



# **MODEL STATUS GUIDELINES**

*~ June 2017 ~*





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## **THE SCHOOL OF TOMORROW<sup>®</sup>, PHILIPPINES MODEL SCHOOL STATUS**

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Announced in the 2007 Educators' Convention, the MODEL SCHOOL STATUS is a revised discounting scheme started in June, 2010. This discounting scheme is based on the present school status which we have categorized into three (3)– Standard (automatically given to ALL schools), Supervised, and Certified.

Before its implementation, the management of School of Tomorrow<sup>®</sup>, Philippines met with all the Field Representatives and discussed the guidelines and requirements of these three categories. Each requirement was carefully deliberated on the best interest of our schools in mind.

Adhering to “non-negotiables” of the School of Tomorrow<sup>®</sup> system is very important. We have identified these “non-negotiable” components, and the goal of moving our schools to a higher status is to help them comply with these.

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# **SCHOOL OF TOMORROW<sup>®</sup>, PHILIPPINES NON-NEGOTIABLES**

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1. SOT<sup>®</sup>P's Agreement and Contract with Schools
2. Attendance in ALL required trainings:
  - a. Pastors and Administrators' Training Seminar (PATS)
  - b. Christian Educators' Training (CET)
  - c. Educators' Convention (EdCon)
  - d. Pastors, Administrators, and Principals' Conference (PAPCon)
3. Basic Staff Spiritual and Educational Qualifications
  - a. B. A. (Born-Again) Degree
  - b. College Degree for Supervisors
4. Use of Learning Center Furniture
  - a. Student Offices with Dividers
  - b. Scoring Station
  - c. Use of Flaglets (Christian and National flaglets)
5. Use of Complete SOT<sup>®</sup>P's Core Curriculum
  - a. Core Subjects (English, Math, Science, Social Studies, Word Building, Literature and Creative Writing, and Bible Reading)

- b. National Curriculum (Filipino and Araling Panlipunan)
  - c. Including Readmaster Plus (Readmaster, Math Builder, Typemaster, and Word Builder)
6. STRICTLY follows the SOT®P Procedures
- a. Proper Diagnosis and Prescription
  - b. Trail of a PACE
  - c. Testing Procedures
  - d. Use of Forms (Goal Check Report, Goal Chart, Supervisor's Progress Card, Student Progress Chart, Congratulations Slip and other forms found in the Manual, *Procedures Manual I, pages 13 - 15*)
  - e. Spiritual Emphasis (Devotions, Chapel, Monthly Scripture and Song, Character Traits)
  - f. Motivational Programs (Honor Roll, Field Trips, Merits)
  - g. Parent Communication
  - h. Parent Orientation
  - i. Progress Report and Permanent Record (Content Format and Grading)
  - j. Academic Projection
7. PACE MATRIX on Equivalent Academic Levels
8. Achievement Testing (CEM)

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## REQUIREMENTS IN APPLYING FOR THE MODEL SCHOOL STATUS

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### SUPERVISED

#### **Meet the Standard Enrolment Requirements**

- ALL Learning Center staff attended the recent Christian Educators' Training (CET)
- Pastor, administrator, and principal attend the Pastors and Administrators' Training Seminar (PATS) every five years
- All administrative and Learning Center staff (including pastor) attended the most recent Educators' Convention (EdCon)
- Diagnoses, prescriptions, and cumulative records maintained per SOT®P Procedures Manual
- Use of SOT®P core subjects (English, Math, Science, Social Studies, Word Building, Literature & Creative Writing, and Bible Reading) and National Curriculum (Filipino and Araling Panlipunan)
- Proper procedural use of the Christian and National flaglets
- Abide by the SOT®P grading system
- Goals and controls utilized per the SOT®P Procedures Manual
- Learning Center procedures followed including Trail of a PACE

## SUPERVISED

- Appropriate use of SOT®P forms (Supervisor's Progress Card, Student Progress Chart, Goal Check Report, Academic Projection, Goal Card, and Admission Register [Student Application or Application for Re-Enrolment, Standard of Conduct, Corporal Correction Release, Parent-Agreement Form, Financial Agreement, Graduation Requirement Agreement, Character Recommendation, Medical History])
- Learning Center furniture specifications in adherence with the Furniture Manual

### Additional Requirements

- School is offering Preschool until Year Level 10 and has completed three (3) full school years
- Students demonstrate consistent academic achievement the previous year:
  - a. Average of 72 PACE Tests per student (*total PACE tests divided by total number of full time students*)
  - b. A minimum of PACE Test pass score of 90% for 3rd Edition PACEs 1013 – 1072 and 88% for 3rd Edition PACEs 1073 – up (*exclude all students in pre-school and/or Levels 1 – 12 with learning difficulties*)
- Use Readmaster Plus (Readmaster, Math Builder, Typemaster, and Word Builder) for all students, from Levels 1 – 12, at least **once** a week
- Conduct an annual Parent Orientation program for all NEW parents

## SUPERVISED

- Conduct an annual Christian Education Sunday for the promotion of Christian Education with a message stressing Biblical Education in church school and the SOT<sup>®</sup>P system

**Note:** *A non-church school should have a Biblical Education Emphasis Day with parents.*

- Have a weekly chapel time focusing on Biblical principles and application
- Have regularly scheduled Biblical devotions for all levels and a monthly Scripture passage and song
- Require Monthly Scripture Memorization, with eight to fifteen verses each month
- Include a quality arts and music class in the weekly schedule for Levels 1 – 10
- Include a quality writing and speech class for the high school level
- Participation in the recent SOT<sup>®</sup>P's Junior Student Convention (JSC) or/and National Student Convention (NSC)
- Took the latest annual testing using CEM's ELCOM, CSAT, K-12 Achievement Test or/and PACT-POIS or CEM Profiler
- Include a regular school program which incorporates BLESS<sup>®</sup> or other similar community-based service.

**Note:** *The school may opt to participate in fund raising campaigns for BLESS<sup>®</sup> through the BLESS<sup>®</sup> cans and/ or have the senior high school students attend the BLESS<sup>®</sup> Training and let them serve in a BLESS<sup>®</sup> Center in lieu of the Community Service requirement of the Department of Education.*



## SUPERVISED

- Conduct daily Opening Exercises with Bible recitation, Congratulations Slips, motivation, and love as described in the School of Tomorrow® Procedures Manual
- Have staff that demonstrate a positive Christian Spirit
- Establish means to regularly communicate with parents (i.e. newsletter)
- Use the motivation programs established in the School of Tomorrow® system
- Maintain a clean, safe facility with a quality appearance
- Attended the recent Pastors, Administrators, and Principals' Conference (PAPCon)
- No outstanding balance with School of Tomorrow®, Philippines
- Have a SATISFACTORY rating of 208 to 218 in the recent School Assistance Visit Form
- Must have submitted the annual System of Re-enrollment Agreement (for Church or Non-Church) and Updating Form on or before August 31
- Application Fee of Php 3,000.00

### **NOTE:**

If a school is not a church-school, the Senior Administrator/Chairman of the Board is expected to comply with Pastor's responsibilities.

Consideration is given to tribal schools and those whose locations have limited power resources. This may be discussed with a member of the Evaluating Team.

**CERTIFIED**  
*(The International Standard of Excellence)*

**Meet the Standard Enrolment Requirements**

- ALL Learning Center staff attended the recent Christian Educators' Training (CET)
- Pastor, administrator, and principal attend the Pastors and Administrators' Training Seminar (PATS) every five years
- All administrative and Learning Center staff (including pastor) attended the most recent Educators' Convention (EdCon)
- Diagnoses, prescriptions, and cumulative records maintained per SOT<sup>®</sup>P Procedures Manual
- Use of SOT<sup>®</sup>P core subjects (English, Math, Science, Social Studies, Word Building, Literature & Creative Writing, and Bible Reading) and National Curriculum (Filipino and Araling Panlipunan)
- Proper procedural use of the Christian and National flaglets
- Abide by the SOT<sup>®</sup>P grading system
- Goals and controls utilized per the SOT<sup>®</sup>P Procedures Manual
- Learning Center procedures followed including Trail of a PACE
- Appropriate use of SOT<sup>®</sup>P forms (Supervisor's Progress Card, Student Progress Chart, Goal Check Report, Academic Projection, Goal Card, and Admission Register [Student Application or Application for Re-Enrolment, Standard of Conduct, Corporal Correction Release, Parent-Agreement Form, Financial Agreement, Graduation Requirement Agreement, Character Recommendation, Medical History])

**CERTIFIED**  
*(The International Standard of Excellence)*

- Learning Center furniture specifications in adherence with the Furniture Manual

**Additional Requirements**

- School is offering Preschool until Year Level 10, has completed three (3) full school years, and maintains Supervised Status for at least one (1) school year
- Students demonstrate consistent academic achievement the previous year:
  - a. Average of 84 PACE Tests per student (*total PACE tests divided by total number of full time students*)
  - b. A minimum of PACE Test pass score of 90% for 3rd Edition PACEs 1013 – 1072 and 88% for 3rd Edition PACEs 1073 – up (*exclude all students in pre-school and/or Levels 1 – 12 with learning difficulties*)
- Use Readmaster Plus (Readmaster, Math Builder, Typemaster, and Word Builder) for all students, from Levels 1 – 12, at least **twice** a week
- Conduct an annual Parent Orientation program for all parents, OLD and NEW
- Conduct an annual Christian Education Sunday for the promotion of Christian Education with a message stressing Biblical Education in church school and the SOT®P system

**Note:** *A non-church school should have a Biblical Education Emphasis Day with parents.*

- Have a program that actively involves students in at least one annual church program that includes student performances

**CERTIFIED**  
***(The International Standard of Excellence)***

- Have a weekly chapel time focusing on Biblical principles and application
- Have regularly scheduled Biblical devotions for all levels and a monthly Scripture passage and song
- Require Monthly Scripture Memorization, with eight to fifteen verses each month
- Include a quality arts and music class in the weekly schedule for Levels 1 – 10
- Include a quality writing and speech class for the high school level
- Participation in the recent SOT®P's Junior Student Convention (JSC) and National Student Convention (NSC)
- Took the latest annual testing using CEM's ELCOM, CSAT, K-12 Achievement Test and PACT-POIS or CEM Profiler
- Include a regular school program which incorporates BLESS® or other similar community-based service.

***Note:*** *The school may opt to participate in fund raising campaigns for BLESS through the BLESS cans and/or have the senior high school students attend the BLESS Training and let them serve in a BLESS Center in lieu of the Community Service requirement of the Department of Education.*

- Conduct daily Opening Exercises with Bible recitation, Congratulations Slips, motivation, and love as describes in the School of Tomorrow® Procedures Manual

**CERTIFIED**  
*(The International Standard of Excellence)*

- Have staff that demonstrate a positive Christian Spirit
- Establish means to regularly communicate with parents (i.e. newsletter)
- Use the motivation programs established in the School of Tomorrow® system
- Maintain a clean, safe facility with a quality appearance
- Attended the recent Pastors, Administrators, and Principals' Conference (PAPCon)
- No outstanding balance with School of Tomorrow®, Philippines
- Have a GOOD rating of 219 to 234 in the recent School Assistance Visit Form

**Note:** *A school will be granted a CERTIFIED STATUS if it scores a perfect rating during the annual School Assistance Visit.*

- Must have submitted the annual System of Re-enrollment Agreement (for Church or Non-Church) and Updating Form on or before August 31
- Application Fee of Php 3,000.00

**NOTE:**

If a school is not a church-school, the Senior Administrator/Chairman of the Board is expected to comply with Pastor's responsibilities.

Consideration is given to tribal schools and those whose locations have limited power resources. This may be discussed with a member of the Evaluating Team.

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## BENEFITS OF HAVING A MODEL SCHOOL STATUS

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Aside from the discounts received based on the approval of the status applied for by the school, this also ensures that our schools get the required assistance they need in implementing the School of Tomorrow<sup>®</sup> system.

Our system is stand-alone and unique. There is no need to re-invent the wheel. By adhering to the system requirements, we stand a better chance of being recognized as a **unified entity** producing quality students.

### SUPERVISED

- SUPERVISED SOT<sup>®</sup>P's Model School Status Certificate framed display
- Letter of Congratulations
- Status attainment to be announced in the Pioneer
- A privilege discount of 10% on top of the approved discount on the purchase of *curriculum\* items* from SOT<sup>®</sup>P
- Enrolment Referral Recommendation
- Three (3) Lapel Pins

*Note: Curriculum\* items are PACES and Score Keys ONLY*

## CERTIFIED

- CERTIFIED SOT®P's Model School Status Certificate framed display
- Letter of Congratulations
- Status attainment to be announced in the Pioneer
- A privilege discount of 20% on top of the approved discount on the purchase of *curriculum\* items* from SOT®P
- Certified SOT®P lapel pins for Pastor and Administrator
- Free registration fee (inclusive of food, but exclusive of the lodging) for two (2) delegates at the annual Educators' Convention
- Enrolment Referral recommendation
- Three (3) lapel pins

*Note: Curriculum\* items are PACEs and Score Keys ONLY*

### **NOTE:**

There will be **FREE** Registration Fee for a maximum of **TEN (10) STAFF** (*including Pastor, Administrator, and Principal*) attending the annual Christian Educators' Training (*CET*) and Educators' Convention (*EdCon*) and **FREE** school Registration Fee at the National Student Convention (*NSC*) and Junior Student Convention (*JSC*) if the school maintains its **CERTIFIED MODEL SCHOOL STATUS within five (5) consecutive years.**

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## STEP-BY-STEP PROCEDURES FOR MODEL SCHOOL STATUS APPLICATION

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**Step 1:** Download the Application Form from the SOT®P website, *www.sotphil.net*.

Remit payment to:

School of Tomorrow, Philippines

Metrobank – Betterliving Branch

Savings Acct. No.: 081-3-08151393-8

**Step 2:** The school completes the Application Form and sends it together with a copy of the proof of payment to *sotmatters@sotphil.net*.

**Step 3:** School Information Form and Learning Center Information and Evaluation Forms will be sent to the applying school through e-mail by SOT®P's School Services Department.

**Step 4:** The school completes the School Information Form and Learning Center Information and Evaluation Form (per Learning Center) and e-mails it back to School Services Department through *sotmatters@sotphil.net*.

**Step 5:** The School Services Department coordinates the date of the visit with the assigned Field Representative and notifies the school of the scheduled visit.

**Step 6:** The Field Representative fills in the Learning Center Information and Evaluation Form (per Learning Center), Summary of the Learning Center Information and Evaluation Form, and Model School Status Recommendation Form.

**Step 7:** The School Services Department notifies the school of the approval/disapproval of their application for model school status.



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## REMINDERS FOR THE MODEL SCHOOL STATUS APPLICANTS

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***Status is only valid for one (1) school year and must be renewed.*** Approved school status is implemented on the following school year.

***Any expense incurred beyond the amount of Php 3,000.00 during the Model School Status visit will be shouldered by the school.***

If there are deficiencies found, the Field Representative fills out the Model School Status Recommendation Form and gives the school applicant a copy. The Model School Status Recommendation Form has the list of the deficiencies that the school must work on. Should the school choose to correct the deficiencies found, a target date for completion is set mutually by the school representative and the Field Representative. ***Expenses for the second Model School Status Visit is borne by the school.*** After the second visit and the school has failed to correct the deficiencies, the school may apply again for the next school year.

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## IMPORTANT DATES AND INFORMATION

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- October 31 – Deadline for the submission of the APPLICATION for Model School Status for the current school year.
- Application Form can be sent online or thru mail.
  - > For online application:  
Send it through [sotmatters@sotphil.net](mailto:sotmatters@sotphil.net) with the subject ‘MODEL SCHOOL STATUS APPLICATION’
  - > For mail application:  
Send it to: Theresa S. Abaño  
School Services Department  
School of Tomorrow®, Philippines  
MJS Avenue, Levitown Executive Village  
Brgy. Don Bosco, Parañaque City 1711
  - Mobile: (0932) 628 7606
  - Landline: (02) 822 9663 loc. 202

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*Please note that **DISCOUNTS** are not given automatically. They are **earned incentives** for fulfilling particular system and status requirements.*

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MJS Avenue, Executive Village Brgy. Don Bosco, Parañaque City 1711  
(632) 822 9663

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