/Elementary: The parent should log the sign-in and sign-out forms to acknowledge they have dropped off/picked up the child.

Emergencies:

In case of an emergency, BVBC may announce an early dismissal, but parents will still be contacted to pick up their child.

Child-care procedure:

In case the child is fetched late, he/she will be automatically under the childcare service. The following fees are stated below for your reference:

1. 30 minutes 85.00
2. 1 hour 150.00
3. 2 hours 280.00
4. 3 hours and above conference with the Principal

CHURCH ATTENDANCE

As a Christian school, BVBC believes that the church life is vital to the education of its students, thus, **regular church attendance in a Bible-believing, evangelical Christian church is part of the commitment parents signed in the PARENTS' UNDERSTANDING AND COMMITMENT.**

GRADING SYSTEM, RESIDENCY & RULES IN ABSENCE

A.C.E. School of Tomorrow departs from the traditional classroom situation since each child completes the requirements of each academic level at his own pace. PACE and quarterly grades are averaged. In the elementary department, **BVBC identifies each child in terms of residency not academic level, which covers six years (Years 1-6).** Academic programs for Junior (Years 7-10) and Senior (Years 11-12) High School are projected upon completion of A.C.E. basic elementary materials or upon completion of the minimum requirements of the sixth year of elementary residency. Junior High School students must complete their four-year residency before moving up to Senior High School. A fast-learner, however, may enjoy the benefit of acceleration. **Acceleration in ACE means completing more materials in given time frame rather than skipping a school year,** giving a child higher academic advantage.

A STUDENT WHO INCURS ABSENCES OF MORE THAN 20% OF THE PRESCRIBED SCHOOL DAYS WILL BE GIVEN A FINAL MARK OF "INCOMPLETE" unless the student fulfills the minimum academic requirements. An SHS student may fail in a subject for missing 20% of class days.

A STUDENT WHO DOES NOT COMPLETE HIS ACADEMIC PROJECTIONS FOR COMPLETION/GRADUATION WILL HAVE TO EXTEND HIS/HER RESIDENCY UNTIL THE COMPLETION OF THE ACADEMIC PROJECTION REQUIREMENTS. Academic Projections are reviewed annually.

PROMOTIONS

The following minimum requirements must be fulfilled in order for a student to be promoted from one academic category to the next.

Nursery-Reading Class

Students must complete the ABC's of A.C.E. Learning-to-Read Classes plus completion of at least **PACE 1012 in all the core subjects** (Math, English, Science, Social Studies, Word Building, Alfabetong Filipino) by the end of the academic year to be awarded a Certificate of Completion.

A student who fails to complete the minimum requirements will be awarded a Certificate of Attendance and will be recommended to do remedial work to qualify for elementary level.

Elementary Level

After six years of residency in the elementary, a student must complete at least **PACE 1084 in Math, English, Science, and Word Building, complete 1072 in Filipino, and finish the Philippine History PACEs** in order to qualify for elementary graduation and promotion to Junior High School.

However, **students with medically diagnosed learning difficulties who complete PACE 1072 in the core subjects MAY BE promoted** to Junior High School but will only be accepted under the Para-Professional Track (Special Academic Students– requires a Medical Diagnosis/Evaluation).

An Elementary Year 6 student who fails to complete the minimum requirements by the end of the school year will not march and will not be awarded the Certificate of Completion during the Graduation Day but upon completion of requirements.

Elementary Year 6 students with major academic deficiencies will be retained in their residency to complete the requirements.

Junior High School

Junior High School Year 10 students must complete the requirements of their course of study– General Course Preparatory or Honors Course based on the Academic Projection– to be promoted to Senior High School. Year 10 students with minor deficiencies (i.e. unfinished PACEs) will not be allowed to march during the Moving-Up Ceremony on Recognition Day. Year 10 students with major academic deficiencies– as reflected in the Academic Projection– will not be promoted to Senior High School and will add year in JHS to complete the requirements.

Senior High School

Senior High School students must complete the requirements of their Strand/Track to be awarded the SHS Diploma.

ACADEMIC AWARDS AND HONORS REQUIREMENTS

1. Honor Status every quarter is Quarterly Honors—based on the fulfillment of the minimum requirements, which are as follows:

- “ Grade Average of 95-100 for Honor Roll A and 90-94.99 for Honor Roll B
- “ Recited all Scripture Memory Work
- “ Completed PACE Requirements (at least 3 PACEs per subject or as specified in the Academic Projection. Gap PACEs— remedial work— are not counted). A student working on every high academic levels may be exempted from the 3 star requirements upon the approval of the Administration.
- “ Completed other academic requirements (e.g. reports, projects).

2. Annual Honors Award— fulfilled combined requirements of the four quarters.

- “ Based on the new DepEd Policy of Awards and Recognition for the K-12 Basic Education Programs, we will be using the following categories for our Annual Honor Award:
 - With Highest Honors: 98 –100 General Average
 - With High Honors: 95 – 97.99 General Average
 - With Honors: 90 – 94.99 General Average

All levels: A schedule will be announced for the deadline for completion of honors requirements.

1. Most Outstanding Students (Kinder to HS Year 11)

- Selected from among those who made it to the Annual Honors.
- A maximum of top three places (First, Second and Third **Most Outstanding Students**–MOS) from each residency group will be awarded during the Recognition Day. One for every three students per residency is the ratio to determine the number of awardees. It is possible, though, for students to tie in a particular slot.

The following will be the criteria to determine the ranking:

- **ACADEMIC** - 70%
- Annual Grade Average - 25%
- Average PACE Level - 50%
- Least Number of Repeat PACEs - 25%
- **LEADERSHIP, CHARACTER, CO-CURRICULAR ACTIVITIES** - 30%
- In Junior High School, students taking Honors Course of Study will rank higher than those in the College Preparatory Course, and CPC will rank higher than those in General Course of Study.
- A student who has been suspended or has committed serious disciplinary infractions shall be disqualified from the top honors for the curriculum year. (See Conduct Policies).

2. Senior High School

- **The Most Outstanding Graduates**— One for every three graduating students is the ratio to determine the number of awardees. If there are only six graduating students, only the top two will be given. If there are more than twelve graduates, awards will only be given up to the Third Most Outstanding Graduate. However, ties may be awarded. The following will be the criteria for ranking: ACADEMIC PERFORMANCE— 70% (Year 11– 50% & Year 12– 50%), LEADERSHIP CHARACTER, CO-CURRICULAR ACTIVITIES — 30%.
- **Special Awards** are given to deserving graduates— **Academic Excellence Award**, Leadership Award and the Christian Character Award. A graduate who receives all three awards is given the Christian Spirit Award. A Loyalty Award is given to student who completed ABC's of ACE Kinder to Senior High School Year 12 in BVBC.

Special awards will also be given during the Senior High School Culminating Activity:

- Best in Work Immersion
- Best Research Work
- Best Capstone Project/ Best Business Simulation
- Best Presenter

- **A graduating student who has been suspended or has committed serious disciplinary infractions during the Graduating Year shall be disqualified from the top honors.**

(See Conduct Policies)

- **“No March Policy”:** Failure to complete requirements before the Recognition Day will mean a student will not be allowed to march on the Elementary, JHS, SHS completion/graduation ceremonies.

FACULTY AND STUDENT RATIO

1. BVBC Learning Center Staff, called Supervisors (licensed teacher), Monitors, and Teacher Aides are committed to working with students towards the attainment of their goals.

2. The students-staff ratio is 10:1. Only active members of the GBC church and graduates of BVBC with teaching qualifications are accepted as members of the full-time BVBC staff. The school also hires the services of practitioners who can provide specialized instruction for workshops, lectures, and training.

DRESS CODE

(Senior High School Uniform Designs are available at the Office)

A. Learning Center Attires (Primary-Junior High School)

1. Boys: The School ID is part of the uniform.

- Black long pants— gabardine/wool type: no patch-sewn pockets.
- A black belt is considered a part of the official uniform.
- Short-sleeved white polo with BVBC patch and a plain white undershirt are required on regular days; a short-sleeved white barong with logo is worn on chapel days. Wear white socks and black, polishable leather shoes or boys’ Greg-type shoes only. Rubber shoes, suede (“gamusa”), and sandals are not allowed.

2. Girls: The School ID is part of the uniform

- Complete uniform in prescribed days shall be worn.
- White socks and black (‘shineable’) leather shoes — girls must wear standard school shoes; high-cut styles and heels over 2 inches are not allowed.

B. Decorative Items

- Offensive pins, badges, or unnecessary items are not allowed inside the Learning Center.
- Girls may wear simple earrings (no dangling), one bracelet or baller band (non-offensive to Christian values), and a watch. Chokers (leather or shell), multiple earrings, and fancy headbands (e.g., ears, cabbage flowers, unicorn horns) are not allowed.
- Boys may wear a watch and one bracelet or baller band (non-offensive to Christian values). Earrings, chokers (leather or shell), and other accessories are strictly prohibited.
- The wearing of expensive jewelry and wristwatches is discouraged for security reasons. No pins, badges, or unnecessary items on IDs and lanyards.

C. Pre-School and ABC's/ Kinder of A.C.E. Uniform

1. Boys: The School ID is part of the uniform.

- White Polo Shirt with BVBC patch and white undershirt.
- Black shorts
- White socks and black 'shineable' leather shoes (No high cut).

2. Girls: The School ID is part of the uniform

- Uniform with vest
- White socks and black leather shoes

D. Gala Uniform For Wednesday

1. Boys: The School ID is part of the uniform.

- White polo barong with logo
- Black pants
- Dark colored socks and black leather shoes

2. Girls: The School ID is part of the uniform

- Uniform with vest
- White socks and black leather shoes

E. P.E. & Team Color Uniforms

- Official P.E. uniforms, which can be ordered during the enrollment period, are to be used only on prescribed P.E. days.
- Each student is also required to have a Team Color T-shirt for use during competitions only, not for P.E.
- **The Administration and Learning Center staff may stipulate more specific appropriate attire for special events, both in and out of the school facility, such as field trips, immersions, and conventions.**

Color:

Pre-school	-	Pink
Intermediate	-	Blue
JR High	-	Maroon
SR High	-	Yellow

HAIR CODE/ FINGERNAILS

1. Boys:

- Hair must be standard, conservative, clean-cut, and kept off the collar, eyes, and ears. Extreme fad styles, flashy or unnatural hair colors, and skinhead (totally shaved) cuts are not allowed. **Modern but discreet hairstyles may be acceptable. Haircut checks will be done every 15th of the month.** The school staff will not accompany students for haircut.

2. Girls:

- Hair must be properly maintained and neatly combed at all times. Bands and clips may be used to keep hair in place. **Color streaks and unnatural hair dyes are not allowed;** only conservative shades that highlight the hair's natural color are acceptable. High school girls may sport long nails, but only natural-colored nail polish may be worn during regular school days.
- **PINK SLIPS will be issued for violations related to dress code (uniform), haircut, and tardiness. Accumulating three (3) pink slips in any one category will result in a conference with the parents or guardians.**

CELLPHONES & ELECTRONIC GADGETS

- Cellphones and other electronic gadgets such as PSP, iPod, iPad, digital cameras, and similar devices are not allowed in school and will be confiscated if brought.
- Only parents or guardians may redeem confiscated items, following these penalties:
 - ➔ First offense- item may be claimed after one week
 - ➔ Second offense- item may be claimed after one month
 - ➔ Third offense- item may be claimed after the equivalent of one quarter
- For special school activities, use of digital cameras, video cameras, or other necessary electronic devices may be allowed, but only as announced by the administration.
- For emergency purposes, students may use the landline at the Administrative Office or contact parents through the Learning Center Supervisor's or Monitor's mobile phones. Spot checks will be done regularly. Senior High School students may bring laptops or other approved gadgets strictly for academic use.

CONDUCT POLICIES

- Christian character and discipline are strongly ingrained in the A.C.E. system. Since we believe that education is a partnership of the Church and the parents, both parents are thus expected to comply with the disciplinary measures that will keep the child in the fear of God and in obedience to his parents and his superiors.
- Offenses such as cheating, scoring violations, lying, disrespect toward supervisors and monitors, vandalism, cursing, name-calling, bullying, and similar acts are subject to disciplinary action.

➔ **FIRST OFFENSE:** Teacher-student conference and counseling with verbal and non-verbal reprimand. (Parents will be informed of the child's behavior.)

➔ **SECOND OFFENSE:** Teacher-Student & Teacher-Parents' Conference

➔ **THIRD OFFENSE:** Principal or School Pastor's Office

➔ **FOURTH OFFENSE:** Pastor-Student and Pastor-Parents' conference with corresponding disciplinary action, such as in-house suspension or a series of pastoral counseling.

➔ **FIFTH OFFENSE:** Suspension or dismissal. (The Board of Trustees and the entire staff are involved in the decision-making process.)

- The implementation of these disciplinary measures and the course of action decided by the Board and the staff will be in a case-by-case basis. Measures will depend on the gravity of the offense.

MAJOR AND CRIMINAL OFFENSES:

Serious disciplinary infractions such as stealing, pilfering of school records and files, causing injury to others, indecent conduct, intentional damage to property, and similar offenses will result in immediate suspension.

Other acts considered criminal under the Philippine law will warrant immediate dismissal. Below is an expanded explanation of “major and criminal offenses.”

- As a general principle, cases are considered major if any of the following conditions are present: acts that violate the laws of the Philippines, actions that endanger the life and safety of members of the BVBC community, or direct and intentional defiance of the BVBC Standard of Conduct. Students may be suspended, dismissed, or expelled for the following offenses:

A. Security

1. Going to school under the influence of alcohol or prohibited substances.
2. Possession, use, or distribution of dangerous drugs (according to RA 9165).
3. Possession of deadly weapons
4. Engaging in behavior that might lead to serious injury or loss of whether intentionally or as a result of negligence or recklessness.

B. Order

1. Distributing or disrupting a class or a school function without just cause (An example of a just cause is “announcing an emergency”).
2. Gambling in school.
3. Illegally obtaining or gaining access to and/or using restricted school documents
4. Committing any acts within the school or during a school function outside the facility that are considered crimes under the laws of the Philippines.
5. Committing acts outside the school that affect the good name, reputation, morale, or general welfare of the school, especially acts considered crimes under the Philippine law for which the person has been formally charged or convicted.
6. Repeated and/or willful failure to comply with official summonses issued by the administration.

C. Individuals or Groups

1. Acts of misconduct of sexual nature
2. Physical assault
3. Bullying
4. Instigating and/or engaging in activities that result in injury or moral damage to an individual or group.

D. School Property

1. Stealing and/or unauthorized possession of others' and school property, including PACE Tests and Test Keys.
2. Vandalizing school property and facilities.
3. Instigating and/or engaging in activities that result in damage to school property.
4. Tampering with fire extinguishers, removing or disarming fire alarms, dropping objects from the building, and the like.

E. Academic Dishonesty

Any form of dishonesty committed in the context of Learning Center Procedures. This includes but is not limited to the following:

1. Possession and/or use of unauthorized notes, materials, or equipment that may be used in a dishonest act during PACE Tests or examinations, such as photocopied PACEs, Checkups, and Self-Tests—whether handwritten, photocopied, downloaded, or in electronic form. The use of calculators is only allowed in specific cases.
2. Possession of actual or copied Score Keys and Test Keys, whether handwritten, photocopied, or in electronic form.
3. Copying or distributing Score Keys and Test Keys, whether handwritten, photocopied, photographed, or downloaded.
4. Plagiarism

5. Fabrication or submission of falsified data, information, citations, or sources.
6. Deception by providing false information to an academic staff to gain approval or exemption from academic requirements.
7. Tampering with and/or falsifying school documents and communications, whether physical or electronic.

F. Public Morals

1. Accessing, possessing or distributing pornographic materials in school or during school-sanctioned activities, whether in physical or electronic form.
2. Engaging in or provoking scandalous behavior in school or during off-campus, school-sanctioned events and activities such as field trips, immersions, and conventions
3. Posting scandalous personal pictures or videos on social media platforms.

Students must voluntarily sign the
STUDENTS STANDARD OF CONDUCT

SPECIAL POLICIES

A. Foreign Students: Foreign students may be accepted to BVBC, provided they present records from their previous schools and hold a valid student or resident visa.

The general policies set by the Department of Education and the Bureau of Immigration for the admission of foreign students will be followed. Non-English speakers cannot be admitted to the school, as the curriculum is English-based, unless they are enrolling in the Learning-to-Read Program. Those with difficulty in English will be required to undergo a remedial program or intensive training on the English language. Additional fees will be charged to foreign students to cover extra expenses such as immigration fees and other legal requirements.

Recognizing the different academic calendars of other countries, foreign graduating students are required to complete all the requirements of the Department of Education (DepEd), in general, and of BVBC, in particular, before they are issue certificates of graduation. This applies especially in cases where students need to leave the Philippines before the official graduation date to pursue college studies abroad.

B. Special Students: Special students, specifically those with limited physical disabilities, may be admitted to BVBC provided that their condition does not prevent them from effectively using the A.C.E. system **BVBC is not equipped to accommodate blind or deaf students.** A limited number of students with learning disabilities—such as those diagnosed with dyslexia or other reading difficulties. (as properly diagnosed by a licensed physician)—may also be admitted.

An individual with academic learning disabilities, as medically diagnosed by a reputable mental or psychological testing center, may be accepted as a Special Academic Student (SAS) provided the individual does not disrupt the normal functioning of the Learning Center through unacceptable social behavior. If a child's mental level is significantly below average—such as in cases of intellectual disability or extremely low mental ability—and requires the expertise of an institution for special education, the child will be recommended for transfer to an appropriate school that can meet their educational needs. BVBC reserves the right to deny admission of students if they are not equipped to minister to in the area of education. Furthermore, BVBC is not a reformatory for juvenile delinquents.

BOARD OF TRUSTEES

Ptr. Rodolfo O. Calayan————	President
Mr. Rollie James R. Ebreo————	Chairman
Mrs. Virginia M. Marquez————	Corporate Secretary
Mrs. Marissa A. Vender————	Treasurer

Members

Mr. Ronel N. Nieva
Mrs. Roselyn R. Dean
Ms. Mary Jane G. Malacapay
Ms. Sheila Liza D. Encontro

Notes

Notes

Notes

Notes

Notes

Notes

Notes



Contact Information:



(402) 784-4032



baptistvoicebasiced@gmail.com



Lot.1, Blk. 41, Citta Grande III, Ibabang Iyam, Lucena City