



**JOSE RIZAL UNIVERSITY  
SENIOR HIGH SCHOOL DIVISION**

**STUDENT HANDBOOK  
JULY 2016**

*We care about good education.*

TABLE OF CONTENTS

FOREWORD ..... 5

OFFICE OF THE ADMINISTRATION ..... 6

SENIOR HIGH SCHOOL OFFICIALS ..... 8

HISTORY OF THE UNIVERSITY ..... 9

VISION OF THE UNIVERSITY ..... 9

MISSION OF THE UNIVERSITY ..... 9

QUALITY POLICY ..... 9

QUALITY OBJECTIVES ..... 10

JRU CORE VALUES ..... 10

JRU INSTITUTIONAL OUTCOME ..... 10

PROGRAM OUTCOMES OF THE SENIOR HIGH SCHOOL DIVISION ..... 10

STUDENT OUTCOMES OF THE SENIOR HIGH SCHOOL DIVISION ..... 10

    Academic Track ..... 10

    Tech/Voc Track ..... 11

    Sports Track ..... 11

    Arts and Design Track ..... 11

SCHOOL FACILITIES AND SOURCES OF INFORMATION ..... 12

1. STUDENT PROGRESS, AND RETENTION ..... 13

    1.1 Attendance, Absences and Tardiness ..... 13

        1.1.1 Attendance ..... 13

        1.1.2 Tardiness ..... 13

        1.1.3 Absences ..... 13

        1.1.4 Excuse Letter and Excuse Slip ..... 13

        1.1.5 School Days and Class Hours ..... 14

        1.1.6 Cancellation of Classes and Specific Procedures ..... 14

            1.1.6.1 Suspension of Classes ..... 14

            1.1.6.2 Specific Procedures ..... 14

    1.2 Grading, Promotion and Retention ..... 15

        1.2.1 System of Grading ..... 15

        1.2.2 Classification of Students ..... 15

    1.3 Graduation ..... 15

        1.3.1 Academic Requirements ..... 15

        1.3.2 Financial Requirements ..... 15

    1.4 Promotion and Retention ..... 16

    1.5 Summer Program ..... 16

2.	STUDENT CONDUCT AND DISCIPLINE.....	16
2.1	Requirements on Campus .....	16
2.1.1	Identification Card (ID).....	16
2.1.2	Dress Code and Uniforms.....	17
2.1.3	Textbooks .....	17
2.1.4	Personal Belongings .....	17
2.1.5	Library Behavior .....	17
2.1.6	Behavior on Campus and in the Classroom.....	18
2.2	Behavior Outside Campus.....	18
2.3	Student Discipline.....	18
2.3.1	Types of Offenses .....	18
2.3.1.1	Major Offenses .....	18
2.3.1.2	Minor Offenses.....	20
2.3.2	Forms of Disciplinary Action .....	20
2.3.2.1	Suspension .....	20
2.3.2.2	Exclusion .....	21
2.3.4.3	Expulsion .....	21
2.4	Damages.....	21
2.4.1	Liability of Students .....	21
2.4.2	Procedure for Payment .....	22
3.	STUDENT SCHOLARSHIPS.....	22
3.1	Entering Academic Scholarship .....	22
3.2	Entering Non-Academic Scholarships .....	22
3.3	Non-Academic Scholarships in Residence .....	23
3.4	JRU Alumni Association Scholarships .....	23
3.5	Other Scholarships.....	23
4.	STUDENT HONORS AND AWARDS.....	23
4.1	Honor Roll.....	23
4.2	Awards .....	23
4.2.1	Honors .....	23
4.2.2	Special Awards .....	23
5.	STUDENT CO-CURRICULAR ACTIVITIES.....	23
5.1	Required and Other School Activities .....	24
5.1.1	Athletics.....	24
5.1.2	Scouting.....	24
5.2	Student Organizations.....	24
5.2.1	Organization .....	25
5.2.2	Objectives .....	25
5.2.3	Membership .....	25
5.2.4	Election of Officers .....	25
5.2.5	Meetings .....	25

5.2.6	Finances.....	26
5.3	Student Publications .....	26
5.3.1	The Journal and The Blue and Gold.....	26
5.3.2	Budget .....	26
5.3.3	Policies on the School Organ.....	27
5.3.4	Policies on the Yearbook.....	27
6.	STUDENT RECORDS .....	28
6.1	Academic Records.....	28
6.1.1	Transfer Credentials and Transcripts .....	28
6.1.2	Registration.....	28
6.1.3	Graduation .....	29
6.1.4	Clearances.....	29
6.1.5	Special Orders.....	29
6.2	School Census .....	29
7.	STUDENT ACCOUNTS AND FINANCES.....	29
7.1	Tuition and Other School Fees .....	29
7.2	Exception List .....	30
7.3	Withdrawals and Refunds .....	30
8.	STUDENT PERSONNEL SERVICES.....	30
8.1	Health Services.....	30
8.2	Guidance ad Testing Services .....	31
8.3	Child Protection Policy .....	31

## 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 handbook shall outline the rights of the students and the different services available to them in the course of their stay in JRU.

Likewise, this handbook 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 handbook. 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 handbook 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

**Theodore U. Calaguas**  
Vice President, Financial Affairs

**Augusto K. Fabella**  
Vice President, Quality, Linkages, &  
Technology Enabled Learning

**Noel A. Dimasacat**  
Vice President, Information System

**Norma M. Montalvo**  
Vice President, Administrative Affairs

**Elenita G. Saba**  
University Registrar

**Raul Rafael M. Ramos**  
Dean, Graduate School Division

**Renante G. Fernandez**  
Director, Accounting Office

**Lilia R. Bautista**  
Dean, Law School Division

**Carolina A. Fernandez**  
Director, Budget & Payroll Office

**Leodigario M. David**  
Dean, College of Business  
Administration & Accountancy

**Edna C. Cruz**  
Director, Information  
Technology Office

**Henry G. Magat**  
Dean, College of Liberal Arts,  
Criminology & Education

**Marybell B. Materum**  
Director, Administrative &  
Human Resource

**Eleonor C. Tangkeko**  
Dean, College of Nursing & Health  
Sciences

**Bonifacio C. Talens**  
Director, Engineering &  
Maintenance Office

**Liza R. Reyes**  
Dean, College of Computer Studies &  
Engineering

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

**Ronald Dexter V. Antiporda**  
Dean, College of Hospitality & Tourism  
Management

**Efren Jose Y. Supan**  
Director, Athletics Office

**Romel C. Navarro**  
Principal, Junior High School Division  
& OIC, Senior High School Division

**Rubenita V. Alarcon**  
Assistant Director, Treasury Office

**Josephine B. Culala**  
Principal, Elementary School Division

**Maria Karenina S. Guillermo**  
Assistant Director, Office of the  
President

**Rosela D. Del Mundo**  
University Librarian

**Cezar C. Caballes**  
Assistant Director, Information  
Technology Office

**Barbara Wong-Fernandez**  
Research Director and Consultant for  
Curriculum Development

**Benjie A. Evangelio**  
Assistant University Registrar

**Mendelson P. Quiba**  
Director, Guidance & Testing Office

**Grace Marie B. Martin**  
Assistant Principal, High School  
Division

**Ana Belen S. Cuyugan**  
Director, Student Development Office &  
OIC, Community Development Office

**Noemi R. Bugarin**  
Assistant University Librarian

**Manuel A. Quiambao**  
Assistant Dean, Law School Division

**Joseph S. dela Cruz**  
Assistant Director, Engineering &  
Maintenance Office

**Rechilda B. Ibardolaza**  
Assistant Director, AHR Office

**SENIOR HIGH SCHOOL OFFICIALS**

**Romel C. Navarro**  
Officer in Charge

**Ana Belen S. Cuyugan**  
Director, Student Development Office

**Maria Theresa B. Bonus**  
Coordinator, Core and Applied Subjects

**Leila L. Roxas**  
Coordinator, Specialized Subjects



## **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 POLICY**

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, continuous improvement of its organization system, and develop competent

and professional teaching and non-teaching personnel, to ensure efficient 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 OUTCOME

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 SENIOR HIGH SCHOOL DIVISION

1. Exercise higher and multifaceted analytical and communication skills in diverse situations needed for higher learning
2. Apply analytical and critical thinking skills in solving complex questions, investigating global issues and developing creative solutions for challenges and real-world problems.
3. Apply mathematical and scientific knowledge and skills in solving and developing creative solutions to the challenges and problems facing our nation and our world
4. Effectively and responsibly exercise processes and skills in manipulating the emerging technologies using appropriate information significant to himself/herself and his/her community
5. Demonstrate love of God and commitment to practice the Rizalian Core Values and love of the Filipino nation in everyday living

### STUDENT OUTCOMES OF THE SENIOR HIGH SCHOOL DIVISION

#### Academic Track

1. Demonstrate full understanding of competencies defined for their preferred strand that will prepare them for their chosen college program specifically in Engineering, Business and Accountancy, Liberal Arts and Education and allied programs in Health and Medicine.

2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### **Tech/Voc Track**

1. Exhibit knowledge, skills and attitudes necessary in the workplace.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### **Sports Track**

1. Analyze sports-game situations and apply principles of appropriate sports management skills and behavior.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### **Arts and Design Track**

1. Demonstrate and practice both technical and conceptual approaches in the creation of effective visual communication.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

## 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, local 63).
<b>Engineering &amp; Maintenance Office</b>	For security and maintenance of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium (local 23)
<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, local 32).
<b>Library</b>	For books, newspaper, magazines and research and reading materials, use of audio-room and audio-visual equipment. (Ground floor of building H, local 15.)
<b>Senior High School Principal's Office</b>	For admission, study programs, academic matters, and communication to faculty and parents/guardians located at the 2 <sup>nd</sup> floor of Building C (Room C-28, local 57).
<b>Student Development Office</b>	For student affairs, lost and found items, excuse slips, discipline matters and student clubs. (Room C-17, local 20)
<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, local 24)
<b>President's Office</b>	Located at the 6 <sup>th</sup> floor of the Tower Building (Room T-61, local 14).
<b>Registrar's Office</b>	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15, local 27).
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-15, local 19)
<b>Treasurer's Office</b>	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-15, local 19)
<b>Vice President for Academic Affairs</b>	Located at the ground floor of the Tower Building (Room T-13, local 34)

**Vice President for Quality, Linkages, & Technology Enabled-Learning** Located at the 2<sup>nd</sup> floor of Building H (Room H-213, local 47)

**Vice President for Financial Affairs** Located at the ground floor of Building A (Room A-12, local 26)

**Vice President for Information System** Located at the 3<sup>rd</sup> floor of Building H (Room H-307, local 36)

## 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 which are considered as matters of discipline and factors affecting scholarship. All class activities organized by the school are treated as part of a regular class period.

#### 1.1.2 Tardiness

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

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.

The following are the disciplinary sanctions which shall be imposed on students:

Three (3) Tardiness	: Warning to Student
Fourth Tardiness	: Notification to Parent
Fifth Tardiness	: Two-day suspension

#### 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 four or more consecutive days/meetings, written excuse must be submitted to the Student Development Office 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 Student Development Office.

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

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

Day session classes are conducted from 7:30 in the morning to 6 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.

High School students are not allowed to go out of the campus from 7:30 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**

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.

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

Where classes are suspended on the day of a scheduled 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 Senior High School Division uses the percentile system of grading with 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.

<u>GRADING PERIODS (3)</u>	<u>EXAMINATIONS (3)</u>
Prelims	(1) July 20-22, 2016
Midterm	(2) September 1-3, 2016
Finals	(3) October 5-7, 2016

Grades will be computed as follows:

Prelims: Class Work (60%) & Major Examination (40%)

Midterm: Class Work (60%) & Major Examination (40%)

Finals: Class Work (60%) & Major Examination (40%)

**Final Grade** = Prelims x 25% + Midterm x 25% + Finals x 50%

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

Senior 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 Graduation

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

### 1.3.1 Academic Requirements

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

### 1.3.2 Financial Requirements

A candidate for graduation 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 term/grade 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 term/grade level.
- 1.4.3** As a general rule, a student who failed 5 or more subjects will not be allowed to enroll in the summer program; instead, he/she will enroll all the failed subjects in the next term/grade before he/she can take the regular load.

## **1.5. Summer Program**

- 1.5.1** Summer class program is held daily 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 receive 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-409).

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 from the Student Development Office and the payment of ID Replacement Fee at the cashier.

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



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

All senior high school students are required to wear the prescribed school uniform during class days.

For females, the prescribed uniform consists of a khaki 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, JRU blue skirt and closed black leather shoes.

For males, the prescribed uniform consists of the JRU dark blue polo shirt with the school logo embroidered on the left collar and a label tag on the right sleeve with the imprinted letters “JRU” and is paired with khaki pants, black socks and closed black leather 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 PEH classes are allowed to wear the PEH uniform the whole day.

The patterns, prescribed uniforms and cloth materials 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 Student Development 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.

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 Behavior 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. 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 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, any forms of hazing, threatening or inflicting physical injuries upon another within or outside 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, littering, spitting on the floors/windows;
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. Use of social networking tolls (like chats, blogs and the like) and emails for any illegal or immoral purpose against the school and its policies;
19. Habitual disregard of school policies and regulations Cutting classes/truancy or habitual tardiness;
20. Smoking;
21. Any form of bullying;
22. Membership in any organization not recognized/authorized by the institution;
23. Commission of a third minor offense;

### **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. Playing games in the quadrangle of main campus;
3. Climbing the trees and gathering fruits;
4. Not wearing student I.D. inside the campus and during official off-campus activities;
5. Wearing of earring/s, jewelry on pierced face/body parts, , make-up and sporting long hair and colored hair by the male students;
6. Wearing of multiple earrings, jewelry on pierced face/body parts, , nail polish, make-up and colored hair by female students;
7. Improper classroom attire. (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing);
8. Not wearing the prescribed uniform;
9. Improper use of school uniform and wearing colored undergarments;
10. Disruption of one's class or that of another;
11. Holding and/or using the cellphone while inside the classroom, laboratory, library and other places where learning activities are taking place;
12. Saying and shouting bad words, using foul language and cursing;
13. 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.;
14. Entering the school premises without approval;
15. Sitting on the tables, windowsills, stairs and railings;
16. Tardiness;
17. Loitering along the corridors;
18. Playing with electrical switches; and
19. 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) Disciplinary 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.

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

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 disciplinary suspension or other penalty to the student (e.g. extend a 5-day suspension or greater even if it is 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 in as much 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**

##### **A. La Pluma**

All incoming Grade 11 in the Senior High School Division who have been certified as belonging to the top ten (10) in academic ranking by their Junior High School Principals from any school including JRU with a minimum size of 100 students or more are automatically qualified to apply as "La Pluma" scholars for their initial two (2) terms in JRU for as long as they enroll in JRU in the school year immediately following their year of promotion from Junior High School.

B. Entrance Scholar Incoming Grade 11 students who obtained the top three highest scores in the JRU scholarship admission test.

##### **C. Entrance Scholar B**

Incoming Grade 11 students who obtained a score equivalent to above average in the JRU scholarship admission test.

##### **D. Academic Scholar A**

Students in all 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.

##### **E. Academic Scholar B**

Students in all year 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.

#### **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**

This scholarship is open to the incumbent editor-in-chief and managing editor of the official publication. A scholarship of this kind is determined by the faculty adviser of the publication and Director of Student Development Office, endorsed by the VP Academic Affairs and approved by the University President.

### **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 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 grading term 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 term in academic subjects.

#### **4.2.2 Special Awards**

Aside from academic awards for academic excellence, the Senior High School Division also gives special awards during recognition day.

## **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**

Physical Education and Health (PEH) is offered to 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 senior 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.

## **5.2 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. Senior High School students are invited to affiliate in College organizations that are aligned to their respective tracks and strands. The school believes that their exposure to college clubs and organizations will strengthen their interest on their college program. Participation of Senior High School students to College organizations activities and meetings shall be approved by the SHS Principal upon submission of appropriate invitation and after proper communication with parents have been done.

Registration and other similar fees that the SHS students may incur in relation to their participation to the said organizational activities shall be subject to the approval of the SHS Principal as well.

### **5.3. Student Publications**

**5.3.1** There shall be three major publications in the school where the Senior High School students can participate: The Journal, The Scroll and The Blue and Gold.

The following content shall be prohibited in any publication of the University:

**5.3.1.1** Any written or graphic material that is considered by the administration as obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers and devoid of any moral value.

**5.3.1.2** Those that tend to incite subversion, insurrection, rebellion or sedition against the state, or otherwise threaten the economic, and/or political stability of the state.

**5.3.1.3** Those which tend to undermine the faith and confidence of the people, their government and/or duly constituted authorities.

**5.3.1.4** Those, which glorify criminals or condone crimes.

**5.3.1.5** Those, which serve no other purpose but to satisfy the market for violence or pornography.

**5.3.1.6** Those, which tend to abet the traffic in use of prohibited drugs.

**5.3.1.7** 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.

**5.3.1.8** Any criticism of the government.

**5.3.1.9** Those which are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, staff, faculty and other personnel, whether living or dead.

**5.3.1.10** Topics with little or no relation with student activity

**5.3.1.11** Any work constitutes to plagiarism or which the editor in-chief and/or faculty adviser strongly feels may have been plagiarized, pirated or violate copyright privileges.

**5.3.2** The budget for printing shall be submitted for approval of the Vice President for Academic Affairs (VPAC).

### **5.3.3 Policies on the School Organ**

- 5.3.3.1** The Journal for college and the Scroll for Junior High School are magazines that are primarily intended for information and exchange of student ideas and views, for building up school spirit, and for assisting in molding of student minds in the proper direction.
- 5.3.3.2** Both publications are assigned with faculty advisers.
- 5.3.3.3** The faculty advisers shall conduct a competitive examination within 14 days after the opening of classes, to determine eligibility for the positions of Editor-in-Chief and Managing Editor.
- 5.3.3.4** 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.
- 5.3.3.5** A full scholarship and a half-scholarship valid for one year shall be made available to the editor-in-chief and the managing editor respectively.
- 5.3.3.6** Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.
- 5.3.3.7** The school organ shall be in a form of 9" x 12", and shall contain at most 28 pages.
- 5.3.3.8** 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.

### **5.3.4 Policies on the Yearbook**

- 5.3.4.1** The Senior High School graduating class, if so desired, shall publish a yearbook at the end of the school year, named "The Blue and Gold".
- 5.3.4.2** The yearbook shall be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers appointed by the Director of Student Development Office.
- 5.3.4.3** All contracts entered into and all obligations incurred in connection of the yearbook shall be in the name of the "The Blue and Gold".
- 5.3.4.4** The editorial board of graduating students shall be responsible for preparation of the yearbook.
- 5.3.4.5** The members of the editorial board shall be appointed by the Director of Student Development Office upon the recommendation of the yearbook faculty advisers.
- 5.3.4.6** The editors-in-chief and the managing editor shall constitute the senior members of the staff and as many associate editors as necessary may be appointed.
- 5.3.4.7** The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.
- 5.3.4.8** The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer and withdrawals from this

fund shall be based on receipts in connection with the expenditures of the yearbook and shall be allowed only with the consent of the yearbook faculty adviser with the approval of the Director of Student Development Office.

**5.3.4.9** The funds from the yearbook fee are the property of the senior class organizations concerned and may not be utilized for any other purpose. Use of unutilized funds shall be the sole discretion of the contributors.

**5.3.4.10** A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.

**5.3.4.11** The members of the yearbook committee shall be held accountable for the publication of the yearbook and they will be subject to clearance from the university.

## **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 (14) working days.

#### **6.1.2 Registration**

The senior 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 senior students of the senior high school division in preparation for the final list of candidates for graduation 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, miscellaneous and other fees for the semester will be charged depending on the strand/course and subject enrolled. The details of tuition and miscellaneous fees are available at the Student Account Section of the Accounting office.

Students may opt to pay the full tuition and miscellaneous fees after deducting the voucher value subsidize by DEPED on or before 11<sup>th</sup> day from the opening of classes.

Students who are not able to pay tuition and miscellaneous fees in full as describe above 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) PESOS 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 and miscellaneous fees or the first installment has been paid, in addition to the other requirements for enrolment.

Please note that the student 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, examinations 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 student’s name will be included in the Exception List, and consequently, the student 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 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.