

Fernandez College of Arts & Technology

Gil Carlos, R.E. Chico and La Rosa, Baliwag, Bulacan

College Student Handbook (SY 2021-2022/SY 2022-2023)



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FOREWORD

This Student Handbook prepared and approved by the Executive Committee of Fernandez College of Arts and Technology serves as the central guideline on any matters involving the Tertiary level services of the school (Marina, CHED, and TESDA): objectives, rules and guiding principles.

Unless otherwise terminated or extended, this college student manual shall take effect on June 01, 2021 until March 31, 2024.

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HISTORY

Fernandez College of Arts & Technology

Fernandez College of Arts & Technology (FCAT), initially known as Fernandez Institute of Technology (FIT) was the brainchild of spouses Dr. Marcelo V. Fernandez and Lourdes Y. Fernandez. The couple came home after spending thirteen (13) years abroad as university professors with Dr. Fernandez also being a manager at Coopers and Lybrand, one of the biggest management and accounting firms in the world. Realizing the importance of education and technology for global competition, the couple decided to return and devote their energies to technology based-education in the country.

FIT, true to the mission of the spouses, initially started with seven (7) Technical Education and Skills Development Authority (TESDA) approved vocational – technical courses including Welding, Automotive, Mechanical Technology, Computer Secretarial, Electronics, and Computer Service Technician. About four hundred (400) students responded to its clarion call when it opened on May 17, 1994.

Additional TESDA courses were opened as more students flocked to the school. Some of the courses added were Basic Seaman Course, Business Technology, Physical Therapy, Certified Nursing Assistant, and Maritime Transportation Technology. The school became very active in technical education affairs. Dr. Fernandez even became the Chairman of the TESDA Regional Committee for Regional Competency and Assessment as well as Vice – Chairman of the Regional Skills Training and Development Foundation. In addition, Dr. Fernandez was elected President of the Regional Association of Technical Schools from

1995 to 2006, as well as being elected President of the Bulacan Association of Technical Schools from 1994 to 2004.

The school's name was changed to Fernandez College of Arts & Technology upon application for recognition by the Commission on Higher Education (CHED). The initial courses applied for were Bachelor of Science (BS) in Accountancy, BS Business Administration, BS Computer Science, BS Computer Engineering, BS Education, Bachelor of Arts (BA) in Political Science and BA Mass Communication. It further expanded its CHED – approved courses with the inclusion of Bachelor of Laws, BS Nursing, BS Maritime Education, Midwifery and BS Hotel and Restaurant Management (HRM). It also opened the Caregiver Course and set up the first and the only (at the time) Caregiver Assessment Center in Bulacan, simultaneous with opening of NC II Assessment Centers for Household Services, Health Care Services, Food and Beverage, and Bartending. It was also the first college in Bulacan to offer ladderized courses in Information Technology (IT) and HRM.

In 1995, the school opened a branch in Baliwag to cope with its expanding population. Through a school loan from Plantersbank (now China Bank), a five – storey building was constructed in the center of Baliwag, the thriving business center of Northern Bulacan. This enabled the school to cater to more students. By the year 2000, FCAT was awarded the Centennial National Kabalikat Award, together with the Meralco Foundation Institute, for outstanding performance in technical education.

The college has been able to send graduates and on the job trainees around the country and abroad (to Singapore, for example). Likewise, the school had already produced numerous board passers in the professional board examinations for courses like Criminology,

Accountancy, Education, Nursing, Maritime and Law in the past several years. This is a proof of the school's success in its mission to provide more access to employment to the Filipino youth.

Currently, the college has ten (10) flagship courses recognized by CHED: Bachelor of Science in Criminology, Bachelor of Secondary Education Major in Science, Bachelor of Elementary Education, Bachelor of Science in Computer Engineering, Bachelor of Science in Computer Science, BS Computer Science Ladderized Education Program, Bachelor of Science in Hospitality Management, BSHM Diploma Program, Bachelor of Science in Accountancy and Bachelor of Science in Business Administration. For TESDA, FCAT has various recognized courses among them are: Automotive Servicing, HRM Qualification Areas such as Food and Beverage, Caregiving, Health Care Services, welding courses (SMAW, GMAW, GTAW), and many others. Since SY 2016-2017, FCAT has been offering various senior high (SHS) tracks including Academic and Technical Vocational Livelihood. These courses are the nucleus of FCAT's bid to become a university.

With all these achievements, a corporate plan has been adopted for the college to achieve university status in the next ten (10) years. Aside from the main building, additional annexes have been acquired at R.E. Chico and La Rosa Baliwag, Bulacan where buildings have been allocated for College as well as Senior and Junior High. A College of Agriculture annex has been put up in Pinagbarilan.

Hence, the college which was named after the legitimate board of trustees, the Fernandez couple and their two children, continues to fulfill its mission of bringing education to the doorstep of every Filipino, particularly the poor and the indigent.

MISSION AND VISION STATEMENT

Mission

We are here to educate and train students, the global way.

Vision

Seeing our graduates working across the Philippines and around the world, proud and tall as Filipinos.

Quality Objectives Based on Vision and Mission

1. To produce graduates who meet the standards of employers both locally and abroad in terms of knowledge, skill, competency, and attitude (Quality Instruction)
2. To hire and develop faculty and staff with the knowledge, skills, competencies, and attitudes needed to offer quality education (Staff and Faculty Development)
3. To produce and utilize quality research in all academic departments of the school. (Quality Research)
4. To prudently use the resources of the school and systematically improve the same (Quality Infrastructure/Equipment)
5. To constantly improve all quality processes and procedures in the school through our quality system (Quality Management)
6. To have quality linkages with industries and communities outside the school in pursuit of national development (Linkages/Extension Services)
7. To be a leader in developing and implementing quality technical and professional education programs and associated services (Sustainable Operations)

Institutional Outcomes/Goals

Graduates should be:

1. With deep understanding of and good grounding in liberal education which covers the communication, knowledge and skills required by their respective courses
2. With good analytical and intellectual abilities for the proper application of their knowledge and skills at work and in their professional, personal, family and community life
3. With positive attitudes and values in solving professional problems at work as well as personal, family and community life
4. Imbued with the spirit of entrepreneurship, lifelong learning, doing research and love of God and country
5. With interest in and understanding of national and global issues affecting their lives, our nation and the global community

Core Values

The Core Values of Fernandez College of Arts & Technology are:

1. Professionalism
2. Global excellence
3. Active nationalism and spirituality
4. Environmental awareness

Principles of Fernandez College of Arts & Technology (The FC Way)

Fernandez College of Arts & Technology is an active force in improving the lives of Filipinos through pursuit of quality non-sectarian education, truth, and the highest standards of academic excellence. The principles behind the educational services of FCAT (or The FCAT Way) are the following:

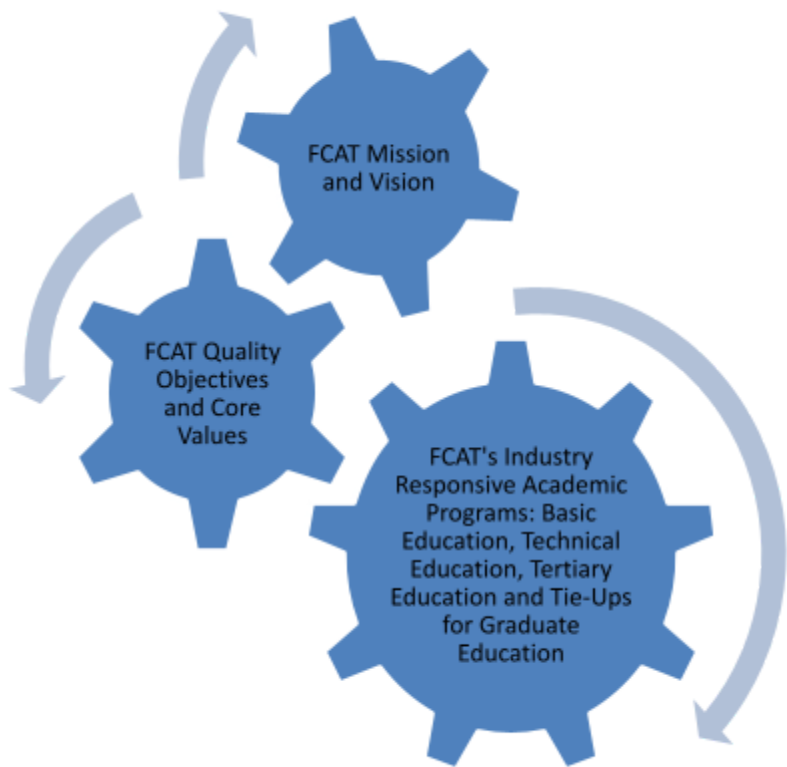
1. We believe quality education should be made accessible to all by denying no one entry on account of color, creed, race, religion or gender.
2. We believe in treating all the stakeholders of the school (employees, faculty, students, and parents) with respect and fairness in accordance with the laws of the land.
3. We believe in generating fair return for the board of trustees of the school putting the growth and development of the school in the forefront
3. We believe that FCAT education should inculcate the highest respect for professional ethics that its employees, students, and graduates might become potent agents for societal change.
4. We believe that FCAT education should aim for global standards of competency that will assist Filipinos in being part of a sustainable and fair global economy.
5. We believe that FCAT education should be instilled with nationalism which will enable its students to think and act for the greater good in the process of nation building.
6. We believe that FCAT education forms worthy citizens, scholars, and professionals who will work to achieve the goal of an empowered, ethical and self-sufficient country.

Guided by these principles:

1. FCAT is an educational community where the students and educators work together to achieve effective and relevant learning.
2. FCAT students are lifelong learners who are committed to excellence and serving the nation.
3. FCAT educators are role-models who are committed to developing their students to the utmost standards of competency, ethics and nationalism.

4. The FCAT learning experience is a dynamic and engaging process focused on the correct application of technology, skills, knowledge, and decision making.

The FCAT Way



WHO IS THE FCAT LEARNER

FCAT recognizes the fact that the students (the FCAT learners) are the central figure in all educational efforts and programs of the school. Within the context of shared learning the students' active and cooperative involvement in all efforts of the schools is vital to their growth as well as attainment of the school's mission. Involvement, therefore, of the students through dynamic academic programs is a must. Nonetheless, essential to these educational efforts is the FCAT learners' commitment to, and acceptance of responsibilities to share in the making of a harmonious environment, where educational objectives are effectively attained.

The FCAT Learner is:

1. An Intellectual

- a. striving to acquire clear and sufficient understanding of applicable knowledge
- b. with the ability to make responsible choices
- c. able to communicate fluently both through writing and speech

2. A Positive Contributor to Society

- a. with knowledge and appreciation of the culture and heritage of the Philippines
- b. with respect for people of all nations, colors, religions, genders, and cultures
- c. who promotes understanding and goodwill in the community
- d. who respects the law and the duly constituted authorities
- e. who gives consideration to the needs of the country in the choice of their career

3. A Professional

- a. with a positive attitude towards work
- b. who strives to attain global standards of competency
- c. who lives up to the highest standard of personal and professional ethics
- d. who has the essential skills and knowledge needed to be employed both locally and abroad

The FCAT Learner's Creed:

- 1. I am a FCAT learner: I will strive constantly to improve myself for my country, my loved ones and my alma mater.
- 2. I am a FCAT learner: I will make decisions based on the highest standards of personal and professional ethics.
- 3. I am a FCAT learner: It is my ambition to become globally competent.
- 4. I am a FCAT learner: I will love my country and be part of nation building.

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New/Changed Section: Added Online Class and Social Media Guidelines

POLICIES

1.0 POLICIES FOR PANDEMICS

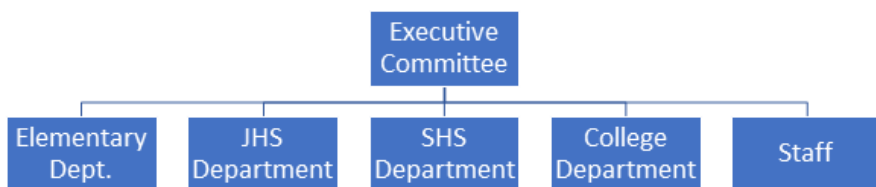
Objectives:

*To ensure the safety of students by ensuring that the pertinent health rules and restrictions imposed by the Inter-Agency Task Force (IATF) and the educational agencies (CHED, TESDA, DepEd) are strictly adhered to.

*To provide learners with the most flexibility in learning content, schedules, access and innovative assessment making use of digital and non-digital tools

Policy Implementation

The Executive Committee shall oversee the implementation of all policies and resolving all possible issues arising thereof. Each department shall resolve issues within their respective capabilities and organizational structure escalating to the Executive Committee where appropriate.



Guidelines for students:

1. During times of pandemics only go to the school with permission from government authorities and the school administration. Do NOT go to the school if there are quarantine restrictions in place. Flexible study arrangements will be used such as self-learning kits (SLKs), video conferencing, learner management systems, etc. as needed.

NOTE: Face to face classes will only be permitted upon the permission of the IATF and other pertinent government agencies otherwise the Online and Distance Learning (ODL) modality will be enforced

2. Always read announcements from official channels of the school such as official school pages, websites and the like. Be informed and follow all directions from the school.

3. You are responsible for your own learning whether online, through SLKs, or other alternative means. You are required to attend to all requirements to pass the courses you have enrolled in. No compliance may result in being dropped or failing.

4. Make sure that you attend all the orientations (whether through online or other allowed means) so you will always be well informed.

5. IF physical presence is allowed and needed be guided as follows:

a. Maintain at least a 1 meter (3 feet) distance between yourself and others to prevent possible infection.

b. Wear a face mask and face shield at all times during class hours. Only remove your mask when you need to eat or drink. Replace your mask promptly. No face mask - no entry.

c. Wash your hands frequently with soap and water or alcohol-based sanitizers.

d. Avoid touching your face and cover your mouth and nose when coughing or sneezing.

e. A temperature check and hand sanitizing is required before entering any of the campuses.

- f. Avoid or reduce exposure to any animals, environments and objects which may possibly carry bacteria or viruses. If necessary, wear Protective Personal Equipment (PPE) such as gloves and disinfect.
- g. Practice good hygiene such as not spitting in classrooms or similar acts.
6. If you feel that you are sick even with minor symptoms, DO NOT go to school. Self-isolate until you recover. Follow the guidelines of the Department of Health (DOH). Consult a health professional if needed.
7. If you feel that you have symptoms of COVID-19 or other pandemic diseases or have been exposed to persons with such disease, you will be required to contact the local health authorities and be tested. Inform your teachers of your condition. You will also need to secure certification that you are fit to study before returning.
8. In case of an emergency and a student starts feeling sick during work, they must be quarantined immediately. Their classrooms should be disinfected. If they have COVID-19 like symptoms, they should be referred to the local health authorities for immediate action.
9. Keep updated on the latest news and information from trusted sources like the government press conferences, official government websites, trusted media companies and the like.
10. In case of any confusion, consult your teacher or adviser or the top management for guidance. Protect yourself at all times.

During the pandemic the registrar will offer registration through 3 means: 1. Online 2. Through Phone and 3. By visiting the office. For office transactions the following shall be observed-

1. Only parents, guardians or FCAT students who are 21 to 59 years old without medical conditions/records during a pandemic will be allowed to enter the school premises.

2. Everyone shall undergo temperature check, foot sanitation at the gate and maintain physical distancing.
3. NO FACE MASK-NO ENTRY policy will be strictly observed.

Physical check-up for learners, teaching and non-teaching personnel

Learners, teaching and non-teaching personnel for SY 2021-2022 and until the end of the pandemic shall undergo a medical check-up with a credible doctor and present the results before start of classes/resumption of duties. FCAT may recommend a doctor if needed. If at any time during the school year there is suspicion that a student or employee has become sick with COVID-19 or other pandemic disease the person in question shall be required to undergo quarantine procedures and present a medical certification before returning to physical classes (once allowed) or work.

Psycho-social intervention of schools' officials, teaching and non-teaching personnel, and learners

The school guidance counselor with the assistance of the guidance advocates and other guidance personnel shall undertake psycho-social intervention for the school officials, teaching and non-teaching personnel and learners to be done at least once during each semester. The schedule shall be left to the school guidance counselor with approval of the management. Additional interventions may be done at the discretion of the guidance counselor.

Disinfect school and work places

FCAT shall follow the following consistent with IATF and DepEd Regional Guidelines:

1. Handwashing facilities with soap, water and hand sanitizer will be made available in designated accessible areas throughout the school.

2. Routine surface cleaning and disinfection shall be done daily especially for surfaces that are often touched or handled.
3. Alcohol, footbaths and temperature checking equipment shall be provided at each main entrance.
4. For offices, plastic dividers shall be used and documents shall be placed in a tray and sanitized.
5. During weekends, the maintenance department shall undertake more rigorous cleaning and disinfection activities to ensure that any infectious materials or surfaces are sanitized.

Online Distance Learning (ODL) and Flexible Learning shall be used as the official teaching/learning method as described below:

- All students will be provided SLKs which will contain the basic information and activities to attain the most essential learning competencies and outcomes
- Online classes and materials will be provided as enrichment to those students with online capabilities for a portion of the required learning hours
- For those students without online capability, distance follow-up through mobile phone will be provided for a portion of the required learning hours
- All other days, asynchronous activities will be done (answering worksheets, assessments, etc.)
- The teachers will have a consultation period with each individual student once a week to ensure the students are meeting the essential learning competencies and outcomes
- Periodical assessments will be given either through take home materials or online methods
- Grading and assessment will take into account the ODL and Flexible Learning modalities

- Face to face classes will only resume upon permission of the IATF, DepEd, and other pertinent government agencies
- Curricular modifications may be implemented at the discretion of the teacher to provide flexibility for the needs of the learners
- The official Learning Management System (LMS) of FCAT shall be Google Workspace for Education. The Basic Education department also utilizes materials from DIWA Learning Systems Incorporated. Other systems and technologies may be used as a back-up in case the official LMS is not available or does not provide the capability needed.
- In case of conflict with other policies, the school administration shall resolve the conflict and announce the policy to be followed
- For other frequently asked questions see the separate detailed guidelines to be issued by FCAT.

2.0 ADMISSION

Admission Requirements

FCAT seeks rigorously and enthusiastically to attract students from various economic levels and academic abilities. It strives to educate a broad range of students, thus, fostering a sense of community among them. FCAT respects students of all religions and cultures.

Admission Requirements:

A. New Students:

High School Card (School Form 9 SHS)

Photocopy of NCAE results

7 pcs. Latest (1x1) colored picture.

Certification of Good Moral Character (original)

Photocopy of PSA Birth Certificate

6 pcs. Mailing envelope, self-addressed and stamped

For Old Students: 1 pc. Latest (1x1) I.D. picture

FOR STUDENTS IN ALLIED MEDICAL COURSES

Aside from the requirements above, applicants for allied medical courses are required to undergo: Physical Examination including Chest X-ray; Urine, stool, and blood tests; and drug test given by a Government Doctor (Physical Examination procedures are discussed under WI 14) Applicants must be at least five (5) feet for women and five (5) feet and two (2) inches for men. Applicants must be in good health with no physical defects

FOR MARITIME STUDENTS (Bachelor of Maritime Transportation – BSMT)

Applicants for BSMT are screened through the following:

1. IQ test
2. Personality Test
3. Math, Science and English Aptitude Test
4. Meet the Physical and Medical requirements of STCW:
 - a) have the physical capacity to fulfill all requirements of Basic Training
 - b) demonstrate adequate hearing and speech
 - c) have no medical condition, disorder or impairment
 - d) are not suffering from a medical condition likely to be aggravated by service at sea
 - e) are not taking any medication that has side effects that will impair judgment, balance and other medical requirements
5. Interview with Dean/Department Head and evaluation of documents

Only students who pass the aforementioned requirements are admitted to the program.

The final decision on acceptance still rests with the Dean/Department Head and if there is good reason a student may be conditionally accepted.

For Caregiver and other TESDA Courses:

For the Caregiver course and other short courses under TESDA, the requirements are as follows:

- *should be able to communicate in Filipino and/or English both orally and in writing

- * be physically and mentally fit

- * have good moral character

- * be able to perform basic mathematical applications

High School Graduate form (SF 9 SHS) or transcript of records (3 pcs)

Certificate of Good Moral

2 pcs 2x2 id picture and 4 pcs 1x1 id picture

Marriage contract, if married female (3 pcs)

Long brown envelope 1 pc

B. For Foreign Students

The Admissions office will process admissions of foreign students based on the guidelines provided by the Department of Education and the Department of Foreign Affairs. All admissions of foreign students should be processed by the main registrar of FCAT

Five (5) copies of the Student's Personal History Statement (PHS) containing, among others, his/her left and right thumb-prints and a 2" x 2" photograph on plain white background taken not more than six months prior to submission

Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student-applicant's country of origin or legal residence

Valid Visa (photocopy)

Valid Stay Documents (photocopy)
Valid Passport (authenticated photocopy)
Alien Certificate of Registration (ACR) (photocopy)
Birth Certificate from country of origin (photocopy)
Seven (7) pieces latest 1x1 colored picture

C. Admission of Transfer Students

The Admissions Office under the direction of the School Principal coordinates with the Registrar's Office for the admission of transfer students from other schools. Students who transfer to FCAT must:

1. Present his/her certification of transfer credentials (TOR) if the student was a college student who intends to enroll this school year
2. Fill up completely a certificate of registration
3. Submit report card and permanent record from previous school
4. Submit a certification of good moral character duly signed by the teacher and or principal of the school where the student transferee came from
5. Be available for entrance examination and interview as needed

For transfer students, the first year of schooling is probationary based on the evaluation of the student's classroom performance, attendance and behavior.

Eligibility for extracurricular activities of transfer students is determined by his / her health records until his / her official credentials are verified.

D. Cross Enrollment

Cross – Enrollment during Summer is allowed for students from other institutions subject to the following conditions:

1. The host school can still accommodate them
2. The subjects offered by the host school are congruent to their needs
2. The cross – enrolled student will conform and comply with all the policies and guidelines, and requirements of the school as stated

Requirements:

1. Written permit from the school Registrar to cross – enroll
2. Certification of good moral character
3. Proof of credentials
4. Valid reasons for cross enrolment

E. Enrollment Procedures

1. Secure a Certificate of Registration (COR) and other enrollment forms from the Information Area
2. Proceed to the Department concerned for interview and evaluation
3. Fill up carefully and legibly the certificate of registration and have it signed by the Department Head
4. Proceed to the Registrar’s Office and present the accomplished COR for evaluation and approval
5. Proceed to the Nurses Office for referral for Medical and Dental
6. Go back to the Information Area for assessment of fees
7. Proceed to the Accounting Office for payment of fees
8. Submit all admission credentials and accomplished COR to the Registrar’s Office

9. Present your official receipt and asked for a copy of your COR properly stamped “ENROLLED” and / or “REGISTERED” with initials of the Registrar receiving clerk

Note:

1. The student is not officially enrolled unless all the requirements are complied with, submitted, and received by the Registrar’s Office
2. The student’s copy must be properly stamped and initialed by the receiving clerk
3. The student must inform the Registrar’s Office and principal in writing in case of change of status, address, or telephone number

MANDATORY DRUG TESTING

As per CHED Memorandum Order No. 18 S. 2018 and Sec. 36 (c) of RA 9165, FCAT shall implement mandatory drug testing for the tertiary level as part of its admission and retention policies. The mandatory drug testing shall be done as part of the annual medical examination of students. All guidelines as described in CMO 18 s. 2018 shall be followed in execution of the drug testing.

3.0 ACADEMIC POLICIES

A. Grading Policy

There are four (4) grading periods in one (1) semester: Prelim, Midterm, Semi-Finals and Finals. FCAT follows the two (2) semester system of 1st Semester, 2nd Semester and Summer Classes. Typically, the 1st Semester covers June to October, the 2nd Semester covers November to March and Summer covers April to May.

The numerical 5-Point grading system is being used. The highest possible grade is 1.0 and the lowest possible grade is 5.0. The passing grade is 3.0. On the class cards and grading report, however, a grade of 4.0 is never used only: 3.0, Incomplete (INC), or 5.0. Grades of INC need to be completed within one (1) year or it will be automatically considered a 5.0 (Failing Grade). Possible grounds for INC include missing the Final Examination or a Major Requirement. The grades will be computed as normal once the missing requirement is complied with. Any subject given a grade of 5.0 will need to be re-taken.

Equivalent Numerical 5-Point System

1.0	=	96-100%	Excellent Outcomes
1.25	=	90-95%	Excellent Outcomes
1.5	=	86-89%	Very Good Outcomes
1.75	=	80-85%	Very Good Outcomes
2.0	=	76-79%	Good Outcomes
2.25	=	70-75%	Good Outcomes
2.5	=	66-69%	Satisfactory Outcomes
2.75	=	60-65%	Satisfactory Outcomes
3.0	=	50-59%	Passed Outcomes
5.0	=	49% and below (Failed)	Outcomes Not Achieved (Failed)
INC	=		Incomplete
DRP	=		Officially Dropped

Under the Outcomes Based System any student who misses/fails in the final examination or a major requirement as seen in the syllabus must be given an INC until they complete the requirement if for an excusable ground such as sickness, emergency, etc. They cannot be given a passing grade even if their grade would indicate so. Students are only given one (1) academic year to comply with their missing examination/requirement.

A grade of Dropped is synonymous with No Grade (NG) or No Credit (NC) - which is neither passed nor failed. A student may be given a dropped grade if they comply with the dropping procedure or upon approval of the Dean/Department Head. No provisional, conditional or temporary final grade shall be given to a student.

Final Grades

In determining the Final Grade, the averaging system is used, taking the average from the preliminaries, midterms, semi-finals, and finals. The average of the four periods is the final grade and determines if the student passed or failed.

Bases for rating

PRELIM-FINAL S (Lecture)

Level of Assessment	Percentage	Recommended Criteria			
Assessment 1: Product	30%	Product	20%	Assignment	10%
Assessment 2: Understanding	40%	Exam	30%	Quizzes	10%
Assessment 3: Process	30%	Recitation	15%	Demonstration	15%

PRELIM (Computer Science or with Lab Units)

Level of Assessment	Percentage	Recommended Criteria			
Assessment 1: Product	20%			Assignment	20%
Assessment 2: Understanding	50%	Exam	30%	Quizzes	20%
Assessment 3: Process	30%	Recitation	30%		

MIDTERM-FINALS (Computer Science or with Lab Units)

Level of Assessment	Percentage	Recommended Criteria			
Assessment 1: Product	20%	Product	10%	Assignment	10%
Assessment 2: Understanding	40%	Exam	30%	Quizzes	10%
Assessment 3: Process	40%	Recitation	10%	Laboratory work	30%

The levels are defined as follows:

Product Outcomes – refers to real life application of student understanding usually in the form of tangible evidence such as portfolio of work, projects, assignments, research papers, and the like.

Understanding Outcomes – refers to ideas, principles, and generalizations inherent in the outcomes of the subject. Usually this takes the form of examinations, quizzes, and other assessments which test the 6 facets of understanding: having perspective, empathizing, having self-knowledge, explaining, interpreting, and applying.

Process Outcomes – refers to the demonstration of real life skills needed in the outcomes for the subject. Usually this takes the form of recitation, demonstration, observation or other observable manifestations of competence.

These levels are so designed that they are flexible. Under each level, there may be several criteria used by the faculty. Different subjects may require different criteria. The only requirement is that the total percentages must not change. There is a provided recommended criteria but faculty may add criteria if needed as long as the overall percentages do not change.

For example, if the faculty would like to add the criteria of graph interpretation, he/she just has to look for the appropriate area which would be Understanding Outcomes (interpretation is a facet of understanding) then decide whether to consider it a quiz, part of the exam, or change the ratio of percentages altogether. Any deviation from

the recommended grading should be approved by the Dean/Department Head first.

Academic accommodations may be made for students with disabilities or with special needs provided that the accommodation is reasonable. In cases where the needs of such individuals cannot be met by the school counseling or referral is given when necessary.

All our TESDA Courses under Competency Based Training the grading system follows/adheres to the policies governing assessment and certification procedures which are contained in the Training Regulation (WTR) registered programs, the grading system is based on the Institutional assessment conducted in our institution, no numerical value shall be used in the grading system.

Below is the format of the Student's Rating Form under TESDA Courses.

FC-Registrar's Form-012

(Official Seal Box)



FERNANDEZ COLLEGE OF ARTS & TECHNOLOGY
 Gil Carlos St., Balinguag, Bulacan

OFFICIAL TRANSCRIPT OF RECORDS

Name: _____ Address: _____
 Date of Admission: _____ Date of Graduation: _____
 Course Completed: _____ High School Attended: _____
 Entrance Date: _____ Year: _____
 Credential Submitted: _____ NCER: _____

Subject Code	Date of Completion	STATUS		Units
		Complete	Not Complete	

Remarks: _____

Any erasure or alteration on this transcript renders the whole transcript invalid unless initiated by the Registrar.

Registrar

NOT VALID WITHOUT SEAL

Prepared by: _____

OTR Ctrl #: _____

Date Issued

Checked by: _____

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B. Eligibility for Activities

All interscholastic and extracurricular activities of the college students are subject to the rules and regulations of FCAT. Students may not participate in out of school interscholastic and extracurricular activities without endorsement of their Dean and permission from the Student Affairs Office.

C. Academic Honors

Procedures for academic honors for undergraduate and graduating students are as follows:

1. The Registrar's Office will prepare all the records of the students who are qualified for honors based on the grade requirements listed below.
2. The Registrar will call a meeting of all Deans/Department Heads for Deliberation and Evaluation of grades.
3. After the Deliberation and Evaluation, the Registrar will read and present the results to all the committees.
4. The Final Result will be presented to the School President for Approval. Once the School President approves the result, it will be announced and posted at a conspicuous area in the school.
5. All the Deans/Department Heads, the Student Affairs Officer, and Registrar are automatically included in the Committee for Deliberation of Academic Honors.

Requirements and Guidelines for Academic Honors

For Undergraduate Students

With Distinction – has a general weighted average of at least 1.75 with no grade lower than 2.25 in any subject, provided all units are earned at FCAT

With High Distinction – has a general weighted average of 1.50 with no grade lower than 2.00 in any subject, provided all units are earned at FCAT

With Highest Distinction – has a general weighted average of 1.00-1.25 with no grade lower than 1.75 in any subject, provided all units are earned at FCAT

For Graduating Students

Overall performance will consist of:

Academic 70%

Extra and Co-curricular 30%

CHED COURSES

Cum Laude – has a general weighted average of 1.75 with no grades lower than 2.25 in any subject, provided all units are earned at FCAT

Magna Cum Laude –has a general weighted average of 1.50 with no grade lower than 2.00 in any subject, provided all units are earned at FCAT

Summa Cum Laude - has a general weighted average of 1.00-1.25 with no grade lower than 1.75 in any subject, provided all units are earned at FCAT

TESDA COURSES

Academic Distinction - has a general weighted average of 1.75 with no grades lower than 2.25 in any subject, provided all units are earned at FCAT

Outstanding Graduate - has a general weighted average of 1.50 with no grade lower than 2.00 in any subject, provided all units are earned at FCAT

Most Outstanding Graduate - has a general weighted average of 1.00-1.25 with no grade lower than 1.75 in any subject, provided all units are earned at FCAT

Extra and Co-curricular activities

Performance in extra and co-curricular activities covers the achievements of the candidates in all activities outside required academic work (school, regional, national and international levels). This includes participation in authorized student organizations, seminars, school sponsored activities, travel in relation to school work, civic activities and the like as determined by the Committee.

D. Procedure for Changing/Shifting/Adding/Dropping of Subject(s)/Course

Students with valid reasons may shift to another course, change, or add subjects within two (2) weeks after the official start of classes following this procedure:

1. Get adding/changing/dropping form at the Registrar's Office
2. Fill up the form carefully and legibly
3. Proceed to the appropriate Dean/Department Head for the recommending approval of request
4. Go back to the Registrar's Office for the evaluation of the subjects and approval of request
5. Proceed to the Accounting Office for the Assessment and Payment of fees

6. Submit your accomplished form to the Registrar's Office and get your student's copy stamped "ENROLLED" and collect the additional class cards

For Dropping of Subjects follow this procedure:

1. Get dropping form at the Registrar's Office
2. Fill up the dropping form and attach the letter of parent/guardian stating reason for dropping
3. Secure approval of Registrar and Department Head/Dean
4. Proceed to the Finance/Accounting Office for the charges of fees according to the college's policy and give the Accounting Copy
5. Go back to the Registrar's Office and submit your accomplished form but keep the Student's Copy

NOTE: Dropping of subjects is considered official only if the foregoing procedures are completed before the Prelim Exam. Students who are unofficially dropped shall pay their remaining balance at the Accounting Office and will automatically receive a grade of 5.0 (Fail).

E. Procedure for Releasing of School Credentials

1. Get the application form for School Records/Credentials at the Registrar's Office
2. Fill up the application form carefully
3. Proceed to the offices listed in the form for the signing of clearance and get your Statement of Account (SOA) from the Accounting Office
4. Return and submit the application form together with the SOA at the Registrar's Office for the schedule of releasing of credentials. This is the basis of processing of your request for credentials.
5. Get your claim slip with the date of releasing.

Note:

1. Schedule of release is 30 days or 1 month after the date of your filing.
2. Upon claiming of credentials present your Official Receipt (OR) of payment of your credentials and your old school I.D.
3. If a representative will claim your credentials, he/she is required to present a photocopy of his/her I.D. and an Authorization letter if you are below 21 years old or a Special Power of Attorney (SPA) if you are 21 and above.
4. If an undergraduate student will transfer to another school only one Transcript of Records (TOR) will be issued and will be forwarded directly to the accepting school that will send back the half portion of the Honorable Dismissal of the student. (This is a school to school transaction)

F. Homework

Students are expected to do their homework as given. It may either be a follow – up or advanced assignment.

G. Class Cards

Class cards are issued upon registration of the student and are submitted to the teacher upon attendance of his/her classes. The teacher forwards the class cards with the grades of the student to the registrar. The class cards are returned to the students as their record of their grades at the end of each Semester.

H. Students Record

The academic records of the students are kept in the Registrar's Office, while their Statements of Account (SOA) are kept in the Cashiers office. Other records are kept in the Office of Student Affairs.

I. Retention Policy

Academic dismissal will be effected on a student with continuous failures in multiple subjects without any attempt to make improvement (as evaluated by their Dean/Department Head). Failure in at least half (50%) or more of their subjects within two (2) consecutive semesters may be grounds for academic dismissal as decided by the Dean/Department Head in consultation with the Guidance Counselor. In addition, for BSMT students they must:

1. Pass the pre-employment medical examination for seafarers as required by STCW
2. Finish the BSMT program within 6 years after completion of academic requirements. Otherwise the student shall take remedial programs equivalent to one subject per semester.

J. Graduation Policies

As a general rule, no student shall be allowed to graduate unless he or she complies with all academic, non-academic and other requirements imposed by the institution for graduation. This means obtaining passing grades in all subjects in the curriculum (including P.E. and NSTP) and completion of all admissions requirements (such as passing of School Form 9 and 10).

1. Students who complete their course requirements during the summer term shall apply for inclusion in the next graduation rites.
2. Only students who apply for graduation during the designated application period shall be included in the official list of candidates for graduation and the yearbook for that academic year.
3. Students shall apply for graduation with the Registrar's Office in order to be included in the applications for Special Orders even without the intention of joining the graduation rites.

Listing of Graduating Students

1. The Registrar will set a meeting for all prospective graduating students to give application forms for Graduation and explain the requirements
2. The Registrar will announce one on one Interviews for all prospective Graduating students to discuss the results of their application for Graduation, evaluation of their academic records and other requirements
3. Two weeks after the last class of the school year the Registrar will announce the final list of the Candidates for Graduation

In Addition: the issuance of a diploma for BSMT requires:

- a) Completion of academic course requirements and institutional standards;
- b) Completion of the required seagoing service requirements as per CHED (CMO 70 s. 2017) on shipboard training
- c) Completion of basic training (BT)

K. Student Clearance

A clearance is required of every student at the end of the semester and also of those who are graduating or dropping from the course at any school year or grading period. The student should be

cleared from all financial obligations and administrative accountabilities from the different units of the school before the diploma, transcript of records, certification, honorable dismissal, or other similar document/record is issued to him/her.

Procedures for securing Student Clearance

- a. Student fills out the Student Clearance Form available at the Registrar's Office.
- b. The student proceeds to secure the signatures of the department heads indicated in the form.
- c. Once completed, the student presents the clearance to the Registrar's Office so that the amount to be paid for the documents requested may be indicated. Then, the student goes to the cashier to settle the fees and goes back to the Registrar's Office to present the official proof of payment/receipt.
- d. The clerk in-charge issues a slip that indicates the release date of the document/record requested.

L. Student's Duty to Inform Parent/Guardian

It is the duty of the students to keep their parents/guardians informed of their academic standing and the consequences of excessive absences or failures. Notices that may be sent by the school to parents/guardians are merely by way of courtesy. They do not relieve the students of their obligation to inform their parents/guardians of their standing in school.

Therefore, the lack of knowledge about the student's status on the part of the parents/guardians shall not be blamed on the school nor shall the latter be held responsible for such ignorance.

4.0 ATTENDANCE

Attendance is a must for all college students enrolled at FCAT as a requirement for passing their subjects:

Absence

There are no excused absences. According to the rules of the Commission on Higher Education, every student is required to attend no less than 80% of all class periods in a given subject to earn the corresponding units. Twenty percent of the periods are deemed more than sufficient to take care of emergencies such as illness or death in the family, and similar circumstances. For 3 units for example, 12 absences are considered dropped.

Students are required to attend class punctually and regularly. A student who is absent due to illness must submit a physician's certification of his illness, or if absent for some reasons, he must present a letter from his parents or guardian. Any student who accumulates more than the maximum number of absences tolerated in a given subject disqualifies himself from earning any unit of it, and causes himself to be dropped automatically from the class

After every absence from classes, the student must secure a re – admission slip to be presented to his / her professors/teachers so that he/she may resume classes depending upon the approval of Guidance/Registrar.

Process:

1. Bring a letter from your parent/guardian stating the reason for absence.
2. Go to your Department Head/Dean for evaluation signing of the Re – Admission Slip, or in case the Department Head is not present to the Registrar's Office.

3. Proceed to the Accounting Office for the payment of Re - Admission Slip if necessary.
4. Proceed to the Registrar's Office to secure a re-admission slip duly signed by the Registrar and submit the letter of parent / guardian approved and signed by the Department Head/Dean.
5. The slip should be presented by the student to all his/her teachers from whose class / classes he / she had been absent.
6. Return the re – admission slip to the Registrar's Office within three (3) days after issuance (Remember: No Re – admission Slips will be issued if the previous one is not returned).
7. The parent or guardian must be brought to the Registrar's Office to fill up and sign the Guidance Record after the third consecutive absence of the student.

Replacing a Lost Re-admission Slip

1. Write a letter addressed to the Registrar the reason for loss.
2. Submit the letter to the Registrar Office for approval.
3. Pay the necessary fee at the Accounting Office.
4. Present the Official Receipt at the Registrar's Office for Replacement.

Tardiness

Students should be in the school premises five (5) minutes before the start of classes. If a student is not in his/her classroom within five (5) minutes of the time of the class, he/she will be considered late. Only two (2) late arrivals in class will be allowed in a month. Three (3) late arrivals are considered one unexcused absence and will require re-admission.

Excessive Absenteeism

Excessive absenteeism in class without valid reasons will be subjected to corresponding sanctions. In case of illness and hospitalization, a medical certificate and/or physician's certification is necessary. Parents' appearance is likewise needed.

Cutting Classes

Leaving the classroom without permission after classes have started is cutting classes. A student who cuts / skips classes is automatically considered absent in that particular class, however in case of severe cutting of classes the student will be dealt with corresponding disciplinary actions (See Disciplinary Sanctions)

Truancy

Repeated truancy of a student will result in dismissal from FCAT as the case may be.

5.0 DRESS CODE

A. Uniforms

To ensure the positive and uniform appearance of all FCAT College Students, items of apparel must be in accordance with the specifications provided below:

General School Uniform

Female: White long-sleeved blouse with ribbon and blue gray skirt which is 2 inches below the knee with black leather closed shoes

Male: White polo and blue gray pants and black leather closed shoes



College uniform



Criminology

Male and Female: gray pants and grey criminology uniform as prescribed by the department or the approved criminology polo shirt. Black leather shoes with socks are also required.



Criminology Pants

BSMT (Both for Male and Female)

Summer White: White polo with shoulder board, pin, nameplate and white pants with white belt and black leather shoes with black socks (Monday and Friday)

Black liberty: White polo shirt with shoulder board, pin, name plate with black pants and white belt, black leather shoes with black socks (Tuesday and Thursday)



Marine

Hospitality Management (HM)

Corporate Attire (Female)

Bun-styled hair

Medium-sized pearl stud earrings

Corporate make-up

Collared white long sleeves blouse with fuchsia scarf, ribbon-styled knot

Black, long sleeves coat

Black, pencil cut, above knee skirt

Black stockings

Black leather close shoes with heels



Corporate Attire – Male



Corporate haircut
Close shave
Oil free face
Collared white long sleeves polo with
plain fuchsia necktie
Black, long sleeves coat
Black, pants
Black leather shoes

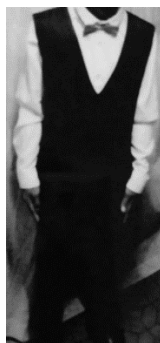
FBS & Bar Uniform for Female

Bun styled hair
Medium- sized pearl stud earrings
corporate make-up
White long sleeves blouse with fuchsia bow tie
Black Vest
Black, pencil cut, above knee skirt
Black stockings
Black leather close shoes with heels



FBS & Bar Uniform for Male

Clean cut hair
Close shave
Oil free face
White long sleeves polo with fuchsia bow tie
Black vest
Black pants
Black leather close shoes



Housekeeping Uniform for Female

Bun-styled hair
Light make-up

White Polo Shirt with:

FCAT logo at the upper left side

Student name at the left sleeve

“Housekeeping” print at the right side, downward text position

“FCAT Hotel” print at the upper middle part at the back

Housekeeping Uniform for Male

Close cut hair

Close shave

White Polo Shirt with:

FCAT logo at the upper left side

Student name at the left sleeve

“Housekeeping” print at the right side, downward text position

“FCAT Hotel” print at the upper middle part at the back

Chef's Uniform for Female

Black toque, bun styled hair

Neckerchief

Black double-breasted with red piping and buttons long sleeves blouse

Black apron

Black slacks pants

Flat, black plastic shoes

Chef's Uniform for Male

Black toque

Neckerchief

Black double-breasted with red piping and buttons long sleeves polo

Black apron

Black slacks pants

Men's black plastic shoes



The schedule of wearing of the different HM uniforms will be posted in their department office with approval of the Registrar and Academic Affairs.

Tourism

Tourism students are required to wear their corporate uniform in the subjects specified by their department head. The corporate uniform consists of:

Female: Set hair, corporate make-up, maroon coat and skirt, white corporate blouse without collar, gold/silver scarf, black stockings, black closed shoes with 2-3 inch heel, bar pin

Male: Corporate hair-cut, oil-free face, black coat and pants, maroon long sleeves, black leather belt, black socks, black leather shoes, bar pin

P.E. Uniform (Boys and Girls)

White T-shirt with FCAT logo and green jogging pants with FCAT logo and rubber shoes



NSTP Uniform (Boys and Girls)

Gray T-shirt with FCAT Logo, jeans or pants (blue or black) and rubber shoes

NOTE: By default, the General School Uniform is worn, schedule of wearing of other uniforms is by Department. Any approved Organizational Shirts should only be worn during approved activities. Students going to the school premises during days when they have no classes should wear either the General School Uniform, P.E. uniform, or NSTP uniform. Wearing the wrong uniform repeatedly is a violation of School Rules and will be subject to disciplinary sanctions (Major Offense #27) .

All instances of non-compliance with the school uniform shall be reported to the Registrar by any persons in authority (such as faculty or staff)

B. Personal Appearance

The students must present a neat, clean, and modest appearance at all times.

1. Any t – shirt worn under the uniform must be solid white, not colored, and free from graphics and must not hang out from outer garment at hemline or sleeves.
2. Removal of polo is not allowed during school hours.
3. Long sleeved shirts under the uniform are not allowed.
4. Adornments like chains, buttons, scarves, caps, and other accessories are not allowed either.
5. All clothes must be appropriately sized and kept clean and in good repair.
6. Jewelry must be neat and modest, no earrings allowed for males, no piercings and tattoos. For girls, simple earrings and a necklace are allowed.
7. Hair styles and accessories should not draw undue attention from other students. E.g. dreadlocks / colored hair
8. Heavy or excessive make – up is not allowed
9. I.D. Card must be worn with all school uniforms

C. Applying for an I.D. Card

Upon enrollment, apply for your I.D. card at the Registrar’s Office.

1. Present your Certificate of Registration and Official Receipt and have your picture/signature taken. For students submitting a 1 x 1 please use corporate attire on a white background. Do not wear any eyewear or other accessories that may obscure your appearance.
2. For the first time I.D. applicants, you may claim your I.D. card in one (1) month from application. For old students, your replacement I.D. may be claimed three (3) days after application.

In cases where I.D.s are not immediately available a temporary I.D. shall be issued which shall only be valid until the date specified.

6.0 STUDENT BEHAVIOR AND DISCIPLINE

FCAT students are expected to exercise self – discipline and exhibit appropriate and respectful behavior in their relationships with superiors, other school officials, visitors, classmates and friends. They are also expected to respect the property rights of other students, the faculty and the school.

Improper behavior will not be tolerated and will be considered ground for disciplinary action.

A. General Policies

Cheating

No academic credit will be given for work obtained by the cheating and standard disciplinary procedures will be followed. Academic cheating includes (but is not limited to) scholastic dishonesty, plagiarism, copyright infringement, copying the work of another, turning in another's work as one's own.

Dismissal from Class

Any student dismissed or sent out from class by the teacher must report immediately to the Guidance office.

Disrespectful Behavior

Disrespectful behavior includes physical or verbal abuse and inappropriate language and gesture. This is subject to disciplinary probation depending upon the severity of the case.

Gambling

All forms of gambling are strictly prohibited at FCAT grounds. Game playing for money is not allowed either.

Off – Limits

Students are not allowed to stay in designated off – limits areas of the school, such as private offices, lockers, and other restricted areas.

Profanity

Profanity is not allowed at FCAT or at any of its functions. A student using profanity may be assigned either detention or in – school suspension depending on the severity of the incident.

Prohibited Substances

Students in possession of marijuana or under the influence of alcohol or any illegal or prohibited drugs during school days or at any school – sponsored event will not be allowed to enter the gate or remain on the school grounds. Immediate notification to parents will be done.

Smoking is likewise prohibited in any place or ground within the school premises. This includes electronic forms of smoking like vaping.

Sexual Harassment and Public Displays of Affection

Sexual harassment by word, gesture, or physical contact is illegal. Sexual harassment considers the intention of the offender only secondary to the sensitivity of the offended. This includes excessive displays of affection which are inappropriate in a public setting like the school.

Threatening Language

Any student making a verbal or written statement or threat of a terroristic nature judged by the administration to be serious will be dealt with accordingly. This includes physical or emotional harm / threat to any student, faculty, staff, building facility and / or school. FCAT is a student friendly school that respects all genders and religions.

Vandalism

Anyone apprehended for vandalism shall be charged with corresponding damages including possible legal prosecution.

Detention

Violation of school rules may result in detention. Detention periods range from 45 min to 3 hours depending upon the gravity of the violation. Detained students may be asked to do work for school. Parents are notified.

Minor Disciplinary Infractions

Corrections or warnings by teachers / staff members are given for inappropriate behavior that is mirror in nature. Should appropriate behavior continue, detention and / other appropriate disciplinary action will be taken.

Major Disciplinary Infractions

Immediate disciplinary action will be taken to any student involved with major infraction. Meeting with parents / guardians is very necessary.

Behavior in the Classroom

Silence and order should be maintained during class hours. If the teacher is late for class, students should wait quietly in the room. If after 15 minutes no member of the faculty comes to take charge of the class, a class officer should report to the Registrar's office. During class hours students should be attentive and cooperative. If a student is sent out from class for any reason, it will be considered an absence. The teacher will report the name of the student and the nature of the behavior to the Registrar and Guidance Counselor.

B. Specific Disciplinary Measures / Sanctions

After due investigation, the following penalties / sanctions shall be imposed to erring student based on the nature and gravity of the violations committed:

- a. **Warning** is a written reprimand sent by the Guidance Counselor to an erring student upon receiving written complaints from any member of the school committee.
- b. **Suspension** is a penalty in which the school is allowed to deny or deprive an erring student of attendance in class for a period not exceeding twenty percent (20%) of the prescribed class days for the school term.
- c. **Exclusion** is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school roll.
- d. **Expulsion** is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines.

C. Major Offenses Subject to Disciplinary Sanctions

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
1. Obstruction, disruption, or stoppage of teaching, administrative duty, or other school activities (including serious disrespect to persons in authority)	1 st	2nd (1 wk)	3 rd	
2. Possession, use, distribution, or bringing inside the campus or into off – campus activities prohibited or regulated drugs				1 st
3. Entering the school premises under the influence of liquor, drinking in the school premises, or smoking in the school premises		1st (1 wk)	2 nd	

Description of Offense	Sanctions			
	Warn ing	Suspen sion	Exclus ion	Expuls ion
4. Theft/robbery (depending on the value of the thing/s stolen)		1st (1 wk)	2nd	
5. Vandalism or destruction of school property (depending on the gravity of the vandalism/destru ction)		1st (2 wks)	2nd	
6. Possession, use, or sale of deadly weapons and/or explosives (includes firecrackers, pillboxes, and the like)				1 st
7. Fighting with and/or inflicting injury on a member or guest of the school community (depending on the gravity)		1st (2 wks)	2nd	

Description of Offense	Sanctions
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	Warn ing	Suspen sion	Exclus ion	Expuls ion
8. Lying in an official matter or investigation	1 st	2nd (1 wk)	3 rd	
9. Extortion through violent threats or blackmail		1st (2 wks)		2 nd
10. Indecent conduct in or off-campus especially while wearing the school uniform	1 st	2nd (1 wk)	3 rd	
11. Forgery of parent's, teacher's, or other school official's signature for any purpose		1st (2 wks)		2 nd
12. Cheating in a quiz, examination, or test (1st offense failed quiz/exam/test; 2nd offense failed grade in subject)	1 st	2nd (1 wk)	3 rd	

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
13. Necking, petting, kissing or more serious acts with the same/opposite sex on the school premises		1st (1 wk)	2nd	
14. Possession, viewing, or distribution of immoral or pornographic pictures/ materials including electronic gadgets such PSP, IPOD, and the like		1st (1 wk)	2nd	
15. Writing or circulating through any means false or malicious information about the school or members of the school community (requires public apology)		1st (2 wks)	2nd	

Description of Offense	Sanctions			
	Warni ng	Suspens ion	Exclusi on	Expulsi on
16. Unauthorized use of the school's or any school official's name for any purpose				1 st
17. Using profane/indecent language or committing vulgar or offensive acts	1st	2nd (1 wk)	3 rd	
18. Unauthorized playing of computer games, installing and uninstalling programs, tampering with computer hardware, downloading, viewing of pornographic/obscene websites, deliberate spreading of viruses and other harmful programs.	1st	2nd (1 wk)	3 rd	

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
19. Plagiarism and other forms of intellectual dishonesty (all grades obtained from such practices will automatically be failed)	1 st	2nd (1 wk)	3rd	
20. Posting of inappropriate material (such as lewd pictures) and/or confidential information (such as regarding grades) on social networks or any website		1st (1 wk)	2nd	
21. Unauthorized collection of any amount from fellow students or any member or the school community for any purpose		1st (2 wks)		2nd

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
22. Unauthorized use or possession of confidential files of the school such as grades, salaries, and other such information		1st (2 wks)		2 nd
23. Lending of ID and other school documents to fellow students or outsiders	1st	2nd (1 wk)	3rd	
24. Deliberate non-compliance with school requirements and deliberate non-attendance of school activities	1st	2-3 (1 wk)	4th	
25. Membership in an unrecognized organization/fraternity/sorority		1st (2 wks)		2 nd

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
26. Gambling, betting, or possession of gambling supplies inside or outside the campus including internet based gambling		1st (2 wks)		2 nd
27. Persistent violation of other school rules, regulations, and codes of conduct	1 st	2-3 (1 wk)	4th	
28. Any other offense or misconduct that is damaging to the school or members of the school community or similar to any of the other offenses mentioned	1 st	2nd (1 wk)	3rd	

C. Disciplinary Process

1. Violation slips are given to students for committing any violations (including tardiness and absences) which the parent should keep for record purposes.
2. The teacher or any school member informs the immediate Department Head/Dean regarding the erring student.
3. The Department Head/Dean conducts an initial investigation and makes a report.
4. Parents/guardians are informed in writing about the erring student.
5. In cases where the situation is not resolved, a private conference will be held between the erring student, the Disciplinary Officer, the parents/guardians, and other members of the Disciplinary Committee.
6. The Head of the Disciplinary Committee makes the final report to the College President
7. The College President reviews and in case may even conduct post investigation before making a recommendation
8. The final decision lies with the College President.
9. Parties involved are informed in writing on the final decision.
10. The decision is announced to the school community.
11. Final copy of the decision is signed by the President and confirmed by both parties. It is filed and kept for future reference.
12. Graduating students who commit offenses meriting expulsion or exclusion and cannot be readmitted to another school may be accommodated. However, they shall not be allowed to join the graduation ceremonies nor will they be issued a certification of Good Moral Character.
13. Scholars who commit any violation of school policies may forfeit their scholarship based on recommendation of the Disciplinary Committee.

Special Disciplinary Cases – Bullying and Sexual Harassment

Cases involving Bullying and Sexual Harassment are covered by laws and therefore have their own procedures. Please see Appendix H.

7.0 COLLEGE LIFE AT FCAT

A. Activities

Extracurricular, co-curricular, sports, and other activities are governed by school laws, by-laws, and eligibility rules. Current physical examination results and parents permit are necessary, prior to selected physical activities. All extracurricular and co-curricular activities, especially those to be done outside the school premises must have undergone due consultation, be aligned with the curriculum, and have permission from the school authorities.

B. Assemblies

Students are expected to attend and behave appropriately during school assemblies and go back to their classrooms in appropriate manner. Student Assemblies are guided by the following policies:

A student assembly means any gathering of students sponsored by duly recognized student organizations within the campus for such purposes as the discussion of issues, presentation of a lawful cause, expression of an opinion, or petition for redress of grievances.

A written permit duly noted by the Department Head and approved by the Student Affairs Office is required from any student assembly.

C. Waste Disposal and Environmental Awareness

Students are expected to follow RA 9003 or the Ecological Solid Waste Management Act and segregate their trash into Biodegradable, Non-biodegradable, Recyclable and Toxic/Hazardous Wastes. FCAT students shall participate in initiatives by the school, community and government to conserve our natural resources, avoid pollution and increase environmental awareness.

D. Fire Drills

In the event of fire, an alarm will sound. Students are expected to exit the building quickly and orderly, following the directives of the adults in the area. Students must gather in the designated safe assembly area.

E. Food and Beverages

Food and Drinks are not allowed inside the classroom except for clear bottled water. Packed lunches must be kept with the students' belongings until recess or lunch times.

F. Illness in School

Students, who feel ill and in need of medical attention, will be sent to the school clinic and if necessary, sent home. Parents are notified.

G. Medications

Medications should be taken at home if possible. Prescription medications should only be taken with the direction of the school doctor. Non-prescription medicines may be taken with the direction of the school nurse or teacher.

H. Lost and Found

Lost and found articles are turned in to the Registrar's Office for claim.

I. Lunch and snacks

Eating of snacks and lunch is only allowed in the school canteen, which is inside the campus. The school canteen sells nutritious and affordable food as well as school supplies.

I. School Sponsored Trips

Students must have written permission from their parents / guardian before going on a school sponsored trip. The teacher will clarify with the parents and the students the objectives of the trip and the rules of conduct while on the trip. A waiver has to be signed by the parents / guardian. All school sponsored trips will need to have undergone the consultation process with parents, be aligned with the curriculum, and have permission from the school authorities.

J. Prohibited Items

Use of cell phones, electronics devices (mp3 players, PSP, etc), and other items which may disrupt classes (such as guitars, etc) during class hours is prohibited. Such devices will be confiscated, documented, and should be claimed by the parents/guardian. First time offenders may claim their confiscated item at the end of the first day otherwise it will be kept for a minimum of one week up to one month. Unclaimed items at the end of the year may be auctioned off or donated to charity. Parents who wish their child to bring a cell phone to school should provide a letter of request explaining the reason.

Devices such as laptops and projectors may be permitted for academic purposes with permission from the school administration.

Charging of such devices as listed above is prohibited unless given permission for academic purposes like mentioned.

Students are also cautioned against bringing excessive amounts of money or jewelry to the school. Students should only bring such money as they need for the day. Savings and other large amounts of money should be deposited in the bank. Payments for tuition fees should be paid to the cashier first thing in the morning.

K. Leaving the Campus

College students are allowed to leave the campus during their vacant hours but not during class hours. Anything that the student needs should be brought in prior to entering the campus. This is for the safety of the students.

L. Suspension of Classes

Classes are automatically suspended with the announcement of: Storm signal no. 1 - Pre-Elementary only

Storm Signal no. 2 – Pre-Elem, Elem, and High School

Storm Signal no. 3 – All Levels

If no storm signal is declared, parents/guardians shall have the discretion of allowing their children to go to school. If otherwise, their children will be excused from their classes.

The school officials may only suspend or cancel classes due to weather conditions if there is immediate threat to life and property. The Local Government also has authority to suspend classes.

With regard to rainfall warnings, yellow warning means students should take appropriate precautions such as bringing umbrellas and raincoats. Classes may be suspended for orange rainfall warnings upon advice of the school or LGU. All levels will be automatically suspended for red rainfall warnings.

8.0 FINANCIAL POLICIES

A. Tuition and other fees

Tuition for each academic year is determined by the Accounting Office. These include non – refundable fees and other particular fees. Each student's account must always be kept current according to the schedule and arrangement between the parent / guardian and FCAT, Parents of students receiving financial aid, salaries, and wages from the school are required to sign a separate agreement, establishing financial obligations at less than the full rate.

It is the policy of FCAT not to allow any student to take the monthly examinations (Prelim, Midterm, etc) if his / her tuition account is not

current or has not been settled. Transcripts and other credentials will not be released either until all financial obligations are settled.

When paying tuition fees, parents/guardians/students MUST demand a receipt. All balances are recorded in the Statement of Account (SOA) of the student. If there is any complaint, receipts MUST be shown otherwise the amount(s) listed in the SOA shall be the sole basis for computation of the student's payments and balances. The school will NOT be held liable for any payments made through an unauthorized channel without official receipt.

B. Fund raising, Collections, Raffles

All financial matters and activities within the school are subject to the approval of the Office of the President. No money, gifts in kind, collections, nor fundraising drives / campaigns maybe solicited in the name of FCAT without the permission of the President

Student – generated fundraising must also have the approval of the Student Affairs Office prior to gaining the approval of the Student Council and the Student Affairs Office prior to gaining the approval of the President. All money solicited must be turned over and deposited to the Cashiers office before 5:00 pm on the day it was collected. All checks should be made payable to FCAT.

C. Rules Governing Fundraising Campaigns

1. Only duly recognized student organizations are allowed to conduct fundraising activities by filing a letter of request to the Student Affairs office which will be properly endorsed to the office of the President. The letter must include the following:

- 1.1. *Nature and Purpose of the activity,*
 - 1.2. *Date, time and venue of the activity,*
 - 1.3. *In case any fund raising activity will be conducted outside a permit letter from the DTI is necessary.*
 - 1.4. *The manner in which the funds raised will be used.*
 - 1.5. *The names of the officers directly involved in the campaign.*
2. The letter of request must be filed two (2) weeks before the start of the activity.
3. In case of raffles on campus, the following rules shall govern:
- 3.1. *The application to conduct a raffle for fundraising must be accompanied by a permit issued by the DTI subject to the limitations of Rule 1.3 above.*
 - 3.2. *The application should indicate the prizes to be offered, the price per ticket, the drawing date, time, and place, and the manner in which the proceeds, and the manner in which the proceeds will be utilized.*
 - 3.3. *The prizes to be offered in the raffle must be displayed in a central place on the campus; the winners must be conspicuously and widely published around the campus and outside if necessary.*
4. All student organizations shall be allowed one (1) major fund raising activity and the proposed amount shall be reasonable enough for the purpose.
5. No two (2) major fund raising activities sponsored by the student organizations may run simultaneously in a month. The Student Affairs office must fix the schedule.

6. All student organizations granted permissions to hold fundraising activities must file each financial report of activities expenses, and gains within a period of one week after the activity is over.

9.0 STUDENT SERVICES

Policies and information about services and privileges that students can enjoy and the offices that provide such services are found in this section

A. Academic Information and Related matters (Registrar)

1. The Office of the Registrar provides basic academic information regarding:

- ❖ Instructional program offered by the school,
- ❖ General admission requirements
- ❖ Other admission requirements and academic information

2. The Office if the Registrar maintains academic records of students, evaluates the grades of the candidates for graduation and for honors.

3. The Registrar's Office issues certification for completion, requirements, enrollment of students.

4. It also issues permits for removal examinations, validation and honorable dismissal for students seeking transfers.

B. Library Services

The Library provides materials and services to meet the academic needs of the students, teachers and other members of the school community.

Rules and Regulations

The observed Library hours are from Monday to Saturday 8:00 am to 5:00 pm and may be extended up to 6:00 pm as needed. It is closed on Sundays and Holidays

Books are usually for Library use only and are borrowed one at a time for one hour. Overnight loans are checked out during the last hour before the library closes, and returned the following day between 8:00 – 9:00 am.

Students who do not return the books on time will be fined. Payments are covered with receipts.

Lost library books or damaged shall be replaced by a copy that is acceptable to the librarian. In case the book is out of print, the borrower will be charged two times the original cost of the book.

Smoking, eating, littering, drinking are strictly prohibited in the library.

Silence must be observed at all times.

Library Resources

1. The Library contains collections in social sciences, humanities and natural sciences. The basic collection of textbooks and required reading materials are in the reserved section, while current issues in journals of foreign publications are available in the serials and documents section

2. The Library offers circulation, reserve, references, information and reader's advisory services undertaken at the Filipiniana section, bibliography, and indexing and publication section.
3. The Filipiniana research collections include literature, history, political science and bibliography as well as extensive news of major Phil newspapers and periodicals.

C. Curricular Materials

Textbooks and other curricular materials should be purchased by the Students. Only the approved curricular materials are used in class. The Library holds extra copies of all textbooks used for references.

D. Health Services

1. FCAT maintains and protects the general health of the students, gives first aid, and treatment.
2. The FCAT clinic renders referral services to students immediately in need of serious medical attention.

E. Food Services

1. Student meals and snacks are available in the school canteen. Students with packed lunches should eat at the canteen as well.
2. It provides nutritious, delicious, affordable and safe food for everyone.

F. Recreational Services / Facilities

1. Subject to availability of resources the school supports outdoor and indoor games of the students.
2. Recreational facilities like open air and covered venues for cultural presentations are made available for students.
3. Intramural activities are a regular annual activity provided by the school.
4. Use of Recreational Facilities should be during the appropriate P.E. schedule or with permission from the faculty and/or Principal.

G. Sports Development Office

This office is tasked to coordinate closely with academic and non – academic departments or offices regarding the sports activities of the students to continuously improve the administration and management of sports affairs and other sports matters.

H. SCHONET

This office motivates student organizations to undertake cultural activities and coordinates with academic and non academic units for the overall cultural programs of the school. It includes the call for an ethics building program which provides opportunities and activities that will help students attain moral and ethical growth.

I. Audiovisual Services and facilities

Audiovisual materials and services are made available for use subject to the following rules:

1. Audiovisual facilities are available and given free of charge for instruction – related activities.
2. For Organizational activities, a reasonable fee will be charged for payment of the AV personnel.
3. Those desiring to use the AV facilities shall make reservations 1 week before the date of showing.
4. For cultural activities, borrowers must provide their own tapes when audiovisual services / facilities are requested.

J. Office of Student Affairs (OSA)

This office coordinates with the operations of the different units in charge of student personnel services, student health and safety student organizations and publications, athletics, guidance and counseling, cultural and other extracurricular activities, Alumni affairs, research and extension, student placement, student marketing etc.

K. Guidance and Counseling Office

The Guidance and counseling office of the school serves all levels. It is headed by the Guidance Counselor of the school, its staff, and the disciplinary committee which hears and tries cases and / or complaints.

It is established and maintained for the students' welfare. It is committed to the advancement of learning through placement of students into their rightful choice of courses considering their potentials, interests, aptitudes, and personal qualities. The guidance program likewise helps students in their adjustment to school life and provides personalized assistance. It also helps complement classroom learning by providing extra-curricular activities for the students.

L. President's Office

The President's Office shall receive inquiries and requests which cannot be processed without the Approval of the President

M. Accounting Office

The accounting office collects all payments and issues statements of account to parents/guardians.

N. Laboratory Rooms

The air-conditioned computer laboratory room aims to provide effective computer education to all students. The other laboratory rooms are used for scientific experiments, TLE, and the like.

O. Multipurpose Hall

The multi – Purpose hall provides the space for most of the assemblies and cultural activities of the school.

P. Financial Aid and Assistance Program

FCAT Scholarships

ACADEMIC SCHOLARSHIP (Full Scholarship)

- ◆ Students who are with Honors, High and Highest Honors are automatically eligible for Academic Scholarship, students with GWAs of 85 and above (or college equivalent) can also avail of this scholarship upon successful evaluation.
- ◆ No payment of tuition fees only miscellaneous and other fees.

- ◆ An academic scholarship agreement is to be signed by the students, parents and Scholarship Committee
- ◆ Membership to BULNET (Bulacan North East Traders is a cooperative whose aim is to assist the financially challenged in the Bulacan area) is required for the parent / guardian of the scholar.
- ◆ Scholars under this program are obliged to pay for the balance of his/her tuition fees in case of transfer to other schools since this is a privilege extended by the school as a matter of service to the community.
- ◆ Must maintain a GWA as required.

PARTIAL SCHOLARSHIP (50% to 25% SCHOLARSHIP)

- ◆ Partial Scholars are entitled to 50% (GWA of at least 80-84 or college equivalent) or 25% (79% below or college equivalent) discount on tuition fees upon successful evaluation.
- ◆ Parents should pay miscellaneous fees and other fees plus the remainder of the tuition fee.
- ◆ Membership to BULNET (Bulacan North East Traders is a cooperative whose aim is to assist the financially challenged in the Bulacan area) is required for the parent / guardian of the scholar.
- ◆ Scholars under this program are obliged to pay for the balance of his/her tuition fees in case of transfer to other schools since this is a privilege extended by the school as a matter of service to the community.
- ◆ A Partial Study Grant Agreement is to be signed by the students and parents.
- ◆ Must maintain a GWA as required.

STUDENT ASSISTANT (SA) (Full Scholarship)

Student Assistants are required to render assistance to the school as part of their scholarship. No entry grade requirement.

- ◆ Students are given a special tuition fee rate but must still pay miscellaneous and other fees.
 - ◆ Must assist the school for a required number of hours per week.
 - ◆ SAs will be placed in the charge of the different departments of the school.
 - ◆ Must maintain a GWA as required.

All Scholarships are not inclusive of miscellaneous and other fees (books, uniforms, etc)

PROCEDURE FOR THE APPLICATION OF SCHOLARSHIP

1. Present your Senior High School Card or TOR to the Registrar's Office for evaluation, approval, and schedule of Final Interview

NON-FCAT Scholarships

It is the policy of FCAT to assist students with obtaining and maintaining outside scholarships (such as those provided by CHED, TESDA, DepEd, LGUs, NGOs and similar institutions) by providing needed documents and information in processing these scholarships in accordance to the rules of the school. FCAT will not be held responsible, however, for any losses related to non-FCAT scholarship. Students should approach the appropriate offices with details of their non-FCAT scholarships to obtain assistance.

APPENDICES

APPENDIX A Official Organizations

❖ **Supreme Student Council (SC)** – the SC members are the official representatives of the student body in FCAT. They represent the school in official gatherings inside and outside, assist during school functions, organize student activities, represent the interests of the students and provide leadership to their classmates.

❖ **The Hospitality Club (THC)** - is the official organization of all students taking the Hospitality Management (HM) course or related courses. The organization was established to advance the goals and aspirations of the HM students and organize activities that promote talent, skill and knowledge in HM.

❖ **Best Information Technology Students (BITS)** is the official organization of all students taking Information Technology related courses. It was founded to unite the students in the development of their technological knowledge in pursuit of global competitiveness.

❖ **General Education Organization (GEO)** – is an organization for the advancement of knowledge in the general subjects such as English, Science and Filipino. It includes all students taking up minor subjects.

❖ **Junior Philippine Institute of Accountants (JPIA)** – it is the organization of Bachelor of Science in Accountancy students. It aims to help the students improve their self-esteem and develop self-confidence in the field of accounting.

❖ **Junior Philippine Council of Management (JPCM)** – is the organization of all Bachelor of Science in Business Administration students that aims to improve the knowledge of its members regarding management and business through worthwhile activities.

❖ **Junior People Management Association of the Philippines (JPMAP)** – is a strictly professional, non-stock, not for profit organization of the members of companies and schools engaged in or interested in Human Resource Management.

❖ **Nautilus Club (NC)** – the Nautilus Club is the organization that unites all Maritime Students of FCAT and teaches them the true meaning of camaraderie.

❖ **League of Criminology Students (LCS)** - is the official organization of Criminology students in FCAT. It was established to develop active and responsible individuals and help build the right form of leadership.

❖ **Metacognizers Guild (MCG)** – is the official organization of Education students in FCAT. The main goal of TEG is to promote and develop the three domains of learning of the members: Cognitive, Affective and Psychomotor.

❖ **Bulacan Journal** – the Bulacan Journal is the official Student Publication of FCAT. The staff are responsible for writing articles, editing, layout and submission for publication of the Bulacan Journal.

❖ **SCHONET** - the official organization of all FCAT Scholars and affiliates interested in the performing arts such as music, dance and theatre.

❖ **Student Crime Prevention Council (SCPC)** - the major organization tasked with disseminating information regarding how to respond to crimes and disasters.

❖ **Lecturers in Training Program (LIT-P)** – an organization of FCAT students that aims to develop members' communication skills, attitudes, leadership, knowledge and competence to become future lecturers.

APPENDIX B FCAT Hymn

FCAT Hymn – Our School

Lyrics by: Erwin Rommel Y. Fernandez

Arranged by: Angelo Lajom, Raymond Cruz, Keivin Mercado

Fernandez College to you
We'll always return
With gratitude and love
Our hearts will burn...

Chorus:

The years may pass by
And to distant lands we'll fly
But FCAT we'll never forget
But our school we'll never forget

Fernandez College
You've taught us all that we need
We'll make our motherland proud
In words and in deed

(Repeat First Stanza of Chorus 2x)

APPENDIX C School Emblem

The school emblem features four distinct characters symbolizing Arts, Entrepreneurship, Science and Technology which are superimposed in a circle where the symbol of technological progress is inscribed.

At the middle is a burning torch which symbolizes the flame of knowledge, and the source of wisdom. It radiates the brilliance and the light that provides strength and power for Fernandez College of Arts and Technology to produce highly skilled, technologically progressive, and globally competitive graduates. It also symbolizes the light for FCAT in its continuous search for wisdom and quest for quality and excellence particularly in the field of Arts and Technology.

APPENDIX D School Prayer

We give thanks for all the blessings we have received in our lives. We pray for the safety and health of our family and loved ones. We ask for guidance in all our activities today that they may be worthwhile. Let us treat everyone with kindness and fairness as one family. Please keep us away from temptation and harm. Teach us that we may be filled with knowledge and wisdom to fulfill our purpose in the world. We humbly pray for our school and all the faculty, administrators, staff, students and parents.

APPENDIX E Student Publication

The official school publication in the collegiate level is “The Bulacan Journal”

1. The Bulacan Journal shall be composed of the members of the Editorial Board and publications staff who passed the placement examinations
2. An applicant for placement examination shall have the following qualifications:
 - 2.1.1 A general average of 80% (2.5) or above
 - 2.1.2 No failing grade
 - 2.1.3 Recommended by the Adviser.
 - 2.1.4 No record of serious disciplinary action
3. In accordance with section 1 Rule VII of the Campus Journalism Act of 1991, the Placement Examination shall be conducted by a committee composed of a representative from the school administration, one faculty member, and two past editors of the Bulacan Journal (if available).
4. The placement examination shall be conducted at the opening of the school year under the supervision of the Principal.
5. The term of office of the members of the Editorial Board and publication staff shall be for one school year unless dismissed from the college for academic or disciplinary reasons. The vacant position shall be filled in by the Editorial Board from among the qualified nominees submitted by the members thereof and chosen by a two-thirds vote.
6. Press freedom shall be exercised within the bounds of propriety and ethical standards of journalism.
7. The Editorial Board shall prepare a program and a budget for the duration of their term which shall be submitted to the Student Affairs Office.

8. The Bulacan Journal, as the voice of the students of FC shall be guided by the school's mission and vision.

APPENDIX F Guidelines on Academic Honesty

All submitted assignments, papers, examinations, and projects are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published (printed and online) primary and secondary materials, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged.

Whenever ideas or facts are derived from a student's reading and research, the sources must be indicated. A student who reiterates or draws ideas or facts used in another paper that s/he is writing, or has written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

A student's paper and other works are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course, the prior written permission of the instructor/s must be obtained.

APPENDIX G Student Rights and Obligations

Rights – The following rights under the New Philippine Constitution and Education Act of 1982 shall be guaranteed to every bonafide student of FCAT.

A. Rights under the New Constitution:

1. The right to life, liberty and property under due process of law;
2. The right to equal protection of the law;
3. The right against unreasonable search and seizures and illegal arrest;
4. The right to privacy of communication and correspondence;
5. The freedom of speech and expressions;
6. The right of peaceably assembly and to petition the lawful authorities for redress of grievances;
7. The right to freely exercise and enjoy religious beliefs and worship;
8. The liberty of abode and the right to travel;
9. The right to public information;
10. The right for organizations or associations;
11. The right to free access of the court and quasi – judicial bodies and adequate legal assistance;
12. All rights of the accused as provided for under pertinent sections of the Bill of Rights;
13. The right against arbitrary detention;
14. The right to effective and reasonable participation in matters affecting their welfare and student life;
15. The right to academic freedom within the limitations as provided by law;

16. The right to suffrage;
17. The right to health;
18. The right to quality education;
19. The right to select a profession or course of study subject to fair reasonable and equitable admission and academic requirements;
20. The right to balanced and healthful ecology in accord with the rhythm and harmony of nature;
21. All other rights guaranteed under the constitution not mentioned above.

B. Rights under the Education Act of 1982:

1. The right to receive primarily through competent instruction relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
2. The right to freely choose their fields of study and subject to continue their course therein up to graduation except in case of academic deficiency or violation of disciplinary regulations;
3. The right to school guidance and counseling services for making decision and selecting the alternatives of work suited to his potentialities;
4. The right to access his/her own school records, the confidentiality of which the school shall maintain and preserve;
5. The right to issuance of official certificates, diploma, transcript of records, grades, transfer credentials and other similar documents within thirty days from request;
6. The right to publish student newspaper and similar publications, as well as the right to invite resource person during assemblies, symposium and other activities of similar nature;

7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school institution;
8. The right to form establish, join, and participate in organizations and societies recognize by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form establish, join and maintain organizations and societies for purposes not contrary to law;
9. The right to participate in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate body bodies of the school to be determined by the Governing Board;
10. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Obligations – all bonafide students of FCAT shall be covered by all obligations as citizens mandated in 1987 Constitution and those stated under the Education act of 1982

APPENDIX H Procedures on Bullying and Sexual Harassment

Bullying

Bullying is covered by the “Anti-Bullying Act of 2012”. According to Sec. 2 of the mentioned act: “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the

other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (a) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (b) Any act that causes damage to a victim's psyche and/or emotional well-being;
- (c) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- (d) Cyber-bullying or any bullying done through the use of technology or any electronic means.

Anti-Bullying Policies:

1. All campuses of Fernandez College of Arts and Technology (FCAT) are anti-bullying zones and student friendly zones.
2. All faculty, staff, employees, and students of FCAT are responsible for reporting acts of bullying and creating an atmosphere of security and trust.
3. Bullying is prohibited in any campus of FCAT and adjacent areas as well as any area used for school related activities (such as during a field trip or external training).
4. Bullying is prohibited in any area unrelated to the school if it will create a hostile environment of FCAT for the bullied person.
5. Retaliation against the bullied person or any person who reports bullying is prohibited.

6. In the case of the college level, the persons in charge to oversee the anti-bullying policies are the Deans/Department heads and other members of the Disciplinary committee. In the case of the basic education level, the Principal and Guidance Counselor are in the persons in charge. In absence of the said parties, their assistants or officers-in-charge may take over the proceedings if there is need.

7. Education about bullying shall be done during the orientation of students and other appropriate times.

Anti-Bullying Procedures:

1. The bullied person or any school administration, faculty, staff, parent, or guardian may file an anti-bullying complaint filling up the official special complaint form or making a formal letter containing the vital information about the bullying incident such as the persons involved as well as the time, place, and details of the incident. The complaint should be submitted to the persons in charge

2. Anonymous complaints may also be heard through the official e-mail addresses of the school (fcatonline@fcad.com.ph) provided that investigation must be done to warrant actual complaint proceedings. If there is enough evidence of actual bullying, the school through its persons in charge shall serve as the complaining party.

3. False accusations of bullying (especially if done maliciously) may make the original complainant liable to disciplinary proceedings.

4. The persons in charge will conduct a preliminary investigation on the matter – the persons in charge should evaluate the documentary evidence and conduct hearings with the parties involved. If it is determined that bullying or retaliation has indeed occurred then the persons in charge will:

a. Inform the law enforcement agencies if criminal charges as pursuant to the Revised Penal code may be pursued against the perpetrator;

b. Make a report based on the investigation and forward it to the President for review. The report shall contain the recommended action to be taken. The President may have additional investigations done before making a final decision. The decision of the President is final.

Strict confidentiality of the information must be observed. Investigation should take place no more than five working days after receipt of the complaint.

2. The recommended administrative actions are:

Grave Bullying – those cases where there is severe bullying warranting filing of criminal charges and great physical/psychological harm to the victim warrants Exclusion or Expulsion

Less Grave Bullying – those cases where there may or may not be filing of criminal charges and moderate physical/psychological harm to the victim warrants Suspension

Light Bullying – those cases where there is no filing of criminal charges and light physical/psychological harm to the victim warrants Reprimand and Warning

In all cases a public apology must be made to the victim of bullying / retaliation. The penalties listed above are separate from any criminal charge filed against the perpetrator.

3. All parties are informed of the Decision of the President.

4. Both the victim and the perpetrator shall undergo guidance counseling during and after the hearing process. If necessary, referrals to

outside agencies such as psychologists specializing in trauma should be made.

Sexual Harassment

Sexual harassment is covered by the Sexual Harassment Act of 1995. Under the mentioned act sexual harassment is an act or a series of acts involving any unwelcome sexual advance or demand for sexual favor, or other verbal or physical behavior of a sexual nature, committed by a student or a teacher in the school community.

Sexual harassment may occur:

1. In the premises of the workplace or office or of the school or training institution;
2. In any place where the parties were found, as a result of work or education or training

Responsibilities or relations;

3. At work or education- or training-related social functions;
4. While on official business outside the office or school or training institution or during work or School or training-related travel;

5. At official conferences, fora, symposia or training sessions; or
6. By telephone, cellular phone, fax machine or electronic mail.

Forms of sexual harassment are the following:

1. Physical
 - a. Malicious touching
 - b. Overt sexual advances
 - c. Gestures with lewd insinuation

2. Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks
3. Use of objects, pictures or graphics, letters or written notes with sexual underpinnings
4. Other forms analogous to the foregoing.

Anti-Sexual Harassment Policies:

1. Fernandez College of Arts and Technology (FCAT) is a Sexual Harassment free zone and a Gender and Development Aware zone.
2. All faculty, staff, employees, and students of FCAT are responsible for reporting cases of sexual harassment.
3. Sexual harassment is prohibited inside or outside the school as enumerated above.
4. The Committee on Decorum and Investigation (CODI) is in charge of handling all sexual harassment complaints.
5. Education about sexual harassment shall be done during student, staff, and faculty orientation and other applicable times.

Anti-Sexual Harassment Procedures:

1. The complainant/s should appear in person and submit the complaint to the CODI. The complaint/s may use the official special complaint form or a formal letter containing the vital information about the sexual harassment incident such as the persons involved as well as the time, place, and details of the incident.
2. The CODI will conduct a preliminary investigation on the matter – they should evaluate the documentary evidence and conduct hearings with the parties involved. If it is determined that sexual harassment has indeed occurred then the CODI will:

- a. Inform the law enforcement agencies if criminal charges as pursuant to the Revised Penal code may be pursued against the perpetrator;
 - b. Make a report based on the investigation and forward it to the President for review. The report shall contain the recommended action to be taken. The President may have additional investigations done before making a final decision. The decision of the President is final. Strict confidentiality of the information must be observed. Investigation should take place no more than five working days after receipt of the complaint.
3. The recommended administrative actions are:

Grave Sexual Harassment—this includes the following a. unwanted touching of private parts of the body (genitalia, buttocks, and breast); b. sexual assault; c. malicious touching; d. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and e. other analogous cases. Grave cases warrant Exclusion or Expulsion for students and Dismissal for staff, faculty, or employees

Less Grave Sexual Harassment – this includes a. unwanted touching or brushing against a victim’s body; b. pinching not falling under grave offenses; c. derogatory or degrading remarks or innuendoes directed toward the members of one sex or one’s sexual orientation or used to describe a person; d. verbal abuse or threats with sexual overtones; and e. other analogous cases. Less Grave cases warrant Suspension.

Light Sexual Harassment – this includes a. lurid remarks b. use of objects, pictures or graphics, letters or written notes with sexual underpinnings c. other analogous cases. Light cases warrant Reprimand and Warning.

The penalties listed above are separate from any criminal charge filed against the perpetrator.

4. All parties are informed of the Decision of the President.
5. Both the victim and the perpetrator shall undergo guidance counseling during and after the hearing process. If necessary, referrals to outside agencies such as psychologists specializing in trauma should be made.

APPENDIX I Reminders for Parents and Pertinent Policies

The home and the school are partners in the formation of the students. Hence, parents are expected to help and cooperate in the task of educating their children. Parent's refusal to follow the rules and regulations of the school may be a legal ground for denying re-admission to the student concerned.

1. Parents/guardians should be aware of their child's classes. Notice will be given if there are activities after dismissal.
2. Parents/guardians are **STRONGLY** encouraged to attend meetings and other school functions that require their presence.
3. Report cards should be issued to parents/guardians personally and the parents should use this time to talk to the class adviser regarding their child's status. Reports cards should be signed and returned promptly.
4. Parents/guardians who wish to confer with teachers regarding their children should make an appointment at least three (3) days before the desired date.
5. Only parents or legal guardians indicated for the student will be entertained for conferences.
6. Parents/guardians should not use profanity or foul language with any school personnel. Violating this rule may result in advice to transfer the student.

7. Parents/guardians should not confront other students inside or outside the campus in case of fights or conflicts with fellow students. Parents/guardians should address their complaints to the Administration.
8. Parents/guardians should settle their personal conflicts/problems with other parents/guardians outside the school premises with assistance of local officials.
9. Parents/guardians are discouraged from seeing their children during class hours – they should encourage their child’s sense of responsibility by preparing the things they need for school before school hours.
10. The school observes the “NO GIFT POLICY”. Teachers and staff will not accept gifts from parents/guardians.
11. As much as possible parents, guardians, nannies, and drivers are discouraged from entering the classrooms and other school buildings during class hours.
12. FCAT reserves the right to refuse entrance to the campus to any person who poses a security threat or is inappropriately dressed.
13. Parents/guardians and students are requested not to call up nor visit the homes of school administration, staff, and faculty. School related matters are best taken up at the school during office hours.
14. Parents/guardians are encouraged to confine pupils with contagious diseases at home and have them treated as advised by a competent doctor.
15. FCAT is a no smoking area. Parents, guardians, drivers, and nannies are not allowed to smoke in the campus and parking areas.
16. As much as possible, FCAT discourages parents from allowing their children from bringing cellphones, gadgets, and other such devices to the school unless directed by their teachers for academic use.

Pertinent Policies

The following policies are contained in the Manual of Regulations for Private Schools published by CHED in 2008.

► **On attendance and punctuality:** Regularity of attendance and punctuality are required in all classes. A pupil/student who has been absent or has cut classes is required to present a letter of explanation from his/her parents/guardian or bring them to school for a short conference... Habitual tardiness especially during the first period in the morning or afternoon shall not be allowed.

► **On authority to maintain school discipline:** Every private school shall maintain good school discipline inside the campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school.

► **On misbehavior outside the school:** Schools may compel students to keep the norms of conduct expected of members of the academic community, whether on or off campus. Therefore when students misbehave outside campus there is no reason why schools may not impose disciplinary sanctions on them.

► **On imposition of disciplinary action:** School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses and infractions of good discipline. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.

► **On authority to promulgate disciplinary rules:** Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of the law for maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance or publication.

► **On tuition charges:** The student may be charged all the school fees in full if he/she withdraws after the second week of classes...

► **On withholding of credentials:** The release of the transfer credentials of any pupil or student may be withheld for reasons of suspension, expulsion, or non-payment of financial obligations or property responsibility of the pupil or student to the school...

► **In Loco parentis or “in place of parents”:** The school, its administrators and teachers, engaged in child care shall have special parental authority and responsibility over the minor child while under their supervision, instruction, or custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity, or institution.

► **Secrecy of grades:** The Education Act of 1982 provides that a student shall have the right to access his own records, the confidentiality of which the school shall maintain and preserve. Other than the student to whom the school record belongs, they may no longer be divulged to any other person. However, the records may also be obtained upon lawful order of the court.

► **Data Privacy:** In compliance with the Data Privacy Act (DPA) of 2012, FCAT requires all students to sign a Data Privacy agreement to protect all personal and sensitive information that the college collects, processes, and retains upon enrolment of any student.

APPENDIX J Online Class and Social Media Guidelines

Netiquette for Online and Distance Classes

Online and distance education is fun and exciting. However, we need to follow some guidelines to make it a great and respectful experience for everyone.

► Students are recommended to wear their school uniform during on-line classes to promote a healthy school atmosphere. For new students whose uniform is not yet available you may wear your white t-shirt/polo shirt. For PE classes or other classes that need specific attire you will be informed about the required attire by your teacher.

- ▶ Before online classes start make sure each student is done eating, going to the restroom, etc. (If classes start by 9:00, students should be ready to log in by 8:55).
- ▶ Use your official Google Workspace fcac.com.ph account for Google Meet.
- ▶ Students shall inform the teacher if they cannot attend the online classes.
- ▶ For group chats (GC) with the teacher, students should avoid sending discreet messages, selling products, sending indecent and malicious pictures, bullying, etc. Please respect the group chat. Be sure the group chat is kept strictly about academic and class activities.
- ▶ Teachers will check student attendance.
- ▶ During class time students shall leave the camera open (with consideration to their Internet connectivity) and stay on mute unless the teacher asks the student to recite or ask a question. Please turn on your camera when reciting.
- ▶ As much as possible, if the teacher doesn't ask the student to talk, students should type their questions in the chat box instead to avoid disruption of classes.
- ▶ Students should take their online classes in a quiet and distraction free area. Avoid areas with loud sounds and moving people/objects that could disturb the online class.
- ▶ Only the officially enrolled students should be visible. Parents, siblings or friends should not be visible on camera. If there are problems that occur regarding behavior or other problems during online classes please inform the teacher. If the issue is not resolved, talk to the department head.
- ▶ Students, parents and teachers should always use kind and respectful words when talking with each other through chat, text, phone or online. Respect earns respect.

Guidelines in Using Google Workspace for Education (Students)

Greetings! We are pleased to inform you about the guidelines for using your Google Workspace for Education account in Fernandez College of Arts and Technology (FCAT). Google Workspace is the official learning management system (LMS) of FCAT supplemented with other materials to be provided by your teachers. In order to make the most of your Google Workspace, please follow these instructions:

► To log in to your account, use your username which is by default the first letter of your first name followed by your family name. The domain name is @fcatschools.ph (e.g. For Juan Dela Cruz, your username would be jdelacruz@fcatschools.ph). The default pw is fcats1234. You will be prompted to change your password after logging in. Please use Google mail (mail.google.com) for your initial log in.

► Get acquainted with the different applications in Google Workspace. You may visit the following useful links to learn more:

Google	Learning	Center:
https://support.google.com/a/users/?hl=en#topic=9393003		

Google	Classroom	Tutorial:
https://www.youtube.com/watch?v=88idNZxeZbo or search Google Classroom for Students & Parents by EdTech Cafe		

► Use of your Google Workspace account shall abide by the user agreement of Google, the rules and regulations of FCAT, and all other applicable Philippine laws and policies.

► Failure to abide by the above may result in suspension or termination of your account as well as facing administrative and/or legal action.

► Avoid using personal google accounts in accessing your Google Class, Meet, and other school related applications.

► If you encounter any difficulties in accessing or using your account, you may contact your teacher for assistance. If they are not able to resolve the issue, they will escalate the matter to the technical support of FCAT.

►For feedback regarding your Google Workspace for Education experience, please email: feedback@fcad.com.ph

►Upon clearance from FCAT (graduation or transfer out), your Google Workspace account will be deactivated by default after one month.

Social Media Policy

Fernandez College of Arts and Technology (FCAT) (the school) recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Tumblr, Instagram, etc. However, a student or employee's use of social media can pose risks to the school's confidential and proprietary information, reputation, can expose the company to discrimination and harassment claims and jeopardize the company's compliance with business rules and laws.

To minimize these legal risks, to avoid loss of productivity and distraction and ensure that the company's IT resources and communications systems are used appropriately, FCAT expects its students and employees to adhere to the following guidelines and rules regarding social media use.

1. Social media should never be used in any way that violates FCAT's or another company's policies. If your social media activity would violate any of the school's policies in another forum, it will also violate them in an online forum. Employees and students who violate school policies may be subject to disciplinary action.
2. Personal and unauthorized use of social media is never permitted during class or work time by means of the School's computers, networks and other IT resources and communications systems.
3. All contents of the school's IT resources and communications systems are the property of the school. Therefore, employees and students should have no expectation of privacy whatsoever in any

message, files, data, documents, facsimile, telephone conversation, social media post, email, or any other kind of information or communication transmitted to, received or printed from, or stored or recorded on the school's electronic information and communications systems.

4. The school reserves the right to monitor and review every employee's and student's use of company's IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by use of such resources and systems. The school may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

5. Employees and students of the school shall respect the intellectual property and confidential information of the school and shall not disclose its trade secrets, confidential information, intellectual property and personal information of individuals. Employees and students shall not do anything to jeopardize or unwittingly disclose them through use of social media.

Common Sense Guidelines for Use of Social Media

The following section of the policy provides common-sense guidelines and recommendations for using social media responsibly and safely in the best interests of all stakeholders. These guidelines reflect the "duty of loyalty" of all employees and students to their school, and are intended to add not to contradict, limit or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, or contractual obligations.

1. Protect the School's Goodwill and Reputation. You are responsible for what you communicate on social media. Remember what you publish will be available to the public so keep this in mind before you post content.

2. Make it clear in your personal social media that you are speaking on your own behalf. Write in the first person and use your personal email when you communicate in a personal capacity.
3. If you disclose your affiliation as part of the school, it is recommended that you include a disclaimer that your views do not represent those of the school. For example: “The views in this posting reflect my personal views and do not represent the views of my institution.”
4. Use good judgment about what you post and remember that anything you say can reflect on your school even if you do include a disclaimer. Always strive to be accurate in your communications about the school and remember your statements have the potential to result in liability for you and the school.
5. Respect and comply with Terms of Use of All Sites you Visit. Do not expose yourself to legal risk and repercussions.
6. Respect others. Do not post or express a viewpoint about a post (such as liking or commenting) on things that the school’s students, clients, business partners, and stakeholders would find offensive including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language or obscenity, or that is maliciously false.
7. As much as possible for official concerns only contact school authorities through the official communications channels- avoid contacting school personnel through their personal social media which is unrelated to their duties.

APPENDIX K Additional Guidelines for Face to Face Classes for SY 2022-2023

Procedures for Limited Face to Face Classes

This document covers the procedures to be followed by Fernandez College of Arts and Technology (FCAT) for re-opening of limited face to face classes as guided by the CHED-DOH Joint Memorandums and the DepEd-DOH Joint Memorandums.

Alternative Work Arrangements

1. The ratio of teachers who report physically shall be adequate to the number of students.
2. Teachers who are 65 years of age and above or have comorbidities shall not be allowed to report physically and shall engage in work from home arrangements. Those who are over 60 and pregnant shall likewise be advised to consider work at home arrangements.
3. Priority for physical reporting shall be those who reside within the municipality.
4. Service vehicles may be made available as needed by faculty members.
5. The ratio of those who physically report and those who work from home shall be at least 70:30

6. The school shall hold orientations for faculty and staff as well as simulation activities as needed.

Classroom Layout and Structure

1. The number of seats per classroom shall not exceed 12 for Kindergarten, 16 for Grades 1 to 3, and 20 for Grades 4-12. Laboratories for basic education shall not exceed 12 per laboratory. For CHED classrooms, a limit of 1 student for every 1.5 sq.meters shall be followed.
2. Seats shall be at least 1.5 meters apart from each other. Minimum physical distance is 1.5 meters as per CHED guidelines.
3. Markers and stickers shall be available in each classroom to guide the students in their movement and physical distancing.
4. By default, classrooms shall be open air with sufficient ventilation and available electric fans to avoid airborne transmission.
5. In rooms/offices where air conditioners are necessary, HEPA air purifiers shall be provided.
6. Sterilization boxes for learner outputs shall be provided.

School Traffic Management

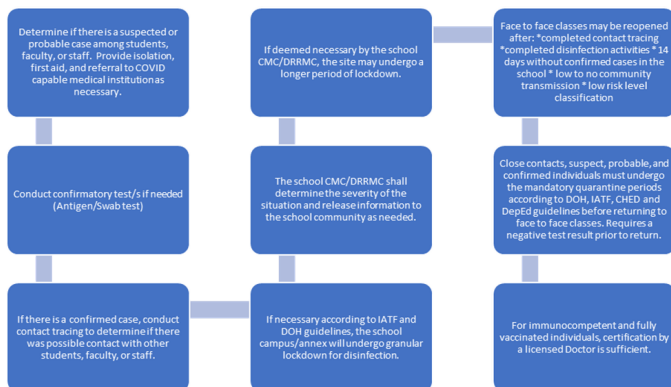
1. The school shall have clear and easy to understand signages to enable effective school traffic management and strengthen health protocols.

Protective Measures, Hygiene Practices, and Safety Procedures

1. Before entering the school premises, all individuals are required to undergo temperature checking and hand disinfection.
2. The school utilizes the Baliwag iamsafe contact tracing system before entering the school. Individuals who do not have the iamsafe QR code must register themselves through the contact tracing form before entry.
3. The committee which is directly responsible for these protective measures, hygiene practices and safety procedures is the crisis management committee (CMC)/disaster risk reduction management committee (DRRMC). A safety officer is assigned as the focal person for the activities of the CMC/DRRMC.
4. The school has sufficient sanitation and hygiene facilities for school goers.
5. There is regular sanitation and disinfection of school facilities, furniture and equipment.
6. The school has a proper disposal system of infectious wastes, such as used tissue and masks, in non-contact receptacles.
7. All students who will participate in limited face to face should be fully vaccinated and have submitted a consent letter.

Communication Strategy

1. The school communicates information regarding policies for social distancing, health protocols, and face to face procedures through its official social media platforms, school documentation (student handbooks etc), official posts at its campuses, the official website, and other official channels as deemed necessary.
2. The school keeps an up to date database of contact information of its learners and their parents/guardians to be used in connection to health protocols abiding by the data privacy laws.
3. The school routinely provides basic information to its learners on hygiene practices and health protocols.
4. The school conducts orientation sessions on eligibility for participation, mechanisms, and procedures needed in the conduct of limited face to face classes.
5. For health protocol related concerns, stakeholders may call 0447980159 (College), 044802-5783 (SHS), (JHS) and (Elem). For email, stakeholders may email fcatonline@fcatschools.com and message through FCAT's official FB page FCAT online.
6. The school may conduct re-orientation sessions as needed in case of resurgences and school lockdowns.



Contingency Plan

1. The above flow chart shall be followed when dealing with COVID suspected, probable, or confirmed cases.
2. In case of lockdown, the school shall utilize online and distance learning to ensure the continuity of learning until the safe resumption of face to face classes. The school shall communicate the information regarding this to all stakeholders via official channels.

Teaching and Learning

1. The school shall ensure that sufficient learning resources are available to students for face to face and online distance learning.
2. The school shall provide an appropriate schedule that caters to both limited face to face and online distance learning modalities. For example, one

week face to face and one week online distance learning (DepEd) or 4-10 scheme (CHED). Maximum stay in school is 4.5 hours for DepEd except Kindergarten which is 3 hours. CHED courses must have no breaks between classes and after attending classes must exit the campus. For higher education students, a cyclical student shifting system shall be implemented such as the 4-17 or 4-10 model.

3. All learners shall be comprehensively profiled and prioritization given to students who have the most difficulty with attending online and distance learning.
4. Attendance monitoring shall be conducted to determine which learners are having difficulty attending face to face classes and may be recommended to return to online and distance learning.
5. Teachers will consult and coordinate with the parents and students regarding the provisions for limited face to face learning.
6. Large gatherings and similar activities will generally be prohibited based on the DepEd, CHED, and IATF guidelines as well as the warning level in the municipality.
7. Contact and non-contact sports activities are only allowed under Alert level 1-2; only non-contact sport activities are allowed under Alert level 3.
8. Off campus activities are subject to approval from the LGU.
9. For face to face extracurricular activities, for Alert Level 3 maximum 30% indoor 50%

outdoor; for Alert Level 2 maximum 50% indoor and 70 % outdoor, for Alert level 1 100% capacity is allowed. Only fully vaccinated individuals are allowed to participate in such activities.

10. One Entry, One Exit policy will be strictly implemented.

Teacher Support

1. The school shall provide support to teachers through PLC (professional learning communities), coaching, mentoring, and training with regard to limited face to face classes.
2. The school shall conduct orientations prior to the start of limited face to face classes with faculty and staff to ensure all are equipped with the necessary knowledge and skills in the implementation of limited face to face classes.

Personal Protective Equipment

1. The school shall ensure that there is sufficient personal protective equipment (PPE) for use in the limited face to face operations. This includes, but is not limited to,; masks, face shields, goggles, gloves, gown, and respirators.
2. There shall be an adequate supply of face masks and other COVID 19 protective equipment.

3. Sanitation and disinfection materials and PPEs shall comply with regulatory requirements.

COVID 19 Case Management

**Strategies to Prevent COVID-19*

1. Temperature check and hand sanitizing is necessary before entering the school premises.
2. Priority is given to non face-to-face communication through official platforms to avoid unnecessary
3. During limited face to face, daily rapid health checks are conducted.
4. Regular disinfection of commonly used areas is conducted.
5. There are provisions for further screening if needed and a temporary waiting area/isolation area for those who need to be brought to the clinic or referred to a medical facility.
6. Orientation and reiteration of health protocols for all faculty, staff, and students is conducted.
7. Applicable records of students' health status and development is maintained according to data privacy laws.
8. During alert level 3, basic education classes will revert to online and distance learning, for higher education during alert levels 4-5 all classes will revert to online and distance learning.

**Strategies to Detect COVID-19*

1. The school coordinates with local health authorities and other applicable agencies in detection of COVID-19 cases.
2. The school shall ensure that data collection and contact tracing activities are carried out according to the IATF and other applicable guidelines.
3. Parents shall be required to inform the school authorities about any COVID-19 related symptoms that their child may be experiencing in a timely manner.
4. A health declaration form must be accomplished by the parents / guardian prior to a student being allowed to attend limited face to face classes.

**Strategies to Isolate and Treat COVID-19*

1. The school shall provide an isolation room for individuals with fever and flu-like symptoms near the entrance.
2. Transport vehicles shall be made available in case there is a necessity to transport an individual to a medical facility.
3. Immediate notification of family members/guardian shall be done in case of such cases.
4. There shall be immediate isolation of personnel / learners who show COVID-19 symptoms followed by proper management and testing.

5. First-aid / emergency health care shall be provided following precautionary measures by the School Nurse or trained clinic teacher followed by referral or transfer as the case may be.
6. There shall be full disclosure of the case to the identified health authority (e.g baranggay health station, rural health unit) for further evaluation or referral to a hospital as needed.
7. There shall be strict adherence to advice from health authorities including possible home quarantine or isolation in a quarantine facility as per DOH guidelines.
8. There shall be strict compliance among those personnel/learners who have tested positive for COVID-19 to not return to school without clearance from medical authorities.
9. The school administration shall provide necessary support for all cases (close contacts, suspect, probable, confirmed) as the case may warrant.
10. The Crisis Management Committee of the school shall ensure the continuity of teaching and learning in line with the school's contingency plan.
11. The school shall follow strictly the guidelines of DOH, CHED, DepEd and the IATF for screening of returning personnel and learners.
12. Those who will participate in limited face to face classes will be required to participate in the medical insurance program of the school. Higher education students shall be registered with PhilHealth.

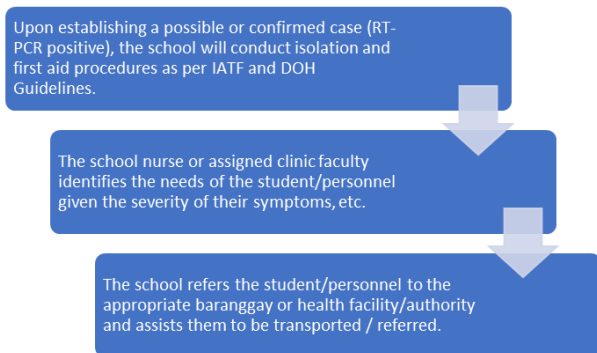
**Strategies to Provide Psychosocial Support for Learners, Teachers and Personnel*

1. The school shall prepare appropriate materials and information on mental health for teachers, personnel, and learners.
2. The guidance counselor/advocate with the assistance of trained teachers will be responsible for facilitating activities fostering mental health.
3. Counseling services for teachers, personnel, and learners shall be made available as needed.
4. Psychosocial support shall be provided for teachers, personnel and learners who are positive, under isolation, or categorized as suspect and probable
5. Referral pathways shall be established and utilized as needed for cases outside of the capability of the school guidance personnel.
6. Parents, guardians, and care providers shall be engaged in promoting mental health and creating a positive learning environment.
7. School-life balance shall be promoted through proper scheduling of school work that will allow learners to enjoy quality time at home.

**Referral System for COVID-19 confirmed and suspected personnel and learners*

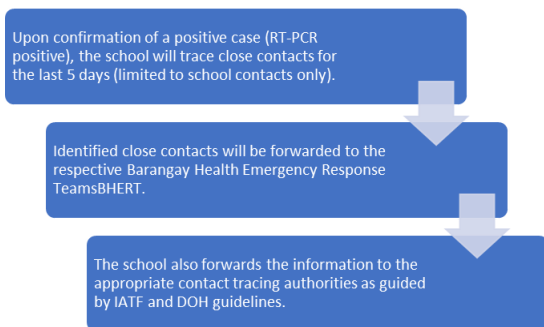
1. The school communicates with the appropriate agencies for school personnel and learners who exhibit flu like symptoms
2. School personnel and learners are referred to the appropriate agencies for assistance as needed

3. Flow chart:



**Established and Clear Contact Tracing and Quarantine System for Close Contacts of COVID-19 confirmed positive cases*

1. The school coordinates with local health authorities in contact tracing and quarantine of close contacts of confirmed COVID-19 positive cases.
2. Family / parents / guardians of the concerned personnel or learner are contacted upon confirmation of a COVID-19 case.
3. Flow chart:



Inclusion of the Most Marginalized

1. The school provides support for marginalized learners and learners with special needs who are enrolled in the school. The school administration together with the teachers and personnel assess and provide support for these learners. Referral services are also provided in case the school personnel cannot provide the required services.

Home School Coordination

1. The school coordinates with the Barangay Local Government Unit (BLGU) or the Barangay Health Emergency Response Team (BHERT) in ensuring that preventive protocols are observed properly.
2. The school orients parents on health protocols and safety measures:

*safe drop-off and pick-up procedures

* Safety precautions and preventive measures while commuting [e.g., wearing of proper face masks and face shields, refrain from talking and eating while in public transportation, ensure adequate ventilation, frequent and proper disinfection, appropriate physical distancing]

* Safety precautions and preventive measure upon entering the school premises

3. The school has a designated waiting area with proper ventilation for parents/guardians.