

The Perpetualites Handbook

Senior High School
2017

Foreword

Welcome to the **University of Perpetual Help System Laguna**, City of Biñan, Laguna, Philippines. You are now part of the **Perpetualite Family**, and it is a pleasure to be of service to you. Your University is giving its best in the delivery of effective and efficient education systems. This conviction is anchored on our quest for excellence in academics and technology generation through research, community partnership and industry linkages.

This is your handbook. We hope that it will guide you while you are enjoying the educational training programs in our University. It will make you well informed about our uniqueness and competitiveness as an educational institution, your rights and privileges, your duties and responsibilities, the policies and procedures, rules and regulations to be followed and to be complied with; in other words, the required and proper norms of conduct.

Please always remember that your University is your learning home for duration of your stay as you strive to acquire basic and advance knowledge, attitudes, skills, and habits as a way of life. Hence, the familiarization and mastery of the contents of this handbook is encouraged, and necessary for you to become a true and full-blooded Perpetualite.

Be a part of the process in creating, enhancing and sustaining our University atmosphere because:

EXCELLENCE is what WE ARE!

CONGRATULATIONS! You are now a PERPETUALITE!

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Historical Sketch

The University of Perpetual Help System, having committed to service in the forefront of education and health care, came into being out of the unselfish effort and untiring commitment of its founders: Dr. Jose de Guzman Tamayo and Dr. Josefina Laperal Tamayo. The desire to serve others was manifested at a very young age when Dr. Jose G. Tamayo dreamt of becoming a medical doctor. For him, it was the best way that he could serve his fellowmen. But when that dream became a reality, he realized that his best was not good enough... the services he rendered were so limited and only within the realm of his profession as a doctor. With an ardent desire to serve his fellowmen, the idea of reaching out to through the setting up of an educational institution, gave birth to the following:

- **Perpetual Help College of Manila** Opened in 1968 with Nursing as key course offering. Most graduates are now in the USA who formed a Perpetualites Association of America and serving as a direct linkage for Perpetualites.
- **Perpetual Help College of Malasiqui** Located in the heart of Municipality of Malasiqui, Pangasinan, it was founded in 1970 to accelerate the development of health education in the rural areas particularly in the Province of Pangasinan.
- **University of Perpetual Help Rizal** (formerly Perpetual Help College of Rizal). In 1975, the eldest son, Antonio Laperal Tamayo, inspired by his parents, spearheaded the founding of another school in the City of Las Piñas. The Molino Campus in Bacoor, Cavite and Calamba Campus in Laguna are extension campuses of the University of Perpetual Help System Rizal, which started their operations in 1996 and 1997 respectively.

- **University of Perpetual Help System Laguna** (formerly Perpetual Help College of Laguna) opened its doors for academic excellence in 1976 with a total of 89 students in the first and second year high school and 367 students in the tertiary level. The campus is located along the old national highway in the City of Biñan.
- **University of Perpetual Help System Laguna- GMA Campus** started its operation in 1997 and is an extension campus of UPHS Laguna located at General Mariano Alvarez, province of Cavite.
- **UPH-Dr. Jose G. Tamayo Medical University** opened in the City of Biñan, Laguna in 1976, specializing in medical and health related programs and also located in Biñan, Laguna.
- **University of Perpetual Help System Laguna-Isabela Campus** is the youngest satellite campus of the University System. It aims to provide the northern part of the country an avenue to bring out and nurture the seeds of excellence through Perpetualite education.

Through RA 10533 the curriculum of Basic Education was enhanced from 10 years Basic Education Curriculum to K-12. The University of Perpetual Help System campus opened the first Grade 11 of the Senior High School Curriculum for AY 2016-2017 and the first Grade 12 for AY 2017-2018.

From its humble beginnings, the University of Perpetual Help System Laguna, has now grown substantially. In July 25, 2012, the University was granted Autonomous Status in its quest for Excellence through accreditation of its various programs.

The founders, Dr. Jose G. Tamayo and Dr. Josefina L. Tamayo, created an ideal partnership. Dr. Josefina was always at Dr. Jose's side, a

partner in every undertaking until her early demise in 1987. As a fitting tribute, UNIVERSITY STATUS of the Perpetual Help System was granted by Commission on Higher Education on the natal day of Dr. Josefina Laperal Tamayo, on April 20, 1997.

The nature of the University of Perpetual Help System is a private non-sectarian institution. It advocates quality education in the formation of research-oriented professionals, committed leaders, and dynamic Christian citizens imbued with Perpetualite values.

The UPHS Logo



The logo of the University of Perpetual Help System presents the image of The Mother of Perpetual Help which symbolizes the Christian precepts upon which the institution was founded and to which it adheres.

The twelve (12) laurel leaves stand for the twelve (12) children of the founders, Dr. Jose De Guzman Tamayo and Dr. Josefina Laperal Tamayo signifying the family's dedication to institutional development and to the future.

Inscribed in the border of the logo is the System's institutional motto: “Character Building is Nation Building”, which expresses the encompassing commitment of Perpetual Help education to national development and progress.

The Fundamental Principles of the Institution

Our University Philosophy

“Character Building is Nation Building”

The University of Perpetual Help System believes and invokes Divine Guidance in the betterment of the quality of life through national development and transformation, which are predicated upon the quality of education of its people. Towards this end, the institution is committed to the ideals of teaching, community service, and research, as it nurtures the value of “Helpers of God”, with “Character Building is Nation Building”, as its guiding principle.

Our University General Objectives

- To contribute in the development of creative and innovative individuals and responsible citizens who value freedom, with the ability and courage to express their will and determination, and the capacity to overcome obstacles and solve problems for the general welfare.
- To establish and develop an atmosphere of intellectual stimulation and freedom that will enhance the capacity and potential of the students to excel in their area of specialization.
- To provide unique opportunities that will optimize the inner potential and capacity of every student.

Our University Vision

The University of Perpetual Help System is a premier University that provides unique and innovative educational processes, contents, end-results for the pursuit of excellence in academics, technology, and research through community partnership and industry linkages.

The University takes the lead role as a catalyst for human resource development, and continues to inculcate values as way of strengthening the moral fiber of the Filipino individuals proud of their race and prepared for exemplary global participation in the realm of arts, sciences, humanities, and business.

It sees the Filipino people enjoying quality and abundant life, living in peace and building a nation that the next generations shall be nourishing, cherishing and valuing.

Our University Mission

The University of Perpetual Help System is dedicated to the development of the Filipino as a leader. It aims to graduate dynamic students who are physically, intellectually, socially, and spiritually committed to the achievement of the best quality of life.

As a system of services in health and education, the University of Perpetual Help System is dedicated to the formation of Christian, services and research oriented professionals and leaders in quality education and health care.

It shall produce Perpetualites who outstandingly value the virtues of reaching out and helping others as vital ingredients to nation building.

The Founder's Creed

Today is ours, why be afraid?

Today is ours, our labors we have made

Let's banish anxiety, banish sorrow

Today makes our tomorrow.

The Basic Education Department's Seal/ Logo



The Basic Education Department's official Logo represents the department which is also adopted by the Senior High School department.

The Perpetualite Core Values

JUNE	<i>-Mission – Vision Month</i>
JULY	<i>-UPHSL and the Perpetualite</i>
AUGUST	<i>-Academic and Professional Excellence</i>
SEPTEMBER	<i>-Celebration of Life: Value of Catholic Doctrine</i>
OCTOBER	<i>-Love of God, Self, Family, and Neighbor</i>
NOVEMBER	<i>-Love of Country and Good Governance</i>
DECEMBER	<i>-Peace and Global Solidarity</i>
JANUARY	<i>-Health and Ecological Consciousness</i>
FEBRUARY	<i>-Filipino Christian Leadership</i>
MARCH	<i>-Character Building is Nation Building</i>
APRIL	<i>-The Perpetualite Family</i>
MAY	<i>-Perpetualites : Helpers of God</i>

Mission Statement of the Senior High School

The UPHSL Senior High School aims to produce Christian leaders research-oriented and competent graduates who have mastered the necessary concepts needed for tertiary education and have developed the skills for employment and entrepreneurship.

Vision Statement of the Senior High School

The UPHSL Senior High School will be a benchmark of excellence in delivering quality education and in inculcating Christian values leading to its graduates towards the attainment of the best quality of life.

Program Educational Objectives

Guided by the University's Mission, the graduates of Senior High School are/can:

1. Possess appropriate knowledge, skills, and attitudes for tertiary education and for the world of work.
2. Practice entrepreneurship skills and scientific-technological competencies to respond to varying society situations.
3. Contribute to the ideals of nation building and promote their unique history and heritage as Filipinos.
4. Manifest Christian leadership skills through community service and outreach activities.
5. Demonstrate integral character and moral values in their personal lives and international dealings.

Section 1

General Directives

The Biñan Campus is our legacy to the Province of Laguna as well as an excellent symbol of our sustained commitment as willed by the founders of the University of Perpetual Help System for human resource development.

Moreover, Biñan is a historical landmark where Dr. Jose P. Rizal, our national hero, studied and continued the value of education as a way of life. Consistent with that, in 1996, our University granted an honorary Doctorate Degree to Dr. Jose P. Rizal, which made him a Perpetualite. Thus, your University of Perpetual Help System Laguna, Biñan Campus is planned and designed to open the windows and doors of opportunities for a holistic approach to quality education. The educational processes, contents and end-results are anchored on its guiding philosophy that is;

“Character Building is Nation Building”

As the first and only University in the City of Biñan, the University of Perpetual Help System Laguna is increasing and strengthening its local and international linkages and networks with the existing and diverse leadership coming from relevant and known industries, academic institutions and non-government organizations (NGOs). Below are the core values of our University:

University Code of Conduct

As a member of the Perpetualite family of the University of Perpetual Help System Laguna you are expected to promote and maintain certain social norms to ensure an atmosphere conducive to academic excellence towards the fulfillment of the vision, mission and objectives of the University.

Academic excellence, respect for the duly constituted authorities, faithful obedience to the rules and regulations of the University are trademarks of a true Perpetualite and a concrete manifestation of the University Motto: “*Character Building is Nation Building.*”

Behavior

It is therefore considered as a conviction that Perpetualites are:

- God-fearing, kind, humble, just and considerate to others;
- Nationalistic in their thoughts, and ways;
- Observing proper decorum, courtesy and respect for others;
- Decent and dignified in their language.

Social Norms

- Perpetualites should at all times show respect and courtesy to all individuals, in or off-campus. Unfavorable and/or offensive remarks against other persons regardless of age, gender, creed, race, status, and political affiliations should be avoided.
- Perpetualites should promote and protect the good name of the University
- Healthy interaction with members of the opposite sex is encouraged. However, public display of affection or acts or gestures of intimacy, which offend the sensibilities of the members of the community, should be avoided.
- Perpetualites should adhere to the conventions of good grooming. He should refrain from wearing any attire that may scandalize or offend the sensibilities of other members of the academic community. More so, the University sets official school uniforms which should be worn during school days or attending or representing University in outside activities.
- Cellular phones and other communication equipment must be switched off during classes, examinations, and other University functions. Any electronic device should not be used during class hours unless instructed by the teacher.

- Perpetualites should observe and/or conform to classroom procedures.
- Perpetualites should strive to develop a well-balanced personality through active participation in various recognized student organizations of the University.
- Perpetualites should only join authorized organizations and recognized by the University.
- Membership to any organizations that advocates and tolerates violence in any form must be avoided at all times.
- Perpetualites should at all times uphold the standards of responsibility and dignity, which are part of the vision and mission of the University.

Academic Standards

To pursue excellence in academics:

- The Perpetualites must study hard to comply with the academic requirements of the University
- The Perpetualites should strive to get excellent grades.
- The Perpetualites must be regular and punctual in their attendance.
- In case of absences, they must provide an excuse letter signed by parents or guardians before they may be admitted to class again.
- The school strictly implements the NO PERMIT NO EXAM policy.

Decorum inside the Classroom

- Students are enjoined to attend their classes regularly and punctually.
- Tardiness of 15 minutes or more without justifiable reasons shall be considered absent.

- As a sign of respect, students shall rise when called upon to recite or when propounding questions to the teacher.
- Students shall leave the room quietly and in an orderly manner.
- Students waiting to occupy a classroom shall enter only after the outgoing class has left the room.
- Students may leave the classroom only upon permission of the teacher.
- Students should wear or pin the corridor pass if he or she intends to leave the classroom during class hours.
- Students shall not cheat or commit any form of dishonesty in relation to their studies.
- Students shall keep the classroom clean and free from litter.
- No person shall be allowed to excuse the students inside the classrooms during class hours without written approval of the SHS Director.
- Students shall follow University rules and regulations governing them during emergencies, such as fire, earthquake, flood, etc.

Decorum in Corridors and Passageways

- Students shall not loiter or create any disturbance in the corridors.
- Students shall keep right when walking in the corridors and stairways.
- Students shall keep corridors clean at all times.
- Students shall keep all stairways and corridors clear for passage.

Decorum in School Programs and Performance

Student performance in school programs enhances the student's academic life. Therefore, every student is expected to observe proper decorum in school functions and affairs. The following guidelines should be observed:

- The student should maintain silence and refrain from creating noise that would distract the affair. If it becomes necessary for a student to leave before the end of the program, he should wait until the number being performed is over before he makes his exit, which should be made clandestinely.
- To show appreciation, a student should applaud politely after each performance.
- After the program, the students are expected to allow the guests to leave the hall before they exit.
- Students are expected to sit properly at all times. This should be observed more strictly during convocations or programs.
- Students, as audience in programs, should refrain from unnecessary noise. Each one, therefore, should avoid a loud and extended conversation with others while programs are on-going.
- The students should be punctual in attending school programs or affairs.

Records

Requests for any school record (Form 137, Form 138, Certificate of Good Moral Character, etc.) should be made using the official request forms. A seven day working period for processing of records is normally required.

Documents will only be released to the student concerned or parent or legal guardian. In the event that the student/parent/legal guardian cannot personally claim his requested document/s, a Special Power of Attorney (SPA) and his identification card must be submitted by the authorized representative upon claiming the document/s.

Section 2

Admission/Enrollment

Admission/enrollment to the institution is a privilege granted to those who qualify under the criteria set by the University.

Upon completion of the UPHS SHS Entrance Exam and Interview, the following requirements should be submitted to the Admission Office.

Admission Requirements

New Students and Transferees

Requirements to be submitted after the UPHS SHS Entrance Exam and interview:

- Admission Kit (c/o University Supply Center)
- Original Report Card from Previous School (Form 138) with Learner Reference Number (LRN)
- Certificate of Good Moral Character
- Certificate as Grade 10 Completer with Learner Reference Number (LRN)
- ESC Certificate for ESC grantees or Qualified Voucher Recipient (QVR) for Non-ESC Recipients
- 3 Copies of Photocopy of Birth Certificate (NSO/PSA Copy, checked against original)
- 3 copies of latest 2x2 ID Picture

Foreign Students

- Certificate/proof of compliance with the Commission on Immigration requirements and the Department of Foreign Affairs.
- Certificate of eligibility for admission from the Department of Education (DepEd)
- Approved study permit from the Foreign Student Division, DepEd and evaluation papers inclusive
- Copy of Authenticated Documents (with Red Ribbon)
- Scholastic Record
- Certificate of Good Moral and Character, if available
- Enrollment Kit (c/o University Supply Center)
- 3 copies of latest 2x2 ID Picture

Admission Procedures

For New Students

1. At the SPS Center, present report card from the previous school for evaluation.
2. Result of Entrance Examination
3. Submission of requirements
4. Fill-out Pre-Registration Form provided by the Admission Personnel (Student Profile, etc.)
5. Advising of subjects/Printing of Assessment Form
6. Proceed to the Assessment Office for payment schemes.
7. Payment of the school fees to the Cashier's Office.
8. Go back to the Registrar's Office for printing of Registration Form
9. Purchase uniform at the University Supply Center and to secure the school ID

For Transferees

1. At the SPS Center, present report card from previous school for evaluation.
2. Admission Interview/ Enrolment Agreement with the Prefect of Discipline
3. Entrance exam
4. Submission of requirements
5. Fill-out Pre-Registration Form provided by the Admission Personnel (Student Profile, etc.)
6. Advising of subjects/Printing of Assessment Form
7. Proceed to the Assessment Office for payment schemes
8. Payment of school fees to the Cashier's Office
9. Go back to the Registrar's Office for printing of Registration Form
10. Purchase uniform at the University Supply Center and to secure the school ID

For Old Students

1. Advising of subjects/Printing of Assessment Form
2. Proceed to the Assessment Office for payment schemes.
3. Payment of school fees to the Cashier's Office.
4. Go back to the Registrar's Office for printing of Registration Form
5. Purchase uniform at the University Supply Center and school ID validation

School Charges and Refund of Fees

As provided in *DECS Order No. 92, s. 1992, of the Department of Education on Tuition and Other Fees (Section 66, On Tuition Charges)*, refunds could only be given to students who officially drop or withdraw when a written withdrawal is approved by the SHS Director within two weeks after the start of classes and school fees have been paid fully or partially.

1. A student who transfers or otherwise withdraws in writing after the beginning of classes, and who has paid the pertinent tuition and other school fees in part or in full, is entitled for refund of the payments made subject to the following surcharge:
 - b) Before the start of classes: will be charged P500.00 processing fee
 - c) First Week from start of classes: will be charged 10% of the total Tuition Fee and processing fee of P500.00.
 - d) Second Week from start of classes: will be charged 20% of the total Tuition Fee and processing fee of P500.00.
 - e) Beyond Second Week: will be charged the full amount for the entire academic year.
2. Application for refund of fees and/or adjustment should be made at the Assessment Department promptly after dropping the course program. The date of the actual submission of dropping forms at the Assessment Department shall be the reckoning date for refund and/or adjustment purposes.
3. Returned check will mean automatic cancellation of enrollment and penalty of P1, 500.00. Likewise, subsequent payment must be in CASH.
4. All students must obtain test permit before taking test.

Payment of fees and Refunds

Tuition and other school fees shall be subject to change upon due notice in accordance with the guidelines and approval of the Department of Education.

Payment of fees may be made in two schemes:

- In cash and in full payment upon enrolment, or
- By installment either on monthly, quarterly, or Semestral basis.

Tuition and Miscellaneous fees should be paid to the authorized Personnel only at the Cashier's Office.

The university shall not be liable for any and all amounts paid by the student/ parent to unauthorized personnel.

Official receipts should be kept by the parent/student for record and reference purposes.

Dropping Period and Procedure

Enrolment of a student is for an entire Academic Year. However, should a student decide to drop or discontinue his studies within the Academic Year for valid reasons like illness, change of residence or personal reasons, he has to comply with the following:

1. Submit a letter to the SHS Director indicating the reason for Dropping.
2. Upon approval, the student is given a clearance form from the Registrar to be accomplished.
3. An exit interview is conducted by the Guidance Counselor.
4. Parent of the student settles all accounts at the Assessment Office.

Section 3

Scholarships/Educational Privileges/ Tuition Discounts

Scholarship

Scholarship and Educational Privileges are available

1. to inspire the youth in the pursuit of knowledge and to open doors of opportunity to those who have the ability but do not have the means to pursue their studies.
2. to acknowledge the achievements of students in their chosen endeavors.

Policy on Scholarship

1. The University, through its committee on scholarship, offers to deserving students, who pass the screening, the privilege of being a scholar.
2. No student shall enjoy more than one scholarship in any term. In case of multiple scholarships whichever is higher will prevail.
3. Scholarships are non-transferable.
4. Scholarships are for tuition only unless otherwise stated. All other fees must be paid.
5. Any scholar who, after due process, is found to have been involved in any major infraction of school and DepEd rules and regulations shall automatically lose the scholarship.

Guidelines on Scholarship

Classification:

Athletic Scholarship

Students who qualify for the Varsity Teams are granted Full, Half or Partial Scholarship depending on the recommendation of the team's respective coach. This scholarship considers behavior and demeanor, tenure, grades, and game performance of the athlete.

Government-Funded Scholarship Grants

The SHS Department assists in processing the DepEd Voucher program.

- All Grade 10 completers from DepEd schools and Non-DepEd schools who are ESC recipients are automatically qualified to DepEd Voucher program. Grade 10 completers from non-DepEd schools who are non-ESC recipients need to apply to qualify for the program.

Section 4

Grading System/ Honors and Awards

Grading Period and Grading System

The University is guided by the Department of Education's memorandum on grading system specifically *DepEd Order No. 73, s. 2012 on the Guidelines on the Assessment and Rating of Learning Outcomes Under the K to 12 Basic Education Curriculum, DepEd M.o. No. 8 Series of 2015 and DepEd Order No. 36, s. 2016*

Grading Period

The school year is divided into two (2) terms. Each term is divided into two (2) grading periods (Mid-term and Finals). At the end of each term, the students are individually rated according to their individual performance for the particular grading periods.

Grading System

The University is guided by the Department of Education's memorandum on grading system.

Class Room Assessment

It is an integral part of curriculum implementation. It allows the teachers to Track and measure learners' progress and to adjust instruction accordingly.

There are two types of assessment, namely, *formative* and *summative*.

FORMATIVE

- Track learner's progress
- Assessment for learning
- Recorded but not used to report on the learner's achievement

SUMMATIVE

- Measures learner's progress
- Assessment of learning
- Recorded and used to report on the learner's achievement

Summative Assessment

It is usually conducted after a unit of work and/or at the end of the entire quarter to determine how well learners can demonstrate content knowledge and competencies articulated in the learning standards.

COMPONENTS

Written Work

Performance Task

Major Examination

ACTIVITIES

-Long quizzes, unit tests, reflections, essays and other written outputs.

-Skills demonstration, group presentations, oral work, multimedia presentation, and research projects

-Midterm Exams and Final Exams

THE GRADING COMPONENTS PER LEARNING AREA

A. Academic Excellence Award

The Award for Academic Excellence within the quarter is given to learners from Grades 1 to 12 who have attained an average of at least 90 and passed all learning areas. The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

Academic Excellence Award Average Grade per Quarter

ACADEMIC EXCELLENCE AWARD	GENERAL AVERAGE
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98–100
2. With High Honors/ <i>May Mataas na Karangalan</i>	95–97
3. With Honors/ <i>May Karangalan</i>	90–94

4. Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off campus activities) may also qualify for this award.

B. Grade-level Awards

1. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015. The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to Table 2 for the Academic Excellence Award at the end of the school year.

Table 2. Academic Excellence Award

Academic Excellence Award

ACADEMIC EXCELLENCE AWARD	GENERAL AVERAGE
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98–100
2. With High Honors/ <i>May Mataas na Karangalan</i>	95–97
3. With Honors/ <i>May Karangalan</i>	90–94

2. Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. Have no failing grades in any of the learning areas.
2. Have not committed any offense punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year.
3. Be a class officer or an active member/officer of any recognized school club, team, or organization.

The set of criteria and weights will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of the AC. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those learners who have met at least 90% of the criteria shall be awarded.

3. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.

3.1 Athletics

This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanlike conduct and character.

The academic rating that will be considered for this award would be the student's final grade in Physical Education.

3.2 Arts (e.g., visual, media, music, or performing arts)

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school's various functions and events. The academic rating that will be considered for this award is the final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS).

3.3 Communication Arts

This award is given to learners who have demonstrated proficiency in any language (Filipino, English, or other foreign languages), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community. The academic rating that will be considered for this award is the student's final grade in Filipino, English, or other foreign-language subjects and related learning areas in Senior High School specific to the award.

3.4 Science

This award is given to learners, who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's final grade in Science for grades 6 and 10, or the average rating for the two core Science subjects in SHS.

3.5 Mathematics

This award is given to learners, who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class. The academic rating that will be considered

for this award is the student's final grade in Mathematics for grades 6 and 10, or the average rating for the core. Mathematics subjects in SHS.

3.6 Social Sciences

This award is given to learners who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and/or community above and beyond their personal good.

The academic rating that will be considered for this award is the student's final grade in *Araling Panlipunan* for grades 6 and 10, or the average rating for the core Social Science subjects Personal Development/*Pansariling Kaunlaran* and Understanding Culture, Society, and Politics) in SHS.

3.7 Technical-Vocational Education

This award is given to learners who have consistently exhibited exemplary skills and achievement in their area of specialization in technical-vocational (Tech-Voc) education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/or community. The academic rating that will be considered for this award is the student's final grade in Technology and Livelihood Education (TLE) for grades 6 and 10, or the average rating for the specialized Tech-Voc subjects in SHS specific to the award.

CRITERIA FOR AWARDS FOR OUTSTANDING PERFORMANCE IN SPECIFIC DISCIPLINES

Note: Peer evaluation is only applicable to disciplines that involve collaborative work. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.

4. Award for Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program. Only those learners who have received an outstanding academic rating in the Work, Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner's performance and/or output during the Work Immersion.

5. Award for Research or Innovation

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students—individuals, pairs, or groups of not more than four members—must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

Tables 5 and 6 show the set of criteria and weights that will be used in the evaluation and deliberation process for Award for Research or Innovation, respectively. Only those learners who have received at least 90% of the criteria below shall be awarded.

Table 5. Research criteria and weights

Criteria	Weight
1. Research Grade	20%
2. Output a. Usefulness / Significance of Research Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study	35%
b. Rigor Soundness of methodology (research design, data collection, and data analysis)	30%
3. Research Presentation Presentation and defense of research output	15%

Table 6. Innovation criteria and weights

Criteria	Weight
1. Output	15%
a. Originality or novelty of the product or service	25%
b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community	20%
c. Cost-effectiveness, efficiency, and/or practicality	10%
d. Environmentally safe	

<p>2. Delivery or Presentation</p> <p>a. Clarity of the product development process and the innovative features shown during presentation</p> <p>b. Acceptability of the innovation to the target beneficiaries</p>	<p>10%</p> <p>5%</p>
<p>3. Study or Research</p> <p>Research basis of the service or product</p>	<p>15%</p>

The learner's grade will have corresponding descriptors as follows.

DESCRIPTORS	Grading Scale	Remarks
Outstanding	90-100	Passed
Very Outstanding	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did not Meet Expectation	Below 75	Failed

Requirements

Decision

FINAL GRADE of at least 75 in all learning areas. Promoted to the next level

FINAL GRADE of lower than 75

Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester.

Otherwise the learner must retake the subjects failed.

Must pass all learning areas or subjects in Senior High School Earn the Senior High School Certificate and Diploma

HONORS AND AWARDS

The Committee on Honors and Award is composed of the SHS Director as the overall Chairman, the Principal, the Chairperson for Committee on Honors and Awards, the Subject Chairpersons, the Prefect of Discipline and the Subject Teachers as members.

1. Any student may be a candidate for honors even if he is a transferee; provided he has no grade lower than 85% in any subject, in any Quarter.
2. Honor students of all grade and year levels are awarded merit cards at the end of every Quarter.
3. A transferee may qualify for any award, provided the criteria set for Honors and Awards have been satisfied. Residency and tenure in the school shall not be considered in the computation for honors.
4. In recognition of excellence and merit in other fields of endeavor, such as leadership and sports, special citations or medals are given to Grade 12 students. Special awards are likewise given to students who have distinguished themselves in character and deportment and have actively participated in co-curricular activities.
5. Helpers of God Awardee- This award is given to student who is generous in doing things, well admired by classmate and schoolmate, shows strength of character in challenging times and makes a difference in every situation. As a Helpers of God, he/she is very much willing to help and participate in community outreach program of the department without being told and share his/her available resources without hesitation.

6. Loyalty Award- The Loyalty Pin is given to student who has enrolled at the UPHSL from Grade 1 to Grade 6 (for Elementary) and Grade 7 to Grade 10 (for High School) and Grade 11 and 12 (Senior High School)inclusively. During this period,student must have shown good conduct, observed the rules and regulations of the school, developed a sense of pride in things of and for the school, and should not have been involved in any incident which called for disciplinary action.
7. Candidates for honors and awards who commit a major and/or serious offense are automatically disqualified from receiving honors and awards.
8. The school reserves the right to give awards and citations to deserving students other than the ones listed

Section 5

Co-Curricular / Extra Curricular Activities

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Co-Curricular Activities

- Co – curricular activities are optional outside classroom activities designed to complement formal classroom studies.
- Students are encouraged to participate in one or more of these activities to the extent that their scholastic standing will allow.
- The University reserves the right to exclude any student from participation in co – curricular activities should they interfere with his studies.

Extra-Curricular-Activities

- Extra – curricular activities are meant to supplement classroom and co – curricular instruction.

Role of Co-Curricular and Extra-Curricular Activities

- Both co-curricular and extra-curricular activities are important aspects of school life to develop socio-cultural leadership among the students and prepare them to assume more meaningful roles in the society. The holding of both co-curricular and extra-curricular activities shall also be subject to approval of school authorities concerned.

Points for Co-Curricular Activities

Policies on the Conduct of Co-Curricular & Extra Curricular Activities

- Co-curricular activities must enhance student's performance in their academic subjects.
- Co-curricular activities include educational trips, seminars, symposia, and athletic activities other than sports fests, cultural presentations, and other activities aimed to enrich and support curricular offerings.
- All request letters for co-curricular and extra-curricular activities must be addressed to the Academic Coordinator and to endorse to the Principal for approval.
- Request for permission to hold co-curricular activity must be submitted for approval a month before the activity.
- The request of the organizer shall be supported by a concept paper which should contain the following information:
 - Title/theme of the activity
 - Statement of objectives
 - Time, date, and venue or itinerary of the activity
 - Speaker/s, guest/s, judge/s, adviser/s, etc.
- Budget, specifying:
 - Source of funding

- Gross income
 - Expenses
 - Net income
 - Mark – up (if any)
 - Beneficiary of proceeds
- Fee involved, if any (should be supported by a resolution signed by the officers of the concerned student council, with the signature of Adviser, Academic Coordinator and to be approved by the Principal.
 - Steering/Working Committees other pertinent details.
 - A request form for the use of the venue shall be attached to the request letter so that both the forms for the use of the facilities and the request letter could be processed simultaneously.
 - Students participating should submit parent’s consent (waivers) for off–campus activities immediately after approval of activity through their advisers or Academic Coordinators.
 - Violation of rules may lead to the suspension of other co – curricular activities of the organization for the rest of the Academic Year. The University reserves the right to impose the appropriate penalty.
 - A copy of the audited financial report on a fund – raising activity must be submitted to the Principal’s Office within one (1) week after the date of the activity, duly audited by the organization’s auditor. The concerned organization shall not be allowed to conduct any succeeding activity until the financial report is submitted to the Principal.
 - An accomplished activity should always be subjected to evaluation. Evaluation forms are available at the SPS Center.
 - All collections must be done through the cashier.

Public Information Activity

- Written information regarding co/extra-curricular concerns may be circulated within the Basic Education Department upon approval of the Principal.
- Students who wish to release written information and endorsement of the student organization, shall require the approval of the Principal upon the endorsement of the Academic Coordinator.
- Students who intend to release information through the press, radio, or television, must get clearance from the Principal.
- All posting inside the campus should bear the name of the sponsoring organization or group affiliation and the School Director as the approving authority.
- Display periods must not exceed one month. All posters must be removed a day after the expiration date indicated. Failure to do so is basis for demerit of organization's officers. Posters on organization bulletin boards are exempted.
- The maximum size of posters shall be 24 x 36 inches.
- The following shall not be allowed:
 - Overlapping of posters
 - Putting posters beyond the bulletin board frame
- Posting shall be prohibited on:
 - Painted walls
 - Painted posts
 - Windows
 - Trees
 - Floors
 - Stairs

- Classroom blackboards
- Hallway leading to classrooms
- Doors (painted area)
- The maximum size of display streamers shall depend on the area where the streamers are to be placed. Streamers should not cause any inconvenience or become an eyesore.
- The use of cloth streamers and the like should also bear the signature of the School Director and should be coursed through the engineering services/housekeeping dept. for installation. The standard duration for the type of posting shall be ten (10) days.

Section 6

Student Organizations

Students' organizations must carry out and imbibe the following objectives:

1. To foster love of God, country and fellowmen;
2. To promote the goals of the university, especially leadership and citizenship training among the members;
3. To promote and enhance individual personality and the dignity of the students;
4. To develop and promote mutual understanding, cooperation, goodwill and harmonious relationships among students;
5. To promote scholarship and academic excellence among students; and
6. To promote equality of students, free enterprise, responsible parenthood, dignity of labor, private ownership, service to God, country and people, academic freedom and democratic way of life.
7. And such other goals and objectives as may be deemed ideal and lofty.

The **Senior High Student Council (SHSC)** is the highest governing student body of the Senior High School. It trains students in leadership, fosters appreciation of self-government, encourages initiative and participation in the activities of the University, and promotes wholesome companionship.

The Basic Education Department's official clubs each has an adviser teacher to act as the members' mentor but the SHS Director has still the final decision in every projects of the organization.

The following are the official Student Organizations of the Senior High School:

- Filipino Christian Living (FCL) Club
- Fiat Staffers - in-charge of the official organ of the department
- Servi Dei Vocal Ensemble - choir consists of high school students
- MuntingTanghalan - theatrical group
- Peer Counseling Group - serves co-students who needs counseling advise
- Chamber Orchestra - composed of SHS students who can play the string instruments and entertains Perpetualites in programs and special events

Section 7

Student Services and School Facilities

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Student Personnel Services

Student Personnel Services provides a helping, supportive, and facilitative role in promoting the holistic development of every Perpetualite and in the achievement of the university mission and vision. It aims to give assistance to students so they may achieve their optimum potential according to their abilities, gifts, interest, and goals. Students are welcome in the Center for Counseling. Parents and other stakeholders may relay their queries and seek assistance from the Center.

College and High School Library

The College Library is located at the Second Floor of the Main Building while the High School Library is located at the Third Floor of the High School Building. The Libraries are open:

- From Monday to Friday, 7:00 am to 5:00pm.
- You need a library card to be able to use the facility and borrow materials. To secure a library card, present your registration card at the Librarian

Medical and Dental Service

The general health of the students, faculty, staff, and administrators is one of the major concerns of the University. The school doctors, dentists, and nurses are available to attend to the medical and dental needs of all students especially during emergency cases.

The clinic is located at the UPH-Dr. Jose G. Tamayo Medical Center and Medical University.

It is open from 8:00am to 12:00 noon and 1:00 pm - 5:00 pm, Monday to Saturday. Students may be accommodated at the Emergency Room of the Hospital after 5:00 p.m.

Canteen

The canteen serves food for lunch as well as snacks. Students who have packed lunch/snacks must bring their own utensils. Students are required to observe the rules and regulations set by the management of the canteen.

Finance

The Finance Department provides the following services to the students:

- Accounting, Billing, Assessment, Cashier, and Audit Services are provided by the Finance Division to ensure that all transactions are properly recorded and supported by appropriate documents/data and approved by proper authorities.
- Takes charge of all assessment for students school fees.

- Verifies of student accounts and issuance of clearances.
- Checks on issues concerning examination permits.
- Computes student refund for overpayment or dropping/adding subjects.

Security and Safety Services

The University security force shall enforce the laws, policies, rules and regulations of the institution, to maintain peace and order and ensure safety and internal security with the active support of the University community.

Security safety services:

- Information services
- Investigation
- Security survey and audit
- Case assessment
- Referral for Counseling
- Short programs like self-defense, basic first aid, basic life support, firearms proficiency training, fire suppression, rescue, and high angle rescue.

University Chapel

The Chapel is a place for spiritual development. It serves as a sacramental celebration and other religious activities. It is also a place where pupils/students can pray and reflect.

Classroom

The classroom is a place where the teaching and learning processes take place. The University provides air-conditioned classrooms to enhance the learning environment of the pupils/students.

Computer Laboratory

The computer laboratory is for hands-on application of computer theories, concepts, and lessons. It has a ratio of one computer unit for every pupil/student.

Technology and Livelihood Education (TLE) Center and Food Laboratory

The T.L.E. Center and Food Laboratory is a simulation for the basic know-how of housekeeping, food preparation, cooking, table setting, and other related technology and livelihood programs.

Science Laboratories

The Science Laboratories are designed for conducting experiments and investigatory studies. The laboratories support classroom instruction in General Science, Biology, Chemistry, and Physics to further enhance learning and critical thinking.

Consultation Rooms

For Academic consultations or individual counseling, the pupils/students may see their teachers in the Faculty Room.

Parents and students may consult and/or confer with the Principal, High School Coordinator, Guidance Counselors, and the Prefect of Discipline in their respective offices.

Mini-Gymnasium

The Basic Education Mini-Gymnasium is the venue for PE classes and various sports and other physical activities.

Oval Field

The Oval Field includes track oval where athletic events are held. It is also being used for soccer games.

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Section 8

Departmental Policies

Gate Pass and Early Departure from school

A student who will leave the school earlier than the official dismissal time is required to secure a gate pass. The form may be secured from the SPS Center.

To ensure the pupil/students safety and protection, he will not be allowed to leave the campus without a gate pass.

Home-School Communication

The Senior High School communicates with parents and guardians regularly through a CIRCULAR to PARENTS or through their Android Tablets.

Parents and guardians are advised to verify with the Senior High School Department if they have received announcements or information not coming from the office of the Director of the Senior High School.

Parents must update the school immediately about changes in their e-mail address to facilitate efficient communication.

Reply Slip

All circulars sent to the parents have reply slips. These reply slips must be signed and immediately returned to the Classroom Adviser.

All out-of campus and other related activities enforce the NO REPLY SLIP, NO JOINING the ACTIVITY policy.

Health, Safety and Over-all well-being of Basic Education Pupils/Students

The Basic Education Department places prime importance in ensuring the health of every Perpetualite. Each pupil/student is required to bring to school the following daily: soap, hand sanitizer and towel.

Since studies have shown that basic hand washing is still the best way of preventing the spread of diseases, pupil/students are taught the proper way of hand washing during the first few days of classes. In the best interest of the academic community and for reasons of social responsibility, pupils/students must refrain from reporting to school if they have fever or other viral diseases like sore eyes and the like.

Leaving Items with the Guard

Pupils/students must bring their projects and packed lunch/snacks with them to school.

The security guards are primarily tasked to ensure safety. They cannot leave their posts. Hence, they cannot deliver these items to your child.

In exceptional and unavoidable cases, items left with the security guard must be properly labeled. Parents must instruct their child to claim the said items from the guard.

Contributions and other expenses

The school understands the constraints brought about by the local and global economic crises. Thus, it discourages unnecessary expenses. There are however, reasonable and necessary expenses and collections which school officials may authorize because they enhance learning experience and significantly contribute to the total development of the pupil/student.

Official authorization for the collection of money will be disseminated only through a CIRCULAR, duly signed by the principal. Any monetary collection not bearing the signature of the principal is unauthorized.

Sales of tickets, collections, contributions in any form by any person for any project or purpose are not allowed unless approved by school authorities. Requests for such are done in writing and its approval is announced through a Circular to Parents

Financial transactions on voluntary contributions for a given class or school activity should follow the accounting and auditing procedures. Documents are kept as part of the records of the organization or club undertaking the activity.

Textbooks, School Supplies and Uniform Material

These materials are available at the University Supply Center (USC). No one among our pupil/students is allowed to procure the uniform materials from any other source aside from the USC.

Lost and Found Articles

A pupil/student is held responsible for his personal belongings. In case of loss, he should inform his teacher immediately.

The teacher acts on the matter through coordinating with the P.O.D which may include but not limited to physical search of any and all other pupils/students that may be responsible for the loss based on a reasonable belief on the part of the teacher.

In case a big amount of money or a valuable article is involved and there is a need for a search, the principal is immediately informed.

In all cases where there is a need to effect a search through the personal belongings of the pupil/student and his body, the following shall be observed:

1 Under ordinary circumstances, the search of the pupil/student at its inception requires reasonable grounds for suspecting the search will turn up evidence that the pupil/student has violated either the law or the rules of the school.

2 The scope of the search must be reasonably related to the objectives of the search, the age and sex of the pupil/student and the nature of the infraction.

Lost or found articles to the P.O.D are referred to the Student Personnel Services Center.

Use of the Name of the School

The approval of the authorized school representative is asked when the name of the school will be used in any publication or activity outside of the school.

Suspension of classes

Based on *DepEd Order No.28, series of 2005*, the policy on suspension of classes due to inclement weather is as follows:

1. Automatic Suspension of Classes

Classes are automatically suspended in all public and private schools at the Pre-School Level when Typhoon Signal No. 1 is raised by PAGASA;

Classes are automatically suspended in all public and private schools at the Pre-School, Elementary and Secondary Levels when Typhoon Signal No. 2 is raised by PAGASA;

2. Localized Suspension of Classes

In the absence of typhoon signal warnings from PAGASA, localized suspension of Classes in both in all public and private schools at the Pre-School, elementary and Secondary Levels can be decided by the local authorities, including the DepEd Regional Director, DepEd Division Superintendent, School Principal or Local Government Officials concerned.

3. Parents Responsibility

The ultimate responsibility for determining whether or not children should go to school is given to the PARENTS.

In case of heavy rains and strong winds or flood in their local area, parents have the discretion whether or not to send their child to school. If the child is absent, an excuse letter must be presented to the Homeroom Adviser as soon as the child reports back to school.

Guidelines for Parents and Guardians

Parents are members of the school community as defined by *Section 6 of the Education Act of 1982 (BP 232)* which provides that-

“Educational Community – refers to those persons or group of persons as such or associated with institutions INVOLVED in organized teaching and learning systems. The members and elements of the education community are: PARENTS or GUARDIANS XXX.”

As legal members of the school community of UPHSL, parents and guardians are expected to follow school rules and regulations and may therefore be sanctioned accordingly for violations thereof.

The right to establish and enforce reasonable rules and regulations in the school EXTENDS as well to parents and guardians, as parents and guardians are under a social and moral, if not legal obligation individually and collectively to assist and cooperate with the school.

Parents and visitors who come to school for official business or any other important purposes should not go directly to the classroom or the faculty room. They should make the necessary arrangements with the Personnel at the Principal’s office and transact their business at the reception area.

1 Teacher-Parent Conferences

Parents/ Guardians are encouraged to confer with the concerned school personnel and administrators regarding their child’s academic and behavioral performance regularly or at least once every quarter.

Parents/Guardians are expected to come immediately for a conference when letters of invitation are sent to them regarding their child/ward. This is to ensure that concerns are addressed immediately.

After a second letter has been duly received or sent thru mail and there is no response from the parent or guardian or they do not come for the scheduled conferences, the parents/guardians shall be considered to have waived their right to be notified/informed of the programs/actions/solutions the University is/are to take/adopt regarding the education, discipline and welfare of their child and thereby shall adopt and implement the same including but not necessarily limited to the imposition of appropriate sanctions on their child for school infractions of disciplinary rules committed.

Students whose parents refuse to cooperate with the school by not attending scheduled conferences and meetings may be denied admission in the ensuing Academic Year.

Section 9

Order and Discipline

Every Perpetualite must bear in mind that the goal of discipline is to help him acquire self-discipline. The Perpetualite knows the consequences of desirable and undesirable actions. As a mature individual, he does not have to be constantly reminded of rules and regulations because he has a personal commitment to create an environment conducive to learning and healthy living. Discipline is not the same as punishment. It is not the school's idea to suppress or repress young and energetic people. Rather, the Basic Education Department-UPHSL, views discipline as an ongoing training for all students to develop self-respect and respect for others.

UPHSL promotes the use of preventive, formative and restorative discipline and applies disciplinary actions only when necessary. The school believes that when positive discipline is present, sanctions are not always needed.

The school's disciplinary approach is grounded on its institutional motto: "*Character Building is Nation Building*". The code of Discipline is meant to form Perpetualites to eventually become "*Helpers of God*" at all times and in all places.

It is important that the home supports the school's thrusts on discipline so that the students will learn to behave responsibly.

The Basic Education Department aims to uphold this system of discipline and to fashion every young Perpetualite in a model that hopefully will be future leaders who will serve with dignity, integrity, and honor.

For School Discipline as reflected in the Manual for Private Schools
(refer to Appendix B)

The Purpose of Discipline

Disciplinary measures purposed to introduce to the young Perpetualites knowledge about Justice through the “cause and effect” principle. This said principle embodies the law governing the natural and logical consequences of actions. Secondly, the disciplinary procedures are basically corrective measures that intend to modify inappropriate behaviors into more appropriate and socially adaptive behaviors in place of unproductive ones.

Since every action has entailing reactions, every young Perpetualite must perceive that they have an important role in the process of creating and sustaining an atmosphere conducive to academic and social learning. Being aware that their actions can affect themselves and others, they will be introduced to learning the skill of interdependence which in effect fosters sense of belongingness. As a result, that sense of belonging will encourage him/her in acquiring the virtue of responsibility and respect.

Students Discipline

In the process of acquiring education, proper behavior is of great importance, thus it is expected for a pupil/student behaves respectably. In this regard, disciplinary sanctions will be taken on situations when a pupil/student disregards deportment as well as disciplinary policies laid out in this set of guidelines.

Basic Education Department assumes that upon enrollment, the pupil/student with the parent/s or guardian willingly commits themselves to uphold its philosophy, objectives and policies. Hence, pupils/students must abide by the school rules and regulations stated in this set of guidelines which was established first and foremost for their own good and secondly for the greater good of the whole Basic Education Community.

Child Friendly Committee

The School Child Friendly Committee primarily considers the child's FORMATION more than imposition of sanction. The sanctions given are merely to check, correct, guide, and lead the child to learn positively from experience so as he/she can accept responsibility for her actions and decisions. The committee believes that in so doing, the pupil/student will mature not only in the physical but in the strength of the character as well.

The committee is composed of the Prefect of Discipline, the Academic Coordinator, the Homeroom Adviser, PTCA representative and a representative from the Student Personnel Services (SPS) as non-voting member of the committee. This is an impartial body that studies and handle referred disciplinary cases prudently with proper regard for justice and dignity of the person/s involve. The Committee recommends disciplinary sanctions to the Office of the Principal after which, sanctions will only be implemented upon the approval of the Principal.

Conference

Conference is a dialogue done by the Prefect of Discipline with the parent/guardian of the concerned pupil/student. However, there are cases wherein the Guidance Counselor and the Homeroom Adviser will be involved. The goal of this meeting is to discuss the pupil's/student's infraction/s, its possible sanction/s and/or the proper course of action/s to take, to stop any possible chance of recurrence. During conference, the parent/guardian and the Prefect of Discipline make agreements and conditions that will serve as basis of future actions.

CODE OF DISCIPLINE

A. GENERAL APPEARANCE

Uniform

The prescribed uniform is as follows:

- | | |
|-------|--|
| Girls | The regular uniform for female consists of blue coat and white long-sleeved blouse for Monday, and blue vest with white short sleeved blouse for Tues, Wednesday, & Thursday specified necktie and prescribed plaid skirt. It must be worn with white knee socks and black shoes, for Friday Perpetual Blue Shirt and pants. |
| Boys | The uniform for male students consists of blue coat with white long sleeved polo and blue navy pants for Monday, and blue vest with white short sleeved polo and navy blue pants for Tuesday, Wednesday and Thursday, for Friday Perpetual blue Shirt and pants. It must be worn with white socks and black leather shoes. |

- All SHS students are required to wear the prescribed school uniform on regular school days while inside the campus or outside school related functions.
- Students must also observe the required uniform for PE . Wear them only on the days they are required to be worn.
- Perpetualites who are not in the prescribed uniform may be denied entry to the school premises.
- Male students should sport clean haircut which is above the ears and not touching the shirt's collar. Those with colored hair may also be denied entry to the campus.
- Tattoo, wearing earring, and/or overt body piercing for males are strictly prohibited.
- Female students wearing earrings other than on their earlobes, and big dangling or big earrings, displaying visible body piercing and tattoos may be denied entry to the campus.

Prescribed Haircut for Boys

The prescribed haircut for boys is barber's cut or clean cut. The hair at the back should be two inches above the collar bone. The bangs must not cover the eyebrows and the side area of the hair must not touch the earlobes. Haircut inspection is held every month.

Hair color is not allowed for both boys and girls.

Identification Card (ID)

For security reasons, the NO – ID – NO ENTRY Policy shall be strictly enforced.

- All bonafide students are required to have an identification card (ID).
- The ID must be worn at all times while the student is inside the school premises and must be presented to the school authorities whenever

necessary. For security reasons, any person who fails to present his/her ID upon request shall be dealt with accordingly by the Security Office.

- The ID is non-transferable and must be worn properly with the official University ID lace together with the prescribed school uniform and should be kept from trimmings or unnecessary marks and must not be tampered.
- Lost ID must be reported immediately to the SPS Center. The concerned student is required to pay a re-issuance fee for the replacement of ID.
- A replacement ID is processed and issued upon presentation of the receipt.
- A student who is graduating or withdrawing from the University must surrender his/her ID to the university Registrar as a requirement for processing transfer credentials.

General Appearance and Dress Code When Wearing Civilian Attire

Students may come in civilian attire during special occasions (field trips, outreach, family day, seminars, recollections, retreats, etc.) upon the approval of the SHS Director. Female students must be conscious of their dignity as Christian women through their manner of dressing. Male students must show the decorum and demeanor of a Perpetualite gentleman in the way they dress.

In keeping with the desired appearance of a Perpetualite, the following, among others are considered Inappropriate and not allowed:

- Distracting haircut or hairstyle / coloring
- Tattoo
- Over-bearing accessories/ multiple earrings
- Wearing caps, scarves, bandanas (inside the classroom)
- Wearing of anklets
- Wearing of make-up or lipstick on regular school days
- Long nails/ painted nails
- Wearing of flip flops and slippers
- Body hugging/ Tight fitting/ Transparent clothes/ Plunging Necklines
- Mini-skirts (more than 3 inches from the center of the kneecap)/ skirts with high slits/ hanging skirts
- Sleeveless/ Backless blouses, sandos, and shirts
- Unbuttoned polo shirt/ tucked-out shirt under the polo
- Wearing of clothing bearing offensive message or image
- Leggings/ Jeans/ ripped pants and with holes & patches and Shorts

Regulations regarding the dress code for activities such as social hour, parties, sports fest will be communicated in a Circular. Violation of the prescribed dress code for school activities will be dealt accordingly. The school issues consequences for improper behavior to students who act irresponsibly or without regard for others. Disciplinary sanctions are based on the gravity of the offense.

SCHOOL and CLASSROOM BEHAVIORS

Loitering

Students are expected to stay in their assigned rooms during class hours except when they have official corridor pass for official appointments, toilet usage, and/ or when officially asked by the teacher. Students are expected to stay within their rooms during class hours.

No standby Areas

These are designated areas that must be kept accessible. Specifically, areas like the toilets, lobby, stairs and emergency exits were designated as “No standby areas”. Thus, students staying in a “No Standby area” and/or using the corridor pass in a manner not intended to its use are qualified loitering.

Disturbance of Class

Students disturb classes when they disrupt the learning atmosphere of their class or of a class other than their own. Students are not allowed to go to other classes in order to ask for personal matters from other students while classes are going on.

Failure to Perform Assigned Task

It is important for Perpetualites to realize that the school invests them with trust when they are given tasks. Class officers and monitors must learn that being irresponsible has certain repercussions.

Corridor Pass

Every student who goes out of the classroom during classes must have with him/her a corridor pass which they may ask from their respective advisers and/or subject teacher.

Restricted Areas

For the purpose of ensuring the children's safety, there were areas within the UPHSL – Biñan campus that were classified as restricted for SHS students. Thus every SHS student of UPHSL are not to be found in the following places during school days with no valid reason; Medical Arts Building (MAB), Chapel, Allied Building, JONELTA, and College Gym.

Stairways

Stairs are passageway which must be without obstruction for safe passing. Thus to avoid possible accidents, everyone is advised to follow the KEEP RIGHT policy. This would mean that the proper route going up is on the right portion/side of the stairs while the appropriate route going down is the opposite side of it. In addition, the stairs is a NO Playing, NO Sitting, and a No Running zone.

Littering

The school is the child's second home. It is where training to maintain order and cleanliness in the classroom and its surroundings which started at home are provided – this is an important value that fosters self-discipline. Simple though may be, acts of littering if goes unchecked can turn into a habit and character pattern of irresponsibility among the students that will cause disorders and mess, not only in the classroom but throughout the school premises. It is the students responsibility to maintain order and cleanliness in the school for it is a place where they acquire not only academic but more education as well.

Monetary Issues

To avoid problems relating to “money”, It is directed that no student should lend or borrow money from another student. Moreover, a student should secure his own money. In case of lose due to negligence, no investigation shall be done. The school will not be held liable for this.

Sleeping in Class

The school is an institution designed for learning; thus, any behavior that hampers student opportunity to learn is not tolerable.

Refusal to fall in line

Part of Perpetualite education is learning organization, responsibility, and patience. Act of international noncompliance to fall in line is subject to disciplinary actions.

Cellular Phones and other Gadgets

Bringing of high-technology cellular phones to the school is not allowed. Only low-technology cellular phones merely for text and call are allowed and should not be used during classes.

Gadgets such as laptops, tablets, cameras and the like to be used in academic reports, and official school activities may only be brought to school with permission from school authorities.

Anyone caught and proven to be bringing high-technology cellular phones and other gadgets for personal usage will be charged of violation of school policy. The gadget will be confiscated and will be surrendered to the SPS Office.

Oftentimes, students lose these gadgets by misplacing them. The school will not be held liable in case of damage or loss of personal items. In case of losses, the school's liability shall be limited to investigation and prosecution of the offender in accordance with the provisions in this Student Handbook.

B. DISCIPLINARY MATTERS

Attendance

Prompt and regular attendance in all regular classes and all approved co-curricular and extra-curricular activities are required of students. Thus, students are obliged to attend clubs, recollections, retreats, field trips, talks, review classes, Sports fest etc. Parents are expected to cooperate with the school and help their child comply with the school policy on attendance.

A student is expected to attend class regularly and punctually. An absence due to valid reason like sickness or death in the family may be excused by the SHS Director. The student should present an excuse letter from his parent/guardian and must secure an entry pass from the Prefect of Discipline before entering his class.

A student's absence is considered unexcused if he fails to present an excuse letter on the day he reports back to school and when the student has not notified the school in advance.

A student may be dropped from the school rolls when he incurs ten (10) consecutive absences or 10 percent absent of the total school days. He may however, be readmitted for valid cause upon the approval of the SHS Director.

Parents/guardians are advised not to send their child to school if he/she has fever; however, a student who's absent for more than three days consecutively due to illness is required to present an excuse letter and a medical certificate.

In case of absences due to communicable diseases such as measles, chicken pox, and other viral diseases, it is important to note that medical certificate/clearance confirming that your child is fit to report to school is required. This measure is to ensure the welfare of other students.

The school abides by the provision stated in the *Manual of Regulations for Private Schools, Article XIV, and Sec. 73*:

“A student in every private school who incurs absences of more than 20% of the prescribed number of classes or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.”

The school may adopt an attendance policy to govern the absences of its students who belong to the upper half of their respective classes. The SHS Director may at his discretion and in the individual case, exempt a student who exceeds the ten percent (10%) limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from the responsibility in keeping up with lessons, assignments and taking examinations, where indicated.

Truancy/Non-attendance

All absences regardless of reason/s are officially recorded, and unexcused absence shall be considered an act of truancy or non-attendance due to malingering.

Tardiness

One among the values that UPHSL wishes to share with her students as young as they are promptness. It is strongly advocated that each Perpetualite learns the habit of punctuality – the practice of being “ON TIME”.

Motivated by this conviction, student who accumulated unexcused tardiness:

- | | |
|-------------------|---|
| 1st -2nd offenses | - A student who accumulates two (2) unexcused tardiness shall be given verbal warning. |
| 3rd -4th offenses | - Counseling |
| 5th offense | - The student together with his parent will be asked to come for agreement. The concerned student will be denied admission in class in case of parent’s failure to come for the conference. |
| 6th offense | - Issuance of written warning. |
| 7th offense | - Suspension for one day |
| 8th offense | - Suspension for two days |
| 9th offense | - Suspension for three days |
| 10th offense | - For transfer or dropping from rolls. |

Class Cut

A student who is inside the school premises but does not attend classes is cutting classes. Furthermore, a student who is in the campus and is late for 10 minutes in class for no valid reason is also cutting classes. More so, a student who came into campus then goes out of the campus without securing gate pass from the SPS Office is as well cutting classes.

Bullying (Appendix B)

Conduct Unbecoming of a Perpetualite/Bullying

A Perpetualite is an individual who earns respect by his words and actions. Thus, Perpetualites are expected to aspire to behave in a manner becoming of a gentleman or a lady. A gentleman or a lady is a person who is courteous, gracious, honorable, of good standing, refined and well-bred.

1. Any act of disrespect towards peers or any behavior violating the right of fellow students/pupils and is offending by nature is conduct unbecoming of a Perpetualite
2. Cursing, teasing, and use of improper language, bullying, and the like whether written or spoken.
3. Drawing pornographic pictures
4. Flashing dirty finger signs
5. Participation in any verbal fight displaying aggression are qualified behaviors unbecoming a Perpetualite
6. Unruly behaviors manifested through restless noise, shouting, or any related acts

Dishonesty

Fabricating facts, lying especially during official investigations, concealing the truth and other forms of misrepresentation made by a student to a person of authority is considered as dishonesty.

Academic Dishonesty

As a learning institution, academic dishonesty is considered one of the gravest offenses a student may commit in Basic Education – UPHSL. Academic dishonesty includes plagiarism, possession of crib notes, cheating on any assessment, whether the student is on the giving or receiving end or any attempt at cheating such as looking at another person's paper, making signals or related acts that violate the Basic Education Test Protocol.

Forgery

Forgery is the act of falsifying official signature in official document.

Tampering of Official School Documents

Tampering is any change or alteration on school documents, attendance sheets, identification cards, and especially report cards.

Improper Use of School Facilities

Students who do not use school facilities as they are intended will be sanctioned. Such actions may lead to the damage of school facilities, or may lead to harm/injury for themselves and other students.

Vandalism

Vandalism is the act of damaging or destroying property. This act involves not only a corresponding sanction but the payment for any damage or loss of the item.

Defiance of School Authority

Refusal to follow rules stated in the handbook or any command of a school authority, provided that the indication is reasonable and is in line with the policies of the school is considered defiance of authority. A student who repeatedly commits minor offenses defies authority. School authority includes all school personnel.

Disrespect to School Authority

A student disrespects school personnel when he insults, defies, shows contempt or disregards to any school personnel or anything that symbolizes the school.

Stealing

Stealing or acts of theft include the actual taking or in any way participating in the acquisition materials belonging to someone else without the person's consent

Aside from sanction, the act of stealing requires payment for items taken from its rightful owner.

Gambling

The school prohibits any form of gambling since it puts others at a disadvantage.

This act is not allowed whether or not there is actual betting of money or in kind.

Immoral Conduct/Teenage Pregnancy

Immoral conduct and/or Teenage pregnancy is the quality of not being in accord with the acceptable standards of right or good conduct.

The school considers a major offense for students with a corresponding penalty of exclusion to participate in sexual activities whether inside or outside the school. The code of discipline will be implemented on students who have been found to have conducted themselves inside or outside the school in a morally objectionable manner, which includes, but is not limited to perverse and vulgar displays of decadent behaviors, improprieties and engagement in heinous acts or crimes.

Illegal Activities Outside School

Students who are found to be involved in illegal activities outside the school will incur severe sanctions from the school. Involvement in endeavors punishable by the law such as theft, fencing, smuggling, assault, possession, sale or transfer of illegal drugs is unacceptable in school.

Pornographic Materials

Mere possession of pornographic materials/ objects is unbecoming of a Perpetualite and is a violation of the code of conduct.

Prohibited Items

The school prohibits the possession or use of the following items and their paraphernalia:

- Alcoholic drinks
- Deadly weapons
- Cigarettes or any form of tobacco
- Illegal drugs
- Dangerous gadgets and toys

Intoxication

Intoxication is when a student reports to school under the influence of alcohol or any prohibited drugs.

Fraternities and Sororities

Fraternities, sororities or any organization that fosters loyalty to a particular group and operates in secret is not allowed. Membership to such organization merits dismissal.

Extortion

Extortion is the use of force, intimidation or threat to get someone else's property without the person's consent.

Fighting/Mauling

UPHSL students must settle their misunderstanding through peaceful means. Hurting others physically is unchristian and is not a way to resolve differences. Fighting goes against the tenet that a Perpetualite is a "Helper of God".

Assault

Assault is the physical assertion of oneself over another person by the use of superior strength or number.

Public Display of Affection

Perpetualites are expected to conduct themselves in a dignified manner. Students should, therefore, refrain from inappropriate behavior such as holding hands, intimate embrace, kissing and other similar actions that are offensive to the general public.

Section 10

Offenses

Classification of Offenses and their Corresponding Sanctions

In addition to the acts and/or omissions considered by law as illegal and those which are contrary to morals, good customs, public order and public policies, the following are considered offenses and are classified as minor, serious and major offenses.

The following list of offenses and sanctions are not exclusive. There may be other acts not expressly included hereunder, but such acts if considered by the school as violation of the school standard or morality and/or good or appropriate conduct shall likewise remain an infraction subject to disciplinary sanctions by the administration. Furthermore, the School Administration reserves its rights to impose a different (whether heavier or lighter) sanction (s) it may deem proper depending on the gravity of the offense and circumstances of each case.

A. MAJOR OFFENSES

These are acts that cause serious damage to a student's honor and dignity as a person or to the name property or reputation of the institution. *Any proven violation falling under this section is punishable with Exclusion/Expulsion on the first offense.* Major offenses cover activities done inside or outside the school.

- Forgery, tampering, altering or fabricating of school documents.
- Securing and using fake receipts, transfer or admission requirements
- Attendance in classes without officially enrolling
- Committing serious acts of vandalism or destruction within school premises.
- Serious fighting inside or outside the school causing serious public scandal, moral damage, physical injuries, great harm to personal safety, damage to property, or other serious consequences.
- Entering the school premises under the influence of liquor, drugs or alcohol.
- Malversation and/or embezzlement of funds.
- Instigating and influencing others to participate in any subversive/clandestine activity.
- Serious moral faults: scandalous acts, indecent exposures and the like, committed within or outside the school proven to be harmful to the best interest of the school and has unwholesome influence and effect to the academic community
- Conviction by court of law in a criminal case or case of crime involving moral turpitude
- Illegal activities.
- Assaulting / harassing / threatening teachers, school authorities, school personnel and students
- Molestation, sexual advances and sexual harassment
- Immorality or lewd conduct
- Teenage Pregnancy
- Hacking/tampering with the school website and/or information system
- Irresponsible use of social networking causing serious damage to one's person, the good name of the school or to any member of the academic community
- Desecration of the chapel and other holy things.
- Misrepresentation
- Releasing information pertaining to the school, personnel, parents and students without authorization
- Unauthorized use of the name or seal of the school.
- Illegal intrusion in laboratories, and offices
- Vandalism which results in serious/substantial loss or damage
- Attempt to bribe a person in authority
- Extortion of any kind.
- Possession, use, being under the influence of alcohol
- Possession, use or trafficking of prohibited drugs including drug paraphernalia or abuse of prescription drugs/ chemicals or coming to school under the influence of drugs

- Bringing or distributing of pornographic materials whether in print or electronic form or other pornographic media
- Possession of deadly weapons or its paraphernalia, explosives, improvised weapon, pill box, bomb, firecrackers or other pyrotechnic devices and the like, and incendiaries inside the campus.
- Membership in or participation in the activities of a fraternity/sorority or unauthorized organization (DECS ORDER NO> 20 S 1991)
- Hooliganism
- Acts of rebellion
- Grave Cyber bullying
- Gross Misconduct
- Other analogous cases not included in the above list.

B. SERIOUS OFFENSES

These are acts that cause considerable damage to one's honor and dignity as a person or to the property, name or reputation of the school.

Serious offenses cover activities done inside or outside the school while wearing the regular school uniform or PE uniform.

- Academic Dishonesty/Cheating
- Academic Delinquency
- Bringing and/or possession of prohibited and/or dangerous items
- Smoking within school premises or smoking outside the school premises while wearing the official school uniform.
- Committing malicious libelous or vulgar acts
- Dishonesty and/or conspiracy to commit dishonesty, bribery, extortion, and the like.
- Stealing/theft or being accomplice to such activity
- Gambling in any form or without wages / making a bet
- Discourtesy to parents or visitors
- Serious acts of disrespect to fellow students, school authorities, personnel, guests, or visitors
- Using vulgar, indecent, foul, obscene, profane, or improper language
- Causing commotion of any kind during convocations, seminars or any other official school activity
- Unauthorized and/or improper use of any school facility / equipment
- Malicious mischief causing damage to person or property

- Cutting classes / truancy
- Unauthorized and forced entry / exit from school premises
- Excessive public display of affection
- Less serious cases of destruction or vandalism
- Posting / writing of unauthorized announcement within school premises
- Unauthorized alteration, erasure or removal of school announcement
- Vulgar acts such as flashing dirty finger signs or drawing of lewd pornographic picture
- Irresponsible use of social networking causing less serious damage to one's person or to others
- Gross disobedience
- Bullying
- Participation in any physical and verbal fights displaying aggression, teasing, and other unruly behavior
- Other analogous cases not included in the above list.

C. MINOR OFFENSES

Minor offenses cover activities done inside school

- Not wearing and/or abiding by the prescribed school uniform within the school premises or during official school functions and/or violation of provisions in Uniform/Haircut
- Not wearing the ID properly and violating the provisions on the use of ID
- Sleeping in class and/or during official school activities
- Borrowing money from or lending to others
- Loitering during/after class hours, running, shouting or speaking in loud voice, making unnecessary noise, exhibiting undesirable behavior in the classrooms, corridors or anywhere within the school premises
- Leaving the classroom dirty and disorderly with the lights and air-conditioning units on
- Wearing of excessive/unnecessary jewelries and accessories; body piercing or tattooing and hair dyeing
- Not complying with or accomplishing clearance requirements within the prescribed clearance
- Fighting (of less serious nature)
- Non-observance of dress code
- Inappropriate general appearance
- Diary related offenses

- Littering within the school campus
- Using lewd or foul language
- Roughhousing/fighting/provoking a fight
- Unbecoming behavior inside/or outside of the campus
- Habitual talkativeness and stubbornness
- Transferring from assigned seat to another without permission from the teacher or other school authorities
- Failure and/or tardiness in submitting assignments, school projects, other academic requirements and return slips of official communications
- Failure and/or refusal to bring prescribed notebooks, textbooks, manuals, other reading materials, student's diary, pad paper, and other essential school supplies to school
- Failure to show result of quizzes, tests, or quarterly examinations to parent/guardian
- Failure to show/give school circulars/notices to parents like letter of conference, notice of card distribution, Circular to parent, etc.
- Rowdy behavior or misbehavior, recklessness, causing injury to another person, whether intentional or not/ behavior endangering one's safety
- Misbehavior, rudeness, and non-observance of rules in the canteen, chapel, library, classroom, restroom, viewing room, and other facilities of the school
- Eating in the classroom during class hours without permission
- Improper use of facilities, fixtures, tools, laboratories, equipment and other properties of the school in any act which may result to its unsanitary, dirty, or disorderly condition
- Unauthorized use of electrical outlets
- Chewing of gums during class hours and/or sticking chewed gums anywhere
- Allowing, entertaining outsiders during activities exclusive for UPHSL students
- Improper behavior, lack of cooperation or absences during rehearsals of school activities and year-end events (ex. Baccalaureate mass, recognition and graduation ceremonies)
- Bringing and/or using toys, playing cards, cassettes, radios, disk players, audio players, cameras, other electronic devices and/or gadgets, and other items not related to academic work without the necessary school permit
- Other analogous cases not included in the above list

Section 11

Sanctions

Suspensions whether in-campus or out of the campus, Dismissals, Transfers, Exclusions, and/or Expulsions will be based on the recommendation of the discipline committee and approval of the office of the principal.

The following are the sanctions for misconduct:

Verbal Warning

A student's attention is called and he is given a verbal warning. This may be given for first time offenses and/ or minor offenses only.

Written Warnings

The student is given a formal letter or notice for violation of the school rules and regulations. The parents are called for a conference with the Prefect of Discipline. It is imperative that the parent or guardian attends the conference once a written warning is given.

Isolation

The student who after being appropriately warned, repeats a minor offense is isolated either during the lunch break or after dismissal. Isolation is the temporary separation of the student from a class or from a particular class or school activity. During the isolation period, the student usually performs a task commensurate to the offense committed.

Curtailing of Privileges

A logical consequence for committing major and serious offenses is loss of certain privileges. Loss of privilege includes: being removed from leadership positions and prohibition from: 1) participation in school or class activities 2) membership in student organizations and varsity teams 3) attendance in student assemblies, seminars, year-end ceremonies and other functions.

Confiscation of Items

Items that are prohibited may be confiscated. Confiscated items may only be redeemed by the parent/guardian from the Prefect of Discipline.

Payment of Damaged Items

A student will be required to pay for any damaged item.

Offenses committed by the student may also be given sanctions, which are guided by **Article XIV section 77 of the manual of regulations for Private Schools (MRPS), “Categories of Administrative Penalties.”**

The three categories of administrative sanction listed in the MRPS are:

1. Suspension calls for the temporary denial or deprivation of a student from school/activities for a period not exceeding twenty percent (20%) of the prescribed days of the school year.

There are two (2) kinds of suspension:

a. In campus suspension – The student is not allowed to join his class or any school activity during the suspension period. However, the student reports to school and is given specified tasks to work during the day.

b. Full suspension– Full suspension refers to the school’s prevention of a student from attending classes. When a suspension is issued, a student remains at home for the duration of the suspension.

A student on full suspension will receive a failing mark in any examination, quiz and graded recitation given during the suspension. The student is not excused from these graded works; therefore, no makeup work will be given.

A student who receives a full suspension becomes a candidate for non-readmission in the succeeding academic year.

2. Exclusion involves the dropping or removal of a student from the rolls for being undesirable. No prior approval of the Department of Education is required in the imposition of this penalty.

3. Expulsion is an extreme penalty which bars a student from all public or private schools in the Philippines and requires the prior approval of the Secretary of Education.

SANCTIONS

1. Major Offenses

No. of Violations	Senior High School
1 st Offense	* Recommendation for Transfer and/or Dismissal *Non-readmission the following Academic Year *Non-issuance of Certificate of Good Moral Character

2. SERIOUS OFFENSE

No. of Violations	Senior High School
1 st Offense	*Parent conference with the prefect of discipline with 2 days Suspension *Under Disciplinary Agreement with contract
2 nd Offense	*Parent conference with the principal with 5 days Suspension *Under Disciplinary Probation with contract
3 rd Offense	* Recommendation for Transfer and/or Dismissal *Non-readmission the following Academic Year *Non-issuance of Certificate of Good Moral Character

3. MINOR OFFENSE

No. of Violations	Senior High School
1 st Offense	*Verbal Warning
2 nd Offense	*Student and parent conference with the Prefect of Discipline *Final Written Warning * Invitation for parent/guardian- conference
3 rd Offense	*Parent conference with the prefect of discipline with 2 days Suspension *Under Disciplinary Agreement with contract
4 th Offense	*Parent conference with the principal with 5 days Suspension *Under Disciplinary Probation with contract
5 th Offense	* Recommendation for Transfer and/or Dismissal *Non-readmission the following Academic Year *Non-issuance of Certificate of Good Moral Character

DISCIPLINARY PROBATION

A student is placed under disciplinary probation either during the start of the academic year after careful evaluation of his conduct during the previous academic year or after serving in – campus suspension or after being given a full suspension. The disciplinary probation letter will be given to and signed by the parent/guardian.

APPEALS

A student represented by his legal guardian, may appeal the decisions made by the Discipline Committee regarding him. Appeals must be addressed to the Principal within forty-eight (48) hours from the receipt of the Notice of Sanction.

CERTIFICATION OF GOOD MORAL CHARACTER

The certification of good moral character is issued to a deserving student who has embodied the qualities and conduct becoming of a Perpetualite. It symbolizes the esteem of the school for its student and is therefore, a privilege and not a right.

Students who commit minor offenses for the fourth time despite repeated reminders and counseling, a major offense or serious offense will not be issued a certificate of good moral character and when seeking transfer will simply be issued a certification of enrolment.

Appendix A

Republika ng Pilipinas

(Republic of the Philippines)

KAGAWARAN NG EDUKASAYON, KULTURA AT SPORTS

(Department of Education, Culture and Sports)

(UL Complex, Pasig, Metro Manila)

DECS ORDER

No. 20, s. 1991

PROHIBITION OF FRATERNITIES

AND SORORITIES IN ELEMENTARY

AND SECONDARY SCHOOLS

To: Bureau Directors
 Regional Directors
 School Superintendents
 Presidents, State Colleges and Universities
 Heads of Private Schools, Colleges and Universities
 Vocational School Superintendents/Administrations

Recent events call attention to unfortunate incidents resulting from initiation rites (Hazing) conducted on fraternities and sororities in some cases, problem like drug addiction, vandalism, absenteeism, rumbles and other behavior problems in elementary and secondary schools were found to be linked to and/or active membership of some pupils/students in such organization.

Although Department Order No. 6, s. 1954 prohibits hazing in schools and imposes sanctions for violations, it does not ban fraternities/sororities in public and private schools.

Considering that enrolments in elementary and secondary schools are relatively small and students come from the immediate communities served, the presence of fraternities/sororities which serves as socializing agents among pupils/students-peers is not deemed necessary.

EFFECTIVE UPON RECEIPT OF THIS ORDER, FRATERNITIES AND SORORITIES ARE PROHIBITED IN PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS. PENALTY FOR NON-COMPLIANCE IS EXPULSION OF PUPILS/STUDENTS.

Wide dissemination of and strict compliance with this Order is enjoined.

(Sgd.) ISIDRO D. CARIÑO

SECRETARY

References:

Department Orders: Nos. 6, 1954 and 31, s. 1975.

Bullying

Based on the REPUBLIC ACT NO. 10627 also known as the “Anti-Bullying Act of 2013 states that for purposes of this Acts, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the affects of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of the school.

Any act of persistent, offensive, abusive, intimidating or insulting behavior, abuse of power or unfair penal sanctions that is aimed to aggressively and intentionally hurt another person physically, mentally and or emotionally is considered bullying for it undermines the recipient’s self-confidence which may cause him/her to suffer stress. Bullying may be carried out through physical, verbal or emotional behaviors.

* Related orders:

DepEd Order No. 7 s. 2005 reiterating the ban on hazing and fraternities.

RA 8049, Anti Hazing Act, providing for strict penalties for the conduct of hazing and other initiation rites associated with fraternities and sororities.

Republic Act No. 10627, Anti Bullying Act 2013.

Repealing Clause and Date of Effectivity

This Perpetualite Handbook 2014 edition shall take effect beginning June 2014. This supersedes too the previous and existing handbooks of the Basic Education Department.

The Perpetualite Rituals

Perpetualite rituals develop school pride and express the dignity, unity and oneness of the entire academic community. Perpetualite rituals remind each student that a Perpetualite is helpful. As a “Helper of God”, he is always willing to extend a helping hand.

The University Hymn is the anthem of all Perpetualites. It should always be sung with respect and honor.

The Perpetualite Pledge embodies the ideals and expectations of a true Perpetualite. A Perpetualite is encouraged to practice these ideals in everyday life.

Appendix B

DEFINITION OF DISCIPLINE

- Discipline is the art of forming, correcting, leading, guiding, and enhancing individual capabilities, by training them through instructions and exercises that foster self-control.
- Discipline is not punishment; for the Basic Education Department believes that every action taken in positive or negative form carries with it reactions or commonly known as consequence. This consequence comes into facets; the natural consequence which is aftermath of what was one, and the logical consequence which is the corrective measure that checks, confront, and correct wrong behaviors.
- Discipline is the process of maturity wherein an individual learns and clearly see the importance of self-control, self-discipline and self-order.
- Discipline is helping the individual acquire self-discipline. In effect, developing intrinsic discipline will make them willing to do what is right because they know and believe that it is the right thing to do. The Grade

School System of discipline is grounded in the light of the golden rule which says; **“Treat Others as You Want to Be Treated.”** and this inspires the young Perpetualite to live by the Honor Code of self-respect and respect for others.

- *Article XIV, SECTION 74 of the Manual Regulations for Private Schools States that:*

“Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school.”

The primary concerns attached to a school’s authority to provide for and maintain good discipline are as follows (from Dizon, MRPS p.285)

- Matters which impose an academic achievement and standards and the personal integrity of students;
- The obligation to protect its property and the property of the members of its community;
- A special interest in the mental and physical health and safety of members of its community;
- Preserving the peace to ensure orderly procedures and for maintaining student morals;
- Responsibility for character development for maintaining standards of decency and good taste, and providing a moral climate in the campus;
- A commitment to enforce its contractual obligations, and
- The protection of its public image as an educational institution, through its governing board, in a nationwide community.

Appendix C

Dep. Ed Order no. 8, series of 2015 (Policy on New Assessment for K-12 Program)

Appendix D

Dep Ed. Order no. 36, series of 2016 (Policy Guidelines on Awards and Recognition for K-12 Program)

Prayer from Dr. J

Opening Prayer

God our Father May everything we do

Begin with your inspiration and continue with your saving help

Let your acquisition of knowledge always find its origin in you

And through you attain wisdom

Lord, pour out on us the spirit of understanding,

Truth and Peace

Help us to strive with all our hearts to know what is pleasing to you

When we know your will

Make us determine to do it.

Amen.

Closing Prayer

God our Father,

Wisdom is your gift to us all

A call to reach new heights

By using our knowledge for the good of all

Guide us, as we learn

And teach us to live in the spirit

That has made us your sons and daughters

In the love that has made us brothers and sisters

Grant this through Christ our Lord.

Amen.

The Perpetualites' Prayer

Lord Jesus,

As we traverse the path leading to our success

May we always remember that You are the source of our wisdom and knowledge;

the courage and strength when we are faced with trials and tribulations; our refuge when we are alone and lost; and that we are nothing without You!

May you turn our hearts into a dwelling place where grace and sanctity resides.

May our actions and conduct be always under the influence of your love.

That we, the Perpetualites, may be able to build the nation according to the design of your will.

Lord Jesus,

We remember our fellow Perpetualites around the globe.

Take good care of them. Let Your Spirit guide them in their

practice of their profession that they may be able to see You as they serve their fellow men.

Grant them the prudence and means to take good care of this world as custodians of future generations.

And bestow upon them the sincerity of heart, which is the virtue of a true and full-blooded Perpetualite.

Lord Jesus,

We pray for our teachers, non-teaching staff and administrators.

Give them the magnanimity of heart that they may be able to

carry out their task with love and care.

Lord Jesus,

We lift up to You all the incoming Perpetualites.

Help them go through life guided by faith amidst darkness,

and sustained by hope and love.

Enlighten their minds and their hearts that they may be able to understand and cherish the value of education in their lives.

And like us, may they aspire for the highest ideals in life.

As a Perpetualite family, we lift up this prayer to You through the

Intercession of Mary, our Mother of Perpetual Help.

Amen.

University Hymn

I

Perpetual Help thy fount of truth
Where knowledge emanates
Where we have learned life will bear fruit
For us success awaits.

Chorus

Thy children here we sing for thee
We raise our voices clear
We'll shout and cheer in unity
For Alma Mater dear.

II

Training the mind and the heart and the hands
Ready to serve as best as we can
Perpetual Help by thy banner we stand
Loyal and true spread thy fame
O'er the land.

(Repeat I and Chorus)

We'll shout and cheer in unity
For Alma Mater dear.

Composed by: **Dr. Alberto Laigo** (1928 – 1997) (Former Hospital Director
PHMC / Personnel Officer, PHCL)