

**HOLY CROSS COLLEGE
STA ROSA, NUEVA ECIJA**

STUDENT HANDBOOK

FOREWORD

The continued attendance of a student at Holy Cross College is in compliance with the policies, rules, and regulations set by the academic community. Students 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.

This Student Handbook serves as a guide to the students regarding school standards and decorum, and also as a means of communication between parents and teachers regarding students' performance and his compliance 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 perimeters, on the school bus/rented vehicles, or while attending any official function outside the school campus.

Applicable orders, memoranda, and circulars issued by the Commission on Higher Education(CHED) and other Government agencies are deemed part of this Student Handbook, including announcements published on the HCC Website or social media accounts, and letters or memoranda sent to parents.

The main purpose of every Christian school is to rear children following the teachings of Christ as found in the gospel. Thus, Holy Cross College, as an academic community, fosters not only academic excellence attuned to the needs of the time but also the development of holistic, committed, and compassionate individuals endowed with spiritual and moral maturity.

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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

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.

MISSION

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

GOALS

The Holy Cross College is committed to achieve the following objectives:

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

OBJECTIVES

1. To implement a dynamic, Christ-centered curriculum which will meet the ever-changing circumstances and needs of the society.
2. To instill in the learner sound Christian principles, attitudes, and values in dealing with interpersonal relationships.
3. To guide the students in achieving basic knowledge and skills that will make them creative, productive, and relevant members of the community.
4. To make the students appreciate and value their Filipino cultural heritage.

HISTORY OF HOLY CROSS COLLEGE

Holy Cross College, Sta. Rosa, N.E., Inc. in her more than seventy years of existence has been a legacy of the late Rt. Rev. Fr. Fernando C. Lansangan. Msgr. Lansangan, who was then the parish priest of St. Rose of Lima Parish was the venerable founder of this prestigious learning institution. This school has always been the most prominent pride of this town, in terms of producing successful graduates.

This school was founded in 1946 on the premise of giving and providing quality education to the residents of Sta. Rosa as well as its neighboring towns, cities, and provinces. For more than seven decades, the school administration, faculty, and staff have devoted excellent service in the field of education, so to speak, HCC graduates have consistently displayed competence, skills, and diversity in all fields of career and professions.

Far and above academic excellence, the school has the vision and mission of providing holistic education to the student populace. They are molded and trained spiritually, mentally, psychologically, morally, socially, and to be upright and worthy citizens of their respective communities. Much to the delight of the townspeople, their sons and daughters graduate with flying colors and bring home the bacon after their graduation.

For more than twenty years the college department of Holy Cross College has continuously produced successful graduates in the field of Bachelor of Elementary Education and Secondary Education, Bachelor of Science in Business Administration. These successful graduates are now employed here and abroad bringing home prestige and honor to their Alma Mater, the Holy Cross College.

Late in the year 2004, the New Age has prompted the School Administration under the able and excellent leadership of Director Dr. Raquel T. Sta. Ines to open new courses in response to the call of the time: BSHM (Hotel Management), BSCS (Computer Science) Associate in Computer Technology (ACT), and BS Criminology. These offered programs have opened new doors to our youth learners to venture into other lines of the profession to meet the challenges of the emerging 21st-century technological development.

The College has been producing committed, and quality graduates who are competent and successful in their chosen profession as may be gleaned from the results of board examinations. In 2017,

Ms. Donna Michelle Araneta-Gomez, a Bachelor of Elementary Education graduate from this College was in the Top 3 of the successful examinees in the Licensure Examination for Professional Teachers.

I. GENERAL GUIDELINES

STUDENT ADMISSION

1. STUDENT REGISTRATION

The enrollment or registration of a student shall be held during registration days on dates as published in the college bulletin board or official school website subject to the rules as follow:

- a. The enrollment or registration is considered a contract for the entire semester.
- b. A student may enroll after the lapse of the registration period specified in the approved school calendar, but in no case shall exceed four (4) weeks after the opening of classes.
- c. After enrollment, the transfer of a student to another institution is discouraged, especially when the student is expected to graduate during the academic year. However, a student may transfer to another institution at the end of the school term/semester provided the student has no outstanding obligations in the College.
- d. No student shall be accepted for enrollment unless he presents the proper/valid admission credentials on or before the end of the enrollment period for the school term/semester.
- e. A student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials; made an initial payment for his tuition and other fees and was allowed to attend classes in the program where a student had enrolled.
- f. For purposes of enrollment, the name and other personal data or circumstances of each student as indicated in his/her authenticated birth certificate from the Philippine Statistics Authority (PSA) shall prevail.

2. ADMISSION CREDENTIALS

The admission credentials required for the enrollment of a student who enrolls at the beginning of the school term/semester, are the following:

a. NEW ENROLLEES:

- Accomplished Application Form
- Senior HS Report Card (Form 138) from school last attended
- Senior HS Permanent Record (Form 137A) school- to –School Certificate of Good Moral Character
- Birth Certificate authenticated by the Phil Statistics Authority (PSA)
- Picture 2 x 2 (for student’s file)

b. TRANSFEREES:

Certificate of Transfer/Honorable dismissal from the institution last attended and transcript of records (TOR), copy or valid for Holy Cross College.

- Certificate of grades and course description of the subjects taken
- Certificate of Good moral character
- Birth Certificate authenticated by PSA

Differently-abled students like the visually impaired, the hearing impaired and orthopedically handicapped, and students with exceptional needs may be admitted in any degree program, vocational or technical courses offered by the college provided they satisfy all the requirements for admission provided hereof.

A refresher course student may be admitted any time during a school term without earning credits provided they meet all the requirements for admission provided hereof and provided further that the student will abide by all the rules and regulations of the College.

3. ADDING/DROPPING OF SUBJECT OR CHANGE OF SCHEDULE

A student may request for changing or dropping of subjects or change of schedule within the specified period by accomplishing the appropriate forms available at the Registrar’s Office, subject to the following conditions:

- a. If the subject is closed or dissolved;
- b. If pre-requisite subject is not yet taken;
- c. If there is a conflict of schedule;
- d. If the request is approved by the College Dean. and Registrar.

The approved request must be immediately submitted to the Registrar to effect changes.

Dropping of Subject;

- a. If the student officially drops a subject within the period specified by the registrar's office, he/she will get a **D** (Dropped with Permission).
- b. In the absence of an approved dropping form, the student gets a final mark of F (Failed due to absences).

These grades may appear in the transcript of the record of the student.

4. ACADEMIC YEAR

The School Year consists of two semesters and one summer term. A semester has at least 100 days or 18 weeks, exclusive of all holidays, registration days, and class days suspended due to natural calamities or proclamations. The first semester usually begins in August and ends in December while the second semester starts in January and ends in May. The Summer term of six (6) weeks starts in June and ends in July.

5. STUDENT CLASSIFICATION

Students are classified as:

A regular student carries the load prescribed in the curriculum year and semester of the program being pursued and without any advanced or back subject.

An irregular Student does not carry the regular load prescribed in the curriculum and semester of the program being pursued and with advanced or back subjects. Usually, this student status is acquired by a:

- a. Transferee;

- b. A student who starts/enrolls for the first time during the second semester;
- c. Student on Probation (with reduced load)

A **shifter** is a student who is permitted to change or shift to another program or area of specialization.

Returnee is a student who has officially withdrawn from the College or has stopped schooling but decided to continue studying in HCC.

Second-Courser is one who graduated from HCC or from other colleges/universities who opted to enroll in a second course or degree.

6. STUDENT LOAD

- a. **Subject Load.** The subject load shall be in accordance with the approved curriculum for each degree program. Reasonable exceptions may be permitted taking into account the best interest of the student and the objectives of the college and following the provisions of the Manual of Regulations for Private Higher Education. (MORPHE), (CMO No. 40, s, 2008);
- b. **Advanced Subjects and Back Subjects.** As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject(s). However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the following conditions:
 - i. when the pre-requisite is a repeated subject;
 - ii. when the student has superior scholastic standing;
 - iii. when the student is graduating at the end of the school term/semester; and,
 - iv. when it is approved by the Dean and Registrar or any authorized academic official of the College.
- c. **Excess or Over Load.** A graduating student may be allowed additional subject-loads of not more than six (6)

academic units above the normal load prescribed in the approved curriculum for the last school term. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE subjects should include the following information:

- i. name of the student;
- ii. reasons justifying his failure to take PE in the preceding semesters;
- iii. the class schedule and the schedule of the requested PE classes; and,
- iv. The endorsement from the Dean and the Registrar with the statement
"Graduating upon completion of load".

7. SCHOOL RECORDS AND TRANSFER OF STUDENT

1. **Contents.** The school record of every student shall contain the final rating in each subject with the corresponding credits, or any action thereon. .
2. **Transfer of Student and Transfer Credentials.** A student enrolled in the college may transfer to another institution, provided, that he has no unsettled obligation or is not under suspension or expulsion.
3. **Withholding of Credentials.** The college may withhold the release of the transfer credentials of a student who has outstanding financial or property obligations in the institution or is under penalty of suspension or expulsion. The transfer credentials shall be released only upon settlement of the obligation, or after the penalty of suspension is served or expulsion is lifted.
4. **Refunds and Other Charges.** A student who transfers or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%), if within the second week of classes,

regardless of whether or not he has attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes.

8. STUDENTS' ORIENTATION

The students' orientation program is meant to acquaint the students, parents/guardians about school policies, rules and regulations, directions, and plans for the academic year.

Orientation of students is usually held during the first week of every term/semester.

9. SCHOOL FEES AND OTHER CHARGES

Tuition Fees cover the payment for courses computed according to the number of units enrolled during the semester or term.

Miscellaneous Fees include registration, medical/dental, library, athletic, ID card, laboratory deposit (for laboratory subject, guidance and counseling, student activity, authorized contributions, and other chargeable fees.

Special Fees include payment for a transcript of records (TOR), certification, replacement of lost/damaged ID.

All fees charged by the College are approved by the Commission on Higher Education (CHED).

Payment of school fees follows a schedule issued by the Accounting Office. Tuition and miscellaneous fees are payable in cash or on an installment basis.

Installment payment may be allowed for the convenience of students, however:

1. Where tuition fees are paid in full within a semester, such fees may be refunded to a student who withdraws in writing from the College under the following conditions;
 - a. 10 percent of the tuition only will be charged if he/she drops within the first week of classes; the incidental or miscellaneous fees (other than tuition) are not refundable

- b. 20 percent of the tuition only will be charged if he/she drops out within the second week of classes; the miscellaneous fees are not refundable.
 - c. Only registration and miscellaneous fees will be charged if he/she drops out before the start of classes.
2. Where tuition fees and other fees are paid on an installment basis:
- a. No refund will be given if the student drops out.
 - b. If the student drops out after the second week of classes, he/she will be required to pay the whole amount of the unpaid balance for the entire semester or term.

Note: The foregoing rules will apply whether or not the student has attended classes.

10. FINANCIAL DELINQUENCIES

The College reserves the right to withhold reports of grades, transcript of records, diploma, certificate of graduation, and other documents of students who have not fully paid their accounts with the College.

Students with financial delinquencies at the close of the semester will not be permitted to enroll in the succeeding semester unless previous accounts are settled.

11. WITHDRAWAL FROM THE COLLEGE

The student seeking for transfer credential or honorable dismissal must:

- a. Secure/accomplish application form from the Registrar's Office;
- b. Obtain clearance from all offices/units indicated in the Clearance form;
- c. Pay at the Accounting Office all charges and other financial obligations;
- d. Submit duly accomplished application and clearance form, required documentary stamps, and official receipt of payment to the Registrar's Office.

- e. Transfer credentials may be released after 5 to 10 working days. Transcripts of records will be forwarded to admitting school upon receipt of their request.

12. HOURS OF OPERATION

The school campus opens at 6:00 a.m. and closes at 6:00 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 and may be opened in the morning on Saturdays, when necessary.

a. Office Hours

Office Hours refer to the period when classes and co-curricular and extra-curricular activities are held. Regularly, these activities may begin at 7:00 a.m. with formal classes ending not later than 7:00 p.m., while clubs, performing arts, sports, and other students' organization activities meet based on approved schedules. For this reason, only students are allowed in the venues (i.e., classrooms, gymnasium, auditorium, other activity areas) where these activities are held.

b. Flag Ceremony

The first bell rings at 7:00 a.m. College Students then line up along the school corridors and prepare for the flag-raising ceremony which begins at exactly 7:15 a.m. An assigned class or department, under the supervision of their adviser, joins this important activity on Mondays. Before the ceremony ends, important information, memoranda, and other concerns are disseminated. Immediately after the flag ceremony, students return to their classrooms to start the day right.

c. Class Hours

Regular classes are held Mondays through Fridays usually from 7:00a.m to 7:00 p.m. Some classes are also held on Saturdays.

13. STUDENT IDENTIFICATION CARD (ID)

All students must wear their school IDs with the school ID lace/lanyard 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). Issued ID is valid only for one school year.

14. 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 **SECURE an out-of-uniform permit or excuse letter approved by the Dean, Discipline Officer, and OSA coordinator as may be recommended by the Program Chair** upon presentation of valid reason/s signed by student and parent/guardian. (parent/guardian's signature must be supported by any parent's/guardian's valid IDs). The school ID, attached to the official school strap/lanyard, forms part of the uniform and must be worn at all times inside the campus. The uniform specifications are as follows:

15. GROOMING

- a. Colored and printed undershirts are not allowed.
- b. Female students must wear their uniforms in prescribed length.
- c. Students are not allowed to attend classes without wearing the prescribed school uniform. During enrollment, students must also wear uniforms. When students have no classes but need to come to school for some official business or activities, a proper dress code must be followed. Decent attire is strictly required. No sleeveless, spaghetti-strapped, or tube blouses or shirts and no shorts are allowed for both males and females. Mini-skirts for females are also not allowed.

For females: Colored shoes, boots, sandals, slippers, and black rubber shoes are not allowed.

For males: Black rubber shoes, brown shoes, slippers, and sandals are not allowed.

- d. Brightly colored hair is not allowed for both male and female students. Likewise, spiked hairstyles are also not allowed for males.
- e. A proper haircut for males is required. Long hair is not allowed.
- f. Beards, goatees, mustaches, and visible tattoos are not allowed.

For females: Body piercing accessories on the other part of the body except earlobes are not allowed.

For males: Wearing earrings and other body piercings are not allowed.

- g. Light make-ups for ladies are acceptable. The academic community will not tolerate males wearing make-up and using inappropriate female attire on campus at all times.

Other Minor Violations:

- a. Eating inside the laboratories and classrooms is strictly prohibited. Meals, snacks, and drinks should be taken only within the canteen or its vicinity.
- b. Littering in any part of the school premises.
- c. Improper use of classrooms, equipment, or facilities. Payment will be asked for damage caused.
- d. Cutting of classes in which the student leaves from a particular class without asking permission from the teacher-in-charge.
- e. Use of indecent or vulgar words while inside the premises of the university.
- f. Refusal to present an ID when asked by University authorities.

16. STUDENT RECORDS (UPON APPLICATION FOR ADMISSION,

College students must accomplish Information sheet attaching all needed admission credentials) In case of any changes in home address or telephone number/s, students or parents should inform the Registrar’s Office in writing. All student records shall be confidential. Use of student records or information must be under the Data Privacy Policy. Student Data Privacy agreement will always be kept on file in the student’s folder. Upon registration, it is understood that the students agree that the college is authorized to transmit manually or electronically, process all information that is needed in the legitimate operations of the College.

17. PARENT-TEACHER DIALOGUE

Parents who wish to check the academic and behavioral standing of their children should seek an appointment for a Parent-Teacher dialogue with the teacher/s concerned coursed through the Program Chair, OSA Coordinator, and the Dean.

Teachers are only available for dialogues during their consultation hours. The school shall not attend to the concerns of students/parents who fail to follow such a procedure.

Channel of Communication.

Student/parents are advised to see the appropriate person for the specific concern:

- a. The Program Chair, or Discipline Officer/OSA Coordinator for very specific cases e.g. behavior of the student.
- b. The subject teacher, for the academic performance of the student in a particular subject.
- c. The Dean/Guidance Counselor/OSA Coordinator, for more general concerns and cases unresolved in the preceding levels.

As a general rule, all conferences, consultations, dialogues, and deliberation on any concerns must be held in strict confidentiality.

18. VISITORS

Only visitors with official business with the school are allowed on the campus. Guests/Parent visitors who will confer with school administrators or teachers 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.

All visitors are expected to strictly follow the dress code.

Visitors are not allowed to see any student during class hours.

19. COMMUNICATION BETWEEN HOME AND SCHOOL

The school employs various ways to effectively disseminate information to parents. Letters, memoranda, and circulars are sent to the parents through the students. 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 on the date stated in the letter.

20. SUSPENSION OF CLASSES

The guidelines on suspension classes due to typhoons and other calamities are provided in CMO No.19, s. 2005. In the absence of any announcements, classes in the Tertiary level shall go on as usual. However, classes are suspended:

- a) automatically when typhoon signal no. 3 is raised by PAGASA.
- b) following government orders(i.e. from Malacanang, CHED, and LGU) .
- c) by the President or Vice President/Managing Director of the Holy Cross College if in case the decision is left to the discretion of the school. Teaching personnel shall not report for work but shall conduct make-up classes to recover the lost time. Non-teaching personnel shall continue to render service even if classes are suspended, unless the government, through its appropriate agency has declared otherwise.

Localized suspension of classes is considered when threats to public safety such as heavy rains, floods, earthquakes, and transport strikes occur. Members of the school community are advised to monitor announcements through broadcast and social media.

21. 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, canteens, 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, iPods, MP4 players, portable sound systems, cellphones, and the like may be allowed in school but these may not be used while classes or assembly is ongoing and it should not disrupt classes. The school reserves the right to confiscate the above gadgets if not properly used. The school shall not be held responsible if these items are damaged, lost, or stolen.

Bringing cellular phones will be purely voluntary. However, bringing out and/or use of cellular phones during class hours constitutes a violation of school discipline and it falls under **Category B: Offense**.

NOTE: In emergency cases, the cellphone calls may still be made in the OSA or Dean's Office upon the advice of the subject teacher or department adviser.

Any equipment not allowed on the school campus shall be confiscated and deposited at the **Office of Student Affairs (OSA)**. All confiscated items will be returned to the rightful owner or his/her parents at a specified time.

17. GUIDELINES ON CONFISCATED ITEMS

- 1st offense** The confiscated item is retrieved from the Office of Student Affairs by the student after classes.
- 2nd offense** The confiscated item is retrieved from the OSA by the parents after classes.
- 3rd offense** The confiscated item is retrieved from the OSA by the parents after one week.
- 4th offense** The confiscated item is retrieved from the OSA by the parents after one month.
- 5th offense** The confiscated item is retrieved from the OSA by parents at the end of the term.
- 6th offense** The confiscated item is retrieved from the OSA by the parents at the end of the school year.

18. LOST AND FOUND ITEMS

All lost and found items are endorsed to the Office of Student Affairs which takes charge of the safekeeping and release of items to the identified rightful owner.

Surrendering a Found Item:

- a. Submit the item to the *Lost and Found Section*, Office of Student Affairs.
- b. Demand a receipt for the item/s surrendered and get the identity of the person who received the item (ex. complete name, designation, ID Number).

Claiming an Item:

- a. Items may be claimed during the breaks and after dismissal as per the announcement from the OSAS Coordinator.
NOTE: Rightful owner must be determined by the OSA coordinator.
- b. The claimant must be able to identify the item before its release and must sign the *Lost and Found Slip*.
- c. After due notification, unclaimed items for two terms are packed and forwarded to the Administration Office for safekeeping.

19. SAFETY AND SECURITY

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

After-Class Activities

After class activities require endorsement by the subject teacher/adviser, OSA Coordinator, and the Dean before the request is forwarded to the Managing director for approval. The student adult leader must accomplish the Activity Proposal Form and have it approved by the Managing Director.

Activity Proposal Plan is submitted at least five days before the date of the activity.

Practices/Rehearsals for school/ class-related activities should **NOT** be done during class hours. Practices inside the campus after class hours may be allowed only with the approval of the OSAS Coordinator and the Dean, with the Managing Director duly notified. Also, practices after class hours may be allowed only with the presence of a teacher/adviser.

All authorized activities held after class hours including varsity practices should end no later than 7:00 PM.

Borrowing of School Equipment

1. HCC equipment and gadgets are not to be taken out and/or borrowed for personal purposes.
2. For official use of the said equipment/gadget outside the campus, permission from the school administrator concerned must be secured.
3. The necessary Gate Pass should be accomplished by the borrower and signed by the duly authorized school administrator. This must be submitted to the Property Custodian before the borrowed item is brought out of the campus.

Bringing In/Taking Out of Personal Property

The Personal Property/ Equipment Entry Pass must be secured from the Security Unit and accomplished by the owner of the equipment. Approval from the said office must be secured first before the equipment will be allowed to be brought inside the campus. The same form will be shown to the Gate guard before the item can be brought out of the campus.

Emergency Preparedness Risk Reduction Management

Emergency response procedures have been developed in the event of natural and man-made disasters, e.g., earthquake, fire, etc. department/class advisers will orient students to the evacuation plan and rehearse them. Annual drills are done to check the readiness of the school community for such incidents. A college Risk Reduction Management Committee (RRMC) will be organized yearly headed by a Chairman with members chosen at the first two weeks of the semester/term from among the teaching and non-teaching personnel including student leaders. The committee shall prepare and submit an annual Plan of Action in coordination with other departments for approval by the President and Managing Director.

Mandatory Drug Testing

All college students are required to undergo drug screening/testing to be conducted by the school's accredited drug laboratory on any unannounced dates. The conduct of mandatory

drug testing following Republic Act 9165 or the Comprehensive Dangerous Drugs Act of 2002 and CMO No.18 Series 2019.

II. ATTENDANCE

Regular and punctual attendance is necessary for successful school work. Habitual and unnecessary absences and tardiness are subject to disciplinary action. (*see student discipline portion in this Student Handbook*). As much as possible, appointments on medical concerns (with physicians 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 the entire content of the subject missed during his/her absences.

1. PUNCTUALITY

Prompt and regular attendance in classes and assemblies is required from all students. A student who comes in fifteen minutes (15) from the start of the class is considered late or tardy. A student who arrives late or tardy must secure first an Admission Slip from the OSAS Coordinator or the Dean. Cumulative habitual tardiness of three times (3) is equivalent to one absence.

2. ABSENCE REGULATION

As per CMO No. 40 s. 2008 or Manual of Regulation for Private Higher Education (MORPHE, 2008), Sec 101, Art XXI; *“A student who has incurred absences of more than 20% of the prescribed class and laboratory periods in a given term or semester shall fail and earn no credit for the course or subject.”*

As an exercise of management prerogative, the maximum allowable absences of a student per semester/term are:

- a. for the subjects held once a week, 3 absences
- b. for subjects held twice a week, 5 absences;
- c. for subjects held 3 times a week, 7 absences;
- d. for subject held 4 times a week, 10 absences; and
- e. for subjects held 5 times a week, 14 absences.

A student who incurs more than the allowable absences in any subject shall be given a final grade of F (Failure due to absences), regardless of the student’s performance in the class.

Attendance is counted from the official first day of classes regardless of the date of enrollment.

3. EXCUSED/UNEXCUSED ABSENCES

Only school-sanctioned/approved activities that may necessitate the absence of students from classes may be considered excused. However, the teacher and students must inform in writing all subject teachers that will be affected at least one (1) class the day before the activity.

4. EXCUSE LETTER AND MEDICAL CLEARANCE / CERTIFICATE

An absent student must present an excuse letter signed by the student and parent/guardian with inclusive dates and reason for the absence, noted by Program Chair and approved by the OSA Coordinator or the Dean before he/she is admitted in the class.

A student who has been absent for three or more days due to illness must secure a clearance from the school physician before admission to class. The student must also submit to OSAS Coordinator or the Dean, a medical certificate with the inclusive dates of confinement and the reason for such, together with an excuse letter addressed to the Dean noted by the parent/guardian and the Program Chair.

A student who has incurred three (3) unexcused absences must submit an excuse letter approved by the OSA coordinator or the Dean before the student is admitted in class. Excuse letter must bear the signature of the parent/guardian and be noted by the Program Chair. The student may be sent to the Guidance Counselor for counseling purposes if needed.

II. STUDENT ACTIVITY PROGRAM

1. STUDENT ACTIVITIES

The school has an extensive program of extra-curricular and co-curricular activities. All enrolled students are automatic members of the Supreme Student Organization. At the beginning of the school year, students are given a list of other recognized organizations, clubs, societies, etc. The students, with parental consent, may choose the club/organization or club activity that he/she wishes to join for the year. Each student participates in an organization to the extent that his/her scholastic standing will allow. A student may join in not more than two approved

clubs/organizations provided that he/she can only be president in just one organization or club.

1.1 Co-Curricular Activities/Organizations

Directly supplement and complement the school's academic program.

1.1.1 First Friday Masses are held at varying time slots for the college department and/or with other departments.

1.1.2 Activities related to a particular subject (e.g. P.E. culminating activity, NSTP, event management, educational tour, etc.)

1.2 **Extra-Curricular Activities** are not directly linked to academic studies but are essential to the development of a well-rounded learner. (e.g. dance sports, beauty contests, etc.).

2. GRADE REQUIREMENT FOR ATHLETES

Athletes are those students who are good in sports or games and are being trained for inter-school competitions. They must maintain passing term grades in academic subjects with good conduct for them to remain in the team.

3. ACADEMIC CONTESTS

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

4. ACTIVITY MORATORIUM

To give ample time for the students to review and prepare themselves for the academic examinations, no practices/rehearsals/activities shall be allowed during the week preceding the major term examinations. (Prelims, Midterms, Finals).

5. PUBLICATIONS

The Crusade is the official publication of the school. The editorial board shall be composed of qualified students chosen based on their communication skills (speaking and writing). There will be a faculty member appointed by the Managing Director as moderator of the school paper. With the help of a moderator, the editorial board and staff members learn the fundamentals of journalism with emphasis on newspaper ethics and responsible reporting and apply these in the production of every issue. At least one issue must be published every semester. The yearbook is the annual publication that features the college and basic education graduates of the school. The annual issue includes photos/pictures of significant events and accomplishments during the school year.

6. FIELD TRIPS /EDUCATIONAL TOURS

As part of the school's educational program, field trips are conducted to enrich a student's learning and life experience in a particular subject as indicated in the syllabus. As such field trips/tours 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/waiver/approval form. A student without the accomplished parental approval/waiver form is not allowed to join the field trip. Field trips or educational tours necessitate prior approval by the school head or the Managing Director. Policies and guidelines on field trips are guided by CMO No. 17, s. 2013.

Note: Parents' meeting with the Managing Director is held before approval of any field trips/educational tours. Non-participants in field trips/tours shall be asked to submit a requirement-- a reflection paper/relevant research or reaction paper to offset /her lacking the learning experience due to his/her inability to join the trip.

IV. ACADEMIC POLICIES

1. TERM EXAMINATIONS

Term examinations are announced by the Dean based on the approved school calendar. Students should take the examinations as scheduled. Deviation in the schedule of term examinations needs prior approval from the Dean.

Students without a permit shall secure the approval of the Admin before taking the exam. Hence, all students especially the graduating students should make sure that all financial obligations and other requirements are settled

Student clearance must be secured before issuance of the Final Exam Permit. A special examination date may be announced for those students who would not be able to take the exam due to the inability to secure a permit on time.

2. SILENCE DURING EXAM PERIOD

Silence must be strictly observed while examinations are ongoing.

3. HONESTY

Students are expected to be honest at all times. Any form of cheating, which is a *major offense under Category C, no. 4*, will defeat the purpose of the examination and gives inaccurate information on the student's performance. Students caught cheating during examinations will mean a score of zero in that particular assessment.

4. TEACHER'S PERMISSION

During examinations, a student may not leave his/her assigned place without permission from the teacher.

5. FAILURE TO TAKE THE EXAM

Students who failed to take any examination on schedule due to valid reasons such as sickness should submit to the subject teacher concerned a written excuse slip with a duly signed medical certificate, approved by the OSA Coordinator or the Dean, before being allowed to take a special exam within five school days upon

reporting to school. Failure to take the special exam shall mean a zero in the said assessment.

6. RECOGNITION DAY

Recognition Day is a formal gathering held in the current semester or school year to distribute awards or give recognition to deserving college students to acknowledge their academic achievement or exemplary performance during the preceding semester (e.g. Dean's List, Special Awards, etc.)

For the outstanding academic performance of students, Dean's List may be posted. A dean's lister is any college student whose General Weighted Average (GWA) of grades during the semester falls within the limit as prescribed in criteria in determining the Dean's List.

7. GUIDELINES AND POLICY ON THE SELECTION OF CANDIDATES FOR GRADUATION WITH HONORS AND AWARDS

A student who is a candidate for graduation should have completed in Holy Cross College Sta. Rosa, N.E., Inc. at least seventy-five (75%) of the total number of academic units required for graduation.

The Holy Cross College Sta Rosa, N.E., Inc., gives the following awards to deserving students during graduation;

ACADEMIC AWARDS

Policies on Academic Awards

1. Academic awards are given to students who have fulfilled the necessary academic requirements and have excelled in their chosen programs. These awards are also given to encourage others in aspiring for a higher scholastic standing.

2. The following honors are awarded to graduating students who have met the required residency and whose general weighted average* are as follows:

LATIN HONORS	ENGLISH TRANSLATION	REQUIRED MINIMUM YEARS OF RESIDENCY	GENERAL WEIGHTED AVERAGE
<i>SUMMA CUM LAUDE</i>	WITH HIGHEST HONORS	FOUR YEARS	1.25 - 1.00 94 - 100
<i>MAGNA CUM LAUDE</i>	WITH HIGH HONORS	THREE YEARS	1.50 - 1.26 91.00 - 93.99
<i>CUM LAUDE</i>	WITH HONORS	THREE YEARS	1.75 - 1.51 88.00 - 90.99
With Academic Commendation		THREE YEARS	2.00 - 1.76 85.0 - 87.99

* *The General Weighted Average is computed by dividing the sum of the products of the credit units times grade, by the total number of credits for the entire program.*

- 2.1 As a general rule, aside from meeting the requirements stated above, the candidate for honors must have no incomplete grade in any subject and no grade lower than 2.00 or 85 taken in or outside Holy Cross College, Sta. Rosa, N.E., Inc.
- 2.2 The student must not have been charged and found guilty of any violation of existing college rules and regulations punishable by at least one (1) week suspension.
- 2.3 The candidate must have met at least the minimum prescribed units per semester.
1. A candidate for honors who does not meet the above requirements due to the following reasons may be awarded the distinction “WITH ACADEMIC COMMENDATION” as in the following cases depending on the decision of the academic council. The

following are the minimum criteria for the said distinction;

- 3.1 When the general weighted average of the candidate falls within the prescribed average for honors but obtained a passing grade lower than 2.00 or 85.
 - 3.2 When the candidate has or had an incomplete grade in not more than six (6) units in any subject included in the computation of the general weighted average prescribed for the program and/or a removal grade of not lower than 2.00 or 85.
 - 3.3 When the candidate has two six-unit credits or less with an INC or incomplete grade and/or a removal grade of not lower than 2.00 or 85.
 - 3.4 When the candidate does not meet the prescribed number of years of residency to be awarded a Latin honor.
2. For transferees, only subjects prescribed for the degree pursued shall be considered in the computation of their general weighted average. Other non-credited subjects taken in HCC or not shall have no bearing at all or no effect whatsoever in the determination of honors.
 3. Grades in NSTP, PE, and Religion subjects are counted.
 4. Subjects taken and earned while in Holy Cross College Sta. Rosa, N.E., Inc. are the only subjects to be credited and be taken for consideration in the computation of the general weighted average of students.

In the absence of a specific equivalency table in a particular school (e.g. 2.00= 85) where the candidate had studied, the academic council shall decide based on the commonly used table of equivalence on the grading system.

8. POLICY ON BECOMING A DEAN'S LIST

To motivate and encourage the college students of Holy Cross College Sta. Rosa, N.E. Inc. in aspiring for academic excellence, a system

of recognizing academic excellence known as DEAN'S LIST is hereby adopted.

To qualify for the Dean's List, the student of Holy Cross College must have obtained a

General Weighted Average (GWA) of at least 1.75 provided that;

1. The candidate carries at least eighteen (18) units or as prescribed by the curriculum during the semester.
2. The candidate does not have a grade below 2.00 or 85; incurred Dropped (D), or Failed (F) in any of the prescribed subjects in the semester.
4. Prospective Dean's Listers are determined by the Program Chairs in coordination with the Registrar.
4. The General Weighted Average (GWA)* is;
 - 4.1 determined by the Registrar;
 - 4.2 to be reviewed by the respective Program Chairs; and,
 - 4.3 certified by the Registrar and College Dean.
5. The official Dean's Listers are to be posted on official bulletin boards and/or social media accounts after the approval by the Vice President for Academic Affairs.

** The General Weighted Average is computed by dividing the sum of the products of the credit units' time grade, by the total number of credits for the entire program.*

9. GRADING SYSTEM

For clarity and updating the college, the grading system is hereby reviewed and updated to conform with prevailing grading standards.

1. The term grades are computed based on the combined results of the term examinations, quizzes, recitations, class participation, performance tasks, and other requirements of the subject during the period.
2. The final grade is the sum of 30% of the preliminary grade plus 30% of midterm grade plus; 40% of the final term grade.
3. Using the base 50 grading system, the passing grade that a student can attain is 3.00 equivalent to 75%. The grading sheet is sent electronically to the Documentation Officer after this has been reviewed by Program Chair and approved by the Dean.
4. Final grades submitted by the faculty members and approved by the dean cannot be changed except when there is evidence

that a clerical mistake or justifiable reason. Any corrections shall be initiated by the faculty concerned, endorsed by the Program Chair, and with approval of the Dean and Registrar before correction is made at the MIS Office.

5. The official copy of grades is issued only by the Registrar to students upon written request.
6. Here is the official rating equivalence;

Percentage	Numerical Equivalent	Letter Grade	Description
97-100	1.00	A+	Excellent
94-96	1.25	A	Excellent
91-93	1.50	A-	Very Good
88-90	1.75	B+	Very Good
85-87	2.00	B	Good
82-84	2.25	B-	Good
79-81	2.50	C+	Fair
76-78	2.75	C	Fair
75	3.00	C-	Poor
74 and below	5.00	F	Failed No Credit
		D	Officially Dropped or Unofficially Dropped

10. RETENTION POLICY

For purposes of determining the students' suitability for retention in college and the program of studies being pursued, their

academic performance shall be evaluated based on the following academic standards:

Percentage of Failed Academic Load Enrolled in a Semester	Situation	Status	Action	Remarks
0%	No failure in the enrolled academic load for the semester	Regular	Normal Load	
1 - 25%	Failure in 25% or less of the enrolled academic load for the semester	Warning	Courses with a failing grade have to be repeated.	When there is no improvement in the student's academic performance,-- as manifested by a grade of 5.0 (Failed) or officially dropped (D)-- a second warning will be given to the student that results in their <u>Probationary I</u> Status.

26-49%	Failure in 26 to 49% of the enrolled academic load for the semester	Probationary 1	De-loading of three (3) units	When there is no improvement in the student's academic performance,-- as manifested by a grade of 5.0 (Failed) or by having authorized withdrawal (AW) ³ , --a second warning will be given to the student that results in their <u>Probationary 2</u> Status.
50-75%	Failure in 50 to 75% of the enrolled academic load for the semester	Probationary 2	De-loading of six (6) units	When there is no improvement in the student's academic performance, as manifested by a grade of 5.0 (Failed) or by having authorized withdrawal (AW) ³ , the student is tagged <u>Probationary 3</u> resulting in <u>Program Non-Readmission</u> .

<p>≥76%</p>	<p>Failure in 76% or more of the enrolled academic load for the semester</p>	<p>Probationary 3</p>	<p>The student needs to transfer to another program or course</p>	<p>When there is no improvement in the student's academic performance, as manifested by a grade of 5.0 (Failed) or by having authorized withdrawal (AW) ³, the student is tagged "Disqualified" which results in "Non-Readmission".</p>
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Retention Guidelines

1. In consultation with the stakeholders, and upon approval by the Vice President Academic Affairs, the Department Head or Chair of Program with Board Examination, shall implement their policies relating to the suitability of student's retention in the respective program;
2. The probation status of a student may be lifted upon passing all the subjects they have enrolled in during the term they are on probation;
3. Authorized Withdrawal is a term used to the authorization of Holy Cross College Sta. Rosa, N.E., Inc. for students to withdraw their enrollment on a specific semester for valid reasons

V. STANDARDS FOR STUDENT BEHAVIOR

STUDENT DISCIPLINE

A discipline system is an integral part of holistic education. It is always intended to correct not just to punish any student's misbehavior. 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, kissing the hands of elders) 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.

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

4. CARE OF SCHOOL PROPERTY

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

5. INTERPERSONAL SOCIAL INTERACTION

A healthy interpersonal 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 owned by fellow students should be properly taken care of. Lost items should be turned over to the Lost and Found Section under the OSA.

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 works. The HCC student does not commit plagiarism or intellectual dishonesty in any form. Hence, copying a text word-for-word or lifting of keywords and phrases, or any other form not mentioned here shall be construed as plagiarism if sources/authors are not properly acknowledged.

8. 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 policies and rules of discipline.

9. EXCLUSION CASES

Exclusion cases are referred to the OSA Coordinator and the Dean who may create a discipline council sub-committee composed of representatives from the administration, OSA Coordinator, Guidance Counselor, a student leader, program chair of the student, and a member of the faculty from another department different from that of the student's.

All disciplinary cases are referred to the OSA Coordinator and then to the Dean, who may if needed, convene the council to deliberate on the discipline issues.

10. VIOLATIONS AND SANCTIONS

In any case of infraction of school rules and regulations and policies, a written violation report or complaint must be submitted to the OSAS Coordinator or the Dean before any disciplinary problem may be dealt with by the Discipline Council.

- a. **Verbal Warning or Reprimand.** Only for offenses under Category A. It is given during the first offense of the student. This is reflected in the student's records at the OSAS.
- b. **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 by a text message or phone call or other means to ensure receipt of the written correspondence.
- c. **Ordinary Suspension**
 - Offense categories A and B = 1 day
 - Offense category C = 1-2 daysThe suspended student reports to the OSA Coordinator who then goes to the guidance counselor to report the case. The suspended student will not be given any makeup lessons for all the tests missed during the suspension.
- d. **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 the school-related off-campus activity. The preventive suspension is not yet considered a penalty.
- e. **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.

- f. **Exclusion from School.** A student will not be allowed to re-enroll in Holy Cross College.
- g. **Expulsion.** An expelled student cannot enroll in any school in the country. Expulsion of a student may be given only after due process and it requires approval from CHED.

11. DISCIPLINARY PROBATION CONDITIONS

- a. A student who incurs any Category C offense shall be put under the DP Program.
- b. A student on the DP Program shall not be allowed to participate in any sports/athletic event.
- c. A student on the DP Program shall be placed on the Strict Disciplinary Probation (SDP) Program if he/she incurs any Category C offense in any of the three succeeding terms.
- d. A student who incurs any Category D offense shall be dismissed 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 (12, 18, or 36 hrs.) of community service during the school year and/or summer.

12. STRICT DISCIPLINARY PROBATION (SDP) CONDITIONS

- a. A student on the SDP Program shall not be allowed to participate in any sports or athletic events.
- b. A student on SDP shall be excluded from the school list if he/she incurs/commits any other Category B offense.
- c. A student on the SDP Program shall be required to render several hours of community service during the school year and/or summer.

13. LIFTING OF THE DP AND COMMUTATION OF THE SDP STATUS

- a. The DP status shall be lifted if the student obtains very satisfactory conduct during the period of disciplinary probation, otherwise, it will be extended until the end of the probationary status.
- b. The SDP status shall be reduced to DP if the student obtains excellent conduct during the Strict Disciplinary Probation status.

- c. In both cases, the status may be shortened to two terms when a student, while on DP or SDP status, gets exemplary conduct during the period in a term as per the evaluation of the Discipline Council.

15. OFFENSES

CATEGORY A - Minor Offenses

1. Tardiness – arriving late in class for 15 minutes or less.
2. Non-submission of reply slips, excuse letters; and
3. Non-wearing or improper use of the school’s prescribed uniform including ID.
4. Littering.
5. Loitering.
6. Shouting, chewing of gum, teasing, possession, and playing of cards, howling in class or along the corridors, audiovisual room, 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 room adviser/custodian.
9. Teasing and name-calling.
10. Unauthorized selling of products on campus such as food, accessories, etc.
11. Other similar offenses are determined by the Discipline Council.

CATEGORY A - Minor Offenses

Frequency	Sanctions
1 st	Oral/Verbal Reprimand
2 nd	Violation report, one-day suspension, disciplinary program as determined by the Discipline Council.
3 rd 4 th 5 th	Violation report, two days suspension, disciplinary program as determined by the Discipline Council.

14. CATEGORY B - Minor Offenses

1. Body piercing, (e.g. tongue, eyebrow, navel, or nose studs/rings), tattooing, and other body markings
2. Class disruption and order in the library, chapel, hallways, etc.
 3. Copying of assignments, projects, seat works, experiments, etc. whether in part or whole.
 4. Inappropriate public display of affection or exclusive pairings.
 5. Lying, such as giving false statements to persons of authority, etc.
 6. Minor vandalism (immediate replacement is part of the penalty) including those found in Sec. 10.4.
 7. Possession, distribution, borrowing, or lending of immoral magazines, indecent pictures, or materials including digital materials.
 8. Possession of prohibited items such as cigarettes including e-cigarettes, utility knives, and other objects that can cause harm.
 9. Unauthorized use of cellular phones during class hours.

10. Unjust vexation.
11. Violation of any valid school order of any school authority
12. Other similar offenses.

CATEGORY B Minor Offenses

Frequency	Sanction
1 st	Verbal Reprimand.
2 nd	Written/Violation report, two days suspension, DP program for one month.
3 rd -4 th	Violation Report, five days suspension, Strict Disciplinary Probationary Program whole term.

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 or any other similar act as provided in RA 10627 or Anti-Bullying Act of 2013.
4. Cheating in any kind of assessment such as quizzes, long test, 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 paper, 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/examination.

5. Cyber-bullying includes sending illegal, unethical, threatening, or offensive electronic messages, e.g. plagiarism, forgery, harassment, spamming, intimidation, fake news, and other similar acts as provided in RA 10175 or Cybercrime Prevention Act of 2012.
6. Discourtesy towards any member of the school community.
7. Dishonesty through alteration/changing of scores in any test, seatwork, homework, project, submission of fraudulent/falsified/tampered admission credentials, 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 a parent, schoolmate/classmate, guardian, teacher, or other school official's signature
12. Gambling in any form
13. Malicious mischief
14. Misrepresentation, using someone else's ID
15. Participating in fraternity/sorority initiation rites as a neophyte.
Note: First offense merits an SDP status.
16. Plagiarism
17. Possession of alcoholic beverages
18. Publishing/circulating false or malicious information about the school, a teacher, or any school official or student.
19. Smoking
20. Truancy
21. Unauthorized use of any school official's name for any purpose, such as to solicit funds or donations or hold unauthorized parties, balls, dances, and other activities

22. Using profane or indecent language or making gestures
23. Other similar offenses

CATEGORY C

Frequency	Sanctions
1 st	Violation report, suspension for five days, Disciplinary Probation for two months.
2 nd	Violation report, suspension for ten days, Strict Disciplinary Probation for two months.
3 rd	Violation report, suspension for 15 days, SDP for the rest of the semester, non-admission the next semester.

CATEGORY D - Major Offenses

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

1. Carrying or possession of any deadly weapon, guns of any kind, 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 the school, in school-related activities, provided that prima-facie evidence exists in an appropriate criminal investigation by school authorities.
4. Desecration of the Chapel and religious articles.
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, unauthorized collection of money from students, borrowing of money from teachers, staff, or classmates.
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 the initiation process as a member of a fraternity/ sorority (Please refer to Appendix J, the Anti-Hazing Law of the Philippines, RA 8049).
10. Inflicting injury upon any member of the school community, visitors, 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. Act of arson
14. Possession and/or bringing, selling, buying, using, distributing on-campus/off-campus drug paraphernalia, prohibited or regulated drugs, including marijuana, valium, shabu, etc. (Please refer to Appendix I)
15. Proselytizing and/or speaking against Catholic teachings
16. 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.
17. Scandalous behavior contrary to acceptable norms, such as public display of affection (PDA), kissing, touching private parts of a person, and other analogous misbehaviors.
18. Other similar grievous offenses

CATEGORY D

Frequency	Sanctions
1 st Offense	Violation report, suspension for ten days, Strict Disciplinary Probation for the whole term.
2 nd Offense	Violation report, suspension for 15 days, Strict Disciplinary Probation for the whole term; exclusion.
3 rd Offense	Violation report, suspension for 20 days, Strict Disciplinary Probation for the whole term, expulsion.

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 an offense committed depending on the aggravating /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 and the student's testimonies, the Dean and Discipline Council shall determine, after careful investigation, which of the testimonies shall have more weight and which would be recommended to the managing director for a final decision.

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 regarding the complaint is provided by the student.

The specific requirement for notice and hearing depends on the gravity of the disciplinary complaint against the students.

For offenses where the penalty of suspension of two (2) days or less is impossible, the following constitutes due process:

1. The OSAS coordinator confers with the student. When conferring with the student, the OSA coordinator 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, there does not need to be 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 OSA coordinator will assess whether there is a need for a parent conference before the student is sent home.
2. 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 Officer. Upon completion of the parent conference, the Disciplinary Officer 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 at the conference, the Disciplinary Officer will decide based on the student conference.
3. All suspensions must be recommended by the Dean and approved by the Managing Director. The periods of suspension for specific offenses serve as guidelines. The Disciplinary Officer or the Dean may impose a different period of suspension based on its judgment on the appropriateness of the penalty to the student concerned.
4. 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 procedures are as follows:
 - a. The student will be given a written complaint and the nature of the offense and the possible penalty that may be imposed. Together with the complaint, the student will be provided with evidence against him/her. If the student refuses to receive the

- complaint, a statement of such refusal will be made on the transmittal/receiving copy. Thereafter, the complaint will be sent by registered mail or courier service to the address indicated in the student records.
- b. 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 evidence. The student may be assisted by counsel in the preparation of the answer.
5. The complaint will be scheduled for a hearing before the Discipline Council.

DISCIPLINE COUNCIL

Chair - Discipline Officer

Members:

College Dean

Dean of Criminology

Administration Representative

OSAS Coordinator

Guidance Counselor

Program Chair

Faculty Member

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

The Council will make its judgment as a body and for approval by the President or Managing Director. 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 Council to the President or Managing Director within a period of five school days from receipt of the decision. The decision of the President or Managing Director is final. If the judgment of the Council is affirmed on appeal, the penalty imposed will be served by the student.

PROCEDURE FOR RANDOM BODY SEARCHES, PERSONAL BELONGINGS, VEHICLES, ETC.

Body Searches and Personal Belongings Inspection

General Instructions:

1. All body searching of students must be done in private in the presence of at least two authorized, responsible staff of the school.
2. Authorized staff shall include program chairs, guidance counselors, school administration officials, and other persons of authority.
3. Hands-off policy shall apply strictly unless otherwise, necessary based on strong suspicion.
4. Male students shall be searched by male staff and female students by female staff.

Specific Instructions:

1. Student/s and/or the inspection area shall be cordoned off from the rest of the school population. They shall be advised that a search shall be conducted and they shall be asked for their full cooperation.
2. Students shall be requested to empty the contents of their pockets, bags, lockers, and other personal belongings.
3. Any banned substances, contrabands, and/or stolen items found shall be put into a plastic bag, sealed, and marked as evidence. Persons present shall sign as witnesses.

4. All confiscated substances shall be turned over to the local authorities for confirmatory testing, following the security custody procedures.

Vehicle Inspection

1. All vehicle inspections shall be done in the presence of at least two persons of authority, including a security staff, and the owner/driver.
2. Authorized staff shall include the OSAS Coordinator, guidance counselor, school administration officials, and other persons of authority.
3. All compartments of the vehicle (trunk, glove compartment, side pockets, seats, hood, under chassis, etc.) will be inspected.
4. Any banned substances, contrabands, and/or stolen items found shall be put in a plastic bag, sealed, and marked as evidence. Persons present shall sign as witnesses.
5. Copies of the vehicle registration document shall be obtained. The vehicle shall be banned from entry into the school campus henceforth.
6. All confiscated substances shall be turned over to the local authorities for confirmatory testing, following the security custody procedures.

PROCEDURE FOR DRUG TESTING

General Instructions: Refer to CMO No.18, S. 2018 & R.A. 9165 or the Comprehensive Dangerous Act of 2002

1. All College students shall undergo drug testing which is a final requirement for admission/enrollment. It will be conducted following the guidelines set in CMO No. 18, 2018.
2. A Department of Health (DOH) accredited laboratory shall be commissioned for this purpose.
3. Students shall be informed of the testing only on the actual day of the test.

4. Drug testing shall be closely supervised by the school clinic or laboratory personnel.
5. Results shall remain confidential and will not be used for disciplinary action.
6. Students shall fill out the information sheet before the actual submission of their specimens.

STUDENT SUPPORT AND INFORMATION SERVICES (SSIS)

Registrar's Office

The Registrar's Office has school-wide responsibility for academic affairs. It is the repository of student records, both academic and disciplinary, and keeps track of students' accounts. The office has responsibility for many services supporting the academic program, such as:

- Student admission and registration
- Student Information Management
- Examination records and schedules
- Implementation of curriculum
- Implementation of effective Records Management System
- Implementation of the grading system and tracking, filing, and posting of grades
- Determination of the curriculum year of students, Dean's List, Candidates for graduation, Candidates for graduation with honors.
 - Liaison Officer with the Commission on Higher Education (CHED) and other agencies that the College may need to conduct official business with.
 - Approval of student's load-following approved curriculum.
 - Approval of student's overload based on CHED policy and in coordination with the Dean and Program Chair.
 - Recommendation for candidates for graduation in consultation with Program Chair, Dean, and the Managing Director or the President.
 - Submission of the required reports to CHED such as application for Special Order, and the like to CHED and other government agencies.

- Preparation and issuance of Transcript of Records, Diploma, Certificate of Graduation, Certification of Grades, a true copy of diploma and student's ranking
- Assisting in the processing of scholarships, grants, subsidies, and other financial assistance.

OFFICE FOR STUDENTS AFFAIRS SERVICES (OSAS)

The OSAS Coordinator shall take charge of the program of activities :

- For students' total development;
- That enhance leadership skills to make them responsible and effective Christian leaders; and
- That foster harmonious relationship among and between students, faculty, and the school administration.

Among the services provided by the OSA are:

- Orientation of students
- Monitoring of campus/off-campus activities
- Accreditation of student clubs/ organizations
- Training/Workshops/seminars for leadership skills
- Supervision on the election of the student council, department, and other school student organizations
- Assistance for participants in local, regional, or national conventions/conferences
- Processing of all Disciplinary cases
- Issuance of clearance
- Implementation of school uniform and ID policies in coordination with Program Chairs and discipline officers.

GUIDANCE AND COUNSELLING OFFICE

The guidance office is committed to the pursuit of excellence and the formation of the whole person. It shall provide a comprehensive, developmental school counseling program that will enhance the academic, personal/social, and career development of the students in collaboration with the school, home, and community. The outcome of the program envisions the students to become Christ-centered, productive, holistic, committed, and service-oriented members of society.

The office assists the students through the following services:

- a. **Individual Inventory** – This involves a systematic accumulation of meaningful information in recorded forms. These are attained through interviews, standardized test results, academic records, personal data forms, and rating scales.
- b. **Counseling** – This is considered the heart of the school counseling services; counseling by groups or individually enables the students to discover their strengths and limitations, explore options and solutions available to a problem to make the necessary adjustments.
- c. **Interviews** – Interviews are conducted to gather information about the individual student. This is carried out through initial, routine, and exit interviews.
- d. **Psychological Assessment** – Standardized paper and pencil or performance tests are administered to students and teachers by the IPA. The school counselors assist in the dissemination and interpretation of the test results.
- e. **Consultation** – This involves regular collaboration with administrators, teachers, staff, and parents that is held for referral, counseling, and follow-up purposes. The school counselors are also in constant consultation with the administrators on related matters that require institutional and departmental decision-making.
- f. **Referrals** – Cases needing further intervention are referred to a psychologist, psychiatrist, and/or other allied specialists.
- g. **Guidance Classes** – Individual abilities for leadership, decision-making, personal-psychological and social adjustment are tapped through regular group activities during guidance classes. Career guidance sessions for maximum development of the

potentials of the students are conducted at the high school level.

- h. **Information** – Students avail of informational materials for a realistic background of schools/colleges/universities here and abroad, including the requirements and policies for admission and scholarships offered. A directory of available clinics and agencies is also provided for special cases.
- i. **Placement** – This refers to student admissions, faculty recruitment, and college placement through standardized testing procedures, interviews, and other relevant screening procedures.
- j. **Follow-Up** – Information is secured from the graduates, concerning the strengths and weaknesses of the total school program.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) is a pool of auxiliary services made available to support and enrich classroom instruction. The Center is composed of the print section (Library) which consists mainly of print materials such as books, magazines, newspapers, journals, and the non-print section (Audio Visual Center) which consists of computer-aided devices and materials such as multimedia, tape recorders, multimedia projectors, OHP, record players, instructional games and toys, and teacher-made materials.

The LRC is headed by the Chief Librarian of the College who shall provide the following services:

- a. **Library Orientation.** The orientation is conducted every first term of the school year to ensure students' proper orientation on the use of the library. This is done in coordination with the Program Chairs. The orientation includes, among others, the organization of the library and the relationship of the unit to the organization, tour of the library, integration research, online system (e.g. database, electronic journals, and catalogs), and other library services.

- b. Library Instruction Program.** Librarians offer a variety of library instruction sessions for students at all levels. These sessions are designated to introduce students to a wide range of electronic and print resources, as well as research materials and strategies for the successful completion of class assignments or projects in the field of study.
- c. Readers Services.** Users receive assistance in the selection of books/AV materials and other information sources on a given topic. Librarians conduct literature searches on the subject of inquiry to provide answers from simple to complex questions.
- d. Bibliographic Services.** The Library complies with and updates bibliographies in different subject areas. Lists of newly acquired books/AV materials and equipment are provided for information purposes and are also published in the school’s Daily Bulletin.
- e. Class Supervised Research.** The librarian assists students and faculty in their research work.
- f. Electronic Resource Services.** The library provides services to students, faculty, and other library clientele on the use of flash drives, the internet, and other electronic resources.
- g. Referral Letter.** Referral letters are issued to students or faculty members who would like to use other libraries outside HCC.
- h. Visiting Library Users.** The following guidelines apply to visiting library users:
 1. Outsiders must present a referral letter from their respective librarians
 2. Visiting users have to pay for the use of the facilities.
 3. Payment should be made at the Accounting Office.
 4. Fees are as follows:

College students	P20.00
Basic Education	P10.00

COMMUNITY EXTENSION OFFICE (CEO)

The Holy Cross College as a Christ-centered community provides quality education to the youth of Sta Rosa and the nearby provinces, towns, and cities. One of its thrusts is the improvement of the quality

of life in the community it serves. HCC through its Community Extension Office shall facilitate empowerment to the members of the partner community for continued growth and development. It shall provide avenues, especially for the marginalized members of the community to enhance their standard of living through skills and productivity pieces of training and acquisition of new technology. The CEO shall endeavor to widen its linkages to foster strengthened school and community relations. Among its programs and advocacies may be: On Literacy Program, Gender and Equality, Health and Values Promotion, Environmental Education, Livelihood Program, Computer Literacy, Charity work, Gift giving and Disaster operation, etc.

NATIONAL SERVICE TRAINING PROGRAM (NSTP) OFFICE

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The Office Coordinator operates following the provision of RA 9163 otherwise known as the NSTP Act of 2001.

Among the components of its program are:

- Literacy Training Service(LTS) refers to the program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths, and other segments of society in need of their services.
- Civic Welfare Training Service(CWTS) refers to the program component or activities contributory to the general welfare and the betterment of life of the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other welfare services.
- Reserve Officers' Training Corps(ROTC) refers to the program component, institutionalized under Sec 38 and 39 of RA 7077, designed to provide military training to tertiary level students to motivate, train, organize and mobilize them for national defense preparedness.

RESEARCH OFFICE

The Research Office is headed by a coordinator whose main task is to initiate and coordinate researches to be undertaken by students, or by faculty members aimed at improving the status and welfare of the students. The coordinator

recommends research agenda for the college aligned with its mission and vision.

Development and Communications Office (DCO)

The DCO implements a comprehensive communication plan that ensures the efficient and effective dissemination of information to its internal and external public and establishes a positive image of the school. It also provides a venue for constructive interaction among the members of the HCC community. It responds to the development needs of the various stakeholders in the area of communication, information dissemination, and public relations carried out mainly through the print media and the internet.

The DCO recommends and implements all approved major facilities renovation or improvements. It also supervises all major construction projects aligned with the Campus Master Development Plans. Working closely with the Physical Facilities Office, the DCO may also recommend necessary refurbishing works on existing facilities. Finally, the DCO is also tasked to monitor and check on the construction projects' compliance to safety codes standards.

ADMINISTRATIVE SERVICES DEPARTMENT (ASD)

FINANCE DEPARTMENT (FD)

The Finance Department is responsible for preserving, enhancing, and supporting the school's financial resources and its tangible and intangible assets. The department provides the school with a financial management system that checks and assures reliable budgets, revenues, expenditures, and investments. It also processes school disbursements, records, internal financial transactions and manages the school's investments.

Management Information Systems Office

The MIS Office with the MIS Head serves the information technology requirements of the school by providing a range of IT systems and services. It aims to increase efficiency and productivity through the use of IT in all of the school's processes. It shall manage all the purchases and maintenance of computer hardware and software of the college including the storage, retrieval, security, and confidentiality of all electronic data.

The MISO provides the following services:

Learning Management System (LMS), technical support, network services, information systems development, computer lab management, computer software, and hardware management, and other services such as ID processing and printing, image scanning, and assisting faculty on the development and preparation of computer-assisted instructional materials.

Campus Services Office (CSO)

The office handles all concerns of health, safety, and security. Under this office are four sub-units, namely:

Medical / Dental

A doctor or a nurse is always on duty every school day from 7:30 AM to 6:00 PM. Students who incur injury due to accidents are given medical care. However, no major decisions will be made until the parents have been contacted, unless the medical officer on duty decides that it would be more prudent not to wait. Students who are sick of communicable diseases are automatically sent home. A student who is absent due to illness is required to obtain a clearance from the clinic before returning to class.

Canteen

The school canteen serves snacks and lunch. Students who bring their lunch may eat in the canteen. The motto, “Clean As You Go” (CLAYGO), must be strictly observed. Students are not allowed to buy or stay in the canteen during class hours.

Transportation

Students should observe the rules on good manners and right conduct in the transport service as well as the rules on student behavior as provided in this handbook.

Campus Grounds and Maintenance

The school has a considerable number of maintenance personnel and gardeners who attend to the chores of maintaining the cleanliness of all buildings and facilities of the school as well as its grounds and immediate vicinity. Moreover, this office takes the lead in the

implementation of the school's Risk reduction program of the College, and Waste Segregation and Reduction Program that ensures a clean and green surrounding for all members of the school community and its visitors.

APPENDICES

APPENDIX A – PROHIBITION OF FRATERNITIES AND SORORITIES IN 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 STUDENT DISCIPLINE

Section 102, Art. XXI Manual of Regulations for Private Higher Education (MORPHE, 2008).

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 104, Art XXI Manual of Regulations for Private Higher Education (MORPHE CMO 40, S. 2008

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 student.

APPENDIX C – ADMINISTRATORS AND TEACHERS AS PERSONS OF AUTHORITY

Since the school administrator, more particularly the teachers, exercise concerning 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 101, Art XIV Manual of Regulations for Private Higher Education. (MORPHE 2008)

Absences. A 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 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 elementary, secondary, and Tertiary school 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 with 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 systems. 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 to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools. To enforce 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, under 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 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 is used in this Act as 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 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. Such representative must 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 initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority, or organization who 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 is perpetual if death, rape, sodomy, or mutilation results therefrom.
- b.) The penalty of reclusion is 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 is 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 any 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 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.

The responsible officials of the school or 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 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 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.

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 officers 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, or 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 106, Art XXI of the Manual of Regulations for Private Higher Education*

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 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 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 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.

Non-readmission. A penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision of finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to other provisions of this Manual.

- 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 one (1) year to allow the Department 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 acts 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 *CMO No. 19 s. 2005*

Following the pertinent provisions of RA No. 7722, otherwise known as the “Higher Education Act of 1994”, and in the interest of protecting tertiary students from harm, injury, and/or damage wrought by typhoons/storms, earthquakes, floods, fires, and other natural and/or man-caused calamities, the following guidelines on the suspension of classes in the tertiary level are hereby adopted and promulgated, thus:

A. Typhoons/Storms

When the Philippine Atmospheric, Geophysical and Astronomical Services Administration (hereinafter referred to as “PAGASA” raises Typhoon Signal No. 3 or above in a particular locality within the Philippine Area of Responsibility (PAR), all classes in the tertiary level, including graduate school, within the said locality shall be deemed automatically suspended without the need of declaration from the Commission and/or any of its officials until PAGASA lowers the said Typhoon Signal(s)

B. Heavy Rains and/or Floods and /or Earthquakes and/or other natural Calamities

In case of heavy rains and/or floods and/or earthquakes and/or other natural calamities affecting a particular locality which would render the holding of classes in the tertiary level, including graduate and post-graduate, impractical and dangerous to the students concerned, the subject President/Heads of the HEIs may declare a suspension of classes. The Chairman of the Commission and/or any of the Commission's CHEDRO Directors may do so likewise motu proprio.

C. Fires and/or Other Man-Caused calamities

In case of the fires and/or other man-caused calamities in a particular locality which would make the holding of classes in the tertiary level including the graduate and post-graduate, impractical and dangerous to the students concerned, the President/Heads of the HEIs affected by the said man-caused calamities may suspend any, some or all classes in the tertiary level including graduate and postgraduate, as their discretion may deem appropriate. It is understood, however, that the Chairman of the Commission and/or any of the Commission's CHEDRO Directors may likewise suspend classes in the tertiary level, as the need arises.

D. Effect of Suspension of Classes in the Tertiary Level on the Teaching and Non-Teaching Personnel of HEIs

As to the teaching and non-teaching personnel of SUCs and CHED –supervised Higher Education Institutions, the following shall apply:

Teaching personnel shall not report for work when classes in the tertiary level are suspended but shall conduct make-up classes to recover for lost time and

Non-teaching personnel shall continue to render service even when classes in the tertiary level are suspended unless the government, through its appropriate agency, has declared otherwise. AS to those who are connected with Private Higher Education Institutions, the continuance of the services of the teaching and non-teaching personnel on the occasion of the

suspension of class in the tertiary level shall depend upon the discretion of the PHEI Presidents/Heads concerned.

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 materially 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 is 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.

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 apply to all students regardless of the 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 about 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 about 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 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 students.

(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 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. has intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities that 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 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 child protection or anti-bullying policy following 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;

A. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committees;

B. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;

C. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students’ needs for protection;

D. 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.

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 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 about 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;
- 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 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 based on 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 victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation 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., Inc shall 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, of previous 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, following existing rules and regulations of the school or the Department for public schools, maybe imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.

oooo3. 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 allowed 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 following 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 actions or appropriate interventions following 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 following the existing rules and regulations of the Commission of Higher 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.

Effectivity:

This policy is hereby approved by the undersigned and is effective beginning the first semester of the annual year 2021-2022.

PREPARED & REVIEWED BY:



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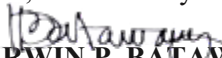
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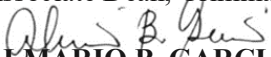
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COURSES OFFERED

	Bachelor of Science in Business Administration
BSBA	Major in Marketing Management
	Major in Financial Management
BSCRIM	Bachelor of Science in Criminology
	Bachelor of Secondary Education
BSED	Major in English
	Major in Math
BEED	Bachelor of Elementary Education
BSHM	Bachelor of Hospitality Management
BSCS	Bachelor of Science in Computer Science
	Bachelor of Science in Accountancy
BSA/BSAIS	Bachelor of Science in Accounting Information System