



FATHER SATURNINO URIOS UNIVERSITY  
ABP MORELOS CAMPUS, LIBERTAD, BUTUAN CITY, PHILIPPINES 8600

# STUDENT HANDBOOK

BASIC EDUCATION | UPDATED 2022



Embracing the Future with Resilience and Hope

## STUDENT'S PERSONAL DATA

Student ID No \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Tel. No. Home \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Parents / Guardian

Father \_\_\_\_\_

Mother \_\_\_\_\_

Guardian \_\_\_\_\_

Address \_\_\_\_\_

In case of emergency, please notify

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Tel. No. Home \_\_\_\_\_

Mobile No. \_\_\_\_\_

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# **Student Handbook**

## **INTRODUCTION**

Father Saturnino Urios University Basic Education Department warmly welcomes the students in their journey filled with challenges and achievements. This student handbook serves as a guide on how the school can be of help to the students, parents/guardians and administrators.

The rules and regulations herein apply to all learners and govern activities pertinent to the successful operation of Father Saturnino Urios University Basic Education. All bonafide learners of Father Saturnino Urios University must be familiar with these rules and abide by them. Other rules and regulations not provided for in this handbook shall be made known to the learners through bulletin board, postings, electronic boards, FSUU Learn, special manuals, announcements, and other convenient means like general assemblies and classroom orientations.

## URIAN PRAYER

O GOD,  
BY WHOSE GRACE YOUR SERVANT,  
FATHER SATURNINO URIOS  
ENKINDLED WITH THE FIRE OF YOUR LOVE,  
BECAME A BURNING AND SHINING LIGHT  
IN YOUR CHURCH;  
GRANT THAT WE MAY BE AFLAMED  
WITH THE SPIRIT OF LOVE AND DISCIPLINE,  
AND WALK BEFORE YOU  
AS CHILDREN OF LIGHT;  
THROUGH JESUS CHRIST,  
OUR LORD, WHO LIVES  
AND REIGNS WITH YOU,  
IN THE UNITY OF THE HOLY SPIRIT,  
NOW AND FOREVER, AMEN...

## **VISION**

Father Saturnino Urios University a lay - empowered, Filipino, Catholic, diocesan, educational institution, envisions a community of men and women committed to pursue the work of Christ for the wholeness of society.

## **MISSION**

As such, Father Saturnino Urios University commits itself to:

1. Provide balanced program of spiritual formation, educational development, research undertakings, and community involvement for all;
2. Form self - determined Filipinos who uphold the integrity of creation, are crusaders of truth and justice, proud of their identity and heritage and in dialogue with different cultures;
3. Empower all as catalysts for social transformation and development.



## **GOALS OF THE PRE SCHOOL AND GRADE SCHOOL**

To live the vision-mission of FSUU, the Pre School and Grade School aims to develop Christian values, attitudes and faculties, discover and cultivate his/her talents and skills for total development. To this end, the Pre School and Grade School endeavors to:

1. foster the life of faith of the pupil through religious instruction, liturgical services and works of mercy;
2. develop skills in communication, reading, writing, arithmetic, reasoning and right conduct and train him/her on analytical and critical thinking and wise decision-making through problem solving, situational analysis, time management and self-discovery process;
3. develop physical fitness through physical education, participation in outdoor and indoor games and sports, recreational activities and competition to promote sportsmanship, teamwork and good citizenship;
4. provide pupil with functional knowledge and skills in science and technology through exposure to Information Technology and research-oriented activities;
5. inculcate in the pupil pride of his/her Filipino heritage and sense of commitment in the preservation and conservation of resources through cultural and arts-related activities and involvement in the school program for the indigenous brothers and sisters;

6. train the pupil to be responsible and participative through the varied opportunities for interaction and cooperative activities; and
7. demonstrate obedience, love of work, honesty, simplicity, humility, orderliness, resourcefulness, mutual respect, discipline and justice through the interactions with the families, school and community.

## **GOALS OF THE JUNIOR AND SENIOR HIGH SCHOOL**

The High School aims to develop self - directed adolescents who have a deep faith in God, are imbued with attitudes and behaviors of a maturing Christian, takes pride in their culture and heritage, care for the environment, and are equipped with knowledge and skills to prepare them for college life. To this end, it commits itself to:

1. provide religious education program that will help students live their Christian faith as they discover their identity as adolescents through instruction, recollection, retreat, liturgical celebrations and community outreach programs;
2. develop the Christian values of love and active concern for others, generosity, self - control, honesty or orderliness, leadership, service and simplicity of lifestyle;
3. imbue in the students the values, national pride, duties and responsibilities of a good Filipino, appreciative of their history and culture, as a people and nation, through active participation in youth and nationalist movements, sports and the culture and arts program;
4. care for the environment through involvement in education, information and advocacy activities; health, sanitation and beautification projects; use of indigenous and environmental friendly materials and resources in cooperation with the community; and

5. provide an integrated program of studies and activities promotive of creative and critical thinking, communicative skills, practical work and hands - on experience, in a research - based, information technology enhanced, inter - and trans - disciplinary curriculum.

## THE IDEAL URIAN

The URIAN is a crusader for truth and justice. He/ she seeks the truth in all things and renders justice to all whoever they may be. He/ she believes his/her rights end when the rights of others begin.

As a man of truth and justice, he/ she is honest to himself/ herself and to others. He/ she recognizes the human dignity of all, gives due respect and courtesy to their person and property. In view of this, he/ she refrains from vulgar words and speaks politely to others; he/ she is neat and keeps his/ her surroundings clean.

The URIAN is a man/ woman of discipline as shown in his/ her thoughts and deeds. He/ she follows regulations and laws because he/ she believes in social order. In effect, he/ she accepts his/ her responsibilities to himself/ herself, to his/ her country, to his/ her fellowmen and to his/ her God.

As a student, the true URIAN is an active learner. He/ she strives for excellence in his/ her studies. He/ she diligently studies his/ her lessons, actively participates in class discussions and takes enthusiastic interest in different branches of knowledge. He/ she believes in the integral development of the person and, therefore, maintains a wholesome balance in his/ her academic and non - academic activities.

As a Filipino, he/ she is proud of his culture. He/ she feels, thinks, acts as a Filipino. He/ she is genuinely concerned with his/ her fellowmen. He/ she is involved in the development of his/ her home, community and country. He/ she believes that he/ she exists not only for himself/ herself alone but for others.

Above all, the URIAN prepares for life and the afterlife. He/ she does not merely live in the physical and the intellectual but he/ she lives to be in tune with the infinite for without Him, he/ she is nothing. Consequently, he/ she is a man/ woman with a deep personal commitment to Christ and his/ her church which is manifested through the regular prayer and participation in the Eucharistic Celebration and sincere service to others.

## URIAN CORE VALUES

**U** ***Unity*** and community life, collegiality and subsidiarity in administration and management;

**R** ***Religiosity*** and a deep sense of God, celebrated in the liturgy and actions on behalf of justice and peace; and responsibility in the readiness to respond to the call of the times;

**I** ***Integrity*** and commitment to truth, academic, freedom, research, professionalism, and industry;

**A** ***Altruism*** as being for others; compassion, especially towards the poor and the needy, and the integrity of creation;

**N** ***Nationalism*** and democracy, pride in our Filipino/a and indigenous heritage, commitment to national independence and community building for social transformation and development.

## **History of Father Saturnino Urios University (FSUU) Over a Century of Glorious Years**

Father Saturnino Urios University was christened Butuan Parochial School on October 21, 1901 by Reverend Father Saturnino Urios, S.J. It began as a boys' school which later gained government recognition in 1927 as an elementary school. It was, at first, a two-story building made of bricks, adjacent to the old church.

The school changed its identity on several occasions over the next 50 years under the management of the Dutch Missionaries of the Sacred Heart of Jesus (MSC). In 1939, the Butuan Parochial School opened its high school department and renamed itself to Father Urios High School, immortalizing the school founder's memory who had died 23 years prior. With the opening of the college department in 1950, it was renamed to Father Urios College, was then simplified in 1970 as Urios College.

The Filipinization of schools under the 1972 Philippine Constitution gave way to the diocesan administration of Urios College. Its first and longest-staying lay president, Juanito A. Lao Ph.D., was then installed in 1976. From 1970-2004, Urios College served the community, contributing immensely to the spiritual, intellectual, cultural, political, social, and moral development of the people of Caraga. It was during these years that the school realized its motto: "Luceat Lux Vestra" - Let Your Light Shine.

Urios College has taken a turn for the better since Rev. Fr. John Christian U. Young took its helm as President in 2004. After reorganizing its operations and rekindling its commitment to academic excellence and quality education, after a strong showing from the entire Urian community, Urios College elevated its typology into a university—the first homegrown university in Caraga, on July 10, 2006.



From handling a few pupils in a non-graded, catechism school, what was once Butuan Parochial School is now Father Saturnino Urios University, or FSUU. It offers the full K to 12 program; tertiary courses in accountancy, business and management, computer science, engineering and technology, information technology, nursing, arts and sciences, criminology, and teacher education.

FSUU also has its own College of Law and its Graduate Studies and Research Office (GSRO). The GSRO offers Masters in Nursing, Educational Management, Guidance and Counseling, Teaching Filipino, Teaching English, Teaching General Science, Teaching Special Education, Master of Science in Physical Education, Master of Science in Teaching Math, Master in Public Administration and Master in Business Administration, Doctoral in Management, Doctoral in Business Administration, and Doctor of Philosophy in Education. In 2017, FSUU's Teacher Education, Arts and Sciences, and Business Administration programs were reaccredited as Level 3 by Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) while the Nursing Program stepped up to Level 2 accreditation. The Accountancy and Criminology programs were granted Level 1 accreditation and the Master in Nursing and IT Education Programs were classified by the PAASCU as candidates for accreditation in 2019.

In the last few years, FSUU added BS in Psychology, BS in Tourism Management, BS in Entertainment and Multimedia Computing, and diploma courses in IT, Hospitality Management, and Library Information Science to its curricular offerings.

### **Catholic, Service-Oriented University**

As a Catholic educational institution, the school has kept its faith with its mission: to continue Christ's work of building communities for truth and justice. It is envisioned that altogether, these

communities must work towards genuine development and lasting peace for all. This century-old commitment has made FSUU what it is today—a credible and viable institution in Northeastern Mindanao.

The shift from UC to FSUU opened a new chapter in the school's long history. From that point on, FSUU operated with a renewed sense of purpose—to prepare the Caraga region in facing the ever-growing world outside the academe. In its succeeding years, FSUU molded its identity as Caraga's premier university, fully aware of the responsibilities attached to it. In this K to 12 transition period, the school's five thrusts are: (1) to provide quality and relevant education, (2) to advocate values formation and integrate this with Urian living, (3) to develop its resources and to make these sustainable, (4) to develop synergy, convergence, and communication among its units, and (5) to advance leadership and governance in the Caraga region. These have been FSUU's commitments even before these were formulated. And with the challenges brought by the K to 12 program, the school only hopes to strengthen its capacities to serve.

FSUU has continuously recognized and built upon the accomplishments of its community members. Year after year, it holds its University Service Awards for those who have continued to embody the Urian values of Unity, Religiosity, Integrity, Altruism, and Nationalism. Day after day, it molds a community of learners, teachers, and staff who will let their lights shine. The school believes that it owes its 121 years of existence to the Urians who have a strong sense of self and the communities whom they are tasked to serve.

## **Highpoints as Caraga's Premier Academic Institution**

Beginning with its elevation into university status in 2006, the school has continued to grow and upgrade its services through the addition of more course offerings: BS Biology and BS Applied Mathematics in 2007; BS Accounting Technology in 2008; BS Criminology in 2009; MA Teaching English, MA Teaching Filipino, MA Teaching General Science, MA Teaching Special Education, MS Teaching Mathematics, and MS Physical Education in 2010; Bachelor in Physical Education and BS Social Entrepreneurship in 2015. In the same year, its Teacher Education Program was awarded by CHED as Center of Development.

This prevailing mindset and momentum has led the university to other noteworthy achievements. In 2008, FSUU was able to develop its property in Barangay Libertad. It put up the state-of-the-art Archbishop Morelos Campus, the only one of its kind in the Caraga region, built to accommodate FSUU's basic education classes.

Today, the Morelos Campus caters to a full range of students from Kinder to Senior High School, with a swimming pool for community use, opened in 2016. July 2017 saw the inauguration of the Student Center in the same campus which serves as a hub wherein students can hold presentations, symposiums, and other events which they themselves can organize. March 2018 saw the first batch of K to 12 Urian graduates.

At the Main Campus, FSUU opened the College Building East in 2015, equipped with e- facilities apt for the fast-changing times. Part of the university's march forward is the creation of the Biodiversity Informatics and Research Center. It heads species-discovery expeditions in Caraga and serves as a

repository of knowledge on local plants and animals. For its efforts, it was awarded grants by the CHED and DOST. In 2021, cognizant of the need for data analytics in addressing the needs of the region, FSUU established the Data Science and Analytics Center (DSAC). The Center received a grant from DOST-PCIEERD for the development of data analytics and information system for the senior citizens of Butuan City. In 2022, the FSUU Technology Business Incubation (TBI) Center, the MOlding New Era of Successful Innovators for Sustainability (MOESIS), signed an MOU with DOST as one of Higher Education Institution Readiness for Innovation and Technopreneurship (HEIRIT) Universities.

Throughout its existence, the University has produced topnotchers in board examinations and has consistently obtained above-national passing rates. Most recently, Ms. Enya R. Leop, graduate of Master of Arts in Guidance and Counseling, ranked 8th in the 2022 Guidance Counseling Licensure Exam, and Mr. Charles Jade M. Besabella ranked 4th in the Civil Engineering Licensure Examinations in November 2022. Ms. Andie Angelika Leonardo Beltran from the Teachers Education Program placed 7th in the September 2017 LET. Ms. Abigail Bualat Auman placed 5th in the November 2017 Nursing board exams. The Nursing Program has been achieving 100% passing rate in the November Philippine Nursing Licensure Exam (PNLE) since 2017 up to 2022. The College of Law placed 10th in the overall ranking and 6th in the first time takers category among law schools with less than 63 takers in the 2019 Bar Exams by the Legal Education Board. The Juris Doctor graduates of 2020 and 2021 also did well in the recent bar exam with a soaring 89.47% passing percentage with five (5) of them recognized as Exemplary Passers. The graduates of Industrial Engineering have maintained a 100% overall rating from 2020 to 2022 in the IE Certification Exam. These achievements are fruits of FSUU's

unrelenting drive to perform better and better. Likewise, these are the school's inspirations to surpass even greater boundaries.

The University has forged and maintained strong partnerships with different organizations and institutions—national and international—to achieve greater results and impact in pushing for economic development, peace, sound environment and governance. At present, the University has ongoing collaborations with the Miriam College of Quezon City for Development Training Programs for Teachers; the Deutsche Gessellschaft fur Internationale Zaszammenarbeit (GIZ) on Peace Building Programs and on Micro-Insurance Initiative; the Asia Foundation and United States Agency for International Development (USAID) for the Implementation of Transparent Accountable Governance 4 (TAG 4) project in select Caraga LGUs; the Asian Universities Digital Resource Network (AUDRN); the Biodiversity Institute of the University of Kansas; Toyo University in Japan; and the Museum fur Naturkunde, Leibniz-Institute for Evolution and Biodiversity Science in Berlin, Germany; Montreal University, Canada; European Union Governance in Justice Program (GoJUSTII) for the Indigenous Peoples Legal Empowerment and Advancement Project by ULAP (IPs LEAP); Bantay Kita for the anti-mining efforts; Consortium of Peace Educators in Mindanao (CPEM); and Equal Access International. FSUU's doors remain open as it provides trainers and hosts trainings for both high school and college teachers from all over Caraga.

These academic achievements are best embodied beyond the university's walls by the FSUU Dragon Boat Team and the FSUU Foundation Inc. (FSUUFi) The FSUU Dragon Boat Team is a championship team of rowers from the Urian community which advocates the saving of the Taguibo Watershed and the Agusan River. Meanwhile, the FSUUFi is

the university's outreach arm, able and ready to extend a helping hand to victims of natural disasters and dire poverty. It does this through initiating livelihood, feeding, and awareness programs to empower the poor.

The FSUUFJ has been instrumental in the delivery of relief goods to the residents of Butuan City during the lockdowns. The Covid 19 relief operation is by far the biggest relief operation in the history of Butuan City. The Foundation has also facilitated millions worth of cash and in kind donations for the victims of Typhoon Odette in the whole of Caraga Region.

## **Highlights and Milestones**

As it stays committed to its mission, FSUU continues to break ground and receive awards. In its first year as a university, it was proclaimed as the 2006 Regional Winner in the Search for Outstanding HEI Research Program. In 2008, the university was awarded for having an Outstanding Students Services Program in Mindanao. In the same year, the University successfully established the Urios Legacy Village in partnership with Gawad Kalinga and Jollibee Foundation, currently with 129 habitable houses.

In 2010, the University's light shone even brighter when it received the following recognitions: the 4 Stars Award during the accreditation visit of the LoGoTri-PhilNet (Local Governance Training and Research Institutes- Philippine Network, Inc.) for the Governance and Administration Training Program of the DCLG-IS under the office of the Development Centers; Regional Award as Outstanding Employer by SSS for the efficient financial management and reporting; designation as a Gawad Kalinga Builders Institute for Research; and the Mindanao Winner in CHED's Nationwide Search for the Best HEI Implementing the Drug Education, Prevention and Control Program.

The COVID 19 pandemic in 2020 has proven the resiliency and the firm commitment to provide quality education of FSUU. Two months after the declaration of the national lockdown, it began to offer FSUU Learn as its learning management system for the summer class of 2020. FSUU was the first HEI in Caraga Region to re-open its campus for limited face- to-face classes for the Nursing students in June 2021 and to all programs in December 2021. As the country stabilized the effects of the pandemic and slowly transitioned to full face-to- face classes, FSUU offered a blended learning modality that utilizes FSUU Learn as its platform for online classes. Different committees and the Strategic Communications Office were formed to ensure that the different services and programs are available to the students and employees.

The university received awards and recognitions for its efforts and continued efforts during the pandemic. In 2022, CHED recognized FSUU as an outstanding higher education institution for its vaccination programs. The Indigenous Peoples' Legal Empowerment and Advancement Program by the Urian Legal Assistance Program (IPsLEAP by ULAP) received a financial from the Governance in Justice (GOJUST) Programme and recognized as one of the 2022 National Literacy Awardee-Outstanding Literacy Program Category. The pandemic also has proven the financial discipline employed by FSUU as it was able to keep all its full time employees and salary increments and financial support were implemented.

FSUU continues to hope, learn, and work in order to serve the greater community outside its walls. Beyond its worldly milestones and achievements, the university is proudest for staying true to its tradition of producing Mindanaoans who are committed to pursue the work of Christ.

## FATHER SATURNINO URIOS UNIVERSITY SEAL



Father Saturnino Urios University's emblem is in the shape of the shield. The escutcheon or face of the coat – of – arms is divided by a vertical line. The crest, which sits on the main and most recognizable part of the arms, the shield or escutcheon, is the glorious sunburst which bears five rays of the sun to symbolize the five URIAN values, and the monogram IHS, the first three letters of the name of Jesus in Greek and the blazon for the Society of Jesus, the congregation to which Fr. Saturnino Urios belonged.

The sinister chief, the left hand sided or the observer's right side of the escutcheon represents the school and its aims. The blue color background stands for the nobility of character that every Urian must possess with the Cross to symbolize the Christian character of the university, and the open book – the symbol for learning, wisdom and the endless search for truth, and

1901 as the year when Fr. Urios opened a boys' school called Butuan Parochial School, the humble beginning of Urios College, now Father Saturnino Urios University.

On the dexter chief, the right – hand side of the face of the coat of arms or the observer's left features the blazon of the diocese. It has a green background, the color for St. Joseph, the patron saint of the diocese and also connoting life and abundance. It shows the mighty Agusan River, with the pomegranates representing the Diocese of Butuan, characterizing the University as a diocesan educational institution.

An emblem is incomplete without a motto. Every true Urian bears in one's heart "Luceat Lux Vestra" Let Your Light Shine, and for every member of the community of Father Saturnino Urios University to be a bearer of the light of Christ.



## FSUU HYMN

*Seat of wisdom and of knowledge*

*In this Southern Timberland*

*Fountain you will always be*

*Of the love of man for man*

*In your fold the youth awakens*

*To the sacred noble truth*

*That for man to find happiness*

*Is to serve his fellowmen*

*Father Urios, hail to you!*

*We your children far and near*

*Shall your truth forever hold*

*Shall your name forever bear.*

# Chapter 1

## ACADEMIC REGULATIONS

The Basic Education of FSUU admits students who are of good moral character and have the required academic credentials. There is an enrolment procedure that facilitates students who may want to enlist in the school.

### 1. ADMISSION POLICIES

- 1.1. In consonance with the Philippine Constitution, the laws of the country and the philosophy and objectives of Father Saturnino Urios University, students of any nationality or creed are welcome to apply for enrollment in the basic education. Father Saturnino Urios University Basic Education, however reserves the right to accept on a selective basis.
- 1.2. All new students entering Father Saturnino Urios University Basic Education must pass the entrance examination and interview administered by the Guidance Counselors/ Principal.
- 1.3. Non-Filipino applicants must comply with the immigration requirements of the Republic of the Philippines. They are to obtain information regarding the requirements of studying in the Philippines through the Philippine Consulate/ Embassy at the country of origin

- 1.3.1. Applicants must submit the following:

- 1.3.1.1. five copies of the 1998 Revised Personal History Statements Transcript of Records/ scholastic records, authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence
    - 1.3.1.2. a notarized affidavit of support to cover expenses to his/ her studies
    - 1.3.1.3. a photocopy of passport pages where name, photo, birth date and birthplace appear.
  - 1.3.2. Checklist of other requirements for applicants bearing non- Filipino citizenship shall be asked from or given by the office of Admissions and Scholarships
  - 1.3.3. The Guidance Office, records in-charge and Principal of the Basic Education Department shall also evaluate the credentials of the applicant after having complied with the requirements from FSUU given by the Admissions and Scholarships Office.
- 1.4. The department reserves the right to refuse enrollment or drop any learner found guilty of violating school rules and/or making false statement in his/her application for admission.

- 1.5. The department reserves the right to refuse enrollment of any learner who fails in the written exam, interview and drug test.
- 1.6. The FSUU Basic Education accepts incoming grade one pupils and grade seven 7, 11 & 12 transferees with the following qualifications:
  - 1.6.1. a passing grade in all academic subjects;
  - 1.6.2. passing mark in the qualifying examination and interview; and
  - 1.6.3. of good moral character from the school last attended

However, any incoming learner with academic failures in the final grading period is automatically disqualified from taking the entrance examination

- 1.7. The results of the entrance examination can be verified from the Guidance Office.
- 1.8. Qualified applicants who are informed of their eligibility for admission in the basic education must submit the following credentials during enrollment:
  - 1.8.1. original Form 138 or Report Card
  - 1.8.2. original Birth Certificate (NSO/ PSA)
  - 1.8.3. photocopy of Baptismal Certificate (if Catholic)
  - 1.8.4. colored 2x2 ID photo (3 copies)
  - 1.8.5. long size folder

- 1.8.6. Certificate of Good Moral Character (signed by the school principal from the school last attended indicating that he/ she was never involved in disciplinary cases)
  - 1.8.7. Certificate of Honorable Dismissal (signed by the school principal from the school last attended, indicating that he/she has no more financial obligation to the school)
  - 1.8.8. equivalence of grade level (if transferee is from a foreign country)
  - 1.8.9. drug test result
- 
- 1.9. The learner applicants are to be accompanied by their parent(s) or guardian(s) during the enrollment process.
  - 1.10. One is considered a bonafide learner of FSUU if he/ she is duly enrolled, that is, if he/ she has requisite valid credentials, has attended classes, and has paid his/ her fees.
  - 1.11. Whenever three or more members of the same family are enrolled in FSUU, each of the third, the fourth, etc. enrollees will be granted a 25% discount on tuition fee. The student has to apply for the 25% discount upon enrolment until before the first prelim exam at the Cashier's Office. After this period, applications are no longer entertained.
  - 1.12. Students who transfer to other schools or withdraw from the department are subject to the following policies:

- 1.12.1. When the pupil/student enrolls, it is understood that he/ she is enrolling for the entire school year.
- 1.12.2. A pupil/ student is charged a service fee if he/she withdraws before the start of classes. The initial payment and fees paid during enrolment are non-refundable.
- 1.12.3. A pupil/student who transfers/withdraws officially after the start of classes will be charged:
  - 1.12.3.1. Ten percent (10%) of the total amount due for the academic year if he/she withdraws within the first week of classes.
  - 1.12.3.2. Twenty percent (20%) of the total amount due for the academic year if within the second week of classes regardless of whether or not he/she has actually attended classes.
  - 1.12.3.3. The total amount due until the month the pupil/ student has attended classes
- 1.13. Graduates of High School whose curriculum is not K to 12 and who wish to enrol in grade 11 will undergo a bridging program. Only until the student passed all the subjects in the bridging program will the students are allowed to enroll. Likewise, grade 12 transferees will also undergo a bridging program if there is a need, after evaluation of their grade 11 subjects. Transferees in grade school, junior high school and senior high school

will undergo evaluation of subjects, and also a bridging program, if there is a need.

## **2. SCHOOL UNIFORM/ ID AND PERSONAL ATTIRE**

2.1 The school uniform must be worn with respect and dignity. Only learners wearing the prescribed uniform will be allowed to enter the school premises and classroom. Wearing of dangling earrings, more than one (1) set of earrings, tongue and body piercing, tattoo, bracelets, chokers, make - up, nail polish and arm bands are strictly prohibited.

### **2.1.1. Boys/ Males**

Official white polo and plain white undershirt  
Dark blue short pants (preschool and grades 1-3)  
Dark blue long pants (grades 4-6 and high school)  
Black leather shoes  
Plain white socks

### **2.1.2. Girls/Females**

Dark blue jumper/skirt or pants for SHS learners  
White blouse with marine collar (preschool)  
White blouse with baby collar (grade school)  
White blouse with sports collar (high school)  
Flat black leather shoes  
Plain white socks PE  
Dark blue jogging pants  
Printed PE shirt Rubber Shoes

2.1.3. The **PE uniform** must be worn during PE classes and on Wednesday (activity day). In case the PE shirt is wet/ dirty after an activity, learners are advised to wear plain white shirts with the FSUU jogging pants inside the campus.

2.1.4. **Swimming**

Only prescribed swimming attire and head gear must be worn during swimming classes. The following are the prescribed swimming attire:

Male - swimming trunks

Female - one piece swimsuit

Swimming Pool Rules and Regulations:

2.1.4.1. No cotton fabric is allowed in the pool.

2.1.4.2. Swimmers are to wear goggles and head caps.

2.1.4.3. Shower before entering the pool, every after use of toilet facilities or stepping on the grass areas.

2.1.4.4. Do not bring food, drinks, and gum into the pool premises. Keep the premises clean at all times and dispose the trash properly.

2.1.4.5. Keep off the lifeguard chair and emergency equipment.

2.1.4.6. Do not bring valuables including jewelry, cellphone, and other gadgets.



Secure your personal belongings inside the designated lockers before entering the pool deck. The university will charge an amount of Php 100 for the loss of locker keys

2.1.4.7. Picture/ video taking is prohibited in the pool area and bathhouse.

2.1.4.8. No running, pushing, yelling or rough play. No diving except in diving areas.

2.1.4.9. Persons with wounds, colds, infection, or disease which can be transmitted through pool use, shall not use the pool. No spitting, spouting of water, or blowing of the nose.

2.1.4.10. Only the swimming staff and swimmers can use the bathhouse facilities. Spectators and guests can use the designated public toilet.

2.1.4.11. No swimming alone. Children and non-swimmers shall not use the pool unless accompanied by an adult swimmer.

2.2. On occasions that the learners are free from wearing their school uniforms, they are to wear modest, clean and decent attire. Learners are prohibited from wearing the following attire in the campus:

2.2.1. sleeveless blouses/ sando shirts

2.2.2. dresses or blouses with plunging necklines

2.2.3. dresses or blouses with spaghetti straps

- 2.2.4. city shorts or mini skirts
- 2.2.5. torn skirts and pants
- 2.2.6. low waist or hip-hugging pants
- 2.2.7. midriff, tube or tank top blouses/ shirts, see through blouses/dresses
- 2.2.8. knitted shirts/ blouses/ dresses
- 2.2.9. shirts with vulgar or offensive prints and designs

2.3. In the event that a learner is unable to wear the prescribed uniform by reason of flood, fire, and other disasters, the following must be complied, before entering the campus:

- 2.3.1. a letter from the parent on the occurrence of flood, fire, and other disasters shall be presented to the guard for approval by the principal.
- 2.3.2. after due assessment as to the veracity of the reason/s indicated, a uniform exemption slip shall be granted to the learner for a duration of time as it may deem fit by the Student Services Coordinator
- 2.3.3. other related circumstances, such as incomplete wearing of uniform (wearing of slippers, sandals, etc.) by reason of feet injury, a medical certificate shall be presented to the guard before proceeding to the clinic for verification by the school physician or nurse. The school physician or

nurse may indicate there in the projected number of days of recuperation. This will be the basis of the student services coordinator in issuing the exact number of days within which the learner will be allowed to wear sandals/ slippers.

- 2.4. Learners who are not wearing the prescribed uniform are asked to present an admission slip from the Student Services Coordinator before entering the classroom.
- 2.5. Learners must take care of their physical appearance making sure that they look neat, well - groomed, presentable and are modestly attired. The boys and girls should make sure that their hair is neatly trimmed.
- 2.6. The proper haircut for boys is 2<sup>-</sup> x 3<sup>||</sup> cut. The hair should not touch the eyebrows, the ears and the collar of the school polo. The following are not allowed:
  - \* bald haircut
  - \* spiked hair
  - \* long hair smoothly combed backward
  - \* dyed hair
  - \* mohawk haircut
- 2.7. The hair of girls should be properly and neatly combed. The following are not allowed:
  - \* barber's cut
  - \* dyed hair
  - \* spiked hair

## 2.8. School Identification Card

Learners are required to wear their validated school ID at all times within the school premises. For security reasons, entrance to the school campus will be denied to those not wearing their ID and proper school uniform.

## 3. CLASS SECTIONING

### 3.1. Grade School

Grades 1 to 6 are heterogeneous sections.

### 3.2. High School

All the sections in junior high school and senior high school are heterogeneous.

## 4. SCHOLARSHIP PROGRAM

### 4.1. Grade School

4.1.1. Grade School General Parent- Teachers' Association Presidential Scholarship Grant (GSGPTAPSG) is a full tuition scholarship awarded to the child of the GPTA president provided he/ she is endorsed by the principal.

4.1.2. The Student Publication Scholarship Grant (SPSG) is a full tuition scholarship granted to the editor in - chief of the official publication of the grade school.

- 4.1.3. The Student Government Scholarship Grant (SGSG) is a full tuition scholarship grant awarded to the president of the Grade School Student Government (GSSG).
- 4.1.4. PD 451 Scholarship is awarded to qualified students who are given full scholarship - free tuition, matriculation and miscellaneous fees to qualified students.

## 4.2. High School

- 4.2.1. High School General Parent-Teachers' Association Presidential Scholarship Grant (HSGPTA PSG) is a full- tuition scholarship awarded to the child of the High School GPTA president provided he/ she is endorsed by the principal. However, in the case of Senior High School, the tuition privilege of the learner should not exceed the total amount payable after deducting the government subsidy.
- 4.2.2. The FSUU Alumni Association Presidential Scholarship Grant (FSUU-AAPSG) is a full-tuition scholarship awarded to the immediate family member or next of kin to the president of the FSUU High School Alumni Association provided he/ she meets the criteria set by the FSUU- AAPSG. He/ she shall submit an endorsement letter from the president of the alumni association to the Director of Alumni and Placement Office.

However, for Senior High learner the privilege should not exceed the total amount payable after deducting the government subsidy.

- 4.2.3. The Student Publication Scholarship Grant (SPSG) is a full tuition scholarship granted to the editor-in-chief of the official publication of the high school. However, for Senior High learner the privilege should not exceed the total amount payable after deducting the government subsidy.

#### 4.3. **The Student Governments Scholarship Grant (SGSG)**

##### 4.3.1. **Beneficiary**

The Student Government Scholarships are awarded to the following:

- a. The President of the Student Administrative Council (SAC)
- b. The President of the Grade School Student Government (GSSG)

##### 4.3.2. **Educational Benefit**

- a. The President of the Student Administrative Council (SAC)

Benefit: Full Scholarship (a combined benefit coverage of FSUU and ESC Subsidy)

- b. The President of the Grade School Student Government (GSSG):

Benefit: 100% free tuition only (matriculation & miscellaneous are excluded.)

4.3.3. **Benefit Availment Procedure**

The scholars cited in Section 1 shall submit an endorsement letter to the OAS issued by the following:

- a. Director of the Student Affairs, Alumni & Placement Office for the SSG Officers
- b. Principal for the SAC & GSSG Officers

4.3.4. **Benefit Approval & Implementation Procedure**

- a. The OAS Director endorses all the scholars under the Student Government Scholarship to the VP for Administrative & Student Affairs for approval
- b. The OAS Director files a request with DAO Director to tag/credit the Scholarship benefit to his/her school OPIS account

4.3.5. **Scholarship Period Coverage**

- a. Student Administrative Council (SAC): One (1) academic year
- b. Grade School Student Government (GSSG): One (1) academic year

4.4. PD 451 Scholarship is awarded to qualified learners who are given full tuition, matriculation and miscellaneous fees scholarship.

- 4.5. ESC is a tuition subsidy from the government given to qualified learners from grade 7 to grade 10 while the Education Voucher System (EVS) is a tuition subsidy from the government given to qualified learners from grade 11 to grade 12.

## **5. PERIODICAL EXAMINATIONS/ QUIZZES/ ASSIGNMENTS/ PROJECTS AND OTHER REQUIREMENTS**

- 5.1. There are eight (8) summative examinations; four (4) preliminary and four (4) periodic examinations for pre-school, grade school and junior high school. For senior high school, there are 4 examinations per semester.
- 5.1.1. Examination permits are released to the learners upon payment of the required amount in the Cashier's Office.
- 5.1.2. The school's "No Permit, No Exam" policy is put in place in order to remind the parents of their financial obligation to the school. As such, this policy must be observed even on the first day of examinations.
- 5.1.3. A learner using tampered examination permit card or one that does not belong to him/ her will be punished with suspension or expulsion.
- 5.2. Any learner who is absent from the scheduled examination must present a letter of excuse with a valid reason signed by the parent or guardian or a medical certificate signed by a physician. The first day the learner reports to school after the absence is the deadline of the submission of the letter of excuse. The letter should be addressed to the principal. Failure to do



so will mean a score of zero (0) for the missed examinations.

5.3. A junior and senior high school learner has to apply for delayed major examination (prelim and periodic exams) only for valid reasons.

5.3.1. Considered valid reasons are:

5.3.1.1. financial reasons (with parents' note)

5.3.1.2. sickness

5.3.1.3. death or serious illness of immediate family

5.3.1.4. calamity or disaster

5.3.2. Reasons other than these shall be considered invalid. After submitting medical certification or other documents to attest the validity of reason, the result of the examination shall be used in the computation of the learner's grade.

5.3.3. If the reason for the delayed exam is invalid, the learner is given sanction in the form of point deduction. Only 80% of the examination score shall be used in the computation of the grade.

5.4. Learners who missed the examination and whose reason for failure to take the examination is considered valid by the principal will be allowed to take a special examination on the date/s set by the principal with the set of proctors. If the learner fails to take the special examination, he/ she will get a score of zero (0).

- 5.5. If a learner has incurred an excusable absence, missed a chapter or long quiz, he/ she shall be given 1 week or 5 school days from the first day he/ she reports to school to take the said quiz. If the learner fails to do, he/ she will get a score of zero (0). If the learner is present but did not take the examination, quiz/ seatwork or did not submit the seatwork, he/ she gets a score of zero (0).
- 5.6. A learner who reports to class or is seen in the campus but fails to take the exam is considered cutting classes and will be given a score of zero (0).
- 5.7. If a learner is present but fails to submit his/ her assignment without valid reason/s, he/ she gets a score of zero (0).
- 5.8. Projects and other subject requirement(s)
- 5.8.1. Projects and/ or subject requirements must be promptly submitted by the learner. If the learner cannot submit on time due to valid excuses, he/she must submit an excuse letter, medical certificate, or whatever may be needed. If the learner fails to submit an excuse letter for his/ her failure to meet the deadline, and if he/she fails to submit 2 weeks from the time he/ she has reported back after the excused absence, he/ she gets a score of zero (0).

- 5.8.2. A learner who fails to submit the requirement(s) after the extension period will get a score of zero (0).
- 5.9. In case a learner misses a prelim/ periodical test due to an official school activity and is excused, he/ she shall be given a completion period of five (5) school days from the day he/ she reports back to school to take the special examination. Failure to do so will mean a score of zero (0).
- 5.10. A learner who represents the school in the division, regional, national and international competitions is excused from his/ her classes. However, he/she is not excused from complying with the requirements of the subject areas. During the period of his/ her absence, he/ she doesn't get a zero (0) in the components of quizzes, unit test, participation, assignment, performance, attendance, written work and quarterly assessments. The total score in the different components is the total points when they have attended classes and excludes the points during the training, travel and competition period.

A two-week deadline for the submission, completion of projects, performance and/ or subject requirement is set by the teacher (the two-week delay allowance is only granted for valid excuses). A make-up class shall be conducted by the subject teachers concerned as soon as the participants return to school. Also, the participants shall be given ample time to take the prelim and periodic test(s).

After all the components of the grades have been complied, the grades shall be maintained or increased in the subject(s) where he/ she represented in the following competitions indicated below but not limited to:

1. Mathematics Teachers Association of the Philippines (MTAP) DepEd Math Challenge – Mathematics
2. Science Fair / Quiz and other related activities - Science
3. Schools Press Conference - English for English category, Filipino for Filipino category
4. Oratorical/ Elocution Contest - English or Filipino, as the case maybe
5. Quiz Show - Math, Araling Panlipunan, Science, as the case may be
6. Athletic Meets - Music, Arts, Physical Education and Health

## 6. GRADING SYSTEM

**Table 1. Components and Weight of Summative Assessment (Grades 1-10)**

Components	Percentage by Learning/ Subject Areas							When it is given
	La ng ua ge s	A P	Re l. Ed	Sc ie nc e	Ma th	M AP EH	H E L E/ T L E	
Written Work (WW)	30%			40%	20%			At end of the topic or unit
Performance Tasks (PT)	50%			40%	60%			At the end of a lesson focusing on a topic/ skill  Several times during the quarter
Quarterly Assessment	20%			20%	20%			Once, at end of the quarter

**Table 2. Components and Weight of Summative Assessment for SHS**

		Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL)/ Sports/ Arts and Design Track	
			All other subjects	Work Immersion / Research/ Business Enterprise Simulation / Exhibit/ Performance	All other subjects	Work Immersion/ Research / Exhibit/ Performance
<b>1 1 1 2</b> <b>to</b>	Written Work	25%	25%	35%	20%	
	Performance Tasks	50%	45%	40%	60%	
	Quarterly Assessment	25%	30%	25%	20%	

**Table 3. Components and Weight of Summative Assessment of the Homeroom Grade (Grades 1 – 10)**

COMPONENT	DESCRIPTION	REMARKS
Attendance (20%)	flag ceremony	not to be transmuted
	Homeroom sessions	total attendance x 20% not to be transmuted
Written Output/ Performance Task/ Projects (20%)	journals filled-out activities reflection papers profiling individual and group activity outputs- collage, posters, etc.	transmuted x 20%
Involvement/ Participation (30%)	masses PTA meetings sweeping assignment convocation	transmuted x 30%
	attendance in other activities (U-Days, subject-related activities; TLE, MAPEH, etc.)	
Character -unity, religiosity, integrity, altruism and nationalism (30%)	6 raters: -self, 2 peers, 2 subject teachers, and adviser -every grading period	average x 30%

- 6.1. The average of the four grading periods is the final grade in grades 1 – 10 in preschool, grade school, and junior high school while in senior high school, the average of the midterm and final is the final grade.
- 6.2. The lowest possible grade that can be given to a learner after transmutation of performance is seventy (70) percent. The passing grade in any given subject is seventy-five (75) percent.
- 6.3. The rating for each learning area in a grading period is the average of all the ratings entered in the class record under each measure of achievement multiplied by the corresponding weight.
- 6.4. The general average of the learner is obtained by adding all the ratings recorded in the Progress Report Card under the column for Final Ratings divided by the number of learning areas in the grade level.
- 6.5. An over-all average of seventy-five (75) percent is the minimum requirement for promotion in all grade levels.



6.6. K to 12 Curriculum (in line with the Dep Ed Order No. 8, s. 2015)

6.6.1. Medium of Instruction from Preschool to Grade 10

Learning Area	Grade 1 to Grade 12
Araling Panlipunan	Filipino
Filipino	Filipino
English	English
Science	English
Mathematics	English
TLE	English
MAPEH	English
Religious Education	English
HRGP	English

In Grades 11 and 12 only Filipino subjects are taught in Filipino, the rest of the subjects use English as medium of instruction.

6.6.2. **Levels of Assessment**

The attainment of learning outcomes as defined in the standards shall be the basis for the quality assurance of learning using formative assessments conducted before, during, and after the lesson. The results of the formative assessment will provide feedback to the teachers how the learners can best be helped in developing the understanding and competencies related to the standards. However, the results of the formative assessment should not be used as bases for grading.

The summative assessment is conducted after a unit of work and/or at the end of an entire grading period to determine how well the learners can demonstrate content knowledge and competencies

based on the learning standards. The results of these assessments are used as bases for computing grades.

All grades will be based on the weighted raw score of the learners' summative assessments. The minimum grade needed to pass a specific learning/ subject 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.

### 6.6.3. Computation of grades in every grading period for Grades 1 to 12.

The following are the steps in computing for the Final Grades:

**Step 1:** Grades from all learner's work are added up. This results in the total score for each component, namely, Written Work, Performance Tasks, and Quarterly Assessment.

Raw scores from each component have to be converted to a Percentage Score.

**Step 2:** The sum for each component is converted to Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%. This is shown below:

$$\text{PERCENTAGE SCORE (PS)} = \frac{\text{Learner's total raw score}}{\text{Highest possible score}} \times 100\%$$

**Step 3:** Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.

To do this, the Percentage Score is multiplied by the weight of the component found in Table 2 for Grades 1 to 10 and Table 3 for Senior High School. The product is known as the Weighted Score (WS).

$$\text{Weighted Score (WS)} = \text{Percentage Score} \times \text{Weight of Component}$$

**Step 4:** The sum of the Weighted Scores in each component is the Initial Grade. This initial grade will be transmuted.

**Step 5:** The periodic grade of each learning area is reflected in the report card.

**6.6.4. Computation of Grades at the end of the School Year**

**For Grades 1- 10**

The average of the periodic grades produces the final grade.

$$\text{Final Grade by Learning/ Subject Area} = \frac{\text{1st periodic grade} + \text{2nd periodic grade} + \text{3rd periodic grade} + \text{4th periodic grade}}{4}$$

The General Average is computed by dividing the sum of all final grades by the total number of learning/ subject areas. Each learning/ subject area has equal weight.

$\text{General Average} = \frac{\text{Sum of Final Grades of All Learning Area/ Subject}}{\text{Total number of Learning Areas in a grade level}}$
--

The Final Grade in each learning area/ subject and the General Average are computed and reported to three decimal places.

**For Grades 11 and 12**

The midterm and finals grade point average determine the Final Grade in a semester.

**Table 4. Descriptors, Grading Scale, and Remarks**

<b>Descriptor</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

A learner who receives a grade below 75 in any subject in a quarter/ grading period must be given intervention through remediation and extra lessons from the teacher/s of that subject.

## 7. PROMOTIONS AND FAILURES

A Final Grade of 75 or higher in all learning areas/ subject allows the learner to be promoted to the next grade level.

**Table 5. Learner Promotion and Retention**

	<b>Requirements</b>	<b>Decision</b>
For Grades 1 to 3 Learner s/ Student s	1. Final Grade of at least 75 in all learning areas/ subject	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas/ subject	Must pass remedial classes for learning/ subject areas with failing mark to be promoted to the next grade level. Otherwise the learner/ student is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas/ subject	Retained in the same grade level
For Grades 4 to 10 Learner	1. Final Grade of at least 75 in all learning areas/ subject	Promoted to the next grade level

s/ Student s	2. Did Not Meet Expectations in not more than two l learning areas/ subject	Must pass remedial classes for learning/ subject areas with failing mark to be promoted to the next grade level. Otherwise the learner/ student is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas/ subject	Retained in the same grade level
	4. Must pass all learning areas/ subject in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas/ subject in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
For Grades 11 to 12 Learner s/ Student s	1. Final Grade of at least 75 in all learning areas/ subjects in a semester/ grading period	Can proceed to the next semester/ grading period
	2. Did Not Meet Expectations in a prerequisite subject in a learning area/ subject	Must pass remedial classes for failed competencies in the subject/ learning area before being allowed to enroll in the higher-level subject

	3. Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subject or learning areas to be allowed to enroll in the next semester. Otherwise, the learner/student must retake the failed subjects.
	4. Must pass all subjects or learning areas in the Senior High School	Earn the Senior High School Certificate

For Grades 1-10, a learner/ student who Did Not Meet Expectations in at most two learning areas/ subject must take remedial classes. Remedial classes (CARE Program) 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 if the learner/ students still fails in 3 subjects, he/ she is advised to transfer.

For Grades 11-12, learners/ students 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 the learning area/ subject. This will prevent students from having back subjects in Senior High School (SHS). However, if the learner still fails remedial classes, 3 at most, he/ she is advised to transfer to another school.

Summative assessments are also given during remedial classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade. The equivalent of the Final

Grade for remedial classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the RCM are averaged. This results in the 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.

The teacher of the Remedial Class issues the Certificate of Recomputed Final Grade, which is noted by the school principal. This is submitted to the Division Office and must be attached to both Form 137 and School Form number 5.

The learner/ student can enroll in the next grade level for Grades 1-10 and in the next semester for Grades 11-12 upon presentation of the Certificate of Recomputed Final Grade. This certificate can be verified in the Division Office as needed.

## **8. ATTENDANCE**

At the end of each quarter, the attendance is reflected in the report card. The number of school days in each month is presented, which is based on the school calendar for a given school year.

A learner/ student who incurs 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 principal may, at his/ her discretion and in the individual case, exempt a learner/ student who exceeds the 20% limit for reasons considered valid and acceptable to the school. The discretionary authority is



vested in the principal, and may not be availed of by a student/ learner or granted by a faculty member without the consent of the principal.

Such discretion shall not excuse the learner/ student from the responsibility of keeping up with the lessons and taking assessments. When absences cannot be avoided, the school must give the learner/ student alternative methods and materials that correspond to the topics/ competencies that were or will be missed.

When students/ learners successfully accomplish the learning activities through these materials, they shall be exempted. However, the report card should still reflect the number of absences. Parents of learners/ students who are accumulating many absences must be immediately informed through a meeting to discuss how to prevent further absences.

Habitual tardiness, especially during the first period in the morning and in the afternoon, is regarded as a serious matter, and is treated with corresponding penalty (refer to Minor Offense # 17). Teachers shall inform the parents/ guardians through a meeting if a learner has incurred 5 consecutive days of tardiness.

## **9. REPORT CARD**

- 9.1. Report cards are issued at the end of each grading period for pre-school, grade school and junior high school while the report cards for the senior high school are issued at the end of every semester.

9.2. Parents are obliged to get the report cards, with or without failure , from the homeroom adviser during the scheduled parent-teacher conference

During the parent- teacher conference the parents may confer with the adviser regarding their son's/ daughter's academic or behavioral performance.

9.3. A learner who loses his/ her report card shall be charged a fine for the lost card.

9.4. A fine shall be charged for cards that are returned dirty.

9.5. A tampered report card is a ground for expulsion.

## **10. HONORS AND AWARDS**

As a PAASCU Level II re- accredited status, the school exercises its privilege in assigning weights and values to the criteria in determining the top achievers (pursuant to Dep Ed Order No. 36, s.2016).

### **10.1. Academic Excellence**

The Award for Academic Excellence within the quarter is given to learners from grades 1 to 10 who have attained an average of at least 92% with no grade below 90% in all subjects.

Table 1. Academic Honors Award

<b>Academic Honors Award</b>	<b>Average Grade per Quarter</b>
1. With Highest Honors	98 - 100
2. With High Honors	95 - 97
3. With Honors	92 - 94

10.1.1. **Academic Honors for Grades 1 – 10**

At the **end of the school year**, the Academic Excellence Award is given to learners who have attained a general average of at least 92% with no grade below 90% in all subjects in all grading periods.

Table 1. Academic Excellence Award

<b>Academic Excellence Award</b>	<b>Average Grade per Quarter</b>
1. With Highest Honors/ Academic Excellence	98 - 100
2. With High Honors/ Academic Excellence	95 - 97
3. With Honors/ Academic Excellence	92 - 94

10.1.2. **Academic Honors and Grades for Senior High**

Academic Achievers are awarded at the end of the first and second semesters on the basis of the grade point average (GPA), provided that the student/learner must have no grade lower than 90% in all subjects during the Grade 11 and Grade 12 years.

- 10.1.2.1. With Highest Honors is awarded to learners with a semestral average of 98 - 100%.
- 10.1.2.2. With High Honors is awarded to learners with a semestral average of 95 - 97%.
- 10.1.2.3. With Honors is awarded to learners with a semestral average of 92 - 94%.

### 10.1.3. **Senior High School Graduation Honors**

At the end of the second semester of grade 12, the academic excellence is given to the learners who have attained a grade point average of 92% or above with no grade lower than 90% in all subjects during the grade 11 and grade 12 years; no incomplete grade and must have at least 2 years of residence in FSUU.

- 10.1.3.1. To graduate With Highest Distinction, a learner must have a cumulative grade point average of 98 - 100%.
- 10.1.3.2. To graduate With High Distinction, a learner must have a cumulative grade point average of 95 - 97%.
- 10.1.3.3. To graduate With Distinction, a learner must have a cumulative grade point average of 92 - 94%.

### 10.1.4. **Incomplete Grade (INC)**

A learner gets an INC or incomplete grade if the examination has not been taken and the requirements have not been completed or

complied. The INC marks are changed to a grade following this procedure:

- 10.1.4.1. Submission of the completed requirements or the final examination
- 10.1.4.2. Evaluation by the teacher and submission of the grade to the subject chairperson
- 10.1.4.3. Submission by the subject chairperson of the computed grade to the Registrar's Office

However, if the requirement(s) is/are not completed within 30 days from the last day of the final exam, the final grade will be computed using the available points.

#### 10.1.5. **Co-Curricular Activities Medal Award**

- 10.1.5.1. Gold Medal Award. The gold medal award is given to the learner who won as a champion or first place in co-curricular activities in school, division, regional, national, and international competitions.
- 10.1.5.2. Silver Medal Award. The silver medal award is given to the learner who won as 1st runner-up or second place in co-curricular activities in school, division, regional, national, and international competitions.

- 10.1.5.3. Bronze Medal Award. The bronze medal award is given to the learner who won as 2nd runner-up or 3rd place in co-curricular activities in school, division, regional, national, and international competitions.

#### 10.1.6. **Special Awards**

Special awards are prerogatives by the school and the criteria are reflective of the values that the school wants to promote.

- 10.1.6.1. Urian Award – the most prestigious and the highest award accorded by the school to a graduating learner who embodies the sterling ideals of a true Urian. This award is a prerogative of FSUU and no learner can demand or claim it as a matter of right. It may happen that the department may not have an Urian Awardee. In cases when the award is already given to a learner, the President can withdraw the award when the awardee is found to have not conducted him/ her befitting of an Urian Awardee.
- 10.1.6.1.1. The recipient of this award must come from the recipients of Academic Excellence of grade 12 of the graduating class and must have stayed in FSUU for the entire

duration of his/ her elementary years, and junior and senior high school years (total of 12 years).

10.1.6.1.2. Selection of Urian awardee for Senior High School (K-12) is based on the following criteria:

- Academic performance - 30 %
- Co-curricular activities - 30 %
- Character - 20 %
- Community involvement - 10 %
- Panel interview - 10 %

10.1.6.1.2.1. The recipient of this award must come from the top five recipients of academic excellence of the Senior High School. The nominees must be actively involved in academic, spiritual, and co- curricular activities. For the character, all teachers from Senior High, club advisers, peers (5 learners chosen at random), 5 club officers and 5 members of the club of his/ her choice must evaluate the nominees.

10.1.6.1.2.2. The qualified nominees will undergo a panel interview composed of the administration and faculty. The

members of the panel include the principal, guidance counselor, senior year teacher representative, and the ORA staff. He/ she must have no records of misconduct during his/ her entire stay in the school.

- 10.1.6.2. The Urian Awardee shall speak in behalf of the graduates during the commencement exercises. In case nobody qualifies as an Urian Awardee, the student/learner with the highest grade point average shall speak in behalf of the graduates.
- 10.1.6.3. The Principal shall be the chairman of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor learners after final results have been duly recommended and approved by the President, not later than fifteen (15) days before the recognition/ commencement rites.
- 10.1.6.4. In case of protest, it shall be filed by the candidate with his/ her parent or guardian to the Principal within five (5) working days from the final announcement and shall be settled by the selection committee within five (5)



working days from the filing of the protest.

10.1.6.5. Loyalty Award. The recipients of this award are graduating students/learners who have completed their grades 1-12 years in FSUU.

10.1.6.6. Leadership Award. This award is given to student leaders who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the improvement of the school and/or the community. This award is given during the completion or graduation ceremony. To qualify for this award, a learner must:

10.1.6.6.1. Have no failing grades in any of the learning areas.

10.1.6.6.2. Have not committed any offense punishable by suspension or higher sanction according to FSUU's Table of Offenses and Sanctions.

Guidelines in the selection of the Leadership Awardee:

- The principal convenes the grade 6, 10 and 12 club advisers to name the probable awardees who will complete the maximum of 10 slots.

- The recommendees are required to submit a narrative report to the office of the principal. They will indicate in the report why they deserve the award. This report should be submitted on or before the last week of February.
- The following factors and corresponding points are bases for ranking the candidates:

Extent and Quality of Service - 50%

Commitment and Dedication - 25%

Character - 25%

100%

For character, 10 club advisers peer evaluation (20 randomly picked club members (and self- evaluation will be conducted. The average of the ratings of the 3 groups of evaluators will be the character of each nominee.

This award is a prerogative of FSUU and no learner can demand or claim it as a matter of right. It may happen that the department may not have a Leadership Awardee.

10.1.6.7. Presidential Journalism Award. This award is given to the Editor-in-Chief of the school's official publication.

10.1.6.8. Fr. Berchman Cupin Award. This award is given in honor of the memory of Fr. Berchman Cupin, SJ. It is conferred to a graduate whose achievement in regional, national and international competitions, conferences and/ or congresses

symbolizes the university's commitment to excellence.

Guidelines in the selection of the awardee:

- 10.1.6.8.1. The candidate must belong to the list of academic excellence awardees who obtained the highest combined activity points (regional, national and international competitions) in grades 11 and 12.
- 10.1.6.8.2. The candidate must not have incurred a failing grade in any subject in grades 11 and 12.
- 10.1.6.8.3. The awardee is chosen from among the academic excellence awardees after a thorough and careful deliberation attended by a special panel of academic personnel convened by the school
- 10.1.6.9. Service Award. This award is given to student leaders who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the improvement of the school and/or the community. This award is given during the completion or graduation ceremony. To qualify for this award, a learner must:

## Chapter 2

### FACILITIES AND SERVICES

#### 1. SECURITY MEASURES

- 1.1. Only bonafide learners of the school are allowed inside the school campus. Thus, every student/learner is required to wear iCard with the official FSUU sling and iCard protection and tap iCard on the RFID reader of designated ENTRANCE or EXIT gate.
- 1.2. No visitors are allowed inside the campus during school hours except for valid reasons. They are required to sign the logbook of the security guard and are required to wear the Visitor's ID. Parents/ guardians or visitors may confer with teachers after classes only.
- 1.3. Teachers shall confer with parents/ guardians or visitors after classes only.
- 1.4. Schedule  
Opening of gate - 6:00 A.M  
Closing of gate - 6:00 P.M.  
Opening of Offices - 8:00 A.M. Noon Break  
Closing of Offices - 5:00 P.M.
- 1.5. A special permit is to be secured from the Coordinator for Student Services by those who plan to stay in the campus beyond operation hours.

1.6. The university's security cameras are conspicuously installed at designated hallways in the Morelos campus of the Basic Education program.

1.6.1. Real time viewing of security footages may only be accessed by the following persons:

1.6.1.1. Principal

1.6.1.2. Student Services Coordinator

1.6.1.3. ITSD Personnel

1.6.2. Recorded security footage - specific recorded security footage/s may only be accessed and viewed in accordance to a formal access request process, as follows:

1.6.2.1. Concerned party shall notify any of the security personnel of security breach instances, within 30 days of incident.

1.6.2.2. Security personnel shall file security breach complaint to the coordinator of Student Services with the approval of the principal.

1.6.2.3. Should such security breach require the viewing of the security footage, the requesting party will fill up the Access to Security Footage (ASF) form at the Student Services Coordinator and submit it to the security personnel for processing.

1.6.2.4. ASF form must be duly signed by requesting party, coordinator of

Student Services and principal of the basic education department, before actual access and viewing of security footage can take place.

1.6.2.5. ASF form shall be submitted to the ITSD so viewing of footage may be conducted by the network/ system administrator. Should incident at hand is captured by the surveillance security system, Student Services coordinator shall follow security breach incident process accordingly, as follows:

1.6.2.5.1. Confirm to the principal the captured incident in the presence of the complainant.

1.6.2.5.2. File confirmation of incident/s and recommendation/s, such as securing copy for digital footage as evidence; recommend for investigation at the Student Services Office if a security breach involves a student/learner ; and/or other applicable processes under the university policy and the Philippine laws.

1.6.3. Digital copy of security footage – specific recorded security footage/s may only be copied or archived in accordance to a formal request for copy process, as follows:

- 1.6.3.1. Formal letter (not more than 150 words, brief and concise) of request shall be submitted to the VP-ASA, by the requesting party and approved by the principal.
- 1.6.3.2. Only when such request is approved by the principal, two (2) sets of digital copies may be reproduced using optical storage medium (i.e. CD or DVD). Approved request shall be forwarded to ITSD for reproduction process. Distribution of copies will be given only to the requesting party and ITSD-Data Center for archival purpose. Only authorized personnel from ITSD-Data Center shall be involved in the reproduction process.

## **2. BASIC EDUCATION LIBRARY**

- 2.1. The library is the heart of the school. Learners are advised to make full use of its services for their development.
- 2.2. Library orientation on the rules and the use of the library facilities and resources are given at the beginning of the school year.
- 2.3. Library instruction is conducted by the librarian.

- 2.4. Complaints about library personnel should be brought immediately to the attention of the librarian.
- 2.5. The library is open at 7:00 am and closes at 5:00 pm with no noon break.
- 2.6. Silence shall be observed in the library as respect for the learners who are studying.
- 2.7. Books and instructional materials shall be handled properly. The following are the penalty for lost, destroyed or defaced materials:
  - 2.7.1. Replacement of lost book (same title, author and edition) plus processing fee
  - 2.7.2. Payment for the damaged material (recent price) plus processing fee

### **3. MEDICAL AND DENTAL CLINIC**

- 3.1. The school only provides primary health care which includes medical and dental consultation and basic first aid.
- 3.2. Over-the-counter medicines may be offered for common ailments after consultation and upon discretion of the medical personnel.
- 3.3. Dental services include oral prophylaxis, simple tooth extraction and temporary tooth filling.



- 3.4. The school provides a physician, a dentist and a nurse for the students/learners. Medical and dental fees paid by the students are used in the maintenance and improvement of the health services.

#### **4. GUIDANCE AND COUNSELING SERVICES**

- 4.1. Guidance and counseling services are available to all learners to help them in their personal-psychological, social, spiritual, and career needs, and other academic-related problems.
- 4.2. The guidance services also include testing. Testing services include the following:
  - a. Personality Test
  - b. Intelligence Test
  - c. Diagnostic Test
  - d. Interest Test
  - e. Child Basic Assessments
- 4.3. For other counseling needs, learners are advised to see the following school personnel:
  - 4.3.1. The principal for academic problems such as enrolment, subjects, grades and graduation.
  - 4.3.2. The faculty members for problems concerning subjects, study habits and orientation in the subjects.
  - 4.3.3. The comptroller, DAO and cashier for financial problems.
  - 4.3.4. The campus minister for spiritual problems.

- 4.3.5. The librarian for books, references and other reading materials.
- 4.3.6. The bookstore manager for textbooks and other school supplies.
- 4.3.7. The admission and scholarship director for the requirements in the scholarship and other related scholarship concerns.

## **5. RELIGIOUS SERVICES**

5.1. Recollections and retreats help in the spiritual formation of the learners, which is the basic concern of the school. The Office of Religious Affairs (ORA) works in close coordination with all divisions/ levels to give learners the best spiritual formation. The religious instruction is the main concern of the Religious Education teachers, while the religious activities are the main task of the ORA Director and Staff. Among the services are the following:

- 5.1.1. Liturgical Services
  - 5.1.1.1. Daily/ Monthly Masses
  - 5.1.1.2. Confessions
  - 5.1.1.3. Prayer Services
  - 5.1.1.4. Bible-sharing Sessions
  - 5.1.1.5. Confirmation
  - 5.1.1.6. Communion
  
- 5.1.2. Pastoral Services
  - 5.1.2.1. Recollections
  - 5.1.2.2. Retreats
  - 5.1.2.3. Spiritual Directions

- 5.1.2.4. Spiritual Campaign/ Celebrations
- 5.1.2.5. Family involvement in orientation, retreat and convocations
- 5.1.3. Pastoral Counseling
  - 5.1.3.1. Individual/ group counseling in coordination with guidance counselors
- 5.1.4. Education
  - 5.1.4.1. Symposia/ seminars
  - 5.1.4.2. Prayer Service
  - 5.1.4.3. Information dissemination on church updates
- 5.2. Recollections and retreats are school requirements. Therefore, students who fail to comply shall attend the next recollection/ retreat, depending on the available schedule. Otherwise, their clearance will not be signed by the ORA personnel.
- 5.3. The Office of Religious Affairs (ORA) is an apostolate of Christian formation and a pastoral service of the community. It offers the following services:
  - 5.3.1. Recollections/ retreats
  - 5.3.2. Community Extension Services

The CES is committed to provide appropriate and relevant community extension programs to meet the identified needs and problems of the marginalized and less privileged sector in the society. The learners of the Basic Education are encouraged and

motivated to volunteer their time, expertise, talent and resources to serve the identified beneficiaries. The CES strives to contribute to the attainment of the vision-mission of the school through advocacy, linkages and community outreach activities in its adopted community and various programs for the greater community.

5.3.2.1. The following are the community extension activities for each grade/year level:

Kinder 1 to Grade 3 - Gallery of Hope

Grades 4 to 7 - Peer Encounter

Grade 8 - Home Visit/ Community Immersion

Grade 9 - Home Build

Grade 10 - Tree Growing

Grade 11 - Catechesis

Grade 12 - Social Entrepreneurship

5.3.2.2. The grade 10 students/learners are required to attend the Citizenship Advancement Training Program held every Saturday for a total of thirty five (35) hours.

5.3.3. Holy Rosary

5.3.4. Confession and Confirmation

5.3.5. Eucharistic celebration

5.3.6. Symposia

5.3.7. Prayer Service

## **6. CULTURAL SERVICES**

- 6.1. The Cultural Office is created to plan and supervise the three (3) cultural units, namely: the Tanghalang Urian, Visual Arts Club and the Drum and Lyre Corps. Each cultural unit has an adviser/ trainer.
- 6.2. Each unit recruits members at the start of the school year. Students/Learners are invited to audition in the Himig Urian, Tanghalang Urian, Visual Arts Club and the Drum and Lyre Corps.

## **7. ATHLETICS**

- 7.1. Learners receive training in sportsmanship, discipline and physical development through athletics. Learners are encouraged to avail of these services.
- 7.2. Learners are provided with coaches and consultants in different sports events.
- 7.3. Equipments are made available for students'/learners' athletics and sports development upon their request.
- 7.4. Varsity teams are organized to represent the school in athletic meets and competitions. The members of the varsity team are chosen by the Athletic Screening Committee composed of the coach, Sports Coordinator and Student Services Coordinator.

- 7.5. Varsity players/ teams are ambassadors of the institution and shall therefore project in a positive manner the university and its name.
- 7.6. Varsity players are required to enroll in the Summer Enhancement Training (SET) Program conducted every summer. This is a sports program which aims to enhance the skills of the athletes and develop self-discipline and sportsmanship.

## **8. BOOKSTORE**

The bookstore takes charge of textbooks, uniform, laboratory manuals and other school needs of the learners.

## **9. CANTEEN**

- 9.1. The learners are provided with sanitary and well-equipped canteen. Food served is affordable. It is open from 7:00 am to 5:00 pm without noon break. On Saturdays, it is open in the morning only.
- 9.2. Learners are required to eat their lunch in the school campus. The canteen practices self-service and Clean As You Go (CLAYGO) policy. Students/Learners pay as they order.
- 9.3. In line with the FSUU Operation ZEP (Zero Plastics), Urrians shall refrain from using single use plastics.

Therefore, they are required to bring their own plates, utensils, bento boxes, and water jug.

- 9.4. Soft drinks, junk foods and candies are not sold/ served in the canteen.

## **10. PHOTOCOPYING/ PRINTING SERVICES**

Photocopying/ printing services are provided by the Bookstore.

## **11. STUDENT SERVICES OFFICE**

11.1. The Office of the Student Services Coordinator exercises general supervision over the activities of the school relating to extra-curricular activities, student discipline, and other services for the students.

11.2. For extra-curricular activities, activity permits and excuse slips, please refer to Chapter 3. For disciplinary complaints and/ or concerns, please refer to Chapter 4.

### **11.3. Services Offered**

11.3.1. Identification Card (I.D.) - student/learner, fetchers and concessionaire's IDs will be given by the Bookstore through the Student Services Office. Replacement of lost IDs shall also be processed through the office.

11.3.2. Lost and Found- properties found by anyone must be returned to the Student Services

Office who takes charge of returning these things to the original rightful owners.

- 11.3.3. Locker Reservation- comes on a first come, first served basis and is open during enrollment. It is subject to availability of the limited slots.
- 11.3.4. Car Sticker- only vehicles with the FSUU Car Sticker are allowed to get inside the parking area of the campus.
- 11.3.5. SMS Notification- for parents who wish to be notified via SMS every time their child taps their ID in the turnstile. This is to monitor the student's/learner's in and out in the campus. A monthly fee will be paid.

## **12. SWIMMING POOL**

The swimming pool is mainly used for swimming classes in the Physical Education Subject of Grades 4 to 12 students and other athletic- related schedules.

Teachers who have completed the Basic Swimming Training and Lifeguarding Course shall be assigned as swimming coaches.

It shall be a tradition and a requirement for graduation for students/learners to be able to swim across the swimming pool area (equivalent to 50 meters).

Students, employees, alumni, parents, and members alike, shall strictly observe the Rules for Swimming Pool Use and other general guidance for safety. These rules include policies on bookings, proper swimming attire and membership cards, and are



presented during orientation which is a prerequisite for the use. It is also posted on the receiving area of the swimming pool.

### **13. ADMISSIONS AND SCHOLARSHIPS**

- 13.1. The Admissions and Scholarship Office facilitates the application, screening and approval of the scholarship of the applicants.
- 13.2. It coordinates with the agencies, private persons, civic organizations, religious organizations and corporations which sponsor the study/ scholarship grants in Father Saturnino Urios University.

### **14. REGISTRAR'S OFFICE**

- 14.1. The Office of the Registrar coordinates and controls activities involving learner registration (validation of credentials and enrollment), transfer and graduation.
- 14.2. The Office is primarily responsible for the records and other vital documents of the university.

In compliance with the Republic Act 10173 also known as the Data Privacy Act of 2012, the following are the general guidelines related to the disclosure of students'/learners' data:

- Learners' data are disclosed only to the student concerned. However, in case of parents or legal guardian, disclosure of

learners' data will only be done if they can provide proof that they are the parent/s or legal guardian.

- Release or disclosure of learner's data can be also done provided that an authorization letter from the parents/ legal guardian can be presented by the person authorized to claim records.
- The authorization letter must be attached with learner or former learner; all ID photocopy must bear fresh signatures of both the authorized and the learner or former learner of this university.
- All received personal information of parents' and/or legal guardian in the course of the earlier mentioned transactions will be properly handled and disposed when such are no longer needed in the decision to release learners' data.

14.3. The office maintains the Records Section whose personnel is responsible for the issuance of transfer credentials, transcripts of records, certification of academic status and other related documents that learners need for purposes of education, travel, scholarship grants and other legitimate purposes.

14.4. In connection with faculty/ learner research and other academic activities, the following records, enrolment data, and other related statistics may be requested from the office, but there are a few policies in obtaining such records and credentials, such as the following:

14.4.1. Form 138 (Report Card/SF 9)

14.4.1.1. The Form 138 can only be obtained and released once, if the pupil/ student

are cleared from the school's requirements and financial obligation. Second copies of the Form 138/SF 9 are not issued

14.4.2. Certificate of Good Moral

14.4.2.1. The Certificate of Good Moral is equivalent of the Certificate of Honorable Dismissal. It is signed by the principal, indicating that the student has not been involved in any disciplinary actions, and has no more financial obligation to the school.

14.4.2.2. It is given to students who graduated from senior high, along with their Form 138. It can also be given to any student who wishes to transfer to another school provided that he/ she has settled any financial obligation to the school and that a request is made at 1 to 2 days in advance.

14.4.2.3. The certificate can only be obtained and released once. Second copies are not made or issued.

14.4.3. Recommendation Forms

Recommendation Forms for College application or transfer of schools should be submitted to the student's section adviser, then to the Records In-charge before it is forwarded to the Principal's Office- if applicable.

## Chapter 3

### STUDENT ORGANIZATIONS AND STUDENT ACTIVITIES

Learners' activities are organized and designed as means to foster positive social attitudes, cooperation, initiative, responsibility and democratic leadership to the school's vision, mission and goals.

The administration regards the formation of small group of students into organizations or clubs as a healthy sign of growing social awareness and concern.

Students may form and join student organization of their own choice. They can be members of only three organizations clubs but hold one position to promote their academic, vocational, social, physical and spiritual formation.

#### 1. GENERAL POLICIES

- 1.1. Any bonafide student of Father Saturnino Urios University is qualified to join any organization provided that his/ her membership in such organization does not hamper his/ her academic performance. Co- curricular and extra- curricular activities are intended to supplement and not to interfere with the student's academic activities. Each student is required to be a member of 2 clubs, one curricular and one spiritual/ special club. In view thereof, a student with poor

academic performance will be properly advised by the class adviser where he/ she belongs before he/ she can join an organization.

- 1.2. It shall be the responsibility of the Student Services Coordinator to guide, supervise and moderate the operations as well as the activities of all duly recognized student organization. This is for the purpose of providing guidance for the maximum utilization of their potentials, resources and efforts towards the attainment of the goals and objectives as envisioned in their approved constitution and by-laws.
- 1.3. School - sponsored and student- sponsored activities shall be held in the facilities of the university.

## **2. RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS**

- 2.1. Classes or Types of Student Organizations which Father Saturnino Urios University Basic Education may extend recognition:
  - 2.1.1. Student Administrative Council and the Grade School Student Government. The SAC and the SG are constituted by duly- elected and appointed officers of the student body. They shall be governed by their existing constitution and by- laws.
  - 2.1.2. 2.1.2. Other Campus Organizations Membership may be gained through voluntary affiliation of learners enrolled in Father Saturnino Urios

University, which is governed by a set of rules and officers whose jurisdiction include only such voluntary affiliated learners.

Any fifteen (15) learners who wish to organize themselves may apply to the Student Services Coordinator through the SAC. They will be subjected to the following requirements:

2.1.2.1. For New Organizations

A letter of application will be filed to the Student Administrative Council/ Student Government accompanied by the following documents to be placed in a folder:

- a. Goals and objectives
- b. Proposed Budget (optional)
- c. Constitution and by- laws
- d. Names, year, section and signature of the students
- e. Proposed activities for the entire year
- f. Name of adviser who is a full- time teacher or staff of Father Saturnino Urios University Basic Education, with the letter of acceptance by the SAC/ SG Adviser.

2.1.2.2. The SAC/ SG shall endorse the application of the new organization to the Student Services Coordinator and it shall be finally endorsed to the Principal.

2.1.2.3. Each organization is required to have an adviser. He/ she shall be responsible to the administration in relation with the activities of the organization. Selection of the adviser needs the approval of the advisory council and the principal and shall serve a term for three (3)

years except for the SAC adviser who shall be appointed by the President of the University upon recommendations by the principal.

- 2.1.2.4. All recognized organizations shall have a book of accounts which shall indicate all collections and disbursements of the organization. Such books of accounts shall be made available for inspection anytime.
- 2.1.2.5. Yearly requirements for recognition are passed to the SAC. These requirements are the same as its initial application requirements with the addition of the following:
- 2.1.2.6. A report of activities undertaken during the preceding year; a financial report of the preceding year; an evaluation of the learners' activities; minutes of evaluation and planning meeting; and the calendar of activities for the incoming school year
- 2.1.2.7. All documents must be neatly encoded in three copies on long sized bond paper and must be placed in two (2) separate folders and a clear book; one copy will be submitted to SAC and Student Services and the last copy for the club's file.
- 2.1.2.8. The recognition granted to any student organization shall not bestow on such organization the right to officially represent Father Saturnino Urios University, nor shall the recognition, automatically carry with it authority to undertake activities and use of

school facilities except, however, when such authority is specifically given by the Principal.

- 2.1.2.9. Father Saturnino Urios University does not recognize any organization whose membership is not exclusively composed of Father Saturnino Urios University students.

## 2.2. Documentation of Student/Learner Activities

- 2.2.1. All recognized campus organizations should submit 2 copies of documentation for every activity conducted, as a basis for evaluation of student/learner activities of all recognized campus organizations. These documents should be submitted not later than one week after the date of the activity to the SAC. Incomplete copies will not be accepted.
- 2.2.2. The activity/ project report in 2 copies should follow the format of the documentation provided by the SAC for future use of the office and organization.
- 2.2.3. Non-submission of the document report will mean non- recognition and non-accreditation of the activity.
- 2.2.4. The failure of any recognized student organization to comply with the requirements shall be sufficient cause for the school administration to take appropriate disciplinary action against the club concerned or to withdraw or cancel recognition granted to such student organization without prejudice, however, on the part of the student



organization concerned to appeal the action taken to the Principal.

- 2.2.5. Meetings of the clubs and organizations are conducted after notice to the club adviser and SAC/ SG. Notices of meetings can only be posted after the approval of the principal.

### **3. ACTIVITY PERMITS**

Extra-curricular activities are classified into two types: On - campus and off - campus activities.

#### **3.1. On - campus Activities**

- 3.1.1. Any extra or co- curricular activity is done inside the campus, i.e., meetings, symposia, etc., which need the use of school facilities. The individual/ group sponsoring the activity should obtain a permit from the Student Services Coordinator.
- 3.1.2. Permits should be obtained one (1) week before the actual activity so that proper booking can be done earlier to avoid conflict in the use of other facilities.
- 3.1.3. When an activity disrupts classes in general, the organization concerned should first make arrangement with the Student Services Coordinator before going to the Principal.

#### **3.2. Off - campus Activities**

- 3.2.1. Any organization that intends to hold extra or co- curricular activity outside the school campus should first obtain approval from the Principal by

submitting a letter of intention from the Student Services Coordinator noted by the adviser and endorsed by the club adviser. The following documents will then be accomplished:

- 3.2.1.1. SSO Form NO. 01  
Pre-approval Application for Group Outing.
  - 3.2.1.2. SSO Form NO. 02  
Letter to parents, estimated budget and parents' consent.
  - 3.2.1.3. SSO Form No. 03  
SSC approval; with a list of all students/learners joining the activity.
  - 3.2.2. Academic- related trips should first be endorsed by the Student Services Coordinator, Principal and Vice President for Academic Affairs before the approval of the Vice President for Administrative and Student Affairs.
- 3.3. It is advised that off- campus activities should be done on non- school days so that absences can be avoided.

#### **4. PRIVILEGES OF RECOGNIZED ORGANIZATIONS**

Only recognized campus organizations shall enjoy the following privileges:

- 4.1. Holding meetings and activities relevant to their objectives with knowledge of the club adviser and the approval of SAC and student services coordinator.

- 4.2. Making proposals affecting the whole student body but such proposals must be referred to the Student Administrative Council.
- 4.3. Asking for a dialogue with the persons concerned after proper written notification.
- 4.4. Use of school venues and vehicles for meetings and activities.

## **5. ORGANIZATIONS/ CLUBS**

### **5.1. STUDENT ADMINISTRATIVE COUNCIL (SAC)/ STUDENT GOVERNMENT (SG)**

The FSUU SAC/SG is the highest student/learner organization of the basic education. Its officers are elected by the entire studentry. They help in the implementation of various policies of the school. They represent the student body in promoting rapport between the administration and the students/learners. Its objectives are:

- a. to imbue in the student/learner loyalty of the school, uphold their good ideals and promote their interest.
- b. to guide every student/learner in conducting and preserving his/ her idealism as a future leader in the community;
- c. to advance cooperative action among the students/learners and the administration in order to attain effective functioning of the student government;
- d. to promote fellowship among students/learners;
- e. to endeavor for the development of talents and potential among students/learners; and

- f. to promote solidarity and develop good relations with student governments of other schools within the community.

## 5.2. GLEANER (School Publication)

- a. to serve as a communication channel among the administrators, teachers and students/learners ;
- b. to provide avenue for the students'/learners' creative writing ability;
- c. to disseminate knowledge and information about the school and the achievements of the students/learners;
- d. to help in the attainment of the objectives of FSUU Basic Education through the written articles and features; and
- e. to train students/learners in journalism as an extension of their classroom activities.

## 5.3. GIRL SCOUTS OF THE PHILIPPINES

- a. to promote the spirit of girl scouting through training and encampment;
- b. to develop the leadership of every girl scout;
- c. to develop sisterhood among every other girl scout abiding by the girl scout promise and law; and
- d. to foster the abilities and skills and values of every girl scout through the program of activities.

## 5.4. BOY SCOUTS OF THE PHILIPPINES

- a. to do their duty to God and to help other people at all times;
- b. to develop character- building and citizenship training;
- c. to inculcate patriotism, civic consciousness and responsibility, courage, self- reliance, discipline and kinder

- virtues and moral values using the methods commonly used by boy scouts; and
- d. to train in the various skills as basic foundation in life; and to train scouts to become future leaders in the community and the country as well.

#### 5.5. PHIL. RED CROSS YOUTH (PRCY)

- a. to promote service, solidarity and human brotherhood.
- b. to provide protection of health and life, conserve life through health and safety education, and protect the health of one's environment
- c. to promote local, national and international relationship for peace and mutual respect and trust among the members; and
- d. to disseminate Red Cross principles and international humanitarian law, through Red Cross youth training course, orientation, youth congress and small conferences.

#### 5.6. ACADEMIC CLUBS

##### 5.6.1. COMMUNICATORS GUILD (English Club)

- a. to train a core of student/learner speakers in public speaking and debate
- b. to provide the basic education with a ready group of student/learner speakers for inter- school competitions; and
- c. to provide the basic education with a pool of young talents for various speaking engagement of the school.

##### 5.6.2. PROBERS CLUB (Science Club)

- a. to initiate supplementary science learning activities such as science camp, field trips and other related activities;
- b. to facilitate the help that can be extended by the advanced students/learner to act as para-teachers in remediation classes for slow learners;
- c. to develop camaraderie among students to build up a strong studentry with Urian values in any science activities; and
- d. to enhance Science learning for the gifted ones in preparation for any academic competitions

#### 5.6.3. CRAMERS CLUB (Math Club)

- a. to work collaboratively with the Probers Club in extending services to students/learners who have difficulty in Mathematics through peer tutoring.
- b. to be an avenue to identify gifted students/learners as possible pool of resources to any academic competition; and
- c. to initiate the integration of Mathematics across the curriculum creatively and constructively

#### 5.6.4. SKILLS AND ARTS DEVELOPMENT CLUB (SKAD-C)

- a. to encourage students/learners to be interested in TLE/ MAPEH club and related club activities.
- b. to help students/learners develop and enhance their skills in serving, culinary arts, basic electricity and electronics like manipulating wirings and connections, basic computer programming, windows application, dancing, basic sports, painting and other related art activities.
- c. to be able to apply the skills learned in first aid to the adopted barangay of the department; and

d. to conduct feeding sessions to the adopted barangay.

#### 5.6.5. SAMAHANG FILIPINO

- a. mapaunlad at mapalaganap ang wikang Filipino;
- b. magkaroon ng lubusang kasanayan ang mga mag-aaral sa iba't ibang sangay ng panitikang Filipino sa pamamagitan ng pagtatalo, talumpati, malikhaing pagbasa at iba pang kasanayan;
- c. magkaroon ng lubusang kasanayan at kaalaman ang mga mag-aaral sa paggamit ng wikang Filipino sa pakikipagtalastasang pasalita at pagsulat na angkop sa sitwasyon, pangangailangan at pagkakataon; at
- d. mapahahalagahan ang sariling kultura sa pamamagitan ng iba't ibang gawain sa samahan.

#### 5.6.6. HERODOTUS

- a. contribute to the overall function of the university or of the Student Services;
- b. encourage participation in cultural, organizational, community, social, and religious activities;
- c. promote sense of nationalism and patriotism;
- d. identify and cultivate leadership abilities of individual students; and
- e. encourage a sense of loyalty to the club, to the country, and to the university.

#### 5.6.7. BOOK LOVERS CLUB

- a. to develop the skills in reading good books through constant and effective use of the library resources;
- b. to learn and appreciate the value and importance of books;

- c. to participate actively in the activities in relation to the celebration of the National Book Month; and
- d. to develop socialization skills by being involved in different library activities.

## 5.7. SPECIAL CLUBS

### 5.7.1. TANGHALANG URIAN

- a. to provide the students/learners the opportunity to develop their potential in the performing arts;
- b. to inculcate the values of discipline and teamwork;
- c. to participate in school and community programs;
- d. to establish the students'/learners' confidence in facing various kinds of audiences;
- e. to communicate effectively through stage performances;
- f. to preserve worthwhile Filipino culture and heritage through the appreciation of folk dances, songs and plays;
- g. to make use of God - given gifts and talents; and
- h. to express concern for others through participation in various school and community undertakings

### 5.7.2. GLEE CLUB

- a. to give students/learners the opportunity to develop and enhance their talents in music;
- b. to instill an awareness and liking towards the right type of music
- c. to acquire emotional sensitivity
- d. to awaken the sense of creativeness that will provide an avenue of self- expression



- e. to stimulate growth of character through cooperative effort, self-discipline, responsibility, patience, attention to detail and desire for excellence

#### 5.7.3. DRUM AND LYRE CORPS

- a. to develop the talent/ skill in music through the various rhythmic activities;
- b. to participate in parades and celebrations called for by the school and the community; and
- c. to enhance the spirit of friendship through discipline and cooperation among the members

#### 5.7.4. VISUAL ARTS CLUB

- a. to equip the student/learners with the principles and methods employed in the performance of art activities;
- b. to help develop student's/learner's love for art through skill-building activities;
- c. to help students/learners develop their talents and skills in art;
- d. to enable the learner to express his/ her feelings, ideas, and imagination through art activities; and
- e. to train the students/learners to make poster and logo pieces for competitions

### 5.8. SPIRITUAL CLUBS

#### 5.8.1. KNIGHTS OF THE ALTAR (KOTA)

- a. to develop confidence, trustworthiness, loyalty, piety, honesty, humility and charity among the members;

- b. to provide the knights the spiritual practices, cultural, civic, social and physical improvement of its members;
- c. to prepare Catholic young men to become effective leaders; and
- d. to promote brotherhood among members

#### 5.8.2. YOUTH FOR CHRIST (YFC)/ KIDS FOR CHRIST (KFC)

- a. introduce KFC/ YFC as an alternative peer environment ;
- b. invite the members to a deeper relationship with Christ and challenge them to love, honor, and serve God, their family, their brothers and sisters , their school and their country;
- c. build and train student/learner leaders who will lead and witness the Christian life to their schoolmates;
- d. provide sustainable, fun and meaningful activities within the school to help the members grow in their Christian and personal life and to service God;
- e. link the school- based program to the mainstream ministry found in the community, for it to be supported, updated, and guided;
- f. link the school- based program with the program with other schools and universities for the members to appreciate and be inspired by their brothers and sisters; and
- g. involve parents and faculty members in the spiritual growth of the club members.

#### 5.8.3. JUNIOR LECTORS

- a. to strengthen and reinforce the faith of the people by learning more about the Word of God;

- b. to encourage fellowship and camaraderie among the members;
- c. to establish a closer relationship and understanding of God, oneself, and the community; and
- d. to help obtain personal growth with the help of faith.

## Chapter 4

### SCHOOL RULES AND REGULATIONS

A student/learner who freely enrolls in FSUU Basic Education submits himself/ herself and agrees to abide by its rules and regulation. He/ she accepts his/ her duties and responsibilities as a student and also towards the administration, the faculty and his/ her fellow students. In return, FSUU shall respect and protect his/ her rights as a student.

#### 1. CAMPUS RULES AND REGULATIONS

- 1.1. Observe silence and order starting from the ringing of the bell for the flag ceremony, first period to the last period in the afternoon.
- 1.2. Always observe good manners and proper conduct within the campus.
- 1.3. Speak English/ Filipino in the classrooms, faculty room, and in the offices.
- 1.4. Use of cell phones, and other gadgets are strictly prohibited during school hours, school activities and programs. The cellphones should be in silent mode or switched off. However, during emergency cases, the

student /learner can ask permission from the subject teacher of the need to use the cell phone.

- 1.5. No going out of the campus during class hours. Exit gate pass will be given to those who have valid reasons.
- 1.6. Cutting classes is a serious offense. Learners caught violating this provision will be dealt with accordingly.
- 1.7. Learners, faculty and staff, parents/ guardians should always hang on their neck/ present/ surrender their ID when entering the campus.
- 1.8. Be respectful and courteous to the teachers, school authorities and visitors. When teachers, school authorities and visitors, enter or leave a classroom, stand in quite attention and give corresponding courteous greetings such as " Good Morning / Good Afternoon Mr. / Mrs./ Ms.," " Good bye and Thank you Father," etc.
- 1.9. Walls and chalkboards must be kept clean. Learners are not allowed to write on the chalkboard without the authorization of the subject teacher. Tampering with written notices, written announcements and posters approved by the Principal and Coordinator for Student Services posted on the bulletin board, chalkboard and the like is strictly prohibited.

- 1.10. When called for oral recitation, stand erect and answer in a clear and firm voice. Disturbing and prompting a fellow student is strictly prohibited.
- 1.11. Playing practical jokes/ pranks, teasing, booing, cursing, bellyaching are unbecoming and will be subject to disciplinary actions.
- 1.12. Personal visits to other learners in other classrooms are prohibited during class hours.
- 1.13. Resolve conflict and misunderstanding through dialogue by bringing it to the attention of the concerned person. If unresolved, the case must be brought to the attention of the teachers, then to higher school authorities.

## **2. IMPLEMENTING GUIDELINES ON THE OBSERVANCE OF SILENCE AND NO LOITERING RULES**

In consonance with the pertinent provisions of the FSUU Vision – Mission and departmental goals, in order to establish a conducive teaching – learning atmosphere in all the classrooms, and to make clear the provisions on the observance of silence and no loitering, the following implementing guidelines are hereby issued:

- 2.1. In order to fully implement the rule on the Observance of silence starting from the ringing of the bell for the first period to the ringing of the bell for the last period, the following must be followed.

- 2.1.1. Chatting with seatmates while classes are going is not allowed.
  - 2.1.2. Respect for the teacher or classmate must be internalized inside and outside the classroom. The general rule is listening while someone is reciting or explaining.
  - 2.1.3. Boisterous laughter, loud conversation, yelling or shouting anywhere inside the campus is strictly not allowed during class hours.
  - 2.1.4. Classes who have no teacher for a specific period (free time, the teacher is absent or is having a meeting) must see to it that they don't disturb classrooms nearby.
- 2.2. To exemplify the rule of "No Idle Standing, No Loitering / Running" along the corridors while classes are going on, the following are to be observed:
- 2.2.1. No going out of the classrooms during class periods. Going to the comfort rooms or to the canteen for a very valid reason is generally allowed only during in between periods.
  - 2.2.2. Taking of snacks should be done only during regular recess time. However, students who have not taken snacks during the regular recess time because of important/ medical reasons are allowed to have quick snacks only during in between periods. In general, no student is allowed to stay in the canteen during classes.
  - 2.2.3. Learners who have no classes for a class period must stay in the classrooms or in the library.

- 2.2.4. Buying of school supplies at the bookstore must only be done before the bell of the period.
- 2.2.5. Permission of subject teacher is needed for the learners going out of the classroom during classes for very valid reason.

### **3. ATTENDANCE**

- 3.1. A learner who incurs absences of 20 % or more (DO No. 11, s. 2011) of the prescribed number of classes or laboratory periods during the term or school year is to be given a failing grade and will receive no credit for the subject.
- 3.2. On the first day a learner reports to school after an absence or suspension and before class hours starts, he/ she should present an excuse letter signed by his/ her parent/ guardian to the Office of the Principal.
- 3.3. Excused absences do not exempt the learner from the obligations of submitting required academic requirements.
- 3.4. A learner who has to leave the school premises before dismissal time has to secure a Request/ Excuse Slip from the Student Services Office. The slip should be duly signed by the parent or guardian and the teacher before the approval of the coordinator. The guard on duty signs on the slip as the learner leaves the campus.



- 3.5. Learners who need to go to the clinic or other university offices/ departments and will be returning to class must get an Excuse Slip from the teacher. The slip will be given to the clinic/ office for the staff/ officer to fill in the time of arrival and departure of the student from the clinic/ office with the signature of the duly authorized staff/ officer.

#### **4. TARDINESS**

- 4.1. A learner is considered tardy if he/she arrives at the gate after the first period bell rings.
- 4.2. A learner who has 3 cases of tardiness will be marked absent.
- 4.3. A learner is habitually tardy if he/s he had incurred seven (7) tardiness per month.
- 4.4. The school gates are closed at 8:00 a.m. and 5:00 p.m.
- 4.5. Late learners will be admitted to their classes only if they can present admission slips from the Student Services Office.

#### **5. DISCIPLINARY ACTIONS**

- 5.1. A committee on discipline composed of the principal as chairperson, adviser, teacher representative, guidance counselor, student council president, and a year level representative has the authority to deliberate

on disciplinary cases and to apply the corresponding sanctions in case of serious offenses or violations. The guidance counselor is a non-voting member. A representative from the officers of the Parents- Teachers Association maybe invited to participate in the deliberations but he/ she shall have no voting right.

- 5.2. A committee on child protection is composed of the principal as chairperson, assistant to the principal, campus minister, guidance counselor, teacher adviser, and PTA president and student representative. The university chaplain maybe invited to participate in the deliberations upon the request of the committee. This committee ensures that appropriate interventions, referrals and disciplinary measures are implemented in bullying incidents.
- 5.3. Any teacher has the authority to impose immediate disciplinary measures to students/learners found guilty of minor offenses.
- 5.4. Serious offenses of school policies and regulations are to be reported by or through the homeroom adviser to the principal/ student services coordinator who in turn will refer the matter to the committee of discipline.
- 5.5. All serious disciplinary cases will be tried by the committee on discipline for each offense; the school has a prescribed corresponding sanction/ disciplinary action. The table of offenses and sanctions however are general

guidelines for the committee on discipline with regards to the imposition of sanctions. The Committee may recommend, and the administration may impose sanctions for offenses that violate the University rules and regulations and that of DepEd even if such offenses are not listed in this table. The school reserves the right to impose more severe sanctions other than those offenses listed in this table.

- 5.6. Bullying is not tolerated in this institution. Incidents related to bullying shall be treated according to their nature, gravity and severity. All serious bullying cases will be tried by the committee on child protection. Written reprimand, community service, suspension, exclusion or expulsion in accordance with existing rules and regulations of the school, may be imposed, if the circumstances warrant the imposition of such penalty, after due process is followed:

### **Table of Offenses and Interventions**

<b>Occurrence</b>	<b>Interventions</b>
1 <sup>st</sup>	1 Warning - an appropriate discipline by a teacher when a student/learner who commits an offense for the first time is made to realize the gravity of the offense and its consequences.
2 <sup>nd</sup>	2 Conference - conference with parent/ guardian in order to bring his/ her attention on the student's/learner's behavior.
3 <sup>rd</sup>	3 Community Service - community service to be

- rendered inside the campus or in the adopted community. The length and kind of service will be determined by the principal.
- 4<sup>th</sup> 4 Suspension - an erring student/learner who is found guilty of an offense is informed that he/ she is to be out from the school for a number of days. The length will depend on the gravity of the offense.
- 5<sup>th</sup> 5 Probationary Status - a restraining measure taken against a student found guilty of as single breach of conduct or repeated violation of school rules and regulations. This sanction includes:
- a. weekly report of the adviser and subject teachers regarding the behavior and attitude of the student/learner ;
  - b. conference with parents/ guardians whenever necessary;
  - c. warning from the school for a subsequent single violation of any school regulation.
- 6<sup>th</sup> 6 Withdrawal - a school may drop from its roll during the school year a student/learner who is found guilty after due investigation, of violating rules and regulations of the school, the Department of Education, and the Laws of the Land. The student who is dropped is issued immediately his/ her transfer credentials.
- 7<sup>th</sup> 7 Expulsion - it is an extreme penalty on an erring student consisting of his/ her exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary of Education.

## Other Interventions

1. Written Apology
2. Payment of actual damage inflicted
3. Exclusion from co-curricular and extra-curricular
4. Disqualification from holding or seeking any elective or appointed position
5. Cancellation of Scholarship
6. Stripping of honors and awards
7. Disallowing of readmission to the department due to academic undesirability
8. Other interventions as may be approved by the committee of discipline

<b><i>Minor Offense (Appropriate discipline by teacher, Conference and Community Service)</i></b>	<b>Occurrence and Intervention</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
1. Habitual disregard or willful violation of established policies, rules and regulations	1	2	3
2. Disregard of the date of return of report cards, return slips and other official school correspondence.	1	2	3
3. Improper use of uniform and unauthorized haircut for male students	1	2	3
4. Entering the University without proper permit.	1	2	3
5. Boys wearing earrings, nose rings.	1	2	3
6. Boys and girls with pierced ears, tongue and body tattoo	1	2	3
7. Wearing caps, dyed hair	1	2	3

8. Violation against cleanliness and sanitation in the University	1	2	3
9. Unclaimed confiscated school ID			
12. Entrance into classroom without admission slips duly signed by the principal/ student services coordinator/ guidance counselor / subject teacher/ adviser, cutting classes and truancy (missing classes without the permission of parents, guardians or school authorities)	1	2	3
13. Entering the school building using the ID card/ library card of another student.	1	2	3
14. Using an ID other than the University ID	1	2	3
16. Loud noises/ shouting in corridors/ stairways/ immediate areas where classes are going on, boisterous laughter	1	2	3
17. Habitual tardiness	1	2	3
18. Playing practical jokes/ pranks, teasing, booing, cursing, bellyaching	1	2	3
19. Leaving the classroom/ building during class hours without the permission of the teacher	1	2	3
20. Using foul language/ derogatory statements	1	2	3

<b>Major Offense (Community Service, Probationary Status, Suspension)</b>	<b>Occurrence and Intervention</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
21. Acts of lewdness, immoral acts such as possessing, bringing, viewing and disseminating pornographic materials inside the campus	3	4	5
22. Public display of affection (holding hands between opposite sex, embracing of any kind, sitting on the lap or in between the legs, kissing of any kind, or necking and petting between a boy and a girl, or of the same sex	3	4	5
23. Drinking alcoholic drinks / drunk/ under influence of liquor/ during class hours within the campus or outside the campus during class hours/entering the campus in a state of intoxication.	3	4	5
24. Gambling/ playing cards and other related form of gambling activities on campus	3	4	5
25. Acts of disrespect, in words or in deeds, ridiculing and putting into contempt any member of the faculty and staff, student assistants, security guards, canteen personnel, utility and maintenance personnel	3	4	5
26. Unauthorized monetary solicitations inside and outside the University	3	4	5
27. Making threats against the person, honor and property of another, coercion, extortion, physical assault, intimidation of a student, school personnel or any member of organizations.	3	4	5
28. Any form of cheating, dishonesty, or	3	4	5

plagiarism			
29. Having another student take the examination (both students will be held liable in this case)	3	4	5
30. Attempting to bribe school personnel	3	4	5
31. Formation of organization without permit	3	4	5
32. Meetings/ assemblies within the campus without proper permit.	3	4	5
33. Participation in organization not approved or recognized by the school.	3	4	5
34. Violation of valid orders of any authorized school authority	3	4	5
35. Fraudulent and/ or inappropriate use of iCard and the turnstile facility such as: Lending or exchanging of the iCard and/or Library card/ tampering the iCard/ using of one iCard for two persons' entry/ playing with the turnstile arms/ passing under the turnstile arms/ bringing and/or spilling of any form of liquids within two meters radius of the turnstiles.	3	4	5
36. Committing scandal on campus or during school-sponsored activities	3	4	5
37. Bringing cigarettes, smoking and vaping inside the campus or during vacant or off campus school or class activities	3	4	5
38. Representing the university or using its seal/ symbols without proper authorization	3	4	5
39. Obstruction/ disruption of classes/ school activities	3	4	5
40. Fighting	3	4	5
41. Bringing or playing with firecrackers/ explosives	3	4	5
42. Cutting Classes	3	4	5



<b>Major Offense (Withdrawal, Expulsion)</b>	<b>Occurrence and Intervention</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
43. Extortion or asking money from others	6	7	
44. Hazing	6	7	
45. Carrying deadly weapon(s)	6	7	
46. Selling/ trafficking/ use of and/or possession of prohibited drugs, firearms, knives, switch blades, ice picks or any lethal weapon and liquor on campus	6	7	
47. Drug dependency	6	7	
48. Drunkenness, coming to school under the influence of alcohol or prohibited drugs	6	7	
49. Hooliganism (rioting, vandalism, and other violent or destructive behaviour)	6	7	
50. Instigating/ leading illegal strikes/ barricading/ blocking the main entry point of the University.	6	7	
51. Preventing or threatening any student or school personnel from entering the school premises or from attending classes or discharging their duties	6	7	
52. Stealing/ robbery/ theft	6	7	
53. Fraudulent procurement of school records, office forms, certifications inside and outside the university	6	7	
54. Forging, tampering with and falsification of school or public documents, or securing and using such documents	6	7	

55. Disqualified by the admission committee (for returnees and transferees)	6	7	
56. Failure in all subjects	6	7	
57. Such other acts that may tarnish the University's name and reputation	6	7	
58. Photo and Video Voyeurism (RA No. 9995) 58.1. Taking photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of the person(s) such as the naked or undergarment clad genitals, public area, buttocks or female breast without the consent of the person(s) involved and under circumstances in which the person has/have a reasonable expectation of privacy. 58.2 copying or reproducing or causing to copy or reproduce such photo or video or recording of sexual act or any similar activity with or without consideration 58.3. selling or distribution, or causing to sell or distribute, such photo or video or recording of the sexual act, whether it be the original copy or reproduction thereof, or 58.4. Publishing or broadcasting, or causing to publish or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or	6	7	

recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device.			
59. Rape and attempted rape	6	7	
60. Violation of penal statutes/ special laws/ ordinances	6	7	
61. Inappropriate post in social media platforms or inappropriate representation of the school in private and public places.	6	7	

## **6. CHEATING/ DISHONESTY/ PLAGIARISM**

6.1. Unauthorized possession of notes or any material relative to the examination whether he/ she uses the same or not.

6.2. Deliberately looking or glancing at a classmate's examination paper. He/ she will be initially warned by the proctor, who shall note the warning in the examination paper of the student/learner. The same shall be done for students/learners who allow his/ her examination paper to be looked or glanced at. Repetition of the same is conclusive presumption of cheating, and the pupil/ student gets a score of 0.

6.3. Copying or allowing another student/learner to copy from one's examination papers, dictating and whispering (both parties are liable).

6.4. Opening of books or notebooks during examination

- 6.5. Communicating with other student(s)/learner(s) in any form during the examination (including cell phones and other gadgets), without permission from the proctor, and leaking exam questions to another or other students/learners
- 6.6. Having somebody else take an examination or a test, or prepare or submit a required report, assignment, performance task, etc. for one's self. If both parties are students, both are liable.
- 6.7. Plagiarism or submitting as one's own work the work of another. Learner's homework/ assignments, reports, performance tasks, examinations and other papers are expected to be his/ her own work. All ideas and knowledge from sources (primary or secondary) and other information, comments, suggestions, opinions and programs taken from other people shall be properly acknowledged and/or cited. Borrowed ideas shall be marked in quotation and properly acknowledged. Whether ideas or facts are taken from a student's reading and research, the sources must be indicated.

A learner who reiterates or draws on ideas or facts used in another paper that he/ she is writing, must cite that other paper as a source. Otherwise, the pupil/ student gets a score of 0 for a plagiarized work.

## 7. GRIEVANCES OR COMPLAINTS

- 7.1. Grievances or complaints against any school official, staff, faculty member, employee or any fellow learner shall be dealt with in accordance with the established process and procedure of the University.

<p><b>Acts of Bullying otherwise known as RA 10627 or “Anti-Bullying Act of 2013”(Conference, Community Service, Suspension, Exclusion/ Expulsion)</b>                      Bullying refers to any severe or repeated use by one or more learners of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at another learner that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his/her property; creating a hostile environment at school for other learners; infringing on the rights of another learner at school; or materially and substantially disrupting the education process or the orderly operation of a school.</p>	Occurrence and Intervention			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
62. 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	3	4	7
63. Any act that causes damage to a	2	3	4	7

victim's psyche and/or emotional well-being.				
64. Slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting negatively on victim's looks, clothes and body.	2	3	4	7
65. Any bullying done through the use of technology or any electronic means. It 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 Dep ED Order No. 40, s. 2012.	2	3	4	7
66. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy.	2	3	4	7
67. Deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.	2	3	4	7
68. Any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).	2	3	4	7

<b><i>The Safe Spaces Act or Republic Act No. 11313 (Bawal Bastos Law) (All forms of gender-based, sexual harassment committed in public spaces, educational or training institution, work place and online space)</i></b>	<b>Occurrence and Intervention</b>				
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
69. Cursing					
70. Wolf whistling					
71. Catcalling					
72. Leering and intrusive gazing					
73. Unwanted invitations					
74. Persistent unwanted comments on one's appearance.					
75. Relentless request for one's personal details such as name, contacts, social media or destination.					
76. Use of words, gestures or actions that ridicule as the basis of sex gender or sexual orientation, identity and/or expression.					
77. Making offensive body gestures at someone, exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping and similar sexual actions.					
78. Persistent telling of sexual jokes					
79. Use of sexual names, comments and demands					

80. Any statement that has made an invasion on a person's sense of safety.					
81. Use of words, gestures, or actions that ridicule on the basis of sex, gender, or sexual orientation.					
82. Stalking					
83. Sexual advances, gestures and statements mentioned previously with pinching or brushing against the body of the offended person.					
84. Touching, pinching or brushing against the genitalia, face, arms, groin, breasts, inner thighs, buttocks or any parts of the victim's body.					
<b>Online</b>					
85. Cyber stalking					
86. Identity theft					
87. Incessant messaging through online platforms					
88. Posting comments or messaging unwanted sexual remarks and comments to a learner/person through any online platform.					
89. Uploading or sharing of one's photos, videos, and audio recordings, without the learners/ person's consent.					
90. Filing fake online abuse reports to online platform victims					

What to do if the learner is harassed online:

1. Block the person harassing you.



2. Report profile, accounts, or users that are using your identity or are posing as you online.
3. Take screenshots and other evidences of online harassment
4. Report or file a complaint to the PNP Anti-cybercrime Group (PNP ACG)

7.2. Written and signed complaints by the aggrieved party shall be entertained. Use of pseudonyms, oral complaints or grievance will not merit attention from the school authorities.

7.2.1. Complaints against a fellow student:

7.2.1.1. The learner has to hand in the written complaint to the adviser

7.2.1.2. If the learner feels that the written complaint has not been given due attention or has not been duly acted upon by the class adviser, he/she submits another letter of complaint to the Student Services Coordinator

7.2.2. Complaints against a faculty member:

7.2.2.1. A formal letter of complaint shall be filed at the principal's office. The principal shall conduct an investigation and settle the complaint within seventy two (72) hours.

7.2.2.2. If the class feels that the complaint has not been given due attention or if the student feels that action taken by the principal is unsatisfactory, the learner or class may file a written complaint

at the Vice President for Academic Affairs and Research. The VPAAR shall investigate and settle the complaint within 5 days upon receipt of the letter.

### 7.2.3. Complaints against a University Employee

7.2.3.1. The learner shall file a written and signed complaint addressed to the dean/ department/ unit head where the employee is assigned. The dean/ department/ unit shall investigate and settle the complaint within seventy two (72) hours.

7.2.3.2. If no action has been taken on the complaint after the prescribed period, the learner must file a written complaint to the HRMDO Director, who shall investigate and settle the complaint within 5 days upon receipt of the letter.

### 7.2.4. Complaints against a Member of the Administrative Staff

7.2.4.1. A written and signed letter of complaint is to be filed at the office of the principal who will form a committee to investigate and settle the complaint within seventy two (72) hours upon receipt of the written complaint.

7.2.4.2. If no action has been taken on the complaint after the prescribed period, the learner must file a written complaint to the Vice President for Administration and Students Affairs. The VPASA

shall investigate and settle the complaint within 5 days upon receipt of the letter.

7.2.5. Complaints against Non-Employee who works in the University (Utility Personnel, Security Guards, Canteen Employees, project workers)

7.2.5.1. The learner must file a written and signed complaint at the office of the principal. The principal will order an investigation and settle the complaint within seventy two (72) hours.

7.2.5.2. If no action has been taken on the complaint after the prescribed period, the student must file a written complaint to the Vice President for Administration and Students Affairs. The VPASA shall investigate and settle the complaint within 5 days upon receipt of the letter.

## Chapter 5

### FSUU LEARN E-CLASS

The FSUU Learn is a platform which provides improved access to and quality of education at Father Saturnino Urios University through online asynchronous and blended pedagogy. This aims to meet the needs of learners who cannot attend face-to-face classes due to health risks brought by the pandemic. The self-paced nature of online courses allows learners flexible schedule in studying the course materials and in complying the course assessments and requirements.

#### 1. DEFINITION OF TERMS

- 1.1. Asynchronous Session. An e-class activity that does not require all learners to be online at the same time.
- 1.2. Blended Learning. A delivery of instruction in which some face-to-face contact hours are replaced with online instruction through the FSUU Learn.
- 1.3. FSUU Learn. This is the name of the University's online learning portal where the faculty can create and conduct e-classes and from which the learners access their lessons and requirements of the subjects

- 1.4. E-learning. Learning activities are conducted via electronic media predominantly through the internet.
- 1.5. E-class. The online class designed as an alternative to the classroom-based or face-to-face meeting in the campus. The e-class should be created by a faculty with a teaching load during the semester or school year using FSUU Learn.
- 1.6. Hybrid Class. A remote learning class which maintains a schedule of in person or face-to-face class session and activities during the term.
- 1.7. E-class Session. A scheduled activity conducted within the electronic class using FSUU Learn.
- 1.8. Online Learning Activity. A learning activity where learners are required to access lessons and assessment activities within e-class. An online lesson is a learning experience designed by a subject teacher using online tools (electronic presentations, discussion forum, blog, video, website, etc.) to achieve the learning objectives in a particular topic. The use of learning assessments is also considered learning activities. The mere upload of a document or presentation for distribution purposes in the resources page is not considered a learning activity.
- 1.9. Synchronous Session. An e-class activity in which the faculty and all learners are simultaneously logged on to FSUU Learn using the chat feature.

## **2. GENERAL POLICIES**

- 2.1. All enrolled learners of the university are required to create an FSUU Learn account using their user credential provided by the LMS admin of the university.
- 2.2. E-classes shall be created only in FSUU Learn as the university's official learning environment.
- 2.3. Faculty members may do blended or hybrid delivery mode as directed by the university administration to integrate on-campus learning activities with online instruction for assigned subjects in a grade level provided that subject delivery requirements are met. The online sessions may be asynchronous or synchronous.
- 2.4. All online learning activities in a blended or hybrid delivery must be reflected in the e-class subject calendar approved by the subject chair and the principal.
- 2.5. The number of hours is allotted for each learning session in creating content is followed so as develop the competencies in all the subjects. The assessments and performance tasks have to be submitted as part of the subject requirements.
- 2.6. All learners should ensure that they access all assigned learning materials by regularly checking the activities in the FSUU Learn. Attendance will be tracked through the online student management system by the faculty.

Attendance will incorporate completion of Subject requirements, participation in completing assignments, performance tasks and attending synchronous sessions with teachers. .

Learners are expected to regularly attend all classes for which they are registered. Absence from class, regardless of the reason, does relieve the student of his/her responsibility to complete all subject work within the required deadlines. The learner's absences with excessive and/or unexplained absences will be reported to the Student Services Coordinator.

2.6.1. A learner is considered dropped when he/she missed four (4) consecutive lessons or has not visited FSUU Learn for four consecutive weeks.

- i. In case a learner fails to visit FSUU learn for three (3) consecutive lessons/ weeks, the teacher must communicate with the concerned student immediately.
- ii. Dropped learner should be deactivated or deleted in FSUU Learn.

2.6.2. Summative Assessments may be conducted via FSUU Learn or face-to-face considering the following:

- i. Student's Examination permit
- ii. Measures for student identity and examination results validity

2.7. Grading system shall follow the institutional grading system

## **Chapter 6**

**HEALTH PROTOCOLS** (in accordance with DepEd DOH Joint Memorandum Circular No. 001, S.2000, April 6, 2022)

### **1. Teachers and Other School Personnel**

- 1.1. All teachers and personnel who are 65 years old and below and with no diagnosed comorbidities shall be eligible to provide service in the Morelos campus during the conduct of face-to-face classes.
- 1.2. Only vaccinated teachers and school personnel shall be allowed to interact with the learners.

### **2. All grade levels from the Kindergarten to Senior High School**

- 2.1. Learners who will participate in the face-to-face classes shall be guided by the following criteria:
  - 2.1.1. Signed and notarized consent from parent/guardian
  - 2.1.2. Vaccination of learners is encouraged however all learners must participate in face-to-face classes, regardless of COVID-19 vaccination status.

### **3. Safe Operations**

- 3.1. The school has set up physical structures, wash facilities and supplies, personal protective equipment (PPEs),



health and safety protocols, learning materials and class programs.

- 3.2. An orientation of learners, parents, guardians will be conducted to discuss the existing protocols, mechanisms, and procedures needed in conducting face-to-face classes.

#### **4. Classroom Layout and Structure**

- 4.1. Seats are arranged at least 1 meter apart, protective measures, hygiene and sanitation practices, and respiratory etiquette.
- 4.2. To ensure the protection of learners, the following shall be implemented:
  - 4.2.1. The school ensures the availability or adequate and safe water supply, and hand washing stations with antibacterial soap.
  - 4.2.2. The hand washing stations are found in the canteen in every comfort room located in every floor of the building and library area.
- 4.3. The surgical masks shall be stored in the available in the school clinic and reserved for symptomatic individuals and to those who come to the school without facemasks.
- 4.4. Individuals who will manifest symptoms recorded through health checks conducted at the entrance or teachers shall

be brought to the clinic or isolation area for further medical assessment testing and referral to appropriate authorities.

4.5. An infographic in a video form that includes but not limited to the hygiene, respiratory hygiene and cough etiquette and protective measures will be disseminated in the FSUU Learn.

4.6. A daily monitoring is conducted at the entrance gate.

4.7. Learners shall be responsible for disposing their own used items (food and mask).

4.8. Learners shall be assigned to their own armchairs during classes. They shall disinfect their own tables before and after use.

4.9. Learners shall be disallowed from sharing school items such as gadgets, devices, books, toys, snacks and food.

## **5. Class Suspension and Resumption**

5.1. The declaration of class suspension shall be dependent on the assessment and decision of the Local Task Force against COVID-19 and which will be announced through an information blast through the website, Facebook page of the university and the basic education, and the FSUU learn.

- 5.2. In the event of class suspension, all learners shall revert to online learning.
- 5.3. During class suspension, the school shall ensure contact tracing and disinfection activities. The school shall implement a 24-hour granular lockdown period for disinfection following identification/ detection of suspect, probable or confirmed COVID-19 case/s, only after which can be opened for use to occupants.
- 5.4. Classes may resume after at least 24 hours since suspension upon ensuring the following:
- 5.4.1. completed contact tracing;
  - 5.4.2. completed disinfection activities; and
  - 5.4.3. area where the school is located is classified as Alert level 1 or 2 (or equivalent classification based on the 4 latest national guidelines).
- 5.5. Upon resumption, the school shall conduct re-orientation on current measures adapted to evolving situations, and Psychological First Aid to learners, as necessary in the event of resurgence.

## **6. Well-Being and Protection**

### **6.1. Strategy to Prevent COVID-19**

- 6.1.1. To prevent the possible transmission of COVID-19 among learners the following shall be observed:

- 6.1.1.1. All learners, parents and guardians, and when applicable, shall be subjected to hand hygiene and temperature checks using a thermal scanner prior to entering the school. Those who will have a reading of 37.5 °C or above shall be brought to the screening area that shall be set-up near the entrance of the school. The concerned person, parent, or learner shall be monitored by the Safety Officer and further assessed by the Barangay Health-Emergency Response Team for appropriate management, intervention or referral. The school shall ensure that the privacy of the concerned teacher, personnel, learner, parent/guardian or visitor shall be maintained while being provided with the necessary medical intervention at the private screening area.
- 6.1.1.2. Entrance to the school of visitors and other external stakeholders shall be discouraged. Non-face to face communications and coordination through available platforms (telephone, cellular network, the internet) shall be prioritized.
- 6.1.1.3. Physical distancing shall be observed at all times.
- 6.1.1.4. Temperature check is encouraged in the homes before the learners report to school. Parents shall report to the teacher-adviser if their children are experiencing flu-like symptoms. Testing immediately shall be recommended.
- 6.1.1.5. Parents shall sign a health form at the beginning of each school term confirming their children/or family members do not have COVID 19 before being permitted into school. Health forms shall be submitted

to the school 24 to 72 hours prior to the start of school opening. Assessment can be done through a symptom-based approach.

## **7. Strategy to Isolate and Treat COVID-19**

- 7.1. There shall be designated rooms to isolate students with fever and flu-like symptoms near the entrance.
- 7.2. Transport vehicles from school to temporary treatment and monitoring facility shall be on standby.
- 7.3. The school safety officer shall immediately notify the family member guardian of the learner. Furthermore, learners are to be accompanied by school representatives at all times until legal guardian arrives.
- 7.4. The situation shall be referred/ fully disclosed to the identified health authority for further evaluation or referral to a hospital if needed.
- 7.5. Concerned learners shall strictly observe the advice of health authorities, including the possibility of home quarantine or isolation in a quarantine facility or confinement. If not sick, learners on home quarantine shall access the FSUU Learn for the lessons.
- 7.6. The condition of the learner shall be closely followed by the attending school nurse.

7.7. The school nurse shall ensure that learners shall only be allowed to return to school upon completion of the required quarantine or isolation period as stipulated in DOH Memorandum No. 2022-0013, titled Updated Guidelines on Quarantine, Isolation, and testing for COVID 19 Response and Case Management for the Omicron Variant, or the latest national guidelines on quarantine and isolation upon return to school, the learner shall present a barangay clearance or certificate issued by a healthcare professional indicating the completion of the required quarantine or isolation period.

## **8. Psychological Support**

8.1. To provide psychological support to the learners, the following measures shall be observed:

8.1.1. The guidance counsellors shall assist the learners every school day in accessing basic health services.

8.1.2. The guidance counsellors are trained Psychological and Psychosocial support to concerned learners during crisis situations (e.g. COVID-19 positive, isolation, class suspension) through the FSUU Learn or hotlines.

## **AGREEMENT OF COMPLIANCE**

I have read and understood the provisions of Father Saturnino Urios University Basic Education Student Handbook.

I will faithfully comply with and conduct myself as a student of the basic education according to the handbook to the best of my knowledge and discretion with honesty and fidelity. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

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Signature over Printed Name of Pupil/ Student

Conforme:

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Signature over Printed Name of Parent/ Guardian

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Date

## **Student Handbook Revision Committee**

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