



ST. CLARE COLLEGE

STUDENT HANDBOOK

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PHILOSOPHY

St. Clare College is a student-centered school which focuses on the students and their need to grow and fully develop their intellectual, physical, social, spiritual and emotional faculties.

INSTITUTIONAL VISION

To become the leading institution for professional development and the first and foremost provider of quality, affordable and sustainable development education.

INSTITUTIONAL MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful and professional global workforce whose values and dignity are beyond par.

SENIOR HIGH SCHOOL VISION

To become the leading school in the academic and technical development of students for global competitiveness and the first and foremost provider of quality, affordable and sustainable development education.

SENIOR HIGH SCHOOL MISSION

To provide quality and excellent education for the total development of a responsible, innovative, skillful global competitiveness whose values and dignity are beyond par.

BASIC EDUCATION DEPARTMENT VISION

To become the leading institution in the holistic development of students for academic and global competitiveness and the first and foremost provider of quality, affordable and sustainable development education.

BASIC EDUCATION DEPARTMENT MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful global competitiveness whose values and dignity are beyond par.

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CORE VALUES

ST. CLARE COLLEGE OF CALOOCAN (Hereinafter referred to as the “School” or “College”) aims to foster distinction and excellence in all the endeavors of the school community members. All stakeholders are envisioned to be imbued with enduring core values which define and shape the central beliefs and character of every genuine Clarean student, employee and administrator within and beyond the premises of the academic institution.

Hereafter are the core values of St. Clare College:

1. **Star that Shines**

All members of the school community are encouraged to exemplify remarkable standards in attaining excellence in every aspect of life, making them role models who possess the values and character that are worth emulating.

2. **Truthfulness**

Truthfulness is characterized by embracing honesty in thoughts, words and deeds of all concerned students/individuals who are part of the school community.

3. **Compassion**

Selflessness and genuine concern for others are instilled in Clareans through constant exposure to various academic, extracurricular and co-curricular activities that will bring out their compassionate attribute.

4. **Love**

Love for oneself, for others and for noble causes are pivotal in cultivating a well-rounded students/individual who embodies unwavering desire and sustained commitment in undertaking

5. **Amiable**

Displaying a friendly disposition and pleasant attitude towards other people inspires positive rapport and desirable outcomes.

6. **Righteousness**

All concerned members are expected to uphold the ideals and moral principles of the institution as a reflection of their integrity and dignity.

7. **Ever Loyal**

Remaining steadfast to the ideals and good name of the school is a desirable impression ingrained in the minds and hearts of all the members of the school community.

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ST. CLARE COLLEGE K-12 CURRICULUM GRADUATE ATTRIBUTES

1. Intellectual Creativity, Critical Thinking and Innovativeness

Students can use their imagination as well as their rational thinking abilities and innovation, in order to adopt and adjust to the changing needs of the times both nationally and globally.

2. Effective Communication

Students are proficient and skillful in the four areas of communication: reading, writing, listening and speaking. They can use their skills in solving problems and articulating their thoughts when engaging with people in various situations.

3. Leadership Effectiveness and Managerial Skills

Students are developed to become the best in their respective specializations and industry by imploring leadership competencies, managerial skills and technical know-how.

4. Sense of Nationalism and Global Responsiveness

Students are nationalists and respect the values of global citizenship.

5. Personal and Professional Ethical Standard of Excellence

Students demonstrate desirable strength of character and attitudes in their personal and industry endeavors.

6. Quality Service and Collaboration

Students exemplify the potentialities of an efficient, responsible and well-rounded students/individual committed to quality service/academic excellence, honest toil and collaboration.

7. Adeptness in the Use of Information Communication Technology (ICT) Modern Facilities

Students are skillful and knowledgeable in the use of digital learning devices/facilities, including technical and numerical skills.

8. Community Engagement

Students assume an active role in organizing projects, programs and activities to help and advance the interest and welfare of the people in their respective communities.

9. Passionate to Perpetual Learning

Students are committed to continually advance their knowledge and technical skills in order to keep themselves abreast to the needs and challenges of their academic track or strand, both nationally and globally.

10. Strong Sense of Spiritual and Moral Values

Students are morally and spiritually upright in their day to day undertakings.

Goals and Objectives

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Goal 1: Effective, Efficient And Excellent Management Operation And Control

Objective 1 – Restructure the organizational structure of the school;

Objective 2 – Sustain a powerful school culture of excellence that inspires intellectual creativity and a passion for making a difference; and

Objective 3 – Responsible and considerable budgetary allocation and funding requirements of the school.

Goal 2: Educational Quality And Excellence

Objective 1 – provide an opportunity to receive quality education that is globally competitive based on a pedagogically sound curriculum that is at par with international standards;

Objective 2 – provide an enriched learner-centered instruction / outcomes based education (OBE);

Objective 3 – increase national & international competitiveness of students;

Objective 4 – Improve Learning For Diverse Student Population by making education learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools and communities through the appropriate languages of teaching and learning, including mother tongue as a learning resource;

Objective 5 - Broaden the goals of high school education for college preparation, vocational and technical career opportunities as well as creative arts, sports and entrepreneurial employment in a rapidly changing and increasingly globalized environment; and

Objective 6 - promote quality and excellence, access and equity, efficiency and effectiveness, and relevance and responsiveness education.

Goal 3: Harmonized Curriculum and Dynamic Learning Environment

Objective 1 – provide an atmosphere where engagement and passion for learning thrives by formulating the design and details of the enhanced K-12 curriculum. It craft harmonized basic and tertiary curricula for the global competitiveness of the graduates. Thus, ensure college readiness and to avoid remedial and duplication of basic education subjects, the DepED shall coordinate with the CHED and the Technical Education and Skills Development Authority (TESDA) curriculum/instruction by incorporating the 21st century skills as prescribed in the United Nations (UN) transformative learning;

Objective 2 – equip students with Information, media and technology skills, Learning and innovation skills, Effective communication skills, and Life and career skills.;

Objective 3 - undertake consultations among the students, parents, teachers, community, alumni and other relevant government agencies;

Objective 4 – design a learner-centered, inclusive and developmentally appropriate, relevant, responsive and research-based;

Objective 5 - utilize spiral progression approach to ensure mastery of knowledge and skills after each level; and

Objective 6 –build a world class Learning Resource Center (LCR) e-library.

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Goal 4: Research Excellence

Objective 1 – build areas of distinction through research, innovative and creative scholarly activities across all disciplines;

Objective 2 – enhance research capabilities, and disseminate and implement research findings;

Goal 5: Empowered Faculty Member

Objective 1 – enhance faculty recruitment, hiring, retention and development;

Objective 2 – provide opportunities for national and international engagement of the faculty;

Objective 3 – build on excellent faculty; and

Objective 4 - encourage the faculty members and students in the pursuit of useful knowledge, skills and upright attitudes/values.

Goal 6: Effective And Efficient Campus Leadership

Objective 1 – establish a sound climate that actively supports sustainability and stewardship of the campuses; and

Objective 2 – establish and maintain a fully-wired digitalized college campus.

Goal 7: Strengthened Community Engagement

Objective 1 – strengthened good relationship with external publics; and

Objective 2 – provide extension programs that are responsive to the needs of the community for the people empowerment and self-reliance;

Goal 8: Sustainable Technology Driven Service

Objective 1 - contribute to the realization of sustainable development goals (SDGs);

Objective 2 – build virtual high powered ICT facilities to support faculty and students, including online self-help facilities and digital/electronic access to it support staff

Goal 9: Expanded Collaborative Partnership & Networking

Objective 1 – take the lead in building partnerships, linkages, and other twinning or dual arrangements with industries, government and non-government agencies, and other schools;

Objective 2 – restructure organization to effectively serve its stakeholders; and

Objective 3 – collaborate with professional organizations, governmental and non-governmental agencies, and the larger community to translate the academic programs into concrete projects, and activities.

Goal 10: Empowered Stakeholders

Objective 1 – empower the academic and administrative personnel;

Objective 2 – keep the stakeholders posted about the developments in the school to ensure that proper consultation procedures are followed;

Objective 3 – establish alumni contact throughout the country and the world to ensure that the alumni are well informed of and regularly consulted about the roles they need to perform in building and enhancing the good image of St. Clare college;

Objective 4 – collaborate with professional organizations, government and non-government agencies to keep abreast the latest developments.

Objective 5 - accelerate the socio-economic development of the national capital region and the entire country by making K-12 and College education affordable and accessible.

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DECLARATION OF PRINCIPLES

The college hereby declares the following principles:

1. the College shall contribute to the realization of Sustainable Development Goals (SDGs);
2. the College shall promote quality and excellence, access and equity, efficiency and effectiveness, and relevance and responsiveness education;
3. the College shall help accelerate the socio-economic development of the national capital region and the entire country by making basic and college education affordable and accessible;
4. the College shall encourage the faculty members and students in the pursuit of useful knowledge, skills and upright attitudes/values; and
5. the College shall generate research and income generation projects which shall maximize institutional development and support sustainable development education.



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PREFACE

ST. CLARE COLLEGE STUDENT HANDBOOK contains norms and standards that shall be observed by all students who are enrolled in the SCC. Admission to the school carries the tacit agreement to abide by the rules and regulations on Conduct and Discipline so as to uphold order and propriety in the campus and give value to the school management and operations.

The academic and fiscal administration of the college is vested on the President of the St. Clare College, Administrators and Staff. All students are subject to the academic and administrative authorities. They shall, first of all, believe in the Philosophy, Mission, Vision, Goals and Objectives conforming to the policies, rules and regulations set by this College, and help in the implementation of the above.

This Handbook is a strong body of the rules and regulations, which goes through constant revision to suit the needs of the dynamic SCC community. These rules and regulations are in accordance with the relevant provisions of the Department of Education (DepEd) No. 88, s. 2010, as amended, otherwise known as the Revised Manual of Regulations for Private Schools in Basic Education and the Commission on Higher Education's (CHED) Manual of Regulations for Private Higher Education and other relevant issuances of the DepEd and CHED.

With SCC's constant commitment to keep abreast to the recent issuances of the DepEd, the former hereby adopts the proposed Unified Learners Handbook of the DepEd School Division Office (SDO) – Caloocan for its K-12 learners/students.

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Rules and Regulations
REFERENCE GUIDE
ON SELECTED RULES & REGULATIONS OF
ST. CLARE COLLEGE OF CALOOCAN

NAME OF STUDENT:

SIGNATURE:

SEMESTER AND SCHOOL YEAR:

LEVEL/COURSE/TRACK:

All students of ST. CLARE GROUP OF SCHOOLS should behave as worthy members of an Orderly and Christian Community whether they are inside or outside the school campus.

The Administration holds each student responsible for the proper observance of school rules and regulations and policies that may be promulgated from time to time.

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PART I

ADMISSION AND REGISTRATION

I. BASIC DEPARTMENT

These guidelines shall provide guidance to school administrators, teachers, and parents/ guardians regarding the new enrollment process in light of stringent physical distancing measures required in times of pandemic or in the midst of national emergency. The procedures and policies set forth under these guidelines shall be adopted by all public schools in basic education and personnel implementing Alternative Learning System (ALS) programs. These guidelines shall remain in effect pursuant to DepEd Order No. 3, s. 2018.

A. Admission Requirements

Eligibility and Documentary Requirements

This Student handbook adheres to the basic principle that all learners must be accepted in basic education, St. Clare College of Caloocan adheres to existing rules that govern the minimum eligibility and documentary requirements for enrollment in order to establish the identity of learners.

a.1 New Students/Transferees

The following table presents the eligibility standards and minimum documentary requirements for each key grade level for New Students.

Level	Eligibility Standards	Documentary Requirements
Kinder	Children aged five years old by August 31st of the school year they will enroll in (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	Philippine Statistics Authority (PSA)* Birth Certificate *formerly National Statistics Office (NSO)
Grade 1	Children who have completed Kindergarten programs in DepEd accredited schools and centers	• Kindergarten Certificate of

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		Completion • PSA Birth Certificate
	Children who are six years old and above by August 31st of the school year they will enroll in and who have not completed Kindergarten	• Result of ECCD Assessment Checklist • PSA Birth Certificate
	Children who have completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home- schooled learners (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	• Result of PEPT or PVT • PSA Birth Certificate
Grade 7	Grade 6 Graduate	SF 9 Grade 6 (formerly Form 138)
	PEPT Passer or A&E Test Passer	• Result of PEPT or A&E Test • PSA Birth Certificate
Grade 11	Grade 10 Completer	• SF 9 Grade 10 (formerly Form 138)
	PEPT Passer or A&E Test Passer	• Result of PEPT or A&E Test • PSA Birth Certificate

In the absence of a PSA Birth Certificate, the parent or guardian must submit a Birth Certificate (late registration) from the local civil registrar or a barangay certification containing the basic information of the child such as:

- Name of the child (first name, middle name, last name)
- Name of parents
- Date of birth
- Sex

If the documents mentioned above are not submitted by the end of Early Registration, learners will be given until August 31st of the school year they will enroll in to produce and submit the required documents. Subject to extension as may be recommended by the VP for Academic Affairs.

Submission of the learner's Birth Certificate from the PSA or the local civil registrar, or barangay certification for purposes of enrollment will

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only be done once during the duration of a child's basic education. As provided in DO. 58, s. 2017 the birth certificate shall be an attachment to the learner's permanent record.

Requirement for Transferees

Learners from public or private schools in the Philippines who shall transfer shall submit their SF 9 (formerly Form 138) or a letter certifying the last grade level the learner completed signed by the School Registrar. Refer to DO 54, s. 2015 for guidelines on the request and transfer of the learner's school records.

Special Cases

In special cases, additional documents may be required for submission. Below are such cases:

Special Cases	Required Documents Upon Enrollment	Additional Requirements for Submission During the School Year
Learners from: 1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none"> • Birth Certificate or any equivalent legal document • Latest Report Card or any equivalent academic record • Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994) • PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment 	Permanent Transcript of Records from originating school
Learners from non- DepEd accredited schools (any grade level)	<ul style="list-style-type: none"> • PEPT/PVT Certificate of Rating • Birth Certificate from the PSA or the local civil registrar, or barangay certification 	None
Balik-Aral learner (any grade level)	SF 9 (formerly Form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable	<ul style="list-style-type: none"> • Birth Certificate from the PSA or the local civil registrar, or barangay certification

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A&E Elementary Level Test Passer who qualified for Grade 7	A&E Elementary Level Certificate of Rating	• Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Secondary Level Test Passer who qualified for Grade 11	A&E Secondary Level Certificate of Rating	
Displaced learners due to on-going war/ armed conflict and very recent disasters/calamities	Any proof of identity or any means as directed by the Central Office	• SF 9 (formerly Form 138) and/or • Results of PEPT or A&E Test, if applicable

a.2. Old Students

If the learner continues his/her studies in SCC's Elementary School (ES), Junior High School, the SF10-ES, JHS, or SHS will be forwarded by the current grade level adviser to the next grade level adviser with attached relevant supporting documents as follows:

- Birth Certificate
- Kindergarten Completion Certificate/ Early Childhood Care and Development (ECCD) Checklist
- Progress Report or other equivalent document

The receiving adviser will make the necessary updating in the same SF10 he/she received. The same procedure will be followed in the succeeding grade levels until the learner completes Grade 6/ Grade 10/ or Grade 12.

B. Admission Procedure

Conduct of General Enrollment and Date of First Attendance

A week before the opening of classes, the school shall post the respective class/section assignment of the learners through the St. Clare Online Education System or the school's Learning Management System. This shall ensure that the learners will be guided on their respective classes.

Class advisers shall take note of the learners' first date of attendance.

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Section assignments and date of first attendance shall be finalized through the Learner Information System (LIS).

Temporary Enrollment

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 on or before August 31st of the current school year. They may be required to submit an Affidavit of Undertaking signed by the parent/guardian in order to be temporarily enrolled.

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.

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 cannot officially graduate from the school. 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 the SF 9, SF 10, Certificate of Completion, Diploma, etc.

C. Late Enrollees and Early Vacation

Late Enrollment

A school may accept late enrollees provided that the learner will be able to meet eighty percent (80%) of the prescribed number of school days for each school year and the quarterly requirement to pass the grade level as governed by the latest existing applicable SCC Policies and DepEd issuances.

If the learner cannot meet the required number of school days and the quarterly requirement, the school head may exercise his/her discretion to accept the enrollee and implement catch-up activities or interventions under acceptable circumstances.

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D. Transfer Policies

For transferees

Learners planning to transfer from one school (“the originating school”) to another (“the receiving school”) shall directly contact the receiving school through its published enrollment contact details.

Learners Moving In/Out

Learners from other schools who enrolled in the school in the middle of the school year shall be tagged in the system as “moved in”, while learners who were previously enrolled in the school but enrolled in other schools in the middle of the school year shall be tagged in the system as “moved out”.

Learners may move in/out from one school to another school anytime during the school year for valid reasons such as, but not limited to, family migration and disasters, among others.

Learners moving in/out from schools in the Philippines shall submit the latest Learner’s Progress Report Card (SF 9 formerly Form 138) upon enrollment.

The receiving school shall coordinate with the originating school to verify the grade level and last quarterly grade of the learner. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner’s school records.

Learners who fail to submit the necessary requirements upon moving in shall be considered temporarily enrolled. The guidelines on temporary enrollment as provided in Temporary Enrollment shall apply.

Learners who transfer to ALS shall not be considered school leavers. The adviser will make the necessary notations on the learners’ School Form 1, signifying that the particular learner transferred to the ALS program. He/she shall indicate the date of effectivity of the transfer, the ALS program being attended, and the name of the ALS facilitator.

II. TERTIARY DEPARTMENT

a. Admission and Registration

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- i. The entrance requirements for each degree shall be as prescribed by the College and Department concerned and approved by the Academic Council and the Board of Trustees; Provided that the President may for good reason allow exemptions, upon the recommendation of the CEO-VPASS.
- ii. In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a program/degree; Provided, that their previous training was obtained in an institution of recognized standing; Provided further that there is a place for them in the College; and provided, finally that their admission is left to the sound discretion of the President, taking into consideration the international commitment of our country with the other countries of the world.
- iii. No person who has not duly matriculated or signed a contract be admitted to the classes. In exceptional cases, the Dean/Chairperson may authorize the admission of a visitor to a class.
- iv. NO student shall be registered later than the date specified in the college calendar except under reasonable and justified circumstances to be determined by the Dean but not to exceed six class hours. In the latter case, the Dean may make her recommendation to the President.
- v. Students should finish the registration process to be considered officially enrolled. The complete registration process involves:

- 1 Payment of Matriculation
- 2 Enlistment in scheduled classes
- 3 School Orientation and Signing of Contract
- 4 I.D. card processing

New Students

1. Original Form 138
2. Certificate of Moral Character
3. PSA authenticated copy of birth certificate
4. PSA authenticated copy of marriage certificate (if married)
5. Two (2) copies 2 x 2 ID pictures
6. Photocopy of Diploma (for Grade 6 and 10 Completers)

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Note: All requirements must be filed and sealed in a long brown envelope with Complete Name, Year/Grade level and Program/Course.

For Transferees

1. Certificate of Honorable Dismissal
2. Certified true copy of complete academic records duly signed by the Registrar
3. Certificate of Moral Character signed by concerned school authority
4. PSA authenticated birth certificate
5. PSA authenticated marriage contract (if married)
6. Two (2) copies 2 x 2 ID pictures

b. Cross Registration

- i. A student in the College may be authorized to cross-register in another institution of learning for subjects which are not offered in the College and which are included in his/her curriculum.
- ii. The College shall give no credit for any course/subject taken by any of its students in any other school unless such course/subject has been expressly authorized by the Dean/Department Chairperson concerned. The authorization shall be in writing to be recorded in the Registrar's office.
- iii. No student registered in any institution shall be admitted to the College without a written permit from the Registrar. The permit shall state the total number of units for which the student is registered and the course/subject that he/she is authorized to take in the College.

c. Classification of Students

Students are classified as follows:

- i. A regular student is one who is registered for normal academic credits and carries the full semestral load called

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for in a given curriculum in which he/she is registered;

Provided, that if a student has already finished some of the required subjects/courses, the units shall be added to the units he/she is actually taking in the computation on his/her load for the purpose of determining his year level;

- ii. An irregular student is one who is registered for normal credits, but who carries less than the full semestral load called for in a given curriculum in which he/she is registered; and
- iii. A special student is one who is not earning formal academic credits for his/her work.

Students are also classified as follows:

I. A Freshman is a student who has not finished the prescribed subjects of the first year in his/her curriculum, or 25 percent of the load number of units required in his/her entire program;

II. A Sophomore is a student who has satisfactorily completed the prescribed subjects of the first year in his/her curriculum, or has finished more than 25 percent but less than 50 percent of the total number of units required in his/her entire program;

III. A Junior is a student who has completed the prescribed subjects of the first two years in his/her curriculum, or has finished more than 50 percent but less than 75 percent of the total number of units required in his/her entire program; and

IV. A Senior is a student who has completed the prescribed subjects of the first, second, and third years in his/her entire curriculum.

d. Academic Load

- i. In general, one academic unit of credits is at least eighteen (18) full lecture hours or the equivalent laboratory hours.
- ii. Except for graduating students and superior students approved by the Dean/Department Chairperson, no undergraduate student shall be allowed to take more than the number of units specified in the curriculum in which he/she is enrolled each semester.
- iii. In the semester term, the normal load shall be six (6) units, but in justifiable cases, the Dean/Department Chairperson may allow a student to take nine (9) units.
- iv. The Dean is empowered to limit the academic load of students who are employed, whether full-time or part-time, outside the College.

PART II**ACADEMIC CURRICULUM****A. ACADEMIC PROGRAM****Rationale**

The implementation of the K to 12 Basic Education Program introduces programs and projects that aim to expand and improve the delivery of basic education in the country. It seeks to provide the Filipino learners with the necessary skills and competence to prepare them to take on the challenges of the 21st century. It will make the basic education system in the Philippines at par with international standards by ensuring that it is appropriate, responsive and relevant to the learners.

There are four key stages in the K to 12 Program reflecting distinct developmental milestones. These are:

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- a. Key Stage 1 – Kindergarten to Grade 3 (Primary School)
- b. Key Stage 2 – Grade 4 to 6 (Middle School)
- c. Key Stage 3 – Grade 7 to 10 (Junior High School)
- d. Key Stage 4 – Grade 11 to 12 (Senior High School)

Grade Level	Age Requirement	Learning Areas	Total # of Hours
Kinder	At least 5 years old	No particular learning areas Focus on the development of the following domains: socio-emotional , values, physical health and motor, aesthetic/ creative, mathematics, language, literacy and communication, and understanding of the physical and natural environment	3
Grade 1	6 years old	- Filipino, English. Mathematics, Araling Panlipunan, Music, Art, Physical Education and Health (MAPEH) and Edukasyon sa Pagpapakatao (EsP)	4.5 hrs
Grade 2	7 years old	- Filipino, English. Mathematics, Araling Panlipunan, Music, Art, Physical Education and Health (MAPEH) and Edukasyon sa Pagpapakatao (EsP)	5.17 hrs
Grade 3	8 years old	Filipino, English. Mathematics, Araling Panlipunan, Music, Art, Physical Education and Health (MAPEH) and Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education and Health (MAPEH), Technology and Livelihood Education (TLE), Science	6hrs
Grade 4	9 years old	Filipino, English, Science, Mathematics, Araling Panlipunan, Edukasyong Pantahanan at pangkabuhayan (EPP), Music, Art, Physical Education and Health (MAPEH), and Edukasyon sa Pagpapakatao (EsP).	6 hrs
Grade 5	10 years old	Filipino, English, Science, Mathematics, Araling Panlipunan, Edukasyong Pantahanan at pangkabuhayan (EPP), Music, Art, Physical Education and Health (MAPEH), and Edukasyon sa Pagpapakatao (EsP).	6 hrs

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Grade 6	11 years old	Filipino, English, Science, Mathematics, Araling Panlipunan, Edukasyong Pantahanan at pangkabuhayan (EPP), Music, Art, Physical Education and Health (MAPEH), and Edukasyon sa Pagpapakatao (EsP).	6 hrs
Grade 7	12 years old	English, Filipino, Mathematics, Science, Araling Panlipunan, Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education and Health (MAPEH) and Technology and Livelihood Education (TLE)	6 hrs
Grade 8	13 years old	English, Filipino, Mathematics, Science, Araling Panlipunan, Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education and Health (MAPEH) and Technology and Livelihood Education (TLE)	6 hrs
Grade 9	14 years old	English, Filipino, Mathematics, Science, Araling Panlipunan, Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education and Health (MAPEH) and Technology and Livelihood Education (TLE)	6 hrs
Grade 10	15 years old	English, Filipino, Mathematics, Science, Araling Panlipunan, Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education and Health (MAPEH) and Technology and Livelihood Education (TLE)	6 hrs
Senior High School	16-17 years old	<p>15 subjects in the Core Curriculum</p> <p>The remaining 16 subjects are spread over the SHS tracks:</p> <ol style="list-style-type: none"> 1) Academic <ol style="list-style-type: none"> a. Accountancy, Business and Management (ABM) Strand b. Humanities and Social Science (HUMMS) Strand and 2) Arts and Design 3) Sports 4) Technical-Vocational-Livelihood <ol style="list-style-type: none"> a. Home Economics (HE) b. Information and Communication Technology (ICT) 	2,480 hours in 2 years of senior high school and distributed in 4 semesters with 2 quarters per semester

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B. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Co-curricular and extra-curricular activities are offered to cater the varied interests and needs of the learners and provide them with learning opportunities that will develop their full potential as responsible citizens of the community and country.

Hereunder are the clubs/organizations that the learners can choose to join or establish.

Academic Clubs/ Organizations	Non-academic clubs/ Organizations	Recruitment/ Meeting	Attendance
Math			
Science	Saints Earth Society		
English	Journalism Dramatics and Speech- Foreign Language		
Filipino	Journalism		
Araling Panlipunan	Supreme Student Government (SSG Gender And Development (GAD)		
TLE	Youth Entrepreneurship Cooperativism in School (YECS), Information Technology Club		
Values Education	Bayanihan Youth Peace- St. Clare Chapter Comprehensive Sexuality Education (CSE & ARH Convergence Link Club, Youth Ministry, Youth Formator		

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MAPEH	Boys Scout Girl Scout Red Cross Youth (DO no. 38, s. 2005) Batang Emergency Response Team (BERT) Barkada Kontra Droga Dance troupe/ Choir/ Sports/Arts Club/		
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The school has an autonomy as regards the qualifications of members, number of members, conduct of election of sets of officers and the selection of club advisers who will be in charge in each of the student organizations in school. However, the guidelines should be anchored to the existing provision of DepEd in the establishment of student's organization.

If a meeting/ activity will be conducted inside or outside the school premises, it should have a memorandum coming from DepEd. The school President should acknowledge the memorandum and request the parents' permit signed by the guardian of the learners. The club president and club adviser should endorse the said document to the guidance office for the issues of gate pass that is to be presented to the school guard before the said meeting/ activity.

The learner will receive a certificate of membership/ participation and recognition as outstanding student leaders at the end of school year.

C. MONTHLY ACTIVITIES

Below are the minimum national and local celebrations/activities that the school has to observe in accordance with the DepED issuance(s). This is in addition to the school's own/institutional activities and celebrations:

Month	Programs and Activities
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June	<ol style="list-style-type: none"> 1. Commemoration of the Birth Anniversary of Dr. Jose Rizal 2. National Flag Day 3. World Environment Day 4. International day Against Drug Abuse and Illicit Traffic 5. National Nutrition Month - July 3. 6. National Disaster Resilience Month 7. Career Guidance Week for High School 8. Dengue Awareness Month 9. National Kidney Month 10. World Environment Day 11. National Safe Kids Week <p>12. W.A.T.C.H. (We Advocate Time Consciousness and Honesty)</p>
JULY	<ol style="list-style-type: none"> 1. National Disaster Resilience Month 2. Nutrition Month 3. National Disability Prevention and Rehabilitation Week 4. Commemoration of the Phil-Japan Friendship Day 5. Linggo ng Musikang Pilipino
AUGUST	<ol style="list-style-type: none"> 1. Buwan ng Wikang Pambansa 2. Buwan ng kasaysayan 3. National Heroes Day 4. Ninoy Aquino Day 5. ASEAN Month 6. Philippine International Youth Day 7. National Indigenous Peoples day 8. National Tech-Voc Day 9. World Humanitarian Day 10. Commemoration of the Birth Anniversary of President Manuel L. Quezon
SEPTEMBER	<ol style="list-style-type: none"> 1. Linggo ng Kasuotang Filipino 2. Oplan Kalusugan sa DepEd 3. National Peace Consciousness Month 4. National Crime Prevention Week 5. Maritime and Archipelagic Nation Awareness Month 6. Commemoration of the Anniversary of the Declaration of Martial Law 7. Family Day 8. Linggo ng Kabataan 9. International Day of Peace in the Philippines

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OCTOBER	<ol style="list-style-type: none"> 1. School level World Teacher's Day / National Teachers Month Celebration 2. United Nation Month 3. Career Guidance Orientation 4. Consumer Welfare Month 5. Scouting Month 6. Elderly Filipino Week 7. National Mental Health Week 8. Juvenile Justice and Welfare Consciousness Week 9. National Indigenous People (IP) Month
NOVEMBER	<ol style="list-style-type: none"> 1. National Reading Month 2. Bonifacio Day 3. Filipino Values Month 4. National Children's Month 5. Philippine Environment Month 6. Library and Information Services Month 7. Deafness Awareness Week 8. Economic and Financial Literacy Week 9. National Students' Day 10. Global Warming and Climate Change Consciousness Week 11. National Consciousness Day for the Elimination of Violence Against Women and Children (VAWC) 12. National Week for the Gifted and Talented 13. National Science and Technology Week 14. National Music Week for Young Artists
DECEMBER	<ol style="list-style-type: none"> 1. International Day of Persons with Disabilities 2. World AIDS Day 3. National Human Rights Consciousness Week 4. National Children's Day of Broadcasting 5. Education Week
JANUARY	<ol style="list-style-type: none"> 1. Mathematics Month 2. Food Conservation Month 3. Zero Waste Month 4. National Cancer Consciousness Week 5. National Autism Consciousness Week 6. Commemoration of the First Philippine Republic Day

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FEBRUARY	<ol style="list-style-type: none"> 1. Physical Fitness and Sports Development Month 2. SSG/SPG Election 3. National Arts Month 4. EDSA People Power Commemoration Week 5. National Dental Health Month 6. Philippine Heart Month 7. International day of Women and Girls in Science 8. National Awareness Week for the Prevention of Child Sexual Abuse and Exploitation 9. Safer Internet Day for children Philippines 10. National Children with Intellectual Disabilities Week
MARCH	<ol style="list-style-type: none"> 1. Fire Prevention Month 2. Women's Role in History Month 3. Women's Week 4. Women's Right and International Day of Peace 5. Protection and Gender Fair Treatment of the Girl Child
APRIL	<ol style="list-style-type: none"> 1. National Intellectual Property Month 2. Commemoration of the Birth Ann. of Francisco 'Balagtas' Baltazar 3. Commemoration of the Araw ng Kagitingan
MAY	<ol style="list-style-type: none"> 1. Health Workers Day 2. Commemoration of the Philippine-Australia Friendship day 3. Philippine Earth's Day 4. National Flag Day Celebration

PART III

ACADEMIC POLICIES

Academic Calendar and Classes

The general framework of the Academic Calendar shall be formulated and prescribed by the Department of Education (DepED) and The Commission on Higher Education (CHED), the details thereof shall be prepared by the Director of Student Services and the Registrar subject to the recommendation of the CEO-VPASS and CEO-VPFRPD for approval; of the College President.

Schedule of Classes

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Schedule of classes shall be prepared and issued by the Registrar in consultation with the Dean, Principal/s and the VPAA, CEO-VPASS, CEO-VPFRPD, subject to the approval of the President.

Suspension And Postponement Of Classes

The President, and in her absence, the VPAA or CEO-VPASS has the authority to suspend classes.

No faculty member shall postpone the holding of his class to any other hour than that officially scheduled nor shall he/she meet his/her students for class or consultation purposes in the unscheduled room or place except when expressly permitted to do so by VPAA with the recommending approval of the Dean/Principal.

I. BASIC DEPARTMENT

A. SENIOR HIGH SCHOOL PROGRAM

Senior High School (SHS) covers the last two years of the K to 12 program and includes Grades 11 and 12. In SHS, students will go through a core curriculum and subjects under a track of their choice.

The SHS Curriculum, as part of the K to 12 Program, aims to produce graduates who have the following characteristics:

1. Holistically developed.
2. Equipped with 21st century skills (i.e., learning and innovation skills, life and career skills, communication skills, and information media and technology skills); and
3. Prepared for the future, be it in pursuit of higher education or acquisition of middle-level skills or geared towards employment or entrepreneurship.

Hence, by establishing an effective SHS, ensures that the learners (1) benefit from an education suited for the 21st century, (2) are prepared for what they want to be after high school, and (3) are equipped with the knowledge and skills to pursue better lives for themselves, their families, and communities.

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Senior High School Curriculum Exits

The School and the Department of Education envision four curriculum exits among the graduates of the program—namely, higher education, entrepreneurship, employment, or middle-level skills development.

SENIOR HIGH SCHOOL LEARNERS ADMISSION

Senior High School Enrollment Requirements

1. Form 138 (Report Card)
2. Form 137 (Entire Record)
3. Recent 2 x 2 Colored Photos White background.
4. PSA Birth Certificate
5. Certificate of Good Moral

Qualifications of the Learner-Applicants:

1. Applicants must be in Grade 10 from any DepEd accredited public and private schools at the time of application.
2. Applicants for the ABM, HUMSS, and GAS and other strands must have a general average grade of 80 in Grade 10 with no failing grades and have must be of good moral character.

Senior High School Curriculum

- | | |
|----|-------------------------|
| 15 | Core subjects |
| 7 | Contextualized subjects |
| 9 | Specialization subjects |

Senior High School Work Immersion Program

Work immersion is a key subject under the SHS curriculum that may be conducted in different ways and time frames as needed by SHS learners. The subject will provide learners with opportunities to become familiar with

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the workplace; for employment simulation; and to apply their competencies in areas of specialization/applied subjects in authentic work environments.

Under the order, a learner is required to render a minimum of 80 hours for work immersion. Consequently, as provided by law, a child below the age of 18 but older than 15 must spend a maximum of 40 hours per week and no more than eight hours per day in the work immersion venue.

The same issuance does not limit a learner's practical work experience hours to 80 hours and offers several delivery models from which schools may choose based on the number of hours (80 hours, 240 hours, 320 hours); a learner's purpose and needs; school capabilities and compliance to the Technical Education and Skills Development Authority (TESDA), Department of Labor and Employment (DOLE), and DepEd work immersion guidelines. Schools may also design their own delivery model as they deem fit for a specific situation or concern, subject to the approval of the Regional Office.

Senior High School Voucher Program (SHS VP) based on DO no. 10 s. 2019 A. Eligibility Only learners who completed JHS in public schools operated by DepEd, or in public or private educational institutions not directly operated by DepEd but granted by DepEd with a permit or government recognition to operate SHS are eligible for SHS VP. For brevity, these learners shall be referred to as Grade 10 completers. Grade 10 completers are subdivided into (1) automatically qualified learners, and (2) voucher applicants.

II. TERTIARY DEPARTMENT

e. Miscellaneous Provisions

- i. A student must be officially enrolled to participate in classes, activities or take exams. For 4th year B.S.H.R.M. and B.S.

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Tourism students, the minimum number of units to be enrolled is 18.

- ii. Only students who are officially enrolled are entitled to grades at the end of the semester/grading period/school year, as the case may be.
- iii. Regular attendance in all classes is a must.
- iv. Students are expected to participate all in-campus/off-campus events and field trips in accordance with the guidelines of the Commission on Higher Education (CHED).
- v. Students with absences exceeding 20% of the total number of school days in a semester will be dropped and will receive a mark of U.W. (unauthorized withdrawal)
- vi. Students with valid reason may drop a subject within the first prelim and will receive a mark of A.W. (authorized withdrawal). A written request is required subject to the approval of the Registrar.
- vii. A grade is based not only on major examinations, but also on every field of academics: recitation, thesis, reports, quizzes and oral exams, class participation, student's conduct, etc.
- viii. A student who cheats in any examination receives a grade of 5 (FAILURE) for that examination.
- ix. Students should ensure that they have taken and passed all required subjects towards the completion of their degrees. One-year residency enrollment is a requirement for graduation.
- x. For TESDA students: it is a requirement for Graduation to take NC (National Certificate) Assessment for all modules. No Assessment, No Graduation.
- xi. To graduate on time, Students should regularly review their GRADES to ensure they do not lack any subject.

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- xii. The student should report to the Office of the Registrar FOR EVALUATION during enrollment and must follow the correct curriculum year level. No advanced subject is allowed without the permission of the Registrar.
- xiii. All students are required to enroll in National Service Training Program (NSTP). Attendance in all NSTP events, camping and OJT is a requirement.
- xiv. All students are required to enroll in National Service Training Program (NSTP). Attendance in all NSTP events, camping and OJT is a requirement.
- xv. All students are required to enroll the PRE-OJT before enrolling the OJT program
- xvi. The Commission on Higher Education prohibits students from taking more than two units of P.E in one semester or summer session.
- xvii. No student may receive official school documents unless all financial obligations are settled.
- xviii. A student who withdraws voluntarily from the School is entitled to a transfer credential (HONORABLE DISMISSAL) under the following conditions: Dismissal is not due to disciplinary reasons. b. Clearance from all offices within the School must be secured.

f. Attendance

- i. Any student who absent himself/herself from class must obtain a readmission slip from the Office of the Guidance and Counseling whenever required by the faculty member concerned. This slip must be presented to the instructors concerned for appropriate action not later than the second meeting of the class after the day the student returns.
- ii. A student who is absent because of illness may be considered excused only if he/she submits a medical certificate from the College Physician or any Physician;

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Provided, that the later case, the medical certificate shall be subsequently submitted to the Medical Office of the College.

- iii. Excuses are for time missed only. All work covered by the class during the student's absence will have to be made up by the student to the satisfaction of the instructor and within a reasonable period of time.
- iv. Whenever a student has been absent from class for three (3) successive meetings, the faculty member concerned should send a report to the Chief of the Guidance and Counseling Office she shall call the student and notify his/her parents, immediately.
- v. When the number of hours a student has lost by absences reaches 20 percent of the hours of recitation, lectures, laboratory, or any other scheduled work in one subject for the semester, he/she should be dropped from the class roll and the Registrar should be advised of the fact; Provided, that the faculty member concerned may prescribe a longer attendance requirement.
- vi. Time lost by late enrolment will be considered as time lost by absence and will be treated as specified above.

g. Refund of Fees

- i. Students who have paid their school fees shall be entitled to a refund of their matriculation fees, except registration, medical and dental, and energy fees, subject to the following conditions:
 - a. Date of withdrawal shall be based on the date of application;
 - b. For dropping all subjects, whether or not the students attended classes, the refund will be made in accordance with the following schedule:
 - Within one week from the opening of classes (2days-summer) 70%
 - Within two weeks from the opening of classes (3-4 days-summer) 50%
 - Within the third and fourth week from the opening of classes (5-6 days-summer) 30%
 - After the fourth week from the opening of classes (more than 6 days-summer). No refund.

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Provided, that in the case of students who withdraw on account of illness duly certified by the physician concerned, and in compliance with the lawful order has to take a prolonged leave of absence from the College and for other reasonable causes as may be determine by the President, full refund of their fees may be allowed if so requested even after 4th week from the opening of classes.

Provided further that in case of students who withdraw before the opening of classes or thereafter, the number of days shall be counted from the opening of classes or actual date of registration in the case of late enrollees; Provided, furthermore, that in case of dissolution or of death of a student during the semester, all fees may be refunded.

Curriculum Changes

h. **Dropping of Program**

- i. With the consent of the faculty member and the Dean/Department Chairperson, a student may drop a subject/course by filing the necessary application with the Registrar, provided, his/her case is not covered by Article 223. For failure to observe the requirement, the student may be given a grade of "5" if he was failing in the subject at the time of dropping.

i. **Changing of Classes**

- i. All transfers to other classes shall be made only for valid reasons and with the approval of the Dean/Department Chairperson concerned. Said transfer should be duly recorded by the Registrar.

j. **Substitution of Classes**

- i. Every substitution of subjects must be based on at least one of the following:
 - a. When a curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
 - b. Conflict of hours between required subjects; or
 - c. When the required subject is not offered.
- ii. Every petition for substitution:

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a. Must involve subject within the same department, if possible, if not, the proposed substitute must be allied to the one being substituted;

b. Must be between subjects carrying the same number of units; and

c. Must be recommended by the adviser and by the Dean and/or Department **Chairperson concerned**.

- iii. All petitions for substitution must be submitted to the Dean during the registration or before opening of classes.
- iv. No substitution shall be allowed for major and mandated subjects prescribed in the curriculum in which the student has failed, except when the opinion of the Department offering the prescribed subject, the proposed substitute covers substantially the same subject matter as the required subject/course.
- v. All applications for substitution shall be acted upon by the Dean/Department Chairperson concerned. In case the action of the Dean is adverse, the student may appeal to the Vice President for Affairs whose decision shall be final.

k. **Transfer of Students**

i. The following rules shall govern the admission of transfer students:

a. A transfer student may be admitted provided that:

1. He/she submitted his/her honorable dismissal and transcript of records as the case may be, and the medical certificate from the College Medical clinic.

2. He/she has obtained an average grade not lower than 2.5, B, or 80% or better in the academic units he earned outside the College, with no failing grade in any subject from the school he came from.

3. He will earn more than 50% of his units in the College.

4. Subjects concerned as reasonable equivalent of subjects in the college curriculum will be given full credit, subject to validation whenever the Dean/Department Chairperson finds it necessary, except in major subjects.

5. The enrollment quota set by the Registrar and the Dean/Department Chairperson for the curriculum which he seeks admission has not yet been filled up.

6. The College President or his duly authorized representative for good reasons approves the transfer.

Examination And Grades

I. Examination

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- i. The maximum period for each final examination shall be two hours.
- ii. No faculty member shall change the schedule of examination unless otherwise authorized by the Dean/Chairperson.

Rules on Scholarship

- i. Scholarship/fellowship and grants-in-aid for faculty, students, and administrative personnel shall be awarded in accordance with the rules and regulations prescribed by the Board of Trustees.

Scholastic Delinquency

- i. The VPAA shall recommend to the President for approval the necessary provisions governing delinquent students subject to the following rules on scholastic delinquency:
 - a. Any student who at the end of the semester obtains final grades below “3” in 25 percent to 50 percent of the total number of academic units in which he/she is registered shall be warned by the Dean or Chairperson concerned to improve his/her work.
 - b. Probation. Any student, who, at the end of the semester obtains final grades below “3” in more than 50 percent to 75 percent of the total number of academic units in which he/she has final grades shall be placed on probation for the successive semester and his/her load shall be correspondingly limited by the Dean or Chairperson concerned; Provided, That this shall not apply to students who receive final grades in less than 6 academic units.
Any student who received two successive warnings shall be placed on probation. Probation may be lifted the following semester if the student passes at least 50 percent of the units in subjects which he/she has final grades.
 - c. Dismissal. Any student, who, at the end of the semester, obtains final grades below “3” in more than 75 percent of the total number of academic units in which he/she received final grades shall be dropped from the rolls of the department concerned. Provided, that this not apply to students who received final grades in less than nine academic units.

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- ii. Any student who has been placed on probation for three successive semesters shall be dropped from the rolls of the College.
- iii. Any student on probation, who again fails in 50 percent or more of the total number of units in which he/she received final grades shall be dropped from the rolls of the College.
- iv. Any student, who, at the end of the semester or term, obtains final grades below “3” in 100 percent of the academic units where he/she is enrolled shall be permanently disqualified from re-admission to the College.
- v. Any student who was dropped in accordance with Article 256 (c) may be readmitted to another department of the College to which he/she qualifies.
- vi. A grade of INC “incomplete” is not to be included in the computation, when it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.
- vii. Requires subjects in which a student has failed shall take precedence over other subjects in his/her succeeding enrollment.
- viii. In Colleges or school in which the weight of the subject/course is not expressed in terms of units, the computation shall be based on the respective equivalents.

PART IV

GRADING SYSTEM AND PROMOTION/GRADUATION

1. Grading System

A. Basic Education Department

The School shall abide by the grading system as prescribed by the School in accordance with the relevant issuances, orders, rules by the Department of Education.

5.1 Computation of Grades

Kindergarten

There are no numerical grades in Kindergarten. Descriptions of the learners' progress in the various learning areas are represented using the School's

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checklists and student portfolios. These shall be presented to the parents at the end of each quarter for discussion.

Grades 1 to 12

Written works and performance tasks shall be administered to assess the content and performance standards that describe the knowledge, abilities, and skills that the learners are expected to demonstrate. These tasks could be designed to include the following:

- a. Student's Learning Portfolio – This includes all the pieces of evidence of learning within the grading period including self-reflections, self-evaluations of performance tasks guided by rubrics, and self-selected outputs in learning modules.
- b. Minimum of four (4) written works and four (4) performance tasks within the quarter, preferably one in two weeks integrating two or more competencies.
- c. All competencies should be covered by the performance tasks.

Weight Distribution of the Summative Assessment Components per Learning Area for Grade 1 to 10

Assessment Components	Language/ AP/ EsP	Science/ Math	MAPEH/ EPP/ TLE
Written Works	40%	50%	30%
Performance Tasks	60%	50%	70%

Weight Distribution of the Summative Assessment Components per Learning Area for Senior High School

Assessment Components	Core Subjects (Academic Track)	All Other Subjects	Work Immersion/Research/Business Enterprise Simulation/Exhibit/Performance	TVL/Sports/Arts and Design Track	Work Immersion/Research/Business Enterprise Simulation/Exhibit/Performance
Written Works	40%	40%	50%	30%	30%
Performance Tasks	60%	60%	50%	70%	70%

5.2 Learners/Student's Progress Report

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The summary of learner progress is shown quarterly to parents and guardians through a parent-teacher conference, in which the report card is discussed through the applicable platform. The grading scale, with its corresponding descriptors, is described below. Remarks are given at the end of the grade level.

BASIC DEPARTMENT		
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Moderately Satisfactory	76-79	Passed
Needs Improvement	75	Passed
FAILED	65-74	Failed

SENIOR HIGH SCHOOL		
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

Promotion Learners:

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

and Retention of

Requirements	Decision
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 3 or more learning areas	Retained in the same grade level
Final Grade of at least 75 in all learning areas	Promoted to the next grade level

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- 10 Learners	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 3 or more learning areas	Retained in the same grade level
	Must pass all learning areas in the Elementary	Earn the Elementary Certificate and promoted to Junior High School
	Must pass all learning areas in the Junior High School	Earn the Junior High School Certificate and promoted to senior High School
	Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester.
	Did not meet Expectations in a prerequisite subject in a learning area.	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject.
For Grades 11-12 Learners	Did not meet expectations in any subject or learning area at the end of the semester.	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects failed.
	Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

B. Tertiary Department

The grading system is a mechanism for assessing the quality of performance of the students in class.

The SCC uses the Quality Point Index (QPI) system that allows for the following:

- Uniformity that enhances easy implementation and diminishes variability of practice
- Coherence that provides logical explanation for grades obtained
- Fairness that provides justice and equity of grade
- Objectivity that is based on verifiable objective measurement data judgment.

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At the end of the term, the students are entitled to receive their grades for the term subject to the submission of clearance requirements.

The QPI, or weighted average, is a measure of the quality of a student's academic performance for a regular term. A student's promotion, honors, and graduation are determined by whether or not QPI requirements have been reached. The following may also be reflected in the grading sheet of the students:

QUALITY VALUE	POINT	NUMERICAL EQUIVALENT
1.0		97-100
1.25		94-96
1.50		91-93
1.75		88-90
2.0		85-87
2.50		79-81
2.75		76-78
3.0		73-75
5.0		72 BELOW

The following may also be reflected in the grading sheet of the students:

UW - Unauthorized Withdrawal

INC – Incomplete

W - Authorized Withdrawal

QPI Computation The QPI is calculated by:

1. Multiplying the quality point value of the grades in each subject by the number of units of credit in the subject
2. Adding the products
3. Dividing the result by the total number of units taken

- Retention Policy and Fail Grades

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If the student receives a 5.0 (FAILED) grade in a subject, the student must re- take the subject.

A grade of “UW” or Unauthorized Withdrawal is reckoned as 5.0 (FAILED) and is included in the calculation of the QPI.

A grade of “AW” or Authorized Withdrawal for students who have withdrawn from a class will not affect the computation of the QPI. It should be noted that both the student and his/her professor should sign the withdrawal form.

- **Incomplete Grade**

A grade of “Incomplete” (INC) is a temporary grade given to the student who:

- fails to take the final examination on the scheduled date, or
- fails to submit a major term paper on the scheduled submission date. (A major term paper is defined as one that constitutes at least twenty-five per cent (25%) of the final grade for the course and is required in place of the final examination)
- A student who receives an INC is given three (3) weeks from the end of the term to complete the course. This is done by taking a special examination, or by submitting the required major term paper within the said three-week period. A student who fails to comply and does not fulfill requirements to complete the subject within the stipulated three-week period shall receive a grade of 5.0 (FAILED). The Registrar is authorized to change the INC grade to 5.0 (FAILED) without further notice to the student.

Removal of Grades of Incomplete

- Examination for the removal of grades of INC shall be charged as examination fee of five hundred pesos per subject, under the following conditions:
 - During the regular examination period where the subject is included in the schedule of examination;
 - During the regular removal examination period which is ten (10) days before the registration period, if such subject is scheduled.
- Removal examinations may be taken at other times, upon the recommendation of the Dean/Chairperson and after payment of the examination fee. Students not in residence shall pay the registration fee and the examination fee to be take the removal examination.
- In no case shall the period for the removal of grades of INC extend beyond one academic year from the date the grade was received; Provided, that this one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period.

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m. **Honorable Dismissal**

- i. A student in good standing who desires to serve his/her connection with the College shall present to the Registrar a written petition to this effect. If the petition is granted, the student shall be given honorable dismissal.
- ii. Honorable dismissal is voluntary withdrawal from the College. All indebtedness to the College shall be settled before a statement of honorable dismissal is issued. The statement indicate that the student withdraw in good standing as far as character and conduct are concerned.
- iii. A student who leave the College due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his/her transcript of record or the certification on his academic status, it shall contain a statement of the disciplinary action rendered against him/her.

n. **Leave of Absence**

- i. Prolonged leave of absence must be sought by a written petition by the Dean/Chairperson concerned. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one academic year.
- ii. Students who withdraw from the College without formal leave of absence shall apply for readmission as new students.

GRADUATION

o. **Graduation Requirements**

- i. No student shall be recommended for graduation unless he/she satisfied all academic and other requirements prescribed for graduation and that no administrative case is pending against him/her.
- ii. Candidates for graduation who began their studies under an old curriculum shall be governed by the following rules:
 - a. Those who completed all the requirements of the curriculum but did not apply for, nor were granted, the

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corresponding degrees or titles shall have their graduation approved as the date they should have originally graduated.

- b. Those who completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the college to the present.
- iii. During the first four (4) weeks after the opening of classes in each semester, the Dean/Chairperson, shall certify to the Registrar a list of candidates for graduation at the next commencement. The Registrar in consultation with the Dean/Chairperson concerned, in the case of students majoring in their respective department, shall then inquire into the academic record of each candidate with a view to ascertaining whether any candidate in such a list has any deficiency; Provided, however, that if there should be any question regarding a candidate, his/her name should not be deleted from the list of candidates for graduation, but footnotes to that effect should be given. Five weeks before the end of the second semester, the Registrar shall publish a complete list of duly qualified candidates for graduation.
- iv. All candidates for graduation shall remove their deficiencies and clear their records not later than five weeks before the end of their last semester with the exception of those in which the student is currently enrolled during that semester.
- v. No student shall be graduated from the College unless he/she has completed at least one year of residence work which may, however, be extended to a longer period by the Department concerned.

The residence work referred to must be done immediately prior to graduation.

p. **Graduation With Honors**

- i. Students who completed their programs with the following weighted averages shall be graduated with honors:

Cum Laude ----- 1.5

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Magna Cum Laude ---- 1.25

Summa Cum Laude --- 1.00

Only final grades will be considered in the computation of the general average, in which case, the final grades of the students during his last school term shall be submitted at least 30 days before the date of graduation.

- ii. A student who is candidate for graduation with honors must have no grade of “5” or “UW” in any subject taken in the College or from other educational institutions, whether that subject was prescribed in the curriculum in which the student is graduating. Provided further that for Cum Laude, a candidate must have no grade lower than 1.75 in any of his/her subject; for Magna Cum Laude, no grade lower than 1.5 in any of his/her subject; and for Summa Cum Laude, no grade lower than 1.25 in any of his/her subject.

If a student fails to maintain the grade required for Latin honors, he/she may be considered for Outstanding Academic Award. Provided, that he/she must have no grade lower than 1.75 in any of his/her major subjects. Those who have two minor subjects with grades lower than 1.75, he/she may be considered for Outstanding Academic Award upon discretion of the College President.

- iii. The student graduating with honors must have completed in the College at least 75 percent of the total number of academic units or hours for graduation and must have been in residence for at least three years immediately prior to graduation.
- iv. In the computation of the final average of students who are candidates for graduation with honors, grades in all accredited academic subjects in the curriculum shall be included. A student who repeats for credits in the College a subject which was successfully completed in another institution will not be considered for honors.

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- v. Credits earned by examination in INC (incomplete) credit subject/s do not affect the students grade point average.
- vi. Only students who carry the normal load prescribed in the curricula, except in his last semester, should be considered candidates for graduation with honors. During summer terms no minimum number of units are prescribed.
- vii. A student graduating with honors should not have been subjected to any disciplinary action.
- viii. Latin honors and academic awards may only be given to candidates upon approval of the College President. A student aspiring to be a recipient of latin honors or academic awards must submit an application to the appropriate department chairperson. The latter shall then, after review, endorse the same to the College dean for deliberation with the College President.

q. **Commencement and Baccalaureate Exercises**

- i. The Commencement and Baccalaureate Exercises Committee shall fix the time and place of baccalaureate service and commencement exercises and shall select the speakers upon the recommendation of the CEO-VPAA and CEO-VPFRPD, with the final approval of the President.
- ii. The Committee shall be in-charge of the arrangements of commencement exercises and may call upon the other offices for assistance in carrying out the approved plans.
- iii. All graduating students shall attend the Commencement Exercises scheduled for their class unless the College allows the graduation of a student in absentia for grounds of sickness or other justifiable reasons.
- iv. Graduating students who absent themselves from the commencement exercises without being excused as provided in the preceding Article shall not be awarded their diplomas or certificates until such time as when they attended the regular commencement exercise.
- v. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

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- vi. The diploma shall bear the date of the graduation and other pertinent information. The graduation date shall be the year when the student completed all academic requirement.

r. **Academic Costumes**

- i. Candidates for graduation with degree shall be required to wear academic costumes during the baccalaureate service and commencement exercise in accordance with the rules and regulations of the College.

STUDENT SERVICES

s. **Faculty Consultation**

- i. There shall be a regular program of consultation between faculty member and students which shall be prepared by the Dean/Chairpersons.

t. **Student Assistanship**

- i. There shall be a student assistantship program for the benefit of students, subject to the rules and regulations of the College.

u. **College Canteen**

- i. The College shall maintain a College canteen to serve the College community.

v. **College Library**

- i. There shall be a College Library which shall provide efficient library services to the college community.
- ii. The policy-making body in connection with the operation of the College Library is the Library Board. The College President shall designate the following officials, namely: CEO-VPASS as Chairperson; CEO-VPFRPD as Co-Chairperson; Dean as member; Librarian as member; and Principal/s as member.

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- iii. The College Library Board shall formulate all library rules and regulations which shall be approved by the College President.

STUDENT ORGANIZATIONS

w. College Student Organizations

- i. A student organization of the college shall be any organizations of students whose membership in general comes from the college and/or from different departments of the College.
- ii. The student organizations in the College shall be evaluated and accredited by the Director of Students Services and shall be recommended by the CEO-VPASS for approval of the College President. Such evaluation/accreditation and approval shall be subject to yearly evaluation and shall be granted only upon compliance of the applicant with the rules and regulations governing student organizations approved by the College President.
- iii. The student organizations shall be required to channel their activities to productive endeavors that will benefit society through economic, social or cultural activities which are approved by the College President.
- iv. Any student organization found to be involved in subversive activities, or in any form of violence or criminal offense, shall constitute sufficient cause for the cancellation of the accreditation issued to said student organization.

PART V

STUDENT CONDUCT AND DISCIPLINE

GENERAL REGULATIONS

1. The student's ENROLLMENT is considered an expression of willingness to abide by all the rules and regulations in the School. Every student is committed to the observance of these rules.

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2. Special School events and functions, being part of a student's life, should be attended by all students.
3. Students, as individuals or groups, may not use the NAME and LOGO or seal of the School for activities that not sanctioned by the School. This applies to all printed materials and also in the Internet.
4. No social function of the students should be held without the written approval of the School President.
5. Notices, articles and news releases concerning the School should be cleared through the Vice President for Administration before publication or posting.
6. The regulations governing the payment of matriculation and other fees are issued from time to time by the FINANCE DEPARTMENT.
7. Students must pay the entire matriculation even if dropped or transferred to another school. ENROLLMENT IS A CONTRACT.
8. NO PERMIT, NO EXAM POLICY, Examination Permit may be issued provided that there is a written request or promissory note with valid/justifiable reason(s).
9. Payment of Special Exam Fee, Special exam fee is collected for the payment of penalties, facilities, utilities and overtime rendered by employees.
10. Examination Booklets, Examination booklets in exchange of loose Xerox copies will serve as records for filing purposes and without it there will be no basis in the computation of grades

A. GENERAL CODE OF CONDUCT – BASIC EDUCATION

A. Purpose of the Code of Conduct

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The main purpose of the student's code of conduct is to set and maintain a standard of acceptable behaviors to students in the school. It is a reminder to the students of what is expected from them.

B. Rules/Guidelines, and Procedures

B.1. Policies on Attendance

NON-DISCIPLINARY CASES:

A. Class Attendance, Tardiness, Cutting of Classes, Absences, Leaving the School Campus

The guidelines on attendance and punctuality as stated in the Paragraph 1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual, the following shall be observed:

- a. Regularity of attendance and punctuality are required in all classes. A student who has been absent or has cut classes is required to present a letter of explanation from his/her parents/guardians or to bring them to school for a short conference with the section adviser or guidance counselor.
- b. Attendance of students in special holidays, activities related to their religions shall be allowed provided permission from the school head is sought.
- c. A pupil/student who incurs absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and no credit for the course or subject. Furthermore, the school head may at his/her discretion and in the individual case exempt a student who exceeds the twenty percent (20%) limit for reasons considered valid and acceptable to the school such as but not limited to chronic illness, physical injury, family problem, mental and physical condition. Such discretion shall not excuse the student concerned from his/her responsibility in keeping up with lesson assignments and taking examinations when indicated. The discretionary authority is vested in the school head and may not be availed by a student nor granted by a faculty member without the consent of the school head.
- d. Habitual tardiness especially during the first period in the morning and in the afternoon shall not be allowed. Teachers concerned shall call for the parents of the student concerned or visit him/her at home.

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- e. Habitual cutting classes of the students shall be addressed by the class advisers through inviting the parents for a conference before referring to the guidance counselor for proper intervention.
- f. A student may leave the school campus for emergency and health reasons. The principal may provide an exit pass to be presented to the school guard on duty.

Policies on Classroom Discipline

1. Learners Attendance

Students must come in the school on time.

2. Behavior During Class Sessions, Leaving the Classroom

- a. The use of gadgets (cellphones, laptop, tablet) during classes is allowed only for classroom/educational purposes or academic requirement.
- b. A parent's waiver shall be required for security purpose of both the student and the school once the gadget is lost.
- c. Going out, loitering, cutting classes, leaving the school premises without asking permission from the teacher or school authority is highly prohibited.
- d. Other analogous acts that may endanger/threaten any learner, school personnel and the school shall not be allowed.

3. Policy Against Bullying

Bullying acts such as physical, emotional, mental, and cyber bullying is highly discouraged (Bullying Cases or Offenses shall be handled in accordance with Republic Act 10627 and DepEd Order No. 55 s. 2013)

The following acts are prohibited:

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

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- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

GUIDELINES POLICIES ON SCHOOL FACILITIES

1. Learners should be aware of the school's access routes, safe routes, and alternative routes.
2. Learners must understand the visible markings, directional signs, boundaries, and warning signs.
4. Learners should be aware of the location of sanitation facilities.
5. Learners should know the location of safe drinking water sources and personal hygiene facilities.
6. Learners should maintain cleanliness and orderliness of school facilities.
7. Learners should participate in basic health and hygiene activities being promoted.
7. Learners should report any problem with regards to physical facilities, structural deformity and/or other hazards for immediate action and mitigation.

B. Duties and Responsibilities of Students

1. The school recognizes that students have their own duties to perform to contribute to the betterment of their education. The following norms of conduct are expected from students:
2. Students must be respectful of another's opinions, status of any sort, ethnicity, and religion;
3. Must comply with the school's regulations, as long as they are congruent to their best interests;
4. Must participate in and contribute to an adequate school environment;
5. Express themselves appropriately at all times;
6. Must participate in school activities;
7. Must respect moral and physical integrity of everyone at all times;
8. Must ensure school facilities are clean and preserved, as well as any school articles,
other devices, furniture or landscape, and to use them properly;
9. Must respect property rights of any goods or objects belonging to anyone;
10. Must know and follow the rules and procedures of school services;

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Students must refrain from:

1. Discriminating, or leading a group of students to discriminate another, with regards to one's physical appearance, gender or sexual orientation, disability, economic status, religious beliefs or affiliation and status of any sort;
2. Behaving physically in a manner that is inappropriate or sexually provocative;
3. Participating in behavior of other students that is illegal, unsafe and/or abusive;
4. Abusing and over-asserting their rights on a manner that would evade the school administration from protecting them;
5. Marking or damaging school property and equipment, including books, in anyway
8. Being aggressive or engaging in a fight.
9. Inviting visitors or guests inside the school without passing through the Security Guard on duty.

POLICIES ON DISCIPLINARY CASES

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A. Grave Offense.

The offenses punishable by suspension or expulsion depending on the seriousness of the offense stated in Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual are considered grave offenses.

- Gross misconduct
- Cheating and stealing
- Assaulting a teacher or any other school authority or his agents or students
- Smoking inside the school premises
- Vandalism, writing on or destroying school property like chairs, tables, windows, books, laboratory equipment and others
- Gambling of any sort
- Drinking intoxicants and liquor
- Carrying and concealing deadly weapons
- Extortion or asking money from others
- Fighting causing injury to others
- Using, possessing, and selling of prohibited drugs
- Hazing in any form or manner whether inside or outside the school premises
- Immorality or sexual harassment
- Instigating, leading or participating in concerned activities leading to stoppage of classes
- Preventing, threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises
- Forging or tampering with school records or transfer forms
- Bullying including physical, emotional, mental and cyber-bullying
- The organization of fraternities and sororities is strictly prohibited.

B. Minor Offense.

The minor offenses or infractions of good discipline to school rules and regulations are the following:

- Absenteeism, cutting of classes and tardiness
- Wearing of cap and the like inside the school building specially inside the classroom
- Wearing of earrings for the boys and more than a pair of earrings for the girls, outlandish hairstyles, painting of tattoo, over accessories and body piercing
- Patronizing suspected prostitution den, gambling and pornographic places
- Using profane language to insult another
- Littering (plastic cups, bottles, candy wrappers or any waste) inside the school campus specially inside the classroom and corridors
- Loitering and staying inside or outside the school during class hour
- Bringing, using and selling of pornographic materials
- Using different gadgets like cellular phones , i-pad, psp, etc. during class hour
- Public display of affection (PDA) like holding hands, hugging, kissing, necking, petting and fondling
- Unruly behavior during assemblies, religious services, etc.
- Going to restricted places
- Selling stolen goods in school
- Refusal to display school ID prominently and placing stickers and other objects on school ID
- Sitting on tables, standing on benches as sitting with feet up and legs wide apart
- Writing or drawing on a fellow student's books and notebooks.
- Borrowing without returning
- Spending for personal use of funds

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	<p>entrusted to him/her</p> <ul style="list-style-type: none"> · Refusing to obey a student leader when the latter is discharging his/her duty or representing an authority · Irresponsibly playful like pulling chair away when one is about to sit; hiding another's property; blocking another's path, etc · Jumping over the fence · Disrespectful to the national flag and singing of national anthem · Spitting elsewhere · Chewing of bubble gum inside the school during class hour and placing of bubble gum on chairs, walls, etc. · Putting make-up and face powder during class hour · Urinating elsewhere or in inappropriate places · Voyeurism · Not giving letter to parents
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IRRESPONSIBLE AND UNDESIRABLE BEHAVIOR, the following sanctions may be imposed:

- Oral warning and written reprimand. The violator shall be reminded on his/her misbehavior and shall sign on the behavior contract (See Appendix) together with his/her parent/guardian. The case should be recorded in the confidential log book.
- Probationary. The violator shall be required to undergo therapy. There are two types of therapy: the school therapy and home therapy. In school therapy, the student shall be given school tasks that aim to develop his/her sense of responsibility, moral character and personal discipline under the supervision of guidance counselor, school discipline officer and class adviser. On the other hand, home therapy shall be given to student who needs parental guidance. He/she shall be given tasks that aim to develop his/her intra personal skills under the supervision of guidance counselor, school discipline officer, class adviser and parents/guardians.
- Suspension. The violator may be suspended for a fixed period. It will be recorded in the student's anecdotal record.
- Expulsion. The violator shall be banned on enrolment.

SANCTIONS

☐ In accordance with the Child Protection Policy, DepEd Order No. 40, s.2012 to promote a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other related offenses, all public Schools of Caloocan City are encouraged to observe and to practice the use of positive and non-violent approaches to discipline and classroom management, for the best interest of the learners.

☐ The penalty shall be commensurate to the offense committed. The following are the corresponding penalties that shall be given a learner:

	Minor Offense	Less Grave Offense	Grave Offense

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1st Offense	<ul style="list-style-type: none"> Reprimand with counseling with parent 	<ul style="list-style-type: none"> Suspension which shall not exceed three (3) days 	<ul style="list-style-type: none"> Suspension for seven (7) days
2nd Offense	<ul style="list-style-type: none"> Suspension of 1-2 days with counseling with parent 	<ul style="list-style-type: none"> Suspension for 4-6 days 	<ul style="list-style-type: none"> Suspension for more than seven (7) days but not more than one (1) year – refer to the SDS for approval
3rd Offense	<ul style="list-style-type: none"> shall be treated as a less grave offense, thus 3 days suspension 	<ul style="list-style-type: none"> shall be treated as a grave offense, thus 7 days 	<ul style="list-style-type: none"> Suspension for one (1) year or more – refer it to the Secretary for approval
4th Offense	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Expulsion – refer to the Secretary for approval

Note:

For first and other offenses, which are not very serious in nature, a suspension from school not to exceed three (3) days may be authorized by the principal without the approval of the Division Superintendent. However, parents must be informed by the teacher or the school principal of any misconduct on the part of their children for which disciplinary action is necessary (Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual)

PROCEDURE**Procedure in Learner Discipline**

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- A. The School Head or through the Principal shall issue a Notice in writing to the learner through the Parent/Guardian by personal service or any other means of service within 5 three (3) working days from date of incident/report.
- B. The Answer in writing of the learner with the assistance of the parents/guardian must be submitted within three (3) working days from receipt on Notice.
- C. A Notice of Conference with parents/guardian shall be issued within three (3) working days from receipt of Answer. The conference shall be before the School Head/through the Principal if it is a first minor offense; otherwise, before the Child Protection Committee
 - i. The parties shall be given a chance to be heard.
 - ii. The conference must be recorded through a minutes of conference duly signed by all the parties and members present.
- C. The Decision in writing shall be issued within 3 working days by the School Head/Administrator.
 - i. Reprimand shall be final and executory.
 - ii. For private schools, exhaust administrative remedies available within the school/institution, and the final decision of the private school is appealable to the SDS. The appeal must be made within fifteen (15) days from receipt of the Decision. The Decision of the SDS is executory.

Creation of School Discipline Committee.

There shall be a committee, which will handle grave/major offenses as stated in the 2000 DECS Service Manual. They shall be composed of chair, co-chair and member. The school principal shall designate school disciplinary officer per curriculum year level. He/she shall also designate curriculum chairman and class adviser per curriculum year level.

Duties and Responsibilities of School Discipline Committee

The committee shall have the following specific duties and responsibilities.
School Discipline Officer as Chair

- He/she shall serve as prefect of discipline within the curriculum year level.
- He/she shall investigate cases listed on the offenses punishable by suspension or expulsion depending on the seriousness of the offense as stated in Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual.

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- He/she shall secure records with confidentiality.
- He/she shall serve as mediator between the offender and the aggrieved party.

Curriculum Chairman as Co-chair

He/she shall serve as co-prefect of discipline within the year level in the absence of School Discipline Officer who shall investigate cases listed on the offenses punishable by suspension or expulsion depending on the seriousness of the offense as stated in Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual.

- He/she shall secure records with confidentiality.
- He/she shall serve as mediator between the offender and the aggrieved party.

Class Adviser as member

- He/she shall serve as liaison between the school and the parents or guardians.
- He/she shall write letters (See Appendix A) to call the attention of parents or guardians to invite for a conference.
- Prepare the anecdotal report (See Appendix F) and safeguard confidentiality.

Referral.

All cases beyond the control and expertise of School Discipline Committee shall be referred to the following offices and furnish copy of referral form attached with anecdotal report and other supporting documents for more extensive supervision and control.

3.1. Office of the Principal

- The case needs administrative action.
- The case needs for referral to other government agency and private institutions.

3.2. Office of Guidance and Counseling

- The client manifests deviant and maladjustment behaviors.
- The client violates the school rules and regulations in spite of signing the behavior contract
- The client needs to seek professional help.

Jurisprudence:

All minor offenses or infractions of good discipline shall be handled first by class advisers. However, if the case is a grave offense, the class adviser is expected

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to refer the case to the School Discipline Committee. They shall call the attention of parents or guardians for a short conference and prepare the anecdotal report. When the parties involved are between and/or among different year levels, the jurisdiction of school discipline officer shall be based on the year level of the primary offender. The School Grievances and Complaints Committee (SGCC) shall handle all sensitive cases and when the parties involved are between or among students and teaching and/or non-teaching staff. Violations to Child-Protection Policy, Anti-Bullying Policy and other administrative complaints, procedures under the said DepEd Orders shall be followed.

Establishment of Child Protection Committee

The Child Protection Committee shall be composed of the following:

Chairperson	School Head
Vice Chairperson	Guidance Counselor
Representative of the Teachers	designated by the Faculty Club
Representative of the Parents	designated by the Parents-Teachers Association
Representative of pupils, students and learners	designated by the Student Government Organization

V. Positive Discipline and Protection of Children

The Schools Division Office of Caloocan ensures that all schools adhere to the Child Protection Policy and promotes Positive Discipline, a holistic, constructive, proactive approach to teaching and parenting that helps children develop appropriate thinking and behaviour in the short and long term and fosters self-discipline. It is based on the principles of children's rights and child development, on the respect for the child's dignity and physical integrity, and the principles of effective teaching. It also promotes the protection of the child from all forms of maltreatment, abuse and violence by parents, guardians, or other persons that are responsible for their care.

Every school has a Child Protection Committee (CPC) headed by School Heads to guard and investigate cases involving the student.

DepEd Child Protection Policy (DepEd Order No. 40, s. 2012)

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Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development (Article XV, Section 3 [2])

Furthermore, the School aims to ensure such special protection from all forms of abuse and exploitation and care as is necessary for the child's well-being, taking into account the primary rights and duties of parents, legal guardians, or other individuals who are legally responsible and exercise custody over the child. DepEd recognizes the participatory rights of the child in the formulation and implementation of policies, and in all proceedings affecting them, whether they be victims or aggressors, either directly or through a representative.

B. CONDUCT AND DISCIPLINE – TERTIARY DEPARTMENT

x. General Provisions

- i. Every student shall observe the laws of the land, the rules and regulations of the College, and the standards of good society.
- ii. For purposes of keeping order in the classes, an instructor is empowered to exclude a student for improper conduct from his class and immediately thereafter to make a report of such action to the Dean/Chairperson concerned.
- iii. Disciplinary action shall be instituted against students who shall violate any laws of the land and the rules and regulations promulgated by the College.

y. Student Disciplinary Action

- i. Student disciplinary action may take a form of expulsion, permanent disqualification from enrollment, suspension from the College withholding of graduation and other privileges, exclusion from any class, reprimand, warning, or expression of apology and other measures.
- ii. Through the College President on her duly authorized representative, shall have disciplinary power over the students of the College within the limits prescribed by the rules of discipline as approved by the Board of Trustees.

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DISCIPLINE

Non-compliance or violation of the following is punishable by reprimand, dropping or expulsion:

1. Students should make a positive effort to keep the campus clean and attractive, should not destroy school property or building, observe proper disposal of waste and trashes and avoid writing on walls, tables, chairs or any surface that may tend to destroy the beauty or neatness of the surface.
2. Every student should help maintain peace and order by being orderly, courteous and respectful.
4. Students are not allowed to receive visitors without the approval of the Office of Student Affairs.
6. Students are not allowed to flock on, gather or unnecessarily roam that may tend to block, hinder or interfere the free passage through gates, doors, stairways or corridors. They should always keep right when walking through the passageway.
7. Unnecessary chatting and loud laughing are not allowed.
8. Students must refrain from making unnecessary noise or actions that may disturb the class.
10. Students are not allowed to erase or write announcements, notices or anything on the blackboards, bulletin boards, walls, websites and social media without the permission of the school.
11. Students are not allowed to enter the faculty room and other offices without due permission.
13. It is the responsibility of students to take care of school property and to help keep the school clean.
15. Smoking is prohibited.
16. Eating and drinking are not allowed in classrooms, laboratories, audio-visual rooms, mini theater and the library.

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18. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus.
20. Inspection of Student Property
21. The school has the right to inspect student property on campus in the presence of the student concerned.
23. Students must greet and respect not only their subject teachers but all teachers and employees including the Board Of Trustees

STUDENT GRIEVANCE

A student who has an issue against any member of the community is, therefore, expected to initially talk to the person involved and amicably resolve the matter. If all personal or one-on-one attempts at a resolution fail, the aggrieved party may lodge a formal complaint to the appropriate authority.

2.1 General Provisions

For purposes of this section, grievance is defined as any dispute or controversy (including a violation of school policies and regulations) where the complainant is a student and the respondent is either a St. Clare College associate (faculty or nonteaching personnel) or a non-employee working in the campus premises (outsourced workers, canteen staff, etc).

For assistance, students are encouraged to approach the officers of Human Resource Department or VPAA.

A grievance becomes a formal complaint when it is expressed in writing then duly signed by the complainant/s. Students' formal complaints should be filed within the term when the conflict took place. If students fear, however, that the complaint might affect the outcome of their grades—if the grievance is against a faculty member, for instance—then they may file the complaint in the following semester.

2.2 Grievance Procedure

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The following procedures apply in filing formal complaints:

2.2.1 Grievance Against Fellow Students

2.2.1.1 Complaints of students against other students should be addressed to the OPD Head.

2.2.1.2 Complaints of students against student organizations/student groups should be addressed to the Head or Director of the office supervising the concerned organization/group

2.2.2 Grievance Against Academic Personnel (Teaching Faculty or Academic Faculty)

2.2.2.1 A dialogue between the student and academic personnel associate must be facilitated in the presence of the immediate superior. All means must be exhausted to resolve the grievance in the most amicable manner.

2.2.2.2 Should the student wish to appeal the decision of the faculty member's immediate superior, the student may appeal to the Dean. The Dean, in turn, convenes an Ad Hoc Committee, the decision of which is final and executory. If the faculty member concerned is an administrator, the complaint will be addressed to administrator's immediate superior.

2.2.2.2.1 If the faculty is a department head, the complaint must be addressed to the Dean.

2.2.2.2.2 If the faculty is a Dean, the complaint must be addressed to the office of VPAA

2.2.2.2.3 If the faculty is a Vice President, the complaint must be addressed to the President.

2.2.2.2.4 If the faculty is the President, the complaint must be addressed to the Board of Trustees.

If the complainant has reason to believe that the decision was unfair, s/ he may file an appeal within three (3) school days upon receipt of the decision.

2.2.3 Grievance Against Personnel

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2.2.3.1 Complaints against any personnel should be addressed to the immediate superior. The immediate superior must endeavor to resolve the issue within five (5) working days.

2.2.3.2 Appeals on the decision or indecision of the immediate superior may be addressed to the Human Resource Department. The HRD Manager's decision is final and executory.

2.2.4 Grievance against Agency Hired/Outsourced Personnel

2.2.4.1 Complaints against any personnel should be addressed to the immediate superior. The immediate superior must endeavor to resolve the concern within five (5) working days. After a thorough investigation, the immediate superior may recommend to the supervising office/agency the appropriate course of action.

2.2.5 Grievance Against General Services Personnel

2.2.5.1 Students' complaints against personnel of concessionaires and agencies (e.g., maintenance, photocopiers) should be addressed to the Assistant Vice President for Academic Affairs or Assistant to the Vice President for Student Services

2.2.5.2 Appeals on the decision or indecision of the AVP-AA or AVP-SS must be addressed to the Vice President for Academic Affairs whose decision is final and executory.

2.3 Ad Hoc Committee for Complaints Against an Administrator

Complaints against an administrator should be addressed to the immediate head convening the ad hoc committee. The case must then be reviewed and a decision rendered. The committee's decision is final and executory.

The composition of the committee is as follows:

- A. The immediate head (who chairs the committee);
- B. A representative from the Faculty Association;
- C. Another administrator.

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2.4 Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995

St. Clare College shall protect and uphold the dignity and self-esteem of every member of the community. It regards any act of sexual harassment, exploitation, or intimidation on any of its students as a violation of the foregoing institutional policy and the Anti-Sexual Harassment Act of 1995. Sexually-oriented acts or sex-based conduct have absolutely no place in the institution. Anyone found to have engaged in such misconduct shall be made to bear the full responsibility his or her unlawful behavior. Pursuant to the provision of Section 4 (b) of the Anti-Sexual Harassment Act of 1995, a Committee on Decorum and Investigation was created and permanently constituted, hereinafter called the Committee.

2.4.1 The Committee on Decorum

The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, coaches, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual

Harassment Act of 1995, in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

2.4.1.1 Powers and Functions

The Committee shall have the following powers and functions:

2.4.1.1.1 Conducts meetings and consultations with sectors of the academic community.

2.4.1.1.2 Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995.

2.4.1.1.3 Undertakes activities in information dissemination, consciousness-raising and overall better appreciation by the academic community of the issues relating to sexual harassment.

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2.4.1.1.4 Constitutes the proper Subcommittee for the investigation and hearing of a sexual harassment case.

2.4.1.1.5 Exercises other powers as may be necessary to implement the Act.

2.4.1.2 Jurisdiction

The Committee shall have jurisdiction over:

- A. All employees, whether regular or probationary;
- B. All faculty members, whether full-time or part-time;
- C. All other employees who have subsisting and executory employment contracts with the College, verbal or written; and D. All students.

2.4.1.3 Composition

The Committee on Decorum, which shall report to the President, shall be composed of:

- A. The Vice President for Academic Affairs, acting as chairperson; B. The College Dean; C. The Representative of the Administrative Staff/Support Staff; and D. The President of the Student Government.

2.4.2 The Subcommittee on Decorum

The Subcommittee on Decorum is an ad hoc committee designated by the Committee to investigate, hear, and decide on complaints alleging sexual harassment involving students committed by any member of the community.

2.4.2.1 Composition

In all hearings or proceedings, the Subcommittee shall be presided over by a member of the Integrated Bar of the Philippines. The presiding officer shall have control over all proceedings of the case. The members for a specific case shall be as follows:

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2.4.2.1.1 For cases involving a student and a department head: the President of the Student Government, a faculty representative, and a representative from the administration.

2.4.2.1.2 For cases involving a student and a faculty member: the President of the Student Government, a faculty representative, and a representative from the administration.

2.4.2.1.3 For cases involving student and personnel: the President of the Student Government, a personnel representative, and the Manager of the Human Resource Department.

2.4.2.2 Powers and Specific Functions

The Subcommittee, in accordance with existing policies and guidelines, shall have jurisdiction over the proceedings and resolution of sexual harassment complaints. Maintaining confidentiality and respect for privacy, the Subcommittee shall ensure that the complainant shall not be subjected to further harassment or retaliation by the respondent. The following are the Subcommittee's specific functions:

2.4.2.2.1 Investigates, hears, and decides on sexual harassment cases over which the Committee has jurisdiction.

2.4.2.2.2 Summons or issues subpoenas and the necessary writs and processes, and/or compels the appearance of all individuals under the jurisdiction of the College.

2.4.2.2.3 Renders the corresponding decisions and appropriate penalties based on factual and administrative findings.

2.4.2.2.4 Exercises other powers deemed necessary to implement the Anti-Sexual Harassment Act of 1995.

2.4.3 Acts Constituting Sexual Harassment

Acts constituting sexual harassment are defined in Republic Act 7677

2.4.4 Place or Condition of Commission

Sexual harassment may be committed on- or off-campus in activities sanctioned by the College/School or a Center/Office such as, but not limited, to the following:

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2.4.4.1 College-initiated educational activities (both curricular and extra-curricular).

2.4.4.2 Student-initiated social, cultural, and spiritual activities approved by the College or any representative thereof.

2.4.5 Forms of Prohibited Acts

2.4.5.1 Physical assaults of a sexual nature such as, but not limited to:

2.4.5.1.1 Rape, sexual battery, molestation, or attempts to commit these assaults.

2.4.5.1.2 Intentional physical conduct, which is sexual in nature such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.

2.4.5.2 Unwanted sexual advances, propositions, or other sexual comments such as but not limited to:

2.4.5.2.1 Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

2.4.5.2.2 Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.

2.4.5.3 Subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct, or intentionally making the performance of the complainant's tasks more difficult because of the complainant's refusal to accept the offender's advances.

2.4.5.4 Overt sexual advances such as, but not limited to, requests or demands for sexual favors, i.e., going on dates, outings or the like for the same purpose.

2.4.5.5 Asking questions or giving comments with sexual undertones.

2.4.5.6 Sexually discriminatory displays or publications such as, but not limited to:

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2.4.5.6.1 Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials, or any other material that may be sexually suggestive, demeaning, or pornographic.

2.4.5.6.2 Bringing to the study environment or possessing any such material to read, display, or view.

2.4.5.6.3 Reading or otherwise publicizing in the study environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.

2.4.5.6.4 Displaying signs or other materials for the purpose of discriminating or segregating the complainant by sex in the educational environment, including restrooms and similar semi-private lockers or changing rooms.

2.4.5.6.5 Communicating, in whatever form, any obscene or sexually suggestive or demeaning message.

2.4.5.7 Retaliation for sexual harassment complaints such as, but not limited to:

2.4.5.7.1 Disciplining, using schoolwork or assignments as leverage, providing inaccurate information, or refusing to cooperate or discuss College-related matters with complainants because of their grievance on harassment, discrimination, or retaliation.

2.4.5.7.2 Intentionally pressuring, falsely denying, lying or otherwise covering up or attempting to cover up conduct such as described in any aforementioned item.

2.4.5.7.3 Other acts that may be construed as related to the above, as the aforementioned shall not be taken as an all-inclusive list of prohibited acts under these policies and guidelines.

2.4.6 Procedures for Reporting Prohibited Acts

2.4.6.1 Complaint

Complaints must be in writing, under oath, and filed to the Chair of the Committee by the aggrieved party or by any member of the community who has direct knowledge of the commission of the act accused of or by the College.

In any event, the victim or the aggrieved party shall be the principal witness.

The written complaint shall contain the following information:

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- A. Subject of the complaint, name of the person or persons against whom the complaint is filed;
- B. A narrative incident report detailing all pertinent and relevant facts of the case; and
- C. Sworn affidavits of witnesses, if any.

The Chair shall send to the respondent a written notification of the complaint filed against him or her. The notification should be attached to a copy of the complaint and sent to the respondent at least five (5) days before the scheduled hearing.

2.4.6.2 Response

2.4.6.2.1 The respondent shall be required to answer the complaint in writing and under oath within five (5) working days from the receipt of the complaint.

2.4.6.2.2 The respondent waives his or her right to defense if s/he fails to file a response within the stipulated period. Not responding to the complaint shall likewise be taken as an admission of the allegation.

2.4.7 Notice of Hearings

Notification and hearings are mandatory in any adjudication involving sexual harassment. The case shall be scheduled for hearing whether or not the respondent files an answer. The corresponding notice of hearing shall be issued by the Subcommittee to the parties concerned. Hearing shall be governed by the following provisions:

2.4.7.1 The right to administrative process of complainants and respondents shall be respected and safeguarded.

2.4.7.2 The Chair of the Subcommittee shall exercise complete control over the proceedings at all stages.

2.4.7.3 The amount of evidence required adjudicating the complaint will be substantial evidence in accordance with law and jurisprudence. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.

2.4.7.4 The case shall be dismissed should the complainant fail to appear during the scheduled initial hearing despite notice. On the other hand, should the respondent fail to appear for the initial hearing despite due notice and without sufficient cause,

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this shall be put on record, and the hearing shall proceed *ex parte* without prejudice to the right of the respondent to be present in and to be notified of subsequent hearings.

2.4.7.5 Any member of the Subcommittee may propound questions to the parties concerned and their witnesses for clarifications.

2.4.7.6 Any party may avail himself of counsel or a lawyer. But it shall be the full responsibility of the parties to inform their legal counsel of the schedule of hearings. In any event, the Chair of the Subcommittee shall exercise full control of the proceedings of all stages, and parties involved, including their respective counsels, should adhere strictly to the administrative rules. The Chair shall use every reasonable means to ascertain the facts objectively without regard to the technicalities of the law or procedure. The Chair and the members of the Subcommittee may interpellate and raise clarificatory questions, but representative counsels for each party shall be discouraged from engaging in cross-examinations. Parents of the parties present during the hearing shall be admitted as observers.

2.4.7.7 The Subcommittee shall have the option of having complainants, respondents, and witnesses confront each other to determine the veracity of the complaint.

However, this option shall be taken only when necessary to resolve the complaint. A.

Witnesses shall testify under oath.

B. Hearings shall be conducted on the scheduled dates. Postponements shall not be allowed except in meritorious cases

2.4.7.8 Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted.

The Subcommittee shall proceed to receive evidence for the complainant. In the event that no additional evidence is submitted, the Subcommittee shall render judgment based on the merits of the evidence presented

and admitted. In the event that additional evidence is submitted, the respondent shall be informed thereof and shall have the right to adduce evidence on his behalf.

2.4.8 Decisions

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2.4.8.1 The Subcommittee shall make decisions regarding the complaint within five (5) working days from the time the hearing is terminated. In no case will the hearings extend 30 working days from its commencement, unless for extremely valid emergency reasons unanimously recognized by the Subcommittee in an appropriate resolution.

2.4.8.2 The decision must be in writing, clearly stating the facts of the case, the law applicable, and the disposition of the complaint.

2.4.8.3 The decision must be approved and signed by a majority of the Subcommittee members who heard the case. Dissenting members must briefly state the basis of their opinion.

2.4.8.4 Copies of the decision shall be submitted by the presiding officer of the Subcommittee to the Chair of the Committee on Decorum within a reasonable period of time.

2.4.8.5 The Committee shall distribute copies of the resolution to the parties involved and furnish the President with the copy.

2.4.8.6 Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense, the applicable penalties in cases of proven sexual harassment may be as follows:

- A. Severe reprimand;
- B. Suspension without pay, with prejudice to subsequent promotion, reclassification, and grant of permanent appointment; or
- C. Dismissal from the College upon clearance from the Department of Labor and Employment.

2.4.8.7 An individual's first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal.

2.4.8.8 The commission of acts other than assault may result in, if the circumstances so warrants, non-disciplinary oral counseling, a written warning, suspension, or discharge upon the first and/or second proven offense, depending upon the nature and severity of the misconduct.

2.4.8.9 Alleged retaliation against a complainant shall result in non-disciplinary oral counseling. Any form of proven retaliation, however, will result in suspension or

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discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts; and discharge upon the second proven offense.

2.4.8.10 In cases where the applicable penalty appears harsh or incongruent to the offense or the circumstances, the Subcommittee will still impose the appropriate penalty under these rules. The Committee may, in such cases, recommend to the President that such imposed penalty be commuted or reduced according to their discretion.

2.4.9 Appeal

2.4.9.1 The party aggrieved by the decision of the subcommittee may file an appeal to the President through the Committee within five (5) working days upon receipt of the decision.

2.4.9.2 The appeal of a decision does not delay the execution of the sanction meted by said decision, unless the President—in the exercise of discretion and considering the gravity of the offense and the circumstances of the case and/or the complainant— orders the suspension of the execution of the penalty until a decision on the appealed has been reached.

2.4.9.3 The decision shall become final and executory if the appeal is not received within the indicated period of time.

2.4.9.4 The President shall render a decision on the appeal within reasonable time from receipt of the records or submission of the last required pleading, if any. Such decision will be immediately applicable, final, and executory.

2.4.10 Resort to the Courts

2.4.10.1 All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee on Decorum and the Subcommittee on Sexual Harassment, shall be bound to respect the proceedings therein and required to wait for final termination thereof, including appeal proceedings, before resorting to the courts.

2.4.10.2 Nothing herein, however, shall be interpreted, construed or deemed to diminish the rights of the parties as provided by law.

2.4.11 Malicious Prosecution

2.4.11.1 While the College is totally committed to safeguarding the rights of all members of the academic community against sexual harassment, it is also the policy

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of the College to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment that may be in fact baseless or even non-existent.

2.4.11.2 While recognizing that sexual harassment involves the use

of power and authority by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment is also an act of wielding power over another.

2.4.11.3 To deter malicious, vindictive, or baseless accusation and prosecution involving alleged acts of sexual harassment, the College shall:

- A. Require that all pleadings filed with the Subcommittee be sworn to under oath and duly notarized;
- B. Endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Subcommittee; and
- C. Observe the demeanor of the complainants, respondents and witnesses to validate their credibility and that of their claims and testimonies.

2.4.11.4 The Committee on Decorum and Investigation shall promulgate the appropriate policies and guidelines respecting this matter and accordingly, publish the same for the information and guidance of the entire academic community.

Note: Appeals should follow the organizational hierarchy.

PART VI

DEPED ORDER, POLICY, PROCEDURE AND GUIDELINES

A. CHILD PROTECTION POLICY

PROHIBITED ACTS:

A. Child Abuse - The maltreatment of a child. whether habitual or not, which includes any of the following:

- a. Psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- b. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being
- c. Unreasonable deprivation of the child's basic needs for survival, such as food or shelter
- d. Neglect or Failure to Immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in child's permanent incapacity or death (Sec 3.b, RA 7610)

B. Discrimination Against Children - An act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

C. Child Exploitation - The use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

D. Corporal Punishment - A kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline.

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E. Violence against children committed in schools - A single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

1) Physical violence refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.

2) Sexual violence refers to acts that are sexual in nature. It includes, but is not limited to:

a) rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;

b) forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films, indecent publication or material; and

c) acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.

3) Psychological violence refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

4) Other acts of violence of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

F. "Bullying or Peer Abuse" – refers to willful aggressive behavior that is directed, towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:

1) Bullying – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

a. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;

b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;

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c. Taking of property;

d. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;

e. Deliberate destruction or defacement of, or damage to the child's property;

f. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;

g. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and

h. Restraining the liberty and freedom of a pupil or student.

G. Cyber-bullying – is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

H. "Other acts of abuse by a pupil, student or learner" – refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of 'bullying' in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

I. "Corporal Punishment" – refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:

1) Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;

2) Striking of a child's face or head, such being declared as a "no contact zone";

3) Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;

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- 4) Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
- 5) Deprivation of a child's physical needs as a form of punishment;
- 6) Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
- 7) Tying up a child;
- 8) Confinement, imprisonment or depriving the liberty of a child;
- 9) Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
- 10) Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
- 11) Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
- 12) Other analogous acts.

PROTECTIVE AND REMEDIAL MEASURES TO ADDRESS CHILD ABUSE, EXPLOITATION, VIOLENCE, DISCRIMINATION, BULLYING AND OTHER ACTS OF ABUSE

Procedures in Handling Bullying Incidents in Schools.

A complaint for bullying or peer abuse shall be acted upon by the School Head following the procedures herein set forth:

a. Bullying – Upon the filing of a complaint or upon notice by a school personnel or official of any bullying or peer abuse incident, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. The penalty of reprimand, if warranted, may be imposed by the School Head in the presence of the parents or guardians.

If bullying is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension for not more than

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one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victim or victims of bullying.

b. Bullying that results in serious physical injuries or death – If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.

c. Procedure – In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:

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

Implementation of Non-punitive Measures.

Depending on the gravity of the bullying committed by any pupil, student or learner, the school may impose other non-punitive measures, in lieu of punitive measures, in accordance with the principles of Positive and Non-Violent Discipline.

RULES AND PROCEDURES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLENCE AND DISCRIMINATION CASES

Prohibited Acts

The following acts are hereby prohibited and shall be penalized in administrative proceedings as Grave or Simple Misconduct depending on the gravity of the act and its consequences, under existing laws, rules and regulations:

1. Child abuse;
2. Discrimination against children;

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3. Child Exploitation ;
4. Violence Against Children in School;
5. Corporal Punishment;
6. Any analogous or similar acts.

Investigation and Reporting

The conduct of investigation and reporting of cases of child abuse, exploitation, violence or discrimination, shall be done expeditiously, as herein provided.

Private Schools

Complaint against school personnel or official.

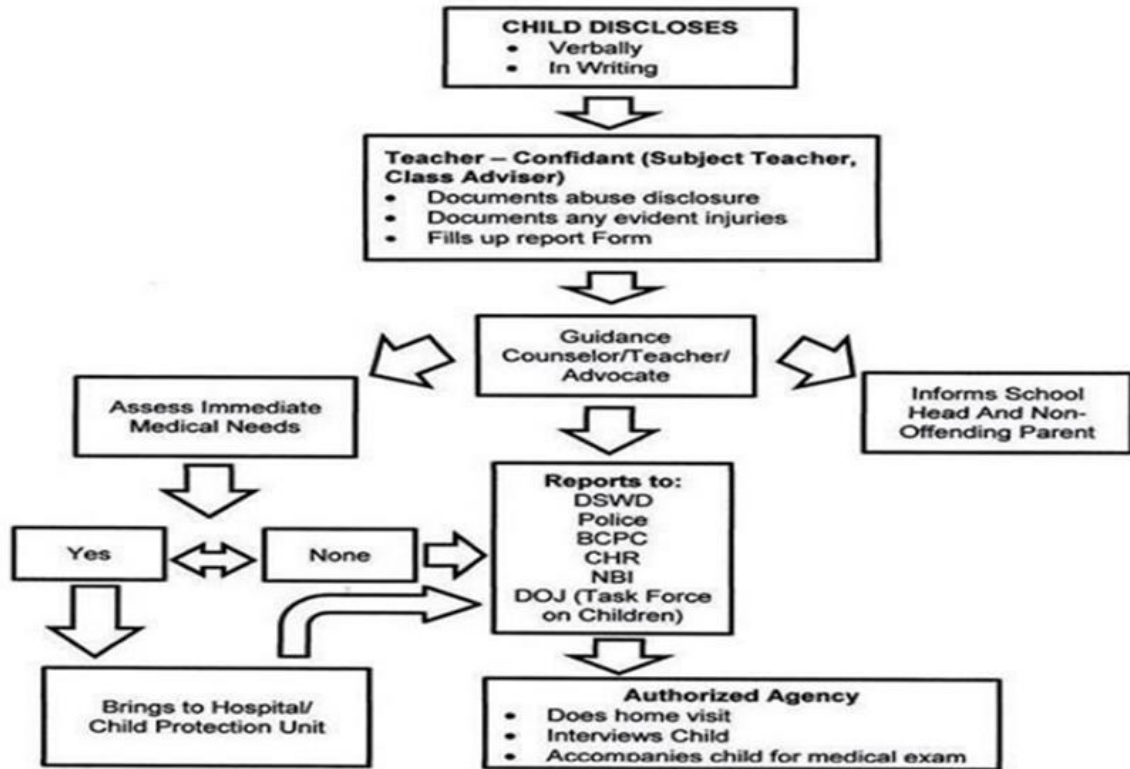
A complaint for child abuse, violence, exploitation or discrimination in a private school shall be filed with the School Head/Chief Executive Officer and shall be acted upon pursuant to the school's rules of procedures on administrative cases. The penalty shall be that which is provided by the rules of the school, subject to the requirements of due process. The administrative case shall be without prejudice to any civil or criminal case that may be filed.

Flow Chart on Reporting and Referring Child Abuse

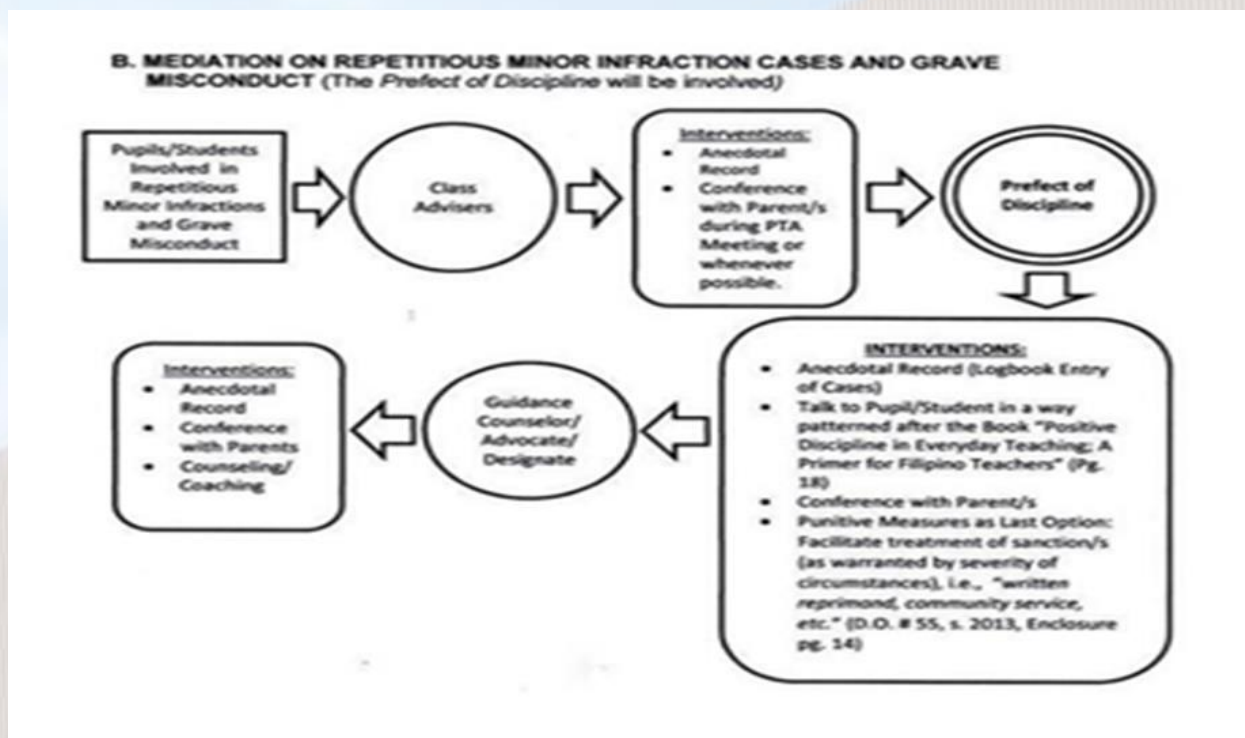
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Annex A
Division Memorandum No. 177 Series of 2016
DepEd, Division of Surigao del Sur

D. FLOW CHART ON REPORTING AND REFERRING CHILD ABUSE CASES
(Source: School Protocol on Reporting and Referring Child Abuse Cases)



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B. ANTI-BULLYING POLICY

PROHIBITED ACTS

The anti-bullying policy shall prohibit:

1. Bullying at the following:

- a. school grounds;
- b. property immediately adjacent to school grounds;
- c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
- d. school bus stops;
- e. school buses or other vehicles owned, leased or used by a school;
- f. school buses or school services privately-owned but accredited by the school.

2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.

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3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and.

4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

Procedures in Handling Bullying Incidents in Schools

A. Jurisdiction.

Complaints of bullying and other acts under this IRR shall be within the exclusive jurisdiction of the Department or the private school and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

B. Procedures.

Consistent with Sections 3 and 4 of the Act, all public and private kindergarten, elementary and secondary schools shall adopt procedures that include:

a. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.

2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

i. Stopping the bullying or retaliation immediately;

ii. Separating the students involved;

iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;

iv. Ensuring the victim's safety, by:

Determining and addressing the victim's immediate safety needs; and

Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.

v. Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

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

c. Fact – Finding and Documentation

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

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

d. Intervention

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

e. Referral

The school head or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance

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

f. Disciplinary Measures

All public and private schools shall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

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

1. The school head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.

2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school or of the Department for public schools, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.

3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

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

- a) The student and the parents or guardians shall be informed of the complaint in writing;

- b) The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;

- c) The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and

- d) The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

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

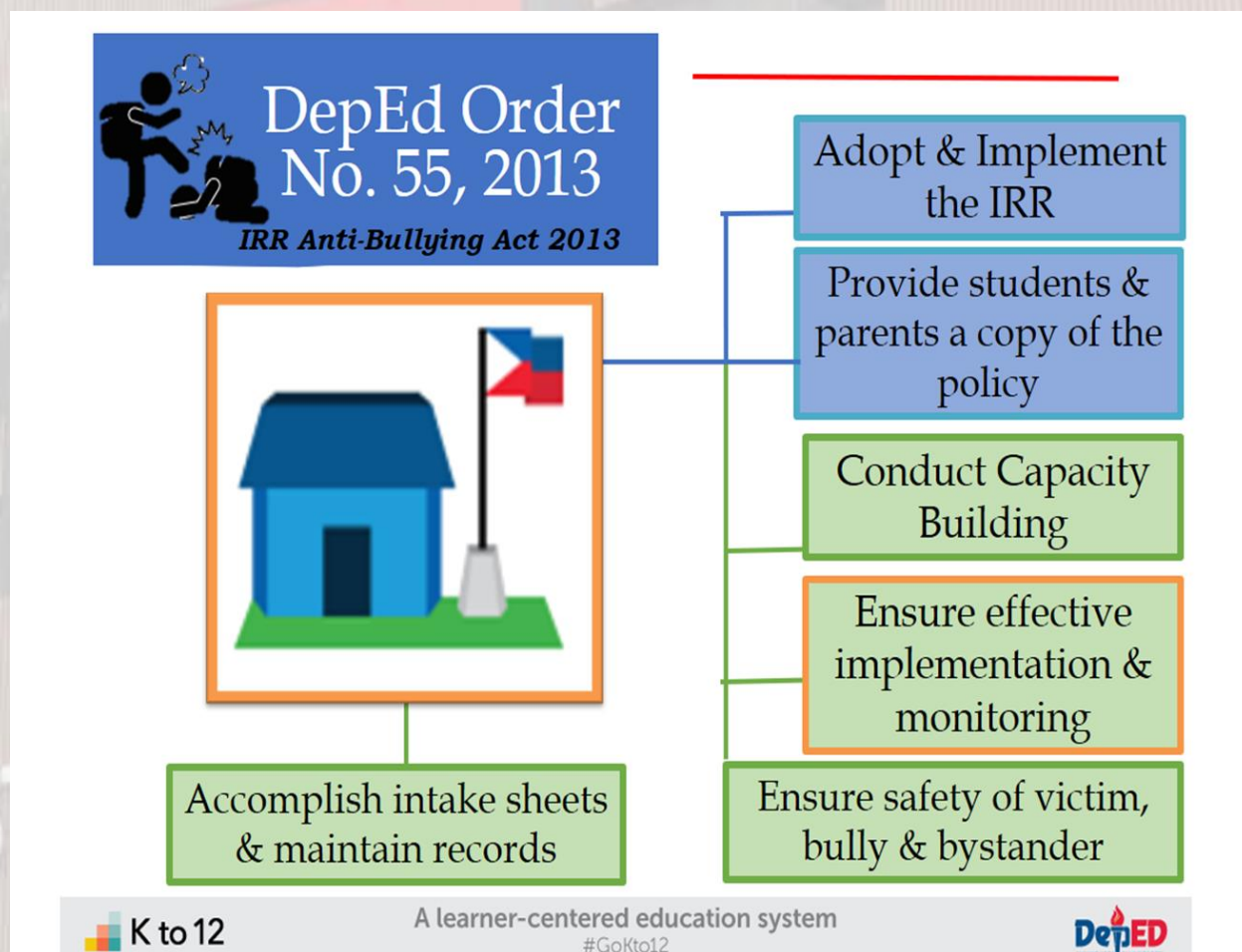
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If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the “Juvenile Justice and Welfare Act,” as amended, and its Implementing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

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

Flow Chart



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IMMEDIATE RESPONSE

Attention of any
school personnel
(SP) shall be
immediately called

SP shall
intervene

***Interventions involve:**

- Stopping the bully/retaliation immediately
- Separating students involved
- Removing the victim or bully from the site
- Ensuring the victim's safety
- Bring the bully to the guidance counselor/ SP



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Management of Bullying & Other Acts of Abuse

Protective & Remedial Measures to Address Bullying and Other Acts of Abuse by a Pupil, Student or Learner

All bullying incidents must be reported to the School Head (SH)

The intake sheet, provided in DO 40 s. 2012, shall be filled up

Psychosocial support; Punitive measures as last resort

Student shall be referred to the CPC

SHs shall inform parents & hold a meeting

SCO
ONLINE

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Fact-finding & Documentation

Separately interview the bully and the victim privately

Determine the levels of threats & develop intervention strategies

Inform the victim & guardian of the steps to be taken to prevent further acts of bullying or retaliation

Make appropriate recommendations to the CPC on proper interventions, referrals and monitoring

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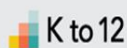
MANAGEMENT

Intervention

- The CPC shall determine the appropriate intervention programs for the victim, the bully and bystanders.

Referral

- The SH or the CPC may refer the victims and the bully to trained professionals outside the school
- For possible criminal charges against the bully or offending student, the designated school personnel shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police.



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C. MANAGEMENT OF CHILDREN-AT-RISK AND CHILDREN IN CONFLICT WITH THE LAW

DepEd Order No. 18, s. 2015

Procedures in the Management of Cases of Children-at-Risk and Children in Conflict with the Law

Principle of Restorative Justice

Restorative justice refers to a principle that requires a process of resolving conflicts with the maximum involvement of the victim, the offender and the community. It seeks to achieve the following:

A. Reparation for the victim;

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- B. Reconciliation of the offender, the offended and the community;
- C. Reassurance to the offender that he/she can be reintegrated into society; and
- D. Enhancement of public safety by activating the offender, the victim and the community in prevention strategies (Rule 5, RIRR of RA No. 9344, as amended).

Procedure in the Management of Children-at-Risk

A. Children at Risk of Committing Criminal Offense

1. Reporting and Gathering of Information

Reporting of children at risk of committing criminal offenses because of personal, family and social circumstances shall be the responsibility of any school personnel, teaching and nonteaching, or any member of the community who has the knowledge thereof. He or she shall immediately refer the information to the guidance counselor or guidance teacher.

Upon receipt of such information, the guidance counselor or guidance teacher shall gather relevant information about the child, including his/her family background for validation purposes.

2. Profiling and Initial Risk Assessment

Based on the relevant information gathered, the guidance counselor or guidance teacher shall assess the child at risk using the Profiling and Initial Risk Assessment Tools for Children-at-Risk (Appendix A).

3. Development of Intervention Plan

Based on the data gathered and risk assessment conducted, the guidance counselor or guidance teacher shall:

- a. Inform the school head/principal about the CAR;
- b. Call the parent or guardian for a case conference;
- c. Draft an appropriate intervention plan consented to by the CAR, his/her parent/guardian, including the therein indicators of success or improvement;
- d. Report to the school head/principal the agreed intervention plan; and
- e. When necessary, the CPC shall provide support as provided in DO No. 40, s. 2012.

4. Implementation

The school head/principal shall ensure that the intervention plan made during the case conference shall be implemented.

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5. Monitoring

The guidance counselor or guidance teacher shall monitor the implementation of the intervention plan and the progress of the CAR based on the agreed indicator of improvement or success as a result of the intervention plan. The guidance counselor or guidance teacher shall also submit a written report to the SDO, through the school head/principal.

6. Termination

The intervention for the CAR shall only be terminated by the school head/principal upon recommendation of the guidance counselor or guidance teacher.

In all stages of the process, the school head/principal shall be duly informed of the cases and actions taken involving the CAR.

B. Children-at-Risk with Status Offense Violation

When a CAR has violated local ordinances concerning juvenile status offenses under Section 57-A of RA No. 9344, as amended, such as, but not limited to, curfew violations, truancy, parental disobedience, anti-smoking and anti-drinking laws or has committed light offenses and misdemeanors against public order or safety such as, but not limited to, disorderly conduct, public scandal, harassment, drunkenness, public intoxication, criminal nuisance, vandalism, gambling, mendicancy, littering, public urination, and trespassing, the child shall be subjected to the following:

1. Intervention programs, such as counseling, attendance in group activities for CAR, and for the parents, attendance in parenting education seminars; and
2. Restorative justice procedure shall be conducted by the CPC acting as Restorative Justice Panel (RJP) as follows:
 - a. Anybody who witnesses or has direct knowledge of the incident will report to the guidance counselor or guidance teacher or to a member of the CPC;
 - b. When appropriate and after consent is given by the victim, the offender and their respective parents, a Restorative Justice Panel (RJP) shall be convened with the member of the BCPC or the LSWDO;
 - c. Family Group Conferencing (FGC) shall be conducted by the RJP to come up with an agreement using Appendix E of these guidelines. This is to repair the harm done by the CAR to his/her victim and to the community and when appropriate, to include the intervention plan for the offender and the victim; and

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d. The RJP and a member of the BCPC or the LSWDO will monitor the implementation of the agreement and the intervention plan.

Procedure in Managing Children in Conflict with the Law (CICL)

A. Offenses Committed in School

1. When a pupil/student commits a serious offense punishable under special laws such as Section 20-A of RA No. 9344, as amended, or under the Revised Penal Code, the school head/principal with the assistance of the guidance counselor or guidance teacher shall report the case immediately to the law enforcement officer and refer the case using Appendix B (CICL Intake Form) of these guidelines to the LSWDO for appropriate action.

However, before the referral, the following procedures shall be strictly observed:

- a. Properly identify oneself and present proper identification to the child;
- b. Immediately notify the child's parents or guardians, and the LSWDO about the incident;
- c. Explain to the child, in simple language and in a language or dialect the child can understand, the reason for the report, and the referral to the proper authorities;
- d. Accomplish CICL Intake Form in triplicate copies; and
- e. The notification and transfer of the physical custody of the child to the parents and LSWDO shall be made immediately.

2. Children above 12 years of age up to 15 years of age who are exempt from criminal responsibility and who commit a serious crime provided under Sec. 20-A of RA No. 9344, as amended, shall be deemed a "neglected child" under Presidential Decree No. 603, as amended and shall be mandatorily placed in a special facility within the youth care facility or Bahay Pag-asa called the Intensive Juvenile Intervention and Support Center (IJISC).

Serious crimes under Section 20-A of RA No. 9344, as amended, are limited to the following:

- a. Parricide;
- b. Murder;
- c. Infanticide;
- d. Kidnapping and serious illegal detention where the victim is killed or raped;
- e. Robbery with homicide or rape;
- f. Destructive arson;

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- g. Rape;
- h. Carnapping where the driver or occupant is killed or raped; and
- i. Offenses under Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002) punishable by more than twelve (12) years of imprisonment.

Immediate referral to the LSWDO of the LGU where the offense was committed or to a DSWD social worker, in the absence of the LSWDO, shall be made by the school head/principal for cases of children above 12 years up to 15 years of age who have committed: 1) serious crimes under Section 20-A; 2) reported for repetition of offenses under Section 20-B; and 3) found to be abandoned, neglected or abused by his/her parents under Section 20 (RA No. 9344, as amended).

3. When the pupil/student who are 15 years of age and below and the offense committed does not fall under Sec. 20, Sec. 20-A and Sec. 20-B of RA No. 9344, as amended; the Restorative Justice Procedure under Section 16 of these guidelines shall be applied.

4. When the pupil/student who commits an offense not covered under Section 20-A of RA No. 9344, as amended, is above 15 years but below 18 years of age and there is no complainant or victim and the parents or guardians do not want to go through the standard procedures provided under RA No. 9344, as amended, the restorative justice procedure shall likewise be applied as discussed in Section 16 of these guidelines. Provided, further, that a written consent of the victim and the parents or guardians is submitted to the school head/principal.

5. When an incident involves an offense under the Comprehensive Dangerous Act of 2002 (RA No. 9165), teachers or school employee or anybody who discovers or finds that any person in the school or within its immediate vicinity has violated any provisions under RA No. 9165, shall report the incident to the school head/principal or immediate superior, who shall in turn, report the matter to the proper authorities.

These guidelines and procedures however, shall not cover students who are 18 years of age and above and are still in school unless documents are submitted showing that they are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition (RA No. 7610).

Private Schools

Private schools are encouraged to promulgate their own juvenile justice and welfare policies consistent with these guidelines.

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D. PROHIBITION OF THE PRACTICE OF HAZING AND THE OPERATION OF FRATERNITIES AND SORORITIES IN ELEMENTARY AND SECONDARY SCHOOLS (DepEd Order No. 7, s. 2006, DECS Order No. 49, s. 1995, Department Order No. 20 s. .1991, Department Order No. 6 s. of 1954, REPUBLIC ACT No. 8049)

Attention must be drawn on three significant provisions of R.A. 8049, namely:

- a. the requirement of prior written notice before the conduct of such initiation;
- b. the presence of the head of the school or organization or their representative during the initiation; and
- c. the liabilities of the officers and members of the fraternity, sorority or organization should person subjected to hazing or other forms of initiation suffer any physical injury or dies as a result thereof.

PART VII

Guidelines During Online Classes and the Use of Social Media

St. Clare Online Education System Netiquette Guidelines

Set

Set to fit.

Set your home study area to be a learning-barrier free. It is a **MUST** to make sure that disruptions are manageable. If disconnection and other trouble arises, notify your subject teacher ahead of time.

Think

Think before you type and speak.

Always consider proper timing when to type on the chat box and when to unmute if you want to speak. Thus, always ask for the proper signal and recognition by the teacher. These actions will show respect to all the attendees of your virtual class.

Calibrate

Calibrate on a high rate.

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Utilize the applications and learning management system (LMS) properly for you to have a sound learning experience. If you are having troubles in navigating such, feel free to ask for your teacher's assistance.

Learn

Learn to earn.

It is necessary to enhance the acquisition of knowledge or skills through virtual experience and learning process on your subject areas. If

Attend

Attend to blend.

Always prepare yourself 10 minutes before the class. Be particular with the class schedule given to you by your class adviser. Moreover, always be attentive with the Class codes/Meeting IDs set by your subject teachers.

Respond

Respond on hand.

Direct your answer to both the teacher and other members of the virtual class. Try to keep your responses as focused as possible. This will help keep them brief and preserve space for other questions. To avoid going into too much detail, stop and check back with the questioner to see if you have answered your teacher's query.

Enjoy

Enjoy to Employ

Always keep your positive outlook towards your virtual class. This will enable you to easily acquire knowledge and learning through a fatigue-free process.

Responsible Use of Social Media

1. Be aware of what is being publicized and limit the websites from sharing personal data.
2. Be aware of the policies of social media sites and how to block cookies and extensions to ensure no additional information is given out.
3. Engage in Security and Privacy Check-ups provided by Google, Facebook and the like.
4. Familiarize themselves with all account settings, especially group settings so no potentially sensitive information.
5. Be aware that privacy has to be spread among friends and family too so they don't make mistakes by sharing personal information without their knowledge.

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6. The negative effects on mental health of addicted users and the categories of disorders that have newly developed because of this.
7. The negative effects on physical health of addicted users and how one can slowly destroy their body by getting consumed more and more.
8. How to overcome the obsessive need of checking social media constantly, avoiding selfie deaths, handling and reporting cyber bullying and ways to survive in the cut throat world of cowards hiding in anonymity behind their screens with evil intentions.
9. Customize and create content that attracts more viewers. Sharing is easy but one has to make a user click on the content and make sure he gets the important information at a glance. This will be possible by customizing and reformatting a single content for different social media.
10. Use social media to showcase their talents and connect with people or businesses to advance their careers. How to create free websites, create and manage Facebook groups, free blogs and pages to share content among potential audience will be shown.
11. Connect with like-minded people, groups and such to get important messages across peers and spreading awareness about social issues

Safeguarding Standards during Online classes

(Regional Memorandum No. 238, s. 2020)



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**DO****DONT'S**

Be on time. Appear neat and have neat background

Call learners by their names

Use age appropriate examples and humors

Only assign academic related tasks to learners

Call learners by pet names and undue labels

Use profanity and sexually charged jokes or humors, and sexual innuendos, even when not directed towards a learner

Use profanity and sexually charged jokes or humors, and sexual innuendos, even when not directed towards a learner



DepEd NCR Online Safeguarding Standards

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**DO**

Maintain professional distance with learners and parents

Provide appropriate credit to learners and be transparent to parents

**DONT'S**

Join or organize non-school related or purely private online group video calls or chat areas with one or a group of learners, without consent of parents.

Privately giving a special gift/ favor, to a specific learner. And directly or indirectly soliciting gifts, presents, treats, or favors from learners/ parents in exchange for a favorable action.



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**DO**

Use positive reinforcement for any learner's behavioral challenges.

Reiterate with learners the value of respect and to observe online etiquette to avoid cyberbullying.

Keep abreast and observe proper reporting protocols in case of Child Abuse and Bullying under DepEd Order No. 40 s. 2012, DepEd Order No. 55 s. 2013 and DepEd Order No. 18 s. 2015

**DONT'S**

Shouting, smart shaming and making a threat of deduction of grade as a form of punishment

Ignore reports of child abuse, cyberbullying and other behavioral challenges of learners



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