

**THE  
INTEGRATED BASIC EDUCATION  
(GRADE SCHOOL – JUNIOR HIGH SCHOOL)  
STUDENT MANUAL**

**2023 Revised Edition**

**Holy Cross Colleges, Inc.  
Sta. Lucia, Sta. Ana, Pampanga  
Philippines**

# Student's Directory

1 x 1 pic

## PERSONAL DETAILS

Student no. \_\_\_\_\_  
Level: \_\_\_\_\_ Section: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
Class Adviser: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## AUTHORIZED SIGNATURE (PARENTS)

Father: \_\_\_\_\_  
Mother: \_\_\_\_\_

## GUARDIAN(S)

In the absence of the Parents

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_
2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_
3. \_\_\_\_\_
4. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## IN CASE OF ACCIDENT OR EMERGENCY, KINDLY NOTIFY

Name/Relationship to the student: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_  
Email-Address: \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

# Preface

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The official handbook entitled **“THE INTEGRATED BASIC EDUCATION STUDENT HANDBOOK”** seeks to guide the Crucians towards the better performance of their roles as members of the HCC community. It contains school information, policies and guidelines that are of value during their time at Holy Cross College.

This handbook is given to new and old students alike to serve as reference of those enrolled in the various academic programs.

It is not the intention of the handbook to suppress the freedom of the students, but this is in fact a manifestation that the school recognizes the learner’s rights, promotes just, humane and equal opportunity for advancement of the quality education that it offers to the academic community.

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Lupang Hinirang  
Old Rugged Cross  
Himnu ning Kapampangan  
Prayer for the Philippines

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## Part I

### Brief History of Holy Cross College (Pampanga)

*The Cross is a symbol of the lowly uplifted to greatness by God.*

Holy Cross Academy was the first private Catholic school established in Sta. Ana, Pampanga. It was founded on November 29, 1945 by the late Rev. Msgr. Fernando Capati Lansangan with the generous support of 41 civic-minded citizens of the town. The move was borne out of the felt need to cater to the educational needs of young men and women through the provisions of opportunities for intellectual and physical growth as well as the inculcation of Christian moral principles and ideals. The school was also a response to the urgent plea of town people who, due to limited financial capability, cannot afford to send their children to school located in other towns.

The school was initially housed at the Sta. Ana Parish Convent, Sta. Ana, Pampanga consisting of fourth year class with six students. It was the first Catholic High School in the municipality that used the Convent “Gratis et Amore” as its first building which was approved on August 8, 1945.

The permit to operate as a secondary private school was granted by the Department of Education Culture and Sports on July 1, 1945. Full government recognition was awarded in 1946. The school was renamed Holy Cross College (HCC) and a permit to offer college courses was secured from the Department of Education, Culture and Sports in 1985. Full Government Recognition was received in 1988.

The HCC High School department started with fourth year class of six students temporarily housed at the Sta. Ana Parish Convent, through the kindness of the Parish Priest Rev. Fr. Osmundo Calilung. The first batch completed their three years of secondary course either in Arayat or San Fernando, Pampanga. They were the first successful graduates of the school in 1946.

In succeeding seven years, an increase in enrollment was noted which encouraged the founders to double their efforts and to acquire the needed resources in putting up a bigger permanent building for growing population. With this, HCC founder Msgr. Fernando Capati Lansangan voluntarily offered the lot located at Barangay Sta. Lucia, Sta. Ana, Pampanga for the construction of a 7-room edifice. Towards the end of the school year 1954-1955, the building was successfully completed and all the needed equipment, furniture and other materials were produced. At the start of the school year 1955-1956, the school was transferred from the convent to its present site.

During the School Year 1957-1958, an increase in enrolment brought about by the supportive action of the community in patronizing the school was recorded. This motivated the school administration to exert more effort and time in generating funds for the construction of more buildings with more classrooms to accommodate the growing population of students. Also, the following buildings with more provisions for classrooms were erected; Quonset (1959), Annex I (1963), Concrete Stage (1967), annex II (1972), Annex III (1982), Annex IV (1988).

In the middle '80s, a further growth in population was again noted in all departments, which inspired the school owners to be more aggressive in the development of physical facilities. Through the joint effort and dedication of the officers and members of the incumbent Board of Trustees, a 3-room building for graders was constructed in 1989. In 1994 and 1997, two-story buildings were erected with 23 classrooms, which undoubtedly added to the prestige of the school as a fast-growing college.

In three consecutive school years, there were additional structures that were constructed: SY 2010-2011 School Chapel and additional four (4) classrooms at the right wing of the High School building, SY 2011-2012 another four (4) classrooms were added to the center portion of the H.S. building. In 2012-2013, the new administration building was completed in August 2012.

The college started with four courses: Bachelor of Elementary Education (BEED), Bachelor of Arts (AB) with majors in English and Mathematics, Bachelor of Science in Commerce (BSC) with Business Management, and a two-year Secretarial course. The Education course paved the way for the establishment of the Pre-Elementary and Elementary Department.

With blessings of God Almighty, the school is gaining success as an Institution of Learning. The three departments are doing well in the performance of the inherent functions. The College Department, which started with a very small population, is increasing its enrollment coming from this town and its environs.

Plans were laid down for more courses offering suited to the demands of the time aside from the latest recognized education course. These were Bachelor of Secondary Education (BSE) with major in Mathematics, English, Physical Education, Filipino, Science and Values Education (1998) and Computer Courses: Bachelor of Science in Computer Science (BSCS) (1999) and Associate in Computer Technology (ACT) (1995), three months Building Wiring Installation, three months Consumer Electronics, three months Computer Maintenance and Software Development Course (2005), Ladderized course for BSCS- Two Year PC Operations, two year Programming (2006), a six month Professional Caregiving Course (2004), Nursing Aide, a one year course,



Practical Nursing, a two year course (2006), and a Bachelor of Science in Nursing (2007), and Hotel and Restaurant Services, a two year Ladderized course in 2007, and B.S. in Hotel and Restaurant Management, a four year course in (2008) and Tourism, a two year course. The school also offered short term course (three months duration): Bartending (NC level 2), Commercial Cooking, Baking / Pastry Productions, Food and Beverage Services (NC Level 2), Housekeeping, Tour Guiding and Travel Services, Bachelor of Science in Business Administration major in Human Resource Development Management, Financial Management, Marketing Management, Operation Management and the initial operation of Bachelor of Science in Information Technology in 2008.

In compliance with the K-12 curriculum, the provisional permit to operate the Senior High School program (SHS) was acquired in 2015. In the year 2016, HCC offered its first Senior High School catering to the first batch of one thousand students under all Academic Track with strands in Science Technology, Engineering and Mathematics (STEM), Humanities and Social Sciences (HUMSS), Accountancy, Business and Management (ABM), General Academic (GAS), and Technical-Vocational-Livelihood (TVL) Track with strands in Home Economics (HE) and Information and Communication Technology (ICT).

In the year 2017, Holy Cross College forged a consortium with Bulacan State University (BuSU) to offer graduate programs including Master of Arts in Education major in Educational Management and Master in Business Administration.

The success of Senior High School translated to a demand in adding-up programs in College. In 2018, HCC has been granted permits to operate additional courses to include Bachelor of Science in Development Communication, Bachelor of Library and Information Science, Bachelor of Science in Psychology, Bachelor of Science in Criminology. Subsequently, permits to operate were released for HCC to offer Bachelor of Science in Civil Engineering and Bachelor of Science in Computer Engineering for the academic year 2019 – 2020.

Having the additional courses and graduate programs at hand, the school is now gearing towards accreditation in order to attain a higher form of Academic Organization to ensure the delivery of the best educational services.

The Holy Cross College, since its founding, has been living up to its avowed vision, mission and goals as instrument in promotion of quality education and the attainment of our higher aspirations of becoming the first University in the Eastern part of Pampanga.

## WHY SCHOOL WITH A HEART?

As an educational institution, it puts premium in the delivery of quality education to its students. Proud of its Catholic identity, HCC respects and welcomes learners of various faith backgrounds.

Holy Cross College as a School with a Heart provides service like no others. Everyone in HCC lives up to its institutional core values—Fides (Faith), Caritas (Charity), and Libertas (Liberty)—which represent the initials of the school’s founder, Rev. Msgr. Fernando Capati Lansangan.

Alongside the opportunities for intellectual and physical growth, inculcation of Christian moral principles and ideals to every Crusader is the top thrust of HCC. There are also various programs in HCC that directly bring positive impacts not only to its students and employees, but even more so to its immediate community.

As HCC flies to the clouds, it will continue to render innovative, relevant and quality education to better serve its students wherever they are.

## VISION

HCC envisions itself as a leading formator of God-centered, service-responsive, ecologically engaged, and innovative citizens in the region through accessible quality education.

## MISSION

HCC provides holistic character formation and strong faith in God, high sense of civic-mindedness, nationalism, and eco-stewardship through transformative instruction, research, production and extension services.

## CORE VALUES

Fides (Faith)  
Caritas (Charity)  
Libertas (Liberty)

## PHILOSOPHY OF EDUCATION

The holistic formation of man through faith, charity and liberty.

## GOALS AND OBJECTIVES

### **By the year 2028, Holy Cross College should have:**

- Inculcated Christian moral principles and ideals
- Strengthened high quality of instruction and learning
- Improved support system for students, faculty and other stakeholders
- Cultivated the culture of academic research and production
- Established strong partnerships and linkages with the community and industry
- Delivered effective, efficient, and transparent governance and management
- Increased involvement in environmental and sustainability programs

### Objectives:

1. To make education accessible to greater number of youth regardless of socio-economic status.
2. To offer social and moral education that is relevant to the community in particular and to the country in general.
3. To enable the students to become efficient and well-rounded persons who shall contribute to the economic, technical and socio-cultural growth of the country.

## INTEGRATED BASIC EDUCATION VISION STATEMENT

The Integrated Basic Education Department shall be the prime and focal provider of the strong educational foundation by upholding its culture of excellence, inculcating Christian morale and great sense of responsibility with concern for the environment and the society.

## INTEGRATED BASIC EDUCATION MISSION STATEMENT

Holy Cross College Integrated Basic Education Department provides leadership and inspiration for learning to develop intellectual, physical, moral, social, cultural, technical and spiritual growth of learners that will be geared towards achieving globally competent, active citizens, and lifelong learners in real world situation.

## GOALS AND OBJECTIVES

The Integrated Basic Education Department aims to holistically develop the students by providing the highest quality education for them to become globally competitive individuals:

- Instill in them the Christian attitude, virtue of faith, hope and love of God at all times.
- Imbue in them the values and behavior in interacting with others.
- Cultivate in them the knowledge and skills necessary to respond to the needs of the society.
- Nurture appreciation of the Filipino cultural heritage, tradition and values.
- Produce students who are concerned for the environment.
- Develop students' socio-political awareness necessary to uplift the community.

## HCC BOARD OF DIRECTORS

**ENGR. GERVACIO ALFREDO N. BALATBAT**  
Chairman

**ARCHBISHOP EMERITUS PACIANO B. ANICETO**  
Vice Chairman

**MR. ELMER H. NUCUM**  
President

**DR. RAQUEL T. STA. INES**  
Corporate Secretary

**DR. ELITA FLOR M. UMALI**  
Treasurer

**DR. VICENTE A. BALATBAT**  
Director

**MS. AIDA P. DIZON**  
Director

**MS. PATRICIA ANN F. DIZON**  
Director

**MR. CARLOS I. LANSANGAN JR.**  
Director

**DR. BIENVENIDO S. GADDI**  
Director

### **IBED ACADEMIC COMMITTEE**

**MR. ELMER H. NUCUM**  
President

**DR. LETICIA D. FLORES**  
Vice President for Academic Affairs

**BENJIE B. NOLASCO, LPT, MAEd**  
Dean, Student Affairs and Services

**ESTER M. MULDONG, LPT, MPS**  
Chief Registrar

**ARLIZA M. REYES, LPT, MPS**  
Principal  
Integrated Basic Education

**ELENA S. SOLIMAN, LPT, MPS-EM**  
Assistant Principal  
Integrated Basic Education

**LETICIA M. BALAGTAS, LPT**  
Assistant Principal Grade School  
Integrated Basic Education

### **MANAGEMENT COMMITTEE**

**MR. ELMER H. NUCUM**  
President

**DR. LETICIA D. FLORES**  
Vice President for Academic Affairs

**ANUAR I. LOBO, CPA**  
Acting Manager for Finance & Controllershship

**BENJIE B. NOLASCO, LPT, MAEd**  
Dean, Student Affairs and Services

## PRAYER TO THE HOLY CROSS

Grant our Lord and King  
that thy Holy Cross  
may always be our hope, our strength,  
and our confidence in life.  
That once at the hour of our death,  
It may be the blessed sign  
of our eternal happiness.

Amen.

## HOLY CROSS COLLEGE HYMN

For once for all  
We are rallying together  
Behind you ALMA MATER dear  
Who has elevated knowledge to us  
Inspiring us to sublimate your name.  
We students and alumni  
Wherever we may be  
Near or far we'll always be  
Loyal and ready to heed thy call.  
For in the halls of HOLY CROSS COLLEGE  
Are knowledge and love for GOD and COUNTRY  
Radiates its light to our ALMA MATER dear  
That guides us through the years.



## THE MEANING OF HOLY CROSS COLLEGES' LOGO

The logo represents the image of Holy Cross College.

At the center is the *Cross* that represents Constantine the Great's vision of a Cross of light in the sky before the battle at the Milvian Bridge. The Cross also represents our faith as religious Catholics.

Above the Cross are the Latin words "*In Hoc Signo Vinctes*", the same words exclaimed by Constantine the Great during the battle which means "In this sign, thou shalt conquer".

At the middle right and left are the *red stars* that represent HCC's belief that every child or student is a rising star that shines differently. It is HCC's thrust to nourish each child's multiple intelligence.

The *forty (40) leaves* at the bottom of the Cross symbolize the 40 civic-minded men and women of Santa Ana, Pampanga, led by Rev. Msgr. Fernando Capati Lansangan who put up Holy Cross Academy on November 29, 1945. The foundation of the circular logo is the educational institution's core values; *Fides* (Faith), *Caritas* (Charity), and *Libertas* (Freedom). We can easily remember these core values as they represent the initials of our founder, Rev. Msgr. Fernando Capati Lansangan.

In Holy Cross College, we teach and practice our Catholic Faith. We imbibe in our students' selfless love to our fellowmen especially the underprivileged through Charity. We also advocate academic freedom where our students and alumni will experience Liberty from ignorance and poverty.

## Part II Academic Matters

### CHAPTER 1 SCHOOL CALENDAR AND CLASSES

#### Section 1. School Calendar

The HCC IBED follows the guidelines issued by the Department of Education to ensure that the number of school days required for curriculum operations and all activities are followed and the standard school events and celebrations are being conducted to ensure quality teaching and learning.

#### Section 2. Consultation Hours and Day

There shall be a regular system of consultation and guidance to be rendered by the faculty members to the students in connection with their curricular, co-curricular and extra-curricular activities. The faculty member's activities shall be monitored by their respective Department Head.

#### Section 3. Suspension of Classes Policy

3.1 Classes in Pre-School level will be automatically suspended with storm signal number 1. Classes in Pre-School to Grade 10 will be automatically suspended with storm signal number 2.

3.2 Classes shall not be suspended by the Principal without authority from the Vice President for Academic Affairs and prior approval from the President except in cases of fortuitous events for which a report shall be submitted to the Vice President for Academic Affairs, citing the reasons for such action taken by the Principal.

**AUTOMATIC SUSPENSION GUIDELINES**

<b>SIGNAL #1</b>	No classes in Kindergarten
<b>SIGNAL #2</b>	No classes in Kindergarten, Elementary, and High School
<b>SIGNAL #3 or HIGHER</b>	No classes in Kindergarten, Elementary, High School, and College (including Graduate School)

**REMEMBER:** The local government unit (LGU) has the authority to declare local suspensions in areas where there is no storm signal.

Check Executive Order No. 66, s. 202 for complete rules on cancellation or suspension of classes.

DepEd



## CHAPTER 2 ADMISSION PROCESS

The following directives and guidelines are to be strictly observed by the students who desire to pursue their education in this institution, and to be borne in the minds of the parents and guardians for guidance and compliance.

### Section 5. Admission Requirements

The following shall be the admission requirements for the students:

#### 1.1 Pre-Elementary

##### 1.1.1 Kindergarten I

- 3 ½ - 4 years old at the opening of the school year
- Accomplished admission and registration forms
- Photocopy of PSA Birth Certificate
- 2 pcs. 2 x 2 pictures

##### 1.1.2 Kindergarten II

- 5 - 5 ½ years old at the opening of the school year
- Accomplished admission and registration forms
- Photocopy of PSA Birth Certificate
- 2 pcs. 2 x 2 pictures

#### 1.2 Grade School

##### 1.2.1 For Grade 1

- 6 years old at the opening of the school year
- Progress Report Card
- Kindergarten Certificate of Completion
- Accomplished admission and registration forms
- Photocopy of PSA Birth Certificate
- 2 pcs. 2 x 2 pictures

##### 1.2.2 For Grades 2-6

- Accomplished admission and registration forms
- Form 138 – E or Report Card

#### 1.3 Junior High School

##### 1.3.1 For Grade 7

- Accomplished admission and registration forms
- Form 138 – A or Report Card
- Photocopy of PSA Birth Certificate
- 2 pcs. 2 x 2 pictures
- 

##### 1.3.2 For Grades 8-10

- Accomplished admission and registration forms
- Form 138 – A or Report Card

## 1.4 Transferees

- Accomplished admission and registration forms
- Form 138 – A or Report Card
- Form 137 – A or Student’s Permanent Record
- Letter of request for admission from parent or Guardian
- Certificate of Good Moral Character
- Photocopy of PSA Birth Certificate
- 4 pcs. – 1 ½ x 1 ½ ID photo (white background with nameplate)

### Section 6. **Transferees, Temporary Enrollment and Withholding Credentials**

**6.1** In accordance with *DepEd Order No. 03, s. 2018 (Basic Education Policy)* and *DepEd Order No. 88, s. 2010* (particularly Sec. 127 and Sec. 128) the school adopted the guidelines for Temporary Enrollment and Transfer of Students such as:

**6.1.1** Transferees from public and private schools in the Philippines who failed to submit the SF 9 (formerly Form 138) during early registration or upon enrollment shall only be temporarily enrolled until the submission of required documents or credentials on or before **October 31<sup>st</sup>** of the current year. They shall be required to submit an **Affidavit of Undertaking** signed by the parent/guardian in order to be temporarily enrolled.

**6.1.2** For temporarily enrolled learners, the receiving school shall issue a **Temporary Progress Report Card** signed by the Class Adviser for the parents/guardians to monitor the progress of his/her child. This form is **INADMISSIBLE FOR TRANSFER AND ENROLLMENT PURPOSES** and is only issued for progress monitoring.

**6.1.3** Upon complete submission of the documentary requirements, the learner shall be tagged as officially enrolled in the LIS. Otherwise, the learner retains the status of **TEMPORARILY ENROLLED**; the learner **CANNOT BE OFFICIALLY PROMOTED** to a higher grade level, and the learner will not be recognized should he/she attain the qualifying average and other criteria for academic honors, and the receiving school **SHALL NOT RELEASE OFFICIAL DOCUMENTS** such as SF 9, SF 10, Certificate of Completion, Diploma, etc.

**6.1.4 Transfer of Students and Transfer Credentials.** A pupil or student enrolled at Holy Cross College is entitled to

transfer to another school, provided he has no unsettled obligations with the school.

**6.1.5 Withholding of Credentials.** The release of the transfer credentials of any pupil or student may be withheld for reasons of suspension, expulsion or nonpayment of financial obligations or property responsibility of the pupil or student to the school. The credentials shall be released as soon as his obligation shall have been settled or the penalty of suspension or expulsion is lifted.

## CHAPTER 3 REGISTRATION AND ENROLLMENT

### Section 1

Enrollment at HCC is announced to its students through posted enrollment schedule in the official website of Holy Cross College (<https://holycrosscollegepampanga.edu.ph>) and school's official Facebook page (*Holy Cross College, Pampanga*).

All admitted students are given privilege to complete a chosen program at HCC. However, the privilege is not absolute due to institutional policies (e.g. committing an excessive number of violations and/or major violation that is punishable by dropping even only for the first offense.)

### Section 2

The students' enrollment is covered by the following policies:

- 2.1 A student is deemed officially enrolled following the guidelines below:
- student has accomplished and submitted all appropriate admission or transfer credentials;
  - student has made an initial payment of the school fees which has been accepted by the school
  - student has done the necessary procedures for enrollment; and
  - student has been authorized to attend classes in the school.

2.2 When a student is officially enrolled, it is agreed and understood that the enrollee is enrolled for the entire school year regardless of whether school fees have been fully paid for or not.

2.3 A student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment. However, enrollment of a late registrant in no case shall exceed two weeks after the opening of classes.

2.4 HCC has the right to revoke and/or cancel registration of any student in case that the latter's records are later found out to be altered or not accurate.

No student shall be officially enrolled unless he/she presents the proper school credentials on or before the end of the enrollment period for the academic year.

## Section 4 Enrollment Procedures

### 4.1 Pre-Elementary/Grade School

#### Step 1 Submission of Requirements

Where: Registrar's Office

Requirement: Admission/Enrollment Requirement

#### Step 2 Filling-out of Forms & Slips

Where: Registrar's Office

Requirement: Duly approved class schedule

#### Step 3 Purchase Orders of Books & other Supplies

Measurement of Uniform

Where: Bookstore

Requirement: Order Slips & Official Receipt on School uniform

#### Step 4 Assessment of Fees

Where: Registrar's Office

Requirement: Checked Enrollment Form & Slips

#### Step 5 Payment of School Fees

Where: Cashier's Office

Requirement: Enrollment Form & Assessment Slip

#### Step 6 Picture Taking for ID

Where: Multimedia Room

Requirement: Enrollment Form, Official Receipt & ID Slip

### 4.2 Junior High School

#### Step 1 Submission of Requirements

Where: Registrar's Office

Requirement: Admission/Enrollment Requirement

- Step 2 Filling-out of Forms & Slips  
Where: Registrar's Office  
Requirement: Duly approved class schedule
- Step 3 Assessment of Fees  
Where: Registrar's Office  
Requirement: Checked Enrolment Form & Slips
- Step 5 Payment of School Fees  
Where: Cashier's Office  
Requirement: Enrolment Form & Assessment Slip
- Step 6 Picture Taking for ID  
Where: Multimedia Room  
Requirement: Enrolment Form, Official Receipt & ID Slip

## CHAPTER 4 FINANCIAL MATTERS

### Section 1. School Fees

#### 1. 1. Mode of Payment

There shall be two (2) modes available to students in the assessment and payment of School Fees during enrollment. These are:

- **Cash Basis**
- **Installment basis**

**1.1.1 CASH BASIS** shall be assessed and paid during enrollment to include:

- Total Miscellaneous Fees; plus,
- Total Tuition Fee less 5% cash discount (on the tuition fee only)

**1.2.1 INSTALLMENT BASIS** shall be assessed by as follows:

- Upon enrolment – 20% of Miscellaneous Fees plus 20% of Tuition Fee
- Every 1<sup>st</sup> of the month thereafter – 20% of Miscellaneous Fees plus 20% of Tuition Fee

*However, during the COVID-19 pandemic, the School has allowed students to be enrolled by paying a minimum amount of P500.00 upon enrolment and the balance*

*to be paid in equal installment in the succeeding eight (8) months.*

## Section 2 Enrolled Students

- 2.1 A student is deemed officially enrolled after he/she has submitted the appropriate admission or transfer credentials; has submitted a duly filled-out and signed Registration Form; has made the required initial payment of school fees with the cashier's office; and his/her Registration Form has been stamped "Enrolled".
- 2.2 A student who has enrolled in IBED is understood to have enrolled for the entire school year indicated in the Registration Form. Whether the student actually attended or not the classes, he/she is obliged to pay the full fees assessed by the school during the specified period because the school has already granted him/her the authority to attend.
- 2.3 Tuition and Miscellaneous fees are paid in full or on installment in accordance with the schedules provided by the Finance Office.
- 2.4 The student must keep all official receipts of all payments made with the school as he/she may be required to present them when settling financial accounts later.

## Section 3 Withdrawal of Enrollment

- 3.1 Withdrawal of enrollment shall only take effect and be recognized by the school upon submission of duly accomplished and signed documents in accordance with the procedures set by the Registrar's Office. Verbal notice will not be honored.
- 3.2 In case a student would **withdraw** his/her enrolment, the following rules on the school fees shall be applied:

Date of Withdrawal	Non-Refundable Portion	Refundable Portion
Before the start of classes	25% of the Total Fees assessed for the entire school year	75% of the Total Fees assessed for the entire school year, net of cash discount if any
1 <sup>st</sup> to 3 <sup>rd</sup> week after the start of classes	50% of the Total Fees assessed for the entire school year	50% of the Total Fees assessed for the entire school year, net of cash discount
4 <sup>th</sup> to 6 <sup>th</sup> week of classes	75% of the Total Fees assessed for the entire school year	25% of the Total Fees assessed for the entire

		school year, net of cash discount
After 6 <sup>th</sup> week of classes	100% of the Total Fees paid	Zero refund

3.3 If the student is enrolled under **installment basis**, the amount already paid by the student shall be deducted from the amount computed under “non-refundable portion”. If the student has paid lower than the “non-refundable portion”, the difference shall then become immediately due and demandable.

**Section 4 Unsettled Financial Obligation**

Students are strongly encouraged to settle their financial obligations on or before the dates the obligations fall due. To be able to take the exams, promissory notes from parents for approval of the VP for Finance, may be required. The school shall not deprive the students of the final examinations for non-payment of accounts; however, the school shall withhold the release of his/her final grades until full settlement of the obligations.

**CHAPTER 5  
STUDENTS RECORDS**

**Section 1**

Students Records are stored in brown envelopes and arranged alphabetically at the Registrar’s Office per grade level. The files are categorized as active and inactive. Active files are kept in filing cabinets found at the Registrar’s Office and inactive files are deposited at the school’s safe storage. There is also a digital database for these records.

**Section 2**

Student files include basic credentials such as documents that are related to student’s admission, undertakings, and accomplishments. Examples of student records are admission credentials, grades, records of disciplinary cases and other similar documents.

**Section 3 Classification of Files and Records**

“Classified” or “strictly confidential records” are the records of the student submitted in pursuance of the “special relationship” he/she has with the school. That is, information disclosed to the school for admission, promotion and other similar purely academic and/or disciplinary purposes.

Some of these documents/ records are, but not limited to, the following:

- a. Personal and academic records of the student;
- b. birth certificate
- c. Adoption papers
- d. Academic Reports
- e. Disciplinary Records

“Unclassified” or “Non-Confidential” records are those that are not covered by the first category, records that should necessarily be made to public to enable the state and the students or parents to determine the legal existence and the operation of the school and assess its performance.

- a. Enrollment lists
- b. Class and Teachers’ programs
- c. Directory of the graduates
- d. School annuals
- e. Approval of courses
- f. Permits or recognitions
- g. Statistical records

#### **Section 4 Request for Records**

The Education Act of 1982 provides that a student shall have the right to access his/her own records, the confidentiality of which the school shall maintain and preserve and the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within fifteen (15) days from request.

However, confidential records should be released only:

- a. Upon the request of or authorization by the students owning the records;
- b. Upon the request of the parents or legal guardian if the student is a minor;
- c. Upon a valid court order. However, a court order may be refused by invoking the question of privilege and request a ruling from the higher court of justice;
- d. Other school officials and/or teachers in the school system who have legitimate educational interests;
- e. Officials of other schools in which the students seek to enroll;
- f. Authorized representatives of government including state educational authorities, so long as records are not identifiable to a particular student.
- g. In connection with a student’s application for or receipt of financial aid



- h. Organizations conducting studies for or on behalf of, educational agencies if the personal identification of the student is destroyed after, when it is no longer needed for the study;
- i. Accrediting organizations;
- j. Regulations of government entities pertaining to health or welfare of students or other persons.

The school may refuse to issue transfer credentials only when the requesting student is under suspension, expulsion or has failed to settle his/her financial and property obligations to the school. Transfer credentials may be issued at the school's discretion when the suspension has lapsed, or in the case of expulsion, upon the approval of the Secretary of the Department of Education.

## **Section 5 Authorization for Release of Records**

The following guidelines are suggested by the CEAP-NCR Tertiary Commission Registrar's Committee as the content of a written authorization of a requesting student who would assign any person (proxy/representative) whom he/she would authorize to receive his/her official records for his/her behalf. The authorization should contain:

- a. The identity and personal circumstances of the owner. This is usually the student's name, date of birth and period of stay in school, and if graduated, the course and year graduated from.
- b. The name of the representative and the relationship to the owner of the record.
- c. The documents being requested, the number of copies and the purpose for the documents sought.

As a rule, an authorization is valid only for a specific request. If the owner wishes to authorize the same person to request for another set of documents in the future, then another letter of authorization must be issued.

As a rule, sufficient proof of identity must be established both for the owner and his/her representative. This includes *copies of at least two valid identification cards* (driver's license, passport, company ID, etc.) from both the owner and his/her representative.

### **5.1. Request of School Records/ Diploma by Representative (Proxy)**

Step 1: A written authority identifying the proxy, the relationship of the person granting the authority to the proxy, and the address and signature of the person giving the authority.

Step 2: A duplicate diploma requires a notarized affidavit of loss or destruction and declaration that the original is nowhere to be found.

Step 3: Pay fees to the Cashier

Step 4: Staff schedules the release of the document

Step 5: Staff prepares the document

Step 6: Registrar signs the document

Step 7: Staff in-charge logs the document and have it signed by the proxy.

## **Section 6 Contents of Students Files**

### **6.1 PSA Birth Certificate**

Correction of Name(s) and Date or Place of Birth

Step 1: Submit an affidavit of discrepancy and PSA birth certificate to DepEd Regional Office III for approval.

Step 2: DepEd Regional Office will endorse the correction to the Registrar's office to correct the document.

### **6.2 Student Permanent Record**

- a. Admission Credentials
  - Form 138
  - Form 137-A
  - Non-Formal Education Accreditation and Equivalency \*Optional
  - Certificate of Transfer
  - National Career Assessment Examination Certificate of Rating
- b. Evaluation Records
- c. Accomplished Clearance Form
- d. The enrollment contract for probationary status (for those on probation)
- e. Initial Application form

## **Section 7. Forms and Reports**

7.1 Admission form

7.2 Registration form

7.3 Request form for School Records

7.4 Application for Grant of Tuition Fee Discounts for Varsitarians

7.5 Application form for Graduation

## **Section 8. School Records**

### **8.1 Grading Sheets**

- a. HCC faculty submits grading sheets with the following entries:
  - The name of the student based on the birth certificate and their corresponding subject grades. The subject grade must be accompanied by remarks (passed, failed or Inc – for statement of deficiency).
  - The subject as indicated in the curriculum checklist
  - The name of the teacher teaching the subject
- b. HCC is adopting the percentage (e.g. 90) as its grading system.

## **Section 9. The Student Permanent Record**

The Student Permanent Record is a form used at the Registrar Office to monitor and summarize the academic progress of a student. The following information are found in the student permanent record

9.1 Personal Information – full name, date and place of birth, names of parents, present address and contact numbers. The full name, date and place of birth should conform to the submitted copy of the PSA birth certificate.

9.2 Admission Information – school last attended, date of graduation for new students or date indicated on the honorable dismissal of transferees.

9.3 Subjects taken based for each school year.

9.4 The final grades obtained based on the submitted grading sheets of faculty members.

9.5 If the student has graduated and the date of graduation and Special Order (SO) number from the DepEd.

9.6 If the student has graduated, the date when the certificate of transfer was issued, and the name and address of the school where School Form 10/Form 137 was forwarded.

## **Section 10. Reconstructing Lost or Missing Records**

Due to some unforeseen situations, student records may be misplaced, misfiled, or damaged. If this occurs, it is imperative that the lost records be promptly replaced.

10. 1. The reconstruction of permanent record will be processed and done through the retrieval of the submitted grading sheets by faculty members.

10.2 A duplicate copy of the lost record may be requested from the former school if it still exists, otherwise, HCC will write a letter of request to the DepEd for a copy of School Form submitted to Regional Office.

## **Section 11. Clearance Requirements**

To clear a student from any financial or property liabilities, a clearance form must be secured and accomplished. This allows the student to be eligible for graduation and for the release of transfer credentials or other school records.

11.1 The clearance form should contain the following entries:

- a. Name and mailing address of the student
- b. Grade level taken as of the date of the clearance form
- c. Term of entry (semester and school year) and last term of attendance/ enrollment (semester and school year)
- d. All offices should approve the clearance form

11.2 Once the clearance form is accomplished, student becomes free from all liabilities (academic, property and financial).

11.3 If in case the student decides to return and continue his/her studies at HCC, the old clearance form is cancelled.

11.4 If any of the signatures in the form were confirmed to be forged, Clearance is automatically null and void.

11.5 All accomplished clearance forms will be filed together with the student's school records.

## **Section 12. Transfer Credentials**

12.1 A student who desires to transfer to another institution must apply for Transfer Credentials at the Registrar's Office. Transfer Credentials include Copy of the Form 138 (Report Card) and Certificate of Good Moral Character.

12.2 Issuance of Transfer Credential implies that a student is:

- a. Cleared from all financial and property liabilities
- b. Not serving penalty of suspension or expulsion, and
- c. Fully qualified to transfer

12.3 If Transfer Credential was issued to the student, HCC is obliged to honor the request for school records within 15 days from the receipt of

the request for Form 137 from the school that accepted its former student.

12.4 Transfer Credential should be properly signed by the Registrar or his/her authorized representative.

12.5 Procedures in Issuance of Transfer Credentials:

Step 1: Clearance from all financial and property responsibilities to the school

Step 2: Staff schedules the release of the transfer credentials

Step 3: Registrar's office will forward promptly the student's complete school records where the student transferred upon receipt of the request.

### **Section 13. Diplomas**

A Diploma/Certificate of Completion is given to a student who has satisfactorily completed all the requirements for a program/ degree set by HCC, duly recognized by DepEd.

13.1 The Diploma/Certificate of Completion should contain the following:

- Full name of the student as indicated in the permanent record
- Grade level the student is graduating from
- Date of graduation
- Number and date of Special Order issued by DepEd
- Signature of the Principal, Vice President for Academic Affairs (VPAA) and President
- School dry seal and documentary stamp

### **Section 14. Request for Diploma**

Please follow the instructions and procedure found at the following sub-sections:

*5.1 Request of School Records/ Diploma by Representative (Proxy).*

*16.2 Procedures for Issuance of Certifications and Academic Records*

## **Section 15. Form 137**

15.1 The Form 137 is released to a student to be used for the following purposes:

- a. as reference;
- b. as a transfer credential

## **Section 16. Application for School Records**

16.1 Student Records shall be released only to:

- students or authorized representative
- the school where the student has transferred

16.2 Procedures for Issuance of Certifications and Academic Records

Step 1: Student secures and fills up a copy of request form for certifications and academic records.

Step 2: Payment of fee at the Cashier's Office

Step 3: Registrar officer schedules the release of documents

Step 4: Registrar officer prepares requested document with the purpose indicated for which it would be used.

Step 5: Chief Registrar signs the requested document

Step 6: Registrar officer logs the document and have it acknowledged by the student/ representative.

## **Section 17. Request for CAV (Certification, Authentication, Verification)**

Step 1: Student secures and fills up a copy of request form

Step 2: Payment of fee(s) at the Cashier's Office

Step 3: Submit the following CAV Requirements

For Graduates:

- a. Indorsement (CAV Form 5) – 1 copy
- b. List of Approved CAV Request (CAV Form 6) – 1 copy
- c. Diploma – Original and 3 Certified True Copies
- d. Form 137 – Original and 3 Certified True Copies
- e. Certification of Enrollment/Completion/Graduation (CAV Form 4) - Original and 3 Certified True Copies
- f. Special Order (4 Certified True Copies)
- g. I.D. Picture (3 pcs passport size with white background)
- h. Documentary Stamp (1pc)
- i. Long Brown Envelope (1pc)

For Non-graduates

- a. Indorsement (CAV Form 5) – 1 copy

- b. List of Approved CAV Request (CAV Form 6) – 1 copy
  - c. Form 137 – Original and 3 Certified True Copies
  - d. Certification of Enrollment/Completion/Graduation (CAV Form 4) - Original and 3 Certified True Copies
  - e. I.D. Picture (3 pcs passport size with white background)
  - f. Documentary Stamp (1pc)
  - g. Long Brown Envelope (1pc)
- In case of Representative
- a. Special Power of Attorney (SPA)
  - b. Photocopy of 1 valid ID of applicant and representative with signature

Step 4: Registrar officer attaches a photocopy of S.O. number and Confirmation letter certifying the authenticity of the records

Step 5: Registrar officer affixes the school seal and documentary stamps on the record

Step 6: Registrar officer signs the document

Step 7: All documents will be placed in an envelope, with seal and signed by the Registrar officer

Step 8: Documents will be logged and signed/ acknowledged by the student/ representative

Step 9: Release of CAV to be hand carried by the requester/school to the Regional Office.

### Part III Curriculum Matters

## Chapter 1 Academic Programs

### Section 1. Academic Programs

The Integrated Basic Education Department of Holy Cross College offers the following:

#### **Pre-Elementary**

- Kindergarten I
- Kindergarten II

## **Elementary**

Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6

## **Junior High School**

Grade 7  
Grade 8  
Grade 9  
Grade 10

The learning curricula are as follows:

### **Kindergarten Curriculum Framework**

The Kindergarten Curriculum Framework (KCF) draws from the goals of the K to 12 Philippine Basic Education Curriculum Framework and adopts the general principles of the National Early Learning Framework (NELF). Kindergarten learners need to have a smooth transition to the content-based curriculum of Grades 1 to 12.

The items in rectangles in diagram below show the theoretical bases for teaching-learning in the early years, which are founded on constructivism, integrative, thematic, collaborative, inquiry-based, and reflective teaching in play-based approaches with application of the Developmentally Appropriate Practices (DAP); these support the principles of child growth and development, and the learning program development and assessment.

The circles, on the other hand, signify the system of how Kindergarten Education is to be employed. The interlocked ellipses represent the learning domains that have to be nurtured and equally imparted to holistically develop children. It also forms a flower that portrays the gradual unfolding but steady development, as is expected of every child. The child is seen as being in the process of blossoming – like a flower bud whose development should not be forced lest it lose its chance to fully mature. The domains are enclosed by the Learning Areas children will meet in Grade One onward, for which they are being prepared. The outermost layer indicates the Curricular Themes upon which the Kindergarten Curriculum Guide (KCG) or the Teacher’s Guide is designed. It has been crafted using the thematic or integrative approach to curriculum development in a spiraling learning process. This approach employs integrative and interactive teaching-learning strategies as well as child-centered learning experiences.



# Kindergarten Curriculum Framework



## Elementary

Subjects	Number of Minutes Daily						
	Gr. 1		Gr.2	Gr. 3	Gr. 4	Gr 5	Gr 6
	1 <sup>st</sup>	2 <sup>nd</sup>					
Mother Tongue	50	50	50	50	-	-	-
Filipino	30	30	50	50	50	50	50
English		30	50	50	50	50	50
Math	50		50	50	50	50	50
Science	40	40	50	50	50	50	50
Araling Panlipunan	40	40	40	40	40	40	40
Technology and Livelihood Education	-		-	-	50	50	50
Music, Arts, Physical Educ. And Health	40	40	40	40	40	40	40

Edukasyon sa Pagpapakatao/CLE	30	30	30	30	30	30	30
Computer Education (Twice a week)	40	40	40	40	40	40	40
Homeroom	20	20	20	20	20	20	20

### Junior High School

Subjects	Number of Minutes per Week			
	Gr. 7	Gr.8	Gr. 9	Gr. 10
Filipino	240	240	240	240
English	240	240	240	240
Math	240	240	240	240
Science	240	240	240	240
Araling Panlipunan	180	180	180	180
Technology and Livelihood Education	240	240	240	240
Music, Arts, Physical Educ. And Health	240	240	240	240
Edukasyon sa Pagpapakatao	120	120	120	120
Computer Education	120	120	120	120
Christian Life Education	60	60	60	60
Homeroom	60	60	60	60
Independent/Cooperative Learning	180	180	180	180

## Chapter 2 Academic Policies and Programs

### Section 2. Attendance Requirement

2.1 Students must attend classes regularly. As mandated by the Department of Education, a student who has been absent more than 20% of the total number of the school days during the school year shall be dropped from the enrolment list of the school.

- 2.2 Only absences due to valid reasons such as illness are excused. To be excused, a student who was absent must present a medical certificate or a letter of explanation from his/her parent/guardian upon return to school.
- 2.3 Attendance is counted from the first official day of regular classes regardless of the date of enrollment.
- 2.4 Students are expected to be punctual in attending their classes.

### Section 3. Departmental Major Examination Policies

- 3.1 Eight major examinations are administered within the school year, Pre-Quarterly and Quarterly Exams for First to Fourth Quarter and Pre-Quarterly, Semi-final and Final Exam for the Fourth Quarter.

#### 3.2 Special Examinations

- 3.3.1 Any student who fails to take the major examination due to an illness, accident, serious man-made disaster, natural calamity directly affecting the family or death of an immediate family member, may be given special examination not later than ten days after the scheduled examination upon compliance of the requirement specified under the procedure for special examinations.

#### 3.3 Procedure for Special Examinations

- 3.3.1 The parent/ guardian files a formal letter of request for special examination to the principal.

3.3.2 The principal consults the teacher concerned and evaluates the request. If he/ she consents to the granting of the request, he/she signs the letter request.

3.3.3 The teacher will then inform the principal of the date of examination.

3.3.4 An examination fee of 200 pesos per subject will be charged to those students who will request for a special examination.

### Section 4 Grading System

- 4.1 The Integrated Basic Education Department of Holy Cross College follows the standards- and competency-based grading system of K to 12 BEC in evaluating a student's academic performance.

4.2 Grades will be based on the weighted raw score of the learner's summative assessments. The minimum grade needed to pass a learning area is 75.

4.3 Learners from Grades 1 to 10 are graded on Written Work, Performance Tasks, and Quarterly Assessment every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

4.4 How is learner progress recorded & computed?

For Kindergarten: Checklists and anecdotal records are used instead of numerical grades. Through checklists, the teacher are able to indicate whether or not the child can demonstrate knowledge &/or perform the tasks expected of K learners. Through anecdotal records or narrative reports, teachers are able describe learners' behavior, attitude, & effort in school work. Teachers keep a portfolio for each learner which contains learners' output such as writing samples, activity sheets & artwork.

4.5 How is learner progress recorded and computed?

For Grades 1 to 10: In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know & can do through Performance Tasks. There is no required number of Written Work & Performance Tasks, but these must be spread out over the quarter & used to assess learners' skills after each unit has been taught.

4.6 The following are the steps in computing the Final Grades.

4.6.1 Grades from all student work are added up. This results in the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment.

Raw scores from each Component have to be converted to a Percentages Score. This is to ensure that values are parallel to each other.

4.6.2 The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score

by the highest possible score then multiply the quotient by 100%. This is shown below:

$$\text{PERCENTAGE SCORE (PS)} = \frac{\text{Learner's total raw score} \times 100}{\text{Highest possible score}}$$

4.6.3 Percentage Score are then converted to weighted scores to show the importance of each component in promoting learning in the different subjects.

To do this, the Percentage Score is multiplied by the weight of the component found in the table 4.5.4 below for grades 7 to 10. The product is known as the weighted score (WS).

$$\text{Weighted Score (WS)} = \text{Percentage Score} \times \text{Weight Component}$$

4.6.4 **Weight of the Components for Grades 1-10**

1 to 10	Components	Languages	AP	EsP	Math	Science	MAPEH	EPP/TLE
	Written Works		30%			40%		20%
	Performance Task		50%			40%		60%
	Quarterly Assessment		20%			20%		20%

4.6.5 The Quarterly Grade for each learning area is written in the report card of the student.

4.6.6 The summary of learner’s progress is shown quarterly to parents and guardians through a parent-teacher conference, in which the report card is discussed. The grade scale, with its corresponding descriptors, is in table 4.5.7. Remarks are given at the end of the grade level.

4.6.7 **Descriptor, Grading Scale and Remarks**

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed

Fairly satisfactory	75-79	Passed
Did Not Meet Expectation	Below 75	Failed

4.6.8 The final grade per subject shall be determined by averaging the marks for the four quarters.

**Section 5. Promotion and Retention**

5.1 This section provides the bases for promoting a learner to the next grade level or for retaining a learner in the same grade level. These decisions must be applied judiciously and based on evidence.

5.2 A final grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. The table under 5.3 specifies the guidelines to be followed for learner promotion and retention.

**5.3 Learner Promotion and Retention**

*(Based on DepEd Order No. 8 s. 2015)*

	Requirements	Decisions
For Grades 1 to 3 Learners	Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
For Grades 4 to 10 Learners	Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with

		failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
	Must pass all learning areas in the Junior High School	Earn the Junior High School Certificate  Promoted to Senior High School

5.4 For Grades 1 - 10, Learner who *Did Not Meet Expectations* in at most two learning areas must take remedial classes. Remedial classes are conducted after the final Grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level.

5.5 Summative Assessments are also given during remedial classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade. The equivalent of the Final Grade for the remedial Classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade. If the Recomputed Final Grade is 75 or Higher, the student is promoted to the next grade level. However, Students will be retained in the grade level if their recomputed Final Grade is below 75.

5.6 The teacher of the remedial class issues Certificate of Recomputed Final Grade, which is noted by the school principal. This is submitted to the division office and must be attached to both Form 137 and School Form No 5.

5.7 The learner can enroll in the next grade level for Grade 7-10 upon Presentation of the Certificate of Recomputed Final Grade.

#### Section 6. **Selection of Honor Students**

The Integrated Basic Education Department of Holy Cross College adopts “**DepEd Order No. 36 s. 2016**” known as “**Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.**”

**6.1 Classroom Awards** - are recognition given to learners in each class or section. A simple recognition may be given per quarter, semester, or at the end of the school year. Awardees are given merit by the adviser and/or other subject teachers in recognition of the learners' outstanding performance in class.

**6.1.1 Performance Awards for Kindergarten**

Learners in Kindergarten should be recognized for their most evident and most prominent abilities. They can also be recognized for showing significant improvement in a specific area (e.g., from having poor fine-motor skills to being able to draw or write well). Since kindergarten learners have no numerical grades, teachers are advised to recognize outstanding achievement of learners based on the different domains and/or learning competencies of the kindergarten curriculum at the end of every quarter.

Since all learners must be given equal opportunity to excel and demonstrate their strengths, an award may be given to more than one learner. Teachers can choose from the domains and skills listed in the table below.

**Performance Awards**

PERFORMANCE AWARD FOR KINDERGARTEN	TITLES
1. Award in Communication/ Self-Expression	Public Speaker Award, Good Communicator Award, Word Weaver Award
2. Award in Literacy (Reading, Composing, Writing)	Batang Manunulat, Star Reader Award, Aspiring Author, Bookworm Award, Book Lover Award,



	Potential Composer Award
3. Award in Numeracy	Quantum Leap, Budding Mathematician
4. Award in Performing Arts (Singing, Dancing)	Tinig ng Kabataan Award, Young Dancer Award, Young Singer Award, The Voice, Graceful Dancer Award
5. Award in Physical Agility	Athletics Award, Sporty Kid Award
6. Award in Science	Quantum Leap Award, Naturalist Award, Budding Scientist Award, Kinder Curious Award
7. Award in Self-care	Self-care Star Award, Neat Kid Award, Tiny Tidy Award
8. Award in Visual Arts (Coloring/Drawing)	Awesome Artist Award, Artistic Hands Award

### 6.1.2 Conduct Awards

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (*Maka-Diyos, Makatao, Makakalikasan, Makabansa*).

#### 1. Character Traits for Kindergarten to Grade 3

These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior. Teachers can choose from, but are not limited to, the character traits listed in the table below

### Character Traits

CHARACTER TRAITS FOR KINDERGARTEN TO GRADE 3	TITLES
1. Active (participation)	Eager Beaver Award
2. Cheerfulness	Sunshine Award, Cheerful Soul Award, Exuberant Heart Award
3. Cooperation/Team player	Collaborative Kid Award, Contributor Award, Team Player Award
4. Friendliness	Friendly Neighbor Award, Miss/Mister Congeniality, Kinder Buddy Award
5. Gentleness	Peace Maker Award, Ambassador Award, Peace Keeper Award
6. Hardworking	Extra Miler Award, Task Champ Award, Busy Bee Award
7. Helpfulness	Happy Helper Award
8. Honesty	Honest Kid Award, Matapat Award
9. Initiative	Enthusiastic Learner Award, Sparkler Award
10. Kindness	Golden Heart Award
11. Leadership	Mr/Ms Motivator, Kinder Leader Award, Little Teacher Award
12. Motivation / Enthusiasm	Eager Beaver Award
13. Patience	Ms/Mr Patience, Patience Advocate Award
14. Perseverance	Out-of-Your-Shell Award, Extra Miler

	Award, Determined Kid Award
15. Persistence	Tenacious Striver Award, Batang Masigasig Award
16. Politeness/Courtesy	Batang Magalang Award, Courteous Kid Award
17. Responsibility	Batang Maasahan Award
18. Risk taking	Brave Soul Award, Kaya Ko! Award
19. Self-discipline	Prudent Worker Award, Disiplinado Ako Award
20. Sharing	Great Giver Award, Mapagbigay Award
21. Sportsmanship	Good Sport Award

## 2. Conduct Awards for Grades 4 to 10

These will be given at the end of the school year based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of DepEd Order No. 8, s. 2015. Awardees must have consistently and dutifully carried out the core values of the Department as indicated in the report card. They must have obtained a rating of at least 75% “Always Observed” (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). They also must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Department’s service manual and child protection policies.

The academic rating that will be considered for this award is the final grade in Edukasyon sa Pagapapakatao.

The core values have been translated into behavior statements. In addition, indicators have been formulated for each behavioral statement presented in the table below.

### Descriptors and Indicators of Observed Value

Core Values	Behavior Statements	Indicators / Manifestations
MAKA-DIYOS	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others	<ol style="list-style-type: none"> <li>1. Engages oneself in worthwhile spiritual activities</li> <li>2. Respects sacred places</li> <li>3. Respects religious beliefs of others</li> <li>4. Demonstrates curiosity and willingness to learn about other ways to express spiritual life</li> </ol>
	Shows adherence to ethical principles by upholding truth	<ol style="list-style-type: none"> <li>1. Tells the truth</li> <li>2. Returns borrowed things in good condition</li> <li>3. Demonstrates intellectual honesty</li> <li>4. Expects honesty from others</li> <li>5. Aspires to be fair and kind to all</li> <li>6. Identifies personal biases</li> <li>7. Recognizes and respects one's feelings and those of others</li> </ol>
MAKA-TAO	Sensitive to individual, social, and cultural differences	<ol style="list-style-type: none"> <li>1. Shows respect for all</li> <li>2. Wait for one's turn</li> <li>3. Takes good care of borrowed things</li> <li>4. Views mistakes as learning opportunities</li> <li>5. Upholds and respects the dignity and equality of all including those with special needs</li> <li>6. Volunteers to assist others in times of need</li> <li>7. Recognizes and respects people from different economic, social, and cultural backgrounds</li> </ol>

	Demonstrates contributions toward solidarity	<ol style="list-style-type: none"> <li>1. Cooperates during activities</li> <li>2. Recognizes and accepts the contribution of others toward a goal</li> <li>3. Considers diverse views</li> <li>4. Communicates respectfully</li> <li>5. Accepts defeats and celebrates others' success</li> <li>6. Enables others to succeed</li> <li>7. Speaks out against and prevents bullying</li> </ol>
MAKA-KALIKASAN	Cares for the environment and utilizes resources wisely, judiciously, and economically	<ol style="list-style-type: none"> <li>1. Shows a caring attitude toward the environment</li> <li>2. Practices waste management</li> <li>3. Conserves energy and resources</li> <li>4. Takes care of school materials, facilities, and equipment</li> <li>5. Keeps work area in order during and after work</li> <li>6. Keeps one's work neat and orderly</li> </ol>
MAKA-BANSA	Demonstrates pride in being a Filipino, exercises the rights and responsibilities of a Filipino Citizen.	<ol style="list-style-type: none"> <li>1. Identifies oneself as a Filipino</li> <li>2. Respects the flag and national anthem</li> <li>3. Promotes the appreciation and enhancement of Filipino languages</li> <li>4. Abides by the rules of the school, community, and country</li> <li>5. Enables others to develop interest and pride in being a Filipino</li> </ol>

	Demonstrates appropriate behavior in carrying out activities in the school, community, and country	<ol style="list-style-type: none"> <li>1. Manages time and personal resources efficiently and effectively</li> <li>2. Perseveres to achieve goals despite difficult circumstances</li> <li>3. Conducts oneself appropriately in various situations</li> </ol>
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### 6.1.3 Academic Excellence Award

The Award for Academic Excellence within the quarter is given to learners from grades 1 to 10 who have attained an average of at least 90 and passed all learning areas.

The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

The table below shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

#### Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors/ May Pinakamataas na Karangalan	98-100
2. With High Honors/ May Mataas na Karangalan	95-97
3. With Honors/ May Karangalan	90-94

### 6.1.4 Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off campus activities) may also qualify for this award.

6.2 **Grade-Level Awards** - are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

### 6.2.1 **Academic Excellence Award**

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to table below for the Academic Excellence Award at the end of the school year.

#### **Academic Excellence Award**

<b>Academic Excellence Award</b>	<b>Average Grade per Quarter</b>
1. With Highest Honors/ May Pinakamataas na Karangalan	98-100
2. With High Honors/ May Mataas na Karangalan	95-97
3. With Honors/ May Karangalan	90-94

### 6.2.2 **Leadership Award**

The leadership award is given to learners in grades 6, and 10, who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. Have no failing grades in any of the learning areas.

2. Have not committed any offense punishable by suspension or higher sanction according to the Department’s service manual and child protection policies in the current school year.

3. Be a class officer or an active member/officer of any recognized school club, team, or organization.

The table below shows the set of criteria and weights that will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of the AC. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those learners who have met at least 90% of the criteria on the next page shall be awarded.

**Criteria for Leadership Award**

Criteria	Weight	
	Advisers	Peers
1. Motivational Skills (40%) <ul style="list-style-type: none"> <li>a. Communicates effectively</li> <li>b. Shows initiative and responsibility</li> <li>c. Engages group and/or club mates to Participate actively</li> <li>d. Establishes collaborative relationships</li> <li>e. Resolves conflict</li> </ul>	24%	16%
2. Planning and Organizational Skills (40%) <ul style="list-style-type: none"> <li>a. Plans and designs relevant activities for the class, club and/or school</li> <li>b. Implements planned activities effectively and efficiently</li> <li>c. Monitors implementation of plans and tasks</li> </ul>	24%	16%



d. Manages and/or uses resources wisely		
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
Total	60%	40%

### 6.2.3 Awards for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in Grades 6 and 10 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics, Science and Social Sciences. These awards also value the learner’s achievement in a specific discipline that has contributed to the school and/or community. The table below specifies the criteria and weights for these awards.

There may be more than one category of awards under the following disciplines: Athletics, Arts and Communication Arts. There will be no separate awards for special programs.

#### 1. Athletics

This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanship like conduct and character.

The academic rating that will be considered for this award would be the student’s final grade in Physical Education.

#### 2. Arts (e.g. Visual, Media, Music, or Performing Arts)

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school’s various function and events.

The academic rating that will be considered for this award is the final grade in Music, and Arts.

### **3. Communication Arts**

This award is given to learners who have demonstrated proficiency in any language (Filipino, English or other Foreign Languages), in written or in oral communication, shown creativity in expressing ideas in written and oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this award is the student's final grade in Filipino and English or other related learning areas.

### **4. Science**

This award is given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's average rating in Science.

### **5. Mathematics**

This award is given to learners who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

The academic rating that will be considered for this award is the student's average rating in Mathematics.

### **6. Social Sciences**

This award is given to learners who have who high academic standing in social sciences. They have consistently demonstrated the willingness and ability

to contribute and to participate in activities that serve the common good. They have used their knowledge, skills and disposition in history, geography, economics and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and/or community above and beyond their personal good.

The academic rating that will be considered for this award is the student's average rating in Araling Panlipunan.

The table below specifies the criteria and weights that will be used in the evaluation and deliberation process for the award for outstanding performance in specific disciplines. This award shall be given to learners who have met at least 90% (outstanding rating) of the criteria.

**Criteria for Award for Outstanding Performance in Specific Discipline**

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award.	20%
2. Skill in the Discipline As shown through: a. Output (Oral or written work, projects, etc., if applicable) b. Membership in clubs (if applicable) c. Class or school representation d. Winning and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach/adviser	20%
4. Contribution to the School related to the Discipline in any of the following: a. Tutorial/Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

*Note: Peer evaluation is only applicable to discipline that involve collaborative work. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.*

**7. Award for Club or Organization Achievement**

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities attainment of the school’s objectives, and taken great strides to help its members develop their potentials.

The table below shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received 90% of the criteria below shall be awarded.

**Criteria and Weights for Awards for Clubs or Organization Achievement**

Criteria	Weight
1. Club/Organization Performance a. Plans and develops club/organization’s objectives, projects and activities b. Implements projects and activities and delivered services based on the club/ organization’s objective and plans c. Manages and/or uses resources wisely d. Shows teamwork and collaboration among its members	50%
2. Exemplary Output Delivers a concrete output related to the objectives and purposes of the organization and the school	30%
3. Contribution to the School or Community Benefits the members of the club/ organization and the greater majority	20%

of the school population and/or community	
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**6.3 Special Recognition** - Learners who have represented and/or won in competitions at the district, division, regional, national, or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and arts and/or represented the school in DepEd-recognized activities. In additions to the above awards, the school may give due recognition to learners who have brought honor to the school.

The actual certificates, medals, trophies and/or plaques received by the learners from the various activities or competitions shall be used to publicly affirm and acknowledge the contribution of the awardees in giving honor to the school. This will be done during flag ceremony or in a school-awarding ceremony.

In case external sponsors, partners, and donors opt to give awards, they shall be regulated by school, subject to compliance with the policy guidelines. These awards should be consistent with the DepEd’s Vision, Mission, and Core Values, and must be named after the trait, value, or achievement recognized, or an esteemed person who is deceased.

#### **6.3.1 Special Awards**

In addition to the above awards and recognition, the Integrated Basic Education Department of Holy Cross College gives special awards to deserving students during recognition day or graduation ceremony.

1. Best Student Award is given to a student in every regular section other than the star section wherein his/her section has no Academic Excellence Awardees but who performs well in their class and who has passed in all learning areas but have not attained a General Average of at least 90.
2. Model in Christian Life is given to a student who has shown exemplary skills in Christian Life Education as well as participated actively in religious and related activities.

3. Loyalty Award is given to graduating Grade 10 student who has completed his/her Elementary to Junior High education at HCC (grade 1 to 10).
4. Boy Scout /Girl Scout

#### Section 7. **Awards Committee (AC)**

An Awards Committee (AC) shall be organized by the school head or principal. The committee must be composed of at least three (3) members from the teaching staff, guidance counselor or designated teacher. The total count of committee members should be an odd number. The chairperson of AC could be any of the teachers, department head, grade-level chairperson, or curriculum head. No member of the AC must be related within the second degree of consanguinity or affinity to any of the candidates for awards.

The AC shall:

1. Establish the processes of and timeliness in accepting nominations and determining qualifiers for grade level awards.
2. Formulate rubrics specific to the grade level awards.
3. Communicate to the school community, parents and other stakeholders the processes involved in giving awards.
4. Verify the authenticity of documents submitted.
5. Deliberate on the qualifications of the candidates for the awards based on the rubrics and the documents submitted.
6. Recommend to the school head or principal the result of evaluation for approval
7. Communicate to the school community, parents, and other stakeholders involved in the results of the evaluation.
8. Recommend to the school head or principal the resolution or any related issue that may arise from the results of the awards.
9. Ensure that the guidelines stipulated in this handbook are followed.

The AC shall use report cards and permanent records as the main references for the Academic Excellence Awards.

For other awards, a portfolio of copies of all documents such as DepEd Advisories, written authorization from the school head or principal, certificates, medals, trophies, plaques, accomplishment reports (verified through certifications by proper authorities) and others shall be presented.

The report on the results of the AC shall be signed by all members of the committee and certified by the principal. The school head or principal shall approve the final list of awardees upon the recommendation of the committee. If the school head or principal is related within the second degree of consanguinity or affinity to any of the candidates for awards, the school head or principal must inhibit himself/herself from participating in the process. The approval shall come from the person next in rank.

The documents shall be kept in the office of the principal for ready reference. Copies of the result shall be submitted to the Division Office. The AC, through the office of the School Head/ Principal, shall release the final list of awardees upon the request of stakeholders for scholarship purposes.

The AC, together with the school head, shall determine roles and assign tasks to the awardees (e.g. delivery of graduation speech, batch history) for graduation or school-awarding ceremony.

#### Section 8. **Filing and Settlement of Protest**

Cases of protest shall be filed by the candidate with his/her parent or guardian to the School Head/ Principal within three (3) working days from the announcement and shall be decided by the school head or principal, considering the recommendations of the AC within three (3) working days from filing.

#### Section 9. **Possible Reasons for Disqualifying an Examinee or Invalidation of Results**

##### 9.1 **Dishonesty during Major Examination.**

Faculty members administering the major examination should be mindful of the rules of academic integrity and should be prepared to enforce them in the examination room. However, in cases of dishonesty, the following policies apply:

Exam Paper or part of the exam leakages

- A student who was proven to have benefited from an examination leakage after a thorough investigation would be subjected to disciplinary action set by the Student Affairs and Services Department.
- Faculty members who distributed exam papers in exchange of favors or remuneration would be subjected to a disciplinary action by the Academic Council.

## Section 10. **General Guidelines during Examination Proper**

Teachers are highly encouraged to provide students with pointers to review and entertain questions on the topics/lessons discussed.

- 10.1 Examinees must be present in their designated examination room ten (10) minutes before the exam begins. Late comers will be given a chance to take the examination with the remaining time left.
- 10.2 A seating arrangement will be given to the examinees. Moving to other seats without authorization is strictly not allowed.
- 10.3 Examinees are required to place their personal belongings (bags, cellphones and other gadgets, food and drinks, etc.) in designated spaces.
- 10.4 Calculators are only allowable in Mathematics examination and other related exams which contain major Mathematical problems/equations for solving.
- 10.5 Only the proctors are allowed in providing scratch papers during Mathematics examination and it should be returned after the exam. Failure to submit the used scratch paper with the answer sheet will forfeit the examination scores in Mathematics.
- 10.6 Silence should be strictly observed during the examination. Any form of cheating and dishonesty during the exam will result in automatic failure of the student in the subject/ course.
- 10.7 All clarifications and concerns should be raised to the proctor only.
- 10.8 If technical problems are found on the computer (during computer-based examination), the examinee must immediately inform the proctor.
- 10.9 Examinees are not allowed to go outside the laboratory/room during examination period.
- 10.10 During computer-based examination, no other window(s) are allowed to be opened except for the examination window. The examination window should always be on maximized size.
- 10.11 It is recommended that examinees carefully review their answers before submitting the answer sheet/ending the test. The



examinee must inform the proctor of his/her test score or results by showing the result page.

10.12 Shutting down the computer unit and opening another unrelated window during the examination is strictly prohibited unless being told to do so.

10.13 Examinees should quietly leave the room after taking the examination and refrain from discussing the content of the examination taken.

## Section 11. **Completion Requirements & Policies**

11.1 It is the policy of HCC that all students listed in the final list of graduating students have thoroughly completed all the academic, non-academic, and other requirements enforced by HCC.

11.2 The final list of graduating students may be contested but only before the date of the graduation. The student may request for a re-evaluation of his/her records at the Registrar's Office.

## Section 12. **Requirements for Graduation/ Completion**

Graduation/ Completion exercises shall be held after every school year.

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a Diploma/Certificate of Completion subject to the recommendation of the Registrar and Principal under the following conditions:

12.1 Full compliance with all academic, non-academic, and other requirements of the school.

12.2 Settlement of all financial and property obligations to school.

## Section 13. **Guidelines for Educational Tours and Field Trips**

### 13.1 **Processing or Permits for Activities**

All activities sponsored by Recognized Student Organizations (RSOs) shall have the purpose/objectives, venue, date, funding, and faculty chaperon (if out-campus activity) approved by the SASD. The recommendation of the SAC is not deemed necessary for College RSOs; but will be on their advantage if such has been secured from the assigned SAC.

13.1.1 Program proposal applications of RSOs and clubs in Elementary, Junior High School shall be noted or recommended by the SAC or the principal; for College, by the Department Head or Dean, before submission to the SASD for approval. Activity or

program proposal should be duly signed by the majority of its executive officers and approved by its President duly noted by the Organization Adviser.

13.1.2 It is expected that all RSOs assign one member, preferably the president or secretary to prepare and follow up applications to hold activities. Applications to hold activities shall be submitted to the SASD not later than two (2) weeks before the scheduled activity.

13.1.3 Exceptions to accepted procedures are referred to the Dean of SASD. Student groups are required to observe the following in securing permits to activities that will be held inside and outside the campus:  
Submit activity/project proposal to the SASD.

- The proposal should be signed by the following persons: president and adviser of the group or organization; department student coordinator; department head and Dean of College.
- Submit the proposal to the SASD office for approval. For off-campus and fund-raising activities, submit the form to the SASD office for endorsement, then to the VPAA and to the Office of the President for final approval. If the application is approved, furnish copies to the SASD office, Dean of the College, VPAA, VPFA, and one for the organization.

### 13.2 **Cancellation of Scheduled Activities**

If a scheduled activity of an organization needs to be changed and not to be held as scheduled, the organization concerned shall notify the SASD of the change at once, so that the activity may be cancelled on the Calendar activities and will be made available for another group.

### 13.3 **Camping, Educational Tour and Delegation**

There should be one faculty chairperson for every thirty-five students or a major fraction thereof. Class/group advisers are not considered chaperons. All HCC students who wish to join the HCC delegation must secure recommendation from SASD and approval from the VPAA/College President. Application for participation for camping, educational tour and delegation shall be accompanied by a duly accomplished and signed parent's consent. Hence, written permission from the parents or guardians shall be required especially for off-campus trips or activity beyond school hours. Members of athletic teams, if

minors, must comply with these requirements set by the organizers to qualify for participation in athletic meets.

13.3.1 For educational tour or field trip refer to CHED Memorandum Order No.63 s2017 regarding policy and guidelines pertaining to the said nature of activity.

#### 13.4 **Cultural and Youth Activities**

Art and culture activities are more than just entertainment. The Cultural and Youth Activities shall focus in helping the Crucian to build communities by fostering an appreciation for the arts; by introducing youth to artistic and cultural activity and to professional artists; and by creating links between exposure to the arts and audience development.

13.4.1 All Cultural and Youth Activities must be scheduled with the SASD Dean at least two weeks before the affairs are to be held.

13.4.2 The head of entity sponsoring the cultural event shall comply with other regulations stipulated in this manual.

13.4.3 No permission shall be granted unless the dean/principal/adviser/commandant in the case of CAT or SCOUTS units shall be present in the activity and shall further assume responsibility for the conduct of the said activity.

13.5 Placing an emphasis on activities that integrate the arts into community life and facilitate lifelong learning among Crucian, examples of events that should be implemented are stated hereof:

13.5.1 Performing Arts Festivals or Competition-festivals and competitions in which Crucians participate to share their talent, skills, work and/or have share among the stakeholders for common benefit and growth.

13.5.2 Community Cultural Events-Activities and events which have a strong art focus that bring people together around issues of cultural identity and planning; priority will be given to activities that build relationships within the communities, particularly between arts and non-arts-based organizations.

13.5.3 Cultural Workshops-hands-on learning and skills development of student and other stakeholders in the field of arts, crafts, and other forms of cultural expression and appreciation.

13.5.4 Community Cultural Projects - activities that promote and display community arts or cultural

expression and explore or celebrate a community's identity.

**13.6 Leadership and Team building**

Entity sponsoring Leadership and Team building development activities should foster to expand the capacity of individuals to perform in leadership roles and practice of good governance within the organizations. The activity shall include but not limited to building alignment of character with the vision, mission and core values of HCC, winning mindshare, collaboration, growing the capabilities of the self and those of others.

13.6.1 Organizers shall ensure the proper and orderly execution of the program.

13.6.2 Objectives of the activity must be clearly stipulated in the proposal.

13.6.3 Participants must secure parent's consent to become participant in the activity and a clearance from Health Services Division is mandatory for those who have health concerns.

13.6.4 Safety of the participants is the topmost concern particularly during physical activities in the team building.

**13.7 Dances and Parties**

The following rules shall apply to all dances held by any student organizations/SAC/Department/Head/Advisers, unit or entity of the HCC and to any parties and off-campus initiated or sponsored by students of HCC:

13.7.1 All social affairs must be scheduled with the SASD Dean at least two weeks before the conduct of the activity.

13.7.2 The head of the entity sponsoring the dance, Chaperonage, finances and compliance with other regulations must be included.

13.7.3 No permission shall be granted unless the dean/principal or adviser signifies that such activity will be held. By such signification it shall be understood that the dean/ adviser/ commandant in the case of CAT or SCOUTS units shall be present in the affair and shall further assume responsibility for the conduct of the said activity.

**13.8 Formal Dances**

**Formal dances of formal social affairs** in any approved hall with more than 30 persons in attendance may be sponsored

or held by a department, or any duly recognized campus organization.

13.8.1 Each department or school organization is allowed one formal dance night in a school year. Departments may combine in holding such dances. These dances are usually held on a night, before a holiday or on a weekend night when there are no classes or school activity the following day, in an approved venue.

13.8.2 No dances, however, will be allowed within two weeks before the close of the semester/Academic Year. No student may be compelled to contribute any amount he/she cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the department or organization responsible.

### 13.9 **Informal Dances**

Informal dances are informal social gatherings where the program is mainly dancing usually with band. It is understood that the adviser of the organization sponsoring the activity is present throughout such activity and should share the same responsibility with the officers and members for the proper conduct of the activity.

### 13.10 **Chaperonage**

For formal and informal dances on campus, there shall be at least three faculty/staff adviser of the entity sponsoring the activity. When the social activity is held off-campus, another faculty/staff member is required other than the adviser and the host and hostess who have formally signed up to take responsibility for the proper conduct of the activity.

13.11 All social activities held on campus should end not later than 9:00 p.m. If the activity is held off-campus and not overnight, it is expected to end early enough to provide allowance for travel time for those commuting, except upon prior arrangement with the proper authorities.

## Section 14. **Calendar Activities**

### 14.1 **Policy**

The calendar of activities is devised for the purpose of keeping a record of all activities sponsored by HCC recognized student organizations, faculty, divisions and departments, whether on or off-campus.

- 14.1.1 The records of these activities are kept in the Student Organizations and Student Activity Section of the SASD. In addition, final arrangements for holding
- 14.1.2
- 14.1.3 any activity or series of activities are finalized in the same office.
- 14.1.4 The calendar of activities is kept in the Student Organization and Student Activity Section of the SASD. In addition, final arrangements for holding any activity or series of activities are finalized in the same office.

## 14.2 **Scheduling of Activities**

The Student Organizations and Student Activity Coordinators (SACs) with the Dean of SASD shall review the program of the student organization requesting for reservation/s. All planned activities of recognized student organizations are expected to be scheduled in the calendar of activities at least two weeks in advance. These include benefit activities, programs, contests, seminars, trainings, formal and informal dances and the likes. Only service-related activities/projects shall be allowed to be scheduled at least a week before their execution.

- 14.2.1 Recognized student organizations are entitled to protected dates. Protected dates are dates in the calendar of activities reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted based on the nature of the program and the degree of student involvement.
- 14.2.2 A long-range protected reservation is tentative and must be reconfirmed by the sponsoring organization at least two weeks before the activity; otherwise, the date will be made available to other groups. Requests should be made in writing addressed to the Dean of SASD. Reservations for protected dates will be on a first come, first served basis, except when the date proposed coincides with the date of schoolwide activity, in which case the latter takes precedence.
- 14.2.3 Weekends schedule for HCC or special religious programs/activities a week before the final examinations of respective departments are protected. No other student activity shall be allowed to be conducted a week before final examinations.

**Part IV  
STUDENT AFFAIRS**

**Chapter 1  
Declaration of Principles**

Specified herein are terms and conditions relevant to HCC's code of discipline, students' welfare and formation, as well as services and development. It is through the supervision of Student Affairs and Services Department, herein referred to as SASD, that the legal provision is upheld.

- Section 1. **HCC acknowledges the vital role** of the youth in nation-building thus, supports and protects their physical, moral, spiritual and social well-being.
- Section 2. **HCC shall defend** and reassure the rights of all students to quality education and to take suitable measures to make accessible education to all.
- Section 3. **HCC shall honor** the collective rights of the student's subject to restrictions as provided by the law, public policy and acceptable customs and traditions.
- Section 4. **All students shall be guaranteed** of involvement and initiative in matters affecting their welfare.
- Section 5. **All students shall promote** the academic integrity of HCC and shall conduct themselves in accordance with established rules and regulations and accepted norms of society.

**Chapter 2  
Students' Rights and Responsibilities**

**Section 6. Rights of Students**

The following rights and freedom shall be implemented with responsibility and prudence. In addition to other rights stipulated in Philippine Constitution and the Education Act of 1982, every student of Holy Cross College shall enjoy the following rights:

- 6.1 The right to the proper use of school facilities afforded him;

- 6.2 The right to run in an elective position in any of the school's recognized student organization, student council or association, provided, however; that he meets the necessary requirements set forth by the respective organization;
- 6.3 The right to vote in the students' popular election;
- 6.4 The right to organize/form an organization with a provision in congruent to the mission-vision of HCC and with purpose not contrary to law and not inimical to the rights and interest of any individual, group or the entire academe, subject to the existing restrictions and conditions attached hereto;
- 6.5 The right to preservation and maintenance of integrity and confidentiality of his records and information communicated in confidence to school authorities, unless the law requires otherwise;
- 6.6 The right to effectively channel communications to appropriate academic and administrative bodies of the school, the right to promote and safeguard academic freedom, research freely, published, discusses and exchange findings and recommendations for purpose of the academic and social-political development;
- 6.7 The right to due process, which includes the right to be informed in writing of the charge that may lead to any disciplinary action against him, the right to be heard and the right to present evidence in his favor;
- 6.8 The right to express concerns to appropriate academic and administrative bodies relating to any act unbecoming of professional educators such as;
  - a. Frequent absences and/or tardiness of a teacher;
  - b. Immoral advances, including *sexual harassment*, use of vulgar or insulting or derogatory remarks of any faculty member, asking favor in favor of the grade/s;
  - c. Attending the class unprepared to teach the lesson;
  - d. Smoking inside the classroom during class hours and within the school vicinity.

#### Section 7. **Rights Under the Education Act of 1982**

- 7.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his full development as a person with human dignity;
- 7.2 The right to choose freely his field of study and to continue his course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- 7.3 The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his potentialities;



- 7.4 The right to access his own school records, the confidentiality of which the school shall maintain and preserve;
- 7.5 The right to issuance of official certificates, diploma, transcript of records, transfer credentials and other similar documents within (30) days from request;
- 7.6 The right to publish a student newspaper and similar publications as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- 7.7 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- 7.8 The right to form, establish, join and participate in organizations and societies recognized by the school to foster his intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- 7.9 The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Board of Directors.
- 7.10 The right to be free from voluntary contributions except those approved by their own organizations or societies.

## Section 8. **Duties and Responsibilities of Students**

For every right and/or privilege, there are a corresponding duties or responsibilities. In addition to those provided for under the existing laws of the land, a student shall:

- 8.1 develop patriotism and nationalism, love of humanity respect for human rights;
- 8.2 render personal, military or civil services under conditions provided by law;
- 8.3 uphold the academic integrity of the college, endeavor to achieve academic excellence and integral formation;
- 8.4 abide by the rules and regulations governing his academic responsibilities and moral integrity;
- 8.5 participate actively in all school activities in promotion of general welfare of the community;
- 8.6 cooperate fully in securing school property;
- 8.7 practice moral responsibilities to himself and to others as members of a Christian Community;

- 8.8 promote, preserve and contribute to the general welfare of the students;
- 8.9 maintain orderliness and cleanliness of classrooms, function rooms, laboratories, and other facilities and properties of the school;
- 8.10 turn off lights, electric fans, air-conditions and faucets when not in use;
- 8.11 exert care and concern in handling and using the laboratory equipment;
- 8.12 refrain from causing damage to school properties, such as writing on the walls, vandalism and littering;
- 8.13 promote and patronize proper waste management.

### **Chapter 3** **Conduct and Discipline**

#### **Section 9. What are the expectations from Students?**

At all times, every student must promote and maintain peace and order of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel (Chapter 3 Section 15, Education Act 1982).

#### **Section 10. The Investigation**

The investigation, disposition and corresponding sanctions of student's disciplinary cases shall follow the proceeding set by the proper forum established herein.

#### **Section 11. Who are mandated to enforce discipline?**

All officials, faculty members, staff and security personnel of HCC are mandated to enforce and supervise overall compliance to the provisions of this Code in their respective areas of responsibilities.

All student officers particularly the officers of the respective Student Council of different departments may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

#### **Section 12. Who are the Persons in Authority?**

Pursuant to the provision of the chapter, teachers, professors and Persons in charged with the supervision of the student shall be deemed persons in authority and should therefore, be accorded due respect and protection [Art.153 (3) of the Revised Penal Code, as amended by PD 299, Sept. 19, 1973 and the Education Act of 1982, Manual of Regulations for Private Higher Education, DepEd Order No. 88 s. 2010 Revised Manual of Regulations for Private Schools in Basic Education and other applicable policies and issuances].

#### **Section 13. The Disciplining Authority**

The disciplinary authority who is the President of the College shall carry out the sanction/s recommended by the disciplinary council in accordance with due process. In case of vulnerability or absence of the College President, the Vice President for Academic Affairs (VPAA) shall carry out the sanctions.

#### Section 14. **Administration of Sanctions**

In the administration of sanction(s), the same penalties shall be imposed for similar offenses and only (1) penalty shall be imposed in each case. A progressive system of penalties shall be maintained.

#### Section 15. **Rights of Respondents**

In addition to the rights guaranteed in this handbook, every respondent shall enjoy the following specific rights:

- a. to be subjected to disciplinary sanction(s) only after the satisfaction of the due process and/or after the latter has been fully observed with;
- b. to be penalized only on the basis of substantial evidence or pieces of evidence presented in the disciplinary proceeding(s), the burden of proof being with the person filling the charge;
- c. to be penalized on the basis of evidence or pieces of evidences presented on the disciplinary proceeding(s) of which the respondent has been properly appraised and given the opportunity to rebut the same;
- d. to enjoy, pending final decisions on the charge(s), all rights and privileges as a student, subject to the recommendation(s) of the Disciplinary Council;

## Chapter 4

### General Rules on Conduct and Discipline

#### Section 16. **Rationale of the Rules**

16.1 Every student enrolled in HCC accepts an obligation to carry themselves in a proper and refined manner. Therefore, in application of the rights of the students as well as in the performance of their obligations, they must act accordingly with the vision and mission of the school. As students, they must not obstruct the school and discharge its functions. Students are expected to agree with the rules and regulations which the school authorizes for the members of the school community in order to effectively fulfill its mission.

16.2 Every school is required by the Department of Education (DepEd) to maintain discipline and to improve disciplinary

measures for offenses which warrant it. These disciplinary measures are designed to develop among these students the highest standard of decency, morality and good behavior.

16.3 The causes for which a student may be subjected to disciplinary action are classified as follows:

**16.3.1** As general rule, the following offenses are punishable by dropping even only for the first offense:

- a. sale, use or possession of narcotics or dangerous drugs and/or paraphernalia;
- b. fraternity, affiliation and any acts associated with it;
- c. obscene publication/s and indecent shows;
- d. violations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013;

## Section 17. Students Identification Card

17.1 Students will be barred and prohibited to enter the school premises without his/her ID. The ID must always be worn while inside the school premises.

17.2 Student ID's that are not worn inside the school will be confiscated and the student will be asked to retrieve his/her ID from the Office of Prefect of Discipline

17.3 LOST ID Card should be reported immediately to POD in accordance with the following procedures:

- a. Secure a Temporary Gate Pass from POD
- b. Secure and present a copy of Registration form (personal copy)
- c. Proceed to Cashier office to pay for the issuance of new ID card
- d. Present official receipt to Property Custodian for processing of new ID card.
- e. The temporary pass shall be effective for the inclusive dates written on the form to give time to student(s) to replace his/her lost ID card.

17.4 Borrowing of ID, using of old ID from the past academic year and of other school is strictly prohibited and is subject for disciplinary action.

## Section 18. School Wear and Grooming

18.1 The school uniform is worn as a symbol of one's affiliation in the Crucian community and as identity for the students who

are enrolled in Holy Cross College. As part of daily discipline, students are required to wear their prescribed uniforms on the days designated by the school authorities.

18.2 All students are required to come to school in prescribed uniform.

**18.2.1** Students who are not in proper uniform are required to go home and change their attire with the school's prescribed uniform. It is every teacher's duty to check on uniforms and call the attention of students' not properly wearing what is prescribed by the school administration (unbuttoned shirt, rolled up pants or sleeves, ID's not worn, no school logo patch(es), student's name tag(s) (IBED) and the likes). If a student resists the advised of the said teacher or school personnel, the student may be sent out to see the Prefect of Discipline, class adviser, department head and consequently be charged with disobedience.

18.3 PE Uniform is prescribed for PE classes, intramurals and on certain occasions like off-campus activities and on annual foundation days. A complete PE uniform consists of the school prescribed department PE shirt, jogging pants, white socks and rubber shoes (preferably white in color)

**18.3.1 PE DAY**

Complete PE uniform for IBED and senior high students is prescribed every Friday of the week. PE uniform is only worn during PE hours for College students.

**18.3.2 DRESSDOWN DAY**

Dress down day is every first Wednesday of the month where students in general, are allowed to wear casual attire as long as it is decent (no shorts/ miniskirts, no tattered jeans, no spaghetti/ sleeveless/ revealing/ off-shoulder/ plunging neckline/ crop-hanging tops, no leggings/ tight jeans, no slippers, no sandals and the likes).

18.4 Department shirt uniform for college may be prescribed for WASH DAY (dress down day) and special occasions. A complete wash day attire consists of the following:

- a. approved department/organization shirt;
- b. pair of black or blue pants;
- c. any rubber shoes.

- 18.5 Students are not allowed to bring or wear expensive jewelry or pieces of jewelry and other unnecessary accessories.
- 18.6 Male students are not allowed to wear earrings. Female students are not allowed to wear more than a pair of earrings. Male and female are not permitted to wear multiple earrings on one (1) or both ears.
- 18.7 Male students are required to maintain a modest and manly haircut. Barber's cut is prescribed.
- 18.7.1** Hair should not be beyond the eyebrows when pulled down.
- 18.7.2** Hair at the nape should be at least an inch above the tip of the shirt collar.
- 18.7.3** Fancy hairstyles or the unreasonable shaving of the head is strictly prohibited for both male and female students.
- 18.7.4** Colored hair is not acceptable.
- 18.8 Only colorless nail polish is allowed for students.
- 18.9 Wearing of heavy make-up in school is forbidden.
- 18.10 Other policies on personal attire includes:
- 18.10.1** Wearing of sando, shorts, spaghetti/ sleeveless/ revealing/off-shoulder/plunging neckline/bareback/hanging blouses or dress, ragged or tattered jeans are not acceptable.
- 18.10.2** Wearing of sandals, rubber/wooden slippers, and the likes are not allowed. During rainy season/flood, students are accepted in school wearing the latter however, are required to bring and wear the school's prescribed foot wear (black leather shoes – male and female) before entering their scheduled classes for the day. Said slippers will only be worn during egress or after passing through the HCC exit.
- 18.11 Caps, berets, bandanas, shades and the like should not be worn in class, offices or in any formal school-related activities.
- 18.12 All students should not have any form of body piercing and tattoo.
- 18.13 Cross dressing for students is strictly prohibited.
- 18.14 On cases where students are required to wear formal attire or other than what is prescribed by the school on subject-related activity (ies), the adviser or subject teacher must

seek the approval of the department head concern, laying down the purpose and management of the activity (ies) in writing. Once approved, the Prefect of Discipline must be furnished a copy of the said letter for notation, recording and regulation.

- 18.15 The following rules shall apply to all Dress Code held by any student organizations/SAC/Department/Head/Advisers, unit or entity of the HCC and to any parties and off-campus initiated or sponsored by students of HCC:

**Males**

- long sleeve shirt worn underneath the formal coats
- slacks pants
- brown/black leather shoes
- black socks
- no earrings
- hair color must be darker in shade and unnecessary shaving

**Females**

- decent formal dress
  - a. NO Revealing/See-through blouses
  - b. NO Spaghetti Straps/Tubes/ Plunging Neckline/Backless
  - c. NO SLITS more than two inches (2 in) above the knees
  - d. Necklines should not be more than three inches (3 in) below the collarbone
- leather shoes/ strapped leather sandals
- no slippers/ crocs/ rubber shoes
- hair color must be darker in shade

Section 19. **Waste Management**

The school advocates waste reduction and waste segregation. Waste management measures are implemented by the school. These are to ensure that the value of respect and care for the environment is developed and exercised by the students.

- 19.1 Students keep food items in reusable/biodegradable food containers.
- 19.2 Students segregate biodegradable from non-biodegradable waste items.

## Section 20. **Respect and Care for Facilities and the Natural Environment**

Every Crucian is expected to respect and care for the facilities and the natural environment in school. Therefore, Crucians should treat the school facilities with care and should keep the gardens, rooms, buildings and the campus environment neat and clean.

- 20.1 Any student found to have inflicted damage on any property of the school such as desks, lockers, doors, windows, bulletin boards, reading materials and the like, will be asked to replace or repair it and shall be subject to disciplinary action. If found that a student purposefully damaged facilities, major disciplinary action shall be imposed.
- 20.2 During recess or lunch, students may eat inside the classroom for a certain period of time specified by the Principal/Dean. Cleanliness and good order should always be observed. The school officials are authorized to forfeit this privilege if the student is deemed to be unfit to use the facilities properly.
- 20.3 At the beginning of the school year, desks are assigned to each student by the class adviser and must not be changed by the former without the permission of the latter. The repair cost of vandalized chair will be charged to the student who is responsible in the commission of such act.
- 20.4 Whenever a class leaves the classroom for some length of time, the class officer(s) should switch the lights and the electric fans, and lock the doors. Bags, books and other items should not be left scattered along the corridors

## Section 21. **On Decency**

- 21.1 Conduct and behavior appropriate to young men and women is always expected of HCC students.
- 21.2 Appropriate sanction is left on the best judgment of the Disciplinary Council, depending on the gravity of offense.

## Section 22. **Behavior outside of HCC**

Any student who puts the name of the school in bad light for any misconduct should be liable, provided that appropriate complaint is filed against him/her. The student would face appropriate disciplinary actions as repercussion of misdemeanor.

## Section 23. **Use of Electronic Gadget During Classes**

Use of Cellular phones, digital camera, mp3, mp4, audio/video players, and other electronic devices shall not be allowed during the conduct of class and during examinations.



## Section 24. Attendance

- 24.1 Students must attend classes regularly. As mandated by DepEd, a student who has been absent more than 20% of the total number of the school days during the school year shall be dropped from the enrolment list of the school.
- 24.2 Only absences due to valid reasons such as illness are excused. To be excused, a student who was absent must present a medical certificate or a letter of explanation from his/her parent/guardian upon return to school.
- 24.3 Students must not leave the classroom during class hours without authorization. The same way when permitted (e.g. due to call of nature), students must return to his/her class within 5 minutes (maximum) to pee and 10 minutes (maximum) to defecate. More so, students are not to leave the school premises unless it is class dismissal hour(s). Yet, due to personal emergency(s) (non-medical), a student must secure "permit to leave" duly signed by the parent/guardian, Prefect of Discipline and department head concern. For medical cases, on emergency condition(s), the chief nurse is authorized to exit, send home or endorse to hospital(s) the sick student without seeking school personnel authorization. The chief nurse though afterwards is obligated to inform the parent and make a written report and give copies of which to concern school officers and officials like the department head concern and Prefect of Discipline for record and information purposes. In all the incidences above except for the medical emergency case(s), said student egress must be permitted by the parent, Prefect of Discipline and department head. Leaving the classroom or the campus without permission or for an unreasonable length of time is considered Truancy. Thus, NO parent substitute will be allowed to fetch the student concern. Proper identification is likewise requested from the parent.
- 24.4 Students are to take their lunch inside the school grounds except for college students since they are not covered by the closed gate policy. Those that are granted school LUNCH passes (IBED) basically resides within the boundary/territory of RCS Eastern Intertrade Corporation and Villa Luisa Subdivision only.
- 24.5 When lessons are held outside their classrooms (such as the covered court, AVR or in the club meeting place), students are

to be with their respective section/group throughout the entire period.

- 24.6 After class dismissal, while waiting to be fetched, students should stay at students' designated area(s) only.
- 24.7 Students sent or went to the clinic for check-up or confinement for a period of time must thereafter present to the teacher, an "admit to class" slip filled out by the Prefect of Discipline with the clinical report/slip as attachment.
- 24.8 A gate pass may be issued by the Prefect of Discipline to students with unwarranted situations such as due to physical injuries, a student cannot wear the school's prescribed shoes or uniform.
- 24.9 On school field trip(s), seminars, training, competitions, conventions or any similar undertaking, a valid letter/consent form must be signed by parent(s) and the school authorized personnel. The said letter/consent will likewise be presented to the adviser or subject teacher(s).

#### Section 25. **Punctuality**

Coming on time to classes, assemblies, exercises, and the likes is expected to every Crucian.

- 25.1 In the morning, a student is considered tardy/late if he/she is not in class 15 minutes from the scheduled start/hour of the class. If after 15 minutes the student is not yet in class, said incident shall be construed as cutting classes.
- 25.2 For periods after recess and lunch, a student is considered tardy if he/she is not with his class or group after 10 minutes.
- 25.3 When a student is tardy/late for class, he/she must report to the Prefect of Discipline who will then issue an "admit to class" slip after the determination of the cause (validity) of tardiness/late.

#### Section 26. **School Materials**

- 26.1 Every student must come to school with complete materials for class such as books, pens, notebooks, pad paper and the like. The school will not receive materials forgotten by the students except for money, food and medicine.
- 26.2 Every student is expected to show simplicity of lifestyle through the kind of materials being brought to school.

- Expensive ball pens, imported notebooks and other similar items are discouraged.
- 26.3 Bringing materials unrelated to schoolwork (toys, comic books, play cards, audio video devices, electronic gadgets, etc) is prohibited.
- 26.4 In the classroom, every student must respect the privacy of other people's belongings such as schoolbags, water jugs, teacher's table, etc.
- 26.5 It is the responsibility of every student to see to it that school materials and the personal possessions brought to school are kept safe and secure.

## Section 27. Off-limits Area

- 27.1 For safety and order considerations, certain places in the school campus are designated as off-limits. Students are therefore, prohibited to be on the following areas without permission, to wit:
- Faculty rooms
  - Coordinator rooms
  - Administration offices
  - Stage and backstage of the covered court, and
  - All other places identified as off-limits areas

## Section 28. Out of Class Activities

(Field trips/class nights/ seminars/ conventions/ trainings/ recollections/ camping) Parents must be informed by means of an official letter about students' attendance to Out-of-class activities.

- 28.1 Students joining the above-mentioned activities should secure the written consent of their parent(s) and submit it to the class adviser prior to their attendance or conduct of the activity. Students who are unable to secure a written consent will not be allowed to join any out of class activities. The school officials are authorized to refuse a student to join the said activities if the latter is deemed to be unfit to join such event.
- 28.2 During these events, rules on proper behavior and decorum expected in the classroom should consistently apply as well.
- 28.3 Schedules, special arrangements, and other rules and regulations applicable to these events will be strictly observed. Specific requests of students (to leave early or to be fetched elsewhere) will only be accommodated if arrangements with the class adviser and the principal are made ahead of time.

## Section 29. **Behavior**

Attention and active participation in and out of the classroom are necessary to create an atmosphere helpful to learning. Every student is expected to behave in a manner becoming of a Crucian by:

- 29.1 Observing proper decorum appropriate to various venues where school supervised activities take place such as in the classroom, in extension facilities such as the library, the AVR, the chapel, in the accredited school transport service (outbound education and the likes), the canteen, the ball courts, the corridor, the covered court.
- 29.2 Making the most out of learning while being attentive, sitting up straight and participating actively. By speaking in a clear voice and by refraining from talking, standing, or leaving seats unless acknowledged or granted permission by the teacher.
- 29.3 By being honest when taking tests, exams, quizzes or in class work and exhibiting proper test taking behavior.
- 29.4 By regarding everyone: classmates, school personnel and visitors included, with courtesy and respect.

## Section 30. **Forms/Letters to Parents**

Close communication between the school and the parents helps in the students' learning. When letters or notices are sent to the parents through the students, the former have the responsibility to notify their parent(s) or guardian as soon as possible. If there is a response or return slip attached, this should be brought back to school the following day. Official documents such as cards, letters to parents and the like should be handled with care.

## Section 31. **Posting and Announcements**

All postings include organizational meeting notices, assemblies, announcement of activities, messages and the like, related materials of which should not be contrary to law and school policies.

- 31.1 All announcements will be posted in a maximum period of two (2) weeks.
- 31.2 All materials, prior to posting should secure approval from the Dean of Student Affairs and Services Department.
- 31.3 All announcements shall be posted only in prescribed areas for posting.
- 31.4 Posted materials must be removed immediately after the event.

- 31.5 Leaflets, poster and other similar materials shall not circulate inside the College unless the sponsors submit a sample to Dean of SASD for approval prior to circulation.

## Chapter 5 Provisions on Pregnant Students

### Section 32. **Guiding Principles**

As stipulated in the provision of the law, the State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedom of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status (Chapter 1 Section 2 of the Republic Act 9710).

### Section 33. **Expulsion and Non-Readmission**

In support to RA 9710 and being a Catholic Educational Institutional Institution, HCC will not turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school (Chapter IV Section 13, RA 9710 Magna Carta of Women).

Dropping of subjects will be advised only if the condition of the pregnant student will be placed in imminent danger or health hazards.

### Section 34. **Temporary Special Measures (TSM)**

These measures shall not be considered discriminatory, unequal or separate standards, but shall be treated as a consequence of the act. TSM shall be discontinued when the objectives have been achieved.

#### 34.1 **Legal age student**

The student will be referred to the Guidance and Counseling Services Division (GCSO) for counselling to assist the student in all possibilities and consequences of her possible decisions.

The student will be given one (1) semester leave of absence after giving birth; this is to lessen her exposure to stress and have more time with her child.

#### 34.2 **Minors**

The student will be referred to the GCSO for debriefing and to assist her with possible decision making and to present all possibilities and consequences of such decision(s).

Call the parents for a conference regarding the status of their daughter and arrive at a decision to what is best for the student.

### 34.3 On leave of absence(s)

The pregnant student shall be accorded what's due by the school and what's written or stated in Philippine laws before and after giving birth. Special requirement(s) or modules by the adviser/teacher shall be provided to the pregnant student upon leave of absence(s) in school.

## Section 35. Provisions on Maternity Dress

- 35.1 The pregnant student must submit a letter of request to wear maternity dress with a photocopy of pregnancy notification and marriage contract to the office of the Prefect of Discipline, copy furnished the Dean/Principal and Registrar.
- 35.2 In the absence of marriage contract, the latter should submit a petition letter coming from her parents or legal guardian.
- 35.3 In case that the prescribed uniform is no longer fit, the latter may wear maternity dress designed by the school.
- 35.4 Effectivity of wearing of maternity dress is upon the issuance of approved letter of request of the affiant from the Student Discipline and Formation Services Division.

## Chapter 6 Offenses, Disciplinary Probation and Other Implications/Consequences

## Section 36. Offenses Punishable by Dropping/Dismissal

As a general rule, the following offenses are punishable by dropping even only for the first offense:

- 36.1 Academic dishonesty like cheating, plagiarism, tampering of school records, examination leakage, selling examination paper(s) – mere involvement in academic dishonesty is equivalent to dishonesty in general
- 36.2 sale, use or possession of narcotics or dangerous drugs and/or paraphernalia;
- 36.3 fraternity affiliation and any acts associated with it such as hazing;
- 36.4 obscene publication(s) and indecent shows; and
- 36.5 violations of Republic Act (RA) No. 10627, otherwise known as the Anti-Bullying Act of 2013;

- 36.6 violation of Republic Act (RA) No. 10173, otherwise known as the Data Privacy Act of 2012;
- 36.7 violation of Republic Act (RA) No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002;
- 36.8 violation of Republic Act (RA) No. 10175, otherwise known as the Cyber Crime Law;
- 36.9 violation of Republic Act (RA) No. 7877, an act declaring Sexual Harassment unlawful.

### Section 37. **Minor Offenses**

- 37.1 Excessive teasing
- 37.2 Improper decorum during line formation (GS, JHS, SHS)
- 37.3 Littering
- 37.4 Not following waste segregation
- 37.5 Loitering
- 37.6 Four (4) accumulated unexcused tardiness
- 37.7 Not following the rules on usage of school equipment and facilities such as the AVR, library, laboratories etc.
- 37.8 Misbehavior in class or within the school premises
- 37.9 Not following classroom discipline
- 37.10 Improper or non-wearing of school uniform which covers even bringing and changing clothes without authorization
- 37.11 Petty quarrels
- 37.12 Spitting through the window, floor or within the school premises
- 37.13 Violation of school prescribed dress code
- 37.14 Using cellphone unpermitted either during class hours or activity
- 37.15 Wearing cap, bonnet and the likes within the classroom and school premises
- 37.16 Bringing or munching gum in school
- 37.17 Sitting on school ledges, corridors, or other than the student center
- 37.18 Colored hair both male and female
- 37.19 Contact lenses shall be limited to natural color or clear only
- 37.20 Alteration of school uniform in any manner like modification of school prescribed pants, jogging pants and polo shirts
- 37.21 Violation of parking regulations
- 37.22 Shouting on corridors, classrooms, building or on school grounds
- 37.23 Simple teasing
- 37.24 Not cleaning the classroom on designated day and time by the adviser/teacher-in-charge
- 37.25 Unauthorized bringing of speakers or other electronic gadgets

### Section 38. **Major Offenses**

- 38.1 Falsely accusing another student

- 38.2 Instigating or causing fight in school, within the allowed school boundary or actions affecting the good name of the College
- 38.3 Possession and used of cigarettes/smoking, matches or lighter or any smoking paraphernalia
- 38.4 Possession, bringing and/or used of gambling paraphernalia/gambling
- 38.5 Tampering, borrowing, switching of school ID and/or other school documents
- 38.6 Cutting classes, leaving the classroom or not in school for more than 15 minutes prior to the start of the first period or any schedule academic class for the day without authorization
- 38.7 Writing unnecessary comments on school records (attendance sheet, textbooks, quiz paper, test paper and the likes)
- 38.8 Desecration of religious places/profanity
- 38.9 Third violation of the same offense
- 38.10 Insubordination
- 38.11 Forgery
- 38.12 Any form of misconduct that would affect the good name and/or reputation of the College
- 38.13 Assaulting physically or orally fellow student or school personnel
- 38.14 Physical fight or brawling in school/publicly; violence resulting to physical injuries
- 38.15 Bringing or possession of deadly weapon(s) and the likes in school
- 38.16 Committing acts leading to public scandal and unbecoming of a Crucian student
- 38.17 Disrupting classes and barricading the school entrance
- 38.18 Entering the school premises or in school uniform under the influence of alcohol/intoxication
- 38.19 Bringing alcoholic drink(s) in school
- 38.20 Drug dependency, possession, selling and/or using prohibited drugs
- 38.21 Involvement in a serious fight publicly
- 38.22 Fight or violence resulting to physical injuries
- 38.23 Gross misconduct or disrespect to persons in authority, fellow student(s) and to other members of the school community
- 38.24 Hazing
- 38.25 Immorality or acts of lasciviousness
- 38.26 Violent or rowdy behavior
- 38.27 Instigating or leading strike(s) or similar activities that leads to the obstruction of classes and/or normal operations of the school
- 38.28 Joining and/or forming illegal organizations contrary to the beliefs of the school
- 38.29 Any acts of perjury



- 38.30 Vandalism of any willful and deliberate damage to school properties
- 38.31 Preventing or threatening any student or school personnel from entering the school premises or in discharging their duties
- 38.32 Refusing to identify student accomplice(s) or identity (ies) included in the violation of discipline and school policies when personal knowledge of which is clearly manifested
- 38.33 Moral Turpitude (an act or behavior that gravely violates the sentiment or accepted standard of the community)
- 38.34 Stealing, theft or robbery
- 38.35 Using the name of the school, creating school page/account(s) and the likes without authorization or official written directive(s)
- 38.36 Climbing or jumping over the school boundary fence and escaping from school
- 38.37 Third violation of any of the major offenses herein mentioned will be subjected to suspension
- 38.38 Deliberate disobedience to policies
- 38.39 Rumor Mongering
- 38.40 Child Abuse
- 38.41 Violation of the Privacy Act of 2012
- 38.42 Violence against women and children
- 38.43 Going to off-limits area (school building roof, restrooms not your gender and the likes)
- 38.44 Newly acquired body tattoo or pierce (not present when enrolled)
- 38.45 Cyber bullying or bullying in general
- 38.46 Borrowing school equipment and facilities without authorization
- 38.47 Utilization of school forms to unintended purposes

Note: Offenses (minor or major) not herein mentioned yet with similar nature to other student disciplinary infractions, its construction, discretion and interpretation will be left to the sole pronouncement of the Prefect of Discipline.

### Section 39. **Other Offenses**

HCC students are always expected to have a sense of responsibility. This includes being accountable to acts committed that are considered opposed to the values of the school and against the rules and regulations that have been set forth.

Thus, offenses committed by students are subject to disciplinary sanctions by the Prefect of Discipline, if such offense(s) falls under minor or major offenses that warrant jug, warning, benching, grounding, restitution, and educational experience.

For offenses punishable by suspension and above, the approval of the President must be sought by the disciplinary committee.

### **Offenses against ORDER**

- 39.1 Tardiness
- 39.2 Cutting classes
- 39.3 Bringing unnecessary materials to school
- 39.4 Misbehavior while under the supervision and custody of the school (in-out of the classroom activities like camping and recollections)
- 39.5 Violation of rules on off-limits areas
- 39.6 Violation of rules on haircut, gala attire and uniform
- 39.7 Failure to submit an excuse letter after absence in school
- 39.8 Other offenses similar or related to those mentioned above

### **Offenses against SECURITY and SAFETY**

- 39.9 Smoking, including the possession of cigarettes and VAPE
- 39.10 Gambling in any form
- 39.11 Possession and/or bringing of deadly weapon(s) while in school. The possession/bringing of ordinary objects and school materials (such as blade, a drawing compass, a penknife, a razor, scissors, a toy gun, a letter-opener, a hammer, and the likes) can fall under the category of “deadly weapons” if misused and/or abused.
- 39.12 Membership in organizations or fraternities banned by the school. The sanction is outright separation.
- 39.13 Possession of prohibited drugs. HCC considers the possession of prohibited drugs as a very serious violation, as it is both physically and morally harmful. Thus, the sanction for such is outright separation. Any student found to be in possession of, actually taking or using, buying or selling, giving or trafficking barbiturates, hypnotic amphetamines, suppressants, marijuana or other dangerous/prohibited drugs in the College premises or its extension facilities, or during school activities, is subject to expulsion from the school. The school deems all these substances physically or morally harmful. Any student found guilty of such offense can be meted outright separation from the school.
- 39.14 Mischievous pressing of the fire alarm system

### **Offenses against PERSONS**

- 39.15 Acts of bullying, malicious name-calling, fighting, inciting fights, inflicting physical harm
- 39.16 Gross disrespect, insubordination, disobedience to teachers, superiors or school officials

## **Offenses against PROPERTY**

- 39.17 Vandalism, wastage, damage, mutilation, or destruction of property and the environment. In addition to a sanction that shall be imposed, depending on the circumstances and gravity of the offense, the offender will pay compensation to the school or person(s) involved for damages.
- 39.18 Stealing or extortion.

## **Offenses against TRUHTFULNESS and HONESTY**

- 39.19 Passing off someone's work as one's own
- 39.20 Providing untruthful information when asked
- 39.21 Tampering of or falsifying official school documents and the deliberate non-delivery of important communication to parents.
- 39.22 Cheating and dishonesty during exams, tests, quizzes or class activities. Such act is defined as, but not limited to talking unnecessarily, whispering, calling the attention of others, looking around, looking at work of others, using unauthorized notes, making one's work visible to others and behaving suspiciously. The lowest rating in the examination or quiz is given to the offender. A sanction may be imposed depending on the gravity of the offense.

## **Offenses against PUBLIC VALUES**

- 39.23 Possession and/or passing/uploading/downloading of pornographic or indecent literature
- 39.24 Using facilities and technology such as the internet to display and pass on hurtful offensive and indecent information to other members of the school.

## **Section 40. Disciplinary Sanctions**

### **40.1 Jug**

A jug is a corrective measure meted for the infraction of class rules and the violation of certain school rules classified as minor offense. It may take the form of writing or copying lectures, verses and accomplishing assignments required by the teacher or the Prefect of Discipline.

### **40.2 Warning or Reprimand**

A warning shall be given by the Prefect of Discipline or subject teacher to a student. The student's parents are informed of the infraction after which the offender is no longer entitled to a warning for any offense.

### **Offenses punishable with WARNING or REPRIMAND**

- a. Excessive teasing which may at times be construed as simple bullying or misbehavior.
- b. Uniform code and haircut violation. Penalty may be raised to benching.
- c. Improper use of classroom or school facilities.
- d. Tardiness. Penalty may be raised to benching on the 4<sup>th</sup> commission of which.
- e. Violation on waste segregation.

#### **40.3 Benching**

Benching is a penalty imposed by the Prefect of Discipline for serious violation of school rules and classroom discipline. The offender is grounded, which means that such student will not be allowed to participate in regular school activities. Instead, he/she reports to the Prefect of Discipline who assigns various tasks. The duration of the benching depends on the seriousness of the offense.

Quizzes and class activities missed on that day will be determined by the Principal/department head if the benched student will be given a special quiz or equivalent to that matter.

### **Offenses punishable with BENCHING**

- a. Conduct unbecoming of a Crucian. The penalty may be raised to suspension depending on the gravity of the offense.
- b. Defiance of school authority rules. Example: Gross disrespect, insubordination, or disobedience to teachers, superiors or any other school personnel
- c. Fighting and inciting fights
- d. Gambling in any form
- e. Off-limits area
- f. Possession/ownership and/or the passing around of indecent/pornographic materials/literature
- g. Tampering school documents
- h. Unexcused tardiness
- i. Vandalism, damage, mutilation or destruction of property

#### **40.4 Grounding**

Grounding involves disallowing the student from playing during recess and lunch, and depriving him/her of certain privileges like participation in the forthcoming school/department events. This sanction is applicable to major offenses.

#### **40.5 Restitution**

The sanction requires the student to pay the school, persons or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

#### 40.6 **Educational Experience**

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

#### 40.7 **Suspension**

The Prefect of Discipline imposes a suspension for major offenses or habitual violation of school rules and classroom discipline. A suspended student is separated from his/her classes/classmates and is barred from entering the classroom for a period lasting from one to five days, depending on the reason for suspension. The parent/guardian of the suspended student may be called to confer with the POD to relay to them the gravity of the situation and to set the stage for a change of attitude and earnest reform on the part of the student.

Suspension is served to the student solely for the purpose of reformation. Suspension should not be more than 20% of actual number of school days.

For missed quizzes on the day/days of suspension, the student gets a score of zero. Special quizzes or exams for the suspended student are subject for the approval of the Principal or Dean.

#### **Offenses punishable with SUSPENSION**

- a. Academic Dishonesty. An additional penalty entails being conferred the lowest rating during major examinations and a zero in all quizzes during the days when suspension is served.
- b. Bringing, taking, and/or possessing alcoholic and related beverages in the school premises or extension facilities, or during school functions.
- c. Possession/bringing of "deadly weapon(s)", ordinary objects and school materials that fall under the category of deadly weapon(s) (as stipulated under offenses against security and safety) while in school.
- d. Possession and ownership of explosive materials.
- e. Forgery
- f. Malversation of any funds intended for class, organization, council or publication, whether the offender is a member/staff or not.
- g. Physical or verbal assault

- h. Smoking and/or possession of cigarette or smoking paraphernalia.
- i. Theft/Extortion
- j. Truancy which involves leaving the classroom for an unreasonable length of time, or leaving the campus without permission.
- k. Jumping over the school boundary fence/escaping from school

#### 40.8 **Non-Readmission**

Non-readmission is awarded to students who have accumulated four (4) major offenses immaterial if these offenses are not of similar nature.

#### 40.9 **Expulsion**

Expulsion/dismissal is the most serious of all penalties. A student who is expelled or dismissed from the school is debarred from all private and public schools (cf. Amendment to paragraph 146, sub-paragraph (a) and (c) of the Manual of Regulations for Private Schools, first edition, 1995). Hence, a student is expelled or dismissed only if he/she commits an offense that merits separation from HCC or after probation was attempted but failed to affect the desired improvement on the part of the erring student.

#### **Offenses punishable with dismissal/expulsion:**

- a. Membership in Fraternities. Fraternities or societies which are secret in nature foster loyalty to the group, whether rightly or wrongly. In principle, they run contrary to moral values and the school order. Consequently, membership in such groups entails dismissal from the school.
- b. The illegal possession/ownership/use of prohibited dangerous drugs. Any student found to be in possession of, actually taking or using, buying or selling, giving or trafficking barbiturates, hypnotic amphetamines, suppressants, marijuana or dangerous/prohibited drugs in HCC premises or its extension facilities, or during school activities, is subject to expulsion from the school. The school deems all these substances physically or morally harmful. Any student found guilty of such offense can be meted outright separation from the school.
- c. Commission of any offense within the campus punishable under the Revised Penal Code.
- d. Carrying of firearms, deadly weapons (lead-pipes, icepicks or blades which are more than 1 ½ inches long etc.), explosives (including firecrackers and pyrotechnics) within the school premises.

- e. Abuse of technology; such as uploading videos or photos in the web that may cause humiliation to a member of the community and the likes.
- f. Violation of Republic Act 8044, otherwise known as the Anti-Hazing Law – either inside or outside of the school.

**Section 41. Other Sanctions**

- a. Reprimand or Admonition
- b. Public Apology
- c. Payment of actual damage inflicted
- d. Failure in a subject or test
- e. Exclusion from extra-curricular activities
- f. Disqualification from holding or seeking any position either by election or appointment
- g. Cancellation of scholarship
- h. Denial of graduation privileges
- i. Stripping of honors and awards
- j. Disallowing of readmission to the college/department due to academic undesirability
- k. Extra school or community work
- l. Such other sanctions as may be approved by the disciplinary board.

**Section 42. Purpose of Sanctions**

Sanctions imposed for the violations of the school rules and regulations are designed to achieve the following:

- a. teach students/pupils the ideal justice;
- b. develop in students the habit of self-discipline and an understanding of moral and right conduct;
- c. teach respect for order, law and authority;
- d. impress in their minds the importance of rules and regulations;
- e. deter students from future violations;
- f. correct and strengthen students' character; protect them and the good name of the school from corrupting influences of lawbreakers.

**Section 43. Composition of the Disciplinary Committee**

The Disciplinary Council (DC) shall be composed of the following:

- |    |   |             |
|----|---|-------------|
| 1. | Dean of Student Affairs and Services Department | Chairperson |
| 2. | Chief of Safety and Protection                  | Vice Chair  |

- |     |                                   |                 |
|-----|-----------------------------------|-----------------|
| 3.  | Prefect of Discipline             | Secretary       |
| 4.  | Department Head concern           | Member          |
| 5.  | Adviser concern                   | Member          |
| 6.  | Student council president concern | Member          |
| 7.  | Chief Guidance Counselor          | Observer        |
| 8.  | PNP representative (when needed)  | Observer/Member |
| 9.  | MSWD representative (when needed) | Observer/Member |
| 10. | PTA President concern             | Member          |

The DC performs the following functions:

- 43.1 It shall review the facts of the case as presented by the POD.
- 43.2 It shall ensure that due process has been observed in the investigation of the case.
- 43.3 It shall affirm whether or not there has been a serious violation of the Code of Discipline.
- 43.4 It shall evaluate the appropriateness of the sanctions based on the merit of the case.
- 43.5 It shall recommend appropriate action/s to the office of the President.

#### Section 44. **Management Prerogative**

The school takes the prerogative to effect special guidelines or new policies in the form of a memorandum or directive, whenever necessary.

#### Section 45. **Due Process in Disciplinary Cases**

Procedures related to student discipline are meant to ensure rationality and order for the members of the College. HCC recognize and protect the rights of students to due process, but student disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

##### 45.1 **Due Process in Minor Cases**

**45.1.1** The POD decides on cases deemed as minor. The decision must be based on substantial evidence and based on existing guidelines/policies of HCC.

**45.1.2** The sanctions for minor infractions include warning/reprimand, writing extra lines or jugs, grounding, benching and deprivation of some privileges.

##### 45.2 **Due process in Major Offenses**

The procedure followed in imposing disciplinary sanctions for major offenses is as follows:

**45.2.1** The apprehending or complaining party shall file a written report to the office of the POD. The written



complaint shall include witness/es, date, time and substance of charges.

- 45.2.2** The POD investigates on the case. The erring student and his parent or guardian shall be informed in writing of the specific charges and shall be required to file an answer within three (3) academic days. Failure on the part of the respondent or his/her parents to file an answer within the prescribed period gives the POD the reason to expedite the case and present the same to the Disciplinary Council. Failure on the part of the respondent to answer in writing and to appear for investigation shall be construed as waiver to present evidence and the case shall be resolved based on existing evidence.
- 45.2.3** After receipt of the answer, the Office of Student Affairs and Services shall then schedule the case for hearing. Notifying all the parties to appear before the Council, this shall not be later than five (5) academic days from receipt.
- 45.2.4** At the hearing, the student shall be provided with the evidence and witnesses against him. He may present evidence and witnesses on his behalf, and may opt to avail himself of the service of a counsel. No request for postponement shall be entertained.
- 45.2.5** Within five (5) days from the day the hearing is completed, the POD shall submit the recommendation of the Disciplinary Council to the President for his approval.
- 45.2.6** Upon approval or disapproval of the resolution by the president, in 72 hours upon receipt of the POD of the final decision, the same must be served immediately to the erring student and parent(s)/guardian for information, guidance and satisfaction of the due process.
- 45.2.7** Non-school days, Sundays and holidays (foreseen or not) are not counted as part of an offender's period of suspension.
- 45.2.8** Upon lifting of the suspended status, the student must secure a re-admission slip to the POD and the class adviser must be furnished with such document.

## Section 46. **Reservation Clause**

Any other act or misconduct similar to all the foregoing that may be deemed offensive and inappropriate by the school or any such acts may be determined by the Board provided the supplication is prospective and

disseminated to students through memoranda and/or campus student publication.

Hence, infraction/ violations (minor/major) and the like not herein mentioned, the same policies/ procedures and sanctions shall be applied on cases of similar nature.

## Chapter 7 Drug Testing in Schools

### Section 47. **Mandatory Drug Testing**

The Random Drug Testing (RDT) of the secondary students shall be conducted once every school year, pursuant on Section 36© of Article III of R.A. 9165 otherwise known as the “Comprehensive Dangerous Drug Act of 2002 and the Department of Education Order No. 80 s.2009.

The purposes of the RDT are the following:

- 47.1 To determine the prevalence of drug users among the students;
- 47.2 To assess the affectivity of school-base and community base prevention program;
- 47.3 To deter the use of illegal drugs;
- 47.4 To give the students the reason to resist peer pressure to use Illegal drugs;
- 47.5 To facilitate the referral/treatment of drug users and Dependents; and
- 47.6 To strengthen the collaboration efforts of identified agencies against the use of illegal drug users and dependents.

### Section 48. **Supervising Agencies**

The RDT in school shall be conducted in coordination with supervising agencies, Department of Health (DOH), Department of Education (DepEd), in collaboration with the Dangerous Drug Board (DDB). The school through its respective Selection Board and health personnel shall assist in the conduct of drug testing.

### Section 49. **Supervising Board**

The “Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator, the School Head as chairperson, and representatives each from the students, faculty and parents as members. The authorized governing duly recognized by their representative constituents shall choose the representative from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of parent’s

association, the School Head may appoint any parent who shall be a member of the Selection Board. For the guidance and compliance of all concerned, the General Guidelines for the conduct of random Drug Testing for students of secondary, tertiary, vocational and technical schools shall be followed.

## Section 50. Procedure

Procedure for RDT will be done among randomly selected students.

- 50.1 All students and their parents shall be notified in writing on the process and the manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the drug testing.
- 50.2 The whole student population of the school shall be included in the random sampling.
- 50.3 On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- 50.4 The selection process should be a random through a lottery, which maybe computerized, or in any other manner that shall be done on the same day.
- 50.5 The random selection of students and the drug testing shall be done on the same day.
- 50.6 The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times.
- 50.7 The monitor to ensure the integrity of the collection process should be of the same sex as the student.
- 50.8 The drug testing shall be done in the school and conducted by duly accredited drug testing laboratory. The school through its respective health personnel shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- 50.9 The drug testing coordinator shall ensure the confidentiality and integrity of the random drug testing for the students of the school. It is vital that only the people who need to know the test result see them (parents and school administrators).
- 50.10 The result of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- 50.11 The Drug Testing Coordinator shall remind the students that divulging the results to anybody will be at his own risk; and that possible, the information should remain in the confine of their house.
- 50.12 The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator shall then inform all the students tested individually of the test result.

- 50.13 In case the test result is positive the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The students shall be advised to refrain from revealing the test result to other persons.
- 50.14 The confirmatory drug test shall be conducted in the same manner as the initial drug test
- 50.15 The result of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- 50.16 The parents, the RDT coordinator and the students shall then prepare for a conference to discuss the result and treatment of positive confirmatory drug test.
- 50.17 Treatment planning and options for treatment should be discussed and presented to the parent and student.
- 50.18 Date should be agreeable to all concerned in the case conference.
- 50.19 Venue should have a semblance of privacy (Preferably in room, with an office table where group discussions and individual sessions can be done).

#### Section 51. **Fees**

The fee for Random Drug Testing in private school shall be charged to students (or his parents).

#### Section 52. **Enforcement of Compliance**

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the school; provided at no time refusal to undergo testing shall not give rise to a presumption of drug use or dependency provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency.

#### Section 53. **Rationale**

The Holy Cross College pursues the RDT not just to comply with these laws but to ensure a safe and secure learning environment for all its students. The purpose of the RDT is not just to identify drug users, but more importantly, to help and protect students from deleterious effects of drug abuse.

## Chapter 8

### Child Protection Policy

#### Section 54. **Child Protection**

Pursuant to DepEd order 40, s 2012, the Policy and Guidelines in Protecting the Children School from Abuse, Violence, Exploitation, Discrimination, Bullying and other forms of Abused entitled “DepEd Child Protection Policy,” shall be adhered to and its implementing guidelines on cases of Bullying, Sexual Harassment, and other forms of abuse.

The said order likewise enumerates and defines the disciplinary offenses student may commit and its implementing guidelines.

#### Section 55. **Child Protection Committee**

The Child Protection Committee (CPC) shall be composed of the following:

- a. School Head/Administrator, Chairperson
- b. Chief of Safety and Protection, Vice Chairperson
- c. Representative of the teachers as designated by the Faculty Club
- d. Representative of the parents as designated by the Parents-Teachers Association
- e. Representatives of pupils, students, and learners as designated by the student Council
- f. Representative from the community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Child Protection of Children (BCPC)
- g. Representative from the Safety and Protection Division of the school

Further, the Child Protection Committee shall draft a school protection policy with code of conduct and plan to ensure child protection and safety, which shall be reviewed every three (3) years.

## Chapter 9

### Scholarship and Grants

#### Section 56. **Policy Statement**

In its continuing commitment to provide quality education and holistic formation for the youth and in fulfilling its mission of inculcating a high sense of civic mindedness, Holy Cross College expands its scholarship programs to assist the deserving youth in acquiring quality education. These scholarship and grants are awarded not only to students who excel academically but also to those who

demonstrate distinctive athletic and performing arts abilities and commendable social involvement.

The giving of scholarship and grants is a prerogative of the institution following established implementing rules and guidelines. Therefore, the administration reserves the right to grant, withhold, and / or withdraw such for duly-determined causes.

## **Section 57. Implementing Rules and Guidelines**

### **57.1 General Requirements for Admission of Freshmen to the Scholarship Program**

**57.1.1** Completed HCC application form.

**57.1.2** A scholarship grant is non-transferable privilege given to qualified students.

**57.1.3** Application for a grant is done via registration at the office of Career Planning and Placement Services/Student Affairs and Services Department and Services.

**57.1.4** The application form must have the supporting documents as specified in the guidelines that govern each type of scholarship/grant.

**57.1.5** Only one grant can be availed in a school year.

**57.1.6** Except for specific cases, all grants that are valid only for one school year shall cover only the regular tuition. Miscellaneous and other fees will be paid by the grantee in full or installment basis.

**57.1.7** Scholarship may be availed of only by students who carry load prescribed by the curriculum.

**57.1.8** Continuance/availment of any scholarship grant requires presentation of credentials and accomplishment of Scholarship Program Form from the Career Planning and Placement Services/ Office of the Student Affairs and Services within the prescribed period.

**57.1.9** Recipient who failed to meet the standards set by the Career Planning and Placement Services/ Office of the Student Affairs and Services will be put on probationary statue. The full scholarship then cannot be availed of for one semester. In case the recipient fails to meet the standards during the probationary period, the scholarship will be revoked.

**57.1.10** Disqualified scholars can re-avail of the benefits of the program for the next school year upon meeting satisfactorily all the prescribed requirements.

**57.1.11** Any scholarship granted by the school shall be cancelled for any grave misconduct on the part of the student.

- 57.2 **Valedictorian and Salutatorian Scholarships**
- 57.2.1** This is given to entering HCC-JHS grade 7 students who have been officially designated as valedictorian (rank 1) and salutatorian (rank 2) by a Philippine elementary school.
- 57.2.2** Valedictorians (rank 1) are awarded a 100% tuition scholarship. Salutatorians (rank 2) are awarded a 50% tuition scholarship.
- 57.2.3** Recipients shall pay the miscellaneous and other fees prescribed for the grade level in full or in installment basis.
- 57.2.4** To continuously avail of the grant, the recipient must maintain his/her rank, and must be of good moral character.
- 57.2.5** The submission of the following documents are required for re-evaluation:
- a. Good Moral Certificate
  - b. Certification from the Principal as Class Valedictorian/Salutatorian
- 57.3 **First Honors**
- 57.3.1** This is given to the students of grade 7, 8, and 9 who ranked number 1 in the whole grade level. Grantees shall be entitled to a 100% free tuition for the following school year.
- 57.3.2** Recipients shall pay the miscellaneous and other fees prescribed for the grade level in full or in installment basis.
- 57.3.3** To continuously avail of the grant, the recipient must maintain his/her rank and must be of good moral character.
- 57.3.4** The submission of the following documents are required for re-evaluation:
- a. Good Moral Certificate
  - b. Certification from the Principal as Rank 1
- 57.4 **Second Honors**
- 57.4.1** This is given to the students of grade 7, 8, and 9 who ranked number 2 in the whole grade level. Grantees shall be entitled to a 50% free tuition for the following school year.
- 57.4.2** Recipients shall pay the miscellaneous and other fees prescribed for the grade level in full or in installment basis.
- 57.4.3** To continuously avail of the grant, the recipient must maintain his/her rank and must be of good moral character.

- 57.4.4** The submission of the following documents are required for re-evaluation:
- a. Good Moral Certificate
  - b. Certification from the Principal as Rank 2

**57.5 Athletic Scholarship/Tuition Discount (A.S.D.)**

**57.5.1** Athletes or varsity players may enjoy full or partial tuition and/or fees waiver. Applicants for this grant must be recommended by the Sports and Kinesthetic Development Services Division.

**57.5.2** A.S.D. is given to *bona fide* students who excel in the field of sports and has met the following requirements:

- a. Holistic fitness and eligible to take part in athletic meets to represent the school.
- b. Of good moral character
- c. Exemplary performance as attested by a recommendation from (for new/incoming students) the institution's assigned coach/trainer. For old students (varsities), exemplary performance must be attested by a recommendation from the moderator / coach / trainer.

**57.5.3** Recipient of this grant shall avail of tuition fee discounts based on the following merits:

- A. Gold Medalist**
  - Gold Medalist Cluster/Division – 50%
  - Gold Medalist Regional – 75%
  - Gold Medalist National – 100%
- B. Silver Medalist**
  - Silver Medalist Cluster/Division – 35%
  - Silver Medalist Regional – 60%
  - Silver Medalist National – 75%
- C. Bronze Medalist**
  - Bronze Medalist Cluster/Division – 25%
  - Bronze Medalist Regional – 50%
  - Bronze Medalist National – 60%

**57.5.4** The grant is valid only for the school year following the one where the above criteria had been met.

**57.5.5** To continuously avail of the grant, the recipient must maintain his/her status as gold medalist in the chosen sports discipline, must be of good moral character, must not have record of any disciplinary action and must religiously abide all the rules and regulations of the institution.

**57.5.6** The grantee must submit the following documents after the current school year for re-evaluation:



- a. Performance evaluation from trainer and/or sports coordinator.
  - b. Proof of achievement/s.
  - c. Medical Certificate from school Physician
- 57.5.7** Incoming new students and old students can avail of this grant provided the above criteria had been met.
- 57.6 Family Patronage Tuition Discount (F.P.T.D.)**
- 57.6.1** This privilege may be availed of by families with two or more children enrolled in Holy Cross College, Elementary, Junior High School, Senior High School and College Departments. The tuition discount is 10% for every academic year for Elementary and Junior High School and for every semester for Senior High School and College. The total number of children that can avail of the discount is determined by the formula: number of enrolled children less one.
- 57.6.2** To avail of this program, an application form for scholarship program must be secured from the Career Planning and Placement Services. The form must be filled out and submitted within the prescribed period.
- 57.6.3** Students granted with (F.P.T.D.) have to pay the miscellaneous and other fees prescribed for the course in full or in an installment basis.
- 57.6.4** Entry Requirements:
- a. Validated HCC registration form with stamped “Officially Enrolled”.
  - b. Photocopy of PSA Birth Certificate (bring original for verification).
- 57.7 Transferee Tuition Discount (T.T.D.)**
- 57.7.1** Holy Cross College is giving a 20% tuition discount for transferees from other schools.
- 57.7.2** This discount is valid only for one school year.
- 57.8** Evaluation, Assessment and awarding of Scholarships/ Grants shall be made in the Office of Guidance and Counseling Services Division. The CPPS Officer will provide the cashier with the list of qualified recipients indicating the type of scholarships/grants, the corresponding discounts (% and amount) and the effectivity/coverage of the scholarships/grants.
- 57.9** All scholarships and grants (discounts) should be approved by the VPAA before the later will be deducted from the account of recipient.

- 57.10 Deadline of application for scholarship/grants is until the first day of the scheduled day of preliminary examination of each term (refer to the collegiate calendar). Failure to submit required document for scholarship application will be resulted to cancellation of scholarship/grant.
- 57.11 The CPPS officer shall submit status report of scholarship and grant program every semester to the Dean of Student Affairs and Services, copy furnish the Office of the VPAA and VPFA.

## Chapter 10 Campus Governance

The Holy Cross College aims to excellently develop the productive and creative potentials of students including their soft skills through co-curricular and extra-curricular activities. Involvement in co-curricular and extra-curricular activities has qualifications set by the organization concerned: however, the following will serve as guidelines:

### Section 58. **Student Organizations**

The College recognizes the importance of developing creative and responsible student leaders through practicing good campus governance, thus, HCC students are encouraged to form organization. However, they must be set up along social, cultural, recreational, literacy, education and religious lines which should be registered at the Student Affairs and Services Department (SASD) to be given due recognition. These organizations should work for the attainment of the goals and objectives of the HCC.

### Section 59. **The HCC Supreme Student Government**

The Holy Cross College Supreme Student Government (HCC-SSG) is set herein as the mother student organization of which all bona fide students of HCC are members. All other student organizations, though independent with each other, are under the umbrella of this mother organization.

### Section 60. **Operation and Establishment of an Organization Membership**

- a. Only bona fide students are qualified to become members of RSOs. Advisership in these organizations is limited to full-time faculty or staff members of the HCC.
- b. A student cannot be a president or vice-president of more than one organization in addition to his class, or interest groups. A member cannot hold two major positions at the same time.
- c. An officer of any organization should carry an academic load of not less than 12 units and should have a minimum

cumulative grade point average of 85% and grade not lower than 80% in all subjects which must be maintained during his term of office.

- d. A student under strict disciplinary or academic probation cannot be elected or appointed to any office in a recognized student organization.

### ***New Organizations***

In applying for official recognition, a newly formed organization shall submit to the Office of SASD the following documents for evaluation:

- a. Ratified Constitution and by Laws
- b. Lists of officer and members (at least 25)
- c. Faculty Advisers (supported with a letter accepting appointment); and
- d. An action plan for the school year.

After a careful evaluation made by the SASD, the newly-formed organization will be endorsed to the VPAA/President for final approval.

### ***For RE-recognition***

The College President/VPAA accords their operation for the next school year only after official re-recognition is given to them. For the re-recognition, the officers of the student organization shall submit to the President/VPAA thru the SASD the following:

- a. Letter of request for re-recognition;
- b. Ratified constitution and by-laws with the signature of at least 25 members;
- c. List of new set of officers and members of the organization;
- d. Action plan for the school year;
- e. President's report;
- f. Treasurer's report (financial statement); and
- g. Secretary's minutes of the meeting (compiled)

## **Section 61. Application for Recognition**

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SASD office to be officially recognized, student organizations must also meet the following criteria:

- 61.1 Uphold and preserve the ideals and traditions of the HCC embodied in its vision, mission and core values, in particular:
  - a. Student Government must promote good governance among constituents and work collaboratively with the school management towards holistic development of a Crucian Leader;

- b. Service organizations must contribute to the welfare of the campus or community;
  - c. Interest groups must promote the development of talents, skills and/or creative interest;
  - d. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
- 61.2 Promote academic excellence on the campus.
- 61.3 Develop campus-wide friendships and fellowships that transcend race or region.
- 61.4 Comply with the semestral and other requirements of the SASD.
- 61.5 Student Publications and class organizations are not considered for recognition. Religious-oriented organizations shall be eligible for registration and will be considered as Interest groups.
- 61.6 After a thorough examination of the constitution and by-laws, list of officers and members and program of activities, using the above qualifications, the organization shall then be endorsed by the SASD for official recognition. Existing student organizations that are officially recognized and have been part of the campus student life in the past are granted registration without undergoing the process of recognition. However, the programs and activities of organizations are still subject for review and appraisal by the SASD for re-recognition.

61.7 ***Privileges***

All recognized student organization in HCC shall enjoy the following privileges:

- a. To hold social functions and other activities during the semester;
- b. To complete for awards given to organizations in the Student Handbook or in other official student/school publications;
- c. To enjoy free use of School Facilities and other privileges;
- d. Organizations which are not recognized or registered do not have the rights or privileges of registered organization. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

***Registration***

Organizations shall be registered prior to the opening of classes or at least within the first three weeks after the start of each semester. Only organizations registered with SASD may become members of the Council of Recognized Student

Organizations (CRSOs).

### ***President's Reports***

The president or head of every student organization is required to submit to the SASD a written report on the Progress/accomplishments of the organization's program at the end of every semester.

### ***Financial Reports***

The treasurer of each organization shall submit two copies of a financial report of each activity that involves payments and/or contributions from non-members not later than one week after the date the activity is undertaken. A financial report covering all the organization's activities must be submitted in duplicate not later than three weeks before the final examinations during the first semester, and not later than three weeks before the student organizations' award day in the second semester. Failure of the organization to comply with this requirement may result in the withdrawal of recognition.

### ***Initiation***

HCC prohibits any form of initiation such as physical punishment humiliation or indignity and the likes as part of the requirements in joining student organizations or clubs. Service-oriented and interest-based student organizations shall conduct a selection process in conformity with the academic and Catholic ideals of a Crucian community. Organizations are encouraged to emphasize service and productive work projects as part of membership requirements. All forms of hazing that inflict physical harm to the recruit, neophyte, or applicant as defined under R.A. no. 8049 are strictly prohibited and are considered illegal.

### ***Solicitation of Funds, Prizes and Sponsorships***

Only recognized student organizations with approval from the office of the University President and/or Vice President for Finance and Administration may be authorized to raise funds, solicit prizes, sponsors or patrons. All applications for fund-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the fund-raising activity. Permission will be given only if the fund to be raised is intended for a worthy cause. The SASD will issue the necessary forms and will also give instruction on the proper keeping of records. Tickets shall be sold on cash basis only.

### ***Publicity on Campus***

RSOs are urged to use the Student Organization Bulletin Boards. Department bulletin boards shall not be used by the students unless permission is first secured from the department head/dean concerned. Unauthorized bulletin boards and billboards are not allowed on any campus property. Bulletin Boards which are properly authorized may be set up in designated places in the campus.

- a. Posters/ads on the bulletin boards shall be duly signed by the Dean of the SASD. No poster shall be posted without the approval of the SASD posters must be removed immediately after the termination of the announced activity of the organization sponsoring the activity. No posters or announcements may be posted on trees or walls inside the campus.
- b. Any violation of the provisions shall cause the removal of the posters by authorized persons and sponsoring organization will be held liable.

## **Section 62. Rules Governing the Operation of Students Organization**

### **General Principles**

- 62.1 The Holy Cross College, in accordance to its vision, mission and as to the Crucian ideal of the human person. The processing list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of a Crucian academic community committed to and consistent with the core values of excellence, integrity, teamwork, innovation and social justice.
- 62.2 Holy Cross College provides the basic framework of normative rules to facilitate the total student integral formation involved with students' broad array of cultural, academic, social and political organization. Representatives in student government collaborate with school leaders to enhance the student experience. Student journalist write, edit and produce multimedia content for the student publication. Students explore career interests through a range linkage that provide networking and job opportunities. Students interested in the arts participate in a variety of visual and performing arts groups. Student organizations shall provide wholesome entertainment, serve the students, the local community and celebrate the cultures and traditions of a Crucian academic community committed to the HCC's vision, mission and core values.
- 62.3 Students who are members of organizations are expected to conduct themselves in a manner that promotes their

continuing development as a person, as well as the continuing development of their organizations and/or co-members. Student members have a responsibility to ensure that academic environment of HCC is wholesome and conducive to human formation, specifically in following the policies and guidelines in conducting activities inside and outside the College.

### Section 63. **Authority to Supervise**

The supervision and coordination of student organizations are undertaken by the SASD. Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SASD.

### Section 64. **Accredited Student Organizations**

HCC provides its students with a variety of opportunities for their integral development and expression of talents and skills through membership in various student organizations and clubs. These vary from the interest groups and course-related or professional societies/ organizations to service-oriented groups. These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of same interests. Such organizations are required to undergo **the Annual Performance Evaluation of Registered Student Organizations**. (APERSO).

## Part V STUDENT SERVICES

### Chapter 1 Learning Resources Center

### Section 65. **Mission and Vision**

#### **The HCC Learning Resource Center**

The library of the school, the Learning Resource Center, occupies the fourth floor of the Learning Resource Center Building, and is being managed by the Library Services Division under the Student Affairs and Services Department. The Library Services Division provides access to the information and handles the information needs of its constituents. The Learning Resource Center is located at the fourth floor of the Learning Resource Center Building. Its satellite library, the Grade School Library Extension, is located at the second floor of the Elementary Building.

## **Mission of HCC Library**

The HCC Learning Resource Center strives to provide optimum information services and assistance in all aspects of lifelong learning development to cultivate students in becoming commendable, benevolent and well-informed professionals.

## **Vision of HCC Library**

The HCC Learning Resource Center envisions itself as a catalyst and motivator of divine-fearing, honorable, and humble citizens by bringing people and information together.

### **Section 66. General Services**

- 66.1 *Circulation services.* The Library Services Division accommodates its patrons by providing circulation services with its collection. This service includes lending or borrowing materials, resource renewal, collection of borrowing penalties and fines, book shelving, and shelf organization.
- 66.2 *Reference services.* The division also supports its users by helping them retrieve and access the information they are seeking in order to satisfy their information needs through reference interviews and user assistance.
- 66.3 *Computer and internet access.* The Learning Resource Center is also equipped with desktop computers connected to the internet. Students, faculty and personnel can use these computers for free. Each user is allowed to use this service for a maximum of one (1) hour per day.
- 66.4 *Library orientation and instruction.* The Library Services Division also conducts periodic library orientations and instruction to students, teachers and staff in order to constantly remind them how the library functions, and how to utilize and locate information in the collections efficiently.
- 66.5 *Reader's advisory.* List of new acquisitions will be posted regularly both onsite, through the Library Bulletin, and online, through the HCC Library Services Division Facebook page.
- 66.6 *Users suggestions.* The Library Services Division is always open for suggestions from its patrons. Users can deliver their comments, queries, or ideas through the suggestion box located on the circulation desk. This is to understand the wants, needs, and demands of the patrons straight from them.



## Section 67. **Access to the Collections**

The HCC Learning Resource Center is open from 8:00 am to 6:00 pm every Mondays to Fridays. The LRC runs an open shelf system, meaning users can scan and browse through the shelves while searching for the information or resource that they need. Currently enrolled students, faculty and personnel are allowed to enter the premises of the LRC.

The Grade School Library Extension and the General Collection house resources organized systematically using Dewey Decimal Classification (DDC). The College Library, however, contains resources arranged in DDC which are sorted per offered course.

Dewey Decimal Classification is used to organize materials and give access to the collection of a certain information center using the following scheme:

- 000 - 099: Computer science, information & general works
- 100 - 199: Philosophy & psychology
- 200 - 299: Religion
- 300 - 399: Social sciences
- 400 - 499: Language
- 500 - 599: Science
- 600 - 699: Technology
- 700 - 799: Arts & recreation
- 800 - 899: Literature
- 900 - 999: History & geography

The computers inside the Instructional Media Center are also networked to access the electronic resources and open resources that are parts of the collection. Students can use any of the computer units to view and read those specific materials.

## Section 68. **Health Protocols and Sanitation**

The Learning Resource Center have done numerous actions and requirements in order to prevent the spread of viral, bacterial and other microbial diseases inside the premises of the facility. These provisions are also considered to secure the safety of the students, employees, and other constituents of the schools. Wearing of face masks is mandatory upon entering the library. There are also floor markings, social distance markers and signages posted inside the library to guide the mobility of the students.

The library also utilizes UV disinfection regularly to sterilize air spaces and surfaces inside the facility. Using this method can destroy active viruses and other pathogens inside the closed space.

**Section 69. Rules and Regulations**

1. No validated ID, no entry.
2. Only a maximum of 100 students are allowed inside the Learning Resource Center.
3. Always keep in mind to have social distance inside the library.
4. The Learning Resource Center is a study area in which reasonable silence is essential. Talking to each other and walking must be done quietly. Neither playing nor running along the LRC corridors is allowed.
5. The LRC is an area for studying and learning. Eating and drinking are prohibited. Tobacco, alcoholic drinks, and other vices are strictly banned inside the premises.
6. Vandalism, like defacing, marking, cutting, mutilating, or damaging LRC resources in any way, shall not be tolerated.
7. Materials borrowed should always be protected from dust, rain, insects, and other means of resource damage.
8. While inside the LRC, always put your mobile devices on silent mode.
9. Playing and downloading online games inside the LRC are forbidden.
10. Browsing social media such as Facebook, Twitter and Instagram on the LRC electronic resources are prohibited.
11. Always maintain orderliness and proper arrangements of the physical facilities such as tables and chairs in the LRC.
12. Disrespectful language and gestures against LRC personnel will be dealt accordingly.
13. Bags should be placed at the baggage counter. Always secure your baggage number before leaving your bags. Always bring your wallet, phones and other valuables with you. The LRC shall not be liable for any loss or theft of any belongings.
14. Charging electronic devices such as mobile phones, laptops, and tablets are strictly prohibited.
15. If you have further questions, or need some help, do not hesitate to go to our personnel. Our library employees are always there to help and support you and your needs.

**Section 70. The Grade School Library Extension Rules and Regulations**

1. Only a maximum of 20 students are allowed inside the Grade School Library Extension.
2. Before entering the library, remove your shoes and place them on the designated shoe rack.
3. Always keep in mind to have social distance inside the library.
4. The GSLE is a study area and not a place for running and loud noises. Talking to each other and walking must be done quietly.
5. The GSLE is an area for studying and learning. Eating and drinking are not allowed inside the library.
6. You can read the books and play with the toys inside the library, provided that you keep them back in their proper places after using them.
7. Always give the books respect. Vandalism, like defacing, marking, cutting, mutilating, or damaging resources in any way, shall not be tolerated.
8. Materials and resources being used inside the library should always be protected from dust, rain, insects, and other means of resource damage.
9. While inside the GSLE, always put your mobile devices, if any, on silent mode.
10. Playing with toys inside the playing area is welcomed. However, playing and downloading online games inside the GSLE are forbidden.
11. Always maintain orderliness and proper arrangements of the physical facilities such as tables and chairs in the GSLE.
12. Disrespectful language and gestures against the personnel will be dealt accordingly.
13. Always bring your wallet, phones and other valuables with you. The GSLE shall not be liable for any loss or theft of any belongings.
14. If you have further questions, or need some help, do not hesitate to go to our personnel. Our library employees are always there to help and support you and your needs.

Section 71. **Regulations for Borrowing**

71.1 Different types of books pertain to different durations of borrowing materials.

**71.1.1** Reference books and materials (dictionary, encyclopedia, fact books, etc.) are for room use only. They are not available for circulation and cannot be borrowed.

**71.1.2** Non-fiction resources must be returned three (3) days after borrowing.

**71.1.3** Fiction resources must be returned seven (7) days after borrowing.

- 71.2 Once students acquire their desired material, they must go to the circulation counter to process the book for lending. A library personnel will then handle the process and log the book in the system in order to prepare the said material for circulation.

**Section 72. Offenses and Penalties**

- a. Whoever caught violating any of the rules and regulations of the LRC shall be subjected to disciplinary action.
- b. Any person engaged in disorderly conduct and/or disruptive behavior shall be asked to leave the LRC and be subjected to disciplinary action.
- c. Any student who fails to return a circulation book on its due date will receive a fine of P50.00 a day, exclusive of Sundays and holidays.
- d. Any student who lost a circulation book must immediately report it to any LSD personnel. Penalties then will be discussed during the report.
- e. Any student who refuses to settle library accounts and/or obligations shall not be permitted to use the LRC and shall not be issued a clearance.

**Section 73. Science Laboratories Safety Rules and Guidelines**

- 73.1 Never work alone. Experiments should be carried out with the supervision of an instructor.
- 73.2 Perform only experiments authorized by the instructor.
- 73.3 Proper attire should be observed during experiments. Wear goggles or safety glasses, laboratory gowns or aprons, and closed shoes. Long hair should be tied up.
- 73.4 Follow the written and verbal instructions. Clarify instruction with the instructor in case of doubt.
- 73.5 Never fool around in the laboratories. Horseplay, practical jokes, pranks are dangerous and prohibited in laboratories.
- 73.6 Eating and drinking are strictly prohibited in the laboratories.
- 73.7 Be alert and monitor experiments at all times. Immediately record results of activities.
- 73.8 In case of accidents, notify the instructor immediately.
- 73.9 All chemicals in the laboratories are to be considered dangerous. Do not touch, taste, or smell any chemicals. Take sufficient amount of chemicals as you need and do not return used chemicals to their original containers.

- 73.10 Never use damaged electrical equipment. Report immediately to the instructor/Maintenance Supervisor all electrical-related problems.
- 73.11 All laboratory apparatus and materials should be handled with care and returned to their proper storage after use.
- 73.12 Observe good housekeeping. Work areas should always be kept clean and tidy. Glassware and other materials should be cleaned and dried before returning to respective cabinets.
- 73.13 Any waste or residue must be properly disposed in their designated containers.
- 73.14 After using the laboratory, make sure that electrical equipment, fume hoods, faucets, gas valves, electric fans and lights are turned off.

## Section 74. School Facilities and Equipment

### 74.1 Library

The College Library is located at the 4th floor of the Learning Resource Center building. It is equipped with books, computers, periodicals and other reading and reference materials.

### 74.2 School Clinic

The school has a centralized school clinic responsible for carrying out the health program of the school. The health services are provided by a full-time nurse, a part-time dentist and a part-time physician. The school clinic is open from 8:00 am to 5:00 pm, Monday to Friday.

Services:

#### **Annual medical check-up includes:**

- Physical examination to all levels
- Hearing visual examination
- 

#### **Annual Dental check-up**

- Conduct an oral examination
- School dentist may advise or give referral to consult outside
- 

#### **Consultation**

- Medical
- Dental

#### **Emergency and first aid management**

- Administration of the available over the counter drugs prescribed by the school physicians

- Dressing of wound immobilization then application of splints, elastic bandage if needed, hot and cold compress application

#### **Referral**

- If patient suffer persistent symptoms the school nurse will inform the adviser and parents or guardians immediately for referral to the nearest hospital for further evaluation and management

#### **Confinement at Clinic**

- After assessment and evaluation depending on the severity of patient's condition, the nurse may give medication and will advise to stay in clinic for observation, patient is limited to stay for 1-2 hours only, if symptoms relieved the nurse will advise the patient to return to classroom

#### **Monitoring and inspection**

- Prevention of illness and safety measures by continues promotion of healthy lifestyle
- Classroom visit and giving of health teaching and reading materials and pamphlets about different diseases
- School canteen sanitation, proper coordination with the utility team leader about cleanliness, proper segregation and disposal of garbage
- Everyday rounds inside the campus

### **Section 75. Covered Court, Sports Facilities and Equipment**

In line with the goals and objectives of the school to develop the students not only mentally but also physically as well as inconsonance with the government's program on physical fitness and sports development, sports facilities for basketball, volleyball, badminton and table tennis are put up and equipment such as balls, nets, rackets, chess sets and scrabble are provided. Usage of the facilities and equipment is on a "first come, first served" reservation basis.

### **Section 76. Canteen**

The school has a canteen which is located at the center of the three departments. It is open from Monday to Friday during class hours and offers a variety of food and drinks.

## Section 77. **Bookstore**

The school bookstore is open from 8:00 am to 5:00 pm, Monday to Friday, and is located in front of the Elementary Department. It offers a variety of school supplies, books, uniforms, miscellaneous items and photocopying services.

## Section 78. **Audio-Visual Room (AVR), Amphitheatre and Liquid Crystal Displays (LCDs)**

The school maintains an Audio-Visual Room and Amphitheater equipped with LCDs used primarily for academic and indoor non-academic activities. A reservation system governs the use of these facilities and equipment.

### Chapter 3 Guidance Services

## Section 79. **Rationale**

The Guidance and Counseling Services Division is located on the 1<sup>st</sup> floor of the Old College Building. It is staffed with competent counselors per department (IBED to College) who assist students in their personal, social, educational, and occupational planning. They are concerned primarily with the mental health and awareness of the students.

## Section 80. **Vision and Mission**

### **Vision**

Our vision is to support the academic and other departments to attain the vision and mission of Holy Cross College. We provide holistic formation to the students by assisting them in their personal, social, educational and occupational planning that will promote the psychological well-being of students and make them productive members of the community and to the country in general.

### **Mission**

- a. We assist the students to have a better understanding of themselves.
- b. We provide positive guidance to the students in making sound decisions.
- c. We develop among pupils and students' proper interpersonal relationships.

- d. We assist pupils and students to appreciate self, family, community, and the life given by God.
- e. We assist students to develop skills needed in preparation for their chosen career.
- f. We provide possible job opportunities for the students by establishing linkages with other institutions, business firms and government offices.

### Section 81. **Objective and Goals of GCSD**

The Guidance and Counseling Services Division (GCSD) aims primarily to assist pupils and students in their various needs. Be able to equip them through different activities as they grow and formed into a mature individual and productive member of the society. The specific objective is for them to have a self-realization, as far as personal, family matters, and societal realities are concern, moving towards the developmental stages of oneself such as self-awareness, explorations, and self-enhancement.

The office guides the students in adjusting satisfactorily into their personal and educational endeavor. The program also assists them in making responsible mature and rational decision in their lives - be it personal, academic and career path, and social.

It is the ultimate goal of the program to journey with the student. Back to their nature and guides him to a deeper appreciation and realistic knowledge of self, through carefully planned psychological services and interventions.

### Section 82. **Guidance Principles**

The guidance and counseling program is an integral part of the education system

- 82.1 Guidance is a fundamental and integral part of the educational system. It provides for the holistic development of the students.
- 82.2 Education and guidance support and complement each other to maximize student's growth and development.
- 82.3 Administrative and faculty understanding and support of the guidance program are crucial to its success.
- 82.4 Guidance personnel perform specific tasks distinct and separate from teaching and disciplining it is responsive to the student's needs.
- 82.5 The guidance program addresses the developmental and adjustment needs of the students.
- 82.6 The program considers the unique culture and climate of the specific population and environment it serves.
- 82.7 Program offerings are based on regular, systematic assessment of the students' needs and environment.
- 82.8 Guidance is a continuous process throughout the student's stay in school.



- 82.9 Guidance activities are specifically planned and developed to ensure program effectiveness.
- 82.10 The guidance team consists of the school counselor, psychologist, social workers, teachers, administrators and other educational professionals and staff who work together for the welfare of the students.
- 82.11 The guidance program recognizes the need to provide objective evidence of accomplishments and the rationale for its continued existence. It recognizes the students as an individual and is premised on the following:
- Every individual has needs that must be attended to
  - Guidance should be extended to all
  - Every individual is unique and possesses worth and dignity
  - Human beings can develop their own insights
  - All individuals have the right and capability to make decisions and plan

### Section 83. Guidance Services

The guidance services are a systematic and organized procedures, tools and facilities aims to assist our pupils and students in securing knowledge and skills needed in making plans, decisions and in interpreting life.

These services provide comprehensive information about opportunities, personality and moral development, effective studying and learning.

#### 83.1 Individual Inventory Service

The Guidance and Counseling Services Division keeps, update and organize student's records, profiles, and utilize information, about his/her home and family, scholastic progress, test results, interviews and other data deemed helpful in understanding the context of the students and in writing recommendation letters when requested.

The guidance program assumes that adequate data about the student will be helpful in planning and carrying out courses of actions adapted to the pupils and the student's personal needs.

#### Information Obtained:

- Individual information Sheet
- Cumulative Records
- Test Records (Achievements, Mental ability and Aptitude Batteries)
- Interest Records
- Personalities inventories
- Non-Test/ Self Evaluation Report

g. Counseling Protocol

**Guidance Activities:**

- a. Asking students/ pupils to fill out questionnaire
- b. Entrance exam
- c. Screening and/or exit interview
- d. Class Guidance

83.2 **Information Service**

This service provides students with significant information that will be useful as they make an evaluation of the various opportunities that are available around their environment.

Information includes: educational guidance bulletin, symposia bulletin boards, hand-outs, brochures and other information campaigns.

**Kinds of Information:**

- a. **Personal-Social Information** – These are information regarding how one can improve oneself or how can improve relationship with others. Self-help materials or Group Guidance Sessions are part of this. Examples of topics are:
  - Building self-confidence
  - Overcoming shyness
  - Proper Etiquette
  - Improving Personal Appearance
  - Social Assertiveness
  - Handling Anger
  - Stress Management
  - Healing painful Memories
  - Self-Awareness
  - Social Awareness
  - Boy-Girl relationship
- b. **Vocational-Occupational Information** – These are information that will help student plan their career.
  - B1.** Information about different employment possibilities/ job openings
  - B2.** Information about different job/occupations
    - Nature of the Occupation
    - Branches of the Occupation
    - Employment Possibilities
    - Work Involved
    - Difficulties and Challenges
    - Advantage and Benefits
    - Requirements
    - Educational/ Training

- Physical requirements
  - Intellectual requirements
  - Social requirements
  - Personality requirements
- c. **Educational/ Academic Information** – These are information that will enable students to make decisions regarding the school he/she is in or wishes to enter.
- d. **Guidance Activities:**
- Group Guidance/ Homeroom Guidance
  - Conferences
  - Orientation Program
  - Career days
  - College days
  - Circulars
  - Seminar, Symposia, Dialogues, Interactions
  - Pamphlets, Brochures, Bulletins
  - Bulletins Boar Announcement
  - Books

#### Section 84. **Orientation Service**

Continuing orientation services for the new pupils and students these includes transferees, (Basic Education, CHED and TESDA courses). For grade 1 through grade 12, freshmen, and transferee’s orientation about school’s policy and regulations, uniforms, records, presentation of faculty members, familiarization of school facilities and different services including guidance services.

#### Section 85. **Counseling Service**

Counseling is primarily the reason for the existence of the Guidance Program in the Academic Institutions, being the heart and soul of the Guidance Services Department. The main purpose of counseling is to give assistance to students in obtaining self-realization and eventually self-development. Be able to help them in making important life decisions, and work towards positive changes in their lives.

The counseling service is done through: individual counseling, group/peer counseling and follow-up to assist them in handling various areas of concerns particularly in academic, personal, psycho-emotional, social, career, moral, relationship and family matters.

Confidentiality is the utmost rule in counseling, that’s why counseling sessions are conducted in strict privacy.

#### **Guidance Activities:**

- a. Individual Counseling

- b. Group Counseling
- c. Educational Counseling
- d. Career Counseling
- e. Vocational Counseling
- f. Placement Counseling

### **Section 86. Admission and Psychological Testing**

Assessment and placement of student applicants for enrolment, giving information regarding enrolment and the school's courses offered.

Standardized tests such as Aptitude Test, School Ability Test and Personality Test for CHED courses and MATB Test for TESDA courses, Achievement and School Ability Tests for Graders administered and interpreted by the guidance counselor; serve as an aid in assessing and identifying student's strengths and weaknesses in the areas of personality, aptitudes, interest, values, motivation, intellectual capabilities and even job skills. The results of his tests are disseminated and communicated through:

- a. Test interpretation feedback sessions (either one on one, dyad or triad)
- b. Year-level profiles which are presented to the college faculty. These are useful in curriculum planning, and the updating of their teaching strategies and methodologies.
- c. Inventory forms (instrument to gather information about students' personality, school and medical records and other pertinent data.

### **Section 87. Consultation Service**

This service is one of the major roles of the guidance counselor/ staff, being the specialist on how to respond to needs and behavior of the pupils or students.

It works to have mutual sharing and analysis of information with the administration/ management, faculty members, parents and other specialists to facilitate sound decision-making and come up with programs and strategies to aid the pupils'/ students' needs.

### **Section 88. Remedial and Enrichment Service-Special Program/Workshop**

Varied enrichment activities in and out of the school are also offered to respond to any concerns of any official organization or informal group of students, faculty or staff on areas about their sexuality, family relationships, scholastic adjustment, personality and other self-development activity, such as leadership training, team building, personality development and other workshops that can make them continuously improve their skills.

### **Section 89. Referral Service**

Referral is usually understood as the action taken by faculty/ staff/ parent or significant people within the institution who see that a particular student needs a counselor's assistance. This service also refers to the assistance rendered to students or to their significant others in obtaining services from other people or agencies that might be more effective in helping them. The clients are usually referred to other people, particularly to specialists, who might be in a better position to respond to their peculiar needs.

#### **Section 90. Career Guidance and Placement Service**

This is a group of activities which provides a follow through to a student's realistic career planning – a continuous program which helps determine the manner (how) to assign a student, based on his/her personal and social adjustment.

- Educational placement
- Vocational placement

#### **Section 91. Follow-Up Service**

In this service, the Guidance and Counseling Services Division is continuously giving support to students in relation to their academic standing. This service also includes monitoring of alumni and continuously referring them in different companies that could offer them employment.

- a. In-School Follow-up – helps students adjust to student life and to provide mechanism to lessen the number of drop-outs by knowing the causes/ reasons why students leaves school.
- b. Out-of-school Follow-up – applies to services extended even to the graduates to instill in them a sense of belongingness. At the same time, it also helps the school to analyze its program effectiveness.

#### **Section 92. Public Relation Service**

This service explains the guidance roles and functions, its programs and services and benefits inside and outside the Holy Cross College.

#### **Section 93. Research & Evaluation Service**

The purpose of this service is to have an objective evaluation of accomplishments for further improvement.

The office conducts a series of evaluation to determine whether the guidance services and the educational programs are meeting the needs of the stakeholders. Results of which are then relayed to the concerned departments for immediate action/ intervention.

**94. Guidelines:**

**94.1.1 Respect College Values:** When engaging in social media activities, individuals must adhere to the values of Holy Cross College, which include integrity, respect, inclusivity, and academic excellence.

**94.1.2 Transparency and Authenticity:** Individuals should use their real names and be transparent about their affiliation with Holy Cross College when discussing college-related matters. They should make it clear that their views are personal and not representative of the college unless officially authorized.

**94.1.3 Privacy and Confidentiality:** Respect the privacy of others and do not share confidential or sensitive information related to the college, its students, faculty, staff, or administration. Always obtain necessary permissions before sharing personal information. Adhere to the provisions of Republic Act 10173 (Data Privacy Act of 2012) when handling personal data.

**94.1.4 Civility and Respectful Communication:** Maintain a respectful and civil tone in all online interactions. Avoid engaging in offensive, harassing, discriminatory, or defamatory language or behavior.

**94.1.5 Academic Integrity:** Uphold academic integrity in all online discussions related to the college. Do not engage in plagiarism, cheating, or any behavior that undermines the college's academic standards.

**94.1.6 Intellectual Property:** Respect copyright and intellectual property rights. Always give proper credit when sharing or using content created by others. Adhere to the provisions of Republic Act 8293 (Intellectual Property Code of the Philippines) when using copyrighted material.

**94.1.7 Accuracy and Truthfulness:** Ensure that information shared is accurate and truthful. Avoid spreading false or misleading information.

**94.1.8 Endorsements and Sponsorships:** Posting about products, services, or organizations, is not allowed without the approval of the management.

**94.1.9 Official Communication:** Official statements, announcements, and communications representing Holy Cross College should only be made by authorized college representatives. Individuals should avoid speaking on behalf of the college without proper authorization.

## **94.2 Monitoring and Enforcement**

The college reserves the right to monitor social media activities that involve college-related content. Failure to comply with this policy may result in appropriate disciplinary actions.

### **94.2.1 HCC Recognized Student Organization Social Media Accounts:**

On students and employees setting up new official/recognized student organization social media accounts:

- Students are allowed to create a new HCC recognized student organization social media account provided that it is only for official school use such as Student organizations or school programs/projects.
- Students may only create new HCC recognized student organization social media account upon the endorsement and supervision of an adult HCC personnel, adviser, moderator, and application and approval of the Information and Communication Department.
- Student created social media accounts such as the “Freedom Wall” and the like are not authorized by the school thus, is not an official HCC social media account. The content, views, opinion, language used/ expressed therein do not necessarily reflect those of the School
- Employees may only create a page for their program, advocacy, or project if it is submitted and approved by the Information and Communication Department.
- Upon approval of this social media policy, existing pages must submit an application to the Information and Communication Department for mapping and validation of HCC social media accounts.

## **94.3 Social Media Posts**

All content shared through Holy Cross College's social media accounts represents the institution. It is crucial to exercise careful consideration when

crafting messages. It is imperative to ensure that messages are appropriate and do not harm the College's comprehensive development and reputation.

Measures should be implemented to minimize the potential for communication errors on social media. This includes verifying the accuracy and authenticity of content before publishing.

All posts must align with Holy Cross College's values, ethics, and relevant school regulations.

Students and employees contributing content to the College's social media accounts are prohibited from sharing or endorsing content that:

- Harasses, bullies, or intimidates individuals.
- Instructs, coerces, or incites others to engage in harassment, bullying, or intimidation.
- Aims to extort money, incite violence or hatred, or engage in blackmail.
- Is abusive, targeting aspects like age, disability, gender, status, race, religion, belief, sex, sexual orientation, or political stance.
- Contains inappropriate images, photos, videos, or audio that go against the conduct expected of a student at Holy Cross College.

All content posted or promoted on the College's social media accounts should consistently show respect and courtesy towards others.

The use of social media accounts is not intended for critiquing or engaging in disputes, whether within the Holy Cross College community or beyond.

When creating posts, it is vital to consider the legal implications, including avoiding breaches of confidentiality, defamatory statements, and copyright infringements.

#### **94.4 Social Media Parameters**

Using social media for communication should avoid:

**94.4.1** Sharing details about the school's daily functions and procedures.

**94.4.2** Disclosing unconfirmed school events or occurrences.

**94.4.3** Revealing upcoming plans that haven't been made public yet.



**94.4.4** Violating intellectual property rights.

**94.4.5** Exposing personal information of others without consent.

**94.4.6** Contravening the HCC principles and spiritual beliefs.

**94.4.7** Violating the school's standards of professionalism and confidentiality.

### **94.5 Social Media in an Emergency**

Social media plays a crucial role in delivering important information to students and the HCC community during emergency situations. As a result, it is essential that the information shared is timely, consistent, and accurate. All emergency communications from the School will be exclusively issued through the official social media account/s.

**94.5.1.** In cases of class suspension due to technical concerns, recommendations will be provided by the Academic Council and Human Resource and Management Office, but official announcements will be made by the Information and Communication Department.

Similarly, any other class suspensions will be announced by the Information and Communication Department in coordination with relevant departments, subject to the President's or the Vice President of Academic Affairs' approval. These announcements will be conveyed via official Facebook, Instagram, and Twitter pages.

**94.5.2.** To avoid the risk of disseminating conflicting or incorrect information, it is crucial that all other social media accounts refrain from posting updates during an ongoing incident.

**94.5.3.** Students or employees found misusing Official Social Media Accounts may face disciplinary consequences in accordance with the School's rules and regulations.

### **94.6 Account Security**

**94.6.1** To avoid hacking that can result in significant harm to reputation, potential spread of misinformation, and compromise the security of students and the broader school community, a designated responsible individual must be established in accessing any registered and approved HCC social media account.

**94.6.2** It is advisable for the designated individual to select a robust and

secure password comprising of capital letters, special characters, and numbers that are distinct from personal passwords. The designated individual must also install a security application for two-factor authentication.

**94.6.3** During emergency situations, such as the hacking of any HCC account, the responsible personnel will immediately inform the Information and Communication Department to promptly address the issue.

### **94.7 Resolving Challenges and Problems**

**94.7.1** In the event of a hack, compromise, or accumulation of negative comments on any the HCC social media account, the responsible individual or relevant departments must collaborate with the Information and Communication Department to resolve the matter.

**94.7.2** When the situation is deemed severe, posing physical threats or jeopardizing Holy Cross College's standing, a crisis management team will be convened in accordance with the School's Crisis Communication Management Plan.

### **94.6. Disclaimer**

This policy is subject to change, and individuals are responsible for staying updated with any revisions. Holy Cross College is not responsible for the content posted by individuals on their personal social media accounts.

By engaging in social media activities related to Holy Cross College, individuals acknowledge their understanding and agreement to comply with this Social Media Policy and relevant Philippine laws.

## Songs and Prayers

### LUPANG HINIRANG

Bayang magiliw,  
Perlas ng silanganan,  
Alab ng puso  
Sa dibdib mo'y buhay.

Lupang hinirang,  
Duyan ka ng magiting,  
Sa manlulupig  
Di ka pasisiil.

Sa dagat at bundok,  
Sa simoy at sa langit mong bughaw,  
May dilag ang tula  
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y  
Tagumpay na nagniningning;  
At bituin at araw niya,  
Kailan pa ma'y di magdidilim.

Lupa ng araw, ng luwalhati't pagsinta,  
Buhay ay langit sa piling mo;  
Aming ligaya na 'pag may mang-aapi,  
Ang mamatay ng dahil sa'yo.

### OLD RUGGED CROSS

I.

On a hill far away  
Stood an old rugged cross  
The emblem of suffering and shame  
And I love that old cross  
Where the dearest and best  
For a world of lost sinners was slain.  
Refrain: So I'll cherish the old rugged cross  
Till my trophies at last I lay down  
I will cling to the old rugged cross  
And exchange it someday for a crown

II.

Oh that old rugged cross  
So despised by the world  
Has a wondrous attraction for me  
For the dear lamb of God  
Left His glory above  
To bear it to dark Calvary  
(Repeat Refrain)

III.

In the old rugged cross  
Stained with blood so divine  
A wondrous beauty I see  
For it was on that old cross  
Jesus suffered and died  
To pardon and sanctify me  
(Repeat Refrain)

IV.

To the old rugged cross  
I will ever be true  
Its shame and reproach gladly bear  
Then he'll call me someday  
To my home far away  
Where His glory forever I share  
(Repeat Refrain)

### HIMNU NING KAPAMPANGAN

Kapampangan misapwak  
King legwan na ning alaya  
Gabun ding pantas at marangal  
Sibul ning lugud, karinan ling tepangan  
Batis ning kataluran at panamdang makabalen  
Ligaya mi ing mie payapa  
King malugud mung kandungan  
Koro:  
Kapampangan, sale ning legwan  
Kapampangan, sandalan ning katimawan  
Kilub ning puso mi atin kang dambana  
Luid ka! Luid ka!  
Palsintan ming Kapampangan.

## PRAYER FOR THE PHILIPPINES

O Almighty God, bless and protect the Philippines  
May it ever be a country of freedom and justice.  
Inspire and guide our rulers.  
May we always be loyal and united  
To our country and to our flag  
Grant us true peace.  
Amen.

## Appendices

### Appendix A – IBED Type A (Grade School Uniform)

#### GENERAL CONSIDERATIONS

No specific uniform has been prescribed yet for pregnant teenager(s) and/or women in general. However, it is recommended that the expectant student mother must wear decent and comfortable clothing like traditional pregnant dresses/blouses (no off-shoulder, tube, sleeveless, spaghetti, hanging top), pants (no tights, shorts) and shoes (must be closed, flat and relaxed-fit).

#### Type A: School Uniform

##### GRADE SCHOOL

##### GIRLS

a. Blue blouse with tie embroidered with HCC letters, name tag, school logo and grade patch match with dark blue skirt, white socks, black leather shoe and school ID for girls.

##### BOYS

b. Blue polo with pocket, HCC logo, grade patch, name tag, dark Blue pants, white socks, black leather shoes and school ID for boys.



## Appendix B IBED Type A (Junior High School Uniform)

### FEMALE

- b. White blouse with blue tie embroidered with HCC letters, grade patch, HCC logo, dark blue skirt, white socks, black leather shoes and school ID.

### MALE

- c. White polo with pocket, HCC logo, grade patch, dark blue pants, white socks, black leather shoes and school ID.



## Appendix C - IBED Type B (P.E. UNIFORM)

### Type B: PE Uniform

ID must be worn with uniform (type a & b) or in school at all times.



Grade School



Junior High School

## Appendix D ACADEMIC POLICIES DURING COVID-19 PANDEMIC PERIOD



The HCC administration recognizes the need to adapt to the needs of the times during this critical period with the ultimate goal of assisting the students cope with the demands of HCC Flexible /Blended Learning Approach and providing quality education despite the New Normal context. The following academic policies apply until such time that the government declares the country as Covid-19 free and the people return to normal daily functions, including academic institutions.

## **Chapter 1: Academic Calendar and Classes**

### **Section 1: The School Calendar**

Exercise flexibility in determining the extent of adjustments that will be made in their approved School calendar. Classes of the Integrated Basic Education will commence on August 24, 2020 and will end on April 30, 2021. This is in compliance with the DepEd Order No. 7, s. 2020. In all, the total class days in the 2020-2021 school Calendar will be 203 days.

### **Section 2: Classes**

Pursuant to the guidelines and recommendations of the DOH, IATF or OP. Online modality will be implemented using the HCC e-LMS together with the training of teachers and parents, piloting of the system with the participation of students. On the other hand, those without internet access will be on modular scheme. Learning packages which will include modules, video lessons, and activity sheets will be distributed to the students every two weeks.

Based on the DepEd Order No. 7 s. 2020, the conduct of curricular activities that involves gathering of learners and required face to face such as Sports, Campus Journalism, Festival of Talents, Career Orientation are cancelled for the school, except for those that can be conducted through online platform. Holy Cross College will not conduct Boys Scout/Girl Scout Indoor Camping, Junior High School Promenade and Students' Night.

### **Section 3: Consultation**

The faculty members are mandated to provide consultations to students in relation to the course content, requirements, assessments, and activities. The teachers' online and modular classes will be monitored by the Subject Coordinator, Assistant Principal, Principal and Vice President for Academic Affairs.

The Guidance Counselors will monitor and provide mental wellness counselling and monitor students who encounter problems in coping with the online and modular set-ups.

## **Chapter 2: Admission and Enrollment**

Holy Cross College implemented the ONLINE ENROLLMENT as early as March, 2020. Students can access their portal accounts. To facilitate easy and fast registration, they can use links to different banks to pay the school fees. For new students and transferees, the students' records can be sent through email or parents can submit them to the Registrar's Office.

All admission requirements for new students and transferees will still be applied. The same is true for the withdrawal of enrollment and dropping. This can be done through online transactions or physical presence at HCC.

In addition, as full consideration of the familial difficulties besetting the Filipino families at this time, enrolment will end after the 2nd week of classes to give time to the parents to recoup their financial loses and make a final decision on the education of their children.

## **Chapter 3: Specific Academic Policies**

### **Section 1: Attendance**

Students' attendance will be monitored through the HCC e LMS for those who will be online while those who are on the modular scheme will be required to submit outputs every two weeks. Both modalities will be outcomes-based and student-centered.

### **Section 2: Major Examination Policies**

There will be 8 major examinations for this school year. Pre-Quarter Examination and Quarterly Examination for the first, second, third and fourth Quarter both for online and modular students.

### **Section 3: Dishonesty and Plagiarism**

Copying other students' work and passing it as his/her own will be given utmost penalty based on the policies of HCC to be recommended by the Committee on Discipline.

In view of the outcomes-based modalities which will be adapted by the Academic Council, students will be required to submit projects, research work, and learning activities. In compliance to these requirements, students are strictly prohibited from plagiarizing. Plagiarism is an ethical offense, claiming attribution for a work one did not author, or using someone else's work without proper attribution. A thorough investigation will be conducted, and the student (s) will be subjected to disciplinary action set by the Committee on Discipline, with the approval of the VPAA and President.

### **Section 3: Grading System**

*Once the Department of Education (DepEd) released the official orders regarding the grading system and promotion and retention matters for the school year 2020-2021, the Integrated Basic Education Department of Holy Cross College will comply accordingly.*

### **No Uniform Policy for the 1<sup>st</sup> Semester of School year 2020-2021**

Upon the recommendation of the Management Committee, HCC will implement a NO REGULAR UNIFORM POLICY FOR STUDENTS for this School Year 2020-2021 to help the parents save on expenses during this pandemic affecting the entire nation.

No Regular Uniform Policy will mean that students can wear any decent clean and not revealing attire. Sleeveless, shorts, see-through, sandals and slippers will not be allowed. This will also apply during online classes where students are required to join or attend video/virtual conferences.

INTEGRATED BASIC EDUCATION DEPARTMENT  
STUDENT HANDBOOK COMMITTEE  
2023 -2024

**JENESSA DANIELA G. SIMBILLO**  
President  
Supreme Student Government

**JUDY S. PELAYO**  
President  
Parent-Teacher Association

**DIANA T. PINEDA, LPT., MAEd**  
Faculty Member

**ELENA S. SOLIMAN, LPT., MPS-EM**  
Assistant Principal (JHS)

**LETICIA M. BALAGTAS, LPT**  
Assistant Principal (Grade School)

**ARLIZA M. REYES, LPT., MPS-EM**  
Principal  
Integrated Basic Education Department

**BENJIE B. NOLASCO, LPT. MAEd**  
Dean  
Student Affairs and Services Department

  
**EMMANUEL M. RICALFRENTE**  
Acting Chief  
Student Discipline and Formation Services Division

## Acknowledgement

I \_\_\_\_\_, have received a copy of the ***HCC IBED Student Handbook***, as a bona fide student of Holy Cross College IBED Department, It is my responsibility to read and understand the content of this handbook. I also commit to discuss this to my parents and comply with this agreement.

**Grade & Section:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PARENTS SECTION

I have received and read the ***HCC IBED Student Handbook***; I understand the behavior that is required of my child as a Crucian.

I agree and support Holy Cross College to maintain discipline and to improve disciplinary measures for offenses which warrant it. Thus, these disciplinary measures are designed to maintain a safe learning environment to all and to develop among the students the highest standard of decency, morality and good behavior as stipulated in the HCC Vision, Mission and Core Values.

I agree to help my child follow this agreement by:

- Encouraging my child to be a respectful and peaceful member of the school community
- Discussing the contents of the HCC Code of Discipline and the Student Rights and Responsibilities with my child
- Participating in any discussions and decisions concerning my child's education
- Attending scheduled appointments with school authority
- Providing the school if there are any significant changes in my child's health or well-being that affect his/her ability to perform in school.

Father/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact No. \_\_\_\_\_

Date signed: \_\_\_\_\_

Mother /Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact No. \_\_\_\_\_

Date signed: \_\_\_\_\_

***[SCHOOL'S COPY] Kindly remind your child to return the page to the Office of Student Affairs and Service after you affix your signature.***