

# HOLY CROSS C O L L E G E

## STUDENT HANDBOOK



## BASIC EDUCATION DEPARTMENT

**Holy Cross College, Sta. Rosa, N.E., Inc.  
Sta. Rosa, Nueva Ecija**

**STUDENT HANDBOOK**

*FOREWORD*

The continued attendance of any student at Holy Cross College is subject to his/her compliance with the policies, rules and regulations set by the academic community. Pupils are expected to abide by the norms as contained in this handbook. Likewise, parents should be acquainted with the contents of the Student Handbook to ensure effective communication and coordination with the school, and in recognition of their indispensable role in the education of their children.

Aside from serving as guide to the students regarding school standards and decorum, this Student Handbook is also a means of communication between parents and teachers as to the students' performance vis-à-vis policies and rules.

The provisions in this Student Handbook shall apply to all students while in the school premises, within the school's perimeter area, on the school bus or while attending any official function outside the school campus.

Announcements published on the HCC social media accounts, and letters or memoranda sent to parents shall be deemed part of the Student Handbook.

**CHECK YOUR SPAM FOLDER FOR A MESSAGE**

**Important:** Google never asks for your password over email, phone call, or message. Only enter your password at [accounts.google.com](https://accounts.google.com).

If you expected an email from our team but can't find it, check your spam or junk folder for an email titled "Your Google support inquiry".

**Still can't get in?** Consider [contacting our MIS Support-Technical Team](#) in this link.

**FORGOT YOUR PASSWORD**

1. Follow the steps to [recover your Google Account or Gmail](#).
  - You'll be asked some questions to confirm it's your account. Answer as best you can.
  - If you have trouble, try the [tips to complete account recovery steps](#).
2. Reset your password when prompted. Choose a strong password that you haven't already used with this account. [Learn how to create a strong password](#).

**FORGOT THE EMAIL ADDRESS YOU USE TO SIGN IN**

1. Follow the steps to [find your username](#). You'll need to know:
  - A phone number or the recovery email address for the account
  - The full name on your account
2. Follow the instructions to confirm it's your account.
3. You'll see a list of usernames that match your account.

**SOMEONE ELSE IS USING YOUR ACCOUNT**

If you think someone is using your Google Account without your permission, follow the steps to [recover a hacked or hijacked Google Account or Gmail](#).

**CAN'T SIGN IN FOR ANOTHER REASON**

If you have another problem, [contact our MIS Support-Technical Team](#).

**STILL CAN'T SIGN IN?**

Consider [contacting our MIS support-technical team](#)

**GENERAL ORIENTATION**

Visit this link (<https://fb.watch/8fQedYTLXs/>) and watch the General Orientation posted on Holy Cross College Facebook Page for additional information regarding the learning modalities, HCC FLAME, educational assistance and grants, accessing student account, assistance for technical support, and other reminders.

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If possible:

1. Use a computer, phone, or tablet where you frequently sign in
  2. Use the same browser (like Chrome or Safari) that you usually do
  3. Be in a location where you usually sign in, like at home or at work
- Be exact with passwords & answers to security questions
  - Details matter, so avoid typos and pay attention to uppercase and lowercase letters (case-sensitive).

### PASSWORDS

If you're asked for the last password you remember, enter the most recent one you recall.

- **If you don't remember your last password:** Use a previous one that you do remember. The more recent it was, the better.
- **If you can't confidently recall any previous passwords:** Take your best guess.

### ANSWERS TO SECURITY QUESTIONS

If you're asked a security question and you:

- **Don't remember the answer:** Take your best guess.
- **Know the answer but didn't recover your account on your first try:** Consider a different variation of the answer. For example, try "NY" instead of "New York" or "Phil" instead of "Philip."

### ENTER AN EMAIL CONNECTED TO YOUR ACCOUNT

If you're asked to enter an email address you can check now, enter one that you've added to your account. Here are some examples:

- A recovery email address helps you get back in and is where we send you security notifications.
- An alternate email address is one you can use to sign in.
- A contact email address is where you get information about most Google services you use.

### ADD HELPFUL DETAILS

If you're asked why you can't access your account, include helpful details.

Some examples are:

- You're traveling.
- You get a specific error message.
- You think your account was compromised because of malware or another reason.
- You changed your password last week and can't remember it.

If your description matches the information we have, this similarity can help your case.

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4. Use hand signals especially when you need to leave.
5. No eating during class.
6. Listen attentively and respond when needed.
7. For modular, always have your module beside you.
8. Be in a well-lit and quiet room.
9. Speak audibly.

#### ACCESSING HCC FLAME ACCOUNT

1. Open your web browser (Google Chrome, Firefox, Safari) and log on to <http://holycross.edu.ph/myaccount>.
2. Once on the site, fill out the form with you details: name and student number you are enrolled with then click **Validate**.
3. Click your name or student number to see your log in credentials.
4. Once you see your log in credentials you may now head on to your FLAME and Gmail Account.

Note: You can find your student number on your Certificate of Registration (COR) or payment receipt.

#### [HOW TO] SET UP ACCOUNT RECOVERY OF YOUR GOOGLE ACCOUNT

1. Add or link your phone number on your Google account.
2. Verify it by confirming the code.
3. Use it as your recovery information in case you forgot your log in credentials.

Visit the link for account recovery: <https://bit.ly/HCCAccountRecovery>

#### HOW TO RECOVER YOUR GOOGLE ACCOUNT OR GMAIL

If you forgot your password or username, or you can't get verification codes, follow these steps to recover your Google Account. That way, you can use services like Gmail and Google Meet.

Tips to complete account recovery steps:

- If you can't sign in, follow these steps to increase your chances of getting back into your Google Account:
  1. Go to the [Account recovery page](#).
  2. As you complete the steps, use as many of the tips below as you can. (You might not see all the questions described here.)
- If you already tried to recover your account and got a "Google couldn't verify this account belongs to you" message, you can try again.
- Answer as many questions as possible.
- Try not to skip questions. If you're unsure of an answer, take your best guess rather than moving on to another question.
- Use a familiar device & location

nary and final assessments. Score sheets of those on online classes are sent out to parents through the Messenger groups.

3. Consultation Periods

Students who are noted early on to be falling behind are required to join the consultation periods for tutorial sessions.

4. Extension of Deadlines

Performance tasks not submitted on time are given extension of one or two weeks at the end of each quarter however, a late submission may affect the grade as indicated on the rubric.

5. Additional Written Works or Assessments

Additional assessments are given to compensate for missed submissions or low grades with emphasis on mastery and comprehension of the subject matter.

**GRADING SYSTEM FOR A.Y. 2020-2021**

DepEd Order no. 31 s. 2020: Guidelines on Grading System

Assessment Components	Weights		
	Languages / AP/ EsP	Science / Math	MAPEH / TLE
Written Works / Assessments	40 %	50 %	30 %
Performance Task	60 %	50 %	70 %

**RULES FOR ONLINE CLASS AND MODULAR CONSULTATION**

For an efficient and interactive virtual learning environment, students are encouraged to communicate and use the online platforms with proper behavior. These are the rules every learner must follow when attending online classes and modular consultation.

1. Log in 15 minutes before the schedule of online class/consultation (for modular).
2. Wear collared shirt or round neck t-shirt. Do not wear sleeping attire.
3. Always have pen and paper.

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## SCHOOL PHILOSOPHY

Holy Cross College believes in the holistic development of individuals by providing quality education through active participation in the teaching-learning process.

## VISION

To become a leading institution for academic and values formation by offering relevant, learner-centered and values-oriented programs that produces competent persons of character in the service of society.

## MISSION

Holy Cross College is a God-centered learning community focused on holistic education that forms and educates individuals to become conscious, competent, compassionate, and committed persons towards the development of a just and humane society.

## GOALS

- To develop a God-centered community;
- To produce intellectually-competent and wholly-developed graduates;
- To emphasize self-realization without compromising human dignity and moral values.

## OBJECTIVES

- To implement a dynamic, God-centered curriculum which will meet the ever-changing circumstances and needs of the society.
- To instill in the learner sound Christian principles, attitudes and values in dealing with interpersonal relationships.
- To guide the students in achieving basic knowledge and skills that will make them creative, productive and relevant members of the community.

aged to use their real name and address so teachers can easily track their account.

## SCHEDULE OF MODULE DISTRIBUTION

Grade Level	Day	Time
Grade 7	Tuesday	1:00-4:00 pm
Grade 8	Tuesday	1:00-4:00 pm
Grade 9	Wednesday	1:00-4:00 pm
Grade 10	Wednesday	1:00-4:00 pm

## SCHEDULE OF ASSESSMENT

DAY	A.M.	TIME	P.M.	TIME
MONDAY	ENGLISH		MAPEH	2:00
TUESDAY	ARALING PAN-LIPUNAN	9:00	T.L.E.	
WEDNESDAY	SCIENCE		ESP	
THURSDAY	FILIPINO			
FRIDAY	MATHEMATICS			

## SCHOOL'S INTERVENTION FOR STUDENTS WITH POOR ACADEMIC PERFORMANCE

### 1. Home Visitation

Since the continuation of education is done in the comforts of the students' home, it is expected that parents will oversee the learning progress of their child. Families shall help in establishing a study routine to ensure that their child is properly engaged in studying. In addition, parents shall step in to help resolve any difficulty that their child may face. Through this, their child will have the opportunity to try and learn new things and approaches in his/her studies. Home visitation will only be done to guarantee that the student is having enough support he/she needs to accomplish his/her tasks diligently.

### 2. Feedbacking and providing weekly score sheets; Parent-Teacher Conferences (PTCs)

Teachers will provide a record of worksheets covering at least 3 weeks to monitor student compliance and progress. Parent-teacher conferences (modular classes) are also done almost monthly after the prelimi-

- Students are required to wear white shirt or white polo shirt when attending online classes.
- Students are encouraged to turn on their cameras and to turn off their microphones unless asked to talk or to ask questions.

#### **b. Modular Learning**

Modular learning is a form distance learning that uses Self-Learning Modules (SLM) based on the Most Essential Learning Competencies (MELCs) provided by DepEd.

- Students who opted modular learning will be provided with learning modules which they can acquire weekly or twice a week at Holy Cross College.
- Students in modular classes are encouraged and may be required to attend consultation periods. Consultation periods for each subject are scheduled once a week where the subject teacher attends to the inquiries of and may explain the subject matter again for all students regardless of their modality of learning.

Students/Parents will be provided options between online and modular learning depending on their means, and what they deem helpful for their educational growth.

#### **Online Classes will be employed thru the following platforms:**

- Google Meet Links are posted on HCC FLAME.

#### **Modular Consultation Platform:**

- Google Meet Links are posted on HCC FLAME.

#### **SCHEDULE FOR THE SUBMISSION OF ACTIVITIES**

##### **Modular Classes**

Activities for the subjects scheduled for the day must be submitted until 7:00 pm only thru Messenger or Google Forms.

##### **Online Classes**

Activities must be accomplished synchronously during class discussion (in-class submission) and may extend until 7pm for those who cannot submit on time.

#### **SOCIAL MEDIA ACCOUNTS**

Students are encouraged to have a decent profile picture for their social media accounts since they will be contacted online. They are also encour-

- To make the students appreciate and value their Filipino cultural heritage.

### **I - GENERAL GUIDELINES**

#### **1. PARENT ORIENTATION**

The parent orientation program is meant to acquaint parents/guardians about school policies, directions, and plans for the school year. The grade school and high school departments schedule an orientation before the school year begins. The orientation also enables the parents to get to know the class advisers and subject teachers in the level, as well as key administrators. In this regard, parents are strongly encouraged to attend this activity so that an effective partnership could be established between the home and the school.

#### **2. HOURS OF OPERATION**

The school campus opens at 6:00 a.m. and closes at 7:00 p.m. during school days. Parents/Guardians who have appointments or official business in school may be allowed to enter the campus during office hours only (8:00 a.m. - 5:00 p.m.). Offices are open from Monday to Friday.

##### **A. School Hours**

School hours refer to the period when classes and other curricular and co-curricular activities are held. On a regular basis, these activities begin at 8:00 a.m. with formal classes ending not later than 4:30 p.m., while clubs, performing arts, sports and other approved student activities meet up to 6:00 \*5:00 p.m. For this reason, only students are allowed in the venues (i.e., classrooms, other activity areas) where these activities are held.

##### **B. Homeroom Period**

The first bell rings at 7:05 a.m. Students then line up along the school corridors and prepare for the flag ceremony which begins at exactly 7:10 a.m. An assigned class, under the supervision of their adviser, conducts the flag raising daily. Immediately after the flag ceremony, students return to their classrooms to start the day right. During the homeroom period, the class adviser disseminates important information and memoranda, follows-up on student and class concerns, and accommodates students for consultation.

##### **C. Class Hours**

Regular classes are held Mondays through Fridays beginning 7:30 a.m. Students are not required to come to school on Saturday and Sundays unless explicitly requested in writing and approved by the Grade Level Coordinator and Principal with the Managing Director duly notified. No group will be allowed to conduct any activity without the presence of an adult leader.

### 3. STUDENT IDENTIFICATION CARD (ID)

All students must wear their school IDs with the school ID lace at all times. This forms part of the school uniform. The students are also required to present their ID when they borrow books and other materials from the Learning Resource Center (LRC).

### 4. SCHOOL UNIFORM

The official school uniform must be worn completely and properly every school day. A student who fails to wear any part of the official uniform must obtain an out-of-uniform permit from the Grade Level Coordinator/Prefect upon presentation of a valid explanatory note from the parents. The school ID, attached to the official school strap, forms part of the uniform and must be worn at all times inside the campus.

### 5. GROOMING

Make-up, long nails, nail polish, jewelry and other accessories (e.g. anklets, chokers, nose/ear studs, tattoos, etc.) are not allowed in school.

The hair for boys/young men must be tapered and must not touch the eyebrows, the ears and the shirt collar (at least 1" on all sides). Skinhead is not allowed. However, the use of razor guard # 2 or higher is allowed. Long sideburns, moustache, goatee, beard are not allowed.

Fancy haircut/hairstyle or hair coloring are not allowed. Bangs must be worn short and neatly combed.

Class advisers and Grade Level Coordinators inspect the haircut of students every first school day of the month.

### 6. BRINGING OF CASH

Students should bring enough money for their needs each day. If payment for a certain account needs to be sent through the students, it is suggested that such payment be made in check which will be duly received by the Accounting

actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

### Confidentiality

Any information relating to the identity and personal circumstance of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the name may only be available to the school head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

### Training and Development

Holy Cross College, Sta. Rosa, N.E. Inc. includes in its training program courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to incidents of bullying or retaliation.

## AMENDMENTS ON STUDENT HANDBOOK

A.Y. 2020-2022

### LEARNING MODALITIES

For the Academic Year 2020-2021, Holy Cross College will employ alternative learning modalities (ALMs) that are engaging, motivating, and effective to continuously provide its students with holistic and quality education.

The school will offer the following remote learning modalities:

#### a. Online Learning

The Online Class will use the Learning Management System (LMS) which includes sections on motivation and assessment that serve as a complete guide of both teachers' and students' desired competencies and lessons.

- Students with strong internet connection are encouraged to choose online learning modality. The lessons will be delivered via Google Meet, and assessments will be accomplished using the school's LMS- the HCC FLAME.
- Links for online classes will be posted on HCC FLAME, on Facebook group, and Messenger group chat.

Attendance is taken during online classes.



incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.

2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school or of the Department for public schools, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

1. The student and the parents or guardians shall be informed of the complaint in writing;
2. The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
3. The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
4. The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department

h. Applicability of RA 9344, as amended, and other related laws

If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act", as amended, and its implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attended to the bullying incident.

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary

cashier.

## 7. STUDENT RECORDS

The school would like to have updated student records at hand. Student profile forms (e.g. general student information, medical profile) are distributed on the first day of classes or during the parent orientation before the school year begins. These should be fully accomplished and submitted to the class advisers on the first week of classes. In case of any changes in home address or telephone number/s, parents should inform the Registrar's Office in writing. All student records shall be confidential.

## 8. PARENT-TEACHER DIALOGUE

Parents who wish to check the academic and disciplinary standing of their children should seek an appointment for a Parent-Teacher dialogue with the teacher/s concerned. Teachers are only available for dialogues during their vacant period. The school shall not attend to concerns of parents who fail to follow such procedure.

Lines of Communication. For a more positive and smooth communication, parents are advised to:

See the appropriate person for the specific concern:

- o the homeroom teacher, for very specific cases e.g. behavior of the child
- o the subject teacher, for the performance of the child in the subject area.
- o the Grade Level Coordinator (GLC), for general concerns on the specific subject
- o the Prefect for general concerns on deportment
- o the Principal, for more general concerns and for cases unresolved in the preceding levels.

Consult the level counselor assigned to the level of the child and other administrators as well. Cases referred to the counselors are held in strict confidentiality.

Volunteer information that might affect the child's schooling. In this way, the teacher or counselor can help the child go through difficult changes in his/her life.

## 9. VISITORS

Only visitors with official business with the school are allowed in the campus. Guests/Parent visitors who will confer with school administrators or teach-

ers must secure a Visitor's ID and Monitoring Slip from the guard at the gate.

The Visitor's ID must be worn while inside the campus. After the visit, the guest will request the person he/she conferred with, to sign the Visitor's Monitoring Slip. The Visitor's ID and the Monitoring Slip should be surrendered to the guard before leaving the campus.

Visitors are not allowed to see any student during class hours

#### 10. COMMUNICATION BETWEEN HOME AND SCHOOL

The school employs various ways to effectively disseminate information to parents. Memoranda and circulars are sent to the parents through the students on a regular basis. Students are expected to cooperate with the school so that all communications, letters, and memoranda are relayed or given to their parents. Parents are expected to read these memoranda and circulars and return the duly signed reply slip within three days of receipt.

#### 11. HOMEWORK

Homework is an integral part of a student's academic work. Students are given exercises for skills development and supplements for their lessons in class. Homework also helps the students develop good study habits. Each learner is expected to accomplish all assigned homework neatly and conscientiously.

#### 12. SUSPENSION OF CLASSES (revised as per DepEd Order #28, series of 2005)

- When Signal No. 1 is raised by PAG-ASA, classes at the pre-school level shall be automatically suspended in all public and private schools.
- When Signal No. 2 is raised by PAG-ASA, classes at the pre-school, elementary and secondary levels shall be automatically suspended in all public and private schools.
- In the absence of a typhoon signal warning from PAGASA, the Provincial Governor or Municipal Mayor will decide on the suspension of classes if such covers the entire division. Members of the school community are advised to monitor announcements from the local officials through the broadcast media. If the school is given discretion for suspension, the HCC Managing Director will decide on the matter. Localized suspension of classes is considered when threats to public safety such as heavy rains, floods, earthquake, and transport strikes occur. Members of the school community

victim.

2. Determine the levels of threads and develop intervention strategies. If the bullying incident or retaliation or the situation the requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

#### d. Intervention

The CPC shall determine the appropriate intervention programs for the victim, the bully and bystanders. The School Head shall ensure that these are provided to them.

#### e. Referral

The school head or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The school head or the designated school personnel shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, if he believes that appropriate criminal charges may be pursued against the bully or offending student.

#### f. Disciplinary Measures

Holy Cross College Sta.Rosa,N.E.,Incshall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

- 1.The school head, considering the nature, gravity or severity, previous

- iv. Ensuring the victim’s safety, by:
  - Determining and addressing the victim’s immediate safety needs; and
  - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- v Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

1. A victim or bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counselor or any person designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the school head. The designated school personnel shall fill up the Intake Sheet as provided in DepEd Order No. 40, s. 2012. The school head or the designated school personnel shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from more than one school, the school that was first informed of the bullying or retaliation shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

c. Fact – Finding and Documentation

The school administrator, principal or school head, or guidance counselor/teacher, or school personnel or person designated to handle bullying incidents shall:

1. Separately interview in private the bully or offending student and the

are advised to monitor announcements through the broadcast media.

13. ROUGH GAMES AND ELECTRONIC DEVICES

Rough and dangerous games such as roller-blading, skateboarding, inline skating, etc. are prohibited inside the campus.

All athletic supplies shall be provided by the school during P.E. time. Students caught playing in prohibited areas (e.g. Chapel, offices, clinics, canteen, parking areas, classrooms, and corridors) defined by the administration shall be given sanctions and their play equipment shall be confiscated.

Electronic gadgets such as laptops, notebooks, iPod, MP3 players, portable sound system, and the like are discouraged to be brought in in school. Students are discouraged from bringing these devices to school to avoid losses and disruption of classes. The school shall not be held responsible if these items are lost or stolen; hence, the school is not required to do a body/bag search because it disrupts the class sessions.

The bringing of cellular phones in Grades 3-HS students will be purely on voluntary basis. The bringing out and/or using of cellular phones DURING class hours is considered an Offense. The school shall not be held responsible if these items are lost or stolen; hence, the school is not required to do a body/bag search because it disrupts the class sessions.

NOTE: In emergency cases, the calls may still be made in the Principal’s Office, or the Administration Office upon the respective authorities’ approval.

Any equipment not allowed on campus shall be confiscated and deposited at the Prefect’s Office. All confiscated items will be returned to the rightful owner or his/her parents at a specified time.

14. GUIDELINES ON CONFISCATED ITEMS

- 1st offense The confiscated item is retrieved from the Prefect’s Office by the student after classes.
- 2nd offense The confiscated item is retrieved from the Prefect’s Office by the parents after classes.
- 3rd offense The confiscated item is retrieved from the Prefect’s Office by the parents after one week.
- 4th offense The confiscated item is retrieved from the Prefect’s Office by the parents after one month.
- 5th offense The confiscated item is retrieved from the Prefect’s Office by the parents at the end of the term.

6th offense The confiscated item is retrieved from the Prefect's Office by the parents at the end of the school year.

#### 15. SCHOOL PASSES

- HALL PASS. When a student leaves the classroom to go to the restroom or drinking fountain, he/she must ask permission from the subject teacher and borrow the Hall Pass. This should be surrendered to the teacher upon return.
- TRANSIT PASS. Whenever a student leaves the classroom to go to any office (e.g. Clinic, Accounting Office) he/she must secure a Transit Pass from the teacher handling the class at that time. This pass should be properly filled out, signed by the persons concerned and returned to the teacher. Students without a Transit Pass are not allowed to leave the class.
- DEPARTURE PERMIT. Students are prohibited from leaving the campus during school hours. Should there be a need to leave, students must present a request letter from his/her parents to the Grade Level Coordinator/Prefect for approval.

No student may leave the campus without the written request from his/her parents duly approved by the Principal. Students who leave the campus without permission or who are guilty of cutting classes shall be subjected to disciplinary action.

#### 16. LOST AND FOUND ITEMS

All lost and found items are endorsed to the Prefect of Discipline who takes charge of the safekeeping and release of items to the identified rightful owner.

Surrendering a Found Item:

- a. Submit the item to the Office of the Prefect of Discipline.
- b. Demand a receipt for the item surrendered and get the identity of the person who received the item (ex. Complete Name, Position in the office, ID Number).

Claiming an Item:

- a. Items may be claimed before homeroom period, during the breaks and after dismissal.
- b. Approach the Prefect of Discipline.
- c. Fill out the locator slip.
- d. The person-in-charge checks the master list of lost and found items or views the display cabinet with the claimant to see if the item has been turned

provided in the preceding number shall be optional.

In addition to their duties and responsibilities provided by DepEd Order No. 40, s. 2012, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this IRR; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

#### Procedures in Handling Bullying Incidents in Holy Cross College Sta. Rosa, N.E., Inc.

##### A. Jurisdiction

Complaints of bullying and other acts under this IRR shall be within the exclusive jurisdiction of Holy Cross College Sta. Rosa, Inc. and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

##### B. Procedures

Consistent with Sections 3 and 4 of the Act, Holy Cross College Sta. Rosa, N.E., Inc. shall adopt procedures that include:

##### a. Immediate Response

- 1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
- 2. The school personnel who was notified of a bullying incident or retaliation shall intervene by:
  - i. Stopping the Bullying or retaliation immediately;
  - ii. Separating the students involved;
  - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;

The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of the child protection or anti-bullying policy.

Teachers and Other School Personnel shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Report to school authorities any incident of bullying; and
- C. Perform the duties as specified in this IRR.

Students shall:

- A. Participate and coordinate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Avoid or refrain from any act of bullying;
- C. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- D. Report to school authorities any incident of bullying.

#### CHILD PROTECTION COMMITTEE AS ANTI-BULLYING COMMITTEE

For the implementation of this IRR, the Child Protection Committee (CPC) established by DepEd Order No. 40, s. 2012, shall also be the committee that will handle bullying cases in the public or private school.

The Committee, as provided in DepEd Order No, 40, s. 2012, shall be composed of the following:

1. School Head/Administrator - Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of students, except in kindergarten, as designated by the Supreme Student Council; and
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC), a representative from the Community

in.

e.The claimant must be able to identify the item before its release and must sign the logbook and the locator slip.

After due notification, unclaimed items for two terms are packed and stored for donation to charity.

#### 17. SAFETY AND SECURITY

Security and preventive measures are intended to protect life and safeguard property. These include entry or exit of people/equipment.

##### A. After-Class Activities

The Grade Level Coordinators must be informed of all after-class activities and likewise issue permits if approved.

Practices for class-related activities should be done during class hours. Practices inside the campus after class hours may be allowed only with the approval of the Grade Level Coordinator and the Principal, with the Managing Director duly notified. Also, practices after class hours are allowed only with the presence of a teacher/adult leader.

All authorized activities held after class hours including varsity practices should end not later than 7:00 PM.

##### B. Borrowing of School Equipment

HCC equipment and gadgets are not to be taken out and/or borrowed for personal purposes.

For official use of the said equipment/gadget outside the campus, permission from the school administrator concerned must be secured.

The necessary Gate Pass should be accomplished by the borrower and signed by the duly authorized school administrator. This must be submitted to the Administration Office before the borrowed item is brought out of the campus.

##### C. Emergency Preparedness

Emergency response procedures have been developed in the event of natural and man-made disasters, e.g., earthquake, fire, etc. Class advisers will orient students of the evacuation plan and rehearse them. Annual drills are done to check the readiness of the school community for such incidents.

## **II – ATTENDANCE**

Regular and punctual attendance is necessary for successful school work. Habitual and unnecessary absences and tardiness are subject to disciplinary action. As much as possible, appointments with doctors should be made on weekends or after class hours so that class attendance and participation will not be sacrificed. A student is held responsible for all assignments and for the entire content of the subject missed during his/her absences.

### **1. PUNCTUALITY**

Prompt and regular attendance in classes and assemblies is required of all students. Students who are not in the class line during the morning routine shall be considered late. Students who arrive late must secure an Admission Slip from the Prefect.

### **2. LATE IN REPORTING TO CLASS (AFTER BREAKS, IN-BETWEEN PERIODS)**

After breaks or in-between periods, students who are not inside the classroom by the time the teacher closes the door shall be considered late. ALL tardiness are deemed unexcused.

### **3. ABSENCE REGULATION**

As per Manual of Regulation for Private Schools Sec. 73 Art. XIV “A student who has incurred absences of more than 20% of the required total number of class days and laboratory periods in a given time should not be given credit.”

The 20% maximum number of absences shall be equitably pro-rated among the three terms. E.g. Total number of school days = 205; 20% = 41 days/3 terms = 14 days maximum absences per term

### **4. EXCUSED/UNEXCUSED ABSENCE**

Only school-sanctioned activities requiring the absence of students from classes shall be deemed excused.

### **5. EXCUSE LETTER AND MEDICAL CLEARANCE / CERTIFICATE**

A student who has been absent must present an excuse letter, with inclusive dates and reason for the absence, from his/her parents to his/her class adviser upon his/ her return to school.

A student who has been absent for three or more days due to illness must secure a clearance from the school physician prior to admission in class. The student must also submit a Medical Certificate with the inclusive dates of con-

bullying incident.

## **MECHANISMS AND PROCEDURES IN HANDLING BULLYING INCIDENTS IN HOLY CROSS COLLEGE, STA. ROSA, N.E. INC.**

Holy Cross College, Sta. Rosa, N.E. Inc. through its administrators, principals and school heads, shall:

- A. Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school’s child protection policy;
- B. Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy is included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website;
- C. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanism for the anonymous reporting of acts of bullying or retaliation;
- D. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- E. Devise prevention, intervention, protective and remedial measures to address bullying;
- F. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committees;
- G. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- H. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students’ needs for protection;
- I. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- J. Accomplish the Intake Sheet prescribed in Annex “B”, whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed in “Annex A”, of DepEd Order No. 40, s. 2012, to the Division Office;
- K. Maintain a public record or statistics of incidents of bullying and retaliation;
- L. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

dents.

- (3) Involving parents in bullying prevention activities, such as:
  - a. discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
  - b. conducting or sponsoring education sessions for parents to learn, teach, model and reinforce positive social and emotional skills to their children.
- (4) Monitoring students who are vulnerable to committing aggressive acts who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

#### Intervention Programs

Holy Cross College Sta. Rosa, N.E., Inc. have intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Holy Cross College Sta. Rosa, N.E., Inc. shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the

finement and the reason for such, together with an excuse letter, to the class adviser and the Principal.

### **III – STUDENT ACTIVITY PROGRAM**

#### 1. STUDENT ACTIVITIES

The school has an extensive program of extra-curricular and co-curricular activities. At the beginning of the school year, students are given application/ checklist for activity participation. The student, with parental advice, chooses the club/ activity he/she wishes to join for the year. Each student participates in an organization to the extent that his/her scholastic standing will allow.

Co-Curricular Activities/Organizations directly supplement and complement the school's academic program.

Extra-Curricular Activities are not directly linked to academic studies but are essential to the development of a well-rounded learner.

#### 2. GRADE REQUIREMENT FOR ATHLETES

Athletes must maintain passing term grades in academic and conduct for them to remain on the team.

#### 3. ACADEMIC CONTESTS

Students are encouraged to participate in academic contests as enrichment opportunities for them.

#### 4. ACTIVITY MORATORIUM

To give ample time for the students to review and prepare themselves for the academic tests, no practice sessions/rehearsals/activities shall be allowed during the week preceding the term examinations.

#### 5. PUBLICATIONS

The Crucian Beam is the official publication of the Basic Education Department.

With the help of a moderator, the staff members learn the fundamentals of journalism with emphasis on newspaper ethics and responsible reporting, and apply these in the production of every issue.

The Yearbook is the annual publication that features the graduates and undergraduates of the school. The annual issue also includes photos of significant events and accomplishments for the school year.

#### 6. FIELD TRIPS

As part of the school's educational program, field trips are conducted to enrich a student's learning and life experience. Field trips are exclusive to the students and school personnel. The students are strongly encouraged to participate in this activity with their parents' consent as manifested in a signed parental approval form. A student without the accomplished parental approval form is not allowed to join the field trip. Non-participants shall be asked to submit a requirement to offset

his/her absence.

#### **IV - EXAMINATIONS**

Teacher-made and teacher-selected exams are given to students to determine their progress in a specific learning area.

1. QUARTER EXAMS. Quarter examinations are announced by the Class Adviser. Students should take the examinations as scheduled. No early examinations will be allowed.

For the Fourth Term Final Examinations, the NO CLEARANCE, NO EXAM Policy shall be strictly enforced. Hence, all students especially the graduating students should make sure that all financial obligations or other requirements have been fulfilled.

2. SILENCE DURING EXAM PERIOD. Silence must be strictly observed during examination period. When a student has completed his/her examination, he/she must submit his/her test papers to the proctor and remain quiet while waiting for the next examination to be given. The student may, however, ask the proctor's permission to review alone for his/her next examination.
3. HONESTY. Students are expected to practice honesty at all times. Any form of cheating will defeat the purpose of the test and give inaccurate information on the student's performance. Students caught cheating during examinations shall be dealt with accordingly.
4. PROCTOR'S PERMISSION. During examinations, a student may not leave his/her assigned place without permission from the proctor. He/She shall not be allowed to leave the classroom after taking the term examination unless it is the last test scheduled for the day.
5. FAILURE TO TAKE THE TEST. Students who fail to take any test on schedule due to valid reasons should submit to the class adviser or the subject teacher concerned a written excuse slip or duly signed medical certificate before being allowed to take a make-up test within five school days upon reporting to school. Failure to take the make-up or completion test shall mean a zero in the said examination/test.
6. HONORS' CONVOCATION

The Honors' Convocation is a formal gathering held in the current school year for the purpose of distributing awards to deserving grade school and high school students in an effort to acknowledge their academic achievement or ex-

#### PREVENTION AND INTERVENTION PROGRAM OF HOLY CROSS COLLEGE STA. ROSA, N.E., INC. TO ADDRESS BULLYING

##### Prevention Programs

Holy Cross College Sta.Rosa,N.E.,Inc adopted bullying prevention programs. These programs are applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall also be comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain, among others:

##### (1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

##### (2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for stu-



ly and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- A. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- B. Any act that causes damage to a victim's psyche and/or emotional well-being;
- C. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- D. Cyber-bullying or any bullying done through the use of technology or any electronic means.

#### PROHIBITED ACTS

Consistent with Section 3 of Republic Act No. 10627 (otherwise known as THE ANTI-BULLYING ACT OF 2013), Holy Cross College Sta. Rosa, N.E., Inc. shall prohibit:

1. Bullying at the following:
  - a. school grounds;
  - b. properly immediately adjacent to school grounds;
  - c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
  - d. school bus stops;
  - e. school buses or other vehicles owned, leased or used by a school;
  - f. school services privately-owned but accredited by the school. leased or used by a school.
2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

emplary conduct in the last school year.

An honor student is any bonafide member of the student body who was able to meet the required average in the following categories in the previous school year: Academic Honors, General Scholastic Excellence, Exemplary Conduct.

#### 7. HONORS AND AWARDS COMMITTEE

All honors and awards of students are reviewed and deliberated upon by a committee composed of the Principal, the Grade Level Coordinators, the Registrar and the Guidance Counselor. The committee may invite other members of the community to enlighten them on the nominees' qualification, performance and character. The decision of this committee is final.

### **V – STANDARDS FOR STUDENT BEHAVIOR**

A discipline system is an integral part of a holistic education. It is positive, preventive and collaborative. This is founded on the idea that educational goals and objectives can be realized if there is order and discipline, cooperation and sensitivity to others.

Each student is expected to promote the school's Vision-Mission Statement and to uphold the good name of a true HCCian at all times, by showing respect to proper authorities, taking into consideration the rights of fellow students and protecting the good name of the school. To ensure an atmosphere conducive to Christian Catholic education, the students are expected to adhere to the following norms of social behavior.

#### 1. POLITENESS AND COURTESY

The norms of politeness and courtesy, such as proper greeting and offering assistance, should be observed in all dealings with school officials, faculty members, staff, fellow students and visitors.

#### 2. UTMOST COOPERATION

Students are expected to perform to their best capacity and cooperate fully in all class and school activities.

#### 3. SELF-DISCIPLINE

When moving from one room to another, students should proceed properly in an orderly fashion so as not to disturb classes that are going on. Rowdy behavior, use of foul language, whistling or making unwanted noise, running, dragging of shoes, loitering in the corridor during class hours, or any action of

the student which tends to disrupt ongoing classes or activities is subject to sanction.

HCC students are expected to ably represent the school by exhibiting proper behavior at all times in all activities, whether on- or off-campus, including transit (inside the vehicle, i.e., bus, van, etc.) to and from the venues.

#### 4. CARE OF SCHOOL PROPERTY

Classroom paraphernalia are to be used solely for instruction purposes. Hence, these should be handled with reasonable care. Anybody who damages school property accidentally or intentionally is required to pay or replace it.

#### 5. BOY-GIRL RELATIONSHIP

A healthy boy-girl social interaction is encouraged by the school. However, any behavior that is scandalous and/or contrary to norms of morality is strictly prohibited and subject to sanction.

#### 6. RESPECT FOR PROPERTY OF FELLOW STUDENT

School materials should be properly taken care of. Lost items should be turned over to the Lost and Found Section at the Administration Office. Unclaimed lost and found articles will be donated to charity in December and May.

#### 7. INTELLECTUAL HONESTY

A student must always respect the work of others, published or unpublished, and should, therefore, accordingly and properly cite all references used for scholarly work. The HCC student does not commit intellectual dishonesty in any form. Hence, copying a text word-for-word (submitting work composed of the major section, or a great portion of a paper, copied verbatim from a source, even with documentation), patchwork (or changing a few words to create a “paraphrase” but otherwise copied verbatim) or lifting of key words and phrases, or any other form not mentioned here shall be construed as plagiarism.

#### 8. CASES OF CUTTING CLASSES/TRUANCY

a. Absence of one (1) period without excuse or absence in any school activity without prior permission from the Class Adviser or the Prefect/Grade Level Coordinator.

b. Coming in late 15 minutes after class has started without excuse or without the admission slip from the Prefect/Grade Level Coordinator.

c. Leaving the campus during school hours without permission or without the Departure Permit signed by the Principal.

d. Leaving the venue of any school-sanctioned activity without permis-

The Department has established guidelines for the automatic suspension or cancellation of classes in all public and private elementary and secondary schools that do not require any announcement.

When Signal No. 1 is raised by PAG-ASA, classes at the pre-school shall be automatically suspended in all public and private schools.

When Signal No. 2 is raised by PAG-ASA, classes at the pre-school, elementary and secondary levels shall be automatically suspended in all public and private schools. PAG-ASA normally makes these announcements over broadcast media 11:00 in the evening and 5:00 in the morning.

The automatic suspension of classes also applies to public school teachers since they shall be required to hold make-up classes in lieu of the suspended classes. In the case of private schools, the suspension of work by school personnel shall be at the discretion of the school heads/directors/principals.

#### b. Localized suspension of Classes

In the absence of typhoon signal warnings from PAG-ASA, localized suspension or cancellation of classes in both public and private elementary and/or secondary schools in specific divisions may be implemented.

#### c. Parents’ Responsibilities

Parents have the ultimate responsibility for determining whether their children should go to school, even if no order for the suspension of classes has been issued, if they feel that traveling to or from school will place their children at risk.

### APPENDIX K.— ANTI-BULLYING POLICIES OF HOLY CROSS COLLEGE, STA. ROSA, N.E. INC.

Holy Cross College, Sta. Rosa, N.E. Inc. adopted policies to address the existence of bullying. Such policies are to be regularly updated and, at a minimum, shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

#### ACTS OF BULLYING

“Bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or material-

the period of the investigation constitutes a distinction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school.

b. Exclusion. Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school roll for being undesirable, and transfer credentials immediately issued. A summary investigation shall have been conducted and no prior approval by the Department is required in the imposition of the penalty.

The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers thereof, shall be filed in the school for a period of one (1) year in order to afford the Department the opportunity to review the case in the event appeal is taken by the party concerned.

c. Expulsion. Expulsion is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary. The penalty may be imposed for act or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms, and documents.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

#### APPENDIX J - REVISED GUIDELINES ON THE SUSPENSION OF CLASSES WHEN TYPHOONS AND OTHER CALAMITIES OCCUR (DepEd Order 28, s. 2005)

1. The revised guidelines on the suspension of classes in cases of typhoons and other calamities are hereby issued for the information of all concerned.

a. Automatic Suspension of Classes

sion from the teachers/adult leaders in-charge

#### 9. PERSONS IN AUTHORITY

All school officials, teachers and other employees (either hired directly or through the agency), and student leaders are persons in authority who are duty bound to enforce the school's policies and rules of discipline.

#### 10. CONDUCT DELIBERATIONS

Conduct deliberation is a component of the discipline system aimed at evaluating the deportment of students every grading term:

- students are informed about their deportment status and extended assistance if needed;
- all teachers in the level, the counselor, Prefect and the Grade Level Coordinator decide on the conduct performance of the students after due deliberation;
- the results of the deliberation are converted into letter grades reflected in the report card under conduct.

#### 11. EXCLUSION CASES

Exclusion cases are referred to the Principal who creates a discipline board composed of representatives from the administration, and faculty (not belonging to the grade level of the students).

#### 12. SANCTIONS AND VIOLATIONS

Oral warning or reprimand for minor offenses given during the first term. This is reflected in the respective Student Record.

Written warning through Violation Report (VR). A notification is issued to parents for signature to be returned within three (3) school days from issuance. The VR will be followed up with a telephone call to the respective parent/guardian to ensure receipt of the written correspondence.

#### Ordinary Suspension

- Minor Offense 1-2 day/s

The suspended student reports to the Prefect of Discipline who coordinates with the guidance counselor. He/She will not be given any makeup for all the tests missed during suspension.

Preventive Suspension. Preventive suspension is imposed upon a student who may cause himself/herself or any member of the school community imminent threat/harm. The suspended student is restricted to enter the school premises or attend school-related off-campus activity. The preventive suspension is not considered a penalty.

Disciplinary Probation (DP) or Strict Disciplinary Probation (SDP). This is

a restraining measure imposed for three (3) consecutive terms on a student who has been found guilty of consistent misbehavior or a single breach of conduct. It is primarily meant to help the student develop self-discipline and improve his/her future conduct.

Exclusion from School. A student will not be allowed to re-enroll in Holy Cross College.

Expulsion. An expelled student cannot enroll in any school in the country.

### 13. DISCIPLINARY PROBATION CONDITIONS

a. A student who incurs any major offense shall be put under the DP Program.

b. A student-athlete on the DP Program shall not be allowed to participate in any varsity sports event.

c. A student on the DP Program shall be placed on Strict Disciplinary Probation (SDP) Program if he/she incurs any minor offense in any of the three succeeding terms.

d. A student who incurs any Category D major offense shall be dismissed/excluded during the school year and will not be allowed to re-enroll in HCC.

e. A student on the DP Program shall be required to render several hours of community service during the school year and/or summer.

### 14. STRICT DISCIPLINARY PROBATION (SDP) CONDITIONS

a. A student-athlete on the SDP Program shall not be allowed to participate in any varsity sports event.

b. A student on SDP shall be excluded from school if he/she incurs any minor offense in any of the three succeeding terms.

c. A student on the SDP Program shall be required to render several hours of community service during the school year and/or summer.

### 15. OFFENSES

#### CATEGORY A MINOR OFFENSES

1. Tardiness, (which includes morning routine, Homeroom, after recess, lunch, in-between periods, activity, club and other special activities);
2. Non-submission of Reply Slips, Excuse Letters; and
3. Non-wearing/Improper Use of the School Uniform (including ID):NOTE:For maintenance of proper grooming, specifically haircut, sanctions shall be CUMULATIVE (from June to March)
4. Littering
5. Loitering

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein. Any person charged under this provision should not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director, or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SECTION 6. All laws, Orders, rules of regulations, which are inconsistent with or contrary to the provisions of this Act, are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) days after its publication in at least two(2) national newspapers of general circulation.

Approved: June 07, 1995 by PRESIDENT FIDEL V. RAMOS

APPENDIX I - SANCTIONS ON ERRINGS STUDENTS Section 77, Art XIV of the Manual of Regulations for Private Schools.

Categories of Administrative Penalties. The three (3) categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations which may be applied upon an erring pupil or student are: Suspension, Exclusion, and Expulsion.

a. Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in class for a period not exceeding twenty percent (20%) of the prescribed class days for the school year or term.

The decision of the school on every case in involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school or term shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case for its information.

Preventive Suspension. A pupil or student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

a.) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

b.) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.

c.) When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities or to the police authorities, through force, violence, threat or intimidation;

d.) When the hazing is committed outside of the school or institution; or

e.) When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where the hazing is conducted shall be liable as an accomplice, when he/she has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, group, or organization, the parent shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as a principal.

6. Shouting, inattention, chewing gum, teasing, horse playing, possession of playing cards, howling in class or along the corridors, auditorium, library during the flag ceremony, meetings and any school activity
7. Staying in unauthorized places without permission
8. Staying/eating in the classroom during breaks without permission from the Homeroom adviser
9. Teasing and name-calling
10. Unauthorized buying and/or selling of products on campus such as food, accessories, etc.
11. Unauthorized haircut
12. Using of playing cards and/or trading, selling or buying collectible cards
13. Wearing of accessories other than a watch and a pair of earrings (for girls)
14. Other similar offenses

#### CATEGORY B MINOR OFFENSES

1. Abuse/misuse of pass privilege
2. Body piercing, (e.g. tongue, eyebrow, navel, or nose studs/rings), tattooing, and other body markings
3. Class disruption and/or disruption of silence and order in the library, chapel, hallways, etc.
4. Copying of assignments, projects, seat works, experiments, etc. whether in part or in whole
5. Inappropriate public display of affection or exclusive pairings
6. Lying, such as giving false statements to persons of authority, etc.
7. Minor vandalism (immediate replacement is part of the penalty)
8. Possession, distribution, borrowing or lending of immoral magazines, indecent pictures or materials (including digital materials).
9. Possession of prohibited items such as cigarettes including e-cigarettes, utility knife and other objects that can cause harm.
10. Bringing/Using of electronic, entertainment and gaming devices such as but not limited to digital cameras, iPod, iTouch, MP3
11. Use of cellular phones during class hours.
12. Unjust vexation (noun 1: the quality or state of being vexed: IRRITATION 2: the act of vexing: ANNOYANCE 3 : a cause of trou-

ble or worry-Webster)

13. Violation of any valid school order of any school authority
14. Other similar offenses

#### CATEGORY C MAJOR OFFENSES

1. Breaking in or trespassing into school premises
2. Breaking into or disrupting school functions
3. Bullying that includes taunting, ridiculing, or any other form of verbal abuse; vandalizing or hiding belongings; spreading rumors; picking on someone's physical appearance, religion, or beliefs; purposely excluding someone from activities or group work; or any similar acts of the same level, threatening, intimidating, provoking or coercing any member of the school community
4. Cheating in any kind of test such as quizzes, long tests, term exam, possession of any unauthorized note relative to the test being taken, looking at a seatmate's paper, copying or allowing someone to copy from the test papers, talking without permission during a test or passing off as one's work someone else's project (including Computer Technology project files), test leakages in any form, doing hand signals and other non-verbal communication during the exam. In addition, the student caught cheating shall receive a zero in that particular requirement.
5. Cyber-bullying including sending illegal, unethical, threatening or offensive electronic messages, eg., plagiarism, forgery, harassment, spamming, intimidation, etc.
6. Discourtesy towards any member of the school community
7. Dishonesty through the alteration/changing of scores in any test, seatwork, homework, project, etc.
8. Disrespect and disobedience towards any person in authority
9. Exposing one's self and/or others to potential danger
10. Fighting/instigating a fight
11. Forgery of parent's, schoolmate's/classmate's, guardian's, teacher's or other school official's signature
12. Gambling in any form
13. Leaving the campus without a departure permit
14. Malicious mischief
15. Misrepresentation. Using someone else's ID
16. Participating in fraternity/sorority initiation rites as a neophyte.

tion rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer.

- a.) The penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom.
- b.) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c.) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg shall have lost the use of nay such member shall have become incapacitated for the activity or work in which he/she was habitually engaged.
- d.) The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his/her body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he/she has habitually engaged for a period of more than ninety (90) days.
- e.) The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- f.) The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or capacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- g.) The penalty of the prison mayor in its period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- h.) The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall sustain physical injuries, which do not prevent him/her from engaging in his habitual activity, or work nor require medical attendance.

APPENDIX H - THE ANTI-HAZING LAW OF THE PHILIPPINES  
(REPUBLIC ACT No. 8049)

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE.

Be enacted by Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/ her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/ her to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or cadet corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this act.

SECTION 2. No-hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiations. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SECTION 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SECTION 4. If the person subjected to hazing or other forms of initia-

17. Plagiarism
18. Possession of alcoholic beverages
19. Publishing/circulating false or malicious information about the school, a teacher, or any school official or student.
20. Smoking
21. Truancy
22. Unauthorized use of any school official's name for any purpose, such as to solicit funds or donation or hold unauthorized parties, balls, dances, and other activities
23. Using profane or indecent language/gestures
24. Other similar offenses

CATEGORY D MAJOR OFFENSES

Offenses that carry a sanction of dismissal or exclusion on the first offense are the following:

1. Carrying or possession of any deadly weapon, explosives, or ammunition, including firecrackers and pillboxes into the school premises.
2. Coming to school/attending school-related and sanctioned activities in and out of school under the influence of liquor, wine, intoxicating drinks or prohibited drugs.
3. Commission of a crime inside or outside of the school, in school related activities, provided that a prima-facie evidence exists in an appropriate criminal investigation by school authorities.
4. Desecration of the Chapel
5. Dishonesty such as stealing, malversation of class or school funds, cheating in personal dealings with other members of the community, not returning found articles, and other forms of dishonesty.
6. Extortion
7. Gross disrespect and disobedience, defiance, assault, or abusive behavior towards school authorities including refusal or failure to submit to safety requirements such as search and seizure procedure.
8. Gross malicious mischief
9. Hazing, involvement in initiation process as a member of a fraternity/ sorority
10. Inflicting injury upon any member of the school community, visi-

tors and guests

11. Instigating, leading, or participating in concerted activities leading to stoppage of classes.
12. Major vandalism or serious destruction of school property (immediate replacement or repair is part of the penalty), including, but not limited to maliciously accessing, altering or deleting, damaging or destroying any computer systems network, computer program or data.
13. Possession and/or bringing, selling, buying, using, distributing on campus/off-campus drug paraphernalia, prohibited or regulated drugs, including marijuana, valium, shabu, etc.
14. Proselytizing and/or speaking against Catholic teachings
15. Recruitment and affiliation with an organization whose objectives and/or activities are contrary to the school's philosophy, objectives, policies, and rules, such as underground fraternities, sororities, and other associations.
16. Scandalous behavior contrary to acceptable norms
17. Other similar offenses

NOTE: The list/classification of offenses appearing herein is not all-inclusive. Therefore, students may be meted disciplinary action for offenses other than those listed herein or under subsequent amendment or modification of this handbook. Likewise, the school reserves the right to impose lighter or stiffer penalties for offense committed depending on the attending circumstances of the case. In cases where two or more offenses carrying different penalties are committed under one given situation or instance, the heaviest penalty imposable shall be considered or applied.

In case there is an impasse between the school authority's and the student's testimonies, the Prefect/Assistant Principal shall determine, after careful investigation, which of the testimonies shall have more weight.

#### 16. PROCEDURE ON DUE PROCESS

Due process is the opportunity given to a student to present his/her side of a disciplinary incident after notice of the complaint is given and, if he/she denies the report or complaint, an explanation of the evidence is provided to the student.

The specific requirements for notice and hearing depend on the gravity of the disciplinary complaint against the students.

For offenses where the penalty of suspension of two (2) days or less is

tary, secondary, and tertiary school's student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula. Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning system. Such instructions shall include:

1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school, and the community.
2. Preventive measures against drug abuse.
3. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
4. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
5. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools. For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity; or even beyond such vicinity if they are at attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of the said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.



## APPENDIX C – ADMINISTRATORS AND TEACHERS AS PERSONS OF AUTHORITY

In view of the fact that the school administrator, more particularly the teachers, exercise in relation to student special parental authority, they shall have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures in the interest of good order and discipline.

## APPENDIX D – ABSENCES

Section 73, Art XIV Manual of Regulations for Private Schools.

Absences. A pupil or student in every private school who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern absences of its pupils or students who belong to the upper half of their respective classes.

## APPENDIX E – RIGHT TO TEACH/ATTEND CLASSES MECS Order No. 34s 1980

“Any student, teacher, professor, officer or employee of a university, college or school who impedes, obstructs, prevents, or defeats the right and obligation of a teacher or professor to teach his subject or the right of a student to attend his classes, shall be subject to discipline without prejudice to the criminal liability of the offender.”

## APPENDIX F – PROLONGED ABSENCE

Presidential Decree No. 798, Section 2

“Any person who is enrolled in school but who stays out of school for a period of more than five (5) consecutive school days or for intermittent periods of less duration but with such regularity as to affect the continuity of his schooling, without permission from the school authorities and/or for no legitimate reason, as defined in the decree, shall be subject to confinement in reformatories or rehabilitation centers.”

## APPENDIX G – COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 (Republic Act 9165, Art 4, Sections 42, 43, the 1st and 2nd paragraphs of Section 44.)

Section 42. Student Councils and Campus Organizations. All elemen-

imposable, the following constitutes due process:

The disciplining authority confers with the student. When conferring with the student, the disciplining authority gives notice of the report or complaint; explains the evidence against the student; asks the student whether he denies the complaint; and allows the student to give his/her account of the incident. In the student conference, it is not necessary that there is a lapse of time from the incident or misconduct to the notice and opportunity given to the student. The conference may take place immediately after the incident. However, the disciplinary authority will assess whether there is a need for a parent conference before the student is sent home.

In the parent conference, the review of the case will be made in the presence of the parent or lawful guardian of the student. The student may still present his case to the disciplinary authority. Upon completion of the parent conference, the disciplinary authority will decide on whether or not to suspend the student and the duration of the suspension. If the parent or lawful guardian does not appear in the conference, the disciplinary authority will decide on the basis of the student conference.

All suspensions must be approved by the Principal.

The periods of suspension for specific offenses serve as guidelines. The disciplinary authority or the Principal may impose a different period of suspension based on its judgment on the appropriateness of the penalty to the student concerned.

For offenses where the penalty to be imposed is a period of suspension of more than ten (10) days or in exclusion cases, requirements of due process will be more formal and specified. The procedure is as follows:

The student will be given a written complaint of the disciplinary offense with a notice of the nature of the offense and the possible penalty that may be imposed. Together with the complaint, the student will be provided with the evidence against him/her. If the student refuses to receive the complaint, a statement of such refusal will be made in the transmittal/receiving copy. Thereafter, the complaint will be sent by registered mail or courier service to the address indicated in the student records.

The student will be given a period of three (3) school days from receipt of the complaint to be able to submit his answer and his/her evidence. The student may be assisted by counsel in the preparation of the answer.

The complaint will be scheduled for hearing before a Discipline Board.

The Board will be composed of [1. Admin Representative; 2. Faculty

Representative; and 3. Parent Representative]

In the hearing, the student will be given the opportunity to present his case to the Discipline Board where he/she may be assisted by a lawyer. The absence of the lawyer in the hearing is not a cause for it resetting or postponement. The parents or lawful guardian of the student may be allowed to be present in the proceedings. The Board may ask clarificatory questions from the student or of any person it may call to testify on the matter. Cross-examination of witnesses by the lawyer of the student is not allowed but, upon the discretion of the Board, material questions, limited in number, may only be coured through the Board by the lawyer. It will only be the Board that will ask the question to the witness. In the conduct of the proceedings before the Board, its Chair will exercise control. The hearing provides the forum for the Board to determine the facts of the case and it will be conducted in a summary and non-litigious manner.

The Board will make its judgment as a body. A copy of the decision will be given to the parents or lawful guardian of the student.

The student may appeal the decision of the Discipline Board to the President within a period of five school days from receipt of decision. The decision of the President is final. If the judgment of the Board is affirmed on appeal, the penalty imposed will be served by the student.

## **VI—SUPPORT ORGANIZATION**

The Parents-Teachers Association (PA) is a support organization, which gives assistance to the school without interfering with the policies on academic or disciplinary matters, promotes camaraderie among the parents, and maintains a closer relative with the school authorities. All parents and guardians of students of Holy Cross College are members of the Association.

The PTA may be convened and constituted by the Managing Director. The PTA will coordinate with Administration, Faculty and parents on programs and activities for the betterment of students that may be implemented. Parents may nominate two(2) representatives per grade level. The PTA is only recommendatory and all its proposed projects or activities are subject to the prior approval of Administration. Teacher representatives shall be appointed by the Managing Director from nominees of the Elementary and High School Principals.

## **APPENDIX A – PROHIBITION OF FRATERNITIES AND SORORITIES IN SCHOOL. DECS Order No. 20s. March 4, 1991 – Prohibition of Fraternities and Sororities in Elementary and Secondary Schools. \*College?**

1. Recent events call attention to unfortunate incidents resulting from initiation rites (hazing) conducted in fraternities and sororities. In some cases, problems like drug addiction, vandalism, absenteeism, rumble, and other behavior problems in elementary and secondary schools were found to be linked to the presence of and/or the active membership of some pupils/students in such organizations.

2. Although Department Order No. 6s, 1954 prohibits hazing in schools and imposes sanctions for violations, it does not ban fraternities/sororities in public and private secondary schools

3. Considering that enrolments in elementary and secondary schools are relatively small and students come from the immediate communities served, the presence of fraternities/ sororities, which serve as socializing agents among pupil/student peers is not, deemed necessary. On the other hand, interest clubs and co-curricular organizations like the Drama Club, Math Club, Junior Police Organization and others perform that same function and in addition develop pupil/student potentials.

4. Effective upon receipt of this Order, fraternities and sororities are prohibited in elementary and secondary schools.

5. Wide dissemination of and compliance with this Order is enjoined.

## **APPENDIX B – ON DISCIPLINE**

Section 74, Art. XIV Manual of Regulations for Private Schools.

Authority to Maintain School Discipline. Every private school shall maintain good school discipline inside the campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school.

Section 75, Art XIV Manual of Regulations for Private Schools.

Impositions of Disciplinary Action. School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good school discipline committed in their presence. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.