

# **Colegio de San Clemente**

**Angono, Rizal**



## **Student Handbook**

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## **BEHAVIOR INDICATORS OF A CLEMENTIAN STUDENT**

Pupils and students of Colegio de San Clemente or “Clementians” are expected to live and exhibit the vision-mission statement of the institution. They should be anchored on Christ and embody the characteristics and values of our patron St. Clement. In this way, they will become globally competitive leaders and innovators, morally-upright, and Christ-like members of the society.

**CHRISTIAN SPIRIT OF FAITH-** Clementians possess and practice a living faith in Christ manifested in daily life in the school, Church, and community. They have devotion to the Holy Eucharist and they take part in the evangelizing mission of the Church. They reflect and live the values and characteristics of the school’s patron saint, St. Clement.

**LEADERSHIP-** Clementians are good servant leaders. With Christ as their model, they lead with honesty, selflessness, wisdom, and obedience. They lead and work together with their peers for the achievement and success of their goals and tasks.

**COURAGE-** Clementians are courageous and they stand for truth, justice, and wisdom. They are steadfast in spreading and defending the Gospel and in promoting truth and justice in every activity and task that they do. They stand for the oppressed, the poor, and the marginalized people by extending charity and help whenever they can.

**INDUSTRY-** Clementians are industrious. Work is the manifestation of the dignity of each person, a factor in personality development, a bond between human beings and a driving force of progress. Clementians work with excellence and honesty for the completion of their tasks and activities.

**RESPECT-** Clementians are respectful. They have the ability to listen, exhibit appropriate behavior at all times in every place or circumstance, and work well with their peers.

They have respect for life and nature because God entrusted all the creatures, seen and unseen, to mankind.

**RESPONSIBILITY-** Clementians are responsible. They demonstrate initiative and commitment in accomplishing the responsibilities given to them. They also extend help to their peers for greater achievements and success.

**SERVICE-** Clementians offer service whenever they can. They are active contributors to the material and moral betterment of the society. They respond to the needs of the school, the Church, and the community. They serve with honesty, wisdom, and joy.

**HONESTY-** Clementians are honest. They are morally- upright and they stand for what is true all the time. They work with their best intentions and good conscience.

**CHARITY-** Clementians are charitable. They are always ready and willing to extend help in big and small things. They demonstrate mercy and compassion to humanity across race, gender, economic status, cultural background, and religious beliefs.

**JOY-** Clementians are joyful. They find joy both in work and play. They are agents of friendship and peace in the school, Church, and community.

## **PART II: GENERAL GUIDELINES**

### **ARTICLE I. ADMISSION POLICIES AND GUIDELINES**

Admission is a vital component and task of every academic institution. Once a student is granted entry to the school, it means that the student and his/her parents and/or guardians agree to the academic standards of the school, adhere to the institutional vision and mission, understand the ideals of Christian education, and comply with the institutional rules and regulations.

### **Section 1. Admission Committee**

Registration is handled by the Admission Committee composed of the Principal, the Registrar, the Guidance Counselor, and the Level Coordinators.

### **Section 2. Admission Policy**

The school establishes its own admission policies. These policies guide the Admission committee in confirming the admission, retention, and transfer of students.

#### **General policies on application for enrolment:**

- The start of admission for Preschool is October. For Grade School and High School (Junior, Senior, and TechVoc), admission starts in November. The school has the right to close the admission in a certain level if the maximum or ideal number of students has been reached.
- The applicant must be officially enrolled and promoted or eligible to transfer to the level he/she is applying in. The applicant must be able to submit all the necessary documents needed for application.
- The applicant should have no failing grades in all subjects. Moreover, the applicant must not have DROPPED nor REPEATED any level.
- The applicant must have good department records with no grave or serious disciplinary cases.
- The applicant must pass the entrance test with a rate of 70%. He/she must also pass the interview administered by the members of the Admission committee.
- An applicant may take the entrance test for a certain level only once.
- In times of emergency and discomfort, the applicant may reschedule the exam and interview. The applicant may arrange rescheduling up to three times.

- In cases wherein a recommendation from a Developmental Pediatrician/Psychologist or specialist is needed, the decision for acceptance of a certain applicant will depend on the recommendation and the careful evaluation of the Admission committee. The school carries out the “No Child Left Behind” and “No Rejection” policies. If a certain applicant has severe disability/exceptionality, the school may require a Shadow Teacher/Personal Aide for the applicant once he/she is admitted. The parents/guardians must provide for the personnel that they will employ for their child.
- Certificate of eligibility for admission from the Department of Education (DepEd) is needed in cases where the student-applicant cannot reasonably secure his/her school credentials for reasons beyond his/her control, such as;
  - Closure of the last school attended
  - Damage of documents due to fire or natural calamities
- Admission may be denied based on legal and/or reasonable grounds, as follows:
  - Health concerns of the student applicant
  - Irreconcilable differences and deterioration of relationship between the parents and school authorities/teachers
  - Involvement in grave/serious cases that need major disciplinary actions and/or legal proceedings
  - Violation of the admission policies and regulations of the school

### **Section 3. Admission Requirements**

- **Age requirement for Preschool and Grade 1 levels**

- **Toddler-** The applicant should be at least three (3) years old by August 31 within the school year he/she is applying for.
- **Nursery-** The applicant should be at least four (4) years of age by August 31 within the school year he/she is applying for.
- **Kindergarten-** The applicant should be at least five (5) years of age by August 31 within the school year he/she is applying for.
- **Grade 1-** The applicant should be at least six (6) years of age by August 31 within the time of enrolment or will complete the age required until August 31 within the school year.

***Note:** All five (5) year-old children and above who have not attended or completed kindergarten classes or community- based early childhood education intervention are eligible to undergo DepEd Kindergarten catch-Up Education Program. All pupils who underwent this program shall submit the **certificate of completion with indication that the child is ELIGIBLE FOR Grade 1 admission from the DepEd district where the child belongs.***

- **Requirements for Pre -enrolment**

- Two (2) pieces 2"x2" recent colored pictures with white background and complete name
- One (1) photocopy of latest Report Card (Form 138) with at least two grading periods or one semester and Learner Reference Number (LRN)
- Duly accomplished application and student information forms (will be issued upon submission of requirements)



- Examination permit (present official receipt for verification during examination)
- **Requirements for enrolment**
  - Two (2) clear photocopies of NSO/PSA Birth Certificate (original NSO/PSA Birth Certificate must be presented for verification)
  - Original and one (1) photocopy of recent authenticated Report Card (Form 138) (properly and completely filled-out without erasures and Learner Reference Number)
  - One (1) recommendation form (sealed in an envelope and properly accomplished by the adviser, guidance counselor, or a former teacher of the student. Recommendation forms which are not properly accomplished and sealed in an envelope are deemed invalid.)
  - Certificate of Good Moral
  - Medical Form (will be issued upon submission of requirements)
  - One (1) long brown envelope
  - One (1) piece 1"x1" recent colored pictures with white background and complete name (for incoming Grade 7 students only)
  - ESC (Educational Service Contracting) Certificate (for High School student applicants, if applicable)
  - One (1) photocopy of NCAE results (for incoming Grade 11 students only)
  - Early Childhood Care and Development (ECCD) (checklist for incoming preschool and Grade 1 pupils only)

- **Foreign students may be admitted upon compliance with all the following requirements (all original copies must be present for verification)**
  - Authenticated and translated Transcript of Records (TOR) (the student applicant must have studied in DepEd- accredited schools or whose curriculum are DepEd-accredited)
  - Two (2) photocopies of translated Birth Certificate
  - Two (2) photocopies of the student's Alien Certificate of Registration (ACR)
  - Two (2) photocopies of a Special Study Permit issued by the Bureau of Immigration (BI) or Certificate of Residence for Temporary Students (CRTS)
  - Two (2) photocopies of Student's Visa or if applicant has a DUAL citizenship, submit a photocopy of Philippine Passport or a Certificate of Recognition as a Filipino citizen.
  - Processing fee
  - Other requirements that the school may deem necessary

**\*All requirements submitted will become part of the school property and will not be returned or photocopied.**

**\*If deemed necessary, the school has the right to require applicants to submit additional requirements and documents.**

#### **Section 4. Admission Procedure**

##### ***For New Students***

- Secure requirements list from the Guidance Counselor.

- Upon submission of examination requirements, secure an application form and examination scheduled from the Guidance Center. Incomplete examination requirements will not be processed.
- The applicant must pay the non-refundable and non-transferable entrance examination fee at the Finance Office. Present the receipt of payment for entrance examination to the Guidance Center on the examination schedule together with the application form.
- The applicant must have a 70% rating in the examination which will be administered at the Guidance Center. The results will be available a week after the examination.
- If the applicant passed the examination, the Guidance Counselor will issue a schedule for interview for the applicant and his/her parents/guardians. The interview will take place at the Guidance Center and will be administered by the members of the Admission Committee.
- The Guidance Counselor will give a reservation form after the interview. The applicant must pay the reservation fee at the Finance Office. The finance officer will sign the form once payment has been made. The form will be returned by the applicant to the Guidance Center. Issuance and payment of reservation form is until March 31. Beyond March 31, the applicant need not to reserve and will be asked to enroll on the scheduled date of enrollment.
- Once the applicant has completed all the requirements, he/she can enroll on the

scheduled date of enrolment. Applicants with incomplete requirements will not be allowed to enroll.

### ***For Old Students***

Students are reserved for admission for the coming school year upon paying the reservation fee. Students who committed major offenses during the current school year will not be given a reservation form and will be advised to transfer to another school. A deadline is imposed for the submission and the validity of the reservation form.

### ***For Returning/Non-repeater Students***

Students who were once enrolled at CDSC and transferred to another school will be treated as new students if they wish to come back. Returning students with serious/major disciplinary records in their former school will only be re-admitted with if his/her case/s were properly evaluated by his/her former school and the decision on his/her case/s is favorable to him/her. Returning students who were given a recommendation to transfer to another school due to their behavior and disciplinary records will not be accepted.

### ***Enrolment Procedure***

- 1.) Submit the original copy of the report card to the Registrar Office and secure enrolment form and list of books.
- 2.) Proceed to the Finance Office for assessment and payment of school fees and books.
- 3.) Present Official Receipt (O.R.) and list of books to the bookstore for issuance of books.

### ***Payment of School Fees***

The modes of payment of school fees are ANNUAL, SEMESTRAL,, QUARTERLY, and MONTHLY. At the end of the school year, no record will be released to any student who has not yet fully settled his/her financial obligations. Students who transfer to another school within the current school year must pay the full school fees for the year.

### **Section 5. Withdrawals/Transfers**

- 1.) A student who wishes to withdraw from the school should submit a written request for transfer duly signed by him/her and his/her parents/guardians to the office of the Principal.
- 2.) The student must secure a clearance slip from the Registrar's Office and return it to the same office upon accomplishment.
- 3.) The Registrar will issue the transfer credentials to the student which includes Report Card (Form 138) and Certificate to Transfer. Form 137-A is forwarded directly, upon request to the school where the student will transfer after being cleared by the Registrar and the Finance Office.

### **Section 6. Transfer of Students and Transfer Credentials**

Under the DepEd guidelines, a pupil or student enrolled in a school may transfer to another school, provided that he/she has settled all obligations in the school where he/she is presently enrolled in.

Every student or pupil who applies for and is eligible to transfer must be assisted by the school and must be provided with all the necessary transfer credentials. Admission of the student is subject to the other school's admission policies and guidelines. The credentials to be provided are the Report Card (Form 138), the Certificate of Eligibility to Transfer (endorsed by the Registrar, Guidance, and Finance offices and approved by the Principal), and the Form 137-A through the school-to-school transaction.

### **Section 7. Withholding of Credentials.**

The release of the transfer credentials of any pupil or student may be withheld for reasons of suspension; non-payment of financial obligations; unsettled responsibilities on school properties and facilities; and lacking of Form 137-A from the previous school. The credentials shall be released immediately as soon as the student or pupil has settled all his/her obligations and responsibilities and/or the penalty of suspension has been lifted.

### **Section 8. Request for Scholastic Records**

The Registrar's Office keeps all the student scholastic records and makes them available if needed by the students. If a student needs his/her scholastic records, he/she must follow the procedures stated below:

- 1.) Proceed to the Registrar's Office and secure request form.
- 2.) Pay the corresponding fee at the Finance Office.
- 3.) Submit the request form together with the Official Receipt (O.R.) at the Registrar's Office for processing.

4.) The Registrar Staff issues a claiming stub stating the date on when to claim the requested document/s. Processing of documents usually takes 2 to 10 working days.

\*Note:

-Present the stub upon claiming the document/s.

-Representatives must present the following: authorization letter and valid IDs of the student and the representative (If the representative is the parent/guardian, there is no need for a letter.

-Document/s which are not claimed after 90 days from the date of issuance will be properly disposed. Payment for the document is non-refundable.

## **ARTICLE II. GENERAL ACADEMIC POLICIES**

### **Section 1. General Rule for Promotion**

Promotion in the High School level is by subject and not by curriculum year. A student who fails in one or two subjects of less than 2 units each may be promoted to the next year level provided that he/she will enroll and complete summer classes. The student must also present and submit his/her grades in the summer classes before the enrolment for the coming school year. A student who fails three (3) units must repeat the year level.

A student who wishes to transfer to CDSC during his/her graduating or completion year (Grade 6 and Grade 10) may still be accepted and admitted for valid reasons. The school will also provide him/her diploma or certificate of completion with

confirmation and recommendation from the student's former school. Meanwhile, if an incoming Grade 12 student wishes to transfer to CDSC, the school has the right to reject his/her admission for curricular and course differences.

## **Section 2. Promotion System**

In accordance with the DepEd's mission (D.O. No. 33, s. 2004) to continuously improve the quality of learning outcomes, the lowest passing grade of the minimum performance standard for students in the Grade School and High School is set at 75%. The lowest failing grade that may appear in the report card is set at 65%.

In assessing learning outcomes, all questions are multiple-choice type questions and are in standardized test formats (shading). Essay-type questions may be included especially for Communication Arts subjects (English, Filipino, Mother Tongue) and subjects that need explanation and discourse.

Transmutation tables shall be used in the computation of grades. Test scores shall be recorded as raw scores, totaled at the end of each grading period and then computed as percentage (e.g. student's score/highest possible score x 100).

The final grade shall be determined by averaging the marks of the four quarters in the grade school. Promotion in high school level is subject-based. A student shall be retained in the year level if he/she incurs failing grades in 3 units or more during the regular school year and is unable to make up for the failed subjects during the summer sessions. Retained students are required to repeat only the subjects that they failed.



### **Section 3. Scholastic Deficiency**

A student whose scholastic performance is below passing shall be subject to the following rules:

- 1.) **Probation-** a student who has not removed his failing grades at the end of the school year shall be placed on academic probation standing.
- 2.) **Dismissal-** a student may be dismissed from the school roll on the grounds of scholastic deficiency according to the standards and regulations of the school.

## **ARTICLE III. EVALUATION OF STUDENT ACHIEVEMENT (ACADEMIC STANDARDS)**

### **Section 1. Promotion and Failure**

Final grade of 75 or higher in all learning areas allows the students to be promoted to the next grade level. (*p. 17 D. O. no.8 s. 2015*)

For Grades 1 – 10, a learner who did not Meet Expectations in at most two learning areas must take remedial classes. Remedial classes are conducted after the final grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Works, and performance Tasks by the fifth week of any quarter. This will prevent a student from failing in any learning area at the end of the year. (*p. 18. D.O. no.8 s. 2015*)

For Grades 11 -12, learners who fail a unit/set of competencies must be immediately given remedial classes. They should pass the summative assessments during

remediation to avoid a failing grade in a learning area/subject. This will prevent students from having back subjects in Senior High School (SHS). However, if the learner still fails remedial classes, he/she must retake the subject/s failed during summer or as back subject. Guidance teachers/ career advocates must provide support to the SHS student for his/her choices in SHS tracks. *(p. 18. D.O. no.8 s. 2015)*

Summative Assessments are also given to the students during remedial classes. There are recorded, computed, weighted and transmuted in the same way as Quarterly Grade. The equivalent of the Final Grade for the remedial classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark (RCM) are averaged. This results to Recomputed Final Grade. If the Recomputed Final Grade is 75 or higher, the student is promoted to the next grade level. However, students will be retained in the grade level if their Recomputed Final Grade is below 75. *(p. 19 D.O.no. 8 s. 2015)*

## **Section 2. Grading System**

The K to 12 Basic Education Program uses content based and competency based grading system. Averaging system is used in computing the final grade.

### **A. Preparation of Grades**

In the preparation of grades, all subject teachers follow this procedure:

1. The Principal checks the progress of the entries of raw scores in the class record book of the subject teachers prior to the deadline of submission of quarter grades.
2. Subject teachers submit the class record book together with the grading sheets to the Academic

- Office. (not later than 3 days after the last day of periodical test)
3. The Principal assigns teachers, (by pair) for swapping and checking of class record book and grading sheets then return to the Academic Office after re -checking.
  4. Principal distributes the checked grading sheets to the Homeroom advisers for consolidation of the periodic grades.
  5. The Homeroom advisers enter the consolidated grades in the template made for the report card.
  6. Before printing the report card, reading of grading sheets, consolidated grades and encoded grades must be done to ensure that the report cards to be released are correct.
  7. The Principal forwards the grades to the Registrar for printing.
  8. *Once the grades have been validated by the Principal, no faculty member is allowed to alter or make any correction. Request for the change of grade is subject for approval and granted by the Principal after the teacher concern had justified the reason to make a change in the grade.*

## **B. Deadline of Submission**

1. The Principal sets the deadline of the submission of grades.
2. Periodic grades as well as final grades must reach the principal's Office not late than two (2) weeks or 10 working days after the last day of examination period.
3. The final grades of probable honors and graduating students must be checked and

submitted strictly on the deadline set by the Academic team.

4. Final grade in all subjects may either be passing or failing. Faculty member is not allowed to give an incomplete final grade.

### **Section 3. Criteria for Grades**

The grades received must be based solely on the learner's academic and scholastic performance as the barometer of his scholastic achievement during a certain period. Additional or diminution to the grade in a learning area for active participation in the co - curricular activities, poor attendance or cases of misbehavior is not allowed unless otherwise the adjustment is relevant to the subject content and requirements. Cases on misconduct affects the final grade in Christian Living, Religion or Values education, RHGP and Conduct depending on the period the offense was committed.

In setting the standards, DepEd prescribes the grading system which the MAPSA School System adopts. Grades marks are expressed both numerical and letter grade. The minimum passing grade is 75% in all learning areas. Lowest grade and highest grade a learner can obtain are 70% and 100% respectively.

### **Grading System (Grade School/High School) - (D. O. no. 8 s. 2015)**

All grades will be based on the weighted raw scores of the learner summative assessments. The minimum grade needed to pass a specific learning area is 60, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.

1. There are four grading periods observed in an academic year. The averaging system is used for grading. The average of the Quarterly Grades produces the Final grade. The final Grade in all learning areas and General Average are reported as whole numbers. Grades are in multiples of one.75% is considered a passing mark. In computing the raw average per subject, the 0 = 0 basis is used. 0 = 0 is also applied if a student fails to take the periodical test and monthly test. For the SHS learners, the two quarters determine the Final Grade in a semester.

Learners are assessed in the classroom through various processes and measures appropriate to congruent with learning competencies defined in the K to 12 Curriculum. Some of these processes and measures may be used for both formative and summative assessment, which have different goals. Learners may be assessed individually or collaboratively

### **Components of Summative Assessment**

Summative assessment are classified into three components namely, Written Works (WW), Performance Tasks (PT) and Quarterly Assessment (QA).. The nature of the learning area defines the way three components these three components are assessed

- A. The Written Work Component ensures that students are able to express skills and concepts in written form. Written Work, which may include long quizzes, and unit or long tests, help strengthen test - taking skills among the learners. It is strongly recommended that items in long quizzes/ test be distributed across the

Cognitive Process Dimensions so that all are adequately covered. Through these, learners are able to practice and prepare for quarterly assessment and other standardized assessments. Other written work may include essays, written reports, and other written output.

- B. The Performance Task Component allows learners to show what they know and are able to do in diverse ways. They may create or innovate products or do performance-based tasks. Performance-based tasks may include skills demonstration, group presentations, oral work, multimedia presentations, and research projects. It is important to note that written output may also be considered as performance tasks.
- C. **Quarterly Assessment measures student** measures student learning at the end of the quarter. These may be in the form of objective tests, performance-based assessment, or a combination thereof.

**Components' Weight for Grades 1 – 10 per subject.**

<b>SCIENCE, ENGLISH and MATH</b>	<b>APand CLE</b>
Written Work - 40%	Written Work – 30%
Performance Tasks - 40%	Performance Task – 50%
Quarterly Assessment- 20%	Quarterly Assessment-20%
<b>MAPEH, TLE, COMPUTER</b>	<b>RHGP</b>
Written Work - 20%	Involvement - 50%
Performance Tasks - 60%	Written Output – 25%
Quarterly Assessment – 20%	Attendance/ - 25%

**COMPONENTS' WEIGHT FOR SHS (GRADES 11- 12)**

## **Academic Track**

### **Core Subjects and Specialized Subjects**

Written Work – 25%  
Performance Tasks – 50%  
Quarterly Assessment – 25%

### **Applied Subjects**

Written Work – 25%  
Performance Tasks – 45%  
Quarter Assessment – 30%

### **Academic Track (Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance)**

Written Work – 35 %  
Performance Tasks – 40%  
Quarterly Assessment – 25%

### **Technical Vocational and Livelihood (TVL) /Sports/ Arts and Design Track**

Written Work – 20%  
Performance Tasks – 60%  
Quarterly Assessment – 20%

<b>Descriptors</b>	<b>Grading Scale</b>	<b>Remarks</b>
Outstanding	90 -100	Passed
Very Satisfactory	85 – 89	Passed
Satisfactory	80 – 84	Passed
Fairly Satisfactory	75 – 79	Passed
Did Not Meet Expectations	below 75	Failed

## **Section 4. System for Academic Excellence Awards and Character Formation Awards**

## Academics

- I. Selection of Honor Students (Grades 1 - 12)**
- a. A student is considered quarterly honor if he/she obtains an average of 90% with no grade lower than 87% in RHGP and Conduct.
  - b. Subject Proficiency Award is given to non-honor student at the end of the school year if he obtains a final rating of 94% in the three major subjects (Math, English, Science) with no grade lower than 85% in other subjects including Conduct and Homeroom.
  - c. The award for Academic Excellence Award 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 the DepEd Order no. 8.s. 2015. Academic Excellence Award is given to learners who meet the following cut off grades.

### **ACADEMIC EXCELLENCE AWARD AVERAGE PER QUARTER**

1. With Highest Honors/ *May Pinaka-  
98 - 100*  
*Mataas na Karangalan*
2. With High Honors/ *May Mataas na  
95 - 97*  
*Karangalan*
3. With Honors/ *May Karangalan  
90 - 94*

## Character Formation



- a. **Best in Conduct** award is given to learners from Grades 1 to 12 with the highest conduct grade and who have attained an average of at least 90 and has a final grade of at least 85% in each subject , with no failing grade in any subject in any quarter. The criteria in determining the students conduct is on the basis of the Clementians' Core Values.

CRITERIA IN DETERMINING  
STUDENTS CONDUCT

CORE VALUES	BEHAVIOR INDICATORS
<p>1. <b>LEADERSHIP</b> (35%)</p>	<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Trustworthy with integrity</li> <li>• Diligent/Consistent</li> <li>• Persevere</li> <li>• Service - Oriented</li> <li>• Sincere/Honest</li> <li>• Model of Good Behavior</li> </ul>

<p><b>2. COURAGE (35 %)</b></p>	<ul style="list-style-type: none"> <li>• Has the capacity to express one's beliefs with conviction</li> <li>• Has the capacity to submit oneself to higher Being</li> <li>• Believes in Divine Providence</li> <li>• Makes sound decision</li> <li>• Has Strong Determination</li> <li>• Fortitude</li> <li>• Take the lead</li> </ul>
<p><b>3. PIONEERING SPIRIT (30%)</b></p>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Creative</li> <li>• Competent in knowledge, skills and attitude</li> <li>• Relevant</li> <li>• Proactive</li> <li>• Initiative</li> </ul>

## Co curricular

- a. This award is given to learners who have excelled in the different clubs. Deliberation are participated by the Academic team, Club Moderators, Grade Level Coordinators with the Principal presiding It is determined through the following criteria
  1. Position 10 %
  2. Length of Membership 10 %
  3. Attendance / Participation 20%
  4. Attitude 20%
  5. Club Category 40%

## Special Awards

- a. Like the co - curricular awards ,awardees of special awards are determined after the deliberation participated by the Academic team, grade level coordinators, advisers guidance counselor with the Principal presiding.
  1. *Loyalty Award* is given to graduating students who have stayed in CDSC from Grade 1 to Grade 12.
  2. *St. Clement Award* is the highest distinction given to a graduating Clementian student who is regarded to achieved total development in academic, spiritual, socio and cultural formation.

## **CRITERIA IN THE SELECTION OF ST. CLEMENT AWARD**

1. Resident of CDSC for two years and more
2. Has not repeated any grade level
3. Has final grade of at least 85 %
4. Has an average of at least 87% in Conduct/ Club Organization/ and in any subject in any quarter
5. Manifest active involvement in socially- oriented activities in the school and in the community.
6. Demonstrates voluntary and enthusiastic participation in liturgical activities and spiritual exercises.
7. Exudes simplicity and gentleness in language and bearing.
8. Manifests devotion and love to Our Lady, Jesus and St. Clement.

Note: The St. Clement award will not be awarded if in this level, none of the graduating students qualify. However, the following procedures will be observed

Procedures :

1. All Grade 12 teachers nominate at least three but not more than 5 candidates.
2. 20% of the Grade 12 students chosen at random will nominate candidates
3. Results of teachers' and students' nominations are ranked.
4. The finalists are asked to write an essay which will be rated by the committee.
5. The candidates submit themselves for an interview by the school director, department Coordinator, Grade Level Coordinator, a parent who is an Alumni.
6. The committee sits down for final deliberation.
7. The St. Clement Award is disclosed during the graduation ceremony.

## **ARTICLE IV. STUDENT SERVICES AND FACILITIES**

### **Section 1. The School Facilities**

#### **A. Guidance and Counseling Center**

The Guidance Center provides services to students that will ensure their optimum development. It also helps the students address their concerns and cope up with the challenges and difficulties that may hinder their success. The Guidance Center also provides assessment and evaluation on

student's capabilities and strengths. The Guidance Center is located at the first floor of the new building. It is open Monday to Friday from 7:00 AM to 4:00 PM. The following rules below are formulated and stated to be able to maximize and extend quality service and assistance to students and teachers.

1.) The students are required to fill out the Cumulative Record required by the Guidance Center at the beginning of the year and take all the tests required.

2.) All students are required to have at least one visit/session with the Guidance Counselor for routine interview/counseling/evaluation measures.

3.) Students who wish to have sessions/meetings with the Guidance Counselor must set an appointment by filling out the student's request for counseling form. The adviser of the student must assist the student in setting up an appointment and he/she must coordinate with the guidance counselor. Students are also encouraged to approach their Homeroom advisers if they need help.

3.1.) If the appointment is set during class hours, the adviser will be given a call slip from the guidance center and he/she will give it to the student. The subject teacher must also be notified that the student will be having an appointment with the

guidance center during his/her subject period.

3.2.) The said appointment must be kept confidential.

3.3.) After the session, the guidance counselor will sign the call slip and the student must present the call slip to his/her adviser and the subject teacher as proof that the session took place.

4.) Teachers, school personnel, and parents may give referrals if a certain student needs the services of the Guidance Center provided that they will be able to fill-out the referral form.

5.) Students who will no longer study in CDSC in the coming school year must have an exit interview form.

6.) The Guidance Center provides counseling to academic achievers, students having academic difficulties, student athletes, and student leaders to monitor their academic and extra-curricular performance.

7.) The Guidance Center issues Certificate of Good Moral when needed. Processing usually takes 3 to 5 working days.

## **B. Library**

The library is a vital component of the school. As a learning resource

center, it contributes to the academic progress and growth of the students and nourishes the students' pursuit of valuable knowledge. It promotes positive attitude towards study and work and motivates students to have research studies. The library is located at the first floor. Currently, the library has a collection of textbooks and non-fiction books, general reference books and periodicals, and fiction. The library also holds research and thesis of high school alumni so that the students may use them as reference in their own research studies, too.

As a cathedral of the mind, it should be treated with reverence. Below are the guidelines and procedures that must be followed for the proper stewardship of the library.

1.) The library is open Monday to Friday from 7:00 AM to 4:00 PM.

2.) Students who wish to visit the library and/or rent books must present their IDs upon entry. The librarian logs in the name of the student, grade level, and time of entry and exit for monitoring.

3.) Courtesy and silence must be observed at all times. Students who do not engage in reading and research work while inside the library may be advised to go back to their respective classrooms.

4.) General reference books (encyclopedia, dictionaries, atlases, almanacs), periodicals (magazines, newspapers, journals), and books in sets are for room use only. After reading a book, the



student must put the book/s to the shelving area properly.

5.) Students may borrow non-fiction books for overnight use only and he/she must return it the following day before library operation ends. Non-fiction books are not available for borrowing every Friday or any day before a regular holiday. In cases of extension, the students must renew the book/s. Meanwhile, fiction books may be borrowed for one week if the demand for the book/s is low. A student may borrow up to 3 books (fiction and non-fiction).

6.) Fines or suspension from borrowing may be imposed for overdue books. A fine of Php2.00 per day per book (fiction and non-fiction) shall be paid by the student. He/she must pay the fine at the Finance Office and present the official receipt of payment to the librarian for clearance. Failure to return a book will prohibit the student from any transaction in the library until he/she settles his/her obligations.

7.) Books shall be used properly. Tearing, writing, crumpling, and other forms of mutilation are strictly prohibited. If a student is found guilty of such acts, he/she will be suspended from borrowing books until he/she replaces the book.

8.) Littering, loitering, eating, vandalism, and sleeping in the library are strictly prohibited. If a student is caught

doing such acts, he/she will be barred to enter the library premises for one week.

9.) Non-compliance to the procedures of the library will result in the suspension of library privileges.

### **C. Science Laboratory**

Currently, the CDSC is improving and renovating its Science laboratory for the use of teachers and students. It will be located at first floor of the basic education building.

### **D. Computer Laboratory**

The school has two computer laboratories; one for the Basic Education Unit which is located at the second floor of the Basic Education building (for grade school and high school) and another one for the Tech-Voc Unit located at the second floor of the Administrative Building. The laboratories are strictly for teachers' and students' use only for their ICT classes. Proper behavior and stewardship of the computer laboratory and its facilities must be observed at all times. Any damages are chargeable to the person/s concerned.

### **E. TLE/TechVoc Laboratory**

The TLE/TechVoc laboratory of CDSC is one of its prime facilities. The laboratory is complete with housewares and appliances, kitchen utensils, housekeeping materials and facilities and other relevant equipment. The laboratory is also used for assessment of TESDA students under

Cookery and Baking programs. It is located at the ground floor of Basic Education building.

#### **F. Canteen**

The canteen is currently located at the ground floor of Basic Education building. Currently it is an open area and the school is improving its facilities and more importantly the menu to abide by the DepEd standards for nutritious foods and drinks.

#### **G. Clinic**

The clinic is located at the ground floor of the Basic Education building. It provides medical assistance and first-aid to students having health concerns. The clinic is open during school days from 7:00 AM to 3:00 PM.

#### **H. Bulletin Boards**

Bulletin boards are located in numerous areas of the school. They are maintained by various student organizations under the supervision of their club advisers and the Coordinator for Student Affairs and Activities. Students may post announcements and informative materials on the bulletin board with permission from their adviser and the coordinator. Tampering of bulletin boards, vandalism, and making damages to bulletin boards are strictly prohibited. Students who will be caught doing such acts will be subject to disciplinary action/s and shall be required to

repair the damages or replace the bulletin board.

## **Section 2. Use of School Facilities**

Clementians should observe the core values that the institution promotes and follows and therefore, they are expected to behave properly and practice good stewardship of all the school facilities and equipment. The school facilities and equipment may be used by the students and duly recognized student organizations. The facilities shall be used only for the purposes that they may serve. A student organization may apply for the use of any school facility through a written request addressed to the Principal with recommendation by the Coordinator for Student Affairs and Activities.

Any loss, damage, or destruction to any school facility, property, or equipment shall be shouldered by the concerned student, student organization, or school personnel. It must be settled at the Finance Office with the property custodian of the school.

## **Section 3. Student Organizations and Activities**

The Grade Level Coordinators and Activities supervises all student organizations and clubs and their activities. He/she is also the overall adviser of all organizations including the student council, academic and non-academic clubs, and the external/outreach organizations.

### **A. Student Council -**

### **B. Clubs and Organizations w/description**

- **Young Disciples**
- **Green Thumb**
- **Snapshots**
- **Artistic Fusion**

- AFYL
- Wiz Blitz
- Wellness Buff
- Geeks
- Mis en Place
- Clementian Discipline

## ARTICLE V. SAFETY RULES

All Students are required to familiarize themselves with the safety rules of the school to avoid any injury, untoward incidents and/or damage to property.

### **Section 1. Liability to Injuries to Person and Damage to Property.**

The school, its administrators and teachers shall have special parental authority and responsibility over the pupils/students while under their supervision, instruction or custody. As such, they shall be principally and solely liable for damages caused by the acts or omissions of the pupils/students. However, the respective liabilities of those referred to in the preceding shall not apply if it is proven that they exercised the proper diligence required under the particular circumstance.

### **Section 2. Loitering**

Loitering along corridors or hallways while classes are going on is prohibited. Students should keep away from laboratories or similar places, especially where flammables are kept, dangerous substances are stored or electrical devices are set up and from dangerous/harmful objects.

### **Section 3. Use of Stairways/Ramp**

Students shall follow the *one line keep right policy* when walking on stairways/ramp or along hallways, to ensure order and to avoid clogging.

### **Section 4. Emergency Measures**

In case of emergency such as fire or earthquake, students should have their presence of mind. They should

keep away from falling objects or debris from electric wires in case of wire or earthquake and from open space in case of bomb explosion on campus. In case of earthquake, it is safer to stay under the table similar equipment whenever available.

### **Section 5. Flood and Typhoons**

Regardless of typhoon signals, classes may be suspended on any or all levels especially when 1) prolonged flooding occurs in the school where the students resides; 2) other calamities such as volcanic eruptions and earthquake have occurred. When classes are suspended by order of competent authorities, students shall leave school only when it is safe to do so or when fetched by parents/guardians.

According to DepEd guidelines, classes in the preschool shall automatically be suspended when Signal No. 1 is raised by PAG-ASA and Signal No. 2 for the elementary and secondary levels. The ultimate responsibility for determining whether or not their children should go to school is given to the parents.

### **Section 6. Emergency Assistance**

In case of illness or accident, the child shall be taken immediately to the school clinic or hospital whenever treatment other than first aid is needed. Parents/guardian shall be notified immediately.

### **Section 7. Bus or Car Rides**

When riding or getting off the bus in going to or returning from an official campus activity, all students are required to exercise extreme care to avoid injury. They should get on or get off the ride following the instruction of the faculty or chaperon.

## **ARTICLE VII. SOCIAL NORMS**

As a Catholic Institution, Clementians are expected to practice norms of etiquette, decency and politeness at all times and in all places.

### **Section 1. Proper Norms and Etiquette**

### **A. General Norms**

1. Be polite and respectful at all times. Greeting teachers, maintenance and staff and everyone is part of the code of ethics.
2. Students secure permission to enter the administrative offices and faculty room.
3. Speak in English at all times as the medium of communication within school premises.
4. Single Line, Keep Right Policy is a must.
5. Pray the Holy Rosary, the prayer before meals, Angelus and other prayers reverently.
6. Observe the culture of silence.
7. Wear school ID and nameplate at all times.
8. A clean and decent haircut is required for all male students and well groomed hair for girls.
9. Follow prescribed dress code when not in school uniform.
10. Observe proper use of comfort rooms and any other facilities in the school.
11. Observe proper decorum during morning praise and other religious activities and other school programs.
12. Participate in different school activities, programs, and in all religious activities.

### **B. Classroom Norms**

1. Be in the classroom on time.
2. Pray ardently before and after class.
3. Maintain silence and order inside and outside of the classroom at all times.
4. Going out of the classroom is not allowed. In case of necessity secure a Pass Slip.
5. Participate actively in class.
6. Practice COB at all times.

7. Respect classmates and teachers.
8. Grooming is done before and after classes.

### **C. Church/Chapel**

1. Genuflect with the right knee or bow to show respect to the Blessed Sacrament exposed or not exposed.
2. Participate actively during masses and other liturgical functions.
3. Make a daily visit to the Blessed Sacrament.
4. Manifest great respect and reverence in the Church /Chapel at all times,  
refraining from eating, laughing, talking and whispering.
5. Do not cross legs and do not step on the kneelers during any religious activities.

## **Section 2. Good Grooming**

### **A. Proper Grooming**

#### **FOR FEMALES:**

Females' hairstyle should neat and descent. Hairstyle that covers a part of face is not allowed. Bangs must not cover the eyebrows. Colored hair, make-up, nail polish, accessories such as anklets, chokers, ballers, nose/ear studs, loombands and other loud accessories are prohibited. Long hair should be clipped or tied neatly.

#### **FOR MALES:**

The males are required to have a clean and descent haircut (haircut inspection every first Monday of the month). Bald or *semi-kalbo*, Mohawak hairstyle, moustache, beards, goatee, long sideburns are not allowed. Hairstyle or bangs that cover most of the forehead or reach the eyebrows, and hairstyle that draws undue attention are prohibited. Colored hair, make-up, nail polish, accessories such as anklets, chokers, ballers, nose/ear studs, loombands and other loud accessories are prohibited. Fancy or expensive jewelry that draw undue attention should not be worn.



### **Section 3. School Uniform**

#### **1. FEMALES**

The uniform of females is pleated plain navyblue skirt and white blouse, with red tie and navy blue vest with the school seal on the upper right chest, black leather shoes and white socks.

#### **2. MALES**

The uniform of males is plain navy blue pants/shorts and white polo with navy blue vest with the school seal on the upper right chest, black leather shoes and white socks form pre-school to junior high school and black socks for senior high school.

#### **From Pre-school to Senior High**

#### **3. P.E. Uniform**

The P.E. uniform of both males and females is blue jogging pants and blue T-shirt with school logo.

4. New students are required to wear their prescribed uniforms one (1) week after the opening of classes. Old students must report in complete uniform on the first day of classes.

5. T-shirt, patch, and cloth for the skirt may be procured from the school office or from the school store.

### **ARTICLE VIII GRIEVANCE**

#### **Section 1. Definition of Grievance**

A grievance is any question or complaint by a student or his parent arising from any disagreement or difference of opinion between him or his parent and the school authorities as to the meaning, interpretation and/or application of the school manual or regulation/policy of the school.

#### **Section 2. The Grievance Committee**

To resolve any grievance of any student or his parent/guardian, a grievance committee shall be created, the composition of which will be determined by the Principal, and which will include a representative designated by the complainant.

### **Section 3. The Grievance Procedure**

In an academic community, grievances may occur. It is therefore, of great help to provide for a process by which such situations may be best addressed. However, while grievance machinery is provided, the potential complainant is encouraged to strive to resolve the conflict directly with the party or parties concerned whenever possible before filing a formal complaint.

Upon failure to realize this, he then undertakes the following steps.

1. The complainant must submit a written complaint to the Office of the School Head/Principal with a copy of such.
2. The Office of the Principal receives and verifies the written complaint.
3. The Office of the School Head/Principal shall record the dialogue with the complaint and the respondent/s and have it signed by the parties concerned.
4. The Office of the School Head/Principal will hold a consultation meeting to determine valid and just cause.

The Office of the School Head/Principal shall issue a notice of the charges informing the concerned student of the complaint and ask him to explain in writing **within 24 hours** upon receipt of the notice. The student may be placed under preventive suspension if the circumstances so warrants.

6. The hearing committee shall send notices of hearing to the following:

- a. Complainant(s)
  - b. Respondent(s)
  - c. Witness(es)
  - d. Parents/Guardian
7. During the hearing, the committee shall:
- a. Verify the statements of the complainant(s), respondent(s) and witness(es) through a series of questions
  - b. Determine the veracity of the documents/evidences presented by the co

- complainant(s), respondent(s) and witness(es).
- c. Record all questions asked and the response given during the cross examination. Take note of any unusual behaviors/attitude/conflicting answers.
- d. Let the complainant(s) respondent and witness(es) sign the record of minutes of the proceedings.
8. The Committee shall proceed with the hearing, even if the aggrieved party(ies) agree/agrees to a settlement or withdraw/his/her/their complaint as the school reserves the right to file administrative charges against the offender(s).
9. The Committee is obliged to the following:
- a. Assess the finding of the Investigation.
  - b. Take into account the following: Student's Academic Standing & Student's Disciplinary Record.
10. The Committee shall formulate the recommendation(s) based on the results of the investigation and the guidelines regarding the implementation of sanction.
11. The committee shall submit to the Office of the School Head/Principal its recommendation within 7 days from the last hearing or on the deadline set by the School Head. It shall include the reasons for arriving at such a recommendation and the official documents/evidences on which the recommendation was based..
12. The School Head/Principal will act on this motion within 3 day.

#### **Section 4. Class Complaint.**

In case the complaint is initiated by the class, the written complaint shall be signed by a majority of its members (i.e., 50% + 1). The procedure below shall then be followed.

#### **Section 5. Standard Procedure on the Implementation of Approved Sanctions for Students.**

1. The Homeroom Coordinator shall prepare a written Memorandum for the student stating the school violation

and the corresponding approved sanction.

a. If the penalty is suspension, it shall be immediately implemented on the said quarter. If the penalty is non-readmission, the student shall be promptly advised that he shall no longer be admitted in the next school year.

b. If the student is graduating, he shall be suspended effective immediately.

c. If the penalty is exclusion or dropping from the roll of students, he shall be dropped effective immediately

2. The Homeroom Office shall issue to the concerned student the suspension/dropping order or non-readmission notice preferably in the presence of his parent or guardian and shall be

furnish the,

Office of the School Head, Registrar, Finance, Guidance Counselor, Security Officers, and the concerned teacher(s)

*a copy of the suspension/dropping order or non-readmission notice.*

3. The Registrar shall facilitate the issuance of the transfer credentials of the student who has been dropped from the rolls or denied

readmission.

4. The Security Office shall automatically not allow a student who has been dropped from the rolls to enter the campus. Students denied

admission shall not be allowed into the campus upon the effectivity of his non-readmission status.

5. The Security Office shall maintain an updated master list of students who are suspended/dropped from the rolls, not readmitted (with

photos) as ready reference. New and substitute guards shall be provided with the pertinent date of the suspension which include recent

pictures of concerned student/s for posting at the guardhouse.

## ARTICLE IX. GENERAL POLICIES

### Section 1. Duties of Parents.

As provided for in Education Act of 1982, parents shall have the following duties and obligations, in addition to those provided under existing laws:

1. For Lower Grades Parents;

a. No parents will be allowed to accompany their children to accompany their children to school one week after the opening of

classes; during the first week that they are allowed, they are to stay only at the designated places provided for them.

2. The school has an organized Family council in support and Cooperation with the School in achieving its goals. Parents are thereby

encouraged to attend the regular Family council meeting.

3. Teacher-Parent meeting may be arranged by appointment and not done during classes. Student's notebook or the prescribed student diary is

Used to communicate for such and other similar matters whenever the good of the student necessitates.

4. Parents who have complaints against other students/teachers should present their problem thru Channel to the respective head of the department

and not take action themselves.

Believing that partnership between the Home and the School is vital to student development, all parents are enjoined in maximum participation and involvement so that our Dream CDSC Boy and Dream CDSC Girl (the Clementians... for the church... for the community) will come true. TO FORM CHRIST in the students is a work of the school and home will do hand in hand.

**Section 2. Alumni Association**

The school administration shall provide opportunities for the school alumni/alumnae to organize themselves to help in the community service program of CDSC. Batch/es who intend to organize themselves for homecoming or any activity are required to do proper coordination with the Alumni Coordinator.