



ELEMENTARY SCHOOL DIVISION

PUPIL HANDBOOK

AUGUST 2022

We care about good education

TABLE OF CONTENTS

FOREWORD	4
OFFICERS OF THE ADMINISTRATION	5
ELEMENTARY SCHOOL OFFICIALS	6
HISTORY OF THE UNIVERSITY	7
VISION OF THE UNIVERSITY	7
MISSION OF THE UNIVERSITY	8
QUALITY POLICY	8
QUALITY OBJECTIVES	8
JRU CORE VALUES	8
JRU INSTITUTIONAL OUTCOME	8
PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL	8
STUDENT OUTCOMES OF THE ELEMENTARY SCHOOL	9
SCHOOL FACILITIES AND SOURCES OF INFORMATION	9
1. STUDENT PROGRESS AND RETENTION	11
1.1 Attendance, Absences and Tardiness	11
1.1.1 Attendance	11
1.1.2 Tardiness	11
1.1.3 Absences	11
1.1.4 Excuse Letter and Excuse Slip	11
1.1.5 School Days and Class Hours	11
1.1.6 Cancellation of Classes and Specific Procedures	12
1.1.6.1 Suspension of Classes	12
1.1.6.2 Specific Procedures	12
1.2 Grading, Promotion, and Retention	13
1.2.1 System of Grading	13
1.2.2 Promotion and Retention	14
1.3 Graduation	14
1.3.1 Academic Requirements	14
1.3.2 Financial Requirements	14
1.3.3 School Record Requirements	15
1.3.4 Graduation Honors	15
1.3.4.1 Kindergarten Promotion	15
1.3.4.2 Elementary School Graduation Honors	15
2. PUPIL HONORS AND AWARDS	15
2.1 Honor Roll	15
2.2 Awards	16
2.2.1 Honors	16
2.2.2 Special Awards	16
3. PUPIL SCHOLARSHIPS	16
3.1 Academic Scholarships	16
3.2 Academic Scholarships A and B	16
4. PUPIL CONDUCT AND DISCIPLINE	16
4.1 Requirements on Campus	16
4.1.1 Identification Card (ID)	17
4.1.2 Dress Code and Uniforms	17
4.1.3 Textbooks	17
4.1.4 About Personal Belongings	17
4.1.5 Library Behavior	18

4.1.6 On Campus and in Classroom	18
4.1.7 Virtual Learning Code of Conduct	18
4.1.7.1 University Portal Internet Usage Policy	19
4.1.7.2 Bullying and Harassment Policy	19
4.1.7.3 Academic Integrity Policy	19
4.1.7.4 The practice of Rizalian Core Values	19
4.1.7.5 Consequences of Misconduct	21
4.1.7.6 Parents and Teachers' Mutual Responsibilities	21
4.2. Behavior Outside Campus	22
4.3. Pupil Discipline	22
4.3.1 Types of Offenses	22
4.3.1.1 Major Offenses	22
4.3.1.2 Minor Offenses	23
4.3.2 Forms of Disciplinary Sanctions	24
4.3.2.1 Suspension	25
4.3.2.2 Exclusion or Forced Transfer	25
4.3.2.3 Expulsion	25
4.4 Damages	25
4.4.1. Liability of Pupils	26
4.4.2. Procedure for Payment	26
5. PUPIL CO-CURRICULAR ACTIVITIES	26
5.1 School Activities	26
5.1.1 Athletics	26
5.1.2 Scouting	27
5.2 Pupil Organizations	27
5.2.1 Organization	27
5.2.2 Objectives	28
5.2.3 Membership	28
5.2.4 Election of Officers	28
5.2.5 Meetings	28
5.3 Pupil Publications	28
5.3.1 The Newsletter	28
5.3.1.1 Basic Policies	29
5.3.1.2 Pupil Staff	29
5.3.1.3 Faculty Adviser	29
5.3.2 The Yearbook	30
5.3.2.1 Objectives and Policies	30
5.3.2.2 Staff Organization	30
5.3.2.3 Budgets and Finances	30
5.3.2.4 Faculty Adviser	30
6. PUPIL RECORDS	30
6.1 Academic Records	30
6.1.1 Transfer Credentials	30
6.1.2 Registration	31
6.1.3 Promotion and Graduation	31
6.1.4 Clearances	31
6.2 Data Privacy	31
7. PUPIL ACCOUNTS AND FINANCES	32
7.1 Tuition and Other School Fees	32
7.2 Exception List	32

7.3 Withdrawal and Refunds	33
8. PUPIL PERSONNEL SERVICES	34
8.1 Health Services	34
8.2 Guidance and Testing Services	34
8.2.1 Child Protection Policy	34
	34

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 during their stay in JRU.

Likewise, this handbook shall serve as a guide in the pupils' activities, and behavior inside and off-campus 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 herein does not excuse a pupil from incurring the stipulated sanctions. This handbook also aims to provide proper guidance and information to Basic Education Students on how to go about the flexible learning process in JRU for the coming 2022-2023, different from a regular school year.

While every effort has been made to ensure the accuracy, consistency, and completeness of material available at the time 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/
Dean, Graduate School Division*

AUGUSTO K. FABELLA

*Vice President – Quality, Linkages, &
Technology-Enabled Learning*

EDNA C. CRUZ

Vice President - Information Systems

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

LIZA R. REYES

Dean, Computer Studies & Engineering

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

MARGIE U. ALCAIDE

Dean, Education, Arts, and Sciences

KATHLEEN G. APILADO

Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

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, Student Development Office/
OIC, Community Development Office*

BILLY JAY B. ANGELES

*Director, Institute of Technology-Based
Learning*

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

EFREN JOSE Y. SUPAN

Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

CEZAR C. CABALLES

Director, Information Technology Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ROSELA D. DEL MUNDO

University Librarian

MANUEL A. QUIAMBAO

Assistant Dean, Law School Division

MARIA KARENINA S. GUILLERMO

Assistant Director, Office of the President

BENJIE A. EVANGELIO

Assistant University Registrar

JOSEPH S. DELA CRUZ

*Assistant Director, Engineering & Maintenance
Office*

REA S. ALBUNA

Assistant Director, Treasury Office

ELEMENTARY SCHOOL OFFICIALS

Josephine B. Culala
Principal

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 a four-year bachelor's degree in Commerce as well as high school. It had 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 despite 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, the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, the Private Education Retirement Annuity Association (PERAA) in 1974, and the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its more than 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 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 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 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 disciplinal area completed such that he/she is a useful and responsible citizen of the country.

PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL DIVISION

With quality elementary school education that exceeds the national standards and prepares every student for 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 products, and engage in discussions of relevant issues that involve science, mathematics, and the environment.
3. Exhibit a positive attitude towards work, able to take care of the environment, and has the necessary skills to cope with global challenges.
4. Exercise pride as a Filipino citizen endowed with the love of God and country and shows care and concern 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 of mathematical skills and scientific concepts.
3. Practice desirable habits and attitudes essential for democratic citizenship guided by Rizalian values.
4. Demonstrate the love of God and 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.: 8531-80-31 to 35
Private Exchange Connecting to All Departments.
(The switchboard is open from 7:00 A.M. to 9:00 P.M.,

Fax No.: 8531-60-87
E-mail: support@jru.edu
Website:www.jru.edu

Administrative and Human Resource Office	For employees, continuing professional development. Located on the 2 nd floor of Building A (Room A-21)
Athletics Office	For the use of athletic equipment and facilities. Located on the 3 rd floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. It is located at Building H, phase 3, ground floor.
Budget and Payroll Office	For budget clearance and payroll processing. Located on the ground floor of Building A (Room A-12)
Cashier	For payment of accounts. Located on the ground floor of Building A (Room A-16)
Computer Laboratories	For computer-assisted instruction and activities located on the 2 nd floor of Building K (Room K-210 and K-211)
Engineering & Maintenance Office	For security location of buildings and offices within the campus. It is located on 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 on 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 on the 2 nd floor of Building H (Room H-212)
Home Economics Room	For hands-on activities related to cooking, homemaking, and workshop, located on the ground floor of Building K (Room K-107).
Institute of Technology-Based Learning	For blended learning courses (Canvas). Located at the 2nd floor Building H (Room H-202)
Medical & Dental Clinic	For first aid medical and dental services and benefits. Located on the ground floor of Building K (Room K-110)
Prayer Room	Located on the ground floor of Building C (Room C-14)
President's Office	Located on the 6 th floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, and 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. It is located on the 3rd floor of Building K (Room K-309).
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-15)
Treasurer's Office	For tuition adjustments and refunds. Located on the ground floor of Building A (Room A-13)
Vice President for Academic Affairs	Located on the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Located on the 2 nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located on the ground floor of Building A (Room A-12)
Vice President for Information Systems	Located on the 3 rd floor of Building H (Room H-307)
Vice President for Quality, Linkages, and Technology Enabled-Learning	Located on the 2 nd floor of Building H (Room H-213)

1. STUDENT PROGRESS AND RETENTION

1.1 Attendance, Absences and tardiness

1.1.1 Attendance

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

1.1.2 Tardiness

Pupils who incur three (3) tardiness will be allowed to enter the classroom only with an Excuse Slip from the Elementary School Office.

1.1.3 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.

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 the 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.

1.1.4 Excuse Letter and Excuse Slip

An absent pupil 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 documents like the medical certificate to be able to attend their classes again.

1.1.5 School Days and Class Hours

On face-to-face and online classes, sessions are conducted from 8:00 a.m. to 2:40 p.m. on regular school days, with appropriate study/snack and lunch breaks. It follows the prescribed class schedule per subject area, posted in the student's module in Canvas. Note, however, that the current class schedule is subject to change.

Pupils are not allowed to go out of the campus prior to their dismissal time

1.1.6 Cancellation of Classes and Specific Procedures

1.1.6.1 Suspension of Classes

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

a. Automatic Suspension of Classes

In-person and online classes in all grade levels are automatically canceled when Tropical Cyclone Wind Signals (TCWS) 1, 2,3,4, or 5 is raised by PAG-ASA. (DO 37, s. 2022)

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 tides, transport strikes, and other circumstances. After clearing with the President of the University, the suspension of classes will be announced.

Online Classes During Inclement Weather Conditions.For those attending online class sessions, completing online tasksshall continue during inclement weather conditions. In cases where connectivity isaffected due to bad weather conditions, students and subject teachers may agree to re-schedule their online or synchronous session until connectivity is restored.

Self-directed learning. In the event of canceled or suspended classes, pupils areencouraged, whenever possible, to continue with self-directed learning by utilizing theschool's Learning Management System (LMS), particularly Canvas, and theirtextbooks and other available learning materials or references.

1.1.6.2 Specific Procedures

a. Dismissal

In cases where suspension of classes is announced when the pupils are already in the school attending classes, pupils will not be allowed to leave the campus immediately for 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 a 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 before 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 resume.

c. Make-up Classes

Make-up classes shall be deemed necessary whenever classes are suspended/canceled at least three times between monthly exams and if the class days that are affected fall on Tuesdays, Wednesdays, and/or Thursdays.

If the suspension/cancellation of classes falls on a Monday and/or a Friday, there shall be no need to conduct make-up classes regardless of the number of times they are suspended.

The coverage of the make-up classes will only be the subject/s that are affected by the suspension/cancellation of classes.

A total of three days of suspension/cancellation of classes equals One (1) period of make-up per subject that is affected.

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

<u>GRADING PERIODS (4)</u>	<u>MONTHLY EXAMINATIONS (9)</u>
First-quarter	(1) September monthly (2) October quarterly
Second-quarter	(3) November monthly (4) December quarterly
Third-quarter	(5) January monthly (6) February quarterly
Fourth-quarter	(7) March monthly (8) April monthly (9) May Finals

There are two (2) 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.

The 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 classwork, 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

1.2.2 Promotion and Retention

Promotion and retention of pupils shall be by subject, and a 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 to 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 marks to be promoted to the next grade level. Otherwise, the learners are retained in the same grade level.

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 faithfully and regularly attended classes and acquired a reasonable proficiency in each subject. A general final grade of 75% or above is required for graduation.

1.3.2 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.

1.3.3 School Record Requirements

A candidate for graduation must have submitted all his/her school records and other pertinent documents to the Registrar's Office.

1.3.4 Graduation Honors

1.3.4.1 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.

1.3.4.2 Elementary School Graduation Honors

The specific Academic Excellence Award is 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 the second week of classes of the current school year.

2. PUPIL HONORS AND AWARDS

2.1 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.

2.2 Awards

2.2.1 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, Science., MAPEH, and HLED.

2.2.2 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.

3. PUPILSCHOLARSHIPS

3.1 Academic Scholarships

Academic Scholarships are made available to encourage deserving students to enroll and finish their studies at JRU. As a general statement, the University reserves the right to review, discontinue, and adjust scholarship parameters at any time as it deems required for all scholarships and financial assistance mentioned below.

3.2 Academic Scholarship A and B

This academic scholarship is available for incoming grade 3 to 6 pupils who finish their preceding academic year as number 1 (Academic Scholarship A), and number 2 and 3 (Academic Scholarship B) in academic ranking in JRU.

For additional inquiries on other scholarships, please contact the Guidance and Testing Office (GTO) at 8531-8031 local 32 or email support@jru.edu. You may also visit the office on the 2nd floor of Building H, Room 212.

4. PUPIL CONDUCT AND DISCIPLINE

4.1 Requirements on Campus

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.

4.1.1 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 the ID Replacement Fee. Whether the ID is left at home or needs 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.

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

4.1.2 Dress Code and Uniforms

All elementary school pupils must 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 a 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 "JR" short khaki pants, white socks, and black shoes. The uniform is the same for grades V and VI except for long pants instead of short pants.

Pupils 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 on the main campus.

4.1.3 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.

4.1.4 Personal Belongings

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

4.1.5 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 see that no piece of paper is left behind.
- c. Pupils can only borrow books using their bar-coded IDs. 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 a warning, fine, or suspension of his/her library privileges.

4.1.6 On-Campus and in the Classroom

- a. Always observe safety and health standards like wearing of face mask, temperature check upon entry, frequent handwashing, use of disinfectants like alcohol or hand sanitizer, and physical distancing protocols.
- b. All pupils should be in their respective classrooms as soon as the bell rings.
- c. Students should stand and greet whenever school officials, supervisors, or teachers enter the classroom. Pupils are enjoined to pick up scattered pieces of paper on the floor and other rubbish upon entering, before leaving the classroom, and while walking along the corridors or staircases.
- d. The right-hand rule must be strictly observed in entering buildings, ascending and descending the stairways, going from one room to another, and walking along the corridors.
- e. Pupils must wear their hair neatly. No faddish hairstyle is allowed, such as distracting or ostentatious haircut or hair color. Putting on make-up and colored nail polish is strictly prohibited. Jewelry and other fashion accessories must not be overbearing and should be worn simply.

4.1.7 Virtual Learning Code Of Conduct

The University is implementing a Hyflex/Hybrid teaching and learning delivery model where teachers and students will experience a face-to-face classroom and blended online teaching and learning set-up supported by video conferencing equipment and technology (Canvas, Zoom, and digital learning tools). This way, pupils who prefer to learn and attend class online may still experience simultaneous learning interactions with their teachers and classmates who are attending the same class sessions in school.

In this context, the University shall impose rules for the pupil's virtual learning code of conduct and discipline both within and outside the campus and within the virtual coverage of the pupil enrolled in the University, utilizing the University's online resources. All pupils receiving digital curriculum and direct instruction online are subject to any applicable policies in this Pupil Virtual Learning Code of Conduct and Discipline. As a virtual learning pupil, there are additional rules and expectations of online etiquette and remote learning. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner.

4.1.7.1 University Portal Internet Usage Policy

All Internet data using the university portal that is composed, transmitted, or received via our computer communications systems are considered to be part of the official records and, as such, are subject to disclosure to the parents, administration, or other third parties. Consequently, the University expects both pupils and parents to abide by the school's Internet usage policy: Data that are composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person.

Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action.

4.1.7.2 Bullying and Harassment Policy

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty, and/or staff, and any third parties directly or indirectly. The University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose.

Bullying and Harassment will not be tolerated and shall cause disciplinary action. Any action by a learner or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

4.1.7.3 Academic Integrity Policy

“Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at Jose Rizal University or by a teacher to fulfill any and all academic requirements. There are two kinds of academic integrity violations. One is “plagiarism,” and the other is “cheating.”

4.1.7.4 The practice of Rizalian Core Values

Guided by the Rizalian core values, every Rizalian is expected to demonstrate proper behavior while conducting online classes whenever and wherever they are. Refusing to act appropriately will be dealt with accordingly.

a. Being Responsible

- Be Participative- *Attendance* is participation-based. Punctual and continuous attendance in all classes, including online sessions, is required of all pupils, which is considered a matter of discipline and factors affecting scholarship. All class activities, whether face-to-face or online, organized by the school, are treated as part of a regular class period.

Flexibility shall apply to consider students' internet connection for as long as the learner can join within the time of the online meeting set by the subject teacher. Daily class attendance is taken for all pupils. Whenever pupils are habitually tardy or absent, they may be subjected to school discipline.

- Be safe. Never give sensitive personal information online, like a user ID or password. Always log out. Pupils must use their official University e-mail when communicating with teachers and offices.
- Be smart. Check the spelling and grammar before sending the message or work. Reply and participate.
- Be obedient. Follow the rules of the specific Virtual Learning Classroom. Proper behavior during online/synchronous sessions shall be observed at all times. Respect and courtesy must be accorded to the person talking/presenting online by staying muted during the entire session. One may click the raise hand button, or type on the chatbox section if one wishes to speak or bring up a discussion.
- Be decent. Dress properly for class. Avoid revealing clothes (Sando or spaghetti strapped blouses) and wearing clothes with inappropriate sayings. If a pupil opts to disable his/her camera during virtual sessions, his/her JRU ID Photo must be used only.
- Be accountable. Participation in Cyberbullying and/or Harassment is strictly prohibited.
- Be efficient. Use one's time, energy, and resources wisely. Avoid doing and submitting assignments until the last day. To better manage one's time, use the subject outline and the calendar as a guide. This will also help to develop self-discipline. For synchronous classes, absences will be observed, so video or zoom meetings must be saved on one's device calendar.

b. Being Courteous and Considerate

- Be polite. Always observe and follow Netiquettes when engaging in online activities. Use an appropriate salutation and the person's name to personalize the message. Clarify one's questions with the teachers and work well with classmates/group mates when completing a task.
- Be appropriate. Never send insults, use foul or inappropriate language, or respond to these types of e-mails or messages. Never send or post discriminatory, harassing, or threatening messages or images that defame or slander other individuals (MAO). Never view or exchange obscene materials. Avoid participation, forward SPAM, chain letters, or other unsolicited advertising or messages, or send anonymous e-mail messages.
- Be courteous. Never disturb the virtual learning sessions. Refrain from unmuting when the teacher has placed one on mute. If having a meeting via zoom, be on the zoom meeting at least 5 minutes before the time.

c. Being Honest or With Integrity

- Be legal. Obey copyright laws, and don't use others' content or images without permission. To avoid plagiarism, always use in-text citations when submitting articles, reports, etc., which came from the internet. Using Canvas for political and

religious activities or any sort of gambling is prohibited. Likewise, unauthorized recording of any class session and transmitting it and unauthorized recording of teachers and/or classmates are not allowed.

- Be self-reliant. Must not give or receive unauthorized assistance on/during summative assessments. Do not hesitate to communicate with the respective subject teachers about any class issues. If one is having technical difficulties with/a slow internet connection, one must inform the teacher so he/she can communicate with the learner via e-mail.
- Be authentic. Copying, knowingly allowing others to copy from a learner, and/or misusing Internet content will result in disciplinary action: downloading software and electronic files without permission.
- Just be honest. A Rizalian does not steal, use, or disclose someone else's code or password without authorization.

4.1.7.5 Consequences of Misconduct

a. Disciplinary Action

Violations of the Virtual Learning Code of Conduct will initiate the following procedure:

- Upon the violation, the teacher will complete and submit the Incident Report Form. This is to be submitted to the Elementary School Office.
- The teacher will notify the student and parents that the student has violated the code.
- Based on the investigation report, the Grade Level Coordinator will determine and recommend what, if any, disciplinary action will be imposed. A violation will result in disciplinary action and may result in the student’s removal from the Virtual Learning program.

b. Disciplinary Sanctions

The following are the disciplinary sanctions that shall be imposed, without prejudice to others as warranted by the circumstances of violations:

In cases of offenses:	Major Offense:	Minor Offense:
First Offense	2-day suspension Online platform is blocked.	Warning
Second Offense	7-day suspension Online platform is blocked	Written Notice 1- day suspension Online platform is blocked.
Third Offense	Suspension, non-readmission, Exclusion	2-day suspension and will be considered a Major offense

4.1.7.6 Parents and Teachers' Mutual Responsibilities

Teachers will keep the parent/guardian informed of the pupils’ progress and initiate contact and consultation if they fall behind in their activities or work. As a parent/guardian of a virtual school learner, it is very important to understand the

responsibilities associated with that role. With the many distractions pupils have today, it can be difficult for some learners to set aside time to work on their subjects when not in school. Parents/Guardians are expected to co-supervise and co-monitor their children's progress throughout the duration of their studies. Furthermore, parents may contact their child's teacher directly if they have concerns or questions regarding their children's progress.

Most importantly, the school, the teachers, the parents, and the guardians, are partners in:

- encouraging learners to manage their time in an effective way.
- supervising and monitoring the children's progress throughout the duration of their studies.
- guiding, clarifying, and helping them to answer their questions about the subjects and activities they may have.
- supporting academic integrity.

4.2 Behavior Outside Campus

Pupils, 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.

4.3 Pupil Discipline

4.3.1 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 that are expected of them, whether on or off campus.

4.3.1.1 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 the peace, or serious disturbance not necessarily connected with any academic function;
10. Unauthorized solicitation;
11. Forging, falsifying, and or tampering with official records, receipts, or documents of any kind;
12. Lending, borrowing, tampering with, and/or creating fake certificates, IDs, gate/fetcher's pass, registration cards, 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* tobaccoproducts,includingbut not limitedtocigarettes, cigars, electroniccigarettes; and
22. Any form of bullying.

4.3.1.2 Minor Offenses

The following are considered minor offenses:

1. The use of cellphones 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 shorts, caps, slippers, spaghetti straps, cross-dressing);

3. Long/unkempt hair (does not follow the prescribed haircut and hairstyle)by male students;
4. Colored Hair;
5. Wearing nail polish and make-up;
6. Wearing earrings by, male students,
7. Wearing 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 during 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.

4.3.2 Forms of Disciplinary Sanctions

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

4.3.2.1 Suspension

a. Preventive Suspension

A pupil may be immediately placed under preventive suspension during the investigation period 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 the 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 another penalty to the pupil (e.g., extend a five-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 is 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 taking them, and will not be given special examinations to make up for them later.

4.3.2.2 Exclusion or Forced Transfer

After the 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.

4.3.2.3 Expulsion

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

4.4. Damages

4.4.1 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. 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.

4.4.2 Procedure for Payment

Once 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.

5. PUPIL CO-CURRICULAR ACTIVITIES

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

To supplement classroom work, the pupils undertake field excursions and educational tours 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 particular day is reserved for elementary school activities during the annual University Week when the school anniversary 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.

5.1 School Activities

5.1.1 Athletics

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 physical education. It is designed to encourage as many pupils as possible, from grades four to six, to participate competitively in several group sports.

5.1.2 Scouting

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

Girls from grades one to three are encouraged to join the Stars and those from grades 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.

5.2 **Pupil Organizations**

5.2.1 Organization

The current duly recognized pupil organizations are related to different curricular areas that 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 find relevance in what they can discover from their 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 contests such as declamation, spelling, essay writing, comprehension skills, and Buwan ng Wika.

Social Builders Club. Good citizenship training starts at 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 ideas about rhythmic actions and wholesome recreational activities through dancing.

Young Rizalians Artists Club. Pupils with a 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' potential.

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 spirit of sportsmanship in different paces of sports to help them 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 provides opportunities to further develop and challenge especially advanced, talented pupils outside the regular classroom and promote pupils' 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.

5.2.2 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 relationships on the school campus.

5.2.3 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.

5.2.4 Election of Officers

The election of officers should take place within 60 days after the beginning of classes for the school year with the supervision of the faculty advisers. No officer may be elected who does not possess good academic standing.

5.2.5 Meetings

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

5.3 Pupil Publications

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

5.3.1 The Newsletter

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

5.3.1.1 Basic Policies

The newsletter is primarily intended for parents' and pupils' information, the exchange of pupils' ideas and views, building up school spirit, and assisting in molding pupils' 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 the administration considers obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers, and devoid of 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 who 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 who tend to abet the traffic in and use of prohibited drugs.
7. Any material which may be considered libelous or defamatory within the purview of the law in the country or which is not in accordance with the established canons of good and responsible journalism.
8. Any criticism of the government.
9. Those who 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 to pupil activity.
11. Any work that constitutes plagiarism or that the Editor-in-Chief and/or the Faculty Adviser feels may have been plagiarized, pirated, or violates copyright privileges.

5.3.1.2 Pupil Staff

Within 14 days after the opening of regular classes, the faculty adviser shall hold a competitive examination to determine eligibility for the position 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.

5.3.1.3 Faculty Adviser

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

5.3.2 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.

5.3.2.1 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.

5.3.2.2 Staff Organization

There will be two yearbook faculty advisers whom the Principal shall appoint. 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.

5.3.2.3 Budgets and Finances

The annual fee to be charged to 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.

5.3.2.4 Faculty Adviser

The faculty adviser, together with the Editorial Staff of the yearbook, shall be responsible for the preparation of materials and other documents necessary for the completion of the annual.

6. 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.

6.1. Academic Records

6.1.1. Transfer Credentials

Upon submission and acceptance of the transfer credential, the school shall request in writing 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 from the school where the pupil had studied before entering the University, and no outstanding obligation

whatsoever. As a general rule, Form-137 shall not be issued directly to pupils but sent to the school where the pupil has enrolled unless authorized in writing by the school requesting Form 137. 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 shall always be issued with the notation “NOT VALID WITHOUT THE SEAL OF THE UNIVERSITY AND THE ORIGINAL SIGNATURE OF THE REGISTRAR.”

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

6.1.2 Registration

The elementary school division is directly involved in the registration process, while the Registrar is involved in the storage, monitoring, and evaluation of the documents for the following enrolment.

A pupil is considered officially enrolled only if he/she has:

- a) Submit all required admission credentials.
- b) Issued an Enrolment Permit (E.P.).
- c) Made an initial payment of ₱2, 800.00.

6.1.3 Promotion and Graduation

The Registrar’s Office and the faculty advisers of the graduating pupils conduct a deliberation in preparation for the final list of candidates for promotion for Kindergarten pupils and graduation for Grade 6 pupils, and subsequently, the printing of diploma and F-137/SF10.

6.1.4 Clearances

Before any pupil is given a credential document to transfer to another school, releases or clearances must be obtained from several offices, including the financial office and the library. The pupil can obtain an application form that will indicate the necessary releases.

6.2 Data Privacy

The University is committed to protecting the privacy rights of its pupils (also known as data subjects) on personal information according to the provisions of the Data Privacy Act of 2012. Pupils with their guardians are urged to read and understand the privacy notice posted on the University website, which explains how the University collects, uses, retains, and discloses the 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.

7. PUPIL ACCOUNTS AND FINANCES

7.1 Tuition and other School Fees

The tuition 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 tuition and miscellaneous fee details are available in the Student Accounts Section of the Accounting Office.

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

Further information about the prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section in Room A-15.

The University offers various discount privileges, including a brother and/or sisters’ discounts, alumni discounts for first-time enrollees, etc. Further information about discount offerings may also be obtained in the Student Accounts Section in Room A-15.

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

Pupils who are not able to pay tuition and miscellaneous fees in full on or before the 11th day from the opening of classes shall automatically be considered as paying on an “installment basis” and shall be charged the installment rates.

The last day of enrolment without a 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 has 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 pupils who do not settle financial obligations to the University on time and those who issue “bounced checks.”

7.2 Exception List

During the school year, eight periodical exams and one final examination are scheduled. Parents/guardians of 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 made after the cut-off date, the parent or pupil must present proof of payment to his/her class adviser to be allowed to take the examination.

7.3 Withdrawal and Refunds

Refunds (Cash and Published rates)

Subsequent to enrolment, if the student officially withdraws his/her enrolment 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 enrolment 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 in the Student Accounts Section of the Accounting Office.

8. PUPIL PERSONNEL SERVICES

8.1 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 to 5 PM from Monday to Friday. Qualified physicians, dentists, 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.

8.2 Guidance and Testing Services

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

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

8.2.1 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.