

# **IV** Regulations Directly Affecting Pupils/Students

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## **Chapter 1. Enrolment/Admission/Readmission**

### **Section 1. General Guidelines**

1.1 It is the policy of the State to provide for a free and compulsory public elementary education and a free public secondary education (D.O. No. 44, s. 1988). Conformably, the following shall be observed:

1.1.1 No Filipino pupil/student shall be refused admission, by reason of sex, creed, socio-economic status, racial or ethnic origin, political and other affiliation, in the public school system.

However, due to limited space in a particular school some students may be referred to other public schools preferably within the community or they may be referred to private schools under the Educational Service Contracting Scheme. Admission to central schools and schools identified as leader schools, science or science and technology schools shall be based on established criteria. (D.O. No. 47, s. 1998)

1.1.2 Section 6, RA 6655 provides that "The right of any student to avail of free public high school shall terminate if he fails for two (2) consecutive school years in the majority of the academic subjects in which he is enrolled during the course of his study unless such failure is due to some valid cause." (D.O. No. 44, s. 1988)

1.2 *Contributions and Fees* (D.O. No. 27, s. 1995 and D.O. No. 60, s. 1999))

1.2.1 Schools are allowed to collect the following authorized voluntary contributions, the amount of which shall be announced to the field through DECS issuances. These contributions, however, shall be on a voluntary basis and are not made a requirement for admission or for

clearance purposes in case of transfer of pupils/students from other schools:

- a. Identification fee
- b. Boy Scouts of the Philippines membership fee
- c. Girl Scouts of the Philippines membership fee
- d. Philippine National Red Cross membership fee
- e. School Publication Fee (for elementary school pupils)  
School Publication Fee (for high school students)
- f. School Organization Fee (for high school students only)
- g. Anti-TB Fee (for elementary and high school students)

1.2.2 Parent-Teacher Associations (PTA), or Parent-Teacher Community Associations (PTCA) are authorized to collect an annual PTA or PTCA fee in an amount to be determined by the PTA or PTCA members themselves at a meeting called for the purpose; provided such collections are made on a voluntary basis, are not required for admission or transfer purposes, and are collected by PTA/PTCA representatives themselves and not by the public school teachers. Prior to collection, the following reports are required to be submitted to the school principal: 1) PTA / PTCA resolution approving the collection of PTA / PTCA fees for current school year; and 2) report on receipts and expenditures of PTA / PTCA fees collected in the preceding school year.

1.3 *Period of Enrolment.* The period of enrolment for elementary and secondary schools shall not be later than two (2) weeks before the opening of classes.

#### 1.4 *Scholarship*

1.4.1 A system of scholarship grants, student loan programs, subsidies and other incentives which shall be available to deserving students in both public and private schools especially to the underprivileged shall be established and maintained. (Sec. 2 (3) of Article XIV 1987 Constitution)

1.4.2 Congress may provide for incentives, including tax deductions to encourage private participation in programs of basic and applied scientific research. Scholarships, grants-in-aid, or other forms of incentives shall be provided to deserving science students, researchers, scientists, inventors, technologists, and special gifted citizens. (Section 11 of Article XIV, 1987 Constitution)

### **1.5 Admission Requirements.**

**1.5.1 Elementary level.** For admission to Grade I, all children who are six (6) years old and above seeking enrollment on or before the start of the school year, shall submit a birth certificate. In the absence of a birth certificate, a baptismal certificate or any proof of birth and a health certificate shall be submitted. Grades II to VI enrollees shall submit Form 138 -A.

**1.5.2 Secondary level.** All First Year enrollees who have completed the regular six (6) year elementary school program shall be required to submit Form 138-A before admission to First Year high school. Those who passed the elementary program through accreditation shall submit the Certificate of Accreditation.

**1.5.3 Night (high) school classes.** Employed individuals shall be allowed to enroll in available night high school classes. (D.O. No. 88, s. 1997)

**1.5.4 Summer classes.** Only the following students may be allowed to enroll in summer classes: (D.O. No. 64, s. 1998)

- a) Graduating students who lack one (1) laboratory subject or two (2) non-laboratory subjects in order to graduate in May, and
- b) Irregular students who lack the minimum one (1) laboratory subject or two (2) non-laboratory subjects, to be classified as regular students in any curriculum year of the secondary course during the succeeding school year after the summer term.

### **1.6 Admission or Readmission of Exchange Student-Participants/ Scholars (D.O. No. 76, s. 1998)**

**1.6.1** Regardless of the individual student's placement in a foreign school, his/her year's study abroad will be regarded as equivalent to a year's academic load which will make him/her eligible for admission to the next higher level. However, necessary arrangements should be made for any deficiency in the required number of units for a particular year level.

**1.6.2 Exchange student-participants shall submit their complete Transcript of Records and other required school credentials upon returning to the Philippines, for evaluation by their respective schools and the Department of Education, Culture and Sports.**

***1.7 Admission and Placement of Students from Foreign Countries***  
**(D.O. No. 26, s. 1994)**

**Aside from the requirements and qualifications of Filipino citizens and those required by the Department of Foreign Affairs, admission of foreign students is governed by the following regulations:**

**1.7.1 Any Philippine school whose programs are recognized by the Department of Education, Culture and Sports (DECS) is authorized to accept foreign students.**

***1.7.2 Placement of Students from Foreign Countries***

- **In general, except as otherwise indicated, the appropriate grade level shall be the next curriculum year following the curriculum year completed abroad by the applicant. For example, a pupil who has completed Grade IV in a foreign school abroad should be considered for admission to Grade V in the Philippines.**
- **Those who have completed Sixth or Seventh Grade abroad shall be eligible for admission to First Year high school; however, graduates of a five-year elementary curriculum are eligible for admission only to Grade VI.**
- **Those who have completed Eighth Grade shall be eligible for admission to Second Year high school, but shall take Filipino I and Social Studies I (Philippine History and Government).**
- **Those who have completed the Ninth Grade abroad shall be eligible for Third Year high school, but shall take Filipino I and Social Studies I, and then take Filipino II in Fourth Year high school.**
- **Those who have completed the Tenth Grade abroad shall be eligible for Fourth Year high school, but shall take Filipino**

I and Social Studies I. They need not take Filipino II, III or IV in order to graduate.

- The accepting school shall have the discretion to accelerate a pupil to a higher Grade/Year. The accepting school shall also be responsible for the appropriate supplementary programs as may be necessary in order that facility in Filipino may be hastened, should it appear inadequate.

**1.7.3 Spouses and children of foreigners under the following categories will be treated on the same basis as Philippine nationals:**

- permanent foreign residents,
- aliens with valid working permits,
- foreign diplomat personnel,
- personnel from duly accredited international organizations residing in the Philippines, and
- holders of a Special Retiree's Resident Visa (SRRV).

## **Section 2. Transfers**

*2.1 Transfer may be allowed on the following grounds:*

**2.1.1 Displacement of families arising out of natural and man-made calamities (D.O. No. 62, s. 1995)**

- Regional Directors, through the Schools Division Superintendents, are authorized to enroll all elementary school pupils and secondary school students affected by natural and man-made calamities in any public/private educational institution throughout the country without the immediate need for the usual, required documents such as: Form 138-E (Pupil's Report Card) and Form 137 – E (Pupil's Permanent Record) for elementary and Form 138 – A (Student's Report Card), Form 137-A (Student's Permanent Record) and certificate of good moral character for secondary school students.
- All school heads are enjoined to take the necessary steps to facilitate the entrance and integration of these pupils/students in any public or private school of their choice.

**2.1.2 Change of residence; and (D.O. No. 19, s. 1996)**

2.1.3 Health problems and other compelling valid reasons such as threat to life.

2.2 Transfer of Filipino school children from abroad to Philippine schools shall be allowed on the following grounds:

2.2.1 Displacement due to difficult circumstances in the country of origin e.g. war, transfer of parents' workplace, termination of parents, contract and the like.

2.2.2 Enrolment in Philippine schools abroad which are not accredited with DECS. These students are required to take the Philippine Validation Test (PVT) prior to admission to determine proper grade/year placement.

### **Section 3. Placement and Validating Tests**

3.1 *Philippine Educational Placement Test (PEPT)* (D.M. No. 255, s. 1999)

3.1.1 The PEPT is a battery of tests covering five (5) basic subjects namely Mathematics, Filipino, English, Araling Panlipunan and Science.

3.1.2 The National Educational Testing and Research Center (NETRC) shall administer the PEPT for youths/adults who have been out of school for at least two (2) years, who are overaged in school by at least three (3) years and who are Filipino citizens. A deviation of not less than three years from the normal school age for the particular grade/year level is considered overaged.

3.1.3 Examinees shall be allowed to take the test again after a lapse of one (1) year.

3.2 *Philippine Validating Tests* (D.O. No. 22, s. 1998)

3.2.1 The Philippine Validating Tests (PVT) shall validate learnings acquired in various situations under certain circumstances. These tests cover five (5) basic subjects in the school curriculum in the elementary and the secondary levels, namely: English, Mathematics, Science, Araling Panlipunan and Filipino. The tests are based on the learning competencies prescribed in the elementary and the secondary school curricula.

3.2.2 The NETRC shall administer the PVT to pupils/students upon submission of an appropriate request of the concerned party to the Division Office, duly endorsed by the Regional Office in the area where the school is located.

3.2.3 The PVT is administered to the following pupils and students:

- a) Those who studied in a school operating without permit;
- b) Those who, by force of circumstances were not able to finish the last grading period in their school, but passed all the subjects in the first three (3) grading periods;
- c) Those who are seeking transfer to a school in the Philippines during the school year provided they have completed at least three (3) grading periods;
- d) Those who studied in a non-graded school but desire to transfer to a graded type of school;
- e) Those who studied under an educational system that is different from that of the Philippines, whether local or foreign;
- f) Those who have superior academic performance; and
- g) Others considered as special cases deemed meritorious, e.g. children of foreign diplomatic officials and missionaries assigned in the Philippines whose grade/year placement is not covered by existing DECS regulations.

## **Chapter 2. Rating, Promotion and Graduation**

**Section 1. Rating and Promotion in the Elementary Schools (D.O. No. 80, s. 1993, D.O. No. 66, s. 1995)**

### *1.1 General Policy*

It shall be the policy of the Department to have a grading system which will place greater emphasis on student performance (a) during the final examinations in each of the four (4) quarterly grading periods during the school year; (b) in the last of the four (4) quarterly grading

periods; and (c) on competitive written performance in class examinations, tests, and quizzes, over other forms of measurement.

### *1.2 Weight of quarterly examinations*

The weight of the final examination for each of the four (4) quarterly grading periods shall be forty (40) percent. The remaining sixty (60) percent will be used for other measures of achievement, such as class quizzes, recitation, homework, and the like, provided they are all related to determining the academic performance of the student. Non-academic elements, such as behavior and absences, should no longer be inputted for subject grading purposes. Previously, the weight for the periodic examination had been set at only twenty five (25) percent of the rating for the quarterly grading period.

### *1.3 Weight of grading period ratings*

The grade for each of the first three quarterly grading periods shall have equal weight. However, the rating for the fourth grading period shall be given a weight twice, any of the other three previous ratings. Thus, each of the first three grading period ratings will have a weight of twenty (20) percent, while the rating for the fourth grading period will have a double weight of forty (40) percent. Previously, elementary schools used an average weighting system, while secondary schools followed a cumulative weighting system, with seventy (70) percent for the current grading period and thirty (30) percent for all the preceding grading periods.

### *1.4 Lowest Possible Grade*

The lowest grade that can be given to a student after transmutation of performance shall be seventy (70) percent. The passing grade in any given subject shall be seventy five (75) percent. (D.O. No. 80, s. 1993)

### *1.5 Achievement Measures*

- *Quizzes* ratings refer to written performance in class examinations such as tests, unit tests and other forms of summative measurement. Tests used to monitor the pupil's progress such as formative tests are not included in the computation for the rating of quizzes.



- *Recitation / Interaction* refers to pupil's participation in any form of interactive activities during the teaching-learning process.
- *Behavior Observations, Character Education/Good Manners and Right Conduct.* Specific indicators shall be used in observing pupil's behavior. The class adviser and other teachers handling the class shall give the rating for behavior observations. The specific item has a weight of 40% in the overall rating for CE/GMRC. The traits to be considered in rating this learning area are found in the Progress Report Card Form 138-E). (D.O.No. 66, s. 1995)

1.6 The rating for each learning area in a grading period is the average of all the ratings entered in the Class Record under each measure of achievement multiplied by the corresponding weight.

Example:

	WEIGHT	AVE.	x	WEIGHT	=	COMPUTED VALUE
Quizzes	- 15%	89.6	x	.15	=	13.44
Recitation	- 25%	85	x	.25	=	21.25
Homework	- 5%	86.66	x	.05	=	4.33
Theme/Projects	- 15%	85	x	.15	=	12.75
Periodical Test	- 40%	85	x	.40	=	<u>34.00</u>
	100%					85.77

1.7 The general average of the pupil is obtained by adding all the ratings recorded in the Progress Report Card under the column for Final Ratings, divided by the number of learning areas in the grade level.

1.8 An over-all average of 75% shall be the minimum requirement for promotion in all grade levels.

## **Section 2. Rating and Promotion in the Secondary Schools (D.O. No.70, s. 1998 and D.O. No. 52, s. 1989)**

### *2.1 General Policy*

In line with the policy of providing a fair grading system, the 25% - 75% measure of student achievement shall be adopted. The weight of the final examination for each quarterly grading period shall be twenty-five (25) percent. The remaining seventy-five (75) percent will be used

for other measures of achievement such as quizzes, recitation, unit / long test, homework, projects and other requirements.

2.1.1 There shall be four (4) grading periods using the cumulative method. This means that the final grades from the second to the fourth grading periods are computed such that the previous grades shall be given a weight of 30% and the tentative grade given a weight of 70% .

Example:

Grade for the first grading period .....	85%
Tentative grade for the second grading period....	87%
30% of 85%	= 25.50%
+70% of 87%	= 60.90%
Computed final grade	= 86.40%

2.1.2 The numerical system of grading shall be used and grades shall be expressed in multiples of one (1).

2.1.3 Promotion shall be by subject and by the number of units. A student who failed in two (2) units or less is promoted to the next year level. On the other hand, a student who fails in more than two (2) units is retained in the same year level. The student shall be required to repeat only the subjects that he/she failed in and shall be given advance subjects in the next curriculum level.

2.1.4 The grade in each subject area will be based on certain criteria weighted accordingly as follows:

a) Filipino/English

• Periodical test	25%
• Projects	15%
• (Theme Writing, Home Reading Report Mini Research Work, Book Review/ Critique)	
• Class recitation / interaction (Group Discussion, Role Play/Simulation, Debate / Argumentation, Extemporaneous Speech, Reporting, Student's Journal)	30%
• Quizzes	20%
• Unit / Summative Test	10%
Total	100%

**b) Araling Panlipunan**

• Periodical Test	25%
• Quizzes	15%
• Unit / Long Test	10%
• Homework / Assignment	15%
• Recitation	30%
• Projects (scrapbook, cut-outs, improvised materials and the like.)	5%
<b>Total</b>	<b>100%</b>

**c) Edukasyong Pangkatawan, Kalusugan at Musika (PEHM – CAT)**

• Periodical Test	25%
• Quizzes	15%
• Attendance / Attitude	15%
• Recitation	10%
• Practicum / Application Activities ( In Health, project can be considered as an output for A, A)	30%
<b>Total</b>	<b>100%</b>

2.1.6 There shall be a single mark for PEHM for each grading period.

2.1.7 The programming and percentage weights for the components of PEHM will be as follows:

**First to Third Year**

**First Semester**

P.E. - 120 minutes – 50%  
Health - 80 minutes – 33%  
Music - 40 minutes – 17%

**Second Semester**

P.E. - 120 minutes – 50%  
Health - 40 minutes – 17%  
Music - 80 minutes – 33%

**Fourth Year**

P.E. - 120 minutes - 40%  
Health - 40 minutes - 15%  
Music - 40 minutes - 15%  
CAT - 80 minutes - 30%

2.1.8 In case a student does not obtain a composite passing grade in PEHM due to failure or deficiency in any one of the component subjects, he/she shall be given a mark of *Incomplete* but shall be allowed to make up within the year in the component which he/she failed.

**d) Edukasyon sa Pagpapahalaga (Values Education)**

2.1.9 The grade in Values Education (VE) will reflect both knowledge / skills acquisition and behavior. This is based on the nature of VE which aims to develop skills for rational thinking and value judgment in order to effect behavior change in the student through experiential learning.

2.1.10 Using the learning competencies as basis for evaluating student performance, the grade in VE will be based on the following criteria, weighted accordingly as follows:

• Periodical Test	25%
• Follow-Ups (Written Outputs)	25%
• Involvement	20%
• Recitation	10%
• Attendance	10%
• Behavior	10%
Total	100%

2.1.11 *Follow-ups* are manifestations of how well the student applies, evaluates and synthesizes the concepts, ideas and views acquired from VE lessons. They come in the form of essays, reports, reaction papers, critiques, reflections, journal entries, individual projects and other follow-up activities. Written outputs from follow-up activities are rated using a scale assessing what level of valuing the student appears to be in as seen from his/her work. (DECS Order No. 52, s. 1989)

2.1.12 *Involvement* refers to the student's active participation in the processes/activities initiated by the teacher or the students inside or outside the classroom for value formation. Involvement inside the classroom is manifested through role plays, simulations, group discussions (in contrast to recitations or class discussions), games and other performance type activities. Involvement outside the classroom entails participation in group/class projects in the school and/or community (e.g. immersion in depressed communities).

e) Mathematics

• Periodical Test	25%
• Unit Test	25%
• Quizzes	20%
• Recitation	15%
• Homework	15%
Total	100%

f) Science & Technology

• Periodical Test	25%
• Laboratory Work	25%
• Recitation / Interaction	15%
• Quizzes	15%
• Project	10%
• Homework/Journal Writing	10%
Total	100%

g) Technology and Home Economics

First and Second Year (Exploratory)

• Periodical Test	25%
• Unit Test	10%
• Quizzes	20%
• Recitation	15%
• Practicum (Process)	15%
• Project (Product)	15%
Total	100%

h) Third and Fourth Year (Specialization)

• Periodical Test	25%
• Unit Test	10%
• Quizzes/Performance Test	20%
• Recitation	10%
• Practicum	15%
• Project (Product)	20%
Total	100%

### Section 3. Determining Honors

3.1 The procedure for determining honor students should be explained to the teachers, parents and students at the start of school year to avoid questions during and after selection.

3.2 Final selection and announcement of honor students should be made not later than fifteen (15) working days before the commencement exercises or graduation rites. Protests should be filed not later than five (5) days before the commencement exercises. Settlement of the protest should be made not later than three (3) working days before graduation in the division level only.

3.3 Procedures and Guidelines for Elementary Schools (M.O. No. 44, s. 1983)

3.3.1 For purposes of determining honor pupils in elementary schools, every school shall organize an Honor Selection Committee composed of all teachers of the graduating class, with the principal as chairman. A teacher with a child who is a candidate for honors should refrain from being a member of the said committee.

3.3.2 The committee shall use the following guidelines in the selection of honor pupils:

- a) Top honor pupils graduating from the elementary schools shall be designated *First Honors* and *Second Honors*.
- b) All deserving pupils graduating from the regular classes including those enrolled in classes for the gifted in the school shall be considered in the selection of honor pupils;
- c) Scholarship and Character shall be based on the general averages for the last year only;
- d) Selection of honor pupils shall be based on the following:

<i>Quality</i>	<i>Weight</i>
Scholarship and Character	9
Co-Curricular Activities	1
Total - - -	10 pts.

- e) Co-Curricular activities shall be based on the quality of the candidate's participation and leadership in activities in school government, development projects in the community, civic activities, dramatics, etc.;

- f) The pupils shall be ranked in each of the two criteria, viz., Scholarship and Character and Co-curricular activities. The weighted rank shall be obtained by multiplying the pupil's rank in each criterion by the given weight (See sub-paragraph d. above).
- g) In case of a tie, the rank of each student shall be the average of the places which they occupy.
- h) Recognition shall also be given to children with special talents, gifts and other type of intelligence.

3.3.3 The report on the results of the selection shall be signed by all members of the committee and certified by the principal. The work sheets used in the selection shall be kept in the office of the Principal for ready reference and should be open to scrutiny whenever necessary. Copies of the results of the selection of honor pupils shall also be submitted to the offices of the District Supervisor and the Division Superintendents.

3.3.4 The Report of the Honors Selection Committee shall be made available to the candidates for graduation and/or to interested parties not later than fifteen (15) days before graduation.

#### 3.4. Procedure/Guidelines for Secondary Schools (D.O. No. 65 s. 1998)

3.4.1 To give due and proper recognition to graduating students who have shown exemplary performance in their high school work, the guidelines for the selection of honor students shall be as follows:

- a) The designations *Valedictorian* and *Salutatorian* and *Honorable Mention* shall apply to graduating honor students in all secondary schools;
- b) There shall be one Valedictorian and one Salutatorian for all the graduating classes, however, in case of a tie between two candidates, both may be declared Valedictorians and/or Salutatorians;
- c) The number of honor students to be declared Honorable Mentions shall be no more than one percent (1%) of the total number of graduating students. However, this number may be increased in case of a tie.

d) Any member of the graduating classes is eligible to be a candidate for honors if he/she meets the following requirements:

- He must have no grade lower than 85% in any subject during the third and fourth year in any grading period as recorded in the student's Forms 137 and 138-A.
- He must have done the entire work of the fourth year level in the secondary school where he is graduating;
- He must have completed the curriculum years within the prescribed length in years, meaning four consecutive years. However, consideration for students who spent more than four years of schooling may be given due to unavoidable circumstances such as serious ailment, calamities, and peace and order situations as the case may be. Documentary proofs should be presented.
- He must be an active member of at least two authorized (i.e. approved and sanctioned by the school) organizations or clubs during the third and fourth years in the school where he is graduating.
- He must have conducted himself in conformity with the school rules and regulations.

3.4.2 The following criteria and corresponding weights shall be used in determining the Valedictorian, Salutatorian, and the Honorable Mention awards.

- Academic Excellence - - - - 7 points

Academic excellence shall be based on the general average of the grades of the candidate in the last two years of schooling (third and fourth years). The final grades in the fourth year should be completed before the last three weeks of the school year. It should be based on the work done during the last grading period.

- Performance in Co-curricular Activities - 3 points



Performance shall be based on active participation of the candidate for the last two years in at least two authorized student organizations or clubs (literary musical activities, sports, travels in relation to school work, civic activities, research, school paper, school band etc.)

3.4.3 The rating for co-curricular activities shall be based on the combined assessment of the advisers of the clubs where he/she was a member during the third and fourth years as recorded in separate grading sheets for the co-curricular activities and the organizations recognized by the school.

3.4.4 A selection committee shall be created by the Principal to screen candidates and select honor students.

3.4.5 Final selection and announcement of honor students should be made by the principal after the approval of the division office not later than fifteen (15) working days before graduation. Protests shall be filed not later than five (5) working days before graduation. Settlement of protest should be made three (3) working days at the division level only

3.4.6 Ranking of candidates for honors shall be based on the weighted ranks. The computation (using two decimal places) is given below:

a) For Academic excellence

- Compute the average of the combined third and fourth year grades of the candidates.
- Rank the candidates according to the average.
- Assign a weight to the rank by multiplying it by 7 (assigned weight for academic excellence).

b) For Co-Curricular/Activities

- Get the composite rank (sum of all the ranks given by the raters) of each candidate.
- Rank the candidates from the lowest to the highest sum.
- Assign a weight to the rank by multiplying it by 3 (assigned weight for Co-curricular Activities).

c) For final ranks

- Add the weighted ranks for each candidate.
- Rank the sum from the lowest to the highest.

**Section 4. Graduation (D.O. No. 17, s. 1999)**

4.1 In line with the Department's policy on simple and austere school activities, all school heads, in consultation with the parents of the graduating class, are enjoined to hold simple, inexpensive but meaningful graduation rites.

- a. Contributions for graduations may be increased to not more than P150.00; however, in private schools, contributions may vary from school to school and may be allowed only in consultation with the PTA.
- b. Graduation exercises must be held in the school grounds. Graduation balls, compelling graduating students to participate and contribute excessive amounts, are discouraged.
- c. No extravagant special attire should be required and the annual yearbook should likewise be discouraged or be considered non-obligatory.

4.2 Graduation exercises should be held only after the last day of classes.

**Chapter 3. School Discipline**

**Section 1. Authority to Maintain School Discipline (D.O. No. 92, s. 1992 pages 22-23)**

Every school shall maintain discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school..

## ***1.1 Imposition of Disciplinary Action***

**1.1.1 School officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.**

**1.1.2 Suspension/Expulsion (Sections 145-151, Part VI Chapter III, Service Manual 1960)**

- **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 prior 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.**
- **For a persistent offender or one guilty of a serious offense, a suspension for not more than one (1) year may be imposed subject to the approval of the Division Superintendent.**
- **Suspension for a school year or more, or expulsion from school can be ordered only by the Secretary.**
- **In all cases of suspension, a written promise of future exemplary conduct signed by the pupil/student and countersigned by his parents or guardian shall be required as a condition for readmission and must be required in the case of suspension for more than three (3) days.**
- **Offenses punishable by suspension or expulsion depending on the seriousness of the offense:**
  - **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/sexual harassment
  - instigating, leading or participating in concerted 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
- The use of corporal punishment by teachers (slapping, jerking or pushing pupils/students about) imposing manual work or degrading tasks as penalty, meting out cruel and unusual punishments of any nature, holding up a pupil/student to unnecessary ridicule, the use of epithets and expressions tending to destroy the pupil/student's self-respect and the permanent confiscation of the personal property of pupils/students are forbidden.

## *1.2 Attendance and Punctuality*

1.2.1 Regularity of attendance and punctuality are required in all classes. A pupil/student who has been absent or has cut classes is required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be.

1.2.2 Attendance of pupils/students in special holidays, activities relative to their religions, e.g. Ramadan, shall be allowed provided permission of the school head is sought.

1.2.3 Absences. A pupil/student who incurs absences of more than twenty per cent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. Furthermore, the school head may at his/her discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school "Such discretion shall not excuse the student

concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head.

1.2.4 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 at home.

### *1.3 School Uniform*

1.3.1 A school uniform shall be prescribed for all pupils/students. Shoes are considered part of the uniform.

1.3.2 All students shall be required to wear the official school ID in the school campus.

1.3.3 The acceptable haircut for boys shall be at least one (1) inch above the ear and three (3) inches above the collar line.

## **Section 2. Rights and Responsibilities of Students**

2.1 *Rights of students in school.* The students and pupils in all schools shall enjoy the following rights, in addition to those rights provided for under relevant laws, subject to limitations prescribed by laws and regulations:

2.1.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;

2.1.2 The right to avail of school guidance and counseling service toward making decisions and in selecting alternative fields of school work suited to their potentialities;

2.1.3 The right to have access to their own school records, which shall be maintained and preserved in a confidential manner by the school;

2.1.4 The right to expeditious action not exceeding thirty (30) days from receipt of request by the school, to the issuance of official school certificates, diplomas, transcripts of records, grades, transfer credentials and similar school documents or records;

2.1.5 The right to publish a student newspaper and similar publications, and to invite resource persons during assemblies, symposia, and other activities of similar nature;

2.1.6 The right to have free expression of opinions and suggestions, and to avail of effective channels of communication with the appropriate academic and administrative bodies of the school;

2.1.7 The right to form, establish, join and participate in organizations and societies, for purposes not contrary to law;

2.1.8 The right to be free from involuntary contributions, except those approved by their own organizations or societies.

### **Section 3. Student Activities**

3.1 Classrooms are to be used for academic purposes only.

3.2 No group actions like boycott of classes/demonstrations against any issue, person or teacher will be allowed.

3.3 Co-curricular activities shall be subject to prior approval of the school head.

3.4 Meetings, assemblies, convocations and activities shall be held in the presence and with knowledge of the Principal, Head Teacher or Guidance Counselor, Teacher or Club Adviser/Coach.

### **Section 4. Campus Security**

4.1 Only bonafide students of the school shall be allowed inside the school campus.

4.2 No visitors shall be allowed inside the campus during school hours except for valid reasons. They shall be required to sign the logbook of the security service.

4.3 Teachers shall confer with parents/guardians or entertain visitors during their off period.

4.4 No students or visitors shall be allowed inside the school building and the premises after the last class period has ended except for schools with night classes.