01 June 2012

Dear Faculty, Staff, and Parents & Students of K-10,

Welcome to Academic Year 2012-2013! Let us join hands and pull our efforts together in ushering a more productive school year for all of us.

Please be informed of the following changes that will be implemented at the start of AY 2012-2013:

1. During the April 10, 2012 General Faculty and REPS Meeting and based on the results of the survey conducted at the latter part of March 2012, the faculty approved the Four-Day-Week Schedule of Classes for this school year. This time, it will be complemented with a comprehensive research on its effects towards different variables associated with student learning such as achievement, motivation, learning anxiety, and attitude towards learning.

2. Kindergarten to Grade 10 classes for the First Semester will start on Tuesday, 5 June 2012.

3. Starting this school year, we will utilize two tools for better communication among the faculty, students and parents:

   a. **Student Handbook** which provides the students and their parents easy access to the most frequently required documents and forms in UPIS and serve as a constant reminder to students. It includes basic information on the school’s history, philosophy, vision, mission, rules and regulations, scholarship rules, and grading system. It contains school’s policies and guidelines which every student must be knowledgeable about yet students tend to forget easily. Also, it has pockets for course syllabi and schedule, pages on notes/HWs, re-entry slips, letter to parents, as well as logbook for adviser/parent monitoring.

   The **Student Handbook will cost Php 250 to recover production expenses including the paper, thermal, ink, labor, and contingency costs.** Students are expected to bring it in school at all times. In case of loss, the student will have to buy a new one since it contains all important forms/information that are needed throughout the school year.

   In as much as this school year is only the start that we will utilize the **Student Handbook**, it will be open to evaluation as to its contents and organization. By the end of the school year, a survey will be conducted as basis for revisions.
b. **UPIS Infoboard** which allows the faculty, staff, students, and parents/guardians to receive announcements anywhere and anytime 24/7 on important school activities (and also on suspension of classes). Aside from the broadcast/announcement, it has other features such as sending feedback to school personnel (including the Principal) and conducting poll surveys on valuable issues/concerns related to school management and operation.

On the broadcast feature, SMART users will receive announcements chargeable to the allocated load for UPIS while it will cost Php 0.70 per subscriber for non-SMART users. The feedback and polling features are only open to SMART subscribers and the sender will be charged Php 1.

In this connection, kindly fill-up the required application form on the designated Infoboard booth (at the Swan Area) during the registration on June 1, 2012. The booth will be open the whole day from 7:00am to 5:00pm. Non-SMART users may opt to buy SMART sim pack for only Php 15.

4. A new **UPIS PE uniform** (refer to page 44 of the Student Handbook) will be available for sale during the registration period at the Multi-purpose Hall. **It will be required for incoming Kindergarten and Grade 7 students only.** Students in other grade levels (Grades 1-6 and Grades 8-10) may still use their old PE Uniform.

However, for the next school year AY 2013-2014, K – Grade 10 students must wear the new UPIS PE Uniform.

Please be guided accordingly. Thank you very much.

Very truly yours,

Ronaldo M. San Jose
Principal