

Fernandez College of Arts & Technology

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Senior High School (SHS) 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 (FCAT) serves as the students' guideline on any matters involving the Senior High School (SHS) services of the school: objectives, rules and guiding principles. For questions regarding this handbook please email erwinfcatt01@gmail.com or call the Office of the President (044)7667677.

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

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BRIEF HISTORY

Fernandez College of Arts & Technology

Fernandez Colleges (FCAT) was founded on May 17, 1993. It started as Fernandez Institute of Technology (FIT) in Cruz na Daan, San Rafael, Bulacan. The institution initially offered only technical courses namely Automotive Technology, Computer Service Technician, Computer Secretarial, Electronics, Mechanical Technology and Welding and Fabrication.

Seeing the further need to contribute to the changing demands of the community and Bulacan as a whole, FIT – CND expanded to Baliwag, Bulacan in 1994, which became the main campus. From technical courses, FIT offered baccalaureate courses. It was in September 1994 that FIT became FCAT, Fernandez College of Arts and Technology. From the tertiary level, FCAT also expanded to offer the FCAT Technical High School in 2000 and the FCAT Pre-Elementary and Technical Elementary School in 2001. Fernandez College was one of the first to receive its permit to offer Senior High School for SY 2016-2017.

FCAT does not only stand for the talent, intelligence and creativity of the Filipinos but also for the Filipinos' never – ending journey to new heights in the quest for human development and global progress in the years to come. FCAT is now aiming to become a leading provider of Senior High School education in the province.

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

Basic Education Department Vision and Mission

Mission

The mission of the Fernandez College of Arts and Technology Basic Education Department is to provide pre-elementary, elementary,

and high school (both junior and senior) education that is nationalistic, globally competitive, ethical, and outcomes based.

Vision

The Fernandez College of Arts and Technology Basic Education Department is a leading basic education institution in the country and adheres to global standards of excellence.

Departmental Values- 4 Cs

1. Care for others
2. Care for studies
3. Care for doing what is right
4. Care for God

Principles of Fernandez College of Arts & Technology (The FCAT 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.

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.

The FCAT Way



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

POLICIES

1.0 POLICIES FOR PANDEMICS

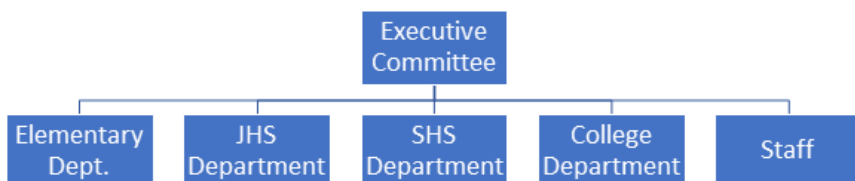
Objectives:

*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. 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

ACADEMIC PROGRAM

Fernandez College offers the following based on the Enhanced Basic Education Curriculum:

Senior High School (has graduated from Junior High School)

This level started being offered last school year SY 2016-2017 and covers Grade 11 and 12. It is a combination of academic subjects for college readiness and technical-vocational electives for job readiness. Fernandez College has multiple programs for Senior High School from Academics to Technical Vocational. The goal of Senior High School is three-fold: First, to make High School graduates globally competitive; Second, to make graduates ready for college; and Third, to make them employable upon graduation through certification via TESDA having either Certificates of Completion (COC) or National Certificates (NC) which are nationally and internationally recognized credentials for employment.

Fernandez College offers the following tracks and strands:

1. Academic Track – this track focuses on college readiness to make graduates globally competitive. Graduates are intended to be ready for higher education in pursuit of their chosen careers.
 - A. Accounting, Business, and Management (ABM) – this strand is intended for those who will take Accounting, Business, Marketing, Economics, and other such related courses in college towards being a certified public accountant and related professions.
 - B. Science, Technology, Engineering, and Mathematics (STEM) – this strand is intended for those who will take Computer Science, Engineering, Health Services and other science related courses in college towards being professionals in these areas.
 - C. Humanities and the Social Sciences (HUMSS) – this strand is intended for those who will take Humanities and Social Sciences related courses in college towards being criminologists, professional teachers, social scientists, hoteliers and related professions.
2. Technical Vocational – this track focuses on employability through globally competitive skills. Graduates are intended to be ready for work through certification in addition Technical Vocational graduates are also eligible to enter college.
 - A. Home Economics – this strand is intended for those who will work in the home economics related businesses such as hotels, restaurants and similar industries. The specializations under this strand include Cookery, Bread and Pastry Production, Food and Beverage Services, Front Office Services, Housekeeping, Travel Services, Local Guiding Services and the like
 - B. Industrial Arts – this strand is intended for those who will work in industrial businesses like construction, manufacturing and similar industries. The specializations under this strand include

Automotive Servicing, Carpentry, Electrical Installation and Maintenance, Shielded Metal Arc Welding, Masonry, and the like.

- C. Information and Communication Technology (ICT) – this strand is intended for those who will work in ICT related businesses such as software development, BPO, computer shops, and similar industries.
- D. Maritime Specialization – this strand is intended for those who will pursue Maritime courses such as Bachelor of Science in Maritime Transportation towards being a professional seafarer.

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 does not discriminate against students due to nationality, ethnicity, race, color, religion, gender or the like. FCAT does reserve the right to refuse enrolment to a student based on the results of their entrance examination, interview, and/or other screening based on their capability to deal with the academic requirements of their level.

A. Senior High School Level – Philippine Graduate of Grade 10

Junior High School Report Card (School Form 9 with LRN)

Certificate of Junior High School Completion (photocopy)

ESC Certificate (if applicable) (photocopy)

PSA Birth Certificate

Certificate of Good Moral Character (photocopy)

7 pieces latest 1x1 I.D. Picture

B. 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
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.

C. Cross Enrollment

Provisions for Cross – Enrollment during summer periods are 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
3. 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 principal / teacher to cross – enroll
2. Certification of good moral character
3. Proof of credentials
4. Valid reasons for cross enrolment

D. Enrollment Procedures

1. Secure a Certificate of Registration (COR) and other enrollment forms from the Information Area

2. Proceed to the Principal/OIC/Guidance for interview and evaluation
3. Fill up carefully and legibly the certificate of registration and have it signed by the processing official together with the evaluation form
4. Proceed to the Nurses Office for referral for Medical and Dental
5. If the student is a transferee, have the transfer documents evaluated at the Registrar's Office before assessment of fees. If the student is a new student, proceed to step 6.
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

3.0 ACADEMIC POLICIES

A. Grading Policy

For grade levels 11-12 under the new enhanced basic education curriculum the following grading system shall be used (As seen in DepEd Order 8 S. 2015). The criteria for grading shall be:

Components	Core Subjects	Academic- All other subjects	Academic- Work immersion, research, etc.
Written Work	25%	25%	35%
Performance Tasks	50%	45%	40%
Quarterly Assessment	25%	30%	25%
Components	Other Tracks – other subjects	Other Tracks – Work immersion, research, etc.	
Written Work	20%	20%	
Performance Tasks	60%	60%	
Quarterly Assessment	20%	20%	

The performance of each student shall be described in the report card based on the following levels of proficiency:

Level of Proficiency	Equivalent Numerical Value
Outstanding (O)	90-100%
Very Satisfactory (VS)	85-89%
Satisfactory (S)	80-84%
Fairly Satisfactory (FS)	75-79%
Did not meet Expectations (D)	74% and below

The target grade for competency is Very Satisfactory (VS).

1. Grading Periods

There are two semesters per school year and four quarters. The 1st and 2nd quarter are in the 1st semester and the 3rd and 4th quarter are in the 2nd semester.

The numerical system of grading is used and grades are expressed in multiples of one. The highest possible grade is 100%. Passing grade is 75%.

2. Quarterly and Semester Grade

In determining the grade for the semester, averaging is used. The average of the 1st and 2nd quarter grade will determine the 1st semester final grade and the 3rd and 4th quarter grade will determine the 2nd semester final grade.

Academic accommodations may be given to persons with disabilities or special needs within reason. Counselling and referrals are done when

necessary particularly if the school cannot meet the need of the individual

3. Description of Components

Written Work

Written work ensures that students are able to express skills and concepts in written form. Written work, which may include long quizzes, and unit or long tests, help strengthen test taking skills among the learners. Items in long tests/quizzes shall be distributed across the content and performance standards so all are adequately covered. Through these, the learners are able to practice and prepare for quarterly assessment and other standardized assessments. Other written work may include essays, written reports, and other written output.

Written work assesses a student's knowledge, understanding and application of skills in written form. It also prepares the student for the quarterly assessments. Written work is usually given at the end of a topic or unit.

Performance Tasks

Performance tasks allow learners to show what they know and are able to do in diverse ways. They may create or innovate products or do performance-based tasks. Performance-based tasks may include skills demonstration, group presentations, oral work, multimedia presentations, and research projects. When appropriate, written work may also be considered as a performance task.

Performance tasks involve students in the learning process individually or by group over time. They give students the opportunity to demonstrate and integrate their understanding and skills in specific real-life situations. They give students the freedom to express and encourage student inquiry, integration, and understanding of concepts in

various contexts. Performance tasks are given at the end of lessons several times during the quarter and at the end of each quarter.

Quarterly Assessments

Quarterly assessments measure student learning at the end of a quarter. These may be in the form of objective tests, performance-based assessment, or a combination thereof. FCAT gives unit exams and periodical exams as quarterly assessments.

Quarterly assessments synthesize all the learning skills, concepts, and values learned in an entire quarter. They are given once at the end of the quarter.

B. Eligibility for Activities

All interscholastic and extracurricular activities of senior high school (SHS) 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 teacher and permission of the Principal/Student Affairs Office.

C. Awards and Recognition (Based on DepEd Order 36 S. 2016)

1. The awards that will be given are classroom awards, grade-level awards, and special recognition. Awards and recognition will be given either by quarter, by semester, or annually.
2. Under classroom awards the following shall be given: Performance Awards for Kindergarten, Conduct Awards (Character traits up to Grade 3; Conduct awards up to Grade 12), Academic Excellence Awards – the following shall be observed for Academic Excellence:

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

3. The students' grades in the previous year level shall not be considered in determining honors. As long as students begin the school year in the school, they are eligible for the honor roll. Students who transferred during the school year will not be eligible for academic honors but may still receive special awards.

4. Any student who has been meted any disciplinary sanction (warning, suspension) is ineligible for honors during the year in which the incident occurred.

5. Perfect attendance awards will also be given every quarter. Approved extracurricular activities do not count as absences.

6. Grade level awards consist of the following: Academic Excellence (see above table, learners shall have passed all learning areas), Leadership award, Award for Outstanding Performance in Specific Disciplines (Athletics, Arts, Communication Arts, Science, Mathematics, Social Sciences, Technical-Vocational Education, Award for Work Immersion (Grade 12 only), Award for Research/Innovation (only for SHS with this subject), Award for Club/Organization, other special awards may be given as agreed upon by the Awards Committee.

7. Special Awards may also be given for learners who have won competitions at the district, division, regional, national, and international level. Special awards will also be given at the Elementary to Junior High School level (one per level) for Achiever (learner with highest academic achievement for the level: Elementary or Junior High), Character (learner

with highest conduct for the level), and Effort (learner with greatest improvement in academic achievement for the level).

8. See DepEd Order 36, 2016 for the exact mechanics and criteria for awards. All awards will be decided upon by the Awards Committee following the procedure in DO 36 S. 2016.

9. In cases of ties between two candidates, both may be declared as awardees. In cases where no learner qualifies no award will be given.

10. The final list of awardees will be recommended by an ad hoc committee consisting of the Principal who acts as chairman, department heads (SHS only)/academic coordinators/OICs/Guidance Advocates, and the advisers of each section. The awards committee should have at least 3 members to make its listing official. The total number shall be an odd number and should not be related to any of the awardees within 2 degrees of consanguinity. The list will be approved by the President of the school. The list of awardees shall be posted in the school and communication made to the students and their parents prior to the recognition activity.

D. Course Dropping/Transferring Policy

The dropping/transferring policy is governed by the following:

1. Dropping/transferring is allowed only until the day before the 1st Examination day for the semester.

2. Dropping/Transferring must be supported with valid reasons and written statement

3. A student who transfers or drops, in writing, within two (2) weeks after the beginning of classes may be charged twenty five percent (25%) of the total amount for the Grading Period if he withdraws within the first week and fifty percent (50%) within the second week, regardless of whether they attended classes. The student may be charged in full for the entire school year if they transfer or drop after the second week of class.

4. No grade will appear in the credentials for dropped subjects. Students who drop according to the policy will be marked “Officially Dropped”. Students who do not follow the dropping policy will be marked “Unofficially Dropped” and will need to be accompanied by their parents and submit a written explanation in order to re-enroll for the following School Year or to claim their credentials. Unofficially dropped students cannot claim refunds.

5. Completion of Clearance is required.

E. Homework

Students are expected to do their homework as given. It may either be an enrichment or advanced assignment.

F. Academic / Progress Report

Progress reports and/or report cards are issued to parents and guardians every after grading period, the main purpose of which is to make the parents aware of the academic status and behavioral attitudes of their children in school. The student’s adviser may request special conferences with the parent as needed. The parent may also request a conference with the teacher at least three (3) days before the desired date.

G. Promotion, Retention, and Remediation

Students who have a failing grade (74% and below) or marked Did Not Meet Expectations (D) shall be required to undergo enhancement lessons after class hours so that they can immediately catch up as they move to the next grading period.

Students are promoted to the next grade level if they have successfully completed all the requirements for all their subjects in

their grade level with a grade of at least 75% or Fairly Satisfactory (FS). The school conducts a reading of grades before the end of each school year to determine which students are eligible for promotion, or need to take summer classes, or be retained in the grade level. The teacher fills out all necessary forms for the student to move on to the next grade level. Please refer to this table for promotion, retention, and remediation for Grades 11-12.

Grade Level	Requirements	Decision
Grade 11-12	Final Grade of at least 75 in all learning areas semester	Can proceed to the next Semester.
	Did not meet expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher level subject.
	Did not meet expectations in any subject or learning area at of the semester.	Must pass remedial classes for failed competencies in the subject before being allowed to enroll for the next semester. Otherwise, the learner must retake the subject.
	Must pass all learning Areas or subjects in SHS	Earn the SHS certificate

A learner must pass all learning areas in the Senior High School (SHS) level to receive a certificate of completion of SHS. Students cannot enroll in college without completing their SHS.

As a matter of policy every learning deficiency should be bridged even for those students whose level of proficiency is above 74% or (D) level.

H. Students Record

The academic records of the students are kept in the Registrar with copies maintained by each applicable department, while their Statements of Account (SOA) are kept in the Cashiers office. Other records are kept in the Office of Student Affairs. A student shall have the right to access his/her own records but other than the student to whom the records belong, they may not be divulged to any other person unless through lawful order of the court. Transfer credentials may be withheld for reasons of suspension, expulsion, or non-payment of financial obligations.

I. Academic Dismissal

Academic dismissal will be effected on a student with continuous failures in subjects without any attempt to make improvement (as evaluated by their adviser and the Guidance Counselor). Being retained within two consecutive years is ground for academic dismissal (exclusion from continued study in the school).

J. Graduation

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 and completion of all admissions requirements.

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.

K. Student Clearance

A clearance is required of a student who is either 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. Students fill 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. Students' Duty to Inform Parents/Guardians

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.

L. Culminating Activities every Quarter

There will be an exhibition of students' performance and/or products at the end of every quarter or semester. This will serve as evidence of learning and/or attainment of performance standards. This will be done on the day of receiving report cards for parents/guardians to witness what the students have learned in their classes or another applicable day.

M. Required School Supplies

Students are expected to furnish their own materials for use in classroom activities. Every day, students should have at least one notebook for their subjects, an assignment/reminders notebook, writing materials appropriate for their grade level, a level appropriate bag, and a handkerchief. The students will be informed by their teachers about any other materials to be brought such for laboratory subjects.

4.0 ATTENDANCE

Attendance is a must for all SHS students enrolled at FCAT as a requirement for passing their subjects. The number of days of class is at least 100 per semester. A student who accumulates 10% (10) unexcused absences will be considered dropped. A student who accumulates excused absences (with supporting documents such as medical certificate) equivalent to 20% (20) or more of the required total number of school days will also be considered dropped. In case a student is absent for a monthly or periodical examination, the student must secure re-admission as stated below and then be scheduled for a special examination date.

A. Absence

In case of absence, a re-admission slip has to be secured following these guidelines.

After every absence from classes, the student must secure a re-admission slip to be presented to his / her teachers so that his/her absence may be excused depending upon the approval of Guidance Counselor/Principal/OIC. A student may be automatically dropped after five (5) consecutive absences without valid reason. Sickness of 3 days or more requires a doctor's certification. Any unexcused absence will be the reason for the school to call a conference with the parents. Absences do not excuse a student from any school requirements missed. They may be allowed by their teacher to make up for missed requirements if it is justifiable. Multiple unexcused absences will result in disciplinary sanctions. (See Major Offense item #27)

Process:

1. Bring a letter with a signature from your parent/guardian stating the reason for absence.
2. Go to the Department Head/Guidance Office for the approval and interview. (In event neither is present an officer in charge may approve the re-admission)
3. Proceed to the Accounting Office for the payment of Re - Admission Slip.
4. Secure your readmission slip and submit the letter of parent / guardian approved and signed.
5. The slip should be presented by the student to all his/her teachers from whose class / classes he / she had been absent.
6. 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 Guidance Counselor/Department Head/OIC with the reason for loss.
2. Submit the letter for approval.
3. Pay the necessary fee at the Accounting Office.
4. Present the Official Receipt for Replacement.

Tardiness

Students should be in the school premises at least five (5) minutes before the start of classes and (15) fifteen minutes early on scheduled flag ceremony days. The SHS flag ceremony will be held either at their department or in their room. If a student is not in his/her classroom within five (5) minutes after the start of a 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. The school follows Philippines Standard Time as seen in dost.gov.ph.

Cutting Classes

Leaving the classroom without permission during class periods is cutting classes. A student who cuts / skips classes is automatically considered absent in that particular class and will need to get a readmission slip. Repeated cutting classes is a major offense (See Major Offense item #27)

Leaving the Campus

SHS students are not allowed to leave the campus during their vacant hours unless required to travel to classes in another building. SHS students may be allowed to have their lunch outside only if they are unable to be accommodated by the canteen but they must leave their ID with the security personnel. SHS students once entering the campus shall stay inside the campus grounds until their last class for the day. It is the student's own responsibility for his/her safety upon leaving the campus and they also assume responsibility for arriving to their next class on time. During official activities that require a student's presence any student who leaves the campus without permission is automatically considered absent for the day and his/her parents will be notified. The student will also be investigated as a major offense. (See Major Offense item #27)

5.0 DRESS CODE

To ensure the positive and uniform appearance of all FCAT Senior High School Students, items of apparel must be in accordance with the specifications provided below: (note: any difference in the official uniform such as unofficial shade of color, logo, or type of cloth will be considered unofficial and improper)

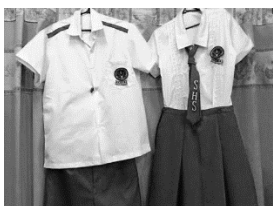
A. Male Students

1. SHS polo shirt with blue gray highlight and patch
 2. Blue gray slacks for SHS
 3. Black closed leather shoes
 4. Socks
 5. School ID
- Sample School Patch



B. Female Students

1. SHS female blouse with necktie and patch
2. Blue gray skirt for SHS
3. Black closed leather shoes
4. Stockings or foot socks
5. School I.D.



C. P.E. days

During P.E. days only, the P.E uniform is worn:

1. FCAT official jogging pants or shorts
2. Official P.E. T – Shirt, and,
3. White rubber shoes.
4. School I.D.



SHS Additional Uniforms

There are SHS tracks and strands which use additional uniforms such as those specialized in Maritime, HRM and Criminology. These uniforms must only be used on the appropriate schedule as directed by their Department Heads. In case not directed by the Department, the general school uniform should be used.

Personal Appearance

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

1. T –shirts worn under a uniform shirt 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 should not be used.
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. For boys, barber’s cut and for girl’s not more than around shoulder length hair tied back with a ponytail and bangs kept neat. E.g. dreadlocks / heavily colored hair is not allowed (lightly colored hair may be accepted on a case to case basis). The school reserves the right to order a student to have his/hair cut after a verbal warning.
8. Heavy make – up is not allowed except when there are occasions in the school.

9. Boy's facial hair should be neatly shaved and finger and toenails kept short and not polished.
10. Use of colored contact lenses is not allowed.

NOTE: By default, the General School Uniform is worn, schedule of wearing of other uniforms is by subject. 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, PE uniform, or appropriate attire as directed in school communications. During days when civilian clothes are allowed, sneakers or casual shoes should be worn, polo or round collar shirts, and long pants (jeans or slacks). No wearing of slippers, flip flops, sandos, mini-skirts, or other indecent attire. Students/visitors may be denied entry if they are wearing inappropriate attire.

A student not wearing the proper uniform will be considered absent. Their parents will be notified and they should submit an apology letter. Consistent failure to wear the proper uniform will be meted with appropriate disciplinary sanctions (See Major Offense #27).

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 and beliefs of other students, the faculty, and the school.

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

A. Minor Offenses

Minor offenses are disciplinary issues that need to be addressed but are not serious enough to warrant a major disciplinary sanction. Minor offenses should first be dealt with through proactive classroom management and counseling. When such measures fail, repetition of minor offenses should then be meted with detention.

Detention

Violation of school rules may result in detention. Detention periods range from 30 minutes to 3 hours depending upon the gravity of the violation. Detained students should be sent to the guidance office or other quiet area to serve their detention. Detained students may be asked to do either extra academic work or reasonable tasks for the school such as cleaning the blackboard or the like. All instances of detention should be recorded and noted in the student's progressive folder. Parents are notified.

If the student continues to incur minor offenses even after multiple periods of detention, then they should be meted with the appropriate disciplinary sanction. (See Major Offense #27).

Minor Offenses include the following:

1. Loud and disruptive behavior anywhere in the school premises.
2. Running, chasing each other, or horseplay in the classroom, laboratories, and other areas for study.
3. Being rude and disruptive in class such as making rude comments or remarks, talking when other students are reciting, and the like.
4. Disrespectful and rude behavior towards other students.

5. Eating inside the classroom, library, and other offices where food is not allowed.
6. Selling of goods, toys, foodstuffs, and other items without permission from the school.
7. Unauthorized entry into classrooms, offices, and restricted areas.
8. Any other offense similar or parallel to those mentioned above.

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 to an erring student upon being found guilty of written complaints. Students with written warnings are considered on probation. Probation is for the duration of 1 grading period, if the student's behavior improves during the time they are removed from probationary status, if they persist in poor behavior and do not improve then they are on probation the whole year and it is considered grounds for withholding permission to re-enroll the following school year. Any violation committed by a student on probation is automatically moved to the next higher sanction level (if possible).
- 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. Suspension is already grounds for withholding permission to re-enroll the following school year.
- 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. Students will not be issued a certificate of good moral conduct.

C. Major Offenses Subject to Disciplinary Sanctions

Description of Offense	Sanctions			
	Warni ng	Suspens ion	Exclusi on	Expulsi on
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 (including vaping) in the school premises		1st (1 wk)	2 nd	

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
4. Theft/robbery (depending on the value of the thing/s stolen)		1st (1 wk)	2 nd	
5. Vandalism or destruction of school property (depending on the gravity of the vandalism/destruction)		1st (2 wks)	2 nd	
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)	2 nd	

Description of Offense	Sanctions			
	Warning	Suspension	Exclusion	Expulsion
8. Lying in an official matter or investigation	1 st	2nd (1 wk)	3 rd	
9. Extortion through violent threats or blackmail		1 st (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)	2 nd	
14. Possession, viewing, or distribution of immoral or pornographic pictures/ materials including electronic gadgets such PSP, IPOD, and the like		1st (1 wk)	2 nd	
15. Writing or circulating through any means false or malicious information about the school or members of the school community (requires public apology)		1 st (2 wks)	2 nd	

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	1 st	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.	1 st	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)		2 nd

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	

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.

C. Disciplinary Process

1. Violation slips are given to students for committing any violations which the parent should keep for record purposes.
2. The class adviser or any school member informs the Disciplinary Officer (or Officer in Charge in the absence of the counselor) regarding the erring student.
3. The Disciplinary Officer (or Officer in Charge in absence of the counselor) conducts an initial investigation and makes a report.
4. Parents/guardians are informed in writing about the erring student.
5. Private conference will be held between the erring student, the guidance counselor/advocate, the parents/guardians, and other members of the Disciplinary Committee.
6. The Disciplinary Committee makes the final report to the Principal.
7. The Principal reviews and in case may even conduct post investigation before making a final decision.
8. Final copy of the decision is signed by the Principal and confirmed by both parties. It is filed and kept by the Disciplinary Officer for future reference.
9. In cases where either of the parties appeals the decision, a follow up hearing will be conducted and the report forwarded to the school President.
10. The final decision lies with the President.
11. Parties involved are informed in writing on the final decision.
12. The decision is announced to the school community.

7.0 STUDENT 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 Principal 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

SHS students are only allowed to leave the campus after their last class for the day. SHS are not allowed to leave for lunch and should either take their lunch at the canteen or eat their packed lunches. SHS students may be allowed to have their lunch outside if they cannot be accommodated by the canteen but must leave their ID with the security personnel. Violations of this may lead to disciplinary action. Anything that the student needs should be brought in prior to entering the campus. This is for the safety of the students. A student may be allowed by their department head to leave the campus for valid reasons but they must leave their ID with the guard.

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 (including SHS)
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.

Classes are likewise suspended on Public Holidays and other special holidays declared by the government and Department of Education (DepEd).

M. No Smoking

Fernandez College of Arts and Technology, as a school zone in accordance with law (RA 9211, Sec. 5a), is a non-smoking zone. No one is permitted to smoke in public buildings such as schools, hospitals, and the like. This includes electronic forms of smoking like vaping.

N. Channels of Information

Information dissemination shall be done primarily through written correspondence. Where written correspondence is not feasible, text messages or electronic mail may be used. The proper channel of information is from the President or Principal, then through the Officers in Charge/Staff, then to the parents through the information officers assigned to each class, then to the students.

For information to be passed to the school, it should first pass through the adviser of the student, to the Officers in charge or staff, then to the Principal and finally to the President if necessary.

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 termed exams (monthly or periodical tests) 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 may be 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 Fernandez College of Arts and Technology. If you wish to deposit directly to the account of the school, please get the account number at the Accounting Department and present your deposit slip at the accounting office.

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 only and the target 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 of 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 Friday 8:00 am to 5:00 pm and may be extended up to 6:00 pm as needed. It is closed on Saturdays, 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. Textbooks

Textbooks should be purchased by the Students (on their own discretion) at the beginning of the semester or the teacher will assign the class president to photocopy only the necessary pages. Only the approved textbooks are used in class. The Library holds extra copies of all textbooks used for reference. Students who avail SCHOLASTIC reading programs can utilize the books through the library.

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. Student Affairs Office (SAO)

This office monitors and supervises student organizations to undertake cultural activities, sports, and other activities and coordinates with academic and non-academic units for the student programs of the school. All co-curricular and extra-curricular activities should be approved by the Student Affairs Office.

H. 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. Those using the AV facilities must provide their own tapes/cds/dvds/files. The AV personnel shall not be responsible for searching for music, movies, and videos needed in the activity.

I. 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 to individual students in their adjustment to school life and provides personalized assistance to individual students. It also helps

complement classroom learning by providing extra-curricular activities for the students.

J. Principal's Office

The Principal's Office deals with all supervisory or managerial concerns of senior high school in cooperation with the department heads and top management. Any matters which require the approval of the overall in-charge of the department should be addressed to the Principal's office.

K. Accounting Office

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

L. 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.

M. Multi-purpose Halls

The multi – purpose halls provide the space for most of the assemblies and cultural activities of the school. Use of these multi-purpose halls is subject to approval and should be requested at least one week ahead of time.

N. Payments and School Supplies

All official payments should only be made through the Accounting Office. Payments made through fixers or other unofficial channels shall not be recognized by the school. Always demand an official receipt for any payments made to the school. The school prefers cash payments, for check payments please coordinate with the school accountant/cashier. Uniforms, patches, textbooks, ID laces, and the like are available at the accounting office. The school canteen provides basic supplies such as pad paper, pens, etc.

O. Financial Aid, Assistance Program, and Voucher Program**SHS Voucher Program (SHSVP)**

Only new Grade 11 students are eligible to avail of the voucher program provided by the Department of Education (DepEd). Voucher recipients receive a subsidy for their tuition fees for their two years of senior high school which is applied directly to their tuition and other school fees through the accounting office (P17,500 for those coming from public high schools and P14,000 for those coming from ESC schools or those who have individually applied for the voucher – this amount is good for two semesters). Voucher recipients are automatically granted the amount given the school processes their records through their Learner Reference Numbers (LRN) or ESC ID numbers. Voucher grantees will be informed of their status as grantees. Voucher grantees may lose their privileges if they:

1. Transfer to a public SHS provider
2. Are excluded or expelled from the school
3. Drop out

Procedure

1. Every year the list of new SHS Voucher recipients is prepared by the school committee taking into account the intention and rules and regulations of the SHS Voucher program.
2. The school management facilitates the submission of all SHS voucher recipients (old and new) through the online portal and submits all documents as needed to the regional PEAC office.
3. The school informs the SHS voucher recipients through official channels regarding the status of their scholarship. The scholarship amount is reflected in their official statements of account.
5. The recipients and the school officers make themselves available for any monitoring or validation of the status of the SHS Voucher recipients.

FCAT Scholarships

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 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 25% (79% below) 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.
- *All Scholarships are not inclusive of miscellaneous and other fees (books, uniforms, etc)*

PROCEDURE FOR THE APPLICATION OF SCHOLARSHIP

1. Present your Junior High School Card 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 LGUs, NGOs and similar institutions) by providing needed documents according 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 and Clubs

❖ **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.

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

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

❖ **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 official student publication.

❖ **Parent Teacher Association** – representatives from the Parents/Guardians who assist during school activities and represent the interest of the Parents/Guardians.

❖ **Faculty Association** – representatives from the faculty who assist during school activities and represent the interest of the faculty.

Other organizations may be organized during the school year with approval from the Student Affairs Office

APPENDIX B FCAT Hymn

FCAT Hymn – Our School

Lyrics by: Erwin Rommel Y. Fernandez, Ed.D.

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, National Anthem, Panatang Makabayan and Panunumpa sa Watawat

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.

Lupang Hinirang (National Anthem)

Bayang magiliw
Perlas ng Silanganan,
Alab ng puso,
Sa dibdib mo'y buhay.

Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.

Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi
Ang mamatay ng dahil sa iyo.

Panatang Makabayan

Iniibig ko ang Pilipinas,
Aking lupang sinilangan,
Tahanan ng aking lahi,
Kinukupkop ako at tinutulungan
Maging malakas, masikap at marangal.
Dahil mahal ko ang Pilipinas,
Diringgin ko ang payo
ng aking mga magulang,
Susundin ko ang tuntunin ng aking paaralan,
Tutuparin ko ang tungkulin
Ng mamamayang makabayan:
Naglilingkod, nag-aaral at nagdarasal
Ng buong katapatan
Iaalay ko ang aking buhay,
Pangarap, pagsisikap
Sa bansang Pilipinas.

Panunumpa sa Watawat

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang
Maka-Diyos
Maka-tao
Makakalikasan at
Makabansa.

APPENDIX E Student Publication

The official school publication in the SHS 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% 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@fcats.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; 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. Report 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 to bring 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 fcat.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@fcat.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

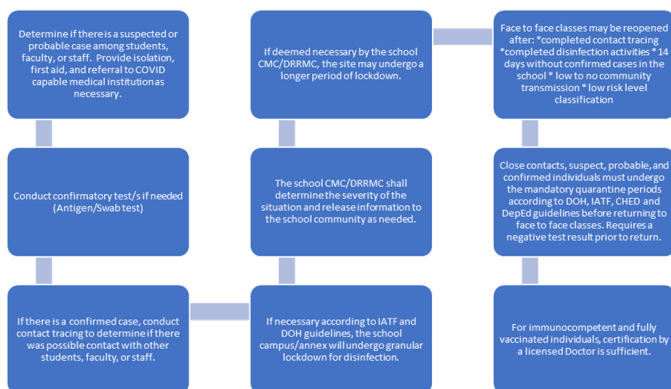
1. The school shall have clear and easy to understand signages to enable effective school traffic management and strengthen health protocols.

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@fcad.com.ph 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.

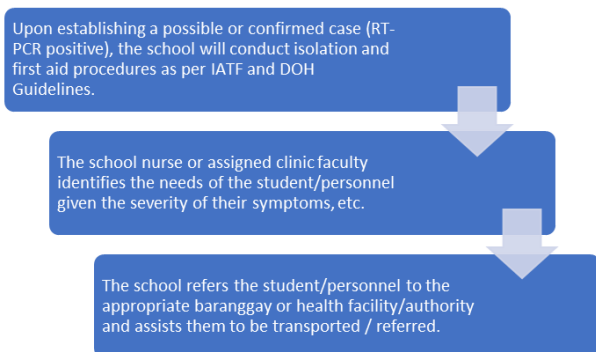
6. There shall be full disclosure of the case to the identified health authority (e.g baranggay health station, rural health unit) for further evaluation or referral to a hospital as needed.
7. There shall be strict adherence to advice from health authorities including possible home quarantine or isolation 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.

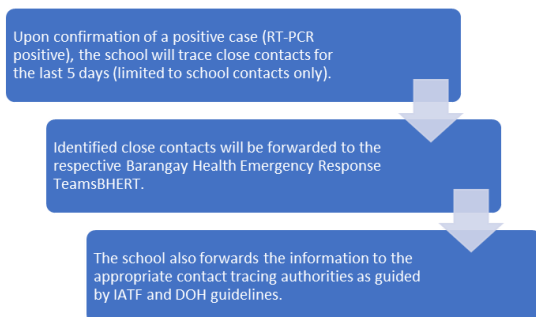
**Referral System for COVID-19 confirmed and
suspected personnel and learners*

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 Baranggay Local Government Unit (BLGU) or the Baranggay Health Emergency Resonse 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.