



**JOSE RIZAL UNIVERSITY**  
**JUNIOR HIGH SCHOOL DIVISION**

# **STUDENT HANDBOOK**

**JULY 2016**

*We care about good education.*

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## FOREWORD

Students of Jose Rizal University should consider the University their second home. As part of the University family, they should know its colorful history and achievements. This student manual shall outline the rights of the students and the different services available to them in the course of their stay in JRU.

Likewise, this manual shall serve as a guide in the students' activities and behavior inside the campus and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this manual. Ignorance of the rules and regulations contained here does not excuse a student from incurring the corresponding sanctions stipulated.

While every effort has been made to insure the accuracy, consistency and completeness of material available at the time the copy of this manual is made, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

## OFFICERS OF THE ADMINISTRATION

**Vicente K. Fabella**  
President

**Miguel M. Carpio**  
Vice President, Academic Affairs

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Vice President, Quality  
Management, ITBL and  
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Vice President, Administrative  
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**Carol A. Fernandez**  
Director, Budget & Payroll Office

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**Ivory Joy C. Malinao**  
Director,  
Marketing Communication Office

**Benjie A. Evangelio**  
Assistant University Registrar

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Director, Medical and Dental Clinic

**Efren Y. Supan**  
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Principal, High School

**Josephine B. Culala**

Principal, Elementary School

**Rosela D. Del Mundo**

University Librarian

**Mendelson P. Quiba**

Director, Guidance &amp; Testing Office

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Community Development Office**Grace Marie B. Martin**

Assistant Principal, High School

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Assistant Principal

**Rachel Aubrey S. Bosito**

Filipino, Department Chair

**Remelina S. Hipolito**

Science, Department Chair

**Rufo D. De Leon**

English, Department Chair

**Ma. Cecilia Q. Mangabat**

Mathematics, Department Chair

**Rufina D. Francia**

BTec/MAPEH, Department Chair

**Esperanza V. Plaza**

Social Studies, Department Chair



## HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce and Finance in 1919 as a non-stock non-profit non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence. Then, on October 2, 2000, the Commission on Higher Education, the highest policy-making body of tertiary education in the Philippines, by a unanimous resolution conferred University status on the College.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor's degree course in Commerce as well as the high school course. It has continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at the time to have it opened.

The University reopened after the end of the war in 1945 and faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

During its more than half a century of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions,

acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates.

## VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

## MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

## QUALITY OBJECTIVES

1. Continuously provide academic intervention to its students;
2. Continuously provide feedback loops in satisfying its client through metrics;
3. Maintain and continuously develop a competent workforce through effective performance management systems; and
4. Maintain effective financial, technological, academic and administrative planning and control systems to implement its goals and objectives.

## JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best and committed to the goals of the University.

- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally and ethically.

## JRU INSTITUTIONAL OUTCOMES

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

### PROGRAM OUTCOMES OF THE JUNIOR HIGH SCHOOL DIVISION

Consistent with the College Readiness Standards of the Philippines, the graduates of the JRU Junior High School Division are able to:

1. Exhibit higher communication and critical thinking skills;
2. Demonstrate mastery of mathematical skills and scientific concepts and their applications;
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian values;
4. Apply technological and occupational skills in real life situations; and
5. Demonstrate love of God and of the Filipino nation in everyday living.

### SCHOOL FACILITIES AND SOURCES OF INFORMATION

#### Jose Rizal University

80 Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 531-80-31 to 35

Private Exchange Connecting to All Departments.

*(The switchboard is open from 7 A.M. to 9 P.M.,*

*from Mondays through Saturdays)*

Fax No.: 531-60-87

E-mail: [highschool@jru.edu](mailto:highschool@jru.edu)

Website: [www.jru.edu](http://www.jru.edu)

<b>Athletics Office</b>	For use of athletic equipment and facilities. Located at the 3 <sup>rd</sup> floor of the East Tower Building (Building G-37).
<b>Business &amp; Technology Laboratory</b>	For hands-on activities in cooking, house keeping and sewing. Located at the 2 <sup>nd</sup> floor of building M (Room M-210).
<b>Computer Laboratories</b>	For hands-on activities in relation to their technological and curricular requirements. Located at the 4 <sup>th</sup> floor of Building M (Room M-405, 406, 407 and 408).
<b>Engineering &amp; Maintenance Office</b>	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.
<b>Guidance &amp; Testing Office</b>	For counseling (educational, social, career or personal) and testing (IQ, Personality), needs. Located at the 2 <sup>nd</sup> floor of Building H (Room H-212).
<b>High School Library</b>	For books, newspapers, magazines and other reading materials. Located at Building M (Room M-106).
<b>Junior High School Principal's Office</b>	For admission, study programs, academic matters, student affairs, lost and found items, excuse slips and communication to faculty and parents/guardians. Located at the 2 <sup>nd</sup> floor of Building M (Room M-201).

<b>Medical &amp; Dental Clinic</b>	For first aid medical and dental services and benefits. Located at the ground floor of Building C (Room C-18.)
<b>President's Office</b>	Located at the 6 <sup>th</sup> floor of the Tower Building (Room T-61).
<b>Registrar's Office</b>	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15).
<b>Science Laboratories</b>	For various hands-on activities and experiments in science. Located at Building M, Science/Physics Laboratory is at Room M-209, Chemistry Laboratory is at Room M-309, and Biology Laboratory is at M-310.
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-13.)
<b>Treasurer's Office</b>	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-12)
<b>Vice President for Administrative Affairs</b>	Located at the 2 <sup>nd</sup> floor of Building A inside the Administrative Personnel Office (Room A-22)
<b>Vice President for Academic Affairs</b>	Located at the ground floor of the Tower Building (Room T-13)
<b>Vice President for Quality Management</b>	Located at the 2 <sup>nd</sup> floor of Building H (Room H-213)

**Vice President for  
Financial Affairs**

Located at the ground floor of Building A  
(Room A-13)

**Vice President for  
Information System**

Located at the 2<sup>nd</sup> floor of Building H  
(Room H-307)

**1. STUDENT PROGRESS, AND RETENTION****1.1 Attendance, Tardiness and Absences****1.1.1 Attendance**

Punctual and continuous attendance in all classes is required of all students. All class activities organized by the school are treated as part of a regular class period. Thus students are required to attend fieldtrips, Intramurals, and high school day during university week.

### **1.1.2 Tardiness**

Students who come to class later than five minutes after the bell rings will be allowed to enter the classrooms only with a Tardiness Slip coming from the Office of the Principal.

Daily class attendance is taken for all students. Those who do not have Tardiness Slips whenever they are late, or who are habitually tardy or absent, may be subjected to school discipline.

A student who accumulates two (2) tardiness shall be called for by the High School Principal's Office and will be warned that another offense would mean suspension from attending classes. In case of succeeding offenses, the following sanctions are imposed:

- 3<sup>rd</sup> Offense - Suspension for 2 days
- 4<sup>th</sup> Offense - Suspension for 3 days
- 5<sup>th</sup> Offense - Suspension for 5 days

### **1.1.3 Absences**

The school abides by the provision stated in the Compendium of Education Legislation for Private Basic Education (2011 ed.), Section 157.1:

*“A pupil/student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.”*

#### **1.1.4 Excuse Letter and Excuse Slip**

A student who incurred one or two consecutive absences is required to present an excuse slip from the parent/guardian (together with the valid ID of the parent/guardian to verify the authenticity of the signature) to the teacher.

The school should be promptly notified if the student is sick and/or unable to attend classes.

For student who is absent for three or more days, written excuse must be submitted to the Principal or to the Assistant Principal for approval before the issuance of the official excuse slip which is presented to the teacher for admission in the class.

A student who is absent for one week or more can be re-admitted only when accompanied by his/her parent/guardian in securing excuse slip from the principal.

A student who is inside the school premises but does not attend his/her class is considered as cutting classes can only be re-admitted when accompanied by his/her parent/guardian in securing an excuse slip from the principal.

#### **1.1.5 School Days and Class Hours**

Day session classes are conducted from 7 o'clock in the morning to 5:40 o'clock in the afternoon on regular school days, with appropriate study/snack and



lunch breaks. Every Monday morning, students with first-period classes are required to come ten minutes earlier to participate in the flag-raising ceremony.

Junior High School students are not allowed to go out of the campus from 7 o'clock in the morning until their last period in the afternoon.

### **1.1.6 Cancellation of Classes and Specific Procedures**

#### **1.1.6.1 Suspension of Classes**

Basically, there are two conditions where announcement of cancellation of classes is given:

##### **a. Automatic Suspension of Classes**

Junior High school classes are automatically suspended when typhoon signal no. 2 is raised by PAG-ASA

##### **b. Localized Suspension of Classes**

The City Mayor of Mandaluyong or the DepEd Mandaluyong may announce the suspension of classes if there are threats to public health and safety such as heavy rains, earthquakes, floods, high tide, transport strikes and other circumstances. After clearing with the President of the University, suspension of classes will be announced.

#### **1.1.6.2 Specific Procedures**

##### **a. Dismissal**

In cases where suspension of classes are announced when the students are already in the school attending classes, students will not be allowed to leave the campus immediately for the purposes of security and safety. Students will only be allowed to leave the University at 12:00 o'clock noon should the announcement be made in the morning. The student may only be released ahead of the scheduled time, if the parents/guardians personally fetch their child or calls and advises the Principal's Office that they are allowing their child to go home on their own.

**b. Re-scheduling of Monthly Examination and Scheduled Activities**

Where classes are suspended on the day of a scheduled monthly examination or activity such as a program or a contest, the examination or the activity will be held a day after classes is resumed.

**c. Make-up Classes**

To make-up for the lost contact days when classes are suspended, Saturday classes will be held on specific dates to be announced by the Principal.

## **1.2 Grading, Promotion and Retention**

### **1.2.1 System of Grading**

The **Junior** High School Division uses the percentile system of grading without the use of a transmutation table, with 100 percent as the highest possible grade, and 60 percent as the lowest posted grade. The lowest passing grade is 75 percent.

**GRADING PERIODS (4)**

**MONTHLY EXAMINATIONS (9)**

First quarter

(1) July monthly

(2) August quarterly

Second quarter

(3) September monthly

(4) October quarterly

Third quarter

(5) November monthly

(6) December quarterly

Fourth quarter

(7) January monthly

(8) February monthly

(9) March Finals

There are two grades given at the end of any quarter: the quarterly grade (QG) and the cumulative grade (CG). The quarterly grade is obtained by adding the weight of the monthly examination (15%), quarterly examination (25%), and class work (60%) which includes recitation, quizzes, projects, term papers, or similar activities. Assessment of classroom components are guided by rubrics. The cumulative quarterly grade is the average of the quarterly grades except for the final quarter which is double the usual quarterly weight.

The final general average is determined by dividing the sum of the final average rating in each subject by the total number of subjects.

Levels of Proficiency. The performance of students shall be described based on the following levels of proficiency:

Beginning (B): 74% and below  
Developing (D): 75%-79%  
Approaching Proficiency (AP): 80%-84%  
Proficient (P): 85%-89%  
Advanced (A): 90% and above

### **1.2.2 Classification of Students**

The **Junior** High school students are classified into regular and irregular students. Regular students are those who are taking the normal load of stipulated subjects for the particular curriculum year. Irregular students are those who have back subjects, regardless of whether or not they are taking the regular load.

## **1.3 Promotion**

No candidate for graduation will be permitted to graduate or participate in the promotion exercise unless the following requirements have been satisfactorily fulfilled:

### **1.3.1 Academic Requirements**

A candidate for promotion must have fulfilled the group requirements for promotion and must obtain a passing general average.

### **1.3.2 Financial Requirements**

A candidate for promotion must have settled all financial obligations with the University not later than the end of the school year in which the student hopes to graduate.

#### **1.4 Promotion and Retention**

- 1.4.1** A general final grade of 75% or above in all enrolled subjects is required for promotion to the next year level.
- 1.4.2** A student who failed any of his subjects is required to enroll in the failed subject/s in the summer program before he/she is allowed to enroll in a regular load in the next year level.
- 1.4.3** As a general rule, students who failed 5 or more subjects will not be allowed to enroll in the summer program; instead, they will enroll all the failed subjects in the next school year before he can take the regular load for the next level.

#### **1.5. Summer Program**

- 1.5.1** Summer class program is held daily from Monday to Saturday for 36 days.
- 1.5.2** Subjects are taught for 2 hours with appropriate breaks.
- 1.5.3** Students who incur 3 or more absences in the subject/s enrolled during summer class will received a final failing grade in the enrolled subject/s.
- 1.5.4** Proper dress code is strictly enforced during summer program.

## **2. STUDENT CONDUCT AND DISCIPLINE**

The completion of one's registration binds the student and his/her parent or guardian to agree to and abide by the University policies, rules and regulations; to accept the prescribed course of study; and to meet the requirements as to attendance, diligence in study, personal conduct and complete settlement of financial obligations. The continuance of the student in the rolls and his/her graduation, the awarding of academic credits, and the granting of any certificate are strictly subject to the authority of the University.

## **2.1 Requirements on Campus**

### **2.1.1 Identification Card (ID)**

Identification Card is secured from the Information Technology Office located at Building H (Room H-311).

Upon entry and while inside the campus, the student ID is required to be worn by all currently enrolled students. The ID card is to be worn slung over the neck and is required when borrowing books from the Library and for other on-campus identification purposes.

In the event that the ID card is either lost, destroyed or damaged, a replacement card may be obtained from the Information Technology Office upon submission of duly accomplished Request for ID Replacement Form and the payment of ID Replacement Fee.

Temporary Gate Pass may be secured from the Principal's Office in case the ID is misplaced, damaged or left at home.

### **2.1.2 Dress Code and Uniforms**

All **Junior** High school students are required to wear the prescribed school uniform during class days.

For females, the prescribed uniform consists of a white blouse with JRU striped piping, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters “JRU”, and JRU colors striped-pattern necktie and skirts, white socks and black shoes.

For males, the uniform consists of white polo shirt with JRU striped piping on the sleeves, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters “JRU”, black pants, white socks and black shoes.

Students are required to wear the school uniform while in school.

Undergarments worn under the polo shirts/blouses should be plain white.

Students who are scheduled to have their CAT or MAPEH classes are allowed to wear the CAT or MAPEH uniform the whole day.

The patterns, prescribed uniforms, cloth materials and patches are available at the JRU Bookstore.

### **2.1.3 Textbooks**

All students are required to obtain a complete set of the prescribed textbooks, the lists of which are provided during enrolment and are posted at the University Bookstore.

### **2.1.4 Personal Belongings**

1. Students are advised to take care of their personal belongings such as books, bag, money, jewelry, mobile phone etc. The school is not responsible for any loss that may occur within the campus.
2. Students should report immediately the loss of anything to the Principal's Office.

### **2.1.5 Library Behavior**

1. With the computerization of the Library system, only those with bar-coded IDs will be entitled to use the library facilities.
2. Once inside the library, silence must be strictly observed. Nobody is allowed to eat, drink or disturb others who are studying.
3. Available computer units in the library are devoted for academic related researches only. No accesses to pornographic and game sites are allowed.
4. Before the student leaves the library, he/she should return his/her chair in its proper place and should see to it that no piece of paper is left behind.
5. A student can only borrow books using his/her bar-coded ID. Any book, newspaper or reading material that he/she borrows must be under his/her proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.
6. Every student should abide by all the rules and regulations of the library, and must obey and respect library personnel. Any infraction of these regulations will mean warning, fine, or the suspension of his/her library privileges.

### **2.1.6 On Campus and in the Classroom**



1. Male students sporting long hair that extend beyond the collar shall not be accepted in class. Likewise, colored hair for both male and female students is not acceptable.
2. Female students must wear their hair neatly. No faddish hairstyle is allowed such as distracting or ostentatious haircut or hair color. Putting make-up and colored nail polish is strictly prohibited. Jewelry and other fashion accessories must not be overbearing and should be worn simply.
3. The right-hand rule must be strictly observed in entering buildings, in ascending and descending the stairways, in going from one room to another, and walking along the corridors.
4. All students should be in their respective rooms as soon as the bell rings.
5. Students should stand and greet whenever school officials, supervisors or teachers who enter the classroom.
6. Students are enjoined to pick up scattered pieces of paper on the floor and other rubbish upon entering and before leaving the classroom and while walking along the corridors or staircases.
7. For safety reasons, students are not allowed to climb the trees inside the campus and gather their fruits.

## **2.2 Behavior Outside Campus**

Students while wearing the JRU uniform must observe proper decorum anywhere and at all times. They must not represent or use the name of the University in any off-campus activity without prior approval from the school authority, nor participate in any manner in any unauthorized situation that may cause humiliation, embarrassment or dishonor to the University.

## **2.3 Student Discipline**

In line with its function to provide optimal conditions conducive to learning, the school may constrain students under pain of disciplinary action to observe such norms of conduct and behavior which are expected of them, whether on or off campus.

### **2.3.1 Types of Offenses**

#### **2.3.1.1 Major Offenses**

A major offense is one which merits after due process, suspension, exclusion (dismissal/forced transfer), or expulsion. The following are considered major offenses.

1. The carrying of deadly weapons such as knives, daggers, ice-picks, knuckles, toy guns with pellets or live bullets within the University premises, in the NCAA games, educational trips/stage plays and other official off-campus activities.
2. Possession and or drinking of liquor/alcoholic beverage within the University premises; or entering and or being in the University in a state of intoxication.

3. Possession of, trafficking and or use of prohibited drugs/chemicals; or the possession of any regulated drugs without prescription within the University premises;
4. Involvement in fistfights, threatening or inflicting physical injuries upon another within the campus premises or during official off-campus activities;
5. Vandalism or destruction of school property or property belonging to any student, teacher and other school officials;
6. Any form of cheating;
7. Any form of extortion or stealing/theft whether or not the purpose or objective is accomplished;
8. Any form of gambling within the campus and during official off-campus activities;
9. Deliberate disruption of school activities which tends to create disorder, breach of peace or serious disturbance not necessarily connected with any academic function;
10. Unauthorized solicitation;
11. Forging, falsifying, and or tampering official records, receipt or documents of any kind;
12. Lending, borrowing, tampering with and or creating fake certificates, IDs, registration card, examination permit and other documents for the purpose of entering and using it within the University premises;

13. Acts of lewdness; commission of any act of immorality or the possession, creation, display and/or distribution of pornographic material within the University;
14. Leaving the school premises without proper authorization;
15. Gross acts of disrespect, in words or in deeds, which tend to put any University officer, employee or visitor in ridicule or contempt;
16. Use of the University name and or seal without authority;
17. Any act, omission, condition, status or circumstance, tending to cause dishonor to, discredit or contempt for the name of the University;
18. Commission of a third minor offense.
19. Cutting classes/truancy or habitual tardiness;
20. Smoking; and
21. Any form of Bullying.

#### **2.3.1.2 Minor Offenses**

All offenses not included in the foregoing enumeration shall be considered a minor offense, including but not limited to:

1. Eating inside learning areas, auditorium, gymnasium, library and prayer room;
2. Littering;

3. Playing games in the quadrangle of main campus;
4. Spitting on the floor or windows;
5. Climbing the trees and gathering fruits;
6. Not wearing student I.D. inside the campus and during official off-campus activities;
7. Wearing of earring/s, jewelry on pierced face/body parts, tattoo/s, make-up and sporting long hair and color by the male students;
8. Wearing of multiple earrings, jewelry on pierced face/body parts, tattoo/s, nail polish, make-up and colored hair by female students;
9. Improper classroom attire. (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing);
10. Not wearing the prescribed uniform;
11. Improper use of school uniform and wearing colored undergarments;
12. Disruption of one's class or that of another;
13. Holding and or using the cellphone while inside the classroom, laboratory, library and other places where learning activities are taking place;
14. Saying and shouting bad words;
15. Public display of affection such as kissing, necking, nuzzling, hugging, cuddling, holding hands, putting one's arm over another's shoulder, sitting on the lap of another, etc.;

16. Entering the school premises without approval;
17. Sitting on the tables, windowsills, stairs and railings;
18. Tardiness;
19. Loitering along the corridors;
20. Playing with electrical switches; and
21. Playing cards or unauthorized bringing of toys of any kind inside the school premises.

### **2.3.2 Forms of Disciplinary Action**

The following are the forms of disciplinary sanctions for major and minor offenses or violation of school rules and regulations that may be applied upon an erring student.

#### **2.3.2.1 Suspension**

##### **a) Preventive Suspension**

A student may be immediately placed under preventive suspension during the period of the investigation or the pendency of the disciplinary proceedings against him. This must be done to maintain an atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

## b) Punitive Suspension

After due process has been observed, a student may be suspended from attending class, the number of days of which shall commensurate to the nature and gravity of the offense committed.

	<b><u>MAJOR OFFENSE</u></b>	<b><u>MINOR OFFENSE</u></b>
First offense	2 days suspension	warning
Second offense	5 days suspension	Parent Conference
Third offense	Forced transfer	2 days suspension (considered as major offense)

Suspension may take the form of but not limited to community and academic works. As a general rule, a suspended student is not excused from taking examinations, quizzes and graded recitations given during the specified period. Therefore, he/she shall be given a failing mark for not having taken them, and will not be given special examinations to make up for them later.

The University reserves the right to accelerate the punitive suspension or other penalty to the student (e.g., extend a 5 day suspension or greater even if a first offense), depending on its assessment of the extent/degree of the offense committed.

### **2.3.2.2 Exclusion (Dismissal/Forced Transfer)**

After due process has been observed, a student may be excluded from the rolls during the same year if he/she is found guilty of a serious breach of school rules. It takes immediate effect and prevents the student from finishing the school year.

### **2.3.2.3 Expulsion**

This punishment is reserved for extremely grave matters inasmuch as no transfer credentials will be issued, and therefore the erring student will be unable to continue his/her studies even in another school.

## **2.4 Damages**

A student who is found to have been directly responsible for damages to school property/property of others or inflicting physical injuries to another person while within the campus or during an official off-campus activity is liable to make financial compensations on the damages caused as determined by the disciplinary committee and the Principal.

### **2.4.1 Liability of Students**

There are two types of sanctions, those of a financial nature, and those of an academic nature. The financial compensation involves the payment by the erring student of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. A student may also be required to shoulder expenses incurred as a result of physical damage against one's victim from a fistfight or any act of misbehavior. In any case, the amount of the fine is commensurate to the offense committed



The second concerns additional disciplinary measures, should it appear that the student's acts approximate that of vandalism, and may involve academic sanctions.

### **2.4.2 Procedure for Payment**

Once the cost of the damages has been established by the disciplinary committee and the cost has been approved by the Principal, the student (through his parents/guardian) will be required to settle the cost as soon as possible.

## **3. STUDENT SCHOLARSHIPS**

A number of scholarships are granted each year to applicants who can fulfill the requirements prescribed by the University. These scholarships make it possible for deserving young men and women to further their studies in spite of possible financial difficulties.

Essentially, two types of scholarships exist, for those who wish to enter the University, and those who are already studying in the University. In turn, for both kinds there exist academic and non-academic scholarships.

### **3.1 Entering Academic Scholarships**

All incoming ~~freshmen~~ **grade 7** in the **Junior** High School Division who have been certified as belonging to the top ten (10) in academic ranking by their Elementary School Principals from any school including JRU with a minimum size of 100 students or more are qualified to apply as "La Pluma" scholars for their initial two (2) years in JRU for as long as they enroll in JRU in the school year immediately following their year of graduation from Elementary School.

"La Pluma" scholarship privileges include 100% discount on tuition and miscellaneous fees except on those fees charged

on “per application” basis, 100% reimbursement of textbooks, and inclusion in “Academic Scholars’ Mentoring Program”. In addition, incoming “Valedictorians” are entitled to a monthly allowance of One Thousand Pesos (P1,000.00) which they will continue to enjoy for as long as they remain classified as “La Pluma” Scholars.

All other incoming ~~(freshmen)~~ **grade 7** from any DepEd recognized school, including JRU, may qualify for entrance “scholarship, except “La Pluma” Scholarships, by completing and passing all the requirements of the scholarship program.

“La Pluma” Scholars who obtained a final GPA of 95.00 with no quarterly grade lower than 87.00 are entitled to continue as “La Pluma” Scholar.

Students in all ~~year~~ **grade** levels who finish their preceding academic year as the No. 1 or the No.2 in academic ranking with no quarterly grade lower than 80.00 in any subject shall be classified as “Academic A” scholars and are entitled to 100% discount on tuition fees and 20% discount on all miscellaneous fees when they enroll in the immediate succeeding academic year.

Students in all ~~year~~ **grade** level who finish their preceding academic year as the No. 3, No. 4 or No. 5 in academic ranking with no quarterly grade lower than 80.00 in any subject shall be classified as “Academic B” scholars and are entitled to 100% discount on tuition fees when they enroll in the immediate succeeding academic year.

All transfer students or transferees may be eligible to apply for academic scholarship only after completing one (1) year of residency with the University.

All scholarship applicants, whether for the first time or continuing, are required to submit a completed application form at the Guidance and Testing Office.

Students entitled to the above scholarships must have a letter to that effect from the Principal of the **Junior** High School. These scholarships must be utilized the following year; they cannot be deferred nor are they transferable.

### **3.2 Entering Non-Academic Scholarships**

Non-academic scholarships are available for those who are accepted in the University NCAA basketball team and for other areas on a discretionary basis.

### **3.3 Non-Academic Scholarships in Residence**

The editor-in-chief and the managing editor of the high school publication, *The Scroll*, are entitled to full and half scholarships valid for one year respectively. Likewise, the male and the female CAT Corps Commanders are entitled to full scholarships valid for one school year. Scholarships are also awarded to deserving athletes and cheerleaders.

### **3.4 JRU Alumni Association Scholarships**

The Jose Rizal University Alumni Association (JRUA) maintains a number of academic scholarships both for high school students and those who wish to pursue and obtain a Bachelor's degree at Jose Rizal University. These scholarships are intended to assist deserving students with academic promise to further their studies, and include free tuition and other school fees and, for certain special scholarships, monthly stipends and book allowance. The JRUA will determine every year how many scholars can be funded by the program.

### **3.5 Other Scholarships**

A number of other scholarships are available for the collegiate and **junior** high school division, to be awarded by the University at its discretion.

## 4. STUDENT HONORS AND AWARDS

### 4.1 Honor Roll

All students with the normal study load who obtain a final general average of 85% or above, with no quarterly and final grade lower than 80% in any subject are considered qualified for inclusion in the honors list.

### 4.2 Awards

#### 4.2.1 Honors

To encourage deserving students in each grade level, gold medal awards are given to students obtaining first honors, and silver medals to those obtaining second honors. Subject honors awards are also given to students who obtained the highest grade at the end of the school year in academic subjects such as Mathematics, English, Filipino, Social Studies, Science, Business Technology, and Character Education.

#### 4.2.2 Special Awards

Aside from academic awards for academic excellence, the **Junior** High School Division also gives special awards during recognition day, such as:

1. Senior Scout of the Year
2. Girls Scout of the Year
3. CAT officer of the Year
4. Leadership Awards
5. Young Journalist
6. Cultural/Arts Awards
7. Community Involvement Awards
8. Athlete of the Year

(And other club awards)5.

## STUDENT CO-CURRICULAR ACTIVITIES

It is the policy of the University to encourage and stimulate the spirit of competition, confidence in one's self, a continuing desire for improvement, and the development of the qualities of leadership and citizenship training as desirable traits to be developed among the individual students and student body as a whole in all divisions of the University.

Co-curricular organizations related to different subject areas are organized to enhance the interest of the students in related subjects, to improve their skills in various fields, and to promote harmonious social relationship in the school campus. Organizations related to with other curricular areas provide the students enriching learning experiences.

To supplement classroom work, educational tours, with parental consent and under the supervised direction of class advisers, are undertaken by the students in all curriculum year levels. Instructional techniques are supplemented by a variety of audio-visual and Computer Aided Materials.

Holy Mass is celebrated every first Friday of the month at the school campus. Religious instruction is conducted on a voluntary arrangement to interested Catholic students. The prayer room in Room C-14 is open during school hours, where the students of all denominations may meditate.

Literary and musical programs, convocations featuring noted resource persons, and other social gatherings are frequently held on campus for further educational and cultural enrichment.

The homeroom provides an opportunity for close teacher-student relationship, more effective practice of social group living, and better group guidance activities. Complete computer facilities are provided for the students' hands-on experience to reinforce the lessons learned in ordinary classrooms.

The three-day University Week Celebration held in February is a significant event in the school with maximum student participation as a major objective. It features arts exhibits, literary and musical programs, field demonstrations, parlor games, quiz shows and other activities; thus enhancing the students' varied interests and talents.

## **5.1 Required and Other School Activities**

### **5.1.1 Athletics**

Music, Arts, Physical Education and Health (MAPEH) is offered to the all students and includes physical and health education, scouting and music.

The annual Intramural League is an important component of the physical education program. It is designed to encourage as many students as possible to participate in a competitive manner in several group sports. For their own protection, students who participate are required to secure inexpensive student insurance during the season.

Jose Rizal University is a member of the National Collegiate Athletic Association (NCAA), and high school students are given the opportunity to enjoy the benefits of its membership. Qualified students are encouraged to participate in the NCAA Junior Division sports of basketball, chess, football, swimming, tennis, track and field, and volleyball.

### **5.1.2 Scouting**

The University has active units of the Boy Scouts and the Girl Scouts of the Philippines. The scouts' activities are highlighted by camping under the supervision of responsible scout master-faculty members. Boy and girl scouts participate actively in the University community programs.

### **5.1.3 Military Training**

Citizen Army Training (CAT) is offered to all seniors for one academic year to provide them with basic citizen army training. This training also includes 2-day physical and health education activities.

## 5.2 STUDENT ORGANIZATIONS

Co-curricular activities related to different subject areas are organized to intensify the interests of the students in related subjects, to improve their skills in various fields, and to promote harmonious social relationship in the school campus. Similarly, organizations correlated with other curricular areas provide the students with enriching learning experiences. Among these organizations are:

### **Academic Organization**

Character Education Club  
 Computer Science Club  
 English Club  
 Kapisanang Filipino  
 Mathematics Club  
 Social Studies Club  
 Science Club

### **Non-Academic Organizations**

Book Lovers Club  
 Boy Scouts of the Philippines  
 CAT/COCC's  
 Dramatics Club  
 Girl Scouts of the Philippines  
 Homemakers Organizations  
 Inter-Act Society  
 Rizalian Artists Group  
 Sayaw Rizaliana  
 Junior Office Enthusiasts

### **Non-Academic Organizations Publications**

The Blue and Gold  
 The Scroll

#### **5.2.1 Organization**

The duly recognized student organizations are related to different curricular areas that provide students with enriching learning experiences.

Every approved student organization will be assigned at least one faculty adviser, whose presence will be required at all general meetings and activities involving the entire membership.

### **5.2.2 Objectives**

Each student organization is organized to intensify the interests of the students in related subjects, to improve their skills in various fields, and to promote harmonious interpersonal relationship in the school campus.

### **5.2.3 Membership**

Membership in any student organization must be limited to students currently enrolled at the University. Organizations are open to students who are interested to join.

### **5.2.4 Election of Officers**

The election of officers should take place within 60 days after the beginning of classes for the school year with the supervision of the faculty advisers. All officers elected should have good academic standing.

### **5.2.5 Meetings**

Any meeting or activity requiring the use of any University facility (such as classrooms) or the excuse of students/pupils from classes should be calendared with the Principal.

### **5.2.6 Finances**



At the end of the School Year, the adviser of each organization must submit a brief financial report of its operation, indicating its income, its expenditures, and the holder of its cash balances, if any. The report must bear the notation of the Principal before submission to the Treasurer. If no financial operation were undertaken, a brief note to this effect will be sufficient.

### 5.3. STUDENT PUBLICATIONS

#### 5.3.1 THE SCROLL

The **junior** high school body shall publish periodicals in accordance with the rules hereinafter indicated. The **junior** high school periodical shall be named "The Scroll".

##### 5.3.1.1 Basic Policies

The periodical is a magazine primarily intended for student information, exchange of student ideas and views, for building up school spirit, and for assisting in the molding of student minds in the proper direction.

To serve as a general guideline concerning the subject matter and content as well as the treatment of subject matter which may appear in the periodicals, the following shall be considered as undesirable subject matter for inclusion but shall not be considered as exclusive listing:

- (1) Any criticism of government. No mention shall be made of the government of and/or of its institutions, nor should remarks tending to promote disrespect of authority be permitted.
- (2) Any treatment of sex. Where the plot of the story or article is based upon sex, so that it will not be possible to eliminate its mention or treatment, then such story or article shall be rejected.

- (3) “Excessively realistic” treatment of topics. Avoid comments which reflect adversely on the basic desired behavioral patterns, including improper, foul, or obscene language.
- (4) Topics with little or no relation with student activity. While certain subject matter may be of public interest, where they do not have any direct bearing on student activities or life within the University, such articles or columns should be avoided.
- (5) Any criticism of the University, staff or any of the members of its faculty and other personnel which is not founded upon previously verified facts. In case the article is based on the alleged facts, equal space should be given, if possible in the same issue, for the person concerned or the University to answer or express its views on such criticism, in the spirit of fair play.
- (6) Mention of the Fabella family as such. Members of the family may be mentioned in connection with their official duties and positions, but mention of the family as such should be avoided.
- (7) Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not in accordance with the established canons of good and responsible journalism, such as the use of personal insults on persons, degradation of character, use of obscene words, gossips, rumors, false statements which tend to bring any person into public hatred, contempt or ridicule, shall not be allowed
- (8) Any work which constitutes plagiarism or which the editor-in-chief and/or the faculty adviser strongly feels may have been plagiarized, pirated or violative of copyright privileges shall not be included.

The primary intent of the periodical as set forth in the opening paragraph of this section shall serve as a general subject matter and content.

### **5.3.1.2 Student Staff**

Within 14 days after the opening of regular classes, the faculty adviser shall hold a competitive examination to determine eligibility for the positions of Editor-in-Chief and Managing Editor.

Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.

A full scholarship and a half scholarship valid for one school year shall be made available to the editor-in-chief and the managing editor respectively.

### **5.3.1.3 Faculty Adviser**

The Principal shall appoint a faculty adviser for the periodical. In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision, after clarification with the student editor concerned. Any modification or rejection of an article shall be accompanied with an explanation for the action.

The faculty adviser should bear in mind that the enumeration in the basic policies are just that, and no specific hard and fast rules can be given; good judgment and discretion have no substitutes.

## 5.3.2 Student Publication: The Blue and Gold

### 5.3.2.1 Objectives and Policies

The **junior** high school body shall publish a yearbook every year. The **junior** high school yearbook shall be named "*The Blue and Gold*".

The yearbook is planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers. From an official point of view, the yearbook is published by the **completers** of the **Junior** High School and all contracts entered into and all obligations incurred in connection with the publication of the yearbook shall be in the name of Jose Rizal University Senior Class Organization for the school year concerned.

All funds received in connection with the yearbook shall be deposited with the University Treasurer, and withdrawals from this fund will be allowed only with the consent of the Principal. On the other hand, these funds are the property of the Jose Rizal University **Junior** High School Division, and may not be utilized for any other purpose except with the consent of the Principal.

### 5.3.2.2 Staff Organization

In the preparation of the yearbook, there shall be an editorial staff composed of **completers of the junior high school**. The members of the editorial staff will be appointed by the Principal upon the recommendation of the yearbook faculty adviser. The editor-in-chief and the managing editor constitute the members of the staff from the **completers of the junior high school**, and as many associate editors as necessary may also be appointed. The editor-in-chief of the yearbook cannot serve as editor-in-chief of the student periodical at the same time.

The annual fee to be charged each **completer of the junior** high school ~~student~~ shall be determined by the Principal upon the recommendation of the faculty adviser. While the University may assist the **junior high school** class organization in the collection of the annual fee, under present policy the annual fee is not an official obligation of the student to the University but to the class organization.

### 5.3.2.3 Functions and Duties

The following is a list of some of the duties and functions of the yearbook staff. The list is not all-inclusive, and only gives the more important tasks to be done:

- (1) The number of probable participants in the yearbook can be estimated by obtaining the enrolment data from the Office of the Registrar for the **completers of the junior** high school class. It should be noted that the number of actual qualified participants included in the yearbook is invariably smaller than the figure on **completers** given at the beginning of the school year.

Budget estimates should be prepared under the guidance of the faculty adviser. In preparing the budget, revenue to be obtained from advertisement should never be included, that is, the budget should be planned such that the revenue from the students alone will be sufficient to cover the cost of publishing the yearbook.

- (2) Price quotations should be obtained from various printers and photographic studios. The canvass of prices is especially important and should be done early enough in the school year, preferably by the middle of the first semester by which time the official printer and photographer should have been decided upon.

(3) A schedule of deadlines should be established, so that work is not deferred until the last few months of the school year. While it is usually preferable to include **promotional** exercises and activities in the yearbook (in which case the yearbook will have to come out after commencement) it is up to the yearbook staff to decide on the deadline for publication. In any case, the annual should be released for delivery not later than the end of June following the school year.

#### 5.3.2.4 Budgets and Finances

The finances of the annual shall be the primary responsibility of the faculty adviser.

The collection of the annual fee from the individual graduating students shall be done through the Office of the Treasurer, from suitable lists prepared by the Office of the Registrar. The Treasurer is responsible only for collection, and not for reminding graduating students about paying annual fees. It will be the responsibility of the faculty adviser and the yearbook staff to check with the Office of the Treasurer from time to time to find out which of the students in their respective sections is behind in the payment of their yearbook fees. It should also be noted that since the annual fees are not the official obligation of the students to the University and while the Office of the Treasurer will make every effort to encourage graduating students to pay their annual fees on time, no student shall be denied examination slips or access to grades solely on the ground that the student concerned has not yet paid the yearbook fee.

The ~~senior~~ **grade 10** class officers may, after conferring with their faculty advisers, determine the disposition of any surplus funds remaining after all expenses incurred have been settled, and this disposition may be decided before the close of the school year. However, yearbook funds may not revert to individuals in the form of cash payments, and where disposition is to be made piecemeal for any reason, such disbursement will be made by the Office of the Treasurer itself. Dispositions

involving turning over the entire funds or portions of it to a person or group of persons will not be allowed.

#### 5.3.2.5 Reports and Deadlines

The faculty adviser shall be responsible for the preparation of reports to be submitted to the Principal.

The reports shall include 1) the preliminary budget containing the estimate of revenues and expenses, which should be submitted not later than the end of the first semester, and 2) the final financial report containing the final actual data on income and expenditures, which should be submitted within thirty days after the annual, has been delivered by the printers. Sample forms of both are available from the Office of the Treasurer.

#### 5.3.2.6 Faculty Adviser

There shall be a faculty adviser to be appointed by the Principal. Such faculty adviser is usually one who teaches ~~senior~~ **grade 10** level classes.

The duties of the faculty adviser are as follows:

1. **Financial.** The adviser will see to it that the estimated expenses to be incurred in publishing the yearbook do not exceed the probable collections to be obtained from graduating students' yearbook fees. This is best done by estimating the probable revenue first (adjusting for some probable bad debts and cancellations), and then planning the number of pages in the yearbook accordingly. The adviser will also encourage and supervise the solicitation of advertisements.

2. **Editorial.** The adviser shall make sure that no distasteful texts or pictures are utilized in the yearbook, and that the grammar and style are of satisfactory level. In addition, the adviser shall remind the student staff about going after individual students for the purpose of submitting biographical data, having their pictures taken, paying their yearbook installment fees on time, and other such deadlines.
3. **Morale.** The adviser shall keep the student editors encouraged and active, so that there is no slackening of activities in the preparation of the yearbook.

The faculty adviser may call for periodic meetings of the yearbook staff, if necessary.

### 5.3.2.7 Student Coverage and Privileges

All eligible **completers** are automatically included in the yearbook, and no **completer** will be excused on the ground that the student is not interested in joining.

An eligible **completer** is one who can complete **promotional** requirements within the school year, including the summer term, assuming that satisfactory grades are received in all subjects.

Where two or more **completers** are brother/s and/or sister/s, each brother or sister will be allowed a 50 per cent reduction in the yearbook fee to be paid, and will be entitled to an annual apiece. The discount will not apply to brothers and sisters in different divisions.

Student advertising solicitors will be allowed a commission of 20 per cent of the gross price of each advertisement.

An eligible **completer** whose name and other pertinent data appears in the annual, but who has no picture through his own negligence, shall be charged the full yearbook fee; if he has already paid the fee, he will not be entitled to any reimbursement.



All other cases covering the liability of individual students towards the payment of the annual fee may be referred to the Principal for case-to-case study.

## **6. STUDENT RECORDS**

### **6.1 Academic Records**

The following aspects of academic student records are given below, with particular reference to the role of the Registrar's Office.

The Registrar's Office is essentially a part of the administrative staff of the University which is primarily responsible for keeping all academic records of students. It is the immediate contact of the DepEd.

#### **6.1.1 Transfer Credentials and Transcripts**

Upon submission and acceptance of the transfer credential, the school shall request in writing for the complete school records: Form 137 or Official Transcript of Records (OTR) of the student from the school last attended.

F-137/OTR, Transfer Credentials and Certification shall be issued only if the entrance documentation of the student into the University is complete, including transcript from the school where the student had studied prior to entering the University and with no outstanding obligation whatsoever. As a general rule, Form-137/OTR shall not be issued directly to student, but sent to the school where the student has enrolled. A student can submit a report card marked "Eligible for Transfer and Admission to <grade level>" if there are no academic or financial problems.

For security reasons, F-137/OTR shall always be issued with a notation "NOT VALID WITHOUT THE SEAL OF

THE UNIVERSITY AND THE ORIGINAL SIGNATURE OF THE REGISTRAR”.

Normally, transcript (Form 137) and transfer credential are ready for release within fourteen working days.

### **6.1.2 Registration**

The high school division is directly involved in the registration process, while the Registrar is involved only in the storage of the documents following enrolment.

### **6.1.3 Graduation**

The Registrar’s Office evaluates the subjects and units taken by the **grade 10** students of the **junior** high school division in preparation for the final list of candidates for **promotion** and subsequently the printing of diploma and transcript.

### **6.1.4 Clearances**

Before any student is given a certification of Good Moral Character in order to transfer to another school, it is necessary that releases or clearances be obtained from a number of offices, including the financial office and the library. The student can obtain an application form which will indicate the necessary releases.

### **6.1.5 Special Orders**

Applications for Special Orders are submitted to DepEd for processing at least sixty days before the end of the school year.

## **6.2 School Census**

Every year a statistical survey of the all high school students is undertaken by the Guidance and Testing Office, in order to establish the nature of the JRU student body, with respect to their

residence, the size of their families and JRU graduates who may be part of their families. In addition, Classroom Learning Experience Survey and Customer Satisfaction Survey are administered twice every school year to determine the students' satisfaction in the areas of teaching and learning program, the school's physical environment, and student services being offered by the university.

## **7. STUDENT ACCOUNTS AND FINANCES**

### **7.1 Tuition and Other School Fees**

The tuition fees for the school year are charged on the basis of curriculum year. Miscellaneous and other fees may be charged depending on the year level and subject enrolled. The details of tuition and miscellaneous fees are available at the Student Account Section of the Accounting Office.

A “prompt payment discount” of 10% of the tuition fee is given if full payment of all tuition fees and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the “prompt payment discount” is reduced to 7.5%.

Further information about prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Account Section at Room A-13.

Students who will pay tuition fees and miscellaneous fees after the prompt payment discount period but on or before the 11<sup>th</sup> day from the opening of classes can no longer avail the prompt payment discount and will be charge the full published rate.

Students who are not able to pay tuition and miscellaneous fees in full on or before 11<sup>th</sup> day from the opening

of classes shall automatically be considered as paying on “installment basis” and shall be charged the installment rates.

Students who pay on installment basis shall be charged an “Incomplete Down-payment fine” of Five Hundred (Php 500.00) if full payment is not made on or before 11<sup>th</sup> day from the opening of classes.

A “Non Payment Fine” equivalent to Two Hundred (Php 200.00) PESOS shall be charged to those students who fails to pay the minimum payment required on installment accounts as they become due.

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

A student is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

Please note that the pupil with delinquent accounts shall be subject to penalties. This includes students who do not settle financial obligations to the University on time and those who issue “bounced checks”.

## **7.2. Exception List**

During the school year, eight periodical exams and one final examination are scheduled. Parents/guardians of students must settle their accounts on or before the cut-off date, which is two (2) days before the first day of the scheduled date of examinations, otherwise, the pupil’s name will be included in the Exception List, and consequently, the child will not be allowed to take the examination. If the payment is done after the cut-off date, the parent or student must present a proof of payment to his/her class adviser to be allowed to take the examination.

### 7.3 Withdrawals and Refunds

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatsoever.

Further details regarding withdrawals and refunds are available at the Student Accounts Section of the Accounting Office.

## 8. STUDENT PERSONNEL SERVICES

### 8.1 Health Services

A medical and dental clinic forms part of the services made available to students of the University at all levels, and is located at Room C-18 at the ground floor of Building C. Qualified physicians/dentists/nurses staff the clinic, which is open from 7 AM up to 9 PM from Monday to Friday.

The clinic has a limited selection of medications available which can be used to cover a broad spectrum of medical conditions expected in the school setting.

A student who wishes to avail of the services of the Clinic may inform his adviser or classroom teacher who in turn will accompany him to the clinic. In all cases, the clinic staff will assess the student, institute appropriate treatment (which may include providing medication or cleaning/dressing a wound) and inform the adviser or the principal of the situation. The parent/guardian is subsequently notified of the consultation and the child's medical condition.

Students are not allowed to loiter or stay in the clinic if they do not need its services.

Currently enrolled students who wish to avail of the services of the Clinic can proceed to the said room. They should present to the Nurse on duty their current JRU ID and inform the nurse of their complaint. They will then be asked to fill up the JRU Student Health Record (JRU Form 461) which will subsequently be filed at the clinic.

## **8.2 Guidance and Testing Services**

Guidance and counseling services are available at the Guidance and Testing Office. Such services can involve the assessment of difficulties in students' studies, including the application of appropriate testing and measurement mechanisms, in order to assist the individual student in realizing his/her full potential. Guidance and counseling services can partake of either or both individual or group counseling.

Testing services refer primarily to group testing for school administration purposes, such as to provide benchmarks and indicators for determining the progress of pupils and the quality of instructional output. Such tests are provided by or are given under the supervision of the Guidance and Testing Office. However, certain tests of a mandatory national character, such as the National Achievement Test for fourth year high school student by the Department of Education is undertaken directly by the Principal in conjunction with DepEd.

## **8.3 Child Protection Policy**

The University shall take measures to protect the students from abuse, violence exploitation, discrimination, bullying or peer abuse and other related offenses.