



JOSÉ RIZAL UNIVERSITY

STUDENT HANDBOOK SY 2024-2025

Senior High School

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FOREWORD

All students of the University should consider the University their second home. As part of the University family, they should know its colorful history and achievements.

This handbook shall serve as a guide in the student's activities and behavior inside the campus and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations contained herein does not excuse a student from incurring the corresponding sanctions stipulated. This handbook also aims to provide proper guidance and information to students on how to go about the flexible learning process in JRU for the coming school year 2024-2025, 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 handbook is made, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

Vice President

EDNA C. CRUZ

Vice President - Information Systems

SOPHIA D. DETERALA

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

DON VICENTE C. REAL

Dean, Education, Arts, and Sciences

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Director, Institute of Technology-Based Learning

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University Registrar

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Vice President - Financial Affairs

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Vice President - Administrative Affairs

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Director, Accounting Office

MARYBELL B. MATERUM

Director, Administrative &

Human Resource Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ADENALD M. COMIA

Director, Customer Advocacy Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CEZAR C. CABALLES

Director, Information Technology Office

ROSELA D. DEL MUNDO

University Librarian

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

EDITHA A. SANTOS

Assistant Dean, Law School Division

JOSEPH S. DELA CRUZ

Assistant Director, Engineering &

Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

BENJIE A. EVANGELIO

Assistant University Registrar

SENIOR HIGH SCHOOL OFFICIALS

Romel C. Navarro

Principal

Edmundo P. Abad, Jr.

Chair, Mathematics, Science & Technology,
Research

Maria Theresa B. Bonus

Chair, Academic Specialized Subject Areas

Airah Murielle D. Antonio

Chair, Languages and Social Science

Wilson P. Mones

Chair, PE and Health, & Sports Track

Gilnella S. Astilla

Coordinator, Student Affairs and Discipline

Leila L. Roxas

Chair, TechVoc & Arts and Design Specialized
Subject Areas

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 molding character and training successful graduates.

The careful combination of proven competence in instruction plus valuable experience in the profession has been the guide of the university in selecting 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.

EDUCATIONAL ORGANIZATION POLICY

Jose Rizal University is committed to provide quality education, research, and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, all to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Demonstrate a keen sense of social responsibility.
4. Demonstrate knowledge in producing research outputs while adhering to intellectual property.
5. Maintain and continuously develop a competent workforce through effective performance management system.
6. Maintain effective financial, technological, academic, and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

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

- Responsible. A team player who is focused, attentive, gives one's best, and committed to the goals of the University.
- Considerate and Courteous. A fair and caring person fully aware of other's rights, feelings, and ideals in making decisions for the University.
- With Integrity. A person who acts truthfully, morally, and ethically.

JRU INSTITUTIONAL OUTCOMES

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

PROGRAM OUTCOMES OF THE SENIOR HIGH SCHOOL DIVISION

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

STUDENT OUTCOMES FOR EACH TRACK

Academic Track

1. Demonstrate a full understanding of competencies defined for their preferred strand that will prepare them for their chosen college program, specifically in Engineering, Business and Accountancy, Liberal Arts and Education, and allied programs in Health and Medicine.
2. Communicate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical, and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multicultural environments to reach logical and practical solutions.
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

TechVoc Track

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

Arts and Design Track

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

Sports Track

1. Analyze sports game situations and apply the principles of appropriate sports management skills and behavior.
2. Communicate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.

3. Manifest scientific, mathematical, and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multicultural environments to reach logical and practical solutions.
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University

80 Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 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: support@jru.edu

Website: www.jru.edu

Accounting Office	For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)
Administrative and Human Resource Office (AHR)	For employees continuing professional development, benefits, completion of employment, and request of office supplies, materials, and equipment. Located on the 2 nd floor of Building A (Room A-22)
Athletics Office (ATH)	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. Located at building H, phase 3, ground floor
Business Technology Demo Laboratory	For hands-on activities related to cooking, home making, and workshop, located on the second floor of building M (Room M-210)
Cashier	For payment of accounts. Located at the ground floor of building A (Room A-16)
Centennial Auditorium	For varied events and formal assemblies. It is located at the Centennial Building, 9 th floor.
Community Development Office (CDO)	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17)
Computer Laboratories	For computer-assisted instruction and hands-on activities in relation to their technological and curricular requirements. Located at the 4 th floor of Building M (Rooms M-405, M-406, M-407, and M-408), and at the 2 nd , 3 rd , 4 th , and 5 th floors of Building H (Rooms H-201, H-310, H-311, H-411, H-412, and H-506).
Customer Advocacy Office (CAO)	For customer service assistance and inquiries. Located on the 2 nd floor of Building H, (Room- 202)

Engineering & Maintenance Office (EMO)	For maintenance and security, location of buildings and offices within the campus. And request to use facilities. Located on the ground floor of the JRU Gymnasium.
Guidance & Testing Office (GTO)	For counseling (educational, social, career, or personal) and testing (IQ, Personality) needs. Located on the 2 nd floor of Building H (Room H-212)
Institute of Technology-Based Learning (ITBL)	For blended learning courses (Canvas). Located at 2 nd floor Bldg. H (Room H-202)
IT Office (Technical)	For technical support. Located at the 4 th floor of Building H (Room H-409)
Library	For books, newspapers, magazines and other reading materials support, ID, and email concerns. Located at the ground floor of Building H.
Management Information System (MIS)	For request of ID, creation of accounts, data encoding. Located on the 3 rd floor of Building H, Room H 309
Marketing and Communication Office (MCO)	For student recruitment and brand management. Located on the 6 th floor of Tower Building, Room T-61.
Medical & Dental Clinic (MDC)	For first aid medical and dental services and benefits. Located on the ground floor of Building K (Room K-110) and on the main campus clinic located on the ground floor of Building C, Room C-18.
Principal's Office	For admission, study programs, academic matters, student affairs, counseling, excuse slips, and communication to faculty and parents/ guardians. Located on the second floor of Building C (Room C-27)
Quality and Linkages Office (QLO)	For maintaining the University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 th floor of Tower Building.
Registrar's Office (REG)	For scholastic records, evaluation, diplomas, certificates, and transfer credentials. Located on the ground floor of Building A (Room A-18)
Science Laboratories	For experiments, hands-on, and other related activities for Science subjects. Located on the second and Third Floors of Building M (Rooms M-209, M-309, and M-310).
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-13)
The Office of the President (TOP)	Located on the 3 rd floor of Building H, Room H-309.
Treasury Office (TRE)	For tuition adjustments and refunds. Located on the ground floor of Building A (Room A-13)

Vice President for Academic Affairs (VPAC)	Located on the 2 nd floor of Building B (Room B-29)
Vice President for Administrative Affairs (VPAD)	Handles the University's support services. Located on the 2 nd floor of Building Office (Room A-22)
Vice President for Financial Affairs (VPPIN)	Located on the ground floor of Building A (Room A-12)
Vice President for Information Systems (VPIS)	For class schedules and classroom requests. Located on the 3 rd floor of Building H (Room H-307)
Vice President (VPO)	Located on the 2 nd 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, which is considered a matter of discipline and a factor affecting scholarship. All class activities organized by the school are treated as part of a regular class period.

1.1.2 Tardiness

Students will be given a 10-minute grace period before being considered late. Students who incur three (3) tardiness in each class will be allowed to enter the classroom only with an Excuse Slip from the Student Discipline Office.

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

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

- Three Tardiness : Secure Excuse Slip from the Student Discipline Coordinator
- Fourth Tardiness : Warning to Student
- Fifth Tardiness : Parent Conference

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 NC (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 or guardian or to bring them to school for a short conference with the section adviser or guidance counselor, as the case may be.

Students who incurred 3-day absences or more, both onsite and online, 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 who is inside the school premises but does not attend his/her class is considered as 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

Day session classes are conducted from 7:00 a.m. to 4:00 p.m. on regular school days, with appropriate study/snack and lunch breaks

Senior High School students are not allowed to leave the campus during their class hours.

In case of emergency, minor students should be fetched by their parent/s or a legal guardian. The parent/s or the legal guardian should bring an identification card in fetching the student. Students who are 18 years old and above should immediately go to the Senior High School Office to secure an exit pass before leaving the campus.

1.1.6 Cancellation of Classes and Specific Procedures

1.1.6.1 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 are raised by PAG-ASA. (DO 37, s. 2022).

The Local Chief Executives may announce the cancellation or suspension of classes if there are threats to public health and safety such as heavy rains, strong winds, or floods in all areas of LGU but are not issued a TCWS, earthquakes, transport strikes, and other circumstances. After clearing with the President of the University, the suspension of classes will be announced.

1.1.6.2 Specific Procedures

a. Dismissal

In cases where the suspension of classes is done when the students are already in school attending classes, students will not be allowed to leave the University without a companion prior to 12:00 noon. If students are not fetched at 12 noon, it is assumed that the parents are allowing their children to go home alone. On the other hand, in cases where suspension of classes is done in the afternoon, students will be dismissed immediately after obtaining necessary clearances. If students are not fetched by 4:00 p.m., it is assumed that the parents/guardians are

allowing their children to go home alone.

b. Re-scheduling of Examination and Scheduled Activities

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

c. Make-up Activities after suspension of classes

The Blended Teaching and Learning Modality has provided opportunities for continuous and uninterrupted learning even during inclement weather conditions. In cases of class suspensions, students may continue to work with the prescribed activities in their modules. Subject teachers shall extend the submission deadlines of student tasks to provide ample time for their students to work on their tasks especially those who will be affected by power outages and internet connections due to inclement weather conditions.

1.2 Grading

1.2.1 System of Grading

The Senior High School Division uses the percentile system of grading with the use of a transmutation table, with 100 percent as the highest possible grade and 60 percent as the lowest posted grade. The lowest passing grade is 75 percent.

Grading Periods (3)	1st Semester Examinations (3)	2nd Semester Examinations (3)
Prelims	(1) September	(1) February
Midterm	(2) October	(2) March
Finals	(3) December	(3) April

Grades will be computed as follows:

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

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

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

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

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

Beginning (B): 74% and below

Developing (D): 75%-79%

Approaching Proficiency (AP): 80%-84%

Proficient (P): 85%-89%

Advanced (A): 90% and above

Subject Term Grades will be posted in the JRU SWIT and will be viewable for students. Once the grades are posted, students have 14 days to appeal. After the 14-day period, all term grades will be considered final and unappealable.

1.2.2 Classification of Students

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

1.3 Graduation

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

1.3.1 Academic Requirements

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

1.3.2 Financial Requirements

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

1.3.3 School Record Requirements

A candidate for graduation must have fulfilled the requirements for graduation 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 above in all enrolled subjects is required for promotion to the next term/grade level.

1.4.2 Students who did not meet expectations at the end of the quarter or grading period may be recommended to undergo remediation programs/activities to be offered by the subject teacher to catch up as they move to the next grading period. If the student still does not meet the expectations by the end of the term/school year, they may be recommended to take summer classes.

1.4.3 Senior High School learners who failed a prerequisite subject or in any learning areas/at the end of the first or second semester or who have any deficiency due to a change of specialization/track after a year must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject or the next semester. Otherwise, the learner must retake the subject failed.

1.5 Mid-year Program

1.5.1 Mid-year/summer program is held daily for 36 days.

- 1.5.2 Subjects are taught for 2 hours with appropriate breaks.
- 1.5.3 Students who incur 3 or more absences in the subject/s enrolled during midyear/summer term class will receive a final failing grade in the enrolled subject/s.
- 1.5.4 Dress code is strictly enforced during the midyear term program. No slippers, shorts, miniskirts, sando, plunging necklines, spaghetti-strap tops, or any revealing clothes. School ID must be worn at all times while inside the campus and attending class.

2. STUDENT HONORS AND AWARDS

2.1 Honor Roll

A student who obtains a final general average of 90% level of proficiency or above, with no term grade (prelim, midterm, and finals) lower than 85% in any subject, including those taken in advance, shall be considered qualified for inclusion in the honors list. Students shall not be given an academic award if they commit cheating, plagiarism, or any academic-related violations.

2.2 Awards

2.2.1 Honors

For graduating senior high school students, there shall be no term grade lower than 85% in all grade 12 subjects. Subject honors awards are also given to students who obtained the highest grade at the end of the school term in academic subjects.

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

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

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

Transferees shall be considered in the graduating honors provided they were enrolled in the last two semesters for Grade 12.

2.2.2 Special Awards

Aside from academic awards for academic excellence, the Senior High School Division also gives special awards during recognition day. Students who committed major violations shall not be included.

3. STUDENT SCHOLARSHIPS

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

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

3.1 Academic Scholarships

A. La Pluma

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

"La Pluma" scholarship privileges include a 100% discount on tuition and miscellaneous fees except on those fees charged on a "per application" basis, 100% reimbursement of textbooks, and inclusion in the "Academic Scholars' Mentoring Program." In addition, incoming "Valedictorians" are entitled to a monthly allowance of One Thousand Pesos (P1,000.00) during school days, which they will continue to enjoy for as long as they remain classified as "La Pluma" Scholars.

"La Pluma" Scholars who obtained a final GPA of 95.00 percent are entitled to continue as "La Pluma" Scholars.

B. Entrance Scholar A

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

C. Entrance Scholar B

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

D. Academic Scholar A

Students in all grade levels who finish their preceding academic year as No. 1 in academic ranking in their respective strands with no quarterly grade lower than 80.00 in any subject shall be classified as "Academic A" scholars.

3.2 Athletic Scholarships

Non-academic scholarships, such as Athletic Scholarships, are available for those who are accepted in the University, such as the 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 Student Publications scholarship is open to the incumbent editor-in-chief and managing editor of the official publication. A scholarship of this kind is determined by the faculty adviser of the publication and Director of the Student Development Office, endorsed by the VP of Academic Affairs, and approved by the University President.

The SHS CSC (Central Student Council) President and Vice President Scholarships is open to incumbent CSC President and Vice President for internal and Vice President for External affairs. This scholarship is determined by the Director of Student Development Office (SDO), endorsed by the Vice President for Academic Affairs (VPAC) and approved by the University President

3.4 JRU Alumni Association Scholarships

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

3.5 Other Scholarships

A number of other scholarships are available for the collegiate and senior high school division, 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 and requirements at the Guidance and Testing Office (GTO). These scholarships must be utilized, they cannot be deferred, nor are they transferable.

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

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

A temporary Student ID may be secured from the Senior High School Office in case the ID is misplaced or damaged.

Students without school ID are not allowed to enter the University. No ID, no entry is strictly implemented.

4.1.2 Dress Code and Uniforms

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

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

For males, the prescribed uniform consists of the JRU dark blue polo shirt with the school logo embroidered on the left collar and a label tag on the right sleeve with the imprinted letters "JRU" and is paired with khaki pants, black socks, and closed black leather shoes.

Students are required to wear school uniforms while in school.

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

Students scheduled to have PEH classes are allowed to wear the PEH uniform the whole day.

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

4.1.3 Textbooks

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

4.1.4 Personal Belongings

1. Students are advised to take care of their personal belongings, such as books, bags, money, jewelry, mobile phones, and other electronic gadgets and equipment. The school is not responsible for any loss that may occur within the campus.

4.1.4.1 LOST and FOUND ITEMS

a.. Students should immediately report the loss of personal belongings to the Senior High School Principal's Office.

b. The finder must fill up the necessary information provided in the lost and found form

(F-EMO-006)

- c. The claimant must specifically describe the lost item or show any proof of ownership. Prior to the release of the item to the claimant, the form must be duly signed.
- d. The authorized office staff will instruct and assist the finder and the claimant in the entire process. The staff is responsible for the safekeeping of the lost properties and record keeping of the information submitted to the office. He/She will post the lost properties regularly. Necessary efforts will be made to locate the owner, such as posting notices or checking for any identifiable information on the found item/s.
- e. Unclaimed lost and found items shall be kept by the Senior High School Principal's Office until the end of the school year.
- f. At the end of the school, unclaimed items shall be disposed of or donated to charity under the division's outreach activities. In some cases, with appropriate approval and clearances, it shall be sold and the proceeds shall go to a designated purpose or a cause.

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. 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 to it that no piece of paper is left behind.
- e. A student can only borrow books using his/her bar-coded ID. Any book, newspaper, or reading material that he/she borrows must be under his/her proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.
- 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. Loud or brightly colored faddish, distracting, or ostentation hair cut or hairstyle for both male and female students is not acceptable.
- b. Students must wear their hair neatly at all times. 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 and before leaving the classroom and while walking along the corridors or staircases.

g. Students are not allowed to climb the trees inside the campus and gather their fruits.

h. For health and safety, students are encouraged to strictly follow the safety and health protocols implemented by the University.

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.

Students are responsible for proper behavior during online learning. Always use all online platforms with courtesy, respect, and integrity. The use of obscene, profane, threatening, or disrespectful language is prohibited.

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

4.3.1 Types of Offenses

4.3.1.1 Major Offenses

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

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

2. Possession and/or drinking of liquor/alcoholic beverage within the University premises or outside the university with a student wearing his school uniform; 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 or outside the university with students wearing his/her school uniform; Student who will be caught needs to secure clearance from the Clinic.(Reference: DepEd Memo No. 113 series of 2017 and DepEd Order No. 40 s. 2017)

4. Involvement in fistfights, any forms of hazing, threatening or inflicting physical injuries upon another within or outside the campus premises or during official off-campus activities;
5. Vandalism or destruction of school property or property belonging to any student, teacher, and other school officials, littering, spitting on the floors/windows;
6. Any form of cheating, whether online or onsite; any unnecessary action (verbal or nonverbal) during examinations or quizzes is considered cheating. Students who will be caught/will be found guilty after due process will be given zero as their score.
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 the peace, or serious disturbance not necessarily connected with any academic function;
10. Unauthorized solicitation;
11. Plagiarism; Forging, falsifying, and/or tampering with official records, receipts, or documents of any kind; Unauthorized access and use of other people's personal data and information or violation of the data privacy of another person and the University's Data Privacy Policy.
12. Lending, borrowing, tampering with, and or creating fake certificates, IDs, registration cards, examination permits, and other documents to enter and use 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; viewing or exchanging of pornography or obscene materials;
14. Leaving the school premises without proper authorization; leaving without permission during an online synchronous session without valid reason;
15. Gross disrespect or misconduct;
16. Use of the University name and or seal without authority;
17. Any act, omission, condition, status, or circumstance tending to cause dishonor to, discredit, or contempt for the name of the University;
18. Use of social networking tools (like chats, vlogs, and the like) and emails for any illegal or immoral purpose against the school and its policies;
19. Habitual disregard of school policies and regulations; cutting classes/truancy or habitual tardiness;
20. Bringing and using Cigarettes and/or Vape within the University premises or outside the university;

21. All forms of bullying. In compliance with SBN 2677, also known as the "Anti-Bullying School Policy Act," which mandates all schools, colleges, or universities, whether public or private, to create a Child Protection Committee to address the existence of bullying in their respective institutions, the Senior High School Division takes all measures to prevent and protect children and students from any forms of bullying to develop self-esteem and self-confidence (DepEd Order No.40 s 2012).
22. Membership in any organization not recognized/authorized by the institution;
23. Sending or posting discriminatory, harassing, or threatening messages or images;
24. Stealing, using, or disclosing someone else's code or password without authorization;
25. Copying, pirating, or downloading software and electronic files without permission;
26. Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
27. Violating the copyright law;
28. Sending or posting messages that defame or slander the school and other individuals;
29. Breaking into the computer system of the University, another organization, or a person;
30. Using Canvas for political causes or activities, religious activities, or any sort of gambling;
31. Sending or posting messages that disparage the University or another organization's products or services;
32. Passing off personal views as representing those of the University;
33. Refusing to follow the rules of the University;
34. Recording any class session and transmitting it without proper authorization;
35. Recording your teacher, classmates, school personnel, and administrators without proper authorization;
36. Participating in cyber bullying and/or harassment;
37. Offering (Direct or Indirect) gifts/money/Gift Certificates/food or accommodation to influence teachers, school staff or administrators to circumvent school rules and regulations or decisions relative to student's final grades and performance.
38. Engaging in any other illegal activities;
39. Any other offenses are analogous to the foregoing.

4.3.1.2 Minor Offenses

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

1. Eating inside the library, learning and information commons, and prayer room;
2. Climbing the trees and gathering fruits;
3. Not wearing student ID inside the campus and during official off-campus activities;
4. Wearing of earring/s, jewelry on pierced face/body parts, make-up, and sporting faddish, distracting, or ostentations loud or bright colored hair by the male students;
5. Wearing of multiple earrings, jewelry on pierced face/body parts, nail polish, make-up, and faddish, distracting or ostentations loud or bright colored hair by female students;
6. Improper classroom/school attire. (e.g., wearing shorts, caps, slippers, spaghetti straps, cross-dressing); wearing revealing clothes or clothes with inappropriate sayings/quotes;
7. Not wearing the prescribed uniform;
8. Improper use of school uniform and wearing colored undergarments;
9. Disruption of one's class or that of another; disturbing the virtual learning environment;
10. Unauthorized use of cellphones and gadgets while inside the classroom, laboratory, library, and other places where learning activities are taking place
11. Saying and shouting bad words, using foul language, and cursing;
12. 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.;
13. Entering the school premises during weekends and/or days with no classes without approval;
14. Sitting on the tables, windowsills, stairs, and railings;
15. Loitering along the corridors during class days and hours;
16. Playing with electrical switches;
17. Playing cards or unauthorized bringing of toys of any kind inside the school premises.
18. Unmuting oneself when the teacher has placed the class on mute;
19. Refusing to cooperate with a security and safety-related investigation;
20. Sending or posting inappropriate messages either through email, Canvas, or any online and social media platform; and
21. The inappropriate photo displayed in Zoom, Canvas, or JRU email

4.3.2 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 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. Examples of unacceptable content may include but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action.

4.3.3 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. All students and employees are expected to use all equipment and programs for the intended educational purpose only.

Bullying and harassment will not be tolerated and shall be a just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyberstalking are defined as inflicting physical or psychological distress and/or communicating words, images, or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

4.3.4 Academic Integrity Policy

“Academic dishonesty” means employing a method or technique or engaging in conduct in any academic endeavor that contravenes the standards of ethical integrity expected at Jose Rizal University or by a subject teacher to fulfill any and all academic requirements. There are two kinds of academic integrity violations: One is plagiarism and the other is cheating. Plagiarism: According to the Merriam-Webster online dictionary, to “plagiarize” means to steal and pass off (the ideas or words of another) as one’s own; to use (another’s production) without crediting the source; to commit literary theft to present as new and original an idea or product derived from an existing source. Cheating: To act dishonestly or unfairly to gain an advantage, especially in a game or examination.

The emergence of artificial intelligence (AI) chatbots has caused significant concerns among academic institutions in recent years. It challenges academic institutions in terms of concerns for academic integrity. Guided by its Core Values (Responsible, Courteous, and Considerate, With Integrity), the University is committed to providing safe and secured environment, for all student, and Considerate, With Integrity), the University is committed to providing safe and secure environment for all students, faculty, and non-teaching staff. JRU ensures

that these Core Values are upheld in the adoption, promotion, and utilization of chatbots and other emerging AI technologies while fostering and protecting academic integrity.

While our University recognizes that academic integrity and artificial intelligence systems are inextricably linked, the USE OF OPEN AI TOOLS SHALL BE CONSIDERED A MAJOR OFFENSE once any of the following violations are committed and evident:

- If a student submits text, images, designs, or any other academic work generated by AI without proper attribution or citation, it is considered plagiarism.
- If a student submits as his or her own work for any assessment text, images, designs or any other academic work generated by AI, it is considered cheating.
- Using open AI to generate text and to submit it as one's own work for exams, essays, theses or dissertations, research and any graded assessment shall be considered academic dishonesty.
- Submitting content generated by open AI or similar tools as one's own original work against the academic integrity policy of the University.

Reference: JRU Memorandum No. 2023-09 dated April 11, 2023, Guidelines for Ensuring Academic Integrity with the use of AI Tools (Chat GPT).

4.3.5 Online Class Session Policy

Attendance:

Show up at the scheduled time. Students are expected to log into their course (s) to keep up with the course materials. Faculty, staff, and administration can track the students' activities online. If an unexpected situation, such as illness, should arise and there is an extended leave from the course, it is the student's responsibility to contact the teacher and report the problem so that alternative courses of action for meeting class requirements can be made. Failure to comply may result in a failing grade.

Privacy:

Secure your password. Be careful with personal information. Always log out.

Requirements:

Submit assignments, requirements, papers, and examinations on time. Failure to do so might result in a failing grade. Late submissions will be given a point deduction.

4.3.6 Communication Policy

- Always use your official University e-mail when communicating with teachers and offices;
- Always be respectful in your e-mails and other forms of communication;
- Use correct spelling and grammar when communicating;

- Never post or submit anything that will be considered libelous, cyberbullying, or plagiarized. Disciplinary or academic sanctions will be applied;
- Have the integrity of your work online. Make sure you comply with the teacher's requirements/instructions. Non-compliance may result in getting a failing grade;
- Communicate with your respective subject teachers for any class issues;
- Relay/share with your parents/guardian all teacher/school-related communications sent to you via email or shared/posted in your Canvas Homeroom Folders.
- Show your parents/guardian your term grade/school performance by accessing your grades through your JRU SWIT and join them in meeting your subject teachers for any performance and grade-related concerns and issues for clarification and resolution.
- For connectivity issues or technical difficulties, inform your teacher immediately by sending an e-mail.

4.3.7 Parent/Guardian's Responsibilities

As a parent or guardian of a student enrolled in Blended Learning, 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 subject requirements when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time effectively. Teachers will keep the parent/guardian apprised of the student's progress and initiate contact if they fall behind in their coursework. Parents are expected to supervise and monitor their student's progress throughout the program. Parents should support Academic Integrity. Academic Integrity is one of JRU's core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens. Parents may contact their-child's teacher directly to answer questions and concerns they may have. When a parent or guardian has a concern about their child's performance or behavior, the parent/guardian should request a conference with the child's teacher/s. Parents/guardians are also encouraged to provide their child's teachers and class adviser with their latest/updated contact details so the school can immediately and properly reach out to them for any updates and concerns related to their child's academic performance and behavior in school.

4.3.8 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.

4.3.8.1 Community Service

A student who committed a major offense will be tasked to serve the JRU community. Instructions will be given by the Principal or the Student Discipline Coordinator.

4.3.8.2 Suspension

a) Preventive Suspension

A student may be immediately placed under preventive suspension during the period of the investigation or the pendency of the disciplinary proceedings against him. This must be done to maintain an atmosphere conducive to education in the school,

preserve decorum in the classroom, and uphold respect for administrators and teachers.

b) Punitive Suspension

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

	<u>Major Offense</u>	<u>Minor Offense</u>
First offense	Parent Conference	Warning
Second offense	2 days suspension	Parent Conference
	Online platform is blocked.	
Third offense	5 days suspension non-readmission, exclusion	2 days suspension Online platform is blocked.

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 disciplinary suspension or other penalties to the student (e.g., extend a 5-day suspension or greater even if it is a first offense), depending on its assessment of the extent/degree of the offense committed.

4.3.8.3 Exclusion (Dismissal/Forced Transfer)

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.

4.3.8.4 Expulsion

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

4.4 Damages

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

4.4.1 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.

4.4.2 Procedure for Payment

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

5. STUDENT CO-CURRICULAR ACTIVITIES

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

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

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

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

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

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

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

5.2 Student Organizations

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

Academic Organizations

ABM Club
STEM Club
HG Club
ANIMACSS Club
FB Club
TG Club
Sports Club

Special Interest Clubs

Callidus Loquentium
Dulaang Rizaliano
Harmoniya
Indayog Sa Ritmo
Makamit
Mapansin
Researchers' Club
RizalianValors Club
We Care and CLAYGO Club

Other Organizations

Senior High Student Council (SHSC)
Girl Scouts of the Philippines

Publications

The Blue and Gold Seniors

The Scribe

5.2.1 Organization

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

One faculty adviser is assigned to every approved student organization, whose presence will be required at all general meetings and activities.

5.2.2 Objectives

Each student organization is organized to intensify the interests of the students in related subjects, to improve their skills in various fields, and to promote harmonious interpersonal 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 two (2) weeks before the final examinations of the second semester of every school year with the supervision of the faculty advisers. All officers elected should have good academic standing and no major violations committed.

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's Office.

5.2.6 Budget

At the end of the school term, the adviser of each organization must submit a brief financial report of its operation, indicating its expenditures and the holder of its cash balances, if any. The report must bear the notation of the Principal before submission to the Treasurer. If no financial operation were undertaken, a brief note to this effect would be sufficient. It is the responsibility of the club adviser to liquidate any allocated budget a week after the event.

5.3 Student Publications

There shall be two major publications for the Senior High School Division: The Scribe and The Blue and Gold Seniors.

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

- 5.3.1 Any written or graphic material that is considered by the administration as obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers, and devoid of any moral value.
- 5.3.2 Those that tend to incite subversion, insurrection, rebellion, or sedition against the state or otherwise threaten the economic and/or political stability of the state.
- 5.3.3 Those which tend to undermine the faith and confidence of the people, their government, and/or duly constituted authorities.
- 5.3.4 Those who glorify criminals or condone crimes.
- 5.3.5 Those serve no other purpose but to satisfy the market for violence or pornography.
- 5.3.6 Those which tend to abet the traffic in the use of prohibited drugs.
- 5.3.7 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.
- 5.3.8 Any criticism of the government.
- 5.3.9 Those which are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, staff, faculty, and other personnel, whether living or dead.
- 5.3.10 Topics with little or no relation to student activity
- 5.3.11 Any work that constitutes plagiarism or which the editor-in-chief and/or faculty adviser strongly feels may have been plagiarized, pirated, or violated copyright privileges.
- 5.3.12 The budget for printing shall be submitted for approval by the Vice President for Academic Affairs (VPAC).

5.4 Policies on the School Organ

- 5.5.1 The Scribe is a Senior High School student paper that is primarily intended for information and exchange of student ideas and views, for building up school spirit, and for assisting in the molding of student minds in the proper direction.
- 5.5.2 The Principal shall appoint a faculty adviser for the school organ.
- 5.5.3 The faculty adviser shall conduct a competitive examination within 14 days after the opening of classes to determine eligibility for the positions of Editor-in-Chief and Managing Editor.
- 5.5.4 Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.
- 5.5.5 A full scholarship and a half-scholarship valid for one year shall be made available to the editor-in-chief and the managing editor, respectively.
- 5.5.6 Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.
- 5.5.7 The school organ shall be in the form of 9" x 12" and shall contain at most 28 pages.
- 5.5.8 In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision after clarification with the student editor concerned. Any modification or rejection of an article shall be accompanied by an explanation for the action.

5.5 Policies for the Yearbook

- 5.5.1 The Senior High School graduating class, if so desired shall publish a yearbook at the end of the school year named "The Blue and Gold Seniors."
- 5.5.2 The yearbook shall be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers appointed by the Principal.
- 5.5.3 All contracts entered into, and all obligations incurred in connection of the yearbook shall be in the name of the "Blue and Gold Seniors."
- 5.5.4 The editorial board of graduating students shall be responsible for the preparation of the yearbook.
- 5.5.5 The members of the editorial board shall be appointed by the Principal upon the recommendation of the yearbook faculty advisers.
- 5.5.6 The editors-in-chief and the managing editor shall constitute the senior members of the staff, and as many associate editors as necessary may be appointed.
- 5.5.7 The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.
- 5.5.8 The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer, and withdrawals from this fund shall be based on receipts in connection with the expenditures of the yearbook. They shall be allowed only with the consent of the yearbook faculty adviser with the approval of the Principal.
- 5.5.9 The funds from the yearbook fee are the property of the senior class organizations concerned, and unutilized funds after a period of three (3) years from the close of the pertinent school year shall revert to the Senior High School Fund.
- 5.5.10 A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.
- 5.5.11 The members of the yearbook committee shall be held accountable for the publication of the yearbook, and they will be subject to clearance from the university.

6. STUDENT RECORDS

6.1 Academic Records

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

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

6.1.1 Transfer Credentials

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.

Form 137, Transfer Credentials, and Certifications shall be issued only if the entrance documentation/credentials of the student into the University are 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 students unless authorized in writing by the school requesting 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 senior high school division is directly involved in the registration process in coordination with the Registrar's Office relative to the enrolment process and guidelines. The Registrar's Office serves as the repository of Student documents and is responsible for monitoring the submission of documents/credentials after enrolment.

A student is considered officially enrolled only if he:

- a. Submitted all required admission credentials.
- b. Has been issued an Enrolment Permit (EP).
- c. Made an initial payment of school fees.

6.1.3 Graduation

The Registrar's Office evaluates the subjects and units taken by the senior high school division's senior students in preparation for the final list of candidates for graduation and, subsequently, the printing of diplomas and F-137. The Registrar's office makes sure that the student should have complied with graduation requirements such as Academic and Student records/credentials requirements and no-account obligations.

6.1.4 Clearances

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

6.1.5 Special Orders

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

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 and other fees are available in the Student Accounts Section of the Accounting Office.

A “prompt payment discount” of 10% of tuition is given if full payment of all tuition and miscellaneous fees are made on or before the 7th day from 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% of the tuition fee.

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.

Students who will pay tuition and miscellaneous fees in full after the prompt payment discount period but on or before the 15th 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 15th day from the opening of classes shall automatically be considered as paying on an “installment basis” and shall be charged the installment rates.

Students on an “installment basis” should inquire and secure a schedule of payments from the Student Accounts Section of the Accounting Office located in Room A-15.

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine. A student paying by check before the late enrollment deadline whose check is subsequently dishonored upon clearing will be considered as not having been paid and will be subject to the late enrollment fine if he makes good after the deadline.

A student is not considered enrolled unless the minimum down payment has been paid, in addition to the other requirements for enrolment.

Students are required to settle all the back balance(s) and the minimum down payment upon enrollment. Promissory notes are not allowed as settlement of back balances during enrolment.

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

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

7.2 Withdrawals, Dropped Students and Refunds

7.2.1 Withdrawals and Dropped Students

Aside from the usual refunds which may be made in cases of overpayment, return of deposits, and the like, refunds may also be allowed in the case of students who wish to withdraw under certain conditions.

From the point of view of the University, a student who withdraws is one who notifies the school in writing (F-REG-004) that he/she is discontinuing his studies for the term. Refunds will be made provided the application to withdraw has been approved by the appropriate division head.

A student who is dropped however is one who does not notify any competent University officer before the end of the term that he is discontinuing his studies. In such a case, the student is charged in full for the semester.

In view of the rationalization of the fees charged for miscellaneous transactions and to enhance financial control over these transactions, no refunds shall be made arising from payments made for the following:

- Certifications of any nature;
- Request for Official Transcripts of Records;
- Requests for Honorable Dismissal;
- Authentication of documents;
- Reprinting of Form 138.
- Request for 2nd copy of Diploma

Also, any pre-enrollment fee or reservation fee paid is non-refundable if the student fails to enroll in the school year the said pre-enrollment applies.

7.2.2 Refunds (Cash and Published Rates)

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

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes. If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30), but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason, more than forty-five (45) calendar days after the beginning of classes, the student shall

be charged 100% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

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

7.2.3 Refunds (Installment Basis)

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

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

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

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason, more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total installment tuition and miscellaneous fees due. This policy imposed 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.

7.2.4 Refunds for Withdrawals under Special Circumstances

If, beyond the forty-five (45) days limit, the student requests for withdrawal or transfer to another school due to (1) poor health, (2) unavoidable physical transfer of residence, or (3) events brought about under fortuitous circumstances like flood, fire, earthquake, etc. The student will be charged all pertinent miscellaneous fees (except the diploma fee) plus the tuition fee due whether on a cash or installment basis, covering the period up to and including the calendar month in which he stopped. All the above reasons need a letter of explanation and/or medical certificate. The exemptions are applicable only if the notice of withdrawal is filed by the student before the end of the second preliminary examination.

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. The university's main clinic is located in Room C-18 on the ground floor of Building C. Qualified personnel man the clinic. The medical clinic is open from 7 am up to 9 pm Monday to Friday, and 7 am to 7 pm on Saturdays. The dental clinic is open from 8 am to 5 pm, Monday to Tuesday, and 8 am to 12 pm on Wednesdays.

8.1.1 Consultation

Management done at the clinic consists mainly of first aid treatment. The clinic does not dispense antibiotics. Only the first dose of the necessary medicine for the immediate relief of symptoms will be provided to the patient.

No procedure is done in the dental clinic except for first aid treatment. If further treatment is needed, the dentist will issue a referral letter to their private dentist for further evaluation and management.

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

Currently, enrolled students who wish to avail of the services of the Clinic can proceed to the said room. They should present their current JRU ID to the nurse on duty and inform the nurse of their complaint. Their consultation will be recorded on the clinic's electronic medical and dental record (EMDR) system.

The clinic offers online medical or dental consultations via email or JRU SWIT. Students and employees may send their concerns to support@jru.edu or access their JRU SWIT to schedule an online consultation. Clearances are not given online. They are to be secured personally at the clinic. Patients seeking clearance still need to be assessed physically prior to issuance of clearance.

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

8.1.2 Clearances and Issuance of Medical Certificates

The clinic issues medical certificates/clearances for JRU-related and/or JRU-sponsored activities only.

8.1.2.1 Absence

Students who have been absent due to a medical reason must first secure clearance from the clinic prior to returning to class. For absences of less than three (3) days, students must submit an excuse letter to the clinic from their parents/guardians on the day that they report back for school. For those absent more than three (3) days or those sent home by the clinic, students must submit a medical certificate from their attending physician to the clinic on the day that they report back to school. Regardless of the number of days absent,

if a student was admitted/confined in a hospital, they need to submit a medical certificate from their attending physician or record of confinement and obtain clearance from the medical clinic that he/she is fit to go back to school.

8.1.2.2 Educational Tours, Intramurals, and Other Extracurricular Activities

Students participating in activities that will require a medical clearance need to undergo a medical exam conducted by a licensed physician. The clinic offers this service to students provided that the activity be endorsed to the clinic and a request letter submitted by the faculty in charge. The request letter should contain the details of the activity and the list of students who will take part. The letter and list must be submitted to the clinic at least 1 week before the scheduled activity. Only those people whose names appear on the list will be entertained for medical.

If a student who will participate in an athletic event is requested to undergo medical clearance at the clinic, the student must submit to the clinic a medical clearance from their attending physician certifying that they are fit to play. They also need to submit a PAR-Q form secured from the Athletics Office. The PAR-Q form must be completed and duly signed by the student/employee (if of legal age) or by their parents/guardian (if minor).

Medical examinations are valid for 6 months from the date of issuance. Students who had a medical examination done within the last 6 months only need to have their medical records updated. Those whose last medical examinations exceeded 6 months need to undergo physical examination again.

For students with abnormal findings or known illnesses, a medical clearance from specialists must be secured and submitted to the medical clinic before joining the activity.

8.2 Medical Emergency

The clinic shall provide first aid treatment or management in cases of emergencies.

Any student, faculty, or staff who needs immediate medical attention but still ambulatory shall be brought to the clinic nearest his/her location accompanied by a faculty/staff or fellow student present on the scene. For non-ambulatory patients (e.g., fall, fracture, loss of consciousness, etc.), the teacher/faculty/staff/student who is present during the incident shall inform the nurse-on-duty (NOD) of the situation, either through phone or in person. The NOD shall go to the site to assess the patient's status and shall stabilize the patient first prior to transport of the patient to the clinic. Further medical assessment and first-aid treatment shall be done at the clinic by the doctor on duty. For critical cases or those that cannot be moved, the doctor on duty shall go to the site to assess the patient and facilitate the transfer of the patient to the nearest hospital.

Parents/guardians or next of kin of sick students shall be informed by the Senior High Office.

When necessary, the patient shall be brought to the nearest medical facility/hospital. The patient will be accompanied to the hospital by a designated staff of the school. The senior high office shall be the one to assign who will accompany the patient to the hospital. Patients who are unstable or in critical condition shall be brought to the hospital accompanied by a clinic nurse and another staff/faculty designated by the senior high office.

The University shall cover expenses related to first-aid treatment only. The principal shall issue the Letter of Authority (LOA) to be used in the school's partner hospital. The LOA will be brought by the staff and handed over to the school's partner hospital.

8.3 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, are undertaken directly by the Principal in conjunction with DepEd.

8.4 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.

For the Senior High School Division, the following shall be the members of the Child Protection Committee:

- Chairperson – Principal
- Vice Chairperson – Guidance Director
- Faculty Representative
- Parents Representative
- Student Representative – Student Council President
- Community Council Representative – Barangay Captain or his appointed representative

8.5 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.