



JOSE RIZAL UNIVERSITY  
ELEMENTARY SCHOOL DIVISION

PUPIL HANDBOOK  
JUNE 2019

*We care about good education*

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## FOREWORD

Pupils 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 Pupil Handbook shall outline the rights of the pupils 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 pupils' activities and behavior inside the campus and off-campus insofar it may directly affect the name of the University. Therefore, all pupils must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations contained herein does not excuse a pupil 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 copy this handbook was 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

**Augusto K. Fabella**

Vice President, Quality Linkages & Technology  
Enabled Learning

**Edna C. Cruz**

Vice President, Information Systems

**Redentor S. Mariano**

Dean, Graduate School Division

**Lilia R. Bautista**

Dean, Law School Division

**Leodigario M. David**

Dean, College of Business Administration &  
Accountancy

**Melfi M. Caranto**

Dean, College of Arts, Criminology & Education

**Tessie R. Da Jose**

Dean, College of Nursing & Health Sciences

**Liza R. Reyes**

Dean, College of Computer Studies & Engineering

**Ma. Eliza Margarita E. Magkasi**

Dean, College of Hospitality & Tourism Management

**Romel C. Navarro**

Principal, Senior High School Division

**Grace Marie B. Martin**

Principal, Junior High School Division

**Josephine B. Culala**

Principal, Elementary School Division

**Auxencia A. Limjap**

Director, Research Office

**Lorraine R. Parangue**

Director, Guidance & Testing Office

**Ana Belen S. Cuyugan**

Director, International Affairs Office  
OIC, Student Development Office/Community  
Development Office

**Manuel A. Quiambao**

Assistant Dean, Law School Division

**Theodore U. Calaguas**

Vice President, Financial Affairs

**Norma M. Montalvo**

Vice President, Administrative Affairs

**Elenita G. Saba**

University Registrar

**Renante G. Fernandez**

Director, Accounting Office

**Carol A. Fernandez**

Director, Budget & Payroll Office

**Rosela D. Del Mundo**

University Librarian

**Cezar C. Caballes**

Director, Information Technology Office

**Marybell B. Materum**

Director, Administrative & Human Resource Office

**Bonifacio C. Talens**

Director, Engineering & Maintenance Office

**Ivory Joy C. Malinao**

Director, Marketing & Communication Office

**Efren Jose Y. Supan**

Director, Athletics Office

**Rubenita V. Alarcon**

Assistant Director, Treasury Office

**Maria Karenina S. Guillermo**

Assistant Director, Office of the President

**Benjie A. Evangelio**

Assistant University Registrar

**Noemi R. Bugarin**

Assistant University Librarian

**Joseph S. Dela Cruz**

Assistant Director, Engineering & Maintenance Office

**Rechilda B. Ibardolaza**

Assistant Director, AHR Office

ELEMENTARY SCHOOL OFFICIALS

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

**Ma. Claire M. Guevara**  
Grade One, Level Chair

**Rosario M. Ronsairo**  
Grade Two, Level Chair

**Raul S. Garcia, Jr.**  
Grade Three, Level Chair

**Marilou A. Manginsay**  
Grade Four, Level Chair

**Jose B. Gano**  
Grade Five, Level Chair

**Roland C. Dalloran Jr.**  
Grade Six, Level 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.

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.

In its 100 years 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.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

## 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 organizational 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 ELEMENTARY SCHOOL

With quality elementary school education that exceeds the national standards and prepares every student for a successful high school life, the graduates of the JRU Elementary School Division are able to:

1. Demonstrate understanding and appreciation of key concepts and principles of core subjects as applied through the use of communication and critical thinking skills, practical strategies and appropriate technology.
2. Apply scientific inquiry skills to solve problems critically, innovate beneficial product, and engage in discussions of relevant issues that involve science, mathematics and environment.
3. Exhibit positive attitude towards work, able to take care of environment and has necessary skills to cope with global challenges.



4. Exercise pride as a Filipino citizen endowed with love of God and country and shows care and concerns for the country's natural resources.

### STUDENT OUTCOMES OF THE ELEMENTARY SCHOOL

1. Utilize strong foundation of communication and critical thinking skills.
2. Demonstrate comprehensive knowledge on mathematical skills and scientific concepts.
3. Practice desirable habits and attitudes, essential for democratic citizenship guided by Rizalian values.
4. Demonstrate love of God and of the Filipino nation in everyday living.

In addition, the Elementary School places particular emphasis upon developing both familiarity and facility with the English language as quickly as possible, and certain basic desirable virtues which appear to be most effectively provided by the school, rather than by the family or church.

### SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University  
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: elementary@jru.edu  
<http://www.jru.edu>

Administrative and Human Resource Office	For employees, continuing professional development. Located at the 2 <sup>nd</sup> floor of building A (Room A-21)
Athletics Office	For use of athletic equipment and facilities. Located at the 3 <sup>rd</sup> floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. Located at building H, phase 3, ground floor
Budget and Payroll Office	For budget clearance and payroll processing. Located at the ground floor of building A (Room A-12)
Cashier	For payment of accounts. Located at the ground floor of building A (Room A-16)
Computer Laboratories	For computer-assisted instruction and activities located at the 2 <sup>nd</sup> floor of building K Room K-210 and K-211
Engineering & Maintenance Office	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.

Elementary School Library	For books, newspapers, magazines and other reading materials. Located at building K (Room K-209)
Elementary School Principal's Office	For admission, study programs, academic matters, student affairs, counseling, excuse slips and communication to faculty and parents/guardians. Located at the ground floor of building K (Room K-108)
Guidance & Testing Office	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)
Home Economics Room	For hands-on activities related to cooking, home making and workshop. Located at the ground floor of building K (Room K-107).
Medical & Dental Clinic	For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110)
Prayer Room	Located at the ground floor of building C (Room C-14)
President's Office	Located at the 6 <sup>th</sup> floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-18)
Science Laboratories	For experiments, hands-on and other related activities for Science subjects. Located at the 3 <sup>rd</sup> floor of building K (Room K-309).
Student Accounts	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-15)
Treasurer's Office	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-13)
Vice President for Academic Affairs	Located at the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Located at the 2 <sup>nd</sup> floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located at the ground floor of Building A (Room A-12)
Vice President for Information Systems	Located at the 3 <sup>rd</sup> floor of Building H (Room H-307)
Vice President for Quality, Linkages, and Technology Enabled-Learning	Located at the 2 <sup>nd</sup> floor of Building H (Room H-213)

**1. ATTENDANCE**

Punctual and continuous attendance in all classes and all approved co-curricular and extra curricular activities and programs are required of all pupils.

**2. ABSENCES**

A pupil may be dropped or given a failing grade if he/she has incurred absences equivalent to twenty percent (20%) of the prescribed number of school days for the school year. However, the principal may at his/her discretion and in the individual case exempt a pupil who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the pupil concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated.

2.1 Excused and Unexcused Absences

Pupils shall be excused for not attending a school or school related activity if the school has been notified by the parent or guardian. In addition, excused absences of pupils during special holidays or activities relative to their religion shall be allowed provided permission of the faculty and the principal is sought.

Pupils shall not be excused for not attending a school or school related activity if there is no valid reason provided for the absence.

2.2 Excuse Letter and Excuse Slip

A pupil who has been absent shall be required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be.

Pupils shall be required to secure Excuse Slip (Appendix A) from the Office of the Principal after submitting their Excuse Letter and other pertinent document like medical certificate to be able to attend their classes again.

**3. SCHOOL DAYS AND CLASS HOURS**

Classes are held Mondays through Fridays, in accordance with the following schedules for the different curriculum grades:

Kindergarten	8:00 A.M. -11:00 A.M., and 12:00 NOON - 3:00 P.M.
Grades I and II	8:00 A.M. – 2:50 P.M.
Grades III	8:00 A.M. – 3:20 P.M.
Grades IV, V and VI	8:00 A.M. – 3:50 P.M.

#### 4. CANCELLATION OF CLASSES AND SPECIFIC PROCEDURES

##### 4.1 Suspension of Classes

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

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

Kindergarten classes are automatically suspended when typhoon signal no. 1 is raised by PAG-ASA.

Classes in the elementary school are automatically suspended when typhoon signal number 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.

##### 4.2 Specific Procedures

###### a. Dismissal

In cases where suspension of classes are announced when the pupils are already in the school attending classes, pupils will not be allowed to leave the campus immediately for the purposes of security and safety. Parents are therefore advised to pick up their children as soon as they hear the announcement. If it is not possible to fetch their children immediately, parents should inform the Office of the Principal as soon as possible for proper coordination.

Pupils without companion will only be allowed to leave the University at 12:00 o'clock noon. If pupils are not fetched at 12:00 noon, it is assumed that parents wish their children to go home by themselves.

Fetcher's Pass. At the beginning of classes, the Office of the Principal issues Fetcher's Pass that will allow the parent or guardian to fetch their children/wards whenever classes are suspended due to inclement weather or during unexpected circumstances that may require the pupils to leave the school prior to their dismissal time. It must be presented to the guard/receptionist for proper identification. The University reserves the right to revoke the Pass without prior notice if used inappropriately.

###### 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 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.

5. GRADING, PROMOTION AND RETENTION

5.1 System of Grading

The school year is divided into four quarterly grading periods, with nine monthly examinations. Each grading period covers the span between two monthly/quarterly examinations.

<u>GRADING PERIODS (4)</u>	<u>MONTHLY EXAMINATIONS (9)</u>
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 current quarter: (1) the first is the quarterly grade for pupil performance during the current quarter alone and; (2) and the second is the cumulative grade at the end of the current quarter, taking into consideration pupil performance in the preceding quarters.

The Elementary School Division uses the percentile system of grading, with 100 percent as the highest possible grade, and 60 percent as the lowest posted grade. The lowest passing grade is 75 percent.

Quarterly grade is obtained in accordance with the following components and relative weights: a weight of 40 percent is given for the monthly (15 percent) and quarterly (25 percent) examinations given during the quarter. The balance of 60% will be obtained from the class work which generally contains written works and performance/product tasks.

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

Descriptor and Grading Scale. The performance of pupils shall be described based on the following grading scale:

Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfaction	75-79	Passed
Did not Meet Expectations	Below 75	Failed

## 5.2 Promotion and Retention

Promotion and retention of pupils shall be by subject and a general final grade of 75% is required for promotion to the next grade level.

Pupils who did not meet expectations at the end of the quarter or grading period may be recommended to undergo remediation after class hours so that they can immediately catch up as they move to the next grading period.

Grades 4 to 6 pupils who failed in two (2) or more learning areas at the end of the school year despite the educational interventions given should undergo and pass the remedial or summer classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learners are retained in the same grade level.

## 6. PUPIL SCHOLARSHIPS

### 6.1 Academic Scholarships

To encourage deserving pupils, Academic Scholarships A are given to qualified incoming Grade 3 to Grade 6 old pupils of JRU Elementary School who finish their preceding academic year as number 1 in academic ranking, Academic Scholarship B are for those who finish their preceding academic year as number 2 or 3 in academic ranking. Applicants shall submit an accomplished scholarship application form to the Guidance and Testing Office along with one 2x2 ID picture.

## 7. PUPIL HONORS AND AWARDS

### 7.1 Honor Roll

A pupil who obtains a general average of 85% or above, with no quarterly grade lower than 80% in any subject is considered qualified for inclusion in the honors list.

### 7.2 Awards

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

Special Awards. Aside from academic excellence awards, the Elementary School Division also gives special awards such as:

1. Boy Scout of the Year
2. Junior Girl Scout of the Year
3. Leadership Awards
4. Cultural/Arts Awards
5. Sports Awards
6. Rizalian Values Awards

The awards are given during the annual Elementary School Recognition Day.

## 8. GRADUATION

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

### 8.1 Academic Requirements

A candidate for graduation must have faithfully and regularly attended classes, and acquired a reasonable proficiency in each subject.

### 8.2 Financial Requirements

A candidate for graduation must have settled all his/her financial obligations with the University not later than the end of the last term of the school year in which the pupil hopes to graduate.

### 8.3 Graduation Honors

#### 8.3.1 Kindergarten Promotion

A pupil to be qualified in the graduation honors should not obtain any final grade lower than 80% level of proficiency in any subject. The final general average of the pupils is the basis for determining their rank in the honors list where the first two are designated First Honors and Second Honors. The number of honor pupils to be awarded with graduation honors shall be 10% of the total number of the graduating class.

#### 8.3.2 Elementary School Graduation Honors

The specific Academic Excellence Award given to graduating pupils shall be based on the following requirements:

A pupil to be qualified in the graduation honors should not obtain any quarterly or final grade lower than 80% in any subject.

Academic Excellence Award With Highest Honors. This award is given to candidates who obtain a final grade of 98% and above.

Academic Excellence Award With High Honors. This award is given to candidates who obtain a final grade of 95% to 97%.

Academic Excellence Award With Honors. This award is given to candidates who obtain a final grade of 90% to 94%.

Transferees should be considered in the graduating honors provided they were enrolled not later than second week of classes of the current school year.

## 9. PUPIL CONDUCT AND DISCIPLINE

The completion of one's registration binds the pupil to agree and to abide by the University policies, rules and regulations; to meet the requirements as to attendance, diligence in study and personal conduct. The continuance of the pupil in the rolls, his/her graduation and the granting of any certificate are strictly subject to the disciplinary authority of the University.

### 9.1 Identification Card (ID)

Upon entry and while inside the campus, student ID is required to be worn by all currently enrolled pupils. 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 the approval of the Principal and the payment of ID Replacement Fee. Whether the ID is left at home or need to be replaced, the pupil must obtain a Temporary Student ID slip (Appendix B) from the Principal's Office to be able to attend classes.

Identification Card is issued by the Information Technology Office located at Building H (Room H-211).

### 9.2 Dress Code and Uniforms

All elementary school pupils are required to wear the prescribed school uniform during class days.

For girls, 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 boys, from kindergarten to Grade IV, 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", short khaki pants, white socks and black shoes. For grades V and VI, the uniform is the same except long pants instead of short pants.

Pupils who are scheduled to have their P.E. classes are allowed to wear the P.E. uniform the whole day.

The patterns, prescribed uniforms and cloth materials are available at the JRU Bookstore located in the main campus.

### 9.3 Textbooks

All pupils 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.



#### 9.4 About Personal Belongings

- a. Every pupil is advised to take care of his/her personal belongings such as books, bag, money, jewelry, etc. The school is not responsible for any loss that may occur within the campus.
- b. Pupils should report immediately the loss of anything to the Principal's Office.

#### 9.5 Library Behavior

- a. With the computerization of the Library system, only those with bar-coded IDs will be entitled to use the library facilities.
- b. Before the pupils leave the library, they should return the chairs properly and should see to it that no piece of paper is left behind.
- c. Pupils can only borrow books using their bar-coded ID. Any book, newspaper or reading material that they borrow must be under their proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.
- d. Every pupil 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.

#### 9.6 Types of Offenses

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

##### 9.6.1 Major Offenses

The following are considered major offenses:

1. The carrying of deadly weapons such as knives, daggers, ice-picks, knuckles, pellet guns, firearms and explosives within the University premises, in the athletic games/competitions, educational trips/stage plays and other official off-campus activities;
2. Possession and or drinking of liquor/alcoholic beverage within the University premises (including the 100 meter perimeter area); 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 (including the 100 meter perimeter area) or during official off-campus activities;
5. Vandalism or destruction of school property or property belonging to any student, employee, school officials or visitor while on campus, such as but not limited to

graffiti on walls, breaking of windows, destruction of chairs and tables, library books and telephones;

6. Any form of cheating;
7. Any form of extortion, blackmail or stealing/theft or an attempt thereof whether or not the purpose or objective is accomplished;
8. Any form of gambling/betting or an attempt thereof 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, receipts or documents of any kind;
12. Lending, borrowing, tampering with and/or creating fake certificates, IDs, gate/fetcher's pass, registration card, 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. Incurring excess absences;
21. Smoking, use or possession of tobacco products including but not limited to cigarettes, cigars, electronic cigarettes; and
22. Any form of bullying.

#### 9.6.2 Minor Offenses

The following are considered minor offenses:

1. The use of cellphone and other electronic gadgets for personal use while inside the classroom, laboratory, library and other places where learning activities are going on except when authorized by the faculty for instruction/learning purposes;
2. Improper classroom attire (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing);
3. Long/unkept hair (does not follow the prescribed haircut and hairstyle) by male students;
4. Colored Hair;

5. Wearing of nail polish and make-up;
6. Wearing of earrings by male students,
7. Wearing of more than one earring per ear;
8. Body piercing accessories on any part of the body except earlobes;
9. Visible tattoos;
10. Unauthorized use of University facilities and equipment;
11. Unexcused absences;
12. Littering;
13. Eating inside learning areas, auditorium, gymnasium, library and prayer room;
14. Playing ball games, badminton, sipa and other games in the quadrangle/corridors that may cause harm to people and property;
15. Spitting on floors, walls, mirrors and windows;
16. Climbing trees and gathering fruits;
17. Disruption of one's class or that of another;
18. Not wearing student I.D. and the prescribed uniform inside the campus and official off-campus activities;
19. Improper use of school uniform and wearing colored undergarments and undershirts;
20. Shouting, swearing/cussing and saying bad words;
21. Public display of affection such as but not limited to kissing, necking, nuzzling, hugging, cuddling, holding hands, putting one's arm over another's shoulder, sitting on the lap of another;
22. Entering the school premises without approval during special activities;
23. Sitting on the tables, windowsills, stairs and railings;
24. Sliding on handrails of stairs;
25. Tardiness;
26. Loitering along the corridors;
27. Playing with electrical switches, fire alarm systems; and
28. Playing cards or unauthorized bringing of toys of any kind inside the school premises.

## 9.7 Forms of Disciplinary Sanctions

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

### 9.7.1 Suspension

#### a. Preventive Suspension

A pupil 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 pupil may be suspended from attending class, the number of days of which shall be 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	1 day suspension
Third Offense	Forced Transfer	2 days suspension <i>(considered as a major offense)</i>

The University reserves the right to accelerate the punitive suspension or other penalty to the pupil (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.

Suspension may take the form of, but not limited to, community and academic work. As a general rule, a suspended pupil 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.

9.7.2 Exclusion or Forced Transfer

After due process has been observed, a pupil may be excluded from the honor 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 pupil from finishing the school year.

9.7.3 Expulsion

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

9.8 Liability of Pupils

There are two types of sanctions in case a pupil is found to have been directly responsible for damage to school property, or even the property of others while within the school premises, those of financial nature, and those of an academic nature. The financial compensation involves the payment by the erring pupil of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. The second concerns additional disciplinary measures, should it appear that the pupil's acts approximate that of vandalism, and may involve administrative sanctions as listed in Section 9.7 above.

A pupil may also be required to shoulder expenses for physical damage and/or injury of a

victim incurred as a result of a fistfight or any act of misbehavior. In any case, the amount of the fine is commensurate to the offense committed.

#### 9.8.1 Procedure for Payment

Once the cost of the damage has been established and the cost has been approved, the pupil (or more likely, his parents or guardian) will be required to settle the cost at the Student Account Office as soon as possible.

### 10. PUPIL CO-CURRICULAR ACTIVITIES

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

To supplement classroom work, actual field excursions and educational tours are undertaken by the pupils in all curriculum grade levels with parental consent and under the supervised direction of class advisers.

Literary and musical programs are held from time to time and maximum pupil participation is stressed. A separate day is reserved for elementary school activities during the annual University Week when the anniversary of the school is observed with appropriate ceremonies.

Pupils of the Roman Catholic faith may be prepared for the First Holy Communion, at the indication of the parents.

#### 10.1 Athletics and Scouting

Physical Education is required of all pupils but exemptions may be granted for physical incapacity as certified by the University physician.

The annual intramural league is an important component of the physical education. It is designed to encourage as many pupils as possible, from grade four to six, to participate in a competitive manner in several group sports.

JRU is active in scouting movement and is a regular member of both the Boy and Girl Scouts of the Philippines. Boys from grade one to three are encouraged to join the Kab Scouts; those from grade four to six, the Boy Scouts.

Girls from grade one to three are encouraged to join the Stars, and those from grade four to six, the Junior Girl Scouts. Likewise, the Kindergarten pupils are encouraged to join the Scouting Movement, Twinklers for the girls and Kid for the boys.

#### 10.2 Pupil Organizations

##### 10.2.1 Organization

The current duly recognized pupil organizations are related to different curricular

areas which provide the pupils with enriching learning experiences. Every approved pupil organization will be assigned at least two faculty advisers, whose presence will be required at all general meetings and activities involving the entire membership.

The Elementary School co-curricular organizations and activities include the following:

**Science and Math Clubs.** The groups are composed of selected pupils from the intermediate grades. They aim to develop and master skills that will enable pupils to cope with changes in their physical environment and to find relevance in what they can discover from their own experiences with things around them.

**English and Filipino Clubs.** Pupils are encouraged to develop their communication skills through these organizations. The training method includes group dynamics, discussions, etc. These clubs sponsor different contests such as declamation, spelling, essay writing, comprehension skills and Buwan ng Wika.

**Social Builders Club.** Good citizenship training starts in the elementary level. Through this organization, pupils become aware of the need for socialization. One must know himself and the world around him to be able to live meaningfully. The club sponsors the "Great Malay Challenge".

**Dance Troupe.** The pupils are encouraged to participate in dance troupes to develop in them ideas about rhythmic actions and wholesome recreational activities through dancing.

**Young Rizalians Artists Club.** Pupils with special talent in the field of arts like acting, drawing or painting are given opportunities to further enrich their special skills by exposing them to various training, activities and competitions in and outside the school. They are encouraged to join other club activities to create an integrated exercise of pupils' potentials.

**Intramural.** Pupils from grades IV, V, and VI are trained to attain physical growth and development through sports. Pupils are also encouraged to practice the spirits of sportsmanship in different paces of sports and to help them to become good athletes.

**Young Pupils' Catholic Action.** This is the elementary school chapter of Student Catholic Action. The activities include evangelization, spiritual formation, community building, social awareness and leadership training.

**ES Dream Teams.** The organization provide opportunities to further develop and challenge especially advanced, talented pupils outside the regular classroom and promote pupil's maximum participation in the local/divisional, regional and national competitions.

**ES Book Lovers Club.** Through this organization, the passion for reading among pupils will be promoted and participation in various library activities is likewise encouraged.

**Young Rizalians' Ukulele Ensemble.** Through this club, pupils are encouraged to play and sing with each other while enjoying the sound of the instrument and explore one's talent in music.

10.2.2 Objectives

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

10.2.3 Membership

Membership in any pupil organization must be limited to pupils currently enrolled at the University. Basically, academic organizations require members whose grade in the particular subject area is above 80% while non-academic organizations are open to pupils who are interested to join. Every organization must have at least 15 members initially.

10.2.4 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. No officer may be elected who does not possess good academic standing.

10.2.5 Meetings

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

**11. PUPIL PUBLICATIONS**

The elementary school body shall issue publications in accordance with the rules hereinafter indicated.

11.1 The Newsletter

The elementary school newsletter shall be named "Parent's Digest".

11.1.1 Basic Policies

The newsletter is primarily intended for parents' and pupils' information, exchange of pupils' ideas and views, for building up school spirit, and for assisting in the molding of pupil 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 newsletter, the following shall be prohibited:

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.
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.

3. Those which tend to undermine the faith and confidence of the people, their government and/or duly constituted authorities.
4. Those, which glorify criminal or condone crimes.
5. Those, which serve no other purpose but to satisfy the market for violence or pornography.
6. Those which tend to abet the traffic in and use of prohibited drugs.
7. Any material which may be considered as libelous or defamatory within the purview of the law in the country or which is not accordance with the established canons of good and responsible journalism.
8. Any criticism of government.
9. Those which are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, faculty and other personnel, whether living or dead.
10. Topics with little or no relation with pupil activity.
11. Any work which constitutes plagiarism or which the Editor-in-Chief and/or the Faculty Adviser strongly feels may have been plagiarized, pirated or violates copyright privileges.

#### 11.1.2 Pupil 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.

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.

#### 11.1.3 Faculty Adviser

The Principal shall appoint a faculty adviser for the newsletter. In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision after clarification with the editor concerned. The faculty adviser should bear in mind that good judgment and discretion have no substitutes.

### 11.2 The Yearbook

All eligible graduating pupils are automatically included in the yearbook. An eligible graduating pupil is one who can complete graduation requirements within the school year.

#### 11.2.1 Objectives and Policies

The graduating classes of the elementary school publish a yearbook every year entitled "**The Rizalite**". The yearbook is planned, prepared and published by the graduating pupils with the assistance of faculty advisers.



### 11.2.2 Staff Organization

There will be two yearbook faculty advisers who shall be appointed by the Principal. Such faculty advisers usually teach the graduating classes. In the preparation of the yearbook, the members of the editorial staff will be appointed by the Principal upon the recommendation of the advisers. The faculty advisers may call for periodic meetings of the yearbook staff, if necessary.

### 11.2.3 Budgets and Finances

The annual fee to be charged each graduating elementary pupil shall be determined by the Principal upon the recommendation of the faculty advisers. The collection of the yearbook fee from the individual graduating pupils shall be deposited with the University Treasurer.

## 12. PUPIL RECORDS

The Registrar's Office is essentially a part of the administrative staff of the University and primarily keeps all academic records of pupils. It is the immediate contact of the DepEd.

### 12.1. 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 pupil from the school last attended.

F-137/OTR, Transfer Credentials and Certification shall be issued only if the admission requirements of the pupil into the University are complete, including Form 137/OTR from the school where the pupil had studied prior to entering the University and no outstanding obligation whatsoever. As a general rule, Form-137/OTR shall not be issued directly to pupils, but sent to school where the pupil has enrolled, unless authorized in writing by the school requesting for the Form 137/OTR. An elementary pupil 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".

Preferably, request for Form 137/OTR and other transfer credentials are ready for release within thirty (30) days from receipt of the request.

### 12.2 Clearances

Before any pupil is given a credential document 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 pupil can obtain an application form which will indicate the necessary releases.

13. PUPIL ACCOUNTS AND FINANCES

13.1 Tuition and other School Fees

The tuition fee for the year for each pupil will depend upon the grade level. 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-15.

Pupils 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.

Pupils who are not able to pay tuition and miscellaneous fees in full on or before the 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.

Pupils 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 the 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 pupils 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 pupil 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 pupil is not considered enrolled unless the minimum down payment 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 pupil who do not settle financial obligations to the University on time and those who issue "bounced checks".

13.2 Exception List

During the school year, eight periodical exams and one final examination are scheduled. Parents/guardians of pupils 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 pupil must present a proof of payment to his/her class adviser to be allowed to take the examination.

### 13.3 Withdrawals and Refunds

#### **Refunds (Cash and Published rates)**

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30) but not more than forty five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason more than forty five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of subjects.

#### **Refunds (Installment Basis)**

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total installment tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30) but not more than forty five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total installment tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason more than forty five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total installment tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of subjects.

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

#### 14. PUPIL PERSONNEL SERVICES

##### 14.1 Health Services

A medical and dental clinic forms part of the services made available to pupils of the University, which is open from 7 AM up to 5 PM from Monday to Friday. Qualified physicians, dentist, and nurses staff the clinic.

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

A pupil who wishes to avail of the services of the Clinic may inform his/her adviser or classroom teacher who in turn will accompany him/her to the clinic, if necessary. In all cases, the clinic staff will assess the child, 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.

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

##### 14.2 Guidance and Testing Services

Guidance and testing are managed under the Guidance and Testing Office. Such services involve the assessment of pupils with difficulties in their studies and relating with their peers. Appropriate testing and measurement mechanisms are facilitated in order to assist the individual pupil in realizing his/her potential and capabilities. Guidance and counseling services are also conducted to pupil either individually or by group.

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 administered under the supervision of the Guidance and Testing Office. However, national tests or examinations mandated by Department of Education as the National Achievement Test, is undertaken by the School Principal in conjunction with DepEd.

14.3 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.

14.4 Data Privacy

The University is committed to protect the privacy rights of its pupils (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Pupils with their guardians are urged to read and understand the privacy notice posted in the University website (<http://jru.edu/privacy-notice-for-students>) which explains how the University collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.