



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Schools Division of Cebu City, South District 5
CEBU CITY NATIONAL SCIENCE HIGH SCHOOL
Salvador St., Labangon, Cebu City

STUDENT HANDBOOK

<hr/> <p><i>NAME</i></p>
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ACKNOWLEDGMENT

This handbook was originally written by a committee of Supreme Student Government Officers S.Y. 2002 – 2003 under Kristy Anne Abello headed by Mr. Rudolph S. Paqueo, the adviser and the brainchild of Mrs. Alpia M. Goyongco, the head of Other Related Subjects. It was printed in school year 2002 – 2003 under the administration of the principal, Dr. Severina B. Chin. Then, it was reviewed and revised where some provisions were incorporated to better address the changes brought about by the implementation of the K to 12 Program.

We gratefully acknowledge the following members of the working committee mentioned below which are composed of three different batches of Supreme Student Government with select officials who greatly contributed their time, efforts, and comments in producing this updated handbook in school years 2013 – 2018. Furthermore, we would also like to extend our gratitude to Dr. Joelyza M. Arcilla, OIC of SGOD; Dr. Danilo G. Guelosao, Asst. SDS and Dr. Bianito A. Dagatan, Schools Division Superintendent for painstakingly evaluating the entire composition of the handbook:

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With the recent developments of policies, orders, memoranda, and laws, the School Administration deem it necessary to incorporate some of these provisions to keep abreast with the demand of the time. The revision committee for S.Y. 2023-2024 was tasked to make the necessary revisions. The following are hereby acknowledged and appreciated:

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FOREWORD

Dear Scihiyista,

Greetings!

This Student Handbook aims to orient you with the basic knowledge and vital information as your guide during your stay at Cebu City National Science High School (CCNSHS). It provides the background and context of the past, the definition of the present, and the direction of the future. It also outlines the requirements, policies, rules, and regulations of our institution based on the existing school policies and DepEd issuances.

You are expected to abide by the provisions of this handbook to ensure an orderly, fun, informative, and meaningful high school life in CCNSHS. More importantly, as the school helps you enhance your knowledge, skills, attitude and values, it also expects you to contribute towards the realization of its mission, vision, and objectives even beyond graduation.

Remember that you are the foremost bearers of our prestige and esteemed reputation passed on from one generation of scholars to the other. Continue to keep the flame burning. We trust that you would aim for nothing less than EXCELLENCE!

School Administration

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Department of Education

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.
- Teachers facilitate learning and constantly nurture every learner.
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

CORE VALUES

- **MAKA-DIYOS**
- **MAKA-TAO**
- **MAKAKALIKASAN**
- **MAKABANSA**

I. THE INSTITUTION

HISTORY

Cebu City National Science High School, formerly called Cebu City Science High School, was established on July 17, 1970, and was the brainchild of then Cebu City Schools Division Superintendent Dr. Aurelio A. Tiro. It was patterned after the objectives of the Philippine Science High School in accordance with the Government Science and Technological Education and Manpower Development Program.

On April 28, 1970, the Cebu City School Board through Hon. City Councilor Raymundo Crystal, who was then Chairman of the Committee on Education, passed Resolution No. 93 requesting the Cebu City Council to initiate the funding of a Cebu City Science High School with the appropriation of Php 50, 000.00. On May 7, 1970, the Cebu City Council passed Resolution No. 772 appropriating the said amount to establish the school during the administration of Hon. Mayor Eulogio Borres. The school was nationalized under Presidential Decree 105 in School Year 1974 – 1975, and was renamed Cebu City National Science High School.

The school was established in its present site in Barangay Labangon through a lot donation of Don Sergio Osmeña, Sr. to the Cebu City Government. Its first school building was a modified 3-unit steel, pre-fabricated, Marcos-type infrastructure. Its pioneer class was composed of 64 students taught by 5 teachers under the leadership of the founding Principal, Mrs. Rosalina R. Kintanar.

A school development plan was crafted during Mrs. Kintanar's administration, which sought direct financial aid from the Office of the President to construct the present two-storey Academic Library Building.

The founding Principal was succeeded by Mr. Tereso M. Edo in April 1982, and Mrs. Nicanora P. Creus in October 1985. During Mrs. Creus' administration, the present Science Building replacing the original Marcos-type infrastructure, the ESEP Building, and the School Gymnasium were constructed.

Mrs. Pilar A. Tesaluna replaced Mrs. Creus in February 1999. It was during her administration that the Cuenco Building was constructed.

Mrs. Tesaluna was succeeded by Mr. Jesus G. Ortiz in August 2001, and by Dr. Severina B. Chin in June 2002. With the help of the Cebu City Government, the Annex Building formerly owned by Labangon Elementary School was turned over to the school during Dr. Chin's administration. Moreover, the Chapel was constructed by the PTA in the last year of her incumbency.

Mrs. Marites V. Patiño became the 7th Principal of the school on June 2, 2012. It was during this time that the Senior High School program was added to the system along with the construction of the new Senior High School Building. It was also during her administration that one of the students was recognized internationally in the Intel ISEF for her outstanding research project.

Mrs. Evelyn R. Pielago formally assumed as the 8th principal on June 6, 2017 until July 2019. It was during her time that the school garnered an award from DepEd Region VII as the “Most Outstanding Secondary School” for the whole region. She was succeeded by Mr. Nathanael M. Flores as the 9th principal. During his stint in office, the school celebrated the Golden Jubilee of its existence and it was the time of the Pandemic for two years where the school adapted to the online distance learning from School Year 2020 – 2022. On October 17, 2022, the 10th principal, Dr. Charlie L. Salve was installed as the official head of the institution.

SCHOLARS’ PLEDGE

I, a scholar of Cebu City National Science High School,
dedicate myself to the quest of excellence
in pledge of serving the Filipino people
to whom I shall commit and uphold the flames cast in God’s hands.

As a scholar, I shall be a catalyst of positive change,
incorporating excellence in all aspects,
employing my capacity to lead,
in order to uplift the Philippine society in general
and the Cebuano Community in particular.

As a scholar, I shall be the epitome of distinction,
exemplifying the scientific spirit of innovation and inquisitiveness,
the embodiment of logical, critical, and analytical mind
in accordance with the principles of MAKADIYOS, MAKATAO, MAKAKALIKASAN, AT
MAKABANSA.

I shall grow to be a person of integrity
through putting my words into actions, upholding the value of
intellectual honesty, unfaltering hard work, and consistent perseverance
to achieve holistic development, to model accountability,
and to promote the common good.

I present all of my endeavors before the Almighty God,
finally envisioning myself as a person of success,
faith, integrity, leadership, and excellence
in service to the world community.

So help me God.

OBJECTIVES

General:

To enhance the learners' scientific and technological knowledge, skills, attitude, and values in a productive and holistic learning environment.

Specific:

1. To enrich the science-oriented curriculum with technology integration and values formation in preparation for tertiary education.
2. To employ multi-directional teaching and learning strategies in Science, Mathematics, English, and related subjects.
3. To engage stakeholders in monitoring and evaluating standard-based school performance, and in contributing to the development of the school in general.

OFFICIAL SEAL

The official seal of CCNSHS shall be:

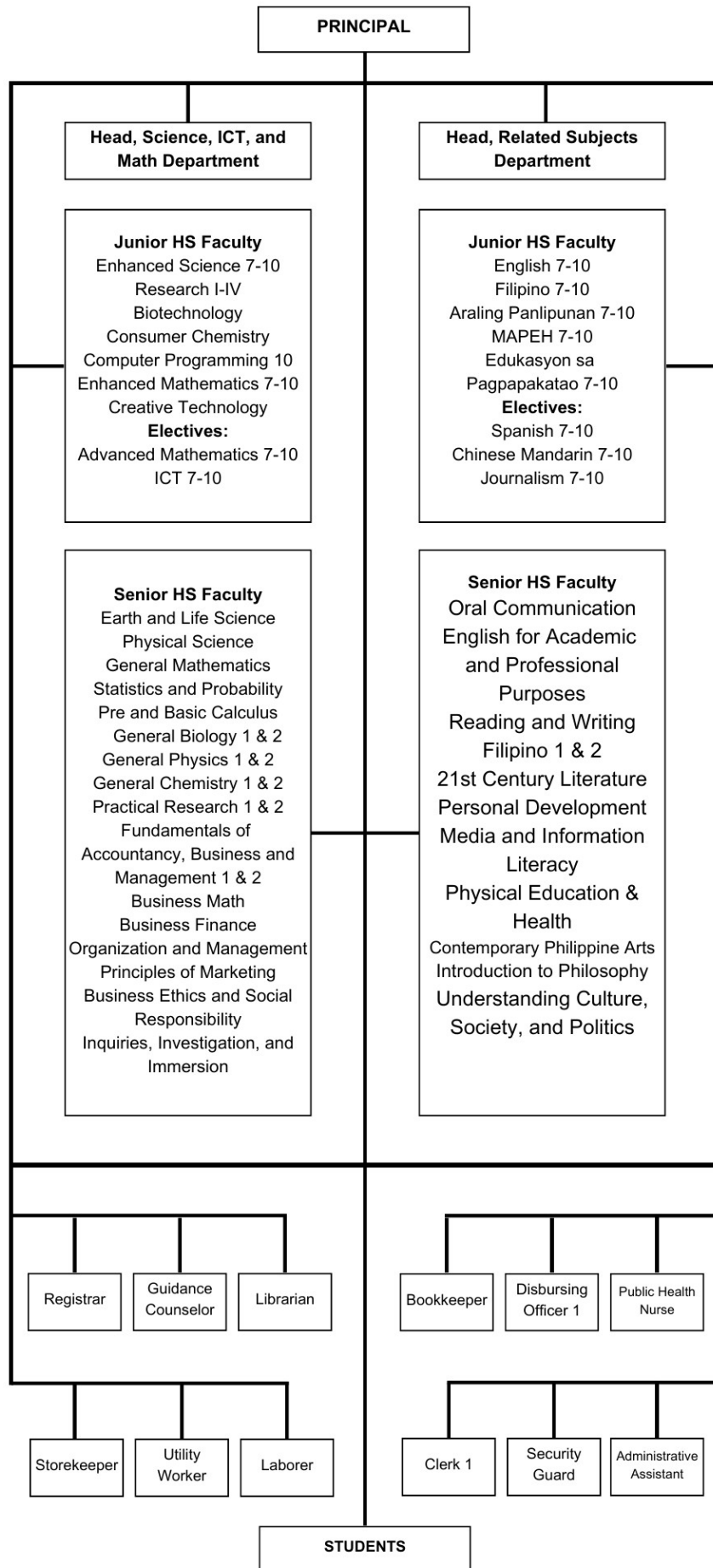


The symbolic definitions of the components of the seal are:

1. **Round Shape** – represents the unending commitment of the school to develop the full potential of every student towards life-long learning and service.
2. **Laurel** – symbolizes excellence as manifested by the achievements and awards garnered by the school through its students, administration, faculty, and alumni.
3. **Brain** – depicts the vision-mission of the school to provide quality basic education towards total human development:
 - a. **Pythagorean Theorem** – shows the institutions' thrust in developing the critical, logical, and analytical skills of every student;
 - b. **Erlenmeyer's flask** – depicts the institution's inclination to Science and Technology, and its endeavor to develop the inquisitive mind of every student;

- c. **Theory of Relativity**– depicts the complementation of Science and Technology with related subjects, and the desire of the institution for the students to apply their learning towards nation building;
- 4. **Atom** – expresses the comprehensive and in-depth education offered by the school to each student.
- 5. **Rope** – represents teamwork and the unity among the administration, faculty and staff, alumni, student body, and other stakeholders.
- 6. **Yellow Color** – represents the radiance that every scholar should possess as the bearers of the torch of excellence.
- 7. **Blue Color** – represents the vast possibilities of the universe as a challenge for every scholar to explore, discover, and develop.

ORGANIZATIONAL STRUCTURE



II. ACADEMIC PROGRAM

A. ADMISSION REQUIREMENTS

To be certain of the academic background of each pupil, they must pass both written and oral entrance examinations. These are conducted annually, subject to DepEd's issuance of the school year calendar.

In order to qualify for the written entrance examination, all applicants must be graduating elementary pupils from either public or private elementary schools who belong to the top ten percent (10%) of the graduating class. Each pupil-applicant must have a grade of at least **87%** in Science, Math, and English, and of at least **85%** in all other subject areas as reflected in the pupil's Form 9 (Report Card). An original or certified true copy of the pupil-applicant's report card (Form 9) must also be submitted.

A preliminary screening and elimination is conducted by the Department Heads to determine if the above qualifications are met. Qualified applicants will then take the Science, Math, Mental Aptitude Examinations, and Project Pitching. Examinees must get a standard percentage as mandated by DepEd guidelines for Science High Schools. Successful examinees will proceed to the panel interview, covering all subject areas, to be administered by a committee of teachers and afterwards undergo project pitching.

The top 175 Grade 7 applicants from among all those who passed are given priority for enrollment. The rest of the passers will be waitlisted. The priority applicants must confirm their intention to enroll in the school and must submit not later than 15 days after results have been posted with the following requirements: four (4) copies of 1x1 ID picture; four (4) certified true copies of birth certificate, original report card, six-year notarized contract with the school, and a medical and dental certificate. Should there be priority applicants who will decide not to enroll or fail to confirm within the period prescribed, vacant slots will be given to waitlisted applicants. However, students who are already enrolled but would like to voluntarily withdraw are required to submit a letter of intent subject for approval of the School Head.

Senior High School students must come from a Science High School and must comply with the abovementioned requirements for admission.

All Grade 7 enrollees and transferees will be required to attend an orientation before the start of the school year.

B. RETENTION REQUIREMENTS

Upholding the core value of Excellence, Cebu City National Science High School imposes standards for the retention of scholars. CCNSHS scholars must maintain a grade of at least **87%** in Science, Mathematics, and English, and a grade of at least **85%** in all other subject areas. Failure to meet the grade requirement shall be a cause for transfer to another school. (RM 261 s. 2023)

C. CURRICULUM OFFERING

The school shall adopt the curriculum, with corresponding time allocation, stipulated in DepEd Order No. 31 s. 2012. The said curriculum shall be enhanced with additional subjects identified in the Revised Curriculum of the Engineering and Science Education Program (ESEP) of the Science and Technology – Oriented High Schools for Junior High School. Other special subjects to be added in the curriculum include Journalism, and language classes in Spanish and Chinese Mandarin. Starting School Year 2012-2013, the school has started the implementation of the K to 12 Basic Education Curriculum offering two academic tracks for Senior High School: Science, Technology, Engineering, and Mathematics (STEM) and Accountancy, Business, and Management (ABM).

D. GRADING SYSTEM

Being a public school, the institution follows the standard grading system based on DepEd Order No. 8, s. 2015 for the K-12 Basic Education Program and the Policy set for Special Science High Schools.

For Junior High School, the academic year is divided into four (4) quarters, each consisting of ten (10) weeks. Grades are released at the end of each quarter or grading period through report cards. The general average passing grade shall be **87%**. **A student who incurs below 80% in any subject in any grading period will be advised to transfer.**

For Senior High School, the academic year is divided into two semesters. Each semester has two midterm examinations corresponding to the grading period.

At the end of each grading period, the teacher shall provide a notice to the parents or guardians of a student with a grade below **87%** in Science, Mathematics, and English, and a grade below **85%** in all other subject areas. The parents or guardians of the said student shall be called for a conference at any time after the grading period.

Report Cards should be signed by the parents or guardians and returned to the adviser or school representative the following school day. Failure to return the same within the period prescribed may serve as grounds for subjecting the student to disciplinary action.

Weight of the Components for Grade 7-10

Components	Language	AP	EsP	Science	Math	MAPEH	TLE
Written Work	30%			40%		20%	
Performance Tasks	50%			40%		60%	
Quarterly Assessment	20%			20%		20%	

Weight of the Components for Senior High School (SHS)

	Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL)/Sports/Arts and Design	
		All Other Subjects	Work Immersion/ Business Enterprise Simulation/ Exhibit/ Performance	All Other Subjects	Work Immersion/ Business Enterprise Simulation/ Exhibit/ Performance
Written Work	25%	25%	35%	20%	
Performance Tasks	50%	45%	40%	60%	
Quarterly Assessment	25%	30%	25%	20%	

Descriptors and Grading Scale

Descriptors	Grading Scale
Outstanding	90-100
Very Satisfactory	85-89
Satisfactory	80-84
Fairly Satisfactory	75-79
Did Not Meet Expectations	Below 75

Report on Learner's Observed Values

Core Values	Behavior Statements	Indicators
1. Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others	<ol style="list-style-type: none"> Engages oneself in worthwhile spiritual activities Respects sacred places Respects religious beliefs of others Demonstrates curiosity and willingness to learn about other ways to express spiritual life
	Shows adherence to ethical principles by upholding truth	<ol style="list-style-type: none"> Tells the truth Returns borrowed things in good condition Demonstrates intellectual honesty Expects honesty from others Aspires to be fair and kind to all Identifies personal biases Recognizes and respects one's feelings and those of others
2. Makatao	Is sensitive to individual, social and cultural differences	<ol style="list-style-type: none"> Shows respect for all Waits for one's turn Takes good care of borrowed things Views mistakes as learning opportunities Upholds and respects the

		<p>dignity and equality of all including those with special needs</p> <ol style="list-style-type: none"> 6. Volunteers to assist others in times of need 7. Recognizes and respects people from different economic, social, and cultural backgrounds
	Demonstrates contributions toward solidarity	<ol style="list-style-type: none"> 1. Cooperates during activities 2. Recognizes and accepts the contribution of others toward a goal 3. Considers diverse views 4. Communicates respectfully 5. Accepts defeat and celebrates others' success 6. Enables others to succeed 7. Speaks out against and prevents bullying
3. Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously and economically	<ol style="list-style-type: none"> 1. Shows a caring attitude toward the environment 2. Practices waste management 3. Conserves energy and resources 4. Takes care of school materials, facilities, and equipment 5. Keeps work area in order during and after work 6. Keeps one's work neat and orderly
4. Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen	<ol style="list-style-type: none"> 1. Identifies oneself as a Filipino 2. Respects the flag and national anthem 3. Takes pride in diverse Filipino cultural expressions, practices, and traditions 4. Promotes the appreciation and enhancement of Filipino languages 5. Abides by the rules of the school, community, and country 6. Enables others to develop interest and pride in being a Filipino
	Demonstrates appropriate behavior in carrying out activities in school, community and country	<ol style="list-style-type: none"> 1. Manages time and personal resources efficiently and effectively 2. Perseveres to achieve goals despite difficult circumstances 3. Conducts oneself appropriately in various situations

Marking	Non-numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

E. CO-CURRICULAR ACTIVITIES

. *Student Leadership*

1.1 Supreme Secondary Learner Government

Recognizing the role of the youth in nation-building, the CCNSHS Supreme Secondary Learner Government (SSLG) serves as a venue for training future leaders of the Philippine society. It has the following core mandates:

- a. All bona fide students are ipso facto (automatic) members of the SSLG.
- b. It is the sole official representing the body of the students.
- c. It is the umbrella of all student organizations; thus, all school clubs and organizations are subject to its supervision.
- d. It serves as a link between the school administration and the students.
- e. The nature and composition of the Supreme Secondary Learner Government is subject to OUOPS No. 2023-03: Memorandum Interim Guidelines of the Learner Government Program (LGP) for School Year 2023-2024.
- f. Once elected, all SSLG officers, except the Grade Level Year Representatives, shall be considered resigned and ineligible for all major elective or appointive positions in other clubs and organizations. Major elective or appointive positions include President, Vice President, Secretary, Treasurer, or equivalent positions, including Editor-in-Chief, Managing Editor, and Associate Editor of the school paper or publication; BSP Conclave, GSP Senior Planning Board, or CAT Staffers. (OUOPS No. 2023-03 Memorandum: Interim Guidelines of the LGP for School Year 2023-2024).
- g. The President and Vice President must be an incoming Grade 11 or Grade 12 student at the time of the election. Officers occupying the positions of Secretary and Treasurer must be incoming Grade 8 to Grade 12 students. There will be two (2) Batch Representatives per year level.

1.2 Coordinating Council of Campus Co-Curricular Organization (refer to OUOPS No. 2023-03 Memorandum: Interim Guidelines of the LGP for School Year 2023-2024 or any updated issuances or memorandum)

1.3 Grade level/Homeroom Organization

- a. The grade level and homeroom organizations shall be composed of officers parallel to the organizational structure of the SSLG.
- b. The homeroom organization shall adopt the title of Mayor and Vice Mayor for its highest and the second highest positions, respectively. The rest of the positions shall follow the titles parallel to the organizational structure of the SSLG.
- c. The grade level organization shall adopt the title of Governor and Vice Governor for its highest and the second highest positions, respectively. The rest of the positions shall follow the titles parallel to the organizational structure of the SSLG.
- d. The grade level and homeroom organizations shall assist the SSLG in implementing its programs and projects.

2. Officership and Membership in Clubs and Organizations

The school provides other opportunities for students to develop their talents and skills as well as exercise leadership. Hence, clubs are organized by the school to help students discover their potential and personal inclination in various fields of self-expression and achievement. Every student is encouraged to join these clubs. Clubs accept new members or are formed at the start of the school year.

2.1 General Provisions

- a. Membership
 - a.1 All bona fide students of Cebu City National Science High School are eligible to join any of the registered academic, advocacy, exclusive, interest, and religious clubs or organizations.
 - a.2 Students may choose clubs (academic, advocacy, interest, and religious) and exclusive organizations based on their preference in their survey form.
- b. Accreditation and Approval
 - b.1 A new club or organization that is not DepEd recognized must seek approval from the Office of the Principal through a written application letter.
 - b.2 Any special club or organization that are inactive must re-submit an application letter to the Principal for re-accreditation.
 - b.3 Each club or organization must conduct at least one (1) activity during the school year.
 - b.4 Each club or organization must have a constitution or by-laws approved by the Supreme Secondary Learner Government.
 - b.5 All goals, objectives, rules, regulations and activities of each club must not be contradictory to the rules and regulations of the Supreme Secondary Learner Government, the school, and DepEd.
- c. Classification of Clubs and Organizations
 - c.1 The existence of clubs and organizations may change depending on the actual needs and interests of the students and the availability of the adviser.
 - c.2 The following are the classification of clubs and organizations:
 - i. Academic Clubs
 - BioPhysiChem Club
 - Math Club
 - English Club
 - Samahang Pinoy
 - Kabayani Club
 - Student Technologists and Entrepreneurs of the Philippines (STEP)
 - Sports Circle
 - ii. Advocacy Clubs

- Junior Drug Watch
 - Red Cross Youth-Science High Chapter
 - Club MEGA-Science High Chapter
 - Interact Club of Banilad Metro-Science High Cebu
 - Youth for Environment Student-Organization (YES-O)
 - Spa-Chi (Spanish and Chinese Mandarin) Club
- iii. Exclusive Organizations
- Boy Scouts of the Philippines (BSP)
 - Girl Scouts of the Philippines (GSP)
 - Citizenship Advancement Training (CAT-1)
- iv. Interest Clubs
- Glee Club
 - Dance Troupe
 - Theater Guild
 - Scholars' Voice
 - Tinig Iskolar
 - The Scholars' Debate Parliament
- v. Religious Clubs/Organizations
- God's United Youth in Science High (GUYS)
 - Campus Ministry
 - SciHigh Chorale
- d. Officership
- d.1 Club or organization officers shall be composed of the following:
- i. Chancellor (to be occupied by a Grade 12 Student)
 - ii. Vice Chancellor (be occupied by a Grade 11 Student)
 - iii. Secretary (be occupied by a Grade 8 to 12 Student)
 - iv. Treasurer (be occupied by a Grade 8 to 12 Student)
 - v. Auditor
 - vi. Public Information Officer
 - vii. Protocol Officer
 - viii. Grade Level Representative (one for each grade level)
- d.2 Chancellor, Vice Chancellor, Secretary, and Treasurer, or their equivalents, such as the first four highest positions of the homeroom and grade level officers, and exclusive organizations; Editor-in-Chief, Associate Editor or Managing Editor of the school paper. No student is allowed to be elected or appointed in a key major position more than once.
- d.3 No student is allowed to be elected or appointed in a minor position more than twice.
- d.4 The election of officers for each club or organization must take place a month after the opening of classes.
- e. Advisers
- e.1 Each club or organization must have a moderator or adviser duly designated by the Principal.
 - e.2 A designation form must be filled up by the adviser of each club.
 - e.3 Advisers should monitor the operation and the submission of reports of their respective clubs or organizations.

- e.4 Advisers should coordinate with the in-charge of student affairs.
- f. Committee System
 - f.1 Each club or organization, except for the exclusive organizations, must have a committee system to facilitate the implementation of activities.
 - f.2 Designated committee chairpersons must not be officers of the club or organization.
- g. Approval of Activities
 - g.1 School programs

Short programs of clubs and organizations limited to 1 to 1 ½ hours which are DepEd mandated such as the opening and closing programs of monthly celebrations (i.e. Buwan ng Wika, Nutrition Month, English Month, etc.) should present a permission letter and activity design for approval to the office of the Department Head, School Head, and Public Schools District Supervisor.
 - g.2 In-campus Co-Curricular and Extra-Curricular Activities

Whole day (i.e. Intramurals, Science Fair, etc.) or weekend (i.e. Scouting, SSLG Leadership Trainings, etc.) activities conducted by clubs and organizations mandated by the DepEd must accomplish the activity design three weeks before the conduct of the activity with the signatures of the following:

 - i. Office of the Department Head shall peruse the content of the activity design.
 - ii. Office of the Principal for review and recommending approval
 - iii. Public Schools District Supervisor / Schools Division Superintendent for approval
 - g.3 On and Off-campus Co-Curricular and Extra-Curricular Activities

Activities conducted by clubs and organizations on or off the school campus must adhere to the provisions of DepEd Order No. 66 s 2017.
- h. Reports and Other Documents
 - h.1 Each club or organization must keep a record of its officers and bona fide members. A copy of such record shall be submitted to the Secretary of Student Affairs right after the organization of clubs.
 - h.2 Each club/organization shall submit an Action Plan to the Supreme Secondary Learner Government Adviser two weeks after the organization of clubs.
 - h.3 Three (3) weeks before the end of every school year, each club or organization must submit an annual accomplishment and financial report duly noted by the adviser to the Principal. A copy of the said report must be given to the SSLG through the Secretary of Student Affairs.
- i. Special Provisions
 - i.1 Extra-Curricular Activities
 - a) All co-curricular and extra-curricular activities shall have no grade equivalent.

b) All non-participating learners shall not be required with any special projects and/or examination or any form of school requirements.

c) Travel insurance must be secured for all off-campus activities. No one shall be allowed to join off-campus activities without travel insurance.

2.2 Academic Clubs and Advocacy Clubs

- a. All students are members of all academic clubs.
- b. For club election purposes, each homeroom must select a minimum of three (3) and a maximum of five (5) representatives for each academic club based on the student's interest in the subject matter concerned. Each student must become a representative of an academic club. No student shall be a representative of more than one (1) academic club.
- c. Representatives from the different homerooms will select the club officers in the general club election.
- d. Committee chairpersons shall be selected from homeroom representatives who were not elected for any position.
- e. The SSLG shall set the date for the election of academic club officers, subject to the approval of the Principal.

2.3 Exclusive Organizations

- a. Under the supervision of its moderator (Scoutmaster, Troop Leader, or Commandant), an exclusive organization is given the absolute right to determine the number of and elect/appoint officers based on its prevailing constitution, by-laws, and traditions.

2.4 Interest Clubs

- a. All students are entitled but not necessarily required to become a member of an interest club.
- b. No student shall be a member of more than two (2) interest clubs.
- c. An interest club requiring an audition for new members must coordinate with the SSLG for their audition schedule to avoid conflict of schedule with other clubs.
- d. Interest clubs shall determine the date of their elections but must coordinate with the SSLG to avoid conflict of schedule with other clubs or organizations.
- e. Any interest club may be removed from the school's official list of recognized clubs and organizations if they:
 - e.1 Fail to organize at least one (1) activity for the school year;
 - e.2 Fail to submit reports of activities conducted within the school year;
 - e.3 Fail to submit annual accomplishment and financial report of the immediate past year;
 - e.4 Organize projects, external or major internal activities without the permission of the Principal;

- e.5 Organize, as a club, subversive and immoral activities, or acts violating the rules, regulations and policies of the school and of DepEd.

2.5 Religious Clubs

- a. All students are entitled but not necessarily required to become a member of a religious club.
- b. No student shall be a member of more than two (2) religious clubs.
- c. Religious clubs must not engage in deliberate acts of converting people to their religions and beliefs, and must not enter in a public argumentation against other religions.

F. SELECTION AND RANKING OF AWARDS AND RECOGNITION

All the provisions therein are taken from DepEd Order No. 36 s 2016.

Classroom Awards

1. Conduct Award

The Conduct Award will be given to Grades 7 to 12 at the end of every school year. This will be based on the evaluation of the adviser and subject teachers using guidelines stipulated in Section VI of DepEd Order No. 8, s. 2015. They must have obtained a rating of at least 75% “Always Observed” (AO) at the end of the school year (with 21 out of 28 AO rating in the report card). They also must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Department’s service manual and child protection policies.

2. Academic Excellence Award

The Award for Academic Excellence is given to all students who have attained an average of at least 90 and passed all learning areas.

3. Recognition for Perfect Attendance

This award is given at the end of every quarter to recognize learners who attend and actively participate in class with no absence or tardiness.

Grade Level Awards

1. 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. 36, s. 2016.

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

Table 1. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
With Highest Honors	98-100
With High Honors	95-97
With Honors	90-94

2. Leadership Award

The leadership award is given to learners in grades 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 specific criteria for the said award shall be referred to DepEd Order No. 36, s. 2016.

Table 2. Criteria for Leadership Award

Criteria	Weight	
	Advisers	Peers
1. Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and/or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/or uses resources wisely	24%	16%
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
TOTAL	60%	40%

3. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 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.

There may be more than one category of awards under the following disciplines: Athletics, Arts, Communication Arts, and Tech-Voc (Computer Programming). There will be no separate awards for special programs.

Table 3. Criteria for awards for outstanding performance in specific disciplines

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skill in the Discipline As shown through: a. Output (oral or written work, projects, etc., if applicable) b. Membership in a club/team (if applicable) c. Class or school representation d. Winnings and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach/adviser	20%
4. Contribution to the School related to the Discipline In any of the following: a. Tutorials/Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

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.

Table 4. 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 5. Innovation Criteria and Weights

Criteria	Weight
1. Output	
a. Originality or novelty of the product or service	15%
b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community	25%
c. Cost-effectiveness, efficiency, and/or practicality	20%
d. Environmentally safe	10%
2. Delivery or Presentation	
a. Clarity of the product development process and the innovative features shown during presentation	10%
b. Acceptability of the innovation to the target beneficiaries	5%
3. Study or Research Research basis of the service or product	15%

6. Award for Club and Organization Achievement

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school’s objectives, and taken great strides to help its members develop their potentials.

Table 6. Criteria and weights for awards for Club or Organization Achievement

Criteria	Weight
1. Club/Organization Performance	
a. Plans and develops club/organization’s objectives, projects, and activities	50%
b. Implements projects and activities, and delivers services based on the club/organization’s objectives and plans	
c. Manages and/or uses resources wisely	
d. Shows teamwork and collaboration among its members	
2. Exemplary Output Delivers a concrete output related to the objectives and purpose of the organization and the school	30%
3. Contribution to the School or Community Benefits the members of the club/organization and the greater majority of the school population and/or community	20%

Special Recognition

Learners who have represented and/or won in competitions at the district, division, regional, national or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and the arts, and/or represented the school in DepEd-recognized activities.

In addition to the above awards, the schools may give due recognition to learners who have brought honor to the school.

Note: All students must bear in mind that all candidates for honors must be of good moral character and have not been subjected to any disciplinary actions within the current School Year. (DepEd Order No. 74 s. 2012)

III. STUDENT SERVICES

A. ADMINISTRATIVE SERVICES

The school has the following services to provide for administrative concerns and offices:

1. The **Office of the Principal** takes charge of the general supervision and administration of the whole institution. The office attends to the general welfare of the high school students, faculty and staff.
2. The **Office of the Department Heads** is responsible for the supervision and administration of teachers covering the subject areas under their respective departments.
3. The **Finance Section** is responsible for the receipt, disbursement, recording and monitoring of government and other school funds. The office reports all financial discrepancies in the management of funds.
4. The **Supply Section** is responsible for the procurement, inventory, and releasing of materials and equipment needed by the students, teachers, and administration. It ensures that the supplies are used as intended, taken care of, and well accounted for.
5. The **Office of the Registrar** is responsible for any records pertaining to the academic performance of the students.

B. GUIDANCE SERVICES

An effective Guidance Program entails a cooperative relationship between the students and their parents at home, and between and among the students, their teachers, other stakeholders of the school, and the community in general. In order to achieve this, the following services are utilized:

1. Orientation and Information Service
2. Individual Inventory
3. Counseling
4. Testing
5. Career Guidance
6. Placement
7. Referral

C. HEALTH SERVICES

To ensure well-being and quality medical and health services, a school clinic headed by a public health nurse renders the following services from Monday to Friday, between 8:00 A.M. to 5:00 P.M.:

1. Health and Nutrition Services
 - 1.1 Health Appraisal/Physical Assessment
 - 1.2 Treatment
 - 1.3 Consultation
 - 1.4 Referrals
 - 1.5 Counseling
 - 1.6 Emergency Care
2. Information and Education
 - 2.1 Advocacy
 - 2.2 Social Mobilization
3. Skills Training
4. Monitoring and Research
 - 4.1 Surveys
 - 4.2 Recording and Reporting

D. LIBRARY SERVICES

1. RATIONALE

The Cebu City National Science High School Library provides helpful and relevant learning resources and materials to students and teachers. It is committed to its role in achieving the mission-vision of the school; thus, it renders useful services to students and teachers, as well as to the preparation for their leadership roles to the society.

2. RESOURCES

The Library's collection includes books, popular magazines, newspapers, journals, vertical files, yearbooks and other educational materials (e.g., video tapes, DVD players, computers, electronic books, etc.). In addition, a special collection of DOST and PROBE materials are a part of its holdings. While some materials are FOR LIBRARY USE ONLY, majority of the collections is for circulation and can be accessed from the open shelves. The collection is classified based on the Dewey Decimal Classification System (DDC).

3. FACILITIES

To provide its clientele with utmost service, the library has a reading area with carrels. There is also a lounging area situated strategically for newspaper and magazine readers.

4. HOURS OF SERVICE

The Library is open from Monday to Friday, 8:00 A.M. to 5:00 P.M.

5. SERVICES

The Library offers the following services:

- 5.1 Library orientation and instruction;
- 5.2 Lending of books and other library materials;
- 5.3 References services;
- 5.4 Indexing;
- 5.5 Compilation of bibliographies (for faculty members);
- 5.6 Book displays/exhibits;
- 5.7 Venue for academic film-viewings, meetings, seminars, conferences, competitions, etc., and
- 5.8 Class hour reservation.

6. RULES AND REGULATIONS

6.1 General Rules

All users are expected to:

- 6.1.1 Handle Library materials with care;
- 6.1.2 Return books and textbooks to their proper places after reading;
- 6.1.3 Return newspaper and magazines to their proper places after reading;
- 6.1.4 Borrow and return materials at the circulation counter in the presence of the Librarian;
- 6.1.5 Return borrowed books promptly;
- 6.1.6 Return borrowed books personally and avoid requesting classmates or somebody else to return the books borrowed, and
- 6.1.7 Avoid pulling out cards in the CARD CATALOG and PERIODICAL INDEX.

6.2 Control Procedure

- 6.2.1 Bags and personal belongings shall be deposited in the shelf outside the Library upon entering.
- 6.2.2 Bring personal and valuable belongings (i.e. mobile phones, wallets, and other gadgets) to avoid any losses. Be responsible for all your things.

The Library will not be responsible for any loss or damage items of its clients.

6.2.3 Show the date due slip of all materials taken out before leaving the library.

6.3 Discipline and Order

6.3.1 Observe silence.

6.3.2 Keep the Library clean. Always wear foot-mops. Shoes must be arranged properly outside the Library.

6.3.3 Throw waste paper into the trash bins.

6.3.4 Keep the Library in order.

6.3.5 Push quietly the chairs back to their proper position after using so it will not disturb others.

6.3.6 Eating, drinking, sleeping, and dating inside the Library are strictly prohibited.

6.3.7 Students should avoid using foul languages and demeaning words.

6.3.8 Bullying in any form is strictly prohibited.

6.4 Rules in using and Borrowing Library Materials

6.4.1 Students may borrow books during their vacant period and noon break.

6.4.2 Present the book/s to the Librarian for recording.

6.4.3 Each student is allowed to borrow three (3) books at a time. All previously borrowed books must be returned before a student can borrow new ones.

6.4.4 The following materials can be borrowed:

6.4.4.1 **Reference** and **Filipiniana** books can be borrowed for three (3) days, and can be renewed for another three (3) days unless reserved by another user, and

6.4.4.2 **Fiction** can be borrowed for one (1) week, and can be renewed for another one (1) week unless reserved by another user.

6.4.5 The following materials are for LIBRARY USE ONLY:

6.4.5.1 **General references** such as dictionaries, encyclopedias, atlases, yearbooks, and other library materials that belong to the said section;

6.4.5.2 Books in the **Faculty Section**;

6.4.5.3 Magazines, newspapers, and newspaper clippings;

6.4.5.4 Textbooks, and

6.4.5.5 Special collections (DOST & PROBE).

6.4.6 Teachers who would wish to use and/or borrow library materials must take note of the following:

6.4.6.1 Teachers are allowed to borrow textbooks and ten (10) reference books for every subject that they teach for a period of one (1) year;

6.4.6.2 **Reference, Faculty** and **Filipiniana** books can be borrowed for three (3) days and can be renewed for another three (3) days unless reserved by another user, and

6.4.6.3 **General Reference** books, newspaper clippings and magazines are FOR LIBRARY USE ONLY. Teachers may be allowed to borrow such materials for special use in classroom

instruction provided borrowed materials are to be returned to the Library immediately after class.

6.4.7 School staff is allowed to borrow three (3) books at a time and shall follow the rules outlined for teachers.

6.5 Fines and Other Penalties

6.5.1 Overdue Books

Overdue books under Reference, Filipiniana, and Fiction will be charged Php 1.00/day including Saturdays and Sundays

6.5.2 If a book is lost, the borrower should report the loss immediately to the Librarian to avoid unnecessary fines. Should the borrower fail to report the loss, the total overdue will be imposed up to the day the loss has been reported. In addition, the borrower must also replace the lost book with the same title, author and copyright year or a new edition, if available.

6.5.3 Lost DepEd textbooks should be reported to the teacher or to the Librarian. The borrower would have to comply with a fine amounting to the book's current value.

6.5.4 Any student caught stealing, damaging and/or mutilating books, magazines and other library materials will be given disciplinary action as sanctioned by the school and the Department of Education depending on the gravity of the offense.

6.6 Class Hour Reservation

A teacher who wishes to bring his/her students to the library for research work and book reading must inform the Librarian three (3) days before the scheduled date. He / She must also fill in two copies of the Class Hour Reservation Form. The teacher must supervise the class and ensure the Library Rules and Regulations are strictly followed.

6.7 Lounging Area

The lounging area is for reading magazines and newspapers. Any material obtained from the said area must be returned to its proper place after reading.

6.8 Use of Internet

The internet is for RESEARCH PURPOSES ONLY.

6.9 Students who wish to use the internet must be guided by the following:

6.9.1 Library rules and regulations must be observed;

6.9.2 Students must log in and out every time he/she uses the computer;

6.9.3 Any installed software, files, formats and arrangements found in the School Library's computers must not be changed;

6.9.4 Students may use the internet during their vacant time and/or research period. Students may also use it during class hours provided that they will secure a permission slip from the teacher and the Librarian;

6.9.5 The students are not allowed to open ADULT WEBSITES. Disciplinary action shall be given to students caught viewing pornographic pictures, videos, and the like;

6.9.6 CHATTING and DOWNLOADING or UPLOADING of software is strictly prohibited;

6.9.7 The use of USB or FLASHDRIVES must be avoided to secure computers from any virus;

- 6.9.8 Hardware or software malfunctions must be reported immediately to the Librarian. Do not troubleshoot;
- 6.9.9 Computers must be shut down after using, and
- 6.9.10 Violation of the above rules and regulations will be sanctionable based on the disciplinary measures as stipulated in the Student Handbook.

E. SECURITY SERVICES

1. ENTRY TO THE SCHOOL PREMISES

Employee/ Students

- Students could enter the gate starting from 5:30 AM
- Students, teachers and staff members must have their valid I.D (identification card) presented as they enter the school campus.
- Upon entering the school, teachers are obliged to wear their complete uniform and staff members have to be dressed in proper attire. Likewise, students are encouraged to wear their school uniform for proper identification. However, those students that do not have the school uniform must adhere to the prescribed dress code.
- Employees and students reporting on weekends or holidays shall secure a permit to enter approved by the school officials. Students should have a permit proving the consent from their parents.
- Organizations conducting activities on weekends should secure a letter and parents' consent duly approved by school officials.

Visitors/ Parents

- Parents and visitors must show a valid I.D and present their visitor's pass.
- Visitors must show a formal letter addressed to the administration indicating their purpose for entering the school. When approved, they will be authorized to enter the school.
- Visitors or Parents are also expected to adhere to the prescribed dress code.
- Visitors must log in/out at the security guard on duty before transacting any business and before leaving the school campus.

2. ENTRY OF VEHICLES

- Private vehicles of students are allowed to enter the school premises between 5:30 to 6:30 PM only.
- Only vehicles with the official school sticker are allowed to enter the school.

3. CLOSING TIME OF BUILDINGS

- After 5:30 PM, students must leave their respective classrooms. However, if their parents or guardians have not yet arrived to fetch them, they can stay in the waiting shed or the guardhouse.
- The Annex Building, Cuenco Building, Senior High Building are the first buildings to be closed. They close at 5:30 P.M.
- The Science and Academic Library Buildings are the last buildings to close. They close at 6:30 P.M.

In case of club activities and meetings, the students must present parents' permit and letter of request to use the classrooms and other school facilities beyond the curfew with the signature and presence of the subject teacher/ adviser, to be approved by the office of the department head and the principal. No activities after class hours shall be done without the supervision of the teachers.

4. EXIT FROM THE SCHOOL PREMISES

Students who wish to exit the school premises during school hours must have the following:

- Student's Pass
 - This must contain the name and section of the student, the reason, the time, and the signature of the Principal.
- Excuse Letter
 - This must be addressed to the teachers whose subjects are affected by the time they exit.
- Parent or Guardian
 - The student will not be allowed to exit without a parent or guardian to fetch them.

F. LABORATORIES

The institution offers venues for learning scientific and technological principles, skills, and their application by providing several laboratories to the students. These laboratories are equipped with the basic materials and equipment to facilitate the learning process. They include:

1. Science Laboratories
 - a. General Science
 - b. Earth Science
 - c. Biology
 - d. Chemistry
 - e. Physics
 - f. Advanced Chemistry
2. Computer Laboratories - designed to train students with basic computer skills for knowledge enhancement in Information and Communication Technology, and to aid instruction in the different disciplines of learning.

G. SCHOOL FACILITIES

1. Multi-Purpose Gym – serves as the venue for the school’s major activities and other large gatherings.
2. Audio Visual Room – supports learning experience through a collection of interactive audio-visual equipment.
3. School Oval – a mini-park utilized as playground, parade grounds, formation area, and venue for other open field activities.
4. School Canteen – attends to the dietary needs of the students. It is managed by the school, and accommodates clients during school days, between 7:00 AM to 5:30 P.M. Because it is a self-serving facility, students and other users are enjoined to help maintain its cleanliness and orderliness. The school canteen abides with the provisions of DepEd Order No. 13 s. 2017 with regards to the policies and guidelines of healthy food and beverage choices in school.
5. Covered Walk and Waiting Area – a holding area for students as they wait to be fetched, as well as for parents waiting for their children to be dismissed. It also a venue for students to gather after curfew time.
6. Lavatories – found in every building of the school for the students’ convenience.
7. Prayer Area – a place for prayer and meditation for students.

IV. STUDENT CODE OF CONDUCT

A. COURTESY AND GOOD BEHAVIOR

1. Campus Rules

- 1.1 All students should be courteous in words and in deeds to the school administrators, teachers, school personnel, and visitors as well as to their peers and classmates in and outside the school campus.
- 1.2 Loud talking, boisterous laughter, or any unnecessary noise should be avoided within the campus.
- 1.3 All students are expected to observe silence during programs, convocations, masses, or any school activities and gatherings. They should be punctual in attending these activities, and must not leave before the program ends.
- 1.4 All students should refrain from saying malicious jokes and uttering rude comments.
- 1.5 Forced entry to any room of the school is strictly prohibited.
- 1.6 All students should respect the belongings of their teachers, classmates and schoolmates as well as that of the school. The permission of the owner must be sought before using any property. Users must also ensure that things borrowed are returned on time and in good condition.
- 1.7 Students should make canteen premises orderly and clean. This would include forming an orderly line when transacting business, and helping canteen personnel in cleaning dining areas.
- 1.8 Students are not allowed to conduct any kind of business within the school campus unless sanctioned by the school.

- 1.9 Tampering with announcements, posters, signage and other documents of the school is strictly prohibited.
- 1.10 No one is allowed to post any announcement, poster, signage or document without the permission of the Principal.
- 1.11 The entire school is a non-smoking, drug-free, and violence-free zone.

2. Classroom Rules

- 2.1 All students should respect the cleanliness and orderliness of any classroom, area of responsibility, and part of the school campus.
- 2.2 No student is allowed to sit, use or stay at the teacher's table.
- 2.3 No student is allowed to enter and get things inside their homeroom while classes are going on.
- 2.4 Students are discouraged from bringing materials that may distract them from their lessons.
- 2.5 The use of mobile phones, gadgets, and other electronic devices is prohibited during class hours unless permitted by the teacher.
- 2.6 Students shall secure a Hallway Pass when leaving the classroom during class hours.

3. Off-Campus and Other Rules

- 3.1 Students should be mindful of their behavior, especially in public functions and places.
- 3.2 Students should not engage in unlawful and immoral acts outside of the school, including posting of vulgar and scandalous statements, photos and videos online.
- 3.3 Students are expected to protect the name of the school at all times. Making rude and/or unnecessary comments in any form about CCNSHS, the administration, the faculty, or anything related to the school is strictly prohibited.
- 3.4 Unauthorized Participation in any Competitions, Trainings, and other Activities
 - 3.4.1 Unauthorized representation of the school is strictly prohibited. This would include using the name of the school, its administration, faculty and staff in entering into transactions and agreements, organizing and participating in events/competitions, making pronouncements, and the likes without explicit permission from the Principal.
 - 3.4.2 Participation in any competition without the permission of the school shall not be given recognition.
 - 3.4.3 Students' participation in any of these activities shall be deemed unexcused and shall not be given special examination.

B. ATTENDANCE AND PUNCTUALITY

1. Students are expected to attend their classes promptly and regularly. In case of absence, an excuse letter duly signed by the parents or guardian and, if necessary, with supporting doctor's certification is required upon reporting back

to class. The excuse letter must be presented to the Principal, who will then issue an admission slip to be given to the Class Adviser.

2. The following are valid reasons for absence:
 - a. Personal illness (with Doctor's assessment and certification);
 - b. Serious illness or death in the student's immediate family;
 - c. Emergency medical or dental attention (with Doctor's assessment and certification);
 - d. Participation in activities authorized by the school;
 - e. Observance of religious holidays that require student's participation, and
 - f. Weather or road conditions making travel dangerous.

Excused absences shall be given at most one (1) week to comply with the quizzes and performance tasks right after reporting back to school. Student's failure to do so would mean forfeiture of the privilege.

3. The following are not valid reasons for absence:
 - a. Personal or Family Travel
 - b. Family Gatherings (Weddings, Christening, Fiesta, etc.)
 - c. Vacations
 - d. Family Reunions

These absences are considered unexcused; therefore, no special examinations and task-on-hand performances shall be given. (Refer to Pages 39-40 for its disciplinary measures)

4. Official representation of students in encampments, seminars, trainings, and other activities authorized by the school shall be given special examinations in missed exams and activities. They shall be given at most one (1) week to comply right after reporting back to school. Student's failure to do so would mean forfeiture of the privilege.
5. The bell will be rung at 6:50 A.M. to signal the formation for the flag raising ceremony held every Monday. Students must be in their respective places for the flag raising ceremony at 7:00 A.M.
6. Every Friday, the bell will be rung at 5:00 P.M. to signal the formation for the flag lowering ceremony.
7. All Class Secretaries must take note of the attendance and tardiness of students. They are required to keep a journal for this purpose to be submitted monthly to their respective Class Advisers.
8. A learner who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or semester should be given a failing grade and not earn credits for the learning area or subject. Furthermore, the school head may, at his/her discretion and in the individual case, exempt a learner who exceeds the 20% limit for reasons considered valid and acceptable to the school. The discretionary authority is vested in the school head, and may not be availed of by a student or granted by a faculty member without the consent of the school head. Such discretion shall not excuse the learner from the

responsibility of keeping up with lessons and taking assignments. (DepEd Order No. 8, s. 2015)

C. DRESS CODE

All Students are encouraged to wear the school uniform every day. This is for proper identification while inside the school campus. This is also to observe simplicity and austerity among students.

1. Regular Uniform for Junior High School Boys:
 - 1.1 Khaki pants and white polo shirt with school logo printed on the pocket at the left side of the uniform
 - 1.2 White undershirt without print
 - 1.3 Black leather shoes and white socks
2. Regular Uniform for Senior High School Boys:
 - 2.1 Gray pants and white polo shirt with school logo embroidered above the pocket at the left side of the uniform
 - 2.2 White undershirt without print
 - 2.3 Black leather shoes and black socks
3. Regular Uniform for Girls:
 - 3.1 White blouse with peacock blue jumper, skirt and bow tie following the school's prescribed cut.
 - 3.2 Black leather shoes and white socks
4. Regular Uniform for Senior High School Girls
 - 4.1 White blouse with blue piping not to be inserted with necktie containing embroidered logo
 - 4.2 Black shoes (preferably with heels) and Foot Cover or No-Show Socks.
5. Students are encouraged to wear their prescribed P.E. uniform during P.E. classes. Students, however, must immediately change to their regular uniform after the P.E. class and before entering the next period.
6. CAT-1, BSP and GSP uniforms may be worn when the student is assigned to do flag detail, or as may be required by the organization adviser.
7. Old students are encouraged to wear the regular uniform on the first day of classes. Freshmen are allowed to wear the prescribed dress code until a month after the opening of classes.
8. The following attires are prohibited in school premises:
 - a. Plunging Neckline
 - b. Crop Tops
 - c. Sleeveless
 - d. Tube
 - e. Spaghetti Straps
 - f. Above the Knee Skirts
 - g. Tattered Jeans
 - h. Excessively Tight Outfits
 - i. See-Through Outfits
 - j. Shorts
 - k. Open-Toed Shoes
 - l. Offensive Language or Symbols or Images Clothing
 - m. Excessive Makeup and Accessories (multiple earrings, big dangling earrings, etc.)
 - n. Other personal effects that are not prescribed by the dress code

9. The Student ID is part of the student's complete uniform such that School identification cards should be worn at all times while inside the school premises. It must be worn properly for security and identification purposes. Lending one's ID to another student and putting stickers on the ID are prohibited. A student who is in possession of a Dilapidated ID or has lost an ID must secure a new one from the personnel-in-charge for immediate replacement. In case of lost ID, a duly notarized Affidavit of Loss should be presented before a new ID would be issued. IDs issued upon enrolment shall be free of charge but replacements shall be charged with an amount determined by the School Administration.
10. Male students are to have a monthly haircut. Acceptable haircut shall be at least one inch above the ear and three inches above the collar line.

2. CLEANLINESS AND ORDERLINESS IN THE SCHOOL CAMPUS

1. School Surroundings

- a. Spitting in any area other than the lavatory is strictly prohibited.
- b. Students are encouraged to pick up trash whenever they see one to help maintain cleanliness.
- c. Waste materials should be thrown in the proper trash bins or containers. The school shall exercise waste segregation (biodegradable, non-biodegradable and recyclable).
- d. Waste materials collected from each homeroom are to be thrown to the compost pit or garbage depository.
- e. Bags and personal belongings should not be left along the corridors or building entrances to maintain orderliness and to avoid any losses.
- f. Upon leaving homerooms, students are encouraged to lock the door.

2. Comfort Rooms/ Lavatories

- a. Students are expected to help maintain the comfort rooms. Vandalism is strictly prohibited.
- b. Washing of tools or muddy hands and feet is NOT allowed in the comfort room and lavatory.
- c. Putting one's feet or shoes on the toilet bowl is prohibited.
- d. Throwing leftover food or any kind of garbage in trash bins, toilet bowls, and sinks inside the comfort room is strictly prohibited.
- e. Faucets should be properly closed after every use.

3. Other School Facilities

- a. All school properties should be taken care of. Any form of vandalism is strictly prohibited. This includes writing on and/or destroying tables, chairs, walls, equipment, and even trees inside the school campus.
- b. Playing ball games inside the school building is strictly prohibited.
- c. Electrical appliances and fixtures inside the room should be switched off at the end of every class to help save energy.
- d. Using the telephone at the administration office is prohibited for students except for emergencies.
- e. A group of students should be assigned by each homeroom daily to clean their classroom and areas of responsibility.

V. PROHIBITED ACTS AND DISCIPLINARY MEASURES

A. OBJECTIVES

The following are the objectives of the imposition of sanctions for the violation of the rules and regulations of the school:

1. To realize the mission and vision of the school;
2. To inculcate the ideals of self-worth, rule of law, justice and respect for authority into the innermost aspect of the human person;
3. To help the students internalize the importance of self-discipline and responsible citizenship;
4. To discourage future violations by correcting and strengthening the character of the students;
5. To protect the prestigious name of the school and student body from the deceitful and immoral influences of lawbreakers.

B. PROHIBITED ACTS

The following are the operational definition of each prohibited act:

1. *Vandalism and Damage to School Property*

Students shall not vandalize or otherwise damage or deface any property including furniture and other equipment belonging to or used by the school as well as trees, walls, roads and the like. Parents or guardians of students guilty of damaging school property shall be liable for damages. Students shall be responsible for the care and return of school-owned textbooks and may be charged for the replacement of lost or damaged items.

2. *Hazing*

Hazing includes any wilful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats to abuse, social or other ostracism, shame or disgrace.

Students shall have prior approval from the Principal for any type of “initiation rites” of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

3. *Tobacco Use*

Students in all grade levels shall not possess or use tobacco products, including but not limited to cigarettes, cigars, and pipes on the school campus and or during any school-related activities whether inside or outside the school premises.

4. Drug/Alcohol Use

No student shall possess, use, transmit or attempt to possess or be under the influence of any of the following substances inside the campus or during school-related activities, functions or events, whether inside or outside the school premises:

- 4.1 Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
- 4.2 Alcohol or any alcoholic beverage
- 4.3 Any abusive glue, aerosol paint, or any other chemical substance for inhalation
- 4.4 Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs
- 4.5 Drug paraphernalia

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drank, or otherwise taken internally a prohibited substance.

“Under the influence” means the student’s faculties are noticeably impaired although he/she is not legally intoxicated.

The transmittal, sale or attempted sale of substances which are either represented to be any of the above-listed substances, or are look-alike substances that create the illusion or climate of drug-use are also prohibited under this rule.

A student who uses a drug prescribed by a licensed physician shall not be considered to have violated this rule. Use of prescription drugs shall be according to what is specified by the law. The provisions of RA 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, shall be applicable at all times.

5. Illegal Possession of Weapons

A student shall not enter school premises with a firearm, explosive weapon or knife, unless pursuant to written regulations or written authorization of the school. The student shall not interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use the firearm, explosive, weapon or knife.

Students are also prohibited from bringing to the school premises or to any school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

- 5.1 Fireworks of any kind
- 5.2 Clubs or nightsticks
- 5.3 Razors
- 5.4 Metallic knuckles
- 5.5 Chains
- 5.6 Any other object used in a way that threatens to inflict bodily injury on another person
- 5.7 Martial arts equipment
- 5.8 Knives of any size, including pocketknives
- 5.9 Firearms

5.10 Ammunition

5.11 Chemical dispensing devices

The possession or use of articles not generally considered weapons may be prohibited when, in the superior's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff or school property by virtue of possession or use.

6. Assault/Aggravated Assault

Students are prohibited from assaulting anyone in the school or at any school-related activity.

6.1 An assault is defined as:

6.1.1 Intentionally, knowingly or recklessly causing bodily injury to another person

6.1.2 Intentionally or knowingly threatening another with imminent bodily injury, or intentionally or knowingly causing or threatening to cause physical contact with another when the student knows, or should reasonably believe, that the other will regard the contact as offensive or provocative

6.2 An aggravated assault is defined as:

6.2.1 Causing serious bodily injury to another

6.2.2 Using or exhibiting a deadly weapon during the commission of the assault

7. Disruption of School Activities

For purposes of this rule, "school property" includes the school campus or the school grounds upon which the school is located and any grounds or buildings used by the school for assemblies or other school-related activities.

No student shall be permitted on school property, or within ten (10) meters of school property, to disrupt wilfully, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

7.1 Emissions by any means of noise of an intensity that prevents or hinders classroom instructions.

7.2 Enticement or attempted enticement of students away from classes or other school activities that students are required to attend. (examples: walk-out, boycott, stick-out)

7.3 Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.

7.4 Entrance into a classroom without consent of either the Principal or the teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

8. Publications

Distribution of written materials should be subject to the following guidelines:

8.1 It should be approved or sanctioned by the administration.

8.2 It should not disrupt normal school operational activities.

8.3 The school administration should provide proper guidelines (time, place and manner) to facilitate order.

8.4 The materials to be distributed shall not contain the following:

8.4.1 Sexually inappropriate contents;

8.4.2 Suggestive actions endangering the health and safety of the students;

8.4.3 Libellous materials;

8.4.4 Publications that criticize the school administration, faculty, and PTA Board or advocate violation of school rules;

8.4.5 Advocacies that incite or produce imminent lawlessness and/or rebellious actions.

9. *Prohibition of Sororities, Fraternities, Secret Societies, and Gang-Related Activities*

The formation within of sororities, fraternities, and gang-related activities within the school is strictly prohibited. Joining such fraternities, sororities, and gang-related activities outside the school is also prohibited. The penalty for non-compliance is expulsion as stipulated in DECS Order No. 20 s. 1991.

C. TARDINESS AND UNEXCUSED ABSENCES

The school shall use one or more discipline management techniques after each unexcused absence. Absences will be considered unexcused unless they meet the criteria listed under ATTENDANCE AND PUNCTUALITY of Chapter IV: STUDENT CODE OF CONDUCT.

1. Habitual Tardiness

1.1 Ten (10) accumulative tardiness will be considered as habitual tardiness. Habitual tardiness is subject to an official oral or written reprimand, probation, and suspension as the case may be.

1.2 Habitual tardiness especially during the first period in the morning and in the afternoon shall not be allowed. Teachers concerned shall call for the parents of the student concerned or visit him/her at home. (DECS Service Manual 2000)

2. Habitual Unauthorized Absences

2.1 For three (3) unexcused absences incurred in a grading period, parents are informed through a letter from the class adviser. The class adviser/subject teacher should send the student concerned to the Guidance Office.

2.2 For five (5) unexcused absences incurred in a grading period, a written reprimand is given to the student.

2.3 A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and no credit for the course or subject. Furthermore, the school head may, at his/her discretion and in the individual case, exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school, such discretion shall not excuse the student

concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head. (DECS Service Manual 2000)

2.4A student who misses a quiz due to an unexcused absence shall not be allowed to take a special test. Should he/she miss a periodic exam, a special examination is given not later than a week after the scheduled periodic test but with a **deduction of 20% of the perfect score**. However, for extreme cases like sickness, calamities, and other incidents that are beyond control of the students, a special consideration may be granted provided with valid supporting documents.

D. CLASSIFICATION OF OFFENSES

The following are conduct offenses that may become minor or major depending on the frequency, the willfulness, the surrounding circumstances, the awareness, the honesty, and the acceptance of participation. Disciplinary action is imposed on the student once these offenses are considered valid, depending on the assessment of the teacher present during the act.

1. Minor Offenses

- 1.1 Inappropriate Conduct on School Grounds:
 - 1.1.1 Poor sportsmanship;
 - 1.1.2 Initiating a fight without causing injury;
 - 1.1.3 Public lewdness or indecent exposure;
 - 1.1.4 Voyeurism;
 - 1.1.5 Public displays of affection (PDA) like holding hands, hugging, kissing, necking, petting and fondling;
 - 1.1.6 Refusal to wear the prescribed school uniform or dress code;
 - 1.1.7 Wearing of earrings for the boys and more than a pair of earrings for the girls, outlandish hairstyles, tattoos, over accessories, and body piercings;
 - 1.1.8 Dyeing of hair using distracting colors;
 - 1.1.9 Refusal to display school ID prominently and placing stickers and other objects on school ID;
 - 1.1.10 Putting make-up and face powder during class hour;
 - 1.1.11 Unauthorized putting up and removal of posters;
 - 1.1.12 Going to restricted places or areas (preparation room for teachers, storage for chemicals, Senior High School building, Annex building, and Cuenco building after 5:30 P.M.);
 - 1.1.13 Cutting classes and jumping over the fence;
 - 1.1.14 Using school facilities without permission;
 - 1.1.15 Littering (plastic cups, bottles, candy wrappers or any waste) inside the school campus specially inside the classroom and corridors;
 - 1.1.16 Making disruptive conversations and foul languages;

- 1.1.17 Catcalling, whistling, demeaning words, and other acts as provided in the Republic Act No. 11313 or the Safe Space Act;
- 1.1.18 Selling stolen goods in school;
- 1.1.19 Borrowing without returning;
- 1.1.20 Spending for personal use of funds entrusted to him/her;
- 1.1.21 Writing or drawing on a fellow student's books and notebooks;
- 1.1.22 Irresponsibly playful like pulling chair away when one is about to sit; hiding another's property; blocking another's path, etc.;
- 1.1.23 Chewing of bubble gum inside the school during class hour and placing of bubble gum on chairs, walls, etc.;
- 1.1.24 Not giving communication letters and notice to parents, and
- 1.1.25 Disrespectful to the national and singing of the national anthem flag as stipulated in the National Heraldic Code.

1.2 Inappropriate Classroom Behavior:

- 1.2.1 Loitering and staying inside or outside the school during class hours;
- 1.2.2 Sleeping in class;
- 1.2.3 Eating and drinking during class;
- 1.2.4 Consecutive accounts of tardiness in coming to class;
- 1.2.5 Inappropriate use of electronic devices;
- 1.2.6 Repeated negligence of assignments, homework, requirements and etc.;
- 1.2.7 Wearing of cap and the like inside the school building special inside the classroom, and
- 1.2.8 Sitting on tables, standing on benches as sitting with feet up and legs wide apart.

1.3 Improper behavior during school-based activities:

- 1.3.1 Tardiness;
- 1.3.2 Unruly behavior during events (assemblies, programs, activities, competitions, etc.);
- 1.3.3 Willful or deliberate non-attendance of student activities without valid reason;
- 1.3.4 Disruption of school activities and programs, and
- 1.3.5 Corporal punishment (such as sitting on the air, butts-up, push-ups, snake rolls, squat thrust, duck walk, and the like).

2. Grave Offenses

- 2.1 Bullying in any form;
- 2.2 Circulating false information and materials about the institution, its officials, faculty members and other students;
- 2.3 Vandalism, writing on or destroying school property like chairs, tables, windows, books, textbooks, laboratory equipment, and others;
- 2.4 Gambling of any sort;
- 2.5 Extortion or asking money from others;
- 2.6 Forgery/tampering or misuse of records, transfer forms or other credentials;

- 2.7 Truancy or willful skipping of classes or required school activities without valid reason or permission;
- 2.8 Instigating, leading or participating in identified activities leading to stoppage of classes;
- 2.9 Immorality (sexual intercourse caught in the act or admittance of the sexual action, masturbation, and the like);
- 2.10 Sexual harassment;
- 2.11 Possession, using, and selling of pornographic materials;
- 2.12 Dissemination or posting of lewd, obscene or discriminatory language, pictures, videos and other materials online and offline;
- 2.13 Illegal possession and use of firearms, deadly weapons, explosives, and other dangerous objects;
- 2.14 Illegal use, possession and or distribution of prohibited drugs or chemicals and other banned substances enumerated in the Comprehensive Dangerous Drugs Act of 2002 inside or outside the school premises;
- 2.15 Drinking of intoxicants and liquor inside the school premises;
- 2.16 Entering the school premises under the influence of alcohol or drugs;
- 2.17 Smoking inside the school premises;
- 2.18 Cheating and plagiarism [if found guilty, the student will be given an automatic zero (0)];
- 2.19 Stealing and the like;
- 2.20 Deliberate infliction of serious physical injury to other students or school personnel;
- 2.21 Preventing, threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises;
- 2.22 Participation in fraternities and sororities, and/or affiliation to the same whether inside or outside the school premises;
- 2.23 Participation in destructive initiation or hazing inside and outside the school premises;
- 2.24 Causing minor injuries to teacher or personnel, any other school authority, its agents, or students;
- 2.25 Assaulting a teacher or any other school authority or his agents or students, and
- 2.26 Habitual corporal punishment.

E. DUE PROCESS IN DISCIPLINARY MEASURES

The School Head has a mandated authority, accountability and responsibility for creating an environment conducive to teaching and learning within the school that he/she be the only deemed person in authority. The Principal as the School Head is therefore in power to determine and execute the necessary sanction mandated by the school rules and regulations.

In the exercise of discretion given to the principal, all submitted reports and recommendations by the various levels of officers (guidance counselor, school discipline officer, curriculum chairman, and class advisers) shall be considered supportive for proper basis for fair and just decision for the welfare of the students.

In case of irresponsible and undesirable behavior, the following sanctions may be imposed:

- **Oral warning and written reprimand.** The violator shall be notified on his/her misbehavior and shall sign on the behavior contract together with his/her parent/guardian. The case should be recorded in the confidential log book.
- **Suspension.** The violator may be suspended for a fixed period. It will be recorded in the student's anecdotal record.
 1. **From classes:** Exclusion from classes for a definite period of time during which the student is given special assignments in the library or any task designated by the proper authority.
 - 2 **From school:** Exclusion from school activities, functions and privileges for a definite period of time.
 - 3 For first and other offenses, which are not very serious in nature, a suspension from school not to exceed three (3) days may be authorized by the principal without the approval of the Division Superintendent. However, parents must be informed by the teacher or the school principal of any misconduct on the part of their children for which disciplinary action is necessary (Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual).
 - 4 Students who are sanctioned for suspension shall be automatically disqualified from the honor list, effective within the current School Year.
 - 5 In all cases of suspension, a written promise of future exemplary conduct is required to be signed by the student and countersigned by his/her parents/guardians as a condition for readmission.
 - 6 Suspension for a school year or more, or expulsion from school can be ordered only by the Secretary of Education. (DECS Service Manual 2000 p. 89)
 - 7 If a student on suspension violates terms set forth on the standards of conduct, he/she shall be subjected to discipline which, under proper investigation, may lead to be advised to transfer.

F. Advised to Transfer. After due process, the violator and his/her parents shall be informed of the decision of the disciplinary committee headed by the Principal.

G. Expulsion. The violator shall be banned on enrolment. His/her right to avail free public education shall be terminated, subject to the decision of the Secretary of Education.

Category	First Offense	Second Offense	Third Offense	Fourth Offense
Minor Offense/Sanction	Refer to the class adviser and/or subject teacher	Refer to the School Discipline Officer	Refer to the Guidance Counselor	Refer to the Principal
	Oral Reprimand	Oral and Written Reprimand	Probationary/ Intervention	Suspension
Grave Offense/ Sanction	Refer to the School Discipline Officer	Refer to the Guidance Counselor	Refer to the Principal	Refer to the School Discipline Committee

	Oral and Written Reprimand	Probationary/ Intervention	Suspension	Advised to Transfer
Note: For Grave Offenses, the gravity of the offense will determine the kind of sanction to be imposed to the violator and it shall be referred to the DepEd legal office for appropriate action.				

1. Minor Offense

If the teacher concerned determines that the act is a minor offense, the following actions shall be followed:

1.1 First offense: The case shall be handled by the Class Adviser and/or Subject Teacher for preliminary investigation, who will administer a private censure to the student. The offense will be reflected in the confidential log book and shall furnish an incident report to the School Discipline Officer.

1.2 Second offense: The case shall be handled by the School Disciplinary Officer for inquiry and deliberation, and a warning will be given. A written agreement will be signed between the School Disciplinary Officer, Class Adviser and/or Subject Teacher, student who committed the offense, and his/her parents/guardians. This shall be reflected in the record of the School Discipline Officer.

1.3 Third offense: A conference with the parents calling for proper action will be done by the Guidance Counselor. The Guidance Counselor shall discuss the offense with the parents and deliberate for appropriate course of action.

1.4 Fourth offense: The Principal will call for a conference to deliberate and discuss with the student and his/her parents regarding the decision for suspension if found guilty.

2. Grave Offense

If the teacher concerned determines that the act is a grave offense the following actions shall be followed:

2.1 First offense: The case shall be handled by the School Disciplinary Officer for inquiry and deliberation, and a warning will be given. A written agreement will be signed between the School Disciplinary Officer, Class Adviser and/or Subject Teacher, student who committed the offense, and his/her parents/guardians. This shall be reflected in the record of the School Discipline Officer.

2.2 Second offense: A conference with the parents calling for proper action will be done by the Guidance Counselor. The Guidance Counselor shall discuss the offense with the parents and deliberate for appropriate course of action.

2.3 Third offense: The Principal will call for a conference to deliberate and discuss with the student and his/her parents regarding the decision for suspension if found guilty.

2.4 Fourth offense: A due process shall be accorded to the violator with the parents.

2.4.1 The Principal convenes the School Disciplinary Committee.

2.4.2 The student concerned together with his/her parents is called to conduct the investigation of the case.

2.4.3 The case is deliberated and resolved.

2.4.4 The proper authorities are informed of the decision and seek for its approval.

2.4.5 The decision is released to the parties concerned.

3. COMMON PROVISIONS FOR GRAVE OFFENSES.

2.5 Anyone who witnesses or discovers the commission of a grave offense shall file an INCIDENT REPORT to the School Discipline Officer upon discovery of the offense. The incident report shall contain the following information:

2.5.1 Nature of the offense

2.5.2 Date and place where the offense was committed

2.5.3 Name(s) of the suspect(s) and witness(es)

2.5.4 Name of the complainant or witness

2.5.5 Date of filing

2.6 The School Discipline Officer shall notify the student(s) involved and their parent(s) or guardian(s), witness(es) and their parent(s) or guardian(s) and their teachers and advisers of the date and place of the preliminary investigation.

2.7 The School Discipline Officer shall conduct the preliminary investigation within three (3) working days from receipt of the Incident Report and who shall thereafter inform the students, his/her parents or guardians, advisers, subject teachers, and other concerned school officials of the sanctions by providing each one a copy of the decision at least three (3) days before the sanction is served.

F. DISCIPLINARY EXECUTIVES

School officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline. However, no cruel or physically harmful punishment shall be imposed or applied against any student. (DECS Service Manual 2000)

The following are the school disciplinary executives:

1. Teachers
2. Guidance Counselor
3. School Disciplinary Committee
 - 3.1 Principal
 - 3.2 Head Teachers/Department Heads
 - 3.3 Guidance Counselor
 - 3.4 School Discipline Officer
 - 3.5 SSLG Adviser
 - 3.6 Class Adviser

VI. CHILD PROTECTION POLICY

A. DEPED CHILD PROTECTION POLICY

The policy aims to protect the child from all forms of violence that may be inflicted by adults, persons in authority as well as their fellow students, including bullying.

To provide special protection to children who are gravely threatened or endangered by circumstances which affect their normal development and over which they have no control, and to assist the concerned agencies in their rehabilitation.

To ensure that such special protection from all forms of abuse and exploitation and care as is necessary for the child's well-being, taking into account the primary rights and duties of parents, legal guardians, or other individuals who are legally responsible and exercise custody over the child.

Zero tolerance for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

The policy guidelines have listed down the specific acts that constitute child abuse and violence which public and private school cases used as a guide in addressing this social problem.

1. Section 3 (2) Article XV of the 1987 Constitution

**the state shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development.*

2. Convention on the Rights of the Child (CRC)

**aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse.*

B. DEFINITION OF TERMS

1. CHILD

- Refers to any person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination of physical or mental disability or condition (RA 7610).
- Includes pupils or students who may be eighteen (18) years of age or older but are in school.

2. CHILDREN IN SCHOOL

- Refers to bona fide pupils, students or learners who are enrolled in the basic education system, whether regular, irregular, transferee or repeater, including those who have been temporarily out of school, who are in the school, or learning centers premises or participating in school sanctioned activities.

3. PUPIL, STUDENT OR LEARNER

- means a child who regularly attends classes in any level of the basic education system, under the supervision of a teacher or facilitator.

C. PROHIBITED ACTS

1. CHILD ABUSE

It refers to the maltreatment of a child whether habitual or not, which includes the following:

- 1.1 Psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment.
- 1.2 Any act or deeds or words which debases, degrades or demeans the intrinsic worth dignity of a child as a human being.
- 1.3 Unreasonable deprivation of the child's basic needs for survival such as food and shelter; or
- 1.4 Failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent in capacity or death.

(Section 3 (b) RA 7610)

2. DISCRIMINATION AGAINST CHILDREN

It refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being inflicted by AIDS, being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons on an equal footing, of all rights and freedom.

3. CORPORAL PUNISHMENT

It refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or

control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including but not limited to the following:

- 3.1 Blows such as, but not limited to, beating, kicking, hitting, slapping or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
- 3.2 Striking of a child's face or head, such being declared as a "no contract zone";
- 3.3 Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
- 3.4 Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salts, pebbles or other objects;
- 3.5 Deprivation of a child's physical needs as a form of punishment;
- 3.6 Deliberate exposure to fire, ice water, smoke, sunlight, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, not limited to insecticides, excrement or urine;
- 3.7 Tying up a child
- 3.8 Confinement, imprisonment or depriving the liberty of a child;
- 3.9 Verbal abuse or assaults, including the intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
- 3.10 Forcing a child to swear a sign, to undress or disrobe, or put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
- 3.11 Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others, and
- 3.12 Other analogous acts.

4. CHILD EXPLOITATION

It refers to the use of children for someone else's advantage, gratification or profit resulting in an unjust, cruel and harmful treatment of the child.

Two forms:

- 4.1 **Sexual exploitation** – abuse of position of vulnerability, differential power, or trust, for sexual purposes.
- 4.2 **Economic exploitation** – use of the child in work or other activities for the benefit of others.

5. VIOLENCE AGAINST CHILDREN COMMITTED IN SCHOOLS

It refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child which result in or is likely to result in physical, sexual, psychological harm or suffering or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to the following acts:

- 5.1 **Physical violence** – bodily or physical harm. It includes assigning tasks which are hazardous to their physical well-being.
- 5.2 **Sexual violence** – acts that sexual in nature. It includes, but not limited to: rape, sexual harassment, forcing the child to watch obscene or indecent shows, forcing the child to engage in sexual activity.
- 5.3 **Psychological violence** – acts or omissions causing or likely to cause mental or emotional suffering of the child
- 5.4 **Other acts of violence** of a physical, sexual or psychological nature that is prejudicial to the best interest of the child.

6. BULLYING OR PEER ABUSE

a. “Bullying” refers 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 effect 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 another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim's psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;
4. “Cyber- bullying” or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.

b. The term “bullying” shall also include:

1. "Social bullying" refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
 2. "Gender-based bullying" refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
- c. "Bully"- refers to any student who commits acts of bullying as defined by the Act or this IRR.
- d. "Bullied" or "Victim"- refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.6.1 Threats to inflict a wrong upon a person, honor or property of the person or on his or her family;

D. PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS (DepEd Order No. 55 s. 2013, RA 10627)

Disciplinary Measures

All public and private schools shall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. The school head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.
2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school or of the Department for public schools, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

- a) The student and the parents or guardians shall be informed of the complaint in writing;
- b) The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- c) The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
- d) The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

VII. SUPPORT ORGANIZATIONS

A. ALUMNI FOUNDATION

The Taga-SciHi Alumni Association is responsible for sponsoring select scholars of CCNSHS financially, provided that they meet the set of requirements needed to be a bona fide scholar of the alumni. The association was also organized to cater to the needs of the students academically, as well as in extra-curricular activities and to promote a stronger bond between the Taga-SciHi Alumni Association, the students and teachers.

B. SCHOOL PARENTS-TEACHERS ASSOCIATION

The SPTA is comprised of the parents of all the CCNSHS students and the faculty members of the school. SPTA officers are present for every section and an overall SPTA board is manifested in the entire institution as well. It is the duty of the SPTA to be involved in promoting the interests of the students.

VIII. EMERGENCY PROCEDURES

A. In Case of Fire Emergencies

1. Stay calm and don't panic.
2. All faculty members in their respective classrooms and/or class officers shall perform the following tasks in the duration of the emergency:
 - a. Advising their students to carry with them only their important belongings.
 - b. Alleviating the anxiety of students.
 - c. Attending to and preserving the safety of their students in general.
 - d. Directing their students to the nearest exit away from the fire to a safe place.
 - e. Mandating a systematic but fast movement of students out of the fire scene.
 - f. Switching off of electrical or gas appliances in use.
3. All employees shall observe safety procedures and shall perform emergency functions assigned to them such as switching off gas and electrical appliances.
4. The medical staff, with the assistance of trained volunteers, must attend to those who are injured or have suffered other health-related problems.

B. In Case of an Earthquake Emergencies

1. Stay calm and don't panic.
2. During the initial shock and tremors:
 - a. If you are inside the building, seek cover under heavy furniture such as tables, beds and couches ("DUCK, COVER AND HOLD")
 - b. Stay away from the beams and glass panels such as windows, doors, etc.
3. After the initial shock and tremors:
 - a. Carefully get out of the place where you sought cover.
 - b. Switch off gas and electrical appliances.
 - c. Calmly but quickly get out of the building and go to the oval (or open space) where you can keep a distance of about half the height of the tallest building.
 - d. Wait for further instruction from the School Emergency Response Team.
4. If you are in an alley or street or between tall structures and walls:
 - a. Seek cover inside strong structures.
 - b. Be aware of falling glass and debris from the buildings and sign boards, tumbling electric posts and wires.
 - c. Stay away from hanging objects that may fall.
 - d. After the initial shock or tremors immediately go to open spaces where you can be at a distance of about half the height of the tallest building.
5. All faculty members, laboratory assistants, and student officers shall perform their assigned functions such as:
 - a. Attend to the safety of students.
 - b. Attend to a fast and systematic evacuation of the building to a safe place (oval, etc.)
 - c. Account for their students.
 - d. Direct the students to seek cover during the initial tremors.
 - e. Direct students to the nearest exit.
 - f. Switch off gas and electrical appliances.

C. The School Emergency Response Team

To ensure the emergency preparedness and capability of the school community to actively respond to any emergency, the CCNSHS has organized the School Emergency Response Team.

Members of the School Emergency Response Team are tasked to:

1. Devise concrete plans for emergencies (signage for emergency exits and guidelines) to be presented to the student body
2. Conduct various drills for emergency and disaster preparedness
3. Systematize and mobilize emergency control action to attend for rescue operations, evacuation and relief during emergency situations or disasters.

Note: All faculty members and office/unit heads shall conduct an orientation on safety procedures and assign student officers, laboratory assistants and personnel to specific duties and responsibilities. Announced fire and earthquake drills shall be conducted twice during the school year. Unannounced drills shall also be conducted anytime.

D. Detailed Instructions During the Evacuation Drills

An evacuation drill is an opportunity to test knowledge on how to exit from the building to the designated place of safety during an emergency.

1. Upon hearing the alarm, stop whatever you're doing. Do not panic, remain calm. Follow the instructions of your teacher. Observe silence to enable you to hear the instructions.
2. Wait for the signal for the students to stop during tremors and to move towards the safety area.
3. Take only what you need—eyeglasses, keys, cell phone, medication, wallet and emergency kit.
4. Proceed to the nearest stairs and exit area inside the building in a systematic manner and in single or double files. Stay to the right and do not run. Use the handrails of stairs to avoid initial accidents. Overtaking of other classes or individuals is not allowed.
5. Proceed to the pre-determined assembly area. After the first person has arrived, the count-off begins with the last person reporting to the facilitator assigned in front.
6. If you are not in class when the alarm sounds, proceed immediately to the assembly area and join your class.
7. Do not stay near the buildings or in the street.
8. Do not return to the building until an "all clear signal" is given. Strictly follow the CCNSHS Main Campus Evacuation Plan during emergency situations.

E. One Point Lesson (OPL)

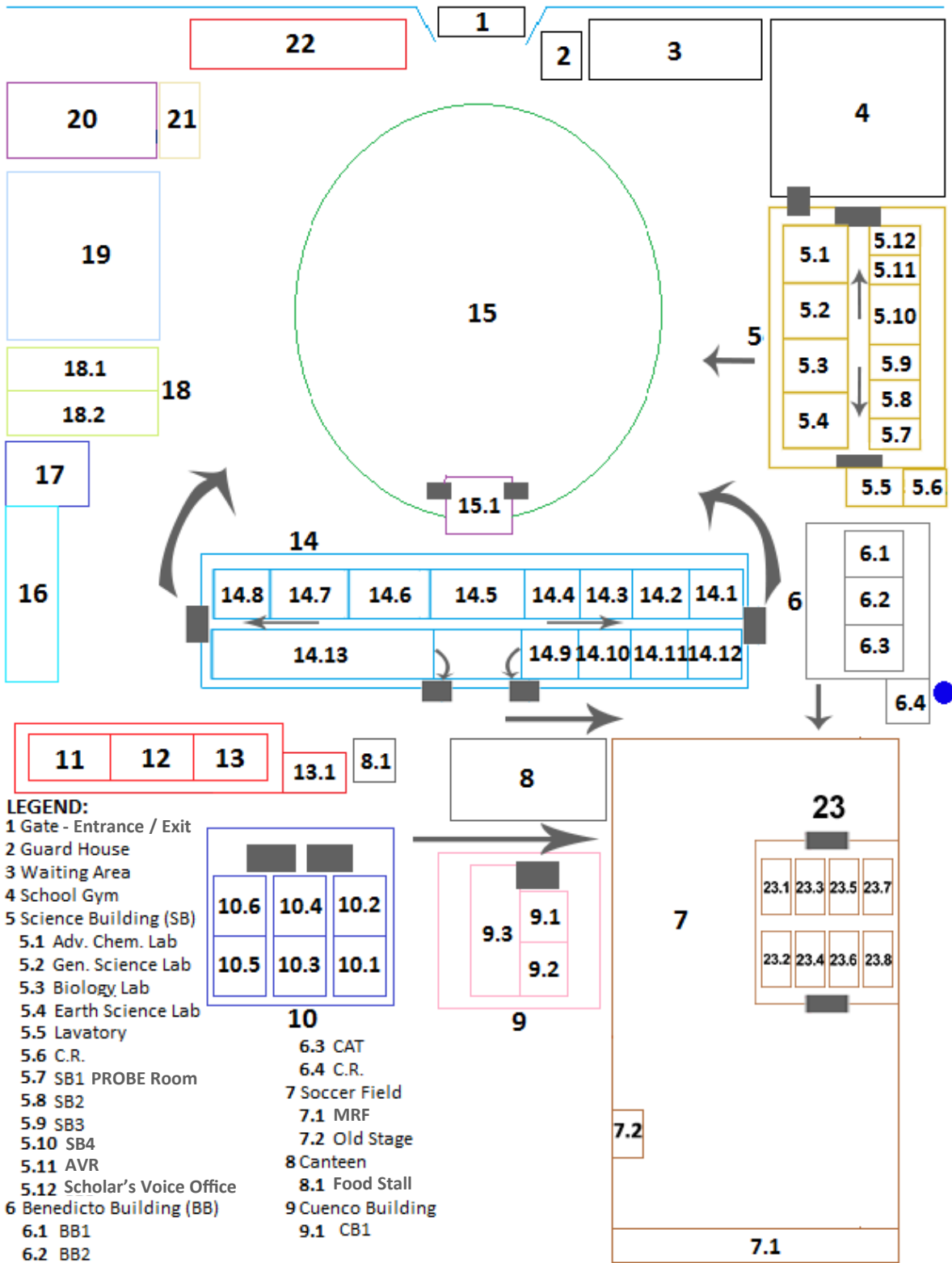
The conduct of an earthquake drill is different from that of a fire drill.

- Fire Drill — the sound of a siren/bell means that a fire is ongoing and all occupants of the building are to immediately evacuate to ensure their safety.
 - Earthquake Drill — the sound of a siren/bell indicates that a strong shaking is ongoing and the level of ground shaking prevents people to stand and move around.
-
- Participants during the 1-minute siren/bell should perform the DUCK, COVER AND HOLD response. After the 1-minute siren/bell, participants quietly go out of their room in a proper manner (calmly forming a line, briskly walking and proceeding to the designated area)
 - Faculty members should ensure that all the electric appliances are turned off and that there are no students left behind.
 - Mayors and vice mayors of each class shall guide their fellow classmates going to the oval or soccer field (any open space). When the first person has arrived in the designated evacuation area, a count-off shall begin to know that all are safe and no one's left behind. The mayor, last person at the back, should report immediately to the facilitator assigned to the class.
 - After, all shall remain quiet, calm and attentively listening to the instructions of the faculty member or facilitator for each section.

IX. EVACUATION MEASURES

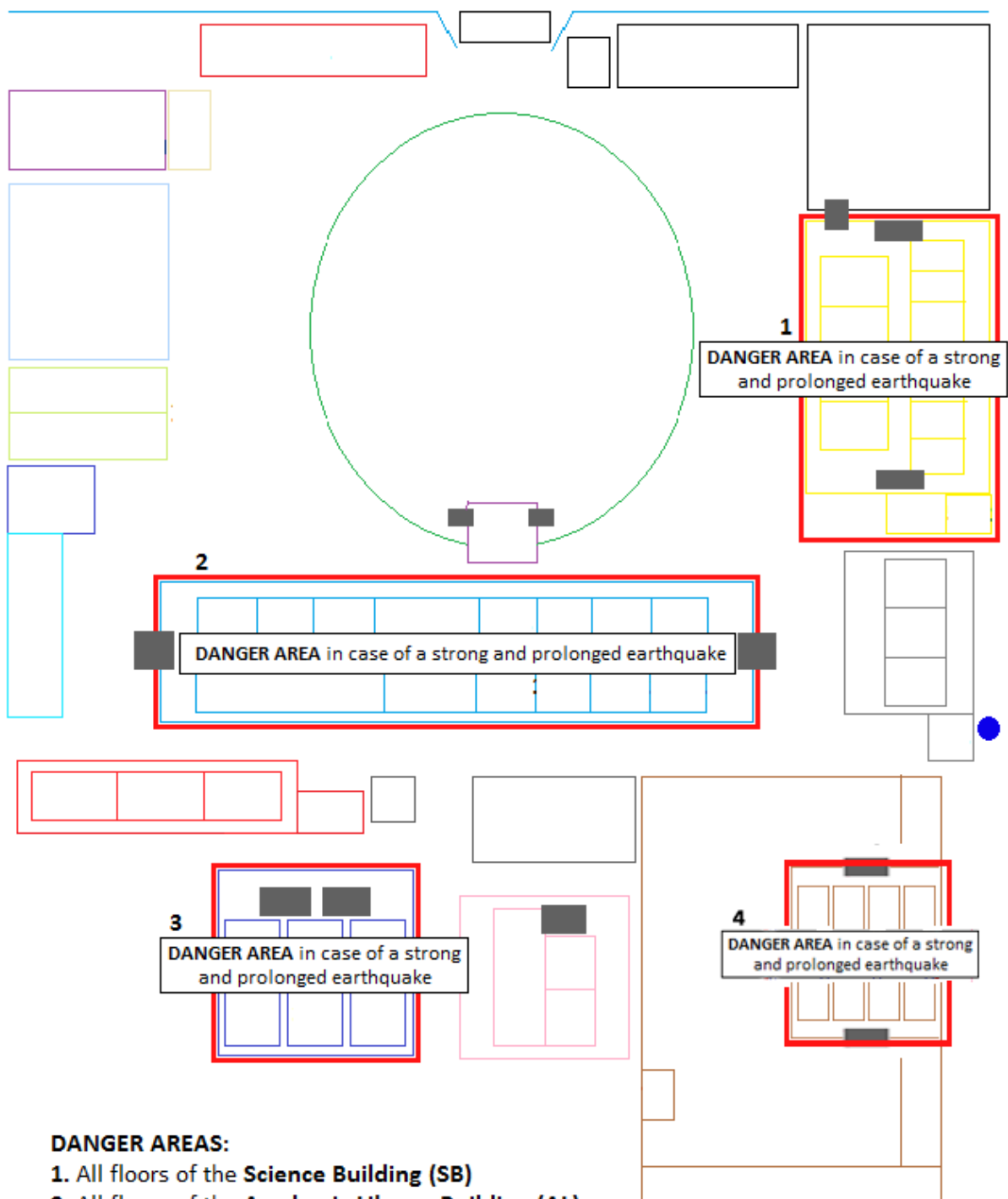
A. SCHOOL MAP

Entrance / Exit



- 9.2 CB2
- 9.3 CB3
- 10 Annex Building (AB)
 - 10.1 AB1
 - 10.2 AB2
 - 10.3 AB3
 - 10.4 AB4
 - 10.5 AB5
 - 10.6 AB6
- 11 BSP Headquarters
- 12 Head Teachers' Office
- 13 GSP Headquarters
 - 13.1 GSP Logistics
- 14 Academic Library Building(AL) / Kintanar Building
 - 14.1 A1
 - 14.2 A2
 - 14.3 A3
 - 14.4 A4
 - 14.5 Lobby
 - 14.6 A5
 - 14.7 A6
 - 14.8 A7
 - 14.9 Computer Lab 1
 - 14.10 Computer Lab 2
 - 14.11 Computer Lab 3
 - 14.12 Computer Lab4
 - 14.13 Library
- 15 School Oval
 - 15.1 Flagpole Area
- 16 Home Economics (HE)
- 17 SSLG Office
- 18 ESEP
 - 18.1 ESEP 1
 - 18.2 ESEP 2
- 19 Administration Bldg.
- 20 Supply & Nurse Station
- 21 Prayer Area
- 22 Grotto/Fish Pond/Mini Park
- 23 Senior High School Building
 - 23.1 SHS 1
 - 23.2 SHS 2
 - 23.3 SHS 3
 - 23.4 SHS 4
 - 23.5 SHS 5
 - 23.6 SHS 6
 - 23.7 SHS 7
 - 23.8 SHS 8

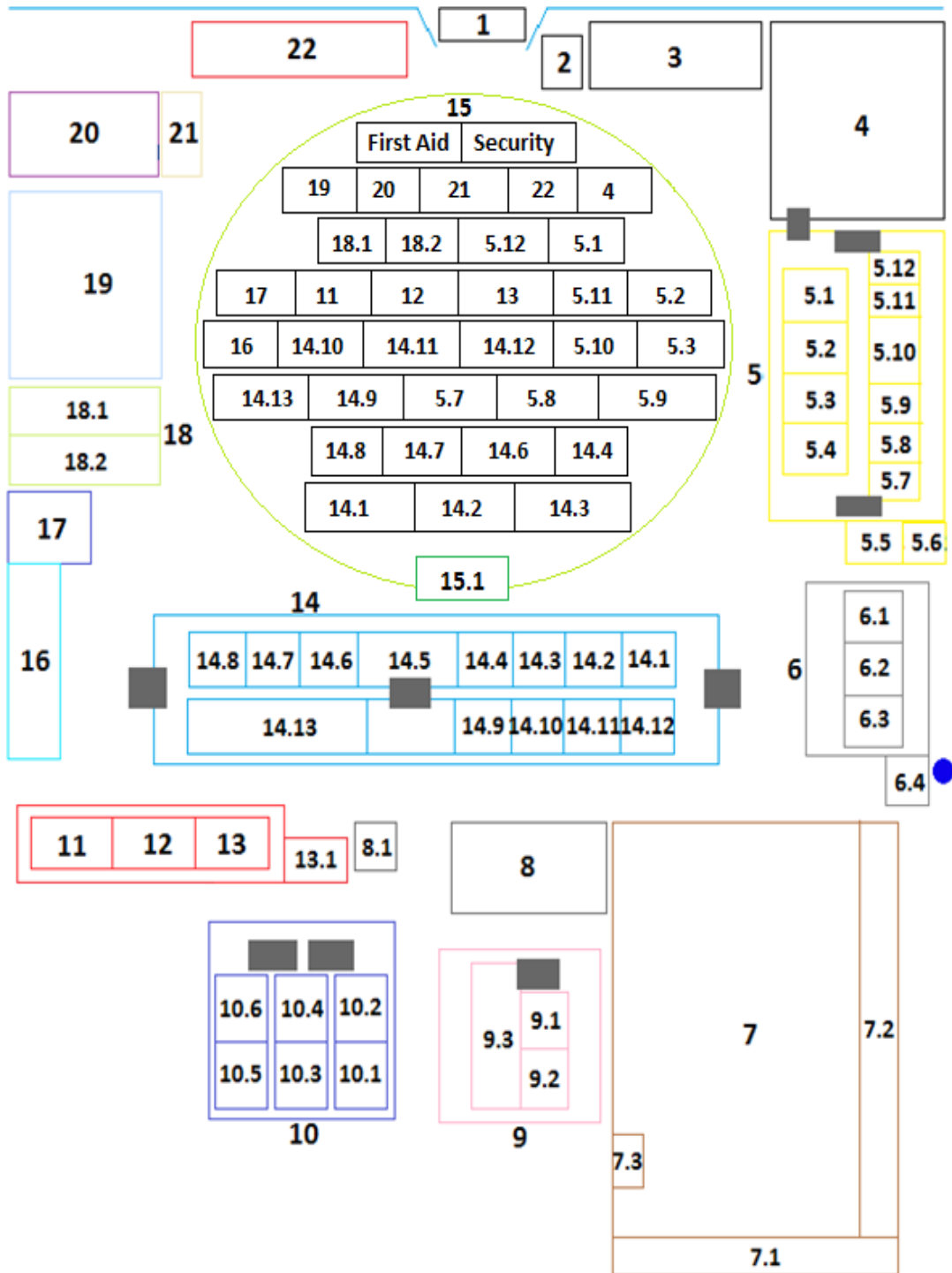
B. HIGH RISK AREAS INSIDE THE SCHOOL PROPERTY



DANGER AREAS:

1. All floors of the **Science Building (SB)**
2. All floors of the **Academic Library Building (AL)**
3. All floors of the **Annex Building (AB)**
4. All floors of the **Senior High Building (SHS)**

C. EMERGENCY PREPAREDNESS AND CONTINGENCY PLAN



D. STRATEGIC EXITS

1. SCIENCE BUILDING (SB)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
First Floor		
ES Lab	SB 1 st Floor Corridor	Oval
Bio Lab		
GS Lab		
Adv Chem Lab		
Second Floor		
SB1 PROBE Room	Stair 1 → SB 1 st Floor Corridor	Oval
SB2		
SB3		
SB4	Stair 2 → SB 1 st Floor Corridor	
AVR		
Scholar's Voice Office		

2. BENEDICTO BUILDING (BB)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
BB1	BB Corridor	Soccer Field
BB2		
CAT		

3. ANNEX BUILDING (AB)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
First Floor		
AB1	AB 1 st Floor Corridor	Soccer Field
AB2		
Second Floor		
AB3	Stair 1 → AB 1 st Floor Corridor	Soccer Field
AB4		
Third Floor		
AB5	Stair 1 → Stair 2 → AB 1 st Floor Corridor	Soccer Field
AB6		

4. CUENCO BUILDING (CB)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
First Floor		
CB1	CB 1 st Floor Corridor	Soccer Field
CB2		
Second Floor		
CB3	Stair 1 → CB 1 st Floor Corridor	Soccer Field

5. CANTEEN

ROOMS	EXIT TO	PROCEED TO SAFE AREA
CANTEEN	Canteen Front Area	Soccer field

6. HEAD QUARTERS AND HEAD OFFICE

ROOMS	EXIT TO	PROCEED TO SAFE AREA
BSP Headquarters	ESEP Front Area	Oval
Head Teachers' Office	ESEP Front Area	
GSP Headquarters	ESEP Front Area	

7. HOME ECONOMICS BUILDING (HE)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
HE	HE Front Area	Oval

8. SSLG OFFICE

ROOMS	EXIT TO	PROCEED TO SAFE AREA
SSLG Office	SSLG Front Area	Oval

9. ENGINEERING AND SCIENCE EDUCATION PROGRAM BUILDING (ESEP)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
ESEP 1	ESEP Front Area	Oval
ESEP 2		

10. ADMINISTRATION BUILDING (Admin Bldg.)

ROOMS	EXIT TO	PROCEED TO SAFE AREA
Admin Bldg. Office	Admin Bldg. Office Front Area	Oval

11. SUPPLY OFFICE AND CLINIC

ROOMS	EXIT TO	PROCEED TO SAFE AREA
Supply Office	School Chapel Front Area	Oval
Clinic		
School Chapel		

12. MINI PARK

ROOMS	EXIT TO	PROCEED TO SAFE AREA
Grotto and Fish Pond	Grotto Front Area	Oval

13. SCHOOL GYM

ROOMS	EXIT TO	PROCEED TO SAFE AREA
School Gym	School Gym Front Area	Oval

14. ACADEMIC-LIBRARY BUILDING / KINTANAR BUILDING

ROOMS	EXIT TO	PROCEED TO SAFE AREA
First Floor		
A1	Stair 2 → Flag Pole Area	Oval
A2		

A3	AL Lobby → Flag Pole Area	Oval
A4		
A5		
A6	Stair 3 → Flag Pole Area	Oval
A7		
Second Floor		
Library	Stairs 1 → AL Lobby → Flag Pole Area	Oval
Computer Lab 1		
Computer Lab 2		
Computer Lab 3		
Computer Lab 4		

EFFECTIVITY CLAUSE

The foregoing provisions of this handbook shall take effect starting **September 2023**. Any content of this document shall be automatically nullified should there be a new DepEd Order/Memorandum or any law of the Republic of the Philippines promulgated contrary to the said existing provision.

APPENDIX

AGREEMENT

(A copy will be provided for the School and the Student)

CEBU CITY NATIONAL SCIENCE HIGH SCHOOL

Salvador St., Labangon, Cebu City

School Year _____

UNDERTAKING AND WAIVER

I, _____ (Student) and _____ (Parent or Guardian) residents of _____ hereby manifest and undertake as follows:

1. I, _____ student and _____ we, _____ the parents, hereby acknowledge that we have read and understood the School Handbook of Cebu City National Science High School;
2. We are aware of the duties and responsibilities attached to the privilege of being a GOVERNMENT SCHOLAR of Cebu City National Science High School;
3. We hereby manifest that we shall faithfully abide and follow the rules and regulations stipulated in the school handbook;
4. We therefore commit to finish the entire secondary/courses (that is from Grade 7 to Grade 12) in this institution unless otherwise advised by the Principal in consultation with the members of the Faculty, to transfer to other school as sanctioned in the Handbook or by some other legal and valid grounds that would render us unfit to avail of the privilege of a Government Scholarship;
5. We shall hold Cebu City National Science High School, the principal, and employees free and harmless from any liability arising from the execution and enforcement of this instrument;
6. We have voluntarily executed this document and have understood the legal consequences relative to its signing.

We hereby affix our signature this _____ day of _____, 202_ at Cebu City, Philippines.

(Signature Over Printed Name of Student)

(Signature Over Printed Name of Father)

(Signature Over Printed Name of Mother)

(Signature Over Printed Name of Guardian)

(Witness) SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ 202_ in the City of Cebu, exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____ 202_.

Notary Public