



JUNIOR HIGH SCHOOL DIVISION

# STUDENT HANDBOOK

AUGUST 2022

*We care about good education.*

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## **FOREWORD**

STUDENTS OF JOSE RIZAL UNIVERSITY SHOULD CONSIDER THE UNIVERSITY THEIR SECOND HOME. AS PART OF THE UNIVERSITY FAMILY, THEY SHOULD KNOW ITS COLORFUL HISTORY AND ACHIEVEMENTS. THIS Student Handbook SHALL OUTLINE THE RIGHTS OF THE STUDENTS AND THE DIFFERENT SERVICES AVAILABLE TO THEM IN THE COURSE OF THEIR STAY AT JRU.

Likewise, this handbook shall serve as a guide in the students' activities and behavior inside and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations does not prevent students 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 school year 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 the copy of this manual is made, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

## OFFICERS OF THE ADMINISTRATION

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*Assistant Director, Treasury Office*

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Filipino, Department Chair

**Remelina S. Hipolito**  
Science, Department Chair

**Rovelyn A. Arcilla**  
English, Department Chair

**Ma. Cecilia Q. Mangabat**  
Mathematics, Department Chair

**Rufina D. Francia**  
BTMAPEH, Department Chair

**Gemma V. Garcia**  
Social Studies, Department Chair

## **HISTORY OF THE UNIVERSITY**

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock, non-profit, non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella; the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922 in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

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 careful 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 organization system, and develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

## **QUALITY OBJECTIVES**

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

## **JRU CORE VALUES**

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

- **Responsible.** A team player who is focused, attentive, gives one's best, and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of others' 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 JUNIOR HIGH SCHOOL DIVISION**

1. Display a strong command of language by demonstrating advanced communication skills in various situations;
2. Apply the mastered mathematical skills and scientific concepts into real-life situations;
3. Conduct themselves in desirable manners guided by the virtues of responsibility, courtesy, consideration, and integrity;
4. Enhance the acquired technological and occupational skills to qualify any entry-level positions in the employment world that will help students finish college; and
5. Exhibit reverence to God and social responsibility in daily life.

## **STUDENT OUTCOMES OF THE JUNIOR HIGH SCHOOL DIVISION**

The completers of the JRU Junior High School Division are able to:

1. Exhibit higher communication and critical thinking skills;

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

## SCHOOL FACILITIES AND SOURCES OF INFORMATION

### Jose Rizal University

80 Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 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.,  
from Mondays through Saturdays)*

Fax No.: 8531-60-87

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

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

<b>Administrative and Human Resource Office</b>	For employees, continuing professional development. Located on the 2 <sup>nd</sup> floor of Building A ( Room A-21)
<b>Athletics Office</b>	For the use of athletic equipment and facilities. Located on the 3 <sup>rd</sup> floor of the East Tower Building (Building G-37).
<b>Auditorium</b>	For varied events and assembly. Located at Building H, phase 3, ground floor.
<b>Business &amp; Technology Laboratory</b>	For hands-on activities in cooking, housekeeping, and sewing. Located on the 2 <sup>nd</sup> floor of Building M (Room M-210).
<b>Cashier</b>	For payments of accounts. Located on the ground floor of Building A (Room A-16)
<b>Computer Laboratories</b>	For hands-on activities in relation to their technological and curricular requirements. Located on the floor of Building M (Room M-405, 406, 407, and 408).
<b>Engineering &amp; Maintenance Office</b>	For security location of buildings and offices within the campus. Located on the 2 <sup>nd</sup> floor of the JRU Gymnasium.
<b>Guidance &amp; Testing Office</b>	For counseling (educational, social, career or personal) and testing (I.Q., Personality), needs. Located on the 2 <sup>nd</sup> floor of Building H (Room H-212).
<b>Junior High School Library</b>	For books, newspapers, magazines, and other reading materials. Located at Building M (Room M-106).
<b>Junior High School Principal's Office</b>	For admission, study programs, academic matters, student affairs, lost and found items, excuse slips, and communication to faculty and parents/guardians. Located on the 2 <sup>nd</sup> floor of Building M (Room M-201).

<b>Home Economics Room</b>	For hands-on activities related to cooking, homemaking, and workshop. Located on the ground floor of Building M (Room M-210).
<b>Institute of Technology-Based Learning</b>	For blended learning courses (Canvas). Located at the 2nd floor Building H (Room H-202)
<b>Medical &amp; Dental Clinic</b>	For first aid medical and dental services and benefits. Located on the ground floor of Building C (Room C-18.)
<b>Prayer Room</b>	Located on the ground floor of Building C (Room C-14).
<b>President's Office</b>	Located on the 6 <sup>th</sup> floor of the Tower Building (Room T-61).
<b>Registrar's Office</b>	For scholastic records, evaluation, diplomas, certificates, and transfer credentials. Located on the ground floor of Building A (Room A-18).
<b>Science Laboratories</b>	For various hands-on activities and experiments in science. Located in Building M, Science/Physics Laboratory is in Room M-209, Chemistry Laboratory is in Room M-309, and Biology Laboratory is in M-310.
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-15).
<b>Treasury Office</b>	For tuition adjustments and refunds. Located on the ground floor of Building A (Room A-13).
<b>Vice President for Administrative Affairs</b>	Located on the 2 <sup>nd</sup> floor of Building A inside the Administrative and Human Resource Office (Room A-22).
<b>Vice President for Academic Affairs</b>	Located on the ground floor of the Tower Building (Room T-13).
<b>Vice President for Financial Affairs</b>	Located on the ground floor of Building A (Room A-12).
<b>Vice President for Information Systems</b>	Located on the 2 <sup>nd</sup> floor of Building H (Room H-307).
<b>Vice-President for Quality, Linkages, &amp; Technology Enabled Learning</b>	Located on the 2 <sup>nd</sup> floor of Building H (room H-213).

## **1. STUDENT PROGRESS AND RETENTION**

### **1.1 Attendance, Tardiness and Absences**

#### **1.1.1 Attendance**

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

### **1.1.2 Tardiness**

Students who come to class later than five minutes after the bell rings will be allowed to enter the classrooms but will be marked as tardy. Daily class attendance is taken for all students. Those who are habitually tardy or absent may be subjected to school discipline.

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

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

### **1.1.3 Absences**

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

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

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

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

Students shall be required to secure an Excuse Slip from the Senior High School Principal's Office after submitting their excuse letter/pertinent document to be able to attend their classes again.

A student inside the school premises who does not attend his/her class is considered a cutting class and can only be re-admitted when accompanied by his/her parent or guardian in securing an Excuse Slip from the Principal's Office.

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

Class sessions are conducted from 7:00 a.m. to 1:00 p.m. on regular school days, with appropriate study/snack and lunch breaks.

Online class sessions shall follow the prescribed class schedule per subject area, posted in the student's module in Canvas.

In case of an emergency in a face-to-face class session, students should be fetched by their parent/s or legal guardian. The parent/s or the legal guardian should bring an identification card in fetching the student.

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

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

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

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.

In-person and online classes at all levels are automatically canceled in schools situated in LGUs issued with Yellow, Orange, and Red Rainfall Warnings by the PAGASA.

##### **c. Online Classes During Inclement Weather Conditions Self-directed learning.**

In the event of canceled or suspended classes, pupils are encouraged, whenever possible, to continue with self-directed learning by utilizing the school's Learning Management System (LMS), particularly Canvas, and their textbooks 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 students are already in the school attending classes, students will not be allowed to leave the campus immediately for the purposes of security and safety. Students will only be allowed to leave the University at 12:00 o'clock noon should the announcement be made in the morning. The student may only be released ahead of the scheduled time if the parents/guardians personally fetch their child or call and advise the Principal's Office that they are allowing their child to go home on their own.

##### **b. Re-scheduling of Monthly Examinations 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 are resumed.

**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.

**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 between two monthly/quarterly examinations.

<b><u>GRADING PERIODS (4)</u></b>	<b><u>MONTHLY EXAMINATIONS (9)</u></b>
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 grades given at the end of any quarter: the quarterly grade (Q.G.) and the cumulative grade (C.G.). The quarterly grade is obtained by adding the weight of the monthly examination (15%), quarterly examination (25%), and classwork (60%), which includes recitation, quizzes, projects, term papers, or similar activities. Assessments of classroom components are guided by rubrics. The cumulative quarterly grade is the average of the quarterly grades except for the final quarter, which is double the normal quarterly weight.

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

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

Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	Below 75	Failed (alignment)

### **1.2.2 Classification of Students**

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

## **1.3 Promotion**

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

### **1.3.1 Academic Requirements**

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

### **1.3.2 Financial Requirements**

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

### **1.3.3 School Record Requirement**

A candidate for promotion must have fulfilled the requirements for promotion and submitted all the admission requirements specified/required by the University Registrar.

## **1.4 Promotion and Retention**

1.4.1 A final grade of 75% or higher in all enrolled subjects is required for promotion to the next year's level.

1.4.2 A student who failed any of his subjects is required to enroll in the failed subject/s in the summer program before he/she is allowed to enroll in a regular load at the next year's level.

1.4.3 As a general rule, students who failed five or more subjects will not be allowed to enroll in the summer program; instead, they will repeat the same grade level in the next school year.

## **1.5 Junior High School Promotion Honors**

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

A student to be qualified in the promotion 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 promotion honors provided they were enrolled not later than the second week of classes of the current school year.

## **1.6 Summer Program**

1.6.1 Summer class program is held daily from Monday to Friday for 36 days.

1.6.2 Subjects are taught for 2 hours with appropriate breaks.

1.6.3 Students who incur three or more absences in the subject/s enrolled during summer class will receive a final failing grade in the enrolled subject/s.

1.6.4 Proper dress code is strictly enforced during the summer program.

## **2. STUDENT HONORS AND AWARDS**

### **2.1 Honor Roll**

All students with a normal study load who obtain a final general average of 90% or above, with no quarterly and final grade lower than 80% in any subject, are considered qualified for inclusion in the honors list.

### **2.2 Awards**

#### **2.2.1 Honors**

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

#### **2.2.2 Special Awards**

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



1. Senior Scout of the Year
  2. Girls Scout of the Year
  3. CAT Officer of the Year
  4. Leadership Awards
  5. Young Journalist
  6. Cultural/Arts Awards
  7. Community Involvement Awards
  8. Athlete of the Year
- (And other club awards)

### **3. STUDENT SCHOLARSHIPS**

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

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

#### **3.1 Academic Scholarships**

La Pluma and Academic Scholarships are 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.

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

This academic scholarship is given to the incoming grade 7 students of the Junior High School who graduated in the Top 10 of the entire batch consisting of at least 100 graduating students from DepEd-recognized schools.

##### **B. Entrance Scholarship**

This scholarship is given to incoming first-year students who obtained the Top 3 Highest Score (Entrance Scholarship A) and Above Average Scores (Entrance Scholarship B) in the JRU scholarship admission test.

##### **C. Academic Scholarship A and B**

This academic scholarship is available for incoming grade 8 to 10 students who finish their preceding academic year as number 1 and 2 (Academic Scholarship A) and number 3, 4, and 5 (Academic Scholarship B) in academic ranking in JRU.

### **3.2 Athletic Scholarships**

Non-academic scholarships, such as Athletic Scholarships, are open to all officially enrolled students who meet the qualifications set by the University in their respective sports disciplines. It is also available for those who are accepted into the University NCAA basketball team and for other areas on a discretionary basis. Scholarships are also awarded to deserving athletes.

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

The editor-in-chief and the managing editor of the Official Junior High School publication, The Scroll, and The Blue and Gold, are entitled to a 100% discount on tuition (Editor in Chief) and a 50% discount on tuition (Managing Editor) for one school year. Likewise, the CAT Corps Commander is entitled to a 100% discount on tuition, valid for one school year.

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

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

### **3.5 Other Scholarships**

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

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

For additional inquiries on other scholarships, please get in touch with 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. STUDENT CONDUCT AND DISCIPLINE**

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

### **4.1 Requirements on Campus**

#### **4.1.1 Identification Card (ID)**

The Identification Card is secured from the Information Technology Office at Building H (Room H-308).

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

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

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

#### **4.1.2 Dress Code and Uniforms**

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

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

For males, the uniform consists of 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 "JRU," black pants, white socks, and black shoes.

Students are required to wear school uniforms while in school.

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

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

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

#### **4.1.3 Textbooks**

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

#### **4.1.4 Personal Belongings**

a. Students are advised to take care of their personal belongings, such as books, bags, money, jewelry, mobile phone, etc. The school is not responsible for any loss that may occur within the campus.

b. Students should report immediately 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 I.D.s will be entitled to use the library facilities.
- b. Once inside the Library, silence must be strictly observed. Nobody is allowed to eat, drink, or disturb others who are studying.
- c. Available computer units in the Library are devoted to academic-related research only. No access to pornographic and game sites is allowed.
- d. Before the student leaves the Library, he/she should return his/her chair to its proper place and see that no piece of paper is left behind.
- e. A student can only borrow books using his/her bar-coded I.D. Any book, newspaper, or reading material that he/she borrows must be under his/her proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.
- f. Every student should abide by all the rules and regulations of the Library and must obey and respect library personnel. Any infraction of these regulations will mean a warning, fine, or suspension of his/her library privileges.

#### **4.1.6 On-Campus and in the Classroom**

- a. Male students sporting long hair that extend beyond the collar shall not be accepted in class. Likewise, colored hair for both male and female students is not acceptable.
- b. Female students 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.
- c. 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.
- d. All students should be in their respective rooms as soon as the bell rings.
- e. Students should stand and greet whenever school officials, supervisors, or teachers enter the classroom.
- f. Students 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.
- g. For safety reasons, students are not allowed to climb the trees inside the campus and gather their fruits.

#### **4.2 Behavior Outside Campus**

While wearing the JRU uniform, students 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 Virtual Learning Code of Conduct and Discipline**

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

#### **4.3.1 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 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 students and parents to abide by the school's Internet usage policy: Data that is 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.

### **4.4 Online Class Session Requirements to be Observed**

1. Attending class regularly. The subject teachers shall regularly check attendance, and policies on absences and tardiness shall be applied.

2. Submission of online task outputs must be made following the agreed due date. Failure to submit them will earn the student failing remarks.

3. 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 chat box section if one wishes to speak or bring up a discussion.

4. Wearing proper/appropriate attire must be observed when participating in an online/synchronous session. Avoid wearing sando/sleeveless tops, spaghetti-strapped blouses, or shirtless when facing teachers and classmates during online sessions.

5. While we acknowledge the help provided by social media like Twitter, Facebook, etc., it is best to discuss and send your concerns directly to your subject teachers using Canvas.

6. Always observe and follow Netiquettes when engaging in online activities.

7. Exercise the Rizalian Core Values of being Responsible, Courteous, and Considerate, and having Integrity. To avoid plagiarism, always use in-text citations when submitting articles, reports, etc., which came from the internet.

8. Reply and participate. You only learn as much as you are willing to.

9. Do not hesitate to communicate with your respective subject teachers for any class issues. If you are having technical difficulties/slow internet connection, inform your teacher so he/she can communicate with you via email.

10. Participate actively in online discussions, whether synchronous sessions or chats. Clarify your questions with your teachers and work well with your classmates/group mates when completing a task.

## **4.5 Student Discipline**

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

### **4.5.1 Types of Offenses**

#### **4.5.1.1 Major Offenses**

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

1. The carrying of deadly weapons such as knives, daggers, ice-picks, knuckles, and toy guns with pellets or live bullets within the University premises, in the NCAA games, educational trips/stage plays, and other official off-campus activities.

2. Possession and or drinking of liquor/alcoholic beverage within the University premises; or entering and or being in the University in a state of intoxication.

3. Possession of trafficking and or use of prohibited drugs/chemicals; or the possession of any regulated drugs without prescription within the University premises.

3.1 DepEd Order 40, S2012-DEPED CHILD PROTECTION POLICY Section 9. Duties and Responsibilities of Pupils, Students, and Learners A- Comply with the school's regulations, as long as they are in harmony with their best interests. Pupils, students, and learners shall refrain from vi-Introducing into the school premises or otherwise possessing prohibited articles such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes, and pornographic substances.

3.2 Republic Act No. 9165- "Comprehensive Dangerous Drugs Act of 2002".**Section 43. School Curricula.** – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary, and tertiary curricula of all public and private schools, whether general, technical, vocational, or agro-industrial, as well as in non-formal, informal, and indigenous learning systems.

4. Involvement in fistfights, threatening or inflicting physical injuries upon another within the campus premises or during official off-campus activities;

5. Vandalism or destruction of school property or property belonging to any student, teacher, and other school officials;

6. Any form of cheating;

7. Any form of extortion or stealing/theft, whether or not the purpose or objective is accomplished;

8. Any form of gambling within the campus and during official off-campus activities;
9. Deliberate disruption of school activities which tends to create disorder, breach of peace, or serious disturbance not necessarily connected with any academic function;
10. Unauthorized solicitation;
11. Forging, falsifying, and/or tampering official records, receipts, or documents of any kind;
12. Lending, borrowing, tampering with, and or creating fake certificates, I.D.s, registration cards, examination permit, and other documents for the purpose of entering and using them 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. Sending or posting discriminatory, harassing, or threatening messages or images
21. Stealing, using, or disclosing someone else's code or password without authorization
22. Copy, pirating, or downloading software and electronic files without permission.
23. Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
24. Violation of the copyright law.
25. Viewing or exchanging of pornography or obscene materials.
26. Sending or posting messages that defame or slander other individuals.
27. Breaking into the computer system of the University, another organization, or a person
28. Using Canvas for political causes or activities, religious activities, or any sort of gambling.
29. Sending or posting messages that disparage the University or another organization's products or services.
30. Smoking; and
31. Any form of Bullying and harassment

31.1 DepEd Order No. 40, S2012-DEPED CHILD PROTECTION POLICY Section 4. Other Acts of Violence-Prohibited Acts Child abuse; Discrimination against children; Child exploitation, Violence against children in school, Corporal punishment, any analogous or similar acts; and Bullying or peer abuse

31.2 Republic Act 10627, or the Anti-Bullying Act (the “Act”), aims to protect children enrolled in kindergarten, elementary, and secondary schools and learning centers (collectively, “Schools”) from being bullied. It requires schools to adopt policies to address the existence of bullying in their respective institutions.

31.3 DepEd Order no.55, S. 2013— IMPLEMENTING RULES AND REGULATIONS (IRR)OF REPUBLIC ACT (R.A.) NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013

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 student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

#### **4.5.1.2 Minor Offenses**

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

1. Eating inside learning areas, auditorium, gymnasium, Library, and prayer room;
2. Littering;
3. Playing games in the quadrangle of the main campus;
4. Spitting on the floor or windows;
5. Climbing the trees and gathering fruits;
6. Not wearing student I.D. inside the campus and during official off-campus activities;
7. Wearing of earring/s, jewelry on pierced face/body parts, tattoo/s, make-up, and sporting long hair and color by the male students;
8. Wearing of multiple earrings, jewelry on pierced face/body parts, tattoo/s, nail polish, make-up, and of colored hair by female students;



9. Improper classroom attire. (e.g., wearing shorts, caps, slippers, spaghetti straps, cross-dressing);
10. Not wearing the prescribed uniform;
11. Improper use of school uniform and wearing colored undergarments;
12. Disruption of one's class or that of another;
13. Saying and shouting bad words;
14. Public display of affection such as kissing, necking, nuzzling, hugging, cuddling, holding hands, putting one's arm over another's shoulder, sitting on the lap of another, etc.;
15. Entering the school premises without approval;
16. Sitting on the tables, windowsills, stairs, and railings;
17. Tardiness;
18. Loitering along the corridors;
19. Playing with electrical switches; and
20. Playing cards or unauthorized bringing of toys of any kind inside the school premises

#### **4.5.2 Disciplinary Action**

If a violation has been committed, the teacher will complete and submit the Incident Report Form. This is to be submitted to the Student Development Coordinator (SDC).

The Student Development Coordinator will notify the parents of the student who has violated the code.

Based on the report, the SDC will determine what, if any, disciplinary action will be imposed. A violation will result in disciplinary action and may result in the withdrawal of the student.

##### **4.5.2.1 Forms of Disciplinary Action**

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

###### **4.5.2.1.1 Suspension**

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

A student may be immediately placed under preventive suspension during the investigation or the pendency of the disciplinary proceedings against him/her. 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 student 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 and will be considered a major offense

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

The University reserves the right to accelerate the punitive suspension or other penalty to the student (e.g., extend a 7-day suspension or greater even if a first offense), depending on its assessment of the extent/degree of the offense committed.

**4.5.2. 1.2 Exclusion**

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

**4.5.2. 1.3 Expulsion**

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

**4.5.3 Parents and Teachers' Mutual Responsibilities**

Teachers will keep the parent/guardian informed of the student's progress and initiate contact and consultation if they fall behind in their activities or work. As a parent/guardian of the student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students 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 the progress of their children.

Most importantly, the school, the teachers, the parents, and the guardians, are partners in encouraging the students to manage their time in an effective way. Supervising and monitoring our 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.

#### **4.6 Damages**

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

##### **4.6.1 Liability of Students**

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

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

##### **4.6.2 Procedure for Payment**

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

### **5. STUDENT CO-CURRICULAR ACTIVITIES**

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

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

To supplement classroom work, actual field excursions and educational tours shall be undertaken by the students in all curriculum grade levels under the supervision of the class adviser and shall have parental consent.

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

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

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

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

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

### **5.1.1 Athletics**

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

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

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

### **5.1.2 Scouting**

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

### **5.1.3 Military Training**

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

## **5.2 Student Organizations**

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

Academic Organization  
Business Technology Club  
Multimedia Elite Group

Character Education Club  
English Club  
Juniors Programmer Club  
Kapisanang Filipino  
Mathematics Club  
Social Studies Club  
Science Club  
Non-Academic Organizations

Book Lovers Club  
Boy Scouts of the Philippines  
CAT/COCC's  
Dramatics Club  
Girl Scouts of the Philippines  
Homemakers Organizations  
Inter-Act Society  
Red Cross  
Rizalian Artists Movement  
Sayaw Rizaliana  
String and Glee Club  
Supreme Student Government  
Yes-O  
Non-Academic Organizations  
Publications

The Blue and Gold  
The Scroll

### **5.2.1 Organization**

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

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

### **5.2.2 Objectives**

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

### **5.2.3 Membership**

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

#### **5.2.4 Election of Officers**

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

#### **5.2.5 Meetings**

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

#### **5.2.6 Finances**

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

### **5.3 Student Publications**

#### **5.3.1 The Scroll**

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

##### **5.3.1.1 Basic Policies**

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

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

- (1) Any 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 who tend to undermine the faith and confidence of the people, their government, and/or duly consulted authorities.
- (4) Those which glorify criminals or condone crimes.
- (5) Those who 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 libelous or defamatory within the purview of the law in the Philippines or which is not in accordance with the established canons of good and responsible journalism.
- (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 student 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.

#### **5.3.1.2 Student Staff**

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

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

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

#### **5.3.1.3 Faculty Adviser**

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

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

### **5.3.2 Student Publication: The Blue and Gold**

#### **5.3.2.1 Objectives and Policies**

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

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

The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer for safekeeping, and withdrawals from this fund shall be based on expenditures of the yearbook and shall be allowed only with the endorsement of the yearbook faculty advisers with the approval of the Principal.

### **5.3.2.2 Staff Organization**

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

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

### **5.3.2.3 Functions and Duties**

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

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

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

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

(3) A schedule of deadlines should be established so that work is not deferred until the last few months of the school year. While it is usually preferable to include promotional exercises and activities in the yearbook (in which case the yearbook will have to come out after commencement), it is up to the yearbook staff to decide on the deadline for publication. In any case, the annual should be released for delivery no later than the end of June following the school year.



#### **5.3.2.4 Budgets and Finances**

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

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

The grade 10 class officers may, after conferring with their faculty advisers, determine the disposition of any surplus funds remaining after all expenses incurred have been settled, and this disposition may be decided before the close of the school year. However, yearbook funds may not revert to individuals in the form of cash payments, and where the disposition is to be made piecemeal for any reason, such disbursement will be made by the Treasury Office itself. Dispositions involving turning over the entire funds or portions of it to a person or group of persons will not be allowed.

#### **5.3.2.5 Reports and Deadlines**

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

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

#### **5.3.2.6 Faculty Adviser**

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

The duties of the faculty adviser are as follows:

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

2. **Editorial**. The adviser shall ensure that no distasteful texts or pictures are utilized in the yearbook and that the grammar and style are satisfactory. In addition, the adviser shall remind the student staff about going after individual students for the purpose of submitting biographical data, having their pictures taken, paying their yearbook installment fees on time, and other such deadlines.

3. **Morale**. The adviser shall keep the student editors encouraged and active so that there is no slackening of activities in the preparation of the yearbook.

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

### **5.3.2.7 Student Coverage and Privileges**

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

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

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

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

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

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

## **6. STUDENT RECORDS**

### **6.1 Academic Records**

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

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

#### **6.1.1 Transfer Credentials**

Upon submission and acceptance of the transfer credential, the school shall request in writing for the complete school records: Form-137 of the student from the school last attended.

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

For security reasons, F-137 shall always be issued with the notation "NOT VALID WITHOUT THE SEAL OF THE UNIVERSITY AND THE ORIGINAL SIGNATURE OF THE REGISTRAR."

### **6.1.2 Registration**

The junior high 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 student 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**

The Registrar's Office evaluates the subjects and units taken by the grade 10 students of the junior high school division in preparation for the final list of candidates for promotion and, subsequently, the printing of diplomas and F-137.

### **6.1.4 Clearances**

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

### **6.1.5 Special Orders**

Applications for Special Orders are submitted to DepEd for processing at least sixty (60) days before the end of the school year.

## **6.2 School Census**

Every year a statistical survey of all junior high school students is undertaken by the Guidance and Testing Office to establish the nature of the JRU student body, with respect to their residence, the size of their families, and JRU graduates who may be part of their families. In addition,

Classroom Learning Experience Survey and Customer Satisfaction Survey are administered twice every school year to determine the student's satisfaction in the areas of teaching and learning program, the school's physical environment, and student services being offered by the university.

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

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

The tuition for the school year or summer session is charged based on the curriculum year. Miscellaneous and other fees may be charged depending on the year level and subject enrolled. The details of tuition and miscellaneous fees are available 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, if payment is made through a credit card, the "prompt payment discount" is reduced to 7.5%.

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 the brother and/or sisters' discounts, alumni discounts for first-time enrollees, etc. Further information about discounts offering may also be obtained in the Student Accounts Section in Room A-15.

Students who will pay tuition 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 of the prompt payment discount and will be charged the full published rate.

Students 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 an "installment basis" and shall be charged the installment rates.

Students who pay on an installment basis shall be charged an "Incomplete Down-payment fine" of Five Hundred Pesos (Php 500.00) if the full down 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 students who fail to pay the minimum payment required on installment accounts as they become due.

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

A student is not considered enrolled unless the tuition or the first installment payment has been paid, in addition to the other enrolment requirements.

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

## **7.2 Exception List**

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

## **7.3 Withdrawals 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.

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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. STUDENT PERSONNEL SERVICES**

### **8.1 Health Services**

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

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

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

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

Currently, enrolled students who wish to avail of the services of the Clinic can proceed to the said room. They should present to the Nurse on duty their current JRU ID and inform the Nurse of their complaint. They will then be asked to fill up the JRU Student Health Record (F-MDC-009), which will subsequently be filed at the clinic.

### **8.2 Guidance and Testing Services**

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

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

### **8.3 Child Protection Policy**

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

### **8.4 Data Privacy**

The University is committed to protecting the privacy rights of its students (also known as data subjects) on personal information according to the Data Privacy Act of 2012. Students 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.