

Fernandez College of Arts & Technology

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

Parents Handbook (SY 2021-2022/SY 2022-2023)



2021-2024

FCATHANDBOOK05

INITIAL ISSUE: 6/1/11

REVISION: 11

REVISION DATE: 4/28/22

APPROVED BY: The President

Fernandez College of Arts and Technology, Inc
Publisher

Gil Carlos St., Poblacion, Baliwag, Bulacan 3006
Business Address

Phone number: (044) 7980159

Email Address: feedback@fcacat.com.ph

Website: www.fcacat.com.ph

This publication is published and edited on an annual basis
Frequency Statement

Baliwag, Bulacan, Philippines
Place of Publication

FOREWORD

This parent handbook prepared and approved by the Executive Committee of Fernandez College of Arts and Technology (FCAT) serves as the parents'/guardians' guide to the services of the school: objectives, rules and guiding principles.

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

MEMBERS OF THE EXECUTIVE COMMITTEE 2021-2024

Dr. Marcelo V. Fernandez
President

Mrs. Lourdes Y. Fernandez
Exec. Vice-President

Dr. Erwin Rommel Y. Fernandez
Principal/Education Dept./QAM

Mrs. Lorena A. Fernandez
VP for Academic Affairs

Atty. Marcelo Y. Fernandez Jr.
Legal Counsel

Mrs. Ma. Wilma V. Ubaldo
Registrar/AVP for Academics

Mrs. Janice C. Fernandez
AVP Marketing/OSA

Ms. Joanne C. Ermitanio
Associate Accountant

Mr. Jomar Gabatino
Maintenance Dept./HRM

Dr. Lesly Tiongson
Dean, Criminology Dept.

Ms. Jean Nicole S. Jacinto
Librarian

Ms. Monalisa Samson, CPA
Business Admin/Accountancy

Engr. Manuel Bernabe
Ms. Jeanette Gonzales-Eikawa
ICT Department

Jerome Bautista Santos
Asst. Marketing Officer

HISTORY

Fernandez College of Arts & Technology

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

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

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

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

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

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

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

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

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

With all these achievements, a corporate plan has been adopted for the college to achieve university status in the next ten (10) years. Aside from the main building, additional annexes have been acquired at R.E. Chico and La Rosa Baliwag, Bulacan where buildings have been allocated for College as well as Senior and Junior High. Another lot in Pinagbarilan, Baliwag is being developed to offer agricultural courses.

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

MISSION AND VISION STATEMENT

Mission

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

Vision

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

Quality Objectives Based on Vision and Mission

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

Institutional Outcomes/Goals

Graduates should be:

1. With deep understanding of and good grounding on liberal education and the 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 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. Respect for professional ethics
2. Ambition to achieve global standards of competency
3. Active nationalism and spirituality

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

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

1. We believe quality education should be made accessible to all by denying no one entry on account of color, creed, race, religion or gender.

2. We believe in treating all the stakeholders of the school (employees, faculty, students, and parents) with respect and fairness in accordance with the laws of the land.
3. We believe in generating fair return for the board of trustees of the school putting the growth and development of the school in the forefront
3. We believe that FCAT education should inculcate the highest respect for professional ethics that its employees, students, and graduates might become potent agents for societal change.
4. We believe that FCAT education should aim for global standards of competency that will assist Filipinos in being part of a sustainable and fair global economy.
5. We believe that FCAT education should be instilled with nationalism which will enable its students to think and act for the greater good in the process of nation building.
6. We believe that FCAT education forms worthy citizens, scholars, and professionals who will work to achieve the goal of an empowered, ethical and self-sufficient country.

Guided by these principles:

1. FCAT is an educational community where the students and educators work together to achieve effective and relevant learning.
2. FCAT students are lifelong learners who are committed to excellence and serving the nation.
3. FCAT educators are role-models who are committed to developing their students to the utmost standards of competency, ethics and nationalism.
4. The FCAT learning experience is a dynamic and engaging process focused on the correct application of technology, skills, knowledge, and decision making.

The FCAT Way

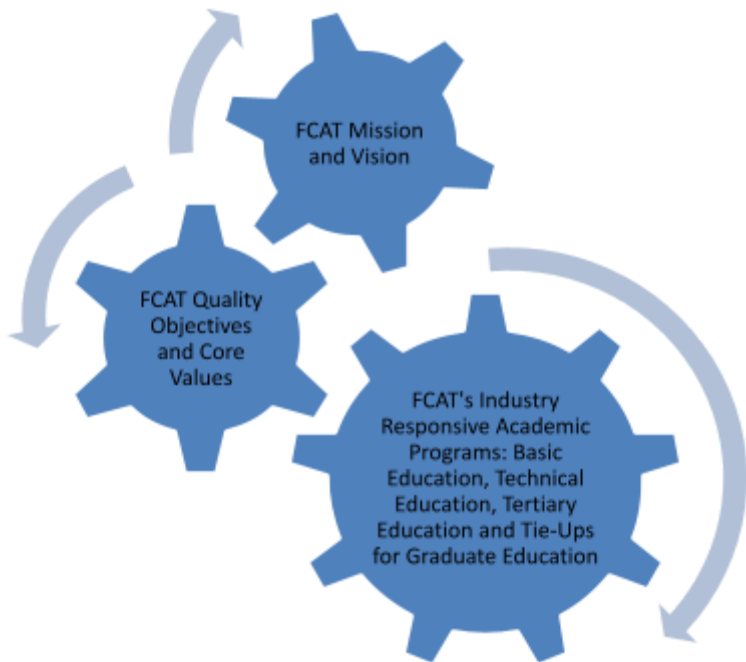


TABLE OF CONTENTS

FOREWORD	3
HISTORY	5
VISION AND MISSION STATEMENT	8
THE FCAT WAY	11
TABLE OF CONTENTS	12
POLICIES	
1.0 Policies for Pandemics	14
2.0 Information and Pertinent Policies for Parents	19
3.0 Admission	23
4.0 Academic Policies	24
5.0 Attendance	28
6.0 Dress Code	30
7.0 Student Life at FCAT	32
8.0 Financial Policies	37
9.0 Student Services	39
10.0 Online Class and Social Media Guidelines	49
11.0 Additional Guidelines for Face to Face Classes for SY 2022-2023	54
New: Online Class and Social Media Guidelines	

POLICIES

1.0 POLICIES FOR PANDEMICS

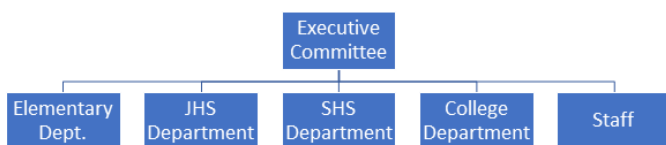
Objectives:

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

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

Policy Implementation

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



Guidelines for students:

1. During times of pandemics only go to the school with permission from government authorities and the school administration. Do NOT go to the school if there are quarantine restrictions in place. Flexible study

arrangements will be used such as self-learning kits (SLKs), video conferencing, learner management systems, etc. as needed.

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

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

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

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

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

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

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

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

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

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

f. Avoid or reduce exposure to any animals, environments and objects which may possibly carry bacteria or viruses. If necessary, wear Protective Personal Equipment (PPE) such as gloves and disinfect.

g. Practice good hygiene such as not spitting in classrooms or similar acts.

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

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

1. Only parents, guardians or FCAT students who are 21 to 59 years old without medical conditions/records during a pandemic will be allowed to enter the school premises.
2. Everyone shall undergo temperature check, foot sanitation at the gate and maintain physical distancing.
3. NO FACE MASK-NO ENTRY policy will be strictly observed.

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

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

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

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

Disinfect school and work places

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

1. Handwashing facilities with soap, water and hand sanitizer will be made available in designated accessible areas throughout the school.
2. Routine surface cleaning and disinfection shall be done daily especially for surfaces that are often touched or handled.
3. Alcohol, footbaths and temperature checking equipment shall be provided at each main entrance.

4. For offices, plastic dividers shall be used and documents shall be placed in a tray and sanitized.
5. During weekends, the maintenance department shall undertake more rigorous cleaning and disinfection activities to ensure that any infectious materials or surfaces are sanitized.

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

- All students will be provided SLKs which will contain the basic information and activities to attain the most essential learning competencies and outcomes
- Online classes and materials will be provided as enrichment to those students with online capabilities for a portion of the required learning hours
- For those students without online capability, distance follow-up through mobile phone will be provided for a portion of the required learning hours
- All other days, asynchronous activities will be done (answering worksheets, assessments, etc.)
- The teachers will have a consultation period with each individual student once a week to ensure the students are meeting the essential learning competencies and outcomes
- Periodical assessments will be given either through take home materials or online methods
- Grading and assessment will take into account the ODL and Flexible Learning modalities
- Face to face classes will only resume upon permission of the IATF, DepEd, and other pertinent government agencies
- Curricular modifications may be implemented at the discretion of the teacher to provide flexibility for the needs of the learners

- The official Learning Management System (LMS) of FCAT shall be Google Workspace for Education. The Basic Education department also utilizes materials from DIWA Learning Systems Incorporated. Other systems and technologies may be used as a back-up in case the official LMS is not available or does not provide the capability needed.
- In case of conflict with other policies, the school administration shall resolve the conflict and announce the policy to be followed
- For other frequently asked questions see the separate detailed guidelines to be issued by FCAT.

2.0 INFORMATION AND PERTINENT POLICIES FOR PARENTS

Greetings! Thank you for enrolling your child at Fernandez College of Arts and Technology (FCAT). Rest assured that we will provide a quality education for your child that is aimed at making your child globally competitive, with a correct attitude, nationalism and spirituality. FCAT strongly believes that 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. Please be aware of the following important information and policies:

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/administrators 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 (including vaping) in the campus and parking areas.
16. As much as possible, FCAT discourages parents from allowing their children from bringing cellphones, gadgets, and other such devices to the school unless directed by their teachers for academic use.

Pertinent Policies

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

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

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

► **On misbehavior outside the school:** Schools may compel students to keep the norms of conduct expected of members of the academic community, whether on or off campus. Therefore when students

misbehave outside campus there is no reason why schools may not impose disciplinary sanctions on them.

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

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

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

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

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

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

► **Data Privacy:** In compliance with the Data Privacy Act (DPA) of 2012, FCAT requires all students to sign a Data Privacy agreement to

protect all personal and sensitive information that the college collects, processes, and retains upon enrolment of any student.

3.0 ADMISSION

ACADEMIC PROGRAM

FCAT offers courses from pre-elementary up to the college level. More information about the program offerings may be obtained from the Registrar or from the respective department offices.

General Admission Policies

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, 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.

The requirements for admission depend on the level and course the student wishes to take.

General 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

4.0 ACADEMIC POLICIES

A. Grading Policy

The grading policy depends on the level of the student enrolled. The grading policies of DepEd differ from that of TESDA and CHED. Please consult the appropriate student handbook or the

adviser/department head of your child for more information about the grading policy.

B. Eligibility for Activities

All interscholastic and extracurricular activities 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 their department head.

C. Awards and Recognition

FCAT gives awards and recognition to students based on merit according to the guidelines for their level and course. There is a general recognition day at the end of every school year. Some awards and recognition are also given on a quarterly or per semester basis.

D. Homework

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

E. 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. For college students, grades are reported through class cards issued at the end of the semester.

F. Promotion, Retention, and Remediation

The general rule is that a student must complete all the required subjects for their year level before being promoted. This varies according to level and course. Students may be retained in their level if they fail to pass all of their required subjects. Students with failing grades shall undergo remediation with their respective subject teachers.

G. Students Record

The academic records of the students are kept by the Registrar, 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.

H. 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).

I. 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.

J. 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.

K. 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.

5.0 ATTENDANCE

Attendance is a must for all students at FCAT. The number of days of class depends on their level and course. A student should not incur excessive absences otherwise they may be considered for dropping. 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. As a general rule, no student shall have absences exceeding 20% of the total number of hours/school days.

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. 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.

Process:

1. Bring a letter with a signature from your parent/guardian stating the reason for absence.
2. Go to the Principal's/Guidance Office for the approval and interview. (In event neither is present the OIC 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/Principal/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. 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 after classes have started 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 in the student handbook)

Leaving the Campus

Students are not allowed to leave the campus during their mandated class schedule. The rules differ for the different levels. For example, Elementary students are not allowed to leave until dismissal while college students are allowed to leave during their vacant hours.

6.0 DRESS CODE

To ensure the positive and uniform appearance of all FCAT students, items of apparel must be in accordance with the specifications provided by their department.

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 a short sleeved uniform shirt are not allowed.
4. Adornments like chains, buttons, scarves, caps, and other accessories are not allowed either.
5. All clothes must be appropriately sized and kept clean and in good repair.
6. Jewelry must be neat and modest, no earrings allowed for males, no piercings and tattoos. For girls, simple earrings and a necklace are allowed.
7. Hair styles and accessories should not draw undue attention from other students. 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 / colored hair are not allowed. The school reserves the right to order a student to have his/hair cut after a verbal warning.
8. 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, sandals, 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 in the student handbook).

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. 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.

D. 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.

E. 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.

F. Medications

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

G. Lost and Found

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

H. 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 in 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

Bringing 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

Once students have entered the campus, they are not allowed to leave until dismissal unless they are college students. Only the Parents/Guardian of the student may request for a student to be allowed to leave the school premises once they have entered. Anything that the student needs should be brought in prior to entering the campus. This is for the safety of the students.

L. Suspension of Classes

Classes are automatically suspended with the announcement of:

Storm signal no. 1 - Pre-Elementary only

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

Storm Signal no. 3 – All Levels

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

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

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

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 such as 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.

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 administration.

Student – generated fundraising must also have the approval of the administration with proper request letters/forms. 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 officer in charge which will be properly endorsed to the administration. 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 at the beginning of the school year (depends on the year level and course). Only the approved textbooks are used in class. The Library holds extra copies of all textbooks used for reference.

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 assisted by the guidance advocate, disciplinary officer 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 and managerial concerns of the basic education department. The office also deals with

the cases referred by the Guidance Counselor or any school member requiring the Principal's attention.

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 ESC/SHSVP

P. ESC (JHS level only)

Only new Grade 7 students are eligible to become new Educational Service Contracting (ESC) grantees. Transferees from other ESC schools are also accepted. ESC grantees receive a subsidy for their tuition fees for their whole junior high school which is applied directly to their tuition and other school fees through the accounting office (P9,000 for Grade 7-8 P8,500 for Grades 9-10). Grantees are recommended to DepEd through the faculty and parent association. ESC grantees must comply with all rules and regulations of ESC and be available for inspection when needed by the concerned authorities from DepEd. ESC grantees will be issued with a sticker to identify them as such. ESC grantees may lose their privileges if they:

1. Are retained in a grade level (fail 3 or more subjects or fail to take summer for a failed subject)
2. Transfer to a non-ESC participating school or public school
3. Are suspended due to disciplinary measures
4. Drop out

Procedure

1. Every year the list of new ESC grantees is prepared by the school committee taking into account the intention and rules and regulations of the ESC.
2. The new grantees fill up their ESC contract and submit the requirements as prescribed.
3. The school management facilitates the submission of all ESC grantees (old and new) through the online portal and submits all documents as needed to the regional PEAC office.

4. The school informs the ESC grantees through official channels regarding the status of their scholarship. The scholarship amount is reflected in their official statements of account.
5. The grantees and the school officers make themselves available for any monitoring or validation of the status of the ESC grantees.

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 grantees 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 grantees 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:

5. Transfer to a public SHS provider
6. Are excluded or expelled from the school
7. 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.

10.0 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 fcatschools.org 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.

11.0 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

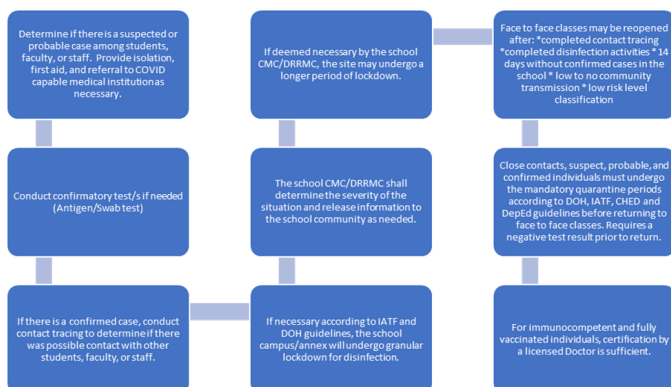
traffic management and strengthen health protocols.

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.

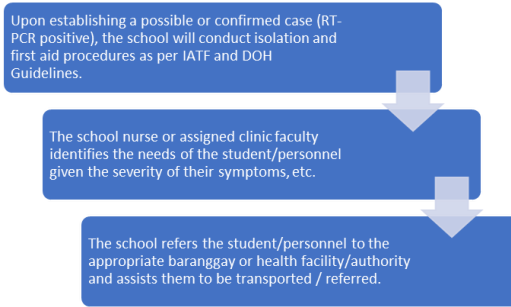
**Strategies to Provide Psychosocial Support for
Learners, Teachers and Personnel*

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.

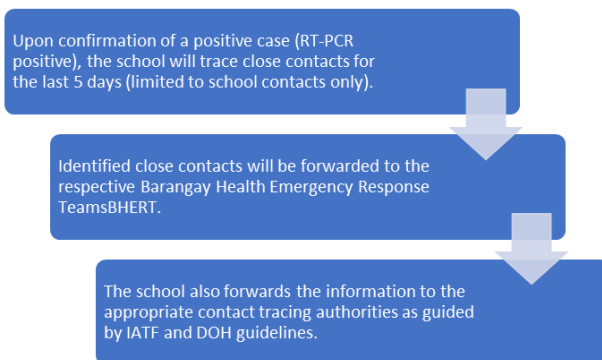
**Referral System for COVID-19 confirmed and suspected personnel and learners*

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.