

# CORDOVA CATHOLIC COOPERATIVE SCHOOL



## STUDENT HANDBOOK



*A school with a heart and soul...*

# 2023 - 2024

## OUR DEAR CCCS

In the town of Cordova, within its very heart  
There grows Cordova Academy  
Now CCCS,  
With cooperation that never parts  
Intertwined with the church as its soul that unites every  
heart  
Guided by the Holy Spirit at its full

A Christ-centered community  
With education and practices that lead our every journey  
Cooperativism and **CHRIST SECRET** values we constantly  
care  
It helps bring out the best in me,  
As I take every step of the way.

### CHORUS:

**CCCS, our dear CCCS, its echoes never cease  
Academic excellence; a mark so clear  
CCCS, a name to share  
Forever your greatness we humbly declare.**

Institution of savers  
Vision and mission we incessantly bear  
Encourages everyone to save and be thrifty  
To break the cycle of poverty

Christ we hold forever  
Teachers, students, and authority  
Of different attitude and personality  
But treat each other as one family  
There, constantly blooms a beauty.

**(REPEAT CHORUS)**

**Section 5.** This handbook supersedes the existing handbook without prejudice to making of amendments or changes from time to time.

**Section 6.** This manual is effective 15 days upon the recommendation of the Administrators, Faculty and Staff, and Officers of the SSCO and approval by the Board of Trustees.

**STATEMENT OF COMMITMENT**

*This is to certify that I have read and understood the CCCS Student Handbook. I promise to abide by the rules and regulations of this school and if ever I commit any violation thereof; I would accept the corresponding sanction.*

\_\_\_\_\_

*Signature over Printed Name of Student      Date*

*Attested:*

\_\_\_\_\_

*Signature over Printed Name of Parent      Date*

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## GREETINGS!

Dear students,

### WELCOME TO CORDOVA CATHOLIC COOPERATIVE SCHOOL!

It is our ardent desire to count you as a member of the CCCS Family. As a member of this institution you have the right to know our rules, regulations, policies and sanctions so as to achieve a harmonious relationship with you, your parents, the teachers, and the administrators.

We expect that your parents will be amenable to the provision of this manual and they will cooperate and share our role as educators for the total development of your personality.

Thank you so much and enjoy studying in Cordova Catholic Cooperative School!

## HISTORY

Cordova Academy is a Catholic Institution which was founded in 1967 by Rev. Fr. Martin Van't Westeinde, MSC, when he was assigned as the Parish Priest in San Roque Parish Cordova, Cebu. It was founded to answer the people's need for high school education. Before the establishment of Cordova Academy, the students had to go to Lapu-lapu City to study. In that year, it offered first and second year levels with only 139 students. The school, in cooperation with the parish, has since been serving faithfully in spreading and deepening the Christian faith and life among the inhabitants of Cordova. Headed by Mrs. Maria P. Nuñez, three dedicated teachers rendered their services with multiple tasks.

In 1968, the third year level was added and in the following year, the fourth year was added. In 1970, the school had its first batch of high school graduates. In the course of the time the school population steadily increased, and Cordova Academy has indeed continued to contribute to the educational, social, spiritual and economic development of the youth of Cordova.

It took the school one and a half decade before a series of calculated moves and risks were advanced in order to make Cordova Academy's role be recognized and appreciated.

In 1980 with Mrs. Aurea B. de Ramayo as the principal, new classrooms were constructed to accommodate the increasing population and to render better service to the students. In 1989, Cordova Academy became an Educational Service Contracting participating school. It is one of the 15 ESC pilot schools nationwide of the Government Assistance to Students and Teachers in Private Education's (GASTPE) ESC Scheme.

### Section 9. Safety and Security Services

The school protects and secures the safety and security of the students inside the school campus. Securities – in – charge are assigned in the Entrance and Exit of the School.

### 9.1 Disaster Preparedness

The school conducts Disaster Preparedness Drill (Earthquake and Fire) quarterly in coordination with the Bureau of Fire and Protection and Disaster Risk Reduction Management Committee.

### Section 10. Library

|                |                 |                                  |
|----------------|-----------------|----------------------------------|
| Library Hours: | Monday – Friday | 7:00 –11:45 NN<br>1:20 – 5:00 PM |
|----------------|-----------------|----------------------------------|

### RULES AND REGULATIONS IN THE LIBRARY:

1. The library is primarily for research. Eating, smoking, sleeping, doing industrial works and group discussions are not allowed.
2. Silence must be observed at all times.
3. It should be kept clean and orderly.
4. Chairs must be pushed back against the table after using them.
5. Chairs should not be taken out from the library without asking permission.

### ARTICLE VIII – EFFECTIVITY AND PROMULGATION

**Section 1.** All these rules and regulations are promulgated by the school authorities through the effort of the Committee on the Revision of Students Manual (namely representative of 4 year level teachers, non – advisers, Guidance Coordinator, Prefect of Discipline) & Group IV Teachers assigned in student services. CCCS students have the right to supplement and to apply these Rules and Regulations.

**Section 2.** This student manual serves as a guide of all students who are enrolled in Cordova Catholic Cooperative School and will be presented to the students.

**Section 3.** Every new student of CCCS is required to buy a copy of the Manual on the first day of classes. When a manual is lost, the student can get one more copy through his/her adviser after paying the corresponding fine given by the administration.

**Section 4.** Parents/ Guardians of the students enrolled in CCCS are encouraged to read the manual to be able to become active partners of the educators in developing the personality of their sons or daughters.

## Section 7. Canteen and Supply Services

The canteen is operated and managed by the Faculty Cooperative of the school under the supervision of the Principal. It is intended to serve and cater to the meal and school supply needs of everyone concerned. It has its own policies and regulations provided it is in accordance with the Constitution and by – laws of the faculty cooperative.

### Duties/Responsibilities/Functions:

1. ensure the students' need of :
  - a. nutritious food
  - b. school and office supplies
2. maintain cleanliness and orderliness of the canteen facilities
3. maintain a conducive place for eating.

### Canteen Etiquette:

1. Line up when purchasing food in the canteen. Anyone inserting in the queue will be sent at the back.
2. Speak softly in English or Filipino.
3. Bring left-over, trash and used utensils immediately to the designated tubs/storage area.
4. Give way to others by vacating the table if done eating.

## Section 8. Students Cooperative Services

### SAVINGS CHARACTERISTICS:

#### 1. STUDENTS MONTHLY INVESTMENT

- a. A long term investment of a minimum of Php20.00 per month.
- b. Investment will earn a dividend per annum.
- c. An investment of a minimum of Php1,000.00, the parent can avail of a short term loan for educational purposes with the student's consent.
- d. Membership is transferable to the mother coop upon reaching the age of 18.
- e. Mortuary aid is extended to students.
- f. Hospitalization assistance can be availed of (maximum of Php1,000.00).
- g. Membership fee of Php50.00.

#### 2. AFLATOUN/AFLATEEN SAVINGS

- a. Open to all students/teenagers.
- b. Initial savings of Php 50 to open an account.
- c. Minimum savings of Php 5 per week.
- d. Withdrawable when there is a reasonable need, a letter signed by the parent, adviser and principal is required.
- e. Interest of 4.1% to 4.5% per annum based on average daily balance (ADB).

In this year, 49 students were the first ESC grantees. In 1998, the ESC slots increased to 500 when a proposal was forwarded to His Eminence Ricardo Cardinal Vidal who wrote a letter to DECS Sec. Ricardo Gloria as a supporter of the proposal. It was sent to the then President Fidel V. Ramos through the former President of the Republic of the Philippines Corazon C. Aquino during her visit to the Cooperative (VICTO'S Silver Anniversary).

Cordova Academy has never stopped dreaming to be more innovative in serving the youth. In 1994, the concept of cooperativism was born through the effort of Mrs. Aurea B. de Ramayo. The Administrators, PTA, BOT, Teachers and other School Leaders embraced the decision to add Cooperative School to the name Cordova Academy but without changing its being a parochial school.

During the administration of Mrs. Aurea B. de Ramayo, a new building was constructed, some facilities were realized and a unique way of handling faculty and staff with a Christian relationship was implemented.

In as much as the school principal of Cordova Academy happened to be the manager of Cordova Multipurpose Cooperative and the Board of Trustees Chairperson was Mr. Nicanor Baguio who was at the same time the CMC Chairperson and with Rev. Fr. Bob Villanueva, MSC, the School Director, a special arrangement of fund transfer was implemented. Cordova Multipurpose Cooperative supplied the needed fund for the school operation while it waited for the ESC payments. This was felt most during the times when there was a change in DECS-GASTPE personnel, which resulted in a two and a half year - delay in its ESC payments.

In the same way, Cordova Academy has been very instrumental in the revival of Cordova Multipurpose Cooperative (CMC) when the Cooperative experienced a crisis in 1987. All funds of the school had been deposited to answer the financial needs of Cordova Multipurpose Cooperative. Since then, the Cordova Multipurpose Cooperative and Cordova Academy have established a symbiotic relationship which prompted the school administrators to infuse cooperative principles in the Catholic education it offers to the students.

Cognizant of this give and take relationship, the school's Board of Trustees in its August 2009 regular meeting after His Eminence Ricardo Cardinal Vidal approved the idea of converting Cordova Academy into a full bloom cooperative, decided to register the school with the Cooperative Development Authority.

On September 28, 2010, Cordova Catholic Cooperative School received its Certificate of Registration from the Cooperative Development Authority being the first educational cooperative in the Philippines.

With the idea of expanding the school's services, the Board of Directors proposed to the General Assembly to extend its financial services to the community.

Thus, on November 15, 2012, the Cooperative Development Authority granted to Cordova Catholic Cooperative School its Certificate of Registration with a financial service cooperative. In December 2012, the school opened its Savings and Credit Division with Mr. Glenn Tajanlangit as its general manager.

In accordance with Republic Act No. 10533, otherwise known as the “Enhanced Basic Education Act of 2013” and CCCS’ dedication to provide quality education to its grade ten completers. The school headed by its school principal, Mrs. Mariza D. Tajanlangit upgraded its facilities and teachers’ qualifications and applied for a permit to open Senior High School.

On April 21, 2015, the application was granted and on June 6, 2016, Cordova Catholic Cooperative School opened its Senior High School program with the following tracks: HUMSS, STEM, ABM and TVL.

To cater the Senior High School, the Westeinde annex building was constructed where the Montenegro Activity Center, Fajardo Technology Hub, Smoulder Health Care Station, Tabujara Technology and Livelihood Center, Asister Canteen and Asister MAPEH Supply Office are situated. In line with the name of the new building other facilities and buildings were given names. The first building—the Westeinde main building in honor of Father Van’t Westeinde where the Ameijide Information and Literacy Center and Ameijide Sci-Lab are located, the second building, the Lao building in honor of Father Alvin V. Lao, where the Lao Media Center, Lao Faculty Room and the Villanueva Discipline and Guidance Center are found.

Fifty-six years and counting... Cordova Catholic Cooperative School formerly Cordova Academy in its quest for excellence continues to innovate to bring quality education with a heart.

#### **Section 4. Health Services**

The school offers Dental and Medical Services to the students of Cordova Catholic Cooperative School.

Dental Service – is provided twice a week by registered school Dentists. It provides prevention as well as curative service to the school population. Cases not within the scope of these services will be referred to the students’ family Dentist for further management. Schedule of the service is posted in the clinic/office.

Medical Service – is provided once a week by the school physician. Initial dosage of medicine is given by the school nurses/clinic – in – charge to students who have minor ailments such as headache, stomachache, cough, colds, fever, etc. The students and his/her parents shall shoulder their expenses of other medicine prescribed. Rules, policies and schedule of the service are posted in the clinic.

#### **Section 5. Guidance Services**

Functions:

- a. Assist in the formulation and implementation of the Homeroom and Guidance programs
- b. Provide counseling for the students
- c. Provide diagnostic and other testing services
- d. Make follow –ups
- e. Conduct career services and exit counseling for the graduating students
- f. Facilitate seminars and training for teachers and students
- g. Keep students’ cumulative record

#### **Section 6. Campus Ministry**

1. The office of the Campus Ministry aims to establish a Christian Community in school setting by formulating and implementing activities which would enrich and nurture the faith of the students and to become living witnesses of Christ.
2. Among the services rendered are the celebrations of the Holy Eucharist in the church at 7:30 A.M. every first Friday of the month, the Wednesday novena masses every 5:00 P.M. at the church, confessions, retreats and recollection of both the students and the teachers, formation seminars and other religious activities.
3. The School Director is the overall head of the Campus Ministry. A Campus Minister is assigned in coordination with the Advisers and Teachers. They are in charge of the activities, formation and teachings of the members of the Campus Ministry.

### **General Objective:**

1. To initiate and coordinate specific Programs , Services, and activities for students’ holistic development in their personality
2. To provide opportunities for the students to become active members in the school and in the community
3. To develop students’ leadership skills, discipline, and character
4. To implement school policies, guidelines and rules that would protect and benefit the students’ welfare

### **Areas of Concerns:**

1. *STUDENT DEVELOPMENT:* This concerns the developmental programs for the students to help them become better Christians and to harness their potentials to the fullest to become responsible persons in the school and in the community.
2. *STUDENT ACTIVITIES:* This involves the coordination and supervision of the activities of the students inside the school campus such as curricular, co-curricular, community outreach program, and the regulation of the operation of students’ organization in accordance with the school laws and policies.
3. *STUDENT DISCIPLINE:* This includes the right order and harmonious relationship of the students requiring rules and regulations for proper discipline to obtain desirable values and virtues to become productive members in the school, and in the community.

### **Section 2. Supreme Student Cooperative Office**

The Supreme Student Cooperative is a duly constituted body to represent the entire students. It is a democratic cooperative style, popularly elected in accordance with its constitution and by – laws. Its primary objective is to protect the rights and general welfare of the students. It coordinates with the school administration, faculty and staff in all matters affecting their interest and helps the school in implementing its rules and regulations.

### **Section 3. School Paper**

The school paper provides information to the students, to the parents and to the school community on issues and interests regarding school concerns. School paper writers (students) shall be closely monitored by the Teacher – Advisers of the school paper. Students will undergo screening and those who pass will be the official school paper writers.

## **PHILOSOPHY**

Propels human transformation and catalyzes full potential in a Christ-centered environment

## **VISION**

A strong Christ-Centered cooperative school of empowered members

## **MISSION**

Commits to uplift the socio-economic well being of the members and the community by providing quality educational, financial and other services

## **GOALS AND OBJECTIVES**

- Heighten the students’ communicative and critical thinking skills
- Instill the value of thrift and savings to develop a community of savers
- Provide a balance among curricular, co-curricular and extra-curricular activities
- Develop adaptability and interpersonal skills through cooperative work and play, conflict resolution and group discussion
- Produce self-disciplined, responsible, independent cooperative and Christ-centered individuals
- Apply effective and wise use of information technology and literacy tools
- Guide students to a wise choice of vocation
- Embrace diversity and value integrity of the individual

## **Core Values**

- M-otivated to
- S-erve and uphold
- C-operative ideals

**ARTICLE I – ADMISSION REQUIREMENTS**

**Section 1. Admission Policy**

Cordova Catholic Cooperative School is open to all students who comply with the academic requirements of the school and willing to abide by the rules and regulations. CCCS reserves the right to accept any applicant whose qualifications meet the standard requirements of the school.

**Section 2. Classification of Students and Definition of Terms**

**1. NEW STUDENTS:**

- 1.1 Grade VII– are those who completed the academic requirements in elementary and are qualified for promotion to secondary level.
- 1.2 Transferees – are those who wish to enroll in CCCS after having been enrolled in other schools

**2. OLD STUDENTS** – are those who have been enrolled in CCCS and continue to study in the same school in the succeeding year.

**3. RETURNING STUDENTS** – are those who have been enrolled in CCCS and quit/drop, and have not enrolled in other schools, then decide to return to CCCS.

**ARTICLE II – ENROLMENT AND ADMISSION PROCEDURES**

**Section 1. General Procedure**

Detailed instructions on enrolment procedures are posted at conspicuous places during enrollment time. Students or their representative must come in person during the scheduled enrollment period. They must go to the grade level coordinators with the necessary requirements for evaluation.

**Section 2. Requirements**

**2.1 NEW STUDENTS:**

Enrolment applicants must take and pass the entrance exam.

**2.1.1 GRADE VII**

- a. Admission Exam with corresponding fees
  - a.1 I.Q. Test Result
- b. Report Card (SF 9) Original Copy
- c. Certificate of Good Moral Character
- d. Birth Certificate –NSO/PSA

**Section 2. Graduating Students**

The honors for the graduating students are computed by scheme in use in Section 1 of Article VI. Students who qualify in the computation for honors will receive the corresponding honors for graduation. All candidates must be of good moral character and have not been subjected to any disciplinary action within the current school year.

| <b>Academic Excellence Award</b> | <b>Average</b> |
|----------------------------------|----------------|
| With Highest Honors              | -- 98-100      |
| With High Honors                 | -- 95-97       |
| With Honors                      | -- 90-94       |

**2.1 SPECIAL AWARDS**

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

- a. Athletics
- b. Arts (Visual, Media, Music, Performing)
- c. Communication Arts
- d. Science
- e. Mathematics
- f. Social Science
- g. Technical-Vocational Education
- h. Award for Work Immersion
- i. Award for Research Innovation (Individuals, Pairs or Groups)
- j. Leadership
- k. Department Medalist
- l. Christian Living Medalist

**Section 3. Special Distinction**

The Special Distinction awards will be given to the students who have brought honor to the school/grabbed excellent results in the field of writing competition, sports, and others, provided the awardees must be of good moral character and have not been subjected to any disciplinary action in the current school year.

**ARTICLE VII – STUDENT SERVICES**

**Section 1. Student Affairs Office**

It directs the non-academic aspects of students’ life inside the school and coordinates with the Cordova Catholic Cooperative School family and community in the realization and implementation of its vision & mission statement.

SHS - Each semester has two quarters. Two major periodical examinations are conducted in each quarter ( Midterm and Final).

Schedules of these examinations are available and can be seen in the office of the Principal.

1.1 All students are required to acquire a Students Monthly Investment /Aflatoun/Aflateen Passbooks from the Savings and Credit Office.

1.2 Students are required to present the receipt to the Class Adviser as a basis for the students' acceptance for examination.

1.3 Test papers & other necessary papers shall be distributed to the students inside the examination room.

1.4 During the examination a student shall conduct proper decorum so as to abide school regulation of testing.

1.5 Proctors are requested to affix their initial/signature to the answered test papers to verify the validity of the test paper when checking.

## **Section 2 . Grading System**

2.1 The grading system to be used is the DepEd prescribed which is averaging ( DepEd Order no. 36, series 2016).

2.2 The students' academic rating in each subject is determined by the combined results of the bases and percentage in every subject. The school has the authority to impose the lowest percentage in each subject.

## **ARTICLE VI – CRITERIA FOR SCHOLASTIC HONORS**

### **Section 1. Undergraduate Students**

At every quarter, a list of Honors will be made based on the average of curricular subjects except Conduct Grades. Any student who achieves the required average for each category qualifies for that particular group. All candidates for honors must be of good moral character and have not been subjected to any disciplinary action within the current school year.

| <b>Academic Excellence Award</b> | <b>Average</b> |
|----------------------------------|----------------|
| With Highest Honors              | -- 98-100      |
| With High Honors                 | -- 95-97       |
| With Honors                      | -- 90-94       |

### **2.1.2 TRANSFEREES**

- a. Report Card (SF 9)
- b. Certificate of Good Moral Character
- c. Birth certificate - NSO/PSA
- d. Interview result (Registrar, Guidance Coordinator, SAC and School Principal)
- e. Entrance Exam with corresponding fees

### **2.2 OLD STUDENTS AND RETURNEES:**

- a. Clearance
- b. Report Card (SF 9)
- c. Remedial Grade (for students with failures)

## **Section 3. Student Status**

For a student to be considered officially enrolled he/she must have:

- 3.1 Properly filled out, signed and approved enrolment form.
- 3.2 Official Receipt of the required fees
- 3.3 A student's copy of his/ her enrolment form to be submitted to the teacher for admission to class.

## **ARTICLE III – SCHOOL RULES AND REGULATIONS**

### **Section 1. Schedule**

1.1 Flag Ceremony begins at 7:00 AM at CCCS quadrangle every Monday and inside the classrooms simultaneously by all sections from Tuesday to Friday. Anybody who comes beyond the specified Flag Ceremony time is considered late. Five times late is considered one day absent. Furthermore, any student who comes twenty minutes after the AM/PM classes have started is considered absent. In case of 5x late or coming to school twenty minutes after the first period class either AM or PM, the student is obliged to secure an Excuse Slip from the Class Adviser duly signed by the same and approved by the School Principal and to be given to the Class Adviser/Subject Teacher of the particular period when the slip is fully accomplished.

1.2 Co-curricular activities held during class hours under the respective Subject Teachers should be pre-arranged and approved by the School Principal or School Director.

1.3 Extra-curricular activities should be pre-arranged and approved by the School Principal and/or the School Director on the schedule that is to be agreed upon by the faculty. The parents/guardians are to be informed of these activities through a written notice or a parent's/guardian's consent or waiver.

1.4 No rehearsals are allowed after the curfew hours, 5:30 PM and/or during Saturdays or

Sundays except when the Subject Teacher asks the School Principal's permission and approval and the teacher accompanies the students in their rehearsals. Moreover, no students are allowed to stay in the campus beyond the curfew time.

1.5 Outings are strictly prohibited. Any violations will be dealt with accordingly.

## **Section 2. Uniforms**

2.1 The complete uniform is to be worn on school days. "No Complete uniform, No I.D., No entry" policy.

### **JUNIOR HIGH SCHOOL**

2.1.1 MALE – Black trousers, white polo with pocket printed with green school seal, plain white sleeveless inner shirt that should be tucked in, official school ID and a transparent ID protector with holder to be worn properly, plain black leather shoes, and socks. Polo, inner shirt, and trousers with marks other than school insignia are never allowed.

2.1.2 FEMALE – Knee level dark green skirt with side pleats, white blouse with round collar, green/red background necktie with school seal, official school ID and a transparent ID protector with holder to be worn properly, plain black shoes, and plain white socks. Colored undershirts are never allowed. MAPEH uniforms are allowed only during MAPEH classes.

### **SENIOR HIGH SCHOOL**

2.1.3 MALE -Black trousers, white long-sleeved polo which would be tucked in, green vest printed with a school seal at the left side, official school ID and a transparent ID protector with holder to be worn properly, plain black leather shoes, and socks. Polo and trousers with marks other than school insignia are never allowed.

2.1.4 FEMALE – Knee level semi A-line cut red skirt with two side pleats, gray blouse with mariner's collar with school seal at the left side, red necktie, official school ID and a transparent ID protector with holder to be worn properly, plain black shoes.

2.2 If for a valid reason during the middle of the week, a student is unable to wear the prescribed school uniform. He/she should write an excuse letter duly signed by the adviser with the notation from the SAC as to the validity and expiration of the grant to wear an incomplete uniform.

2.3. All male students are obliged to observe the prescribed haircut: barber cut. Haircut inspection is to be done by the Class Adviser every third Friday of the month to be followed up on the following Monday. Sporting a punky style and coloring of hair are strictly prohibited. . Strict implementation for haircut should be observed.

## **Section 5. Fee Adjustment**

5.1 Fee Discount for Children of Faculty Members and staff.

Children of permanent faculty members and full time staff enrolled in the school shall enjoy a 50% discount of the Total School fees.

5.2. Fee Discount for brothers/Sisters of the Faculty Members and staff.

Brothers/ sisters of permanent Faculty members and Full time staff enrolled in the school shall enjoy a 25% discount of the Total School Fees.

## **Section 6. Academic Privileges and Scholarship Programs**

### **6.1 Elementary Honor Students**

Elementary Honor Students enrolled in the school enjoy a 100% discount on Entrance, Miscellaneous and Tuition. They only pay the other school fees. This scholarship is good for 4 years with an annual allowance of Php500 provided that they can maintain an average grade of at least 92.

### **6.2 Grade 10 Honors**

Top ten Junior High School students with a voucher pay only Php 1,350.00 per semester for other school fees. This scholarship is good for 2 years provided that they can maintain an average grade of at least 95.

### **6.3 Educational Service Contracting (ESC) Students/Qualified Voucher Recipients**

ESC Students/QVR are subsidized by the government. They are obliged to pay the difference between the government subsidy and the total school fees. A contract must be made between the grantee, his/ her parents/ guardian and the school.

### **6.4 Cooperative's Valuable Assistance Leading to Ultimate Education (COOP VALUE SCHOLAR)**

This scholarship is granted to poor but deserving students. He /she must maintain an average grade of at least 80 and is of good moral character. This scholarship is renewable every year.

**6.5 Sa Atung Gugma og Pagpangga (SAGUP) Edukasyon** alang sa kabatan-onan- to under privileged but deserving and qualified students.

## **ARTICLE V – EXAMINATION AND GRADING SYSTEM**

### **Section 1. Examination**

JHS - Besides regular class quizzes two types of examinations (Midterm, & Final Exams) are given.

## ARTICLE IV – FEES AND PAYMENTS

### Section 1. Full Payment during Enrolment

The school welcomes full payment for Entrance, Miscellaneous, Tuition and other School Fees.

### Section 2 . Installment Payment

For those who could not pay their Entrance, Miscellaneous, Tuition and other School Fees in full at the time of the enrolment, the school allows payment by installment as follows.

2.1 Down payment according to the amount fixed by the school administration at the time of enrolment. Information relative to this shall be duly posted.

2.2 The balance of the Entrance, Miscellaneous and other school Fees may be paid on a monthly basis until December of the same year.

2.3 Tuition should be paid on a monthly basis.

2.4 Midyear and Year-end clearances are required to be able to take the December and 4th quarter final exams, respectively.

### Section 3. Payment in Case of Withdrawal

#### STUDENT WHO WITHDRAWS HIS/HER ENROLMENT SHALL PAY:

|                                       |                                  |
|---------------------------------------|----------------------------------|
| 3.1 within enrolment period           | - 10 % of the total school fees  |
| 3.2 within the first week of classes  | - 20 % of the total school fees  |
| 3.3 within the second week of classes | - 30 % of the total school fees  |
| 3.4 after the second week of classes  | - 100 % of the total school fees |

### Section 4. Payment in Case of Discontinuance

4.1 A student who drops from school should pay the Total School Fees of that particular school year. His/her school records and other pertinent forms shall not be released unless the balance is fully paid.

4.2 A student who transfers out to another school should pay the Total School Fees. His/her school records and other pertinent forms shall not be released unless the balance is fully paid.

### Section 3. Attendance

#### 3.1 CLASS

3.1.1. When a student is absent from class he/she is obliged to secure an excuse slip:

- 1<sup>st</sup> – 3<sup>rd</sup> absences = from the Adviser duly signed and approved by the Principal.
- 4<sup>th</sup> – 5<sup>th</sup> absences = from the SAC duly signed by the Adviser, SA Coordinator, Guidance Counselor and approved by the Principal to be given to the Adviser/Subject Teacher.
- 3x unexcused absences = first warning with parent's appearance for a conference with the Class Adviser.
- 4x unexcused absences = 2<sup>nd</sup> warning. The Class Adviser has to inform the parent / guardian to visit the SAC to inform the parents that another absence would cause suspension of his son/daughter.
- 5x unexcused absences = I day suspension

3.1.2. The students are supposed to be in the classroom during class hours. Otherwise, he/she will be marked cutting classes and is obliged to secure Form C (Cutting Class Slip) from the SAC duly signed by the SACoordinator, Guidance Coordinator, Adviser, Subject Teacher to be approved by the School Principal and to be given to the Subject Teacher of the particular period when the slip is fully accomplished.

- 1<sup>st</sup> offense- the student can secure cutting class slip
- 2<sup>nd</sup> offense – warning for suspension with parent's appearance.

The Class Adviser has to inform the parent/guardian to visit the SAC.

- 3<sup>rd</sup> offense – one day suspension

Students with absences and or cutting classes should be accepted only after presentation of the Form C or ES as the case may be. As much as possible, the Class Advisers, Subject Teachers, and Classroom Officers should work together to prevent frequent /successive absences.

- 3x repeated suspension means blacklisting after proper and timely notification of parents/guardians has been made by the Class Adviser.

In case of unexcused absences, upon reporting to class, the student should present pertinent documents to prove the validity of his/her reason or the parent/guardian will personally notify the Adviser of the student's absence on the particular day. No excuse letters are allowed.

In an instance that the student needs to go out from the school campus during class hours, parent/guardian must come and fetch the student after proper notification to the class adviser and the principal.

## Section 4. Disciplinary Action

The School Administrators, Staff, Faculty Members/ Class Advisers have the right to impose appropriate disciplinary measures for minor offenses committed in their presence or after due verification when reported. The limit in “loco parentis” will be according to the discretion of the said authorities after consultation with the respective students or after weighing from reactions of students and from information gathered from the Guidance Coordinator/SAC anecdotal records. Second offenses committed by a certain student or more serious cases are to be referred to the SAC in coordination with the Class Adviser, Guidance Coordinator, School Principal, and School Director for the corresponding disciplinary sanctions.

In cases not covered by the foregoing rules, the school authorities shall determine the kind of penalty to be imposed, which may include reprimand, suspension, dropping, dismissal or expulsion. The penalty shall commensurate with the nature and gravity of the offense. Other factors to be taken into account in the determination of penalty are: previous record of the student, character and position of the aggrieved person, and the established precedents.

### 4.1 Procedure of Due Process

Gather incident report from the adviser/subject teacher/person concerned/complainant with the observance of confidentiality.

1. Call the concerned student/s for a conference and to answer/ justify the complaint/report.
2. Notify the parent/guardian requiring them to come for a conference and documentation.
3. Determine sanction depending on the gravity and severity of the offense.

### 4.2 Sanctions

The following disciplinary sanctions for serious offense or violation of school regulation may be applied upon an erring student.

#### 4.2.1 SUSPENSION

Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a few minutes, half day, a school day, or more than one day not exceeding 20% of the prescribed class days for the school year, depending upon the seriousness of the offense.

d. Burglarized entry into the school campus or unauthorized exit over the fence or the classroom, through the window, or the unauthorized use of school facilities --- 3 - day Suspension; Dropping or Dismissal.

e. Loud and disturbing arguments --- Oral or written warning; disciplinary probation.

f. Throwing any object on a gathering. --- 5- day Suspension; Dropping or Dismissal.

g. Misconduct inside the classroom such as shouting, whistling, unrestrained laughter, loud talking, and insulting classmates, teachers, and administrators. --- Oral or Written Warning; Regular counseling; Disciplinary probation; Suspension; Dropping; Dismissal.

h. Loitering and creating noise or any disturbances during class periods, disturbing/disrupting authorized practices and performances, symposia, fora, lectures. --- Oral or written warning; Regular counseling, Disciplinary Probation; 3-day Suspension.

i. Threatening, coercing, or intimidating any person --- Disciplinary probation; 2- day Suspension, Dropping or Dismissal.

j. Bullying in any form--- Reprimand and Summon of Parents; Suspension for 3 to 5 days or Community Service for 3 to 5 days or both; Non-Readmission to Exclusion. (Please refer to the School’s Anti-Bullying Policy for the specific provisions on prohibition and definition of terms, programs on prevention and intervention and disciplinary measures.)

The duration of the sanctions may be further reduced or lengthened by the School depending on the nature, gravity or severity of the act.

Note: (Online) Policies & Guidelines on the use of Online Platforms, Offline Lessons & Hybrid Learning (see separate attachment)

#### 4.2.6 Inviting Students on Special Occasion

The parent/guardian of the celebrator may invite other students provided that he/ she prepares a letter addressed to the school stating that the school has no involvement in the said event. It shall also include names of the invited guests with the signatures of their parents.

n. Wearing earrings and/or ear piercing for male students, multiple ear piercing for females ---- Confiscation of items, suspension with action taken on the recommendations.

o. Wearing tattoos, make up, hair and nail colors; improper shaving of eyebrows, sporting punky hairstyle: non admission, disciplinary probation from the SAC. For students with an existing tattoo; number of tattoos shall be identified and submitted to the SAC and there shall be no additional tattoos.

p. Wearing excessive accessories in one's body and in his/her uniform: confiscation of the items, disciplinary probation from the SAC.

#### 4.2.4 Damage to Property

a. Theft or damage to property of the school, or of the property in the position of a member of the school community. --- Payment of the value of the property destroyed/damaged/ lost or its replacement with suspension; Dropping or Dismissal.

b. Vandalism in any form: Willful destruction of property, tearing or defacing library books, textbooks, reference books, magazines, periodicals, writing, drawing, carving on walls, floors, pieces of furniture, breakage of glass or wooden windows, doors, showcases, cabinet doors, electrical or mechanical devices or contrivance, unauthorized removal official notes and or posters from bulletin boards etc. --- Payment with suspension; Dropping or Dismissal.

#### 4.2.5 Public or Campus Disturbance

a. Membership in fraternity, sorority, clan or organization noted for disorderly conduct, even if not subversive --- Dropping or Dismissal.

b. Obstruction or disruption of teaching, administrative work, disciplinary proceedings or the school activities --- 5- day Suspension; Dropping or Dismissal.

c. Smart phones, tablets and laptops should only be used in academic proceedings. Each learner must be responsible for his/her belongings/valuables. The school will not be held liable for any damage/loss of any property. However, using cell/smart phones, iPods, PSPs or Game boys and other gadgets inside the classroom, laboratory, church, school campus, or in areas where a school activity may be disturbed or disrupted --- Confiscation of items with disciplinary probation.

1<sup>st</sup> offense- confiscation for 1 day by the class adviser

2<sup>nd</sup> offense- confiscation for 3 days by the class adviser with parent appearance

3<sup>rd</sup> offense- confiscation for 1 week by the SAC with parent appearance

**Note:Gadgets not claimed after three years shall be disposed of.**

Suspension will be meted out as a first warning against habitual action, or for slightly serious offenses that have to be checked for deterrent purposes. When the suspension is for a day or more, the Class Adviser will notify the parent/guardian for a conference. A parent /guardian of the student has no right to demand a “konfrontasi” with any teacher during school activities, or when a teacher is on his/her way to or from school . If he/she does so, it is at the risk of his/her son/daughter being dropped or dismissed from the school. However, he/she has the privilege to ask from the SA Coordinator and Principal a dialogue with the teacher concerned.

#### 4.2.2 DROPPING OR DISMISSAL

Dropping or dismissal means exclusion from the list of students and getting the credentials at once, if there is no financial obligation to the class or to the school.

#### 4.2.3 EXPULSION

Expulsion means exclusion from the list of CCCS students and not receiving any transfer credentials without the approval of the Department of Education. It is understood however that an investigation has been conducted by the Adviser, Guidance Counselor, the SA Coordinator, the School Principal and or the School Director or anybody so empowered by the School Director. The result of such an investigation will be recommended to the Board for final action and shall be forwarded to the Dep Ed.

#### 4.2.4 Other Disciplinary sanctions:

\*Written/ Oral apology to the aggrieved/offended party .

\*Payment of the value of the property destroyed/damaged/lost or its replacement.

\*Confiscation of items.

\*Regular Counseling by the Guidance Counselor or Advocates.

\*Oral or written warning from the person in authority.

\*Disciplinary probation (with promissory letters from the erring students duly signed by the parents and the school authorities) with automatic suspension in case of any violation of the conditions imposed.

\*Disqualification from receiving honors.

\*Giving a score of zero in examination or other related academic work.

\*Disqualification, suspension, or withdrawal of privileges (discounts or scholarships)

\*Payment of fines

\*Community Service

\*Other penalties which the school authorities may deem appropriate and effective.

## Definition and Type of Offenses with Sanctions

### 4.2.1 Dishonesty

- A. Cheating in examination or in other related academic work
  - Giving a score of zero.
- B. Stealing Test Paper
  - Giving a score of zero with a 3-day suspension.
- C. Forgery in all Forms, tampering and stealing of records and documents, alteration or misuse of school documents, records, and credentials, knowingly furnishing false information to the school in connection with official document filed by him/her --- 3 - day Suspension; Dropping or Dismissal.

### 4.2.2. Physical Damages

- a. Physical assault on any person within the premise of the school --- Written apology to the aggrieved/offended party; 5- day suspension and medication payment of the aggrieved/offended party; Counseling, Dropping or Dismissal.
- b. Carrying of deadly weapons or pyrotechnics (bladed, sharpened letter opener, firearms, explosives, firecrackers, etc.) or threatening to use such weapons/ pyrotechnics to harm somebody --- 10- day Suspension; Counseling, Dropping , Dismissal or Expulsion.
- c. Fighting in the school campus and its premises, or in public places, coercion, mulcting or using force to collect illegitimate contributions – 5- day Suspension; Counseling, Dropping or Dismissal.
- d. Hazing which is an initiation rite or practice as a prerequisite to membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do silly, foolish tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury ---- Dropping, Dismissal or Expulsion.

### 4.2.3 Moral Damages

- a. Defamation committed against any student, teacher, priest, agent of the school authority, or his/ her duly appointed representative --- Written apology to the aggrieved party; 3- day Suspension; Counseling, Dropping or Dismissal .
- b. Making, publishing, or circulating false information about the school, or any of its authorities or agents --- Disciplinary probation; 5- day Suspension; Counseling, Dropping or Dismissal .

- c. Abusive behavior or discourtesy towards school officials or faculty members --- 10-day Suspension, Counseling Dropping or Dismissal.
- d. Engaging in lewd, indecent, obscene, or immoral conduct, posting indecent pictures or videos in the internet, Facebook or other social networking sites, or bringing in/accessing online pornographic materials inside the school campus --- Oral or written warning from the person in authority; confiscation of items with regular counseling by the Guidance Counselors & Coordinators, 5- day Suspension, Dropping or Dismissal.
- e. Posting foul, indecent and offensive remarks in the internet, Facebook, Twitter and other social networking sites: 3- day Suspension, regular counseling by the Guidance Counselor & Coordinators, Dropping, Dismissal.
- f. Data Privacy Policy- students are prohibited to disclose or misuse personal information of any person unless authorized by law or through the consent of the said person. Students are not allowed to post photos that involve any teacher/s from the school without any permission from the teacher/s involved. Unauthorized processing, negligent handling or improper disposal of personal/sensitive information is sanctioned for 3 days suspension and counseling.
- g. Playing online games during class hours --- warning with parent's appearance, confiscation of gadget, counseling, and 1-day suspension.
- h. Public display of affection --- Oral or written warning, disciplinary probation; regular counseling; 3- day suspension, dismissal.
- i. Homosexual relations, Sexual relations when unmarried/living together without the sacrament of matrimony-Counseling, Dropping or Dismissal/Non Admittance.
- j. Drunkenness, drug or substance abuse, Illegal use, possession or distribution of narcotics or dangerous drugs, entering the school premises in a state of intoxication, bringing in or drinking intoxicated liquors in or outside school premises ---- 5- day Suspension; Dropping or Dismissal.
- k. Engaging in any form of gambling, (online/ offline) or bringing in of gambling paraphernalia within the school premises or outside the school premises, buying or selling lottery tickets. ----- Confiscation of items and 5- day suspension.
- l. Defiance to authority such as walking out during disciplinary conference, organizing/joining outing, negligence of official notice etc.- 5 day suspension, dropping, dismissal, disqualifying for honors.
- m. Smoking (cigarette, e-cigarette/vape) inside the school campus, classroom, laboratory, library, within or outside school premises. --- Disciplinary probation; Regular counseling, confiscation of items, 5- day suspension, dropping or dismissal.