

# FOREWORD

This handbook contains the policies, rules and regulations formulated to serve as a guide to govern the actions of the pupils/students of the Zamboanga Chong Hua High School. Students, having been admitted to this institution, are obliged to know, understand, and abide by these policies, rules, and regulations to uphold and withstand the standard set by the school.

Since strict implementation of said policies, rules and regulations are required, students are therefore held responsible for the proper observance and show strong adherence to these policies, rules, and regulations.

On the other hand, parents who are the schools' essential partners in the educational process should also familiarize themselves with the contents of this manual in order for them to guide their children in their years of formative development in this institution. It becomes imperative for all parents to be well informed by this important set of guidelines.

These are compilations of the most significant learning experiences, relevant in establishing a more orderly and more disciplined educational system. In addition to this, other instructions that may be deemed necessary to ensure the welfare of the students in particular and of the school in general and which may be published in any manner, shall likewise bind the students to obedience.

Moreover, the student and parent/guardian are requested to sign the return slip and submit the same to the enrollment adviser of the child.



## TABLE OF CONTENTS

GENERAL INFORMATION.....	4
A. A Brief History of Zamboanga Chong Hua High School	4
B. Vision Statement	6
C. Mission Statement	6
D. School Emblem	7
OBJECTIVES.....	9
A. Educational Philosophy	9
B. Program	9
C. Institutional Objectives	9
D. Core Values	11
PARENT-TEACHER COMMUNICATION.....	11
SCHOOL OFFICIALS.....	12
A. Zamboanga Chong Hua High School Organizational Chart	12
B. Administrative Office	13
C. Academic Affairs Office	13
D. Student Services	15
E. Administrative Services Offices	16
F. General Services Office	17
ACADEMIC CODE.....	18
I. Admission Policies	18
II. Academic Policies	21
III. Grading System	22
IV. Promotion and Retention	26
V. Deportment	29
VI. Policy Guidelines on Awards and Recognition for the K - 12 Basic Education Program	31
VII. Guidelines on Honors and Recognition	33
VIII. Attendance in General Assembly	38
IX. Class Attendance and Punctuality	39
X. Guidelines for Awarding of Medal	42
XI. Guidelines on the existing school policy concerning student participation in any sanctioned sports activity.	50
SCHOOL RULES AND REGULATIONS.....	51
General Regulations	51
Section Assignment of Pupils / Students	52
Norms and Behaviors	52
A. School Uniform	53
B. Proper Grooming	54
C. Classroom Decorum	55
D. Intramurals	56
E. Off-Campus and In-Campus Activities	57
F. Other Special Activities	57



G. Permission to Leave School	57
H. Reporting to School After an Illness	58
I. Curfew Time	58
J. System of Communication	58
K. Circular for Parents	59
L. Restricted/Off-Limits Area	59
M. Care of School Property	59
N. Use of Other School Facilities	60
O. Security and Safety of Personal Belongings	62
P. Lost and Found Articles	62
Q. School Identification Card	63
R. Gift-giving	63
S. Securing Guidelines for All Concerned	63
CODE OF CONDUCT.....	65
Guidelines for Responsible Behavior	65
List of Offenses According to Gravity	65
A. Minor Offenses	65
B. Major Offenses	68
Disciplinary or Corrective Action	71
Acts of Bullying .....	72
Guidelines for Responsible Behavior .....	73
Disciplinary Procedures .....	74
MISCELLANEOUS .....	78
APPENDICES .....	82
APPENDIX A: (Amended DECS Order No. 35, s. 1993) .....	82
APPENDIX B: (The Penalty of Expulsion)	82
APPENDIX C: (The Dangerous Drugs Act of 1972)	82
APPENDIX D: (DECS Order dated January 29, 1992)	83
APPENDIX E: (The Dangerous Drugs Act of 2002)	83
EXCUSE SLIPS.....	84
CORRESPONDENCE SLIPS.....	90
REFERRAL SLIPS.....	95
PERMISSION SLIPS.....	100
CONFERENCE SLIPS.....	107
REMINDERS.....	112
SCHEDULE OF PERIODIC EXAMINATION.....	120
WAIVER SLIP.....	122
SCHOOL'S MONTHLY ACTIVITY.....	123
STIPULATED AGREEMENT.....	126
PARENT'S/GUARDIAN'S DECLARATION.....	126
PAMBANSANG AWIT.....	128
REMINDER: Slips included in this handbook should not be torn or cut from its page.	



# GENERAL INFORMATION

## A. A Brief History of Zamboanga Chong Hua High School

The Zamboanga Chong Hua High School was established in 1919 known as **Zamboanga Chinese Elementary School** along Magay Street, it had a population of over a hundred students. Its founding fathers include **Mr. Yu Bon Chia, Mr. Gam San Din, Mr. Yu Si Chiong, Mr. Wee Chu Ha, Mr. Uy Han Chiong, Mr. Tee Kee Biao, Mr. Tan Si Pan, Mr. Uy Kong Yuk, Mr. Chiong Ting Hong, Mr. Chiong Bo Kai, Mr. Lim Theng Si, Mr. Chiong Siong Tong, Mr. Yu Piu He, Mr. Tan Sit Pek, Mr. UyPek O, and Ong Bee Kong.** Their main objective was the provision of formal education for children of the Zamboanga Chinese Community.

In 1924, the school had to move to a bigger location along old Jovellar Street (now Governor Lim Avenue) due to the rapid increase in student's population. This was also the time when its name was changed to Zamboanga Chong Hua High School. Two years later, the school moved to a three-storey concrete building (the present site of the venerable City Theatre) to accommodate more students. It was during this school year that Chinese curriculum was offered in high school.

In 1929, the school was transferred to its present site along the old Marahui Street (now General Vicente Alvarez Street) with its first school building constructed under the generosity of the Association of Rice Dealers and concerted effort of the Chinese community.

World War II saw the destruction of most of the school's facilities and documents, yet, under the leadership of Mr. Ong Bee Kong and a group of concerned citizens and benefactors, they were able to reorganize the school and repair its buildings from the ravage of war.

The Philippine government formally recognized the school in 1958. The Chinese School Program was revised to accommodate not only Chinese but also Filipino community as well who desired to have English-Chinese education. It also marked the school's commitment to sports by the construction of its first basketball court.

By 1965, the first four-storey concrete edifice was constructed, replacing the old two-storey building, to accommodate the increasing number of students.



The birth of Zamboanga Chong Hua High School Alumni Association came in 1978 when **Mrs. Leticia Alvarez**, the English Supervisor of the school at that time, saw the need to involve the alumni in preparation for the celebration of the school's 60th anniversary. The ZCHHSAA took the cudgel of helping in the improvement of the school; thus, the construction of a new four-storey concrete building to replace the existing worn-down three-storey wooden school began. By the first half of 1981, the newly completed school building was formally turned over to the school's Board of Trustees. Through the years since its organization, the alumni's generosity and love for their alma mater became evident with the continuous flow of assistance for the development of the school's facilities and educational standard.

Another significant event occurred in 1989 during the celebration of the ZCHHS 70th Anniversary and this was the inauguration of the Kong Hua Building, a four-storey concrete edifice with a top-floor gymnasium rose over the site of the old school auditorium.

The ZCHHS has come a long way since its Magay Street days. Its gradual growth and success has been attributed to the different principals namely: Mr. Han Gee So, Mr. Federico Tan, Mr. Cheh Sho Sia, Mrs. Carmen Ong, Mr. Anson Yu, Mr. Hian Sam Cua, Mr. Chang Fang, Mr. Kho Pei Wu, Mr. Tomas Wee Sit, Prof. Rex Lu, and Dr. Simon L. Chua. With a student population of more than a thousand, its standard of education is considered one of the best in the region with students showing excellence in the field of mathematics, oration, and journalism. ZCHHS has gained international recognition through its participation in several mathematics competitions in China, Hong Kong, India, Malaysia, Singapore and Taiwan to mention a few. Interesting and up-to-date books fill the elementary, junior and senior high school libraries, the computer, and speech laboratories are in place to enhance the oral and computer skills of students in both English and Chinese. Moreover, our school was able to acquire the Physics and Chemistry Laboratories with complete and modern facilities through the generosity of Mrs. Anita Kaw. An electric generator is also provided for the students to enjoy no blackouts.

Under the leadership of Dr. Simon L. Chua, the construction of building D was a success. This edifice caters to the pre-school pupils and senior high school students. It boasts of its modern facilities patterned from modern schools in China and is considered as one of a kind in the region as well as for the entire Mindanao area.

Thousands of those who passed the educational portals of Zamboanga Chong Hua High School found their way into the world equipped with skills to meet life's challenges and eventually became successful in their individual careers.



## **B. Vision Statement**

The Zamboanga Chong Hua High School enjoying global competitiveness envisions to be a center of quality basic education in Zamboanga Peninsula.

## **C. Mission Statement**

The Zamboanga Chong Hua High School, as an academic institution enriched by Chinese cultural studies, commits to the development of well-rounded individuals capable of promoting national progress and global competitiveness.



## D. School Emblem



**The School Logo symbolizes the following:**

The Zamboanga Chong Hua High School seal shows the predominance of the Chinese word (Chong Hua) at the center, which literally relates to China. More significantly, it reflects the mission of the school to teach and incorporate Chinese language, culture, and arts into the mainstream of Philippine educational system.

The five-leaf clover “plum” is one of the popular flowers of China. It blooms in the coldest winter. This tiny flower exhibits a unique characteristic where the colder the season gets, the more beautiful it becomes when it blooms. Thus, an exquisite mark of virtue and fortitude.

The wreath of laurels signifies the glorious achievements of the Zamboanga Chong Hua High School in its pursuit of academic excellence since it was founded in 1919 as gleaned from the educational products - the alumni.

The circles symbolize unity, harmony, and continuous quest for the attainment of its noble and lofty ideals and aspirations.

The scallops bordering the seal represent the values and attributes which in addition to wealth of knowledge can make a learned man a total being.



## The School Colors:

- White - symbolizes the school's noble aspirations for academic excellence and school's commitments in the attainment of its vision, mission, and goal.
- Blue - symbolizes the school's thrust for the continuous search of relevant and useful scientific knowledge that will develop the students into well-rounded persons equipped with knowledge, skills, attitudes, and aptitudes to face the challenges of the real world.





# OBJECTIVES

## A. Educational Philosophy

The Zamboanga Chong Hua High School takes pride and honor to be of service to each and everyone in this competitive and challenging field of education.

Zamboanga Chong Hua High School is a non-profit, non-stock, and non-sectarian learning institution governed by the Board of Trustees of the Zamboanga Filipino-Chinese Educational Association, Inc. It maintains and observes the required standards of the Department of Education and is recognized by the Philippine Government.

Zamboanga Chong Hua High School shares the principle that education is the development of the total human being. Its direction is geared towards an educational institution with a well-attained goal that caters to the needs of its environment and its clientele - the students.

## B. Program

Zamboanga Chong Hua High School offers pre-school, elementary, and junior and senior high school education as prescribed by the Department of Education. The academic program is enriched with Chinese Language Arts. All students are admitted regardless of race, nationality, or creed. The school reserves the right to refuse students with inability or behavioral problems.

## C. Institutional Objectives

- 1. Academic training for excellence by providing students with a well-balanced and challenging curriculum.**

The curriculum is so constructed not only to provide basic concepts, knowledge, and skills but also to afford pupil/student working knowledge and skills needed for higher studies in the various fields of arts, sciences, and technologies. To provide the student with opportunities to develop initiative, creativity, leadership, and passion for research, to involve himself/herself in promoting the growth, dissipation, and application of knowledge, which is vital in improving the quality of life, the school equips them with resources to reach their potential. Equally emphasized is the proper development of the student's ability to think effectively, to



communicate intelligently and to make relevantly wise judgments or discriminate between or among values.

### **Pre - School Objectives**

- a. To provide basic concepts, knowledge and skills.
- b. To develop humane attitude towards authorities.
- c. To create awareness and appreciate Filipino-Chinese culture and traditions.
- d. To familiarize pupils with the different parts of the computer.
- e. To explore the functions of the different parts of the computer.
- f. To apply their knowledge on how to operate the computer.

### **Elementary Objectives**

- a. To provide a rich, stimulating and caring environment in which the child feels happy, safe and secured;
- b. To develop children into confident and enthusiastic learners;
- c. To enable each child to reach his/her full potential by fostering self - esteem and a sense of achievement;
- d. To encourage the development of knowledge and skills participating on information and communication technologies and attitudes to promote lifelong learning;
- e. To provide high quality teaching and learning experiences to enable all children to achieve highest possible standards in all areas of the curriculum; and
- f. To take part in the community programs and services.

### **Junior High School Objectives**

- a. To provide a well - balanced curriculum to develop holistically - developed learners equipped with knowledge and life skills;
- b. To provide opportunity and resources to develop learners' initiative and passion for research;
- c. To inculcate proper values, attitude and good manners necessary for harmonious relationship with others;
- d. To cultivate learners' appreciation for Chinese culture and genuine sense of nationalism and pride for their Filipino heritage; and
- e. To ensure learner's knowledge in information and communication technology to enhance reasoning and thinking skills.

## **2. Citizenship training for law-abiding and responsible citizenship.**

The school develops in the student correct attitude toward the proper authorities and makes him/her see the importance of respect to superiors and elders in all social groups that he/she is a part of. In addition, the school makes sure that the student grows with good manners and right



conduct and conscientiously internalizes social and economic values for his/her interactions with fellowmen in school, at home and in the community.

3. **Awareness training to appreciate the root of origin and to cherish Philippine and Chinese culture and traditions.**

The students' development is enriched by integrating the Chinese Language Arts in the curriculum. The school develops pride in our cultural legacies and promotes awareness of community involvement.

## **D. Core Values**

1. **Humility**
2. **Collaborative Leadership**
3. **Service - oriented**
4. **Adaptability**
5. **Compassion**

## **PARENT-TEACHER COMMUNICATION**

A solid partnership between parents and teachers fosters a nurturing and future-focused setting for students' academic and social advancement. Maintaining this partnership requires ongoing communication. It's essential for students to promptly deliver all school notices to their parents on the day of issuance, as many of these notices mandate a response by the following day.

Additionally, it is important for parents to share any concerns or problems as soon as possible. Classroom matters should first be brought to the teacher's attention. Parents may visit the teacher at school or schedule a meeting. However, teachers should not be called at home regarding school matters. Kindly note that teachers have other commitments both before and after school, thus scheduling meetings in advance is essential.

Note: In the event that circumstances arise which could affect a child's behavior (such as the loss of a family member/close friend/pet, marital problems, etc.), please notify the teacher or guidance office.

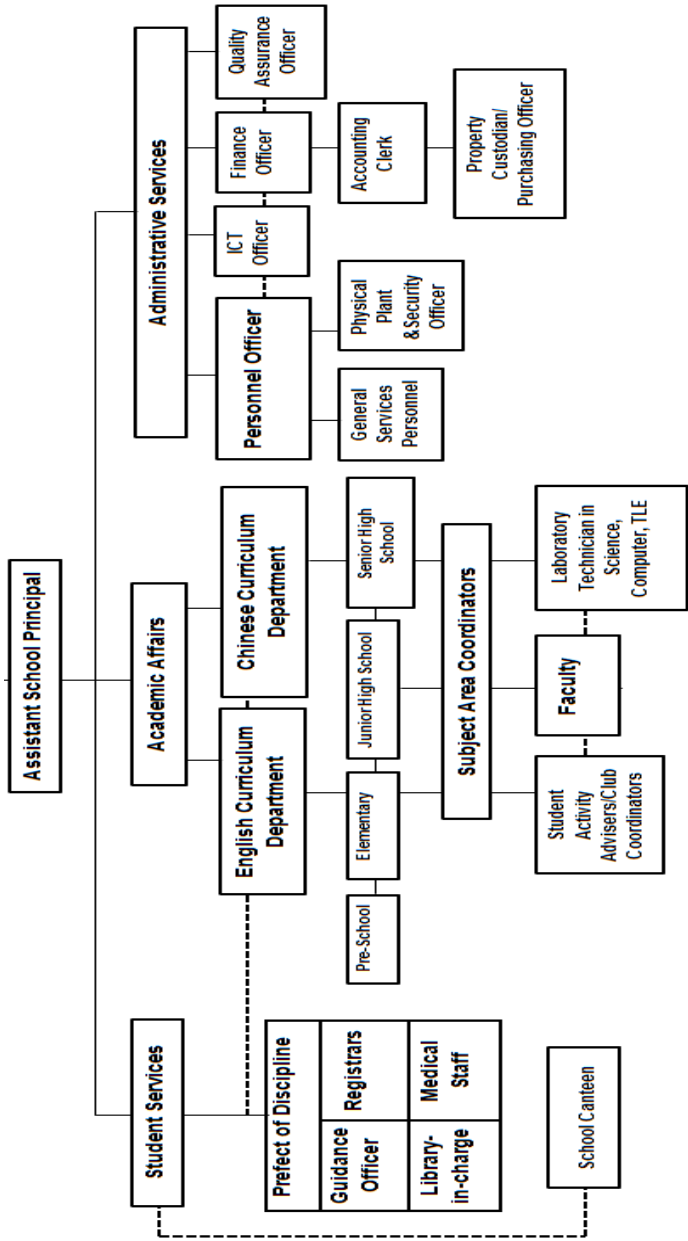


# SCHOOL OFFICIALS

## A. Zamboanga Chong Hua High School Organizational Chart



**LEGEND**  
 - Line of Supervision  
 - - - Line of Coordination



## **B. Administrative Office**

### **Board of Trustees**

The Board of Trustees is the highest policy-making body of the school. It formulates and/or approves the school objectives and goals. It manages the financial need of the school and appoints the Principal. It seeks ways and means to direct the Principal in everything that concerns the governance of the school and academic community.

### **Principal**

The Principal is the Chief Executive Officer of this institution and is vested with power and responsibility in all matters concerning personnel and students. He is also in-charge of formulating, implementing, monitoring, and evaluating all academic and operational plans of the school for its effective and efficient management in order to realize the school's mission statement.

### **Assistant Principal**

He/She works directly under the principal and helps coordinate, direct, plan the academic or auxiliary activities of the school. The assistant principal manages the teachers, counselors, staff, and students on a daily basis. He/She monitors the student progress and prepares or oversees the maintenance of attendance records, personnel reports, and planning of activities. The assistant principal coordinates or directs the use of the school facilities.

## **C. Academic Affairs Office**

### **Head of Chinese Instruction Department**

The Head of the Chinese Instruction Department assists the Principal in matters affecting Chinese Language Studies. He/She is the immediate head of Chinese Teachers. He/She designs program of study (Teaching Chinese as a Second Language) for proper compliance and implementation. He/She supervises the teachers in his/her department. He/She observes classes, checks syllabi, lesson plans, and other curricular materials. He/She sees to it that the school is up to date regarding new academic trends. He/She encourages the students/pupils in their program of study. He/she performs other duties and responsibilities as may be prescribed by the Principal.



## **Head of English Instruction Department**

The Head of English Instruction Department is the immediate head of “Non-Chinese Language Study” teachers in Elementary and High School level, respectively. He/She assists the Principal in attending to all matters concerning the English/Filipino instructions. He/She is delegated by the Principal for planning, implementing, supervising, and evaluating the curricular development program of the school. He/She sees to it that the school is up to date regarding new academic trends. He/She institutes a definite program of supervision to raise the efficiency and effectiveness of instruction. He/She supervises the teachers in his/her department. He/She observes classes, checks syllabi, lesson plans and other curricular materials. With the recommendation of the subject area coordinator the head recommends to the office of the principal the subject assignments of teachers. He/she performs other duties and responsibilities as may be prescribed by the Principal.

## **Head of Pre-School Department**

The Pre-School Department Head is the one responsible for direction and overall supervision in the Pre-School level. He/She prepares the institutional plan, academic plan and school time table. He/She creates an environment within the school that is conducive to teaching and learning. Helps teachers maximize their potential by introducing new and effective mode of instructions to achieve higher learning outcomes. He/she performs other duties and responsibilities as may be prescribed by the Principal.

## **Subject Area Coordinator**

The Subject Area Coordinator under the supervision of the Head of English Instruction Department advises and assists the teacher under his/her restriction in formulating and carrying out policies of the school in matters involving the province of the subject area. He/She also checks and consolidates test questions and grades. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

## **Class Advisers**

The Class Advisers are the teachers assigned to administer and supervise the homeroom organization and guidance activities of each class, together with the Guidance Counselor. They also prepare the report card, Form 137A, Form 18A and School Register of their classes. They perform other duties and responsibilities as may be prescribed by their superior.



## **Subject Teachers**

The Subject Teachers carry out the school's objectives in the learning process and growth of the students in the various subject areas through appropriate instructional methods and materials. They perform other duties and responsibilities as may be prescribed by their superior.

## **D. Student Services**

### **Student Affairs Coordinator**

The Student Affairs Coordinator monitors student behavior and is in charge of the general order and discipline in the school. She/he works hand in hand with the other Administrators. She/he conducts investigation of all disciplinary cases and acts on them in accordance with prescribed policies and procedures. She/he monitors student activities and directly supervises the different club moderators; makes sure that all activities are within the student activity guidelines. She/he is also responsible for coordinating effective implementation and evaluation of the school's co-curricular and extra-curricular activities. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **Prefect of Discipline**

The Prefect of Discipline is the one who assists the students in special situations and is the one who informs students of their rights and corresponding responsibilities. He/She also upholds an atmosphere of friendly cooperation, peace, discipline and unity in the School for the reason that they serve as counselors to students. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **Guidance Officer**

The Guidance Officer is responsible for assisting the students in their personal, academic, vocational, and career concerned. She/he also plans and implements the guidance program and other forms of academic or personal evaluation of students. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **Records Section Officer/Registrar**

The Records Section Officer/Registrar is the custodian of important documents of the students. She/he is responsible for the collation, preservation, and dispensation of all students' scholastic records. She/he is



tasked to participate in the admission of students, evaluation of credits, academic placements, and eligibility for graduation. He/she performs other duties and responsibilities as may be prescribed by his/her superior.





### **Liaison Officer**

The Liaison Officer assists the Records Section Officer on matters regarding the academic records of the students, past and present, and brings the correspondence and reports to the Department of Education. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **School Librarian**

The School librarian administers the operations of the library. He/She coordinates with the Office of the Principal, Academic Affairs Office, and Faculty in upgrading and acquiring of materials for the library. He/She orients the different classes on the proper use of the library. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **School Physician**

The School Physician takes charge of the health care of the students and personnel while they are in school. He/She gives prescription for simple ailments of students referred to him/her. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **School Dentist**

He/She is mainly responsible for providing the students and personnel an annual dental check-up and immediate dental services when needed. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **School Nurse**

He/She administers the health needs of the students in school. He/She is responsible mainly for assisting the school physician in the performance of his/her professional functions. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

## **E. Administrative Services Offices**

### **Property Custodian/Purchasing Officer**

The property custodian is in-charge of identifying the basic physical needs of the school, preparing requests for quotations, and presenting proposals for purchase to the office of the principal who does the approval. He/She supervises all the repair and maintenance necessary for the smooth operation of the different units and offices of the school. He/She takes charge of all activities dealing with the physical



control of inventory, supplies, property, and equipment of the school. He/She performs other duties and responsibilities as may be prescribed by his/her superior.

### **Finance Officer**

The Finance Officer takes charge of the financial operation and maintenance and upkeep of the school. He/She supervises the accounting clerk and purchasing/custodian officer. He/She performs other duties and responsibilities as may be assigned by his/her superior.

### **Personnel Officer**

The Personnel Officer takes charge of all the pertinent records of school faculty and staffs. He/She performs other duties and responsibilities as may be prescribed by his/her superior.

### **Physical Plant and Security Officer**

The Physical Plant and Security Officer is in charge of seeing to it that the school's physical environment is well maintained and conducive for learning. He/She is in charge in coordinating with the Security Guard to ensure the safety of all the members of the school community. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

### **Laboratory Technicians**

The Science and Computer Laboratory Technicians are responsible for the maintenance of all the laboratory equipment, instrument, and facilities. They assist the teachers during laboratory experiments and hands-on activities. He/she performs other duties and responsibilities as may be prescribed by his/her superior.

## **F. General Services Offices**

### **Utility and Maintenance Personnel**

The Utility and Maintenance Personnel are responsible for cleaning and maintaining the school premises. Their job is to maintain the upkeep of school facilities and repair broken equipment. They perform other duties and responsibilities as may be prescribed by their superior.

### **Security Service Officer**

The Security Service Officer is the ones who give or provide a specific kind of protection. They secure the premises, students and personnel of this institution by staying on patrol, monitoring and guarding all entry points and



verifying all visitors. They perform other duties and responsibilities as may be prescribed by their superior.



# ACADEMIC CODE

## I. Admission Policies

ZCHHS is an academic preparatory school, thus, it is necessary that pupils/students who seek admission to benefit from its educational program must have the prerequisite background. Proof of their academic competence is passing the school's entrance test. Subsequent enrollment of qualified pupils/students at ZCHHS means that they adhere to all the school's policies, rules, and regulations.

### A. Requirements for Pre-School Enrollees:

#### 1. Age Qualification for Pre-School Enrollee

Toddler	: 2.5 years old by August 31 of the current school year
Nursery	: 3 years old by August 31 of the current school year
Kinder I	: 4 years old by August 31 of the current school year
Kinder II	: 5 years old by August 31 of the current school year

#### 2. Original Report Card (if students have attended school before)

#### 3. Satisfactory Performance in Admission Tests

#### 4. Satisfactory personal interview of pupil-applicant and parents.

#### 5. Present the following credentials upon application.

- Fully accomplished Application form
- Original copy of the Birth Certificate (PSA)
- Original copy of the Certification of Naturalization
- 6 copies of 1 × 1 and 1 copy of 2 × 2 colored picture taken recently

### B. Requirements for New Students and Transferees in Elementary or High School Department:

#### 1. All interested applicants must personally apply during the announced period of application.

#### 2. She/he must present the following credentials upon application:

- Photocopy of Student's Report Card (Form 138) or its equivalent
- with LRN properly signed for transfer by the previously attended school



- c. Certificate of Good Moral Character
- d. No failing grade in any subjects)
- e. 6 copies of 1 × 1 and 1 copy of 2 × 2 colored pictures
- f. Health certificate (physical, chest X-ray, chicken pox, booster and measles)
- g. Original copy of Birth Certificate (PSA)

**C. Additional requirements for Foreign/Alien applicants:**

- Passport copy
- ACR I-Card copy
- Special Student Permit (SSP)
- Residency papers of the student
- Working visa or Residency papers of the parents
- Placement Evaluation of DepEd
- Report Card with English Translation
- Transcript of Records with English Translation

1. **The applicant must satisfy the following requirements before he/she be allowed to take the Admission Tests:**
  - a. Conduct/deportment grade of B and above
  - b. Not more than three years older than the average age of pupils/students for the particular year level
  - c. Passes the initial interview of the Guidance officer
2. **Having passed the initial screening, the Guidance officer will then schedule the Admission Tests for the applicant. The applicant must obtain a satisfactory mark in the Admission Tests before he/she can be admitted for enrollment.**
3. **The results of the admission test shall be posted in the bulletin boards of ZCHHS according to the schedule announced by the proctors during the test.**
4. **Qualified Applicants whose names appear in the list are to submit the following credentials: original copy of student's report card (Form 138) properly signed for transfer by school previously attended. Failure to comply within the given deadline will result in automatic forfeiture of the right to enroll.**



5. Student/Pupil in the wait-listed status may be allowed to enroll during the school year upon the approval of the principal.
- D. Admission Requirements for Old Students
1. Original Students Report Card (Form 138) of both English and Chinese from last school year attended
  2. Signing of agreement or waiver by parent/guardian and student for delinquent students before admission
  3. Health certification
  4. No returning student may be accepted by the school unless the student has been granted an official leave of absence.
- E. At the end of every school year an announcement for enrollment schedules for the following school year is attached with the Chinese Report Card.
- F. A student/pupil must be officially enrolled before he/she will be admitted to class. He/She must present to the class adviser in both English and Chinese an Admission Slip that is subject for counter verification with the master list.
- G. REFUND OF FEES: When a pupil/student registers in a school, it is understood that he enrolls for the entire school year for elementary courses. A pupil/student who transfers or otherwise withdraws in writing within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or any length longer than one month, may be charged the following:
- Ten percent (10%) of the total amount due for the term if he withdraws within the first week of classes
  - Twenty percent (20%) if within the second week of classes, regardless of whether he/she has actually attended classes.
  - After the third week, no refund will be given.

However, if transfer or withdrawal is due to a justifiable reason, pertinent fees will be charged only up to and including the last month of attendance. (*Reference: Manual of Regulations for Private Schools, Section VII, No. 137, S. 1970, 7th edition.*)



# POLICY GUIDELINES ON THE RESERVATION OF SLOTS FOR SENIOR HIGH SCHOOL

## 1. Reservation Confirmation:

- ❖ Once a reservation is made, it is considered that the student applicant is enrolled for the school year.
- ❖ Payment is *non-refundable*.

## 2. Cancellation Policy:

- ❖ Failure to honor a reservation without prior notice may result in penalties such as paying the entire semester's full amount of Tuition and Miscellaneous Fees.
- ❖ The school must be notified of cancellation of reservation at least one (1) week before the opening of classes.
- ❖ A student who transfers or withdraws in writing within two weeks after beginning of classes, may be charged the following:
  - ◆ Ten percent (10%) of the actual full tuition and miscellaneous fee amount due for the term if he/she withdraws within the first week of classes.
  - ◆ Twenty percent (20%) if within the second week of classes, regardless of whether he/she has actually attended classes.
  - ◆ After the third week, full tuition and miscellaneous fee amount due for the term.

## 3. Modification Requests:

- ❖ Request for modification to a reservation, such as changes in strand and section is not allowed

## 4. Exception:

- ❖ Exceptions to this policy may be made in extenuating circumstances, such as natural disasters or medical emergencies, and will be evaluated on a case-by-case basis.

## II. Academic Policies



1. Two to three weeks before every quarter exam, the parent/guardian is called for conference on his/her child's quarterly performance on written works and performance tasks.
2. At the end of every quarter, a student who fails in two or more subjects is placed under Academic Probation. The parent/guardian and the student will be invited for a conference who then eventually will sign a note. The parent/guardian who will be invited for a conference will sign a promissory to improve academic performance.
3. At the end of the school year, a student who fails in one or two subjects must enroll in summer classes and is placed on strict Academic Probation on the succeeding school year. A probation note should be signed by the student and the parent/guardian.
4. A student who fails in three (3) or more subjects at the end of the school year will be retained in the same grade level. A retained student who opts to transfer to another school may only be readmitted to ZCHHS upon satisfying certain conditions set by the school in addition to passing the entrance exam.

### III. Grading System

The Zamboanga Chong Hua High School shall adapt the “Policy Guidelines on Classroom Assessment for the K-12 Basic Education Program” as contained in the DepEd Order no.8, s.2015 as follows:

The K to 12 Basic Education Program uses a standards- and competency - based grading system. These are found in the curriculum guides. All grades will be based on the weighted raw score of the learners' summative assessments. The minimum grade needed to pass a specific learning area is 75. The lowest mark that can appear on the report card is 70 for Quarterly Grades and Final Grades.

Learners from grades 1 to 12 are graded on Written Work, Performance Tasks and Quarterly Assessment every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

#### A. How is learner progress recorded and computed?

##### For Kindergarten

Guidelines specific to the assessment of kindergarten learners will be issued in a different memorandum or order. However, for Kindergarten, checklists and anecdotal records are used instead of numerical grades. These are based on





learning standards found in the Kindergarten curriculum guide. It is important for teachers to keep a portfolio, which is a record or compilation of the learner's output, such as writing samples, accomplished activity sheets, and artwork. The portfolio can provide concrete evidence of how much or how well the learner is able to accomplish the skills and competencies. Through checklists, the teacher will be able to indicate whether or not the child is able to demonstrate knowledge and/or perform the tasks expected of Kindergarten learners. Through anecdotal records or narrative reports, teachers will be able to describe learners' behavior, attitude, and effort in schoolwork.

## Grades 1 to 12

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks. There is no required number of Written Work and Performance Tasks, but these must be spread out over the quarter and used to assess learners' skills after each unit has been taught.

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

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

Raw scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

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

$$\text{Percentage Score (PS)} = \left( \frac{LTRS}{HPS} \right) \times 100\%$$

**Legend:** LTRS - Learners' total raw score

HPS - Highest possible score

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



To do this, the Percentage Score is multiplied by the weight of the component found in the table below. The product is known as the Weighted Score (WS).

$$\text{Weighted Score} = (PS) \times (WC),$$

PS - Percentage Score

WC- Weight of Component

**Step 4:** The sum of the Weighted Scores in each component is the Initial Grade. This Initial Grade will be transmuted using the given transmutation table to get the Quarterly Grade (QG).

**Step 5:** The Quarterly Grade for each learning area is written in the report card of the student.

**Table - Weight of the Components for Grades 1 to 10.**

Grades 1 to 10	Components	Language, AP	Science, Math	MAPEH, TLE (Computer, HELE)
	Written Work	30	40	40
	Performance Tasks	50	40	60
	Quarterly Assessment	20	20	0
Grades 7 to 10	Edukasyon sa Pagpapahalaga (Values)	Department	Involvement	Written Output
		40	30	30
Grades 11 to 12	Components	40	30	30
Grades 11 to 12		Core Subjects	Specialized	Contextualized
	Written Work	25	25	35
	Performance Tasks	50	45	40
	Quarterly Assessment	25	30	25

For GMRC Grades 1 to 6, the components are as follow:

20% Involvement  
20% Written Works

40% Department  
20% Summative Test



## A. Chinese Language Grading System:

NUMBER	Subject	Descriptor	Quarters				Remarks
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
1	Chinese Language	Highest	99	99	99	99	<p>1. Each exam has a base percentage score of 40 percent (40%);</p> <p>2. Quarterly grades for Chinese Language is based on the following components:</p> <p>a. Class Standing - 40% [(average score of unit tests + average score of short quizzes + average score of written exercises) ÷ 3].</p> <p>b. Periodic Examination - 50%.</p> <p>c. Oral Recitation - 10%</p> <p>NOTE: Oral recitation includes, but is not limited to: reading, answering questions, paraphrasing lessons learned, etc.</p>
		Lowest	70	70	70	70	
3	Chinese Conversation	Highest	95	96	97	98	
		Lowest	70	70	70	70	
4	Chinese Computer	Highest	90	91	93	95	
		Lowest	70	70	70	70	
5	Essay Writing	Highest	89	90	91	92	
		Lowest	70	70	70	70	
6	Writing	Highest	89	90	91	92	
		Lowest	70	70	70	70	
7	Exercises	Highest	95	95	95	95	
		Lowest	70	70	70	70	

## B. Remarks



## 1. Make-up exam :

- a. Students on official leave who miss exams will obtain a grade based on their highest grade for the particular quarterly grading period.
- b. Students who miss exams due to illness will be given make-up tests, provided they present an excuse letter and medical certificate, both duly approved by the prefect of discipline. They will be allowed to take the exam upon compliance of requirements.
- c. Students who miss exams due to important matters will be given make-up tests, provided they submit a leave of absence request beforehand, duly approved by the prefect of discipline. A five percent (5%) deduction will be taken from the test scores.
- d. Students who are absent without any valid cause or reason and who fail to take exams will not be given make-up tests.

## 2. Recording of Attendance:

Attendance will be recorded for two class periods daily. For absences without any valid cause or reason, 0.04 points per period will be deducted from the general average; 0.02 points per period for leave of absence; and 0.01 points per period for sick leave. No points will be deducted for absences due to official leave.

3. The quarterly grade for each subject is computed to one decimal place. The general average for the school year is computed to two decimal places.

4. The percentage of each subject in the computation for the general average are as follows:

Grades 1 to 6:     70 % Chinese Language  
                      20 % Chinese Conversation  
                      10 % Writing

Grades 7 to 9:     50 % Chinese Language  
                      20 % Chinese Conversation  
                      10 % Writing  
                      10 % Essay Writing  
                      10 % Chinese Computer

Grade 10:         60 % Chinese Language  
                      20 % Chinese Conversation  
                      10 % Writing  
                      10 % Essay Writing



## IV. Promotion and Retention

- A. This section provides the bases for promoting a learner to the next grade level or for retaining a learner in the same grade level. These decisions must be applied based on evidence.

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

Table A: Learner Promotion and Retention

Grade Levels	Requirements	Decision
1 to 3	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted on the next grade level. Otherwise, the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level.
4 to 10	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level



	4. Must pass all the learning areas in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
<b>11 to 12</b>	1. Final grades of at least 75 in all learning areas in a semester	Can proceed to the next semester
	2. Did not meet expectations in a prerequisite subjects in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in a higher- level subject.
	3. Did not meet expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll to the next semester. Otherwise, the learner must retake the subjects failed.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School diploma.

### Remedial

**For Grades 1 - 10**, a learner who did Not Meet Expectations in at most two learning areas must take remedial classes. Remedial classes are conducted after the Final Grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Work and Performance Tasks by the fifth week of any quarter. However, if despite receiving remediation, a learner still fails, he/she must retake the subject/s failed during the summer.

**For Grades 11 - 12**, Learners who fail a unit /set of competencies must be immediately given remedial classes. They should pass the summative assessments during remediation to avoid a failing grade in the learning area or subject. This will



prevent students from having back subjects in Senior High School. However, if the learner still fails remedial classes, he/she must retake the subject/s failed during the summer.

In addition, a SHS student who attains two or more failing marks in the first semester will be placed under academic probation and will be required to write a promissory note indicating the need to improve his/her performance in the next semester. A student who incurs failing grades in, at most two subjects is allowed to take summer class and may enroll for the next grade level; however, any student who fails in more than two subjects may be allowed to attend summer classes in two subjects but will be denied admission in the next school year. Should the student prefer to still study in this school, he/she is retained in the same grade level.

Summative Assessments are also given during remedial classes. These are recorded, computed, weighted and transmuted in the same way as the Quarterly Grade. The equivalent of the final grade for remedial classes in the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade which should be 75% or higher.

**B. Chinese Language Arts (CLA)**

- a. To be promoted, a pupil must obtain a general average of 75%. A student who fails two (2) or more units will be retained in the same grade/year level even though his/her average is passing.
- b. A student who fails in CLA subject will be required to take remedial classes.
- c. Any student who fails twice in the same grade/year level is automatically refused readmission.

**V. Deportment**

**1. The grades in deportment are based on the following:**

- 1. Attendance (absences / tardiness).
- 2. Good Attitude and Behavior.
- 3. Social Awareness, Cooperation, and Sense of Responsibility.
- 4. Participation in extra-curricular/co-curricular activities.

**Deportment Performance Indicator (28 points)**

	4	3	2	1
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Attendance (8pts.)	Always present  No infraction of tardiness	1-5 days absence per quarter  1-10 days tardy in a quarter	6-10 days absence per quarter  11-15 days tardy in a quarter	11 and above absence per day  12 and above days of tardy in a quarter
Good Attitude (8 pts.)	Always generous with time and resources  No infraction of any school rules and regulations	Sometimes generous with time and resources  With few minor infractions(1-10 demerits)	Seldom is generous with time and materials  With many infractions (More than 10 but has not been suspended)	Never gives his/her time and resources.  Has been suspended
Social Awareness (4 pts.)	Very updated with social issues and concerns and always articulates these to others.	Updated with some social issues and concerns and sometimes tell others about these.	Updated with some social issues and concerns but does not communicate these to others	Is never concern about what is happening around the community
Sense of Responsibility (4 pts.)	Always punctual in submitting requirements and doing assigned tasks.	Sometimes is punctual with 1-5 tardy in submitting requirements and doing the assigned tasks.	Seldom is punctual with 6 and above times tardy in submitting requirements and doing assigned tasks.	Never punctual in submitting requirement and doing the assigned tasks.
Participation in Extra - and Co - Curricular Activities (4 pts.)	Always is involved in extra - and co - curricular activities	Sometimes is involved in extra - and co - curricular activities even if there is an opportunity	Rarely is involved in extra - and co - curricular activities even if there is an opportunity	Does not involve in any extra - and co - curricular activities.





2. Department grade is computed by getting the average of all the department grades submitted by the English and Chinese teachers. Student Affairs Coordinator with the Subject teachers may deliberate on the Department grade.
3. A student who gives significant contribution translated as honor and pride to the school in the form of winning regional/national/international competitions organized by recognized and reputable public and private local or foreign agency shall earn additional grade in department in that particular quarter, which is weighted in the following:

INTERNATIONAL	- 2 points
NATIONAL	- 1 point
REGIONAL	- 0.5 point

4. Department of students is graded as A+, A, A-, B+, B, B-, C+, C, C-, D, or E. C is considered satisfactory. Percentage of department is as follows:
 

A+	=	97 to 100
A	=	93 to 96
A-	=	89 to 92
B+	=	85 to 88
B	=	82 to 84
B-	=	79 to 81
C+	=	77 to 78
C	=	75 to 76
C-	=	71 to 74
D	=	66 to 70
E	=	below 66
5. A student who obtains a department grade of D in two successive grading periods/quarters will be refused readmission in the following school year.
6. Any student who fails twice in his or her stay in junior/senior high school is automatically refused readmission.
7. Transferees who are retained in the same year level will not be readmitted.

## VI. POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR THE K TO 12 BASIC EDUCATION PROGRAM

(Enclosure to DepEd Order No. 36, s. 2016)

1. In line with the implementation of Republic Act No. 10533, otherwise known as Enhance Basic Education Act of 2013 (K to 12 Law), Department



of Education (DepEd) is adopting the enclosed Policy Guidelines Awards and Recognition for the K to 12 Basic Education program.

2. These awards have been designed to formally recognize the outstanding performance and achievement of learners in academics, leadership, and social responsibility among other aspects of student progress and development. These awards are given to encourage learners to strive for excellence and to become proactive members of the school and community.
3. All learners, including transferees who have met the standards, criteria and guidelines set by this policy, shall be recognized.
4. There can two or more recipients of any award. However, should there be no qualified learner; the award shall not be given.
5. These guidelines will remain in force and in effect for the duration of the program, unless sooner repealed, amended, or rescinded. All provision existing Orders and Memoranda which are consistent with this Order are rescinded.
6. Immediate dissemination of and strict compliance with this Order is directed.

The Policy Guidelines on Awards and Recognition for the K to 12 basic Education Program articulates the recognition given to learners who have shown exemplary performance in specific areas of their school life. These guidelines are anchored in the Classroom Assessment for the K to 12 basic Education Program (DepEd Order No.8 s. 2015), which supports learner's holistic development in order for them to become effective lifelong learners with 21<sup>st</sup> Century skills. This policy aims to give all learners equal opportunity to excel in relation to the standard set by the curriculum and focus on their own performance rather than to compete with one another. It recognizes that all students have their unique strengths that needed to be identified, strengthened, and publicly acknowledged.

In support of the holistic development of Filipino learners, it is important to veer away from valuing only academic achievements based on high grades and move toward valuing and celebrating a wide range of student achievements. The awards aim to acknowledge and promote student excellence in various areas and to provide formal recognition of student achievements that can motivate learners to strive for excellence in academic, leadership, and social responsibility. In effect, the policy will include all learners and encourage them to be proactive members of their school and community.

In addition to acknowledging and promoting the development of the learners' unique cognitive and other skills that underpin success in school and at work, the awards also aim to nurture the formation of the learners' values and attitudes anchored on the core values of the Department of Education.



Awards and recognition bestowed on learners who have successfully attained standards set by the school support the efforts and accomplishments of these learners and affirm their latent potential, abilities, and dispositions. Learners who feel good about their abilities and contributions to the school and society are more likely to be happy, content, and motivated. When these learners are recognized for their efforts, they will also persist in their desire to excel.

The giving of awards and recognition is but one of the many ways by which teachers and schools provide students with positive feedbacks and affirmation, which can improve the learners' confidence, self-awareness, and enthusiasm for learning. Other ways by which teachers can provide learners with information about their competence or the value of their accomplishments can be explored. A motivating environment that promotes respect for student's diversity and dedication.

## **VII. Guidelines on Honors and Recognition**

### **A. Criteria for Quarterly Honors and Awards: Chinese Department**

From first to third quarter, the school gives honor cards to students who excel in their studies during the quarter.

Outstanding Academic Cards are awarded to students who have achieved a general average of 92% or above with no grades lower than 85% in any subject; a department grade of B+ or higher for the quarter and no failing grade in any English subject.

Highly Satisfactory Academic Cards are awarded to students who have achieved a general average of 91% or above with no grades lower than 84% in any subject; a department grade of B+ or higher for the quarter and no failing grade in any English subject.

Satisfactory Academic Cards are awarded to students who have achieved a general average of 90% or above with no grades lower than 83% in any subject; a department grade of B+ or higher for the quarter and no failing grade in any English subject.

### **B. Criteria for Year-End Academic Excellence Award: English Department**

1. The conferment of academic excellence award for outstanding students is based on the following criteria:



- a. Quarterly grade of 83 or higher for each subject
- b. Department grade of B+ or higher for each quarter
- c. For non-graduating students: Excellent awards, outstanding awards and highly satisfactory awards are given to students based on their general average and final ranking. Each awardee will receive a certificate of recognition.

For graduating students: Each awardee will receive a medallion and a certificate of recognition based on the general average and final ranking. Special academic awards are also given to graduating students who performed well but are not included in the list of academic ranking.

- d. Average grade of 80 or higher for each English subject. A failing grade in any English subject automatically disqualifies the student for Chinese academic award.
2. One student per class will be chosen for best conduct. The criteria for selection are as follows:
    1. Department grade of B+ or higher for each quarter
    2. Highest department grade (or total grade) for the academic year
  3. Service award is presented to one student per class.
  4. For graduating students, character award and diligence award are presented to one student per class.

### C. Quarterly Honors and Awards

From first to third quarter, the school gives honor cards to students who excel in their studies during the quarter.

#### Elementary, Junior and Senior High School

**Outstanding Academic Cards** are awarded to students who have achieved a general average of 90% or above with no grades lower than 85% in any subject; and a Department grade of B+ or higher for the quarter.

**Highly Satisfactory Academic Cards** are awarded to students who have achieved a general average of 87% and above with no grades lower than 84% in any subjects and a Department grade of B+ or higher for the quarter.

**Satisfactory Academic Cards** are awarded to high school students who have achieved a general average of 85% and above with no grades lower than 83% in any subjects and a Department grade of B+ or higher for the quarter.



#### D. Year-End Grade Level Academic Excellence Award

The school recognizes the learners' academic achievements; hence, the conferment of academic excellence award.

1. Candidates for honors in Grade 1 to 12 shall be drawn from pupil/students of the school who performed at the Outstanding Level (90% above). Elementary and JHS candidates for honors must not have a final grade lower than Very Satisfactory Level (85%) nor a grade at Fairly Satisfactory Level (79% and below) in any subject in any quarter.

For grades 1 to 9 and 11, ten students or 15% of the population per grade level, whichever is higher, will be given recognition during the year-end ceremonies. On the other hand, all grades 10 and 12 graduating students who earned an average of 90% and above will be recognized.

SHS candidates for honors *must not have a final grade lower than 83 (Proficient Level) for STEM and 85 for HUMSS and ABM, nor a grade at Developing Level in any subject in any quarter.*

The following shall be the corresponding awards:

With Highest Honors	- 96%- 100%
With High Honors	- 93% -95.999%
With Honors	- 90% -92.999%

2. The general average shall be computed to three decimal places. In order to compute for the general average, the exact numerical equivalent of the students' final ratings across subjects shall be used. In case of tie, candidates shall be both declared in the same honor ranking.
3. All candidates for honors must be of good moral character and have not been subjected to any disciplinary action whether minor or major offense within the current School Year.
4. They must earn a department grade of at least B+ in all quarters.
5. The principal shall be the chairman of the School Selection Committee composed of the advisers, subject area coordinators, and academic heads. The official announcement of honor pupils/students after results have been duly recommended to and approved by the School principal should be not later than ten (10) working days before the recognition/commencement rites.



## E. Top 5 Outstanding Students of the Grade 6, 10 and 12

The school gives premium to students' holistic development; it endeavors to inspire students to excel not only in academics but in co and extra-curricular activities as well. Thus, it gives special recognition to the top five (5) students of grades 6, 10 and 12 students who excel in both areas.

The candidates for the top 5 outstanding students shall be drawn from those who qualified to receive the academic excellence awards. To determine the top 5 most outstanding pupils/students, the 7-3point scheme (7 points for academic performance and 3 points for co-curricular activities) will be followed.

**1.1. Academic Excellence (7 Points)** - shall be based on the general average of all the learning areas in the curriculum year. The procedure for ranking based on academic excellence is as follows:

- 1.1.1. Compute the Final Grade of each learning areas.
- 1.1.2. Get the average of the grades of all learning areas up to three decimal places.
- 1.1.3. Rank the candidates according to their average.
- 1.1.4. Multiply the rank by 7 points.

**1.2. Co-Curricular Performances (3 Points)** - covers the achievements of the candidates at all levels (school, division, regional, national and international) in five (5) areas as indicated and/or defined in Enclosure No. 2 of DepEd Order No. 92, s. 2009; namely: a) Contests and Competitions (CC), b) Student Leadership (SL), c) Campus Journalism (CJ), d) Officership and Membership (OM), and e) Participation or Attendance (PA). The procedure in the computation of co-curricular performance in the ranking of honor pupils and students is as follow:

- 1.2.1. Require each candidate to present and submit certified true copies of all documentary and evidentiary requirements of his/her co-curricular achievements pursuant to paragraphs 1 to 8 of Enclosure No. 2 to DepEd Order No. 92, s. 2009, except when the co-curricular achievement is of public knowledge;
- 1.2.2. Validate each co-curricular achievement of each candidate;
- 1.2.3. Classify all valid co-curricular achievements of each candidate and get their corresponding points according to the five (5) Areas/Activities and the points assigned to them as indicated in the Table of Points for Co-Curricular



Performance in Enclosure No. 2 to DepEd Order No. 92, s. 2009;

- 1.2.4. Get the total points of each candidate by adding all points regardless of the number of valid co-curricular achievements in one Area/Activity.
- 1.2.5. Rank the candidates from higher to the lowest based on their sums/total points; and
- 1.2.6. Multiply the rank by three (3) points to get the weighted rank.

### **1.3. Final Ranking**

- 1.3.1. Add the weighted ranks of the pupils or students.
- 1.3.2. Rank the sums from the lowest to the highest.

The Top 5 Outstanding Students in the Elementary, JHS, and SHS shall be known Valedictorian, Salutatorian, First Honorable Mention, Second Honorable Mention, and Third Honorable mention, respectively.

## **F. Special Recognition**

### **F1 Character Award**

- This award is bestowed to students who have excellent attitude towards peers, teachers and the school. It is given to learners who have been observed to consistently demonstrate the school core values (Humility, Collaborative Leadership, Service-oriented, Adaptability and compassion)
- Awardees must have consistently and dutifully carried out the core values of the school as indicated in the report card. They must have obtained a rating of at least 75% “Always Observed” (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card.)
- They also must have not been sanctioned with the offenses punishable by suspension or higher sanction within the school year according to the Department’s service manual and child protection policies.
- Department grade must be at least A- in all quarters.

### **F2 Leadership and Service Award**

- The leadership and service award are given to learners in grade 6, 10 and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.
- To qualify for this award, a learner must:
  - i. Have no failing grades in any of the learning areas.



- ii. Have not committed any offense punishable by suspension or higher sanction according to the school manual and child protection policies in the current school year.
- iii. Be a class officer or an active member/officer of any recognized school club, team or organization.

### **F3 Club Service Award**

- The club service award is bestowed to officer(s) of the recognized school club of Zamboanga Chong Hua High School in their respective departments.
- The candidate must be at least a member of the said club in the previous school year and presently an officer.
- The club must have had at least two (2) major activities during the present school year.
- The candidate must demonstrate exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and the club. This award is given during the completion or graduation ceremony.
- To qualify for this award, a learner must:
  - i. Have no failing grades in any of the learning areas.
  - ii. Have not committed any offense punishable by suspension or higher sanction according to the school manual and child protection policies in the current school year.
  - iii. Be an active member/officer of any recognized school club, team, or organization in the previous school year and presently an officer.

### **F4 Drum and Lyre**

- The Drum and Lyre service award is bestowed to officers and members who has been in the organization for the past two consecutive years.

### **F5 D'PLUM (School paper)**

- The D'Plum award is bestowed to officers and members of the school paper and who has been in the organization for the past two consecutive years.

## **VIII. Attendance in General Assembly**





- A. The general assembly, which starts at 7:00 AM, is held at the school quadrangle on the following schedule: Monday for Junior High School, Tuesday for Senior High School, Wednesday for Elementary, and Friday for pre-school.
- B. All students and teachers are required to be in the general assembly.
1. Students should form their class lines in proper fashion and quickly proceed to the covered court in an orderly manner.
  2. The general assembly should be attended with due reverence and respect. All students should stand at attention - right hand over left chest, feet together, eyes on the flag and participate respectfully in the rendition of the National Anthem and School Song; recite the Panatang Makabayan and Panunumpa sa Watawat ng Pilipinas.
  3. Students who arrive at the school when lines are being formed should leave their bags and proceed quickly to their respective line.
  4. When the flag ceremony is about to start, students who are not yet in their places should stand at attention at the back. Latecomers must form horizontal lines at the back until the flag ceremony is over, and are the last to proceed to their classrooms.
    5. Students are required to listen attentively to the speaker for any announcements.
    6. At the end of the flag ceremony in the morning, each class with the adviser should proceed to the respective classrooms.
    7. After the flag ceremony, dispersal will take place only after the master of ceremonies gives the command.

## IX. Class Attendance and Punctuality

Regular attendance at classes is one key to academic success. Students are expected to attend classes daily with punctuality throughout the school year. Absences and tardiness should be avoided with maximum effort. Attendance is documented in the Attendance Registry and is reflected in the report card. Students are required to strictly follow the school schedules. In ZCHHS, attendance is treated as a matter of discipline and not as a factor affecting the academic ratings.

### A. Schedule of Classes:

Senior High School	7:20 - 12:00 PM	12:50 - 4:20 PM
Junior High School	7:00 - 12:00 PM	1:10 - 4:00 PM
Elementary	7:00 - 12:00 PM	1:10 - 4:00 PM
Kindergarten II	8:00 - 11:30 AM	1:30 - 4:00 PM
Kinder I	8:00 - 11:00 AM	
Nursery	8:00 - 10:30 AM	



## B. Absences

1. A student, after every absence, should fill-up the blank excuse slip found starting on *page* (<79>) of this handbook, duly signed by the parent/guardian. The accomplished excuse slip, without tearing or cutting it from the student handbook, should be presented to the office of discipline for signature to be countersigned by English and Chinese class advisers concerned. This should be done before classes start. No student on his return will be admitted to class without having accomplished this excuse slip.
2. In case of absences due to illness or when absence is three (3) days or more, the excuse slip should be accompanied by a medical certificate.
  - 2.1 Students diagnosed with mental or psychological concerns are required to submit psychological report and medical certificate signed by a licensed psychiatrist.
  - 2.2 Psychological report must be updated every three (3) months for proper monitoring and provision of learning materials.
3. Excused absences do not exempt the student from recitation nor from submitting required academic works like report, experiment, etc.
4. Any absence without reasonable cause will be considered unexcused.
5. Any absences due to excuses deemed unreasonable by the school such as cutting classes are considered unexcused. A student is considered cutting classes when he/she is present in some classes while absent in other classes.
6. A student whose absence is not authorized by his parents/guardian is considered TRUANT.
7. A student who leaves the classroom without asking permission from the teacher will be marked absent.
8. Absences and tardiness are considered habitual if a pattern has been established.
9. Only three (3) unexcused absences are allowed per student per quarter and only five (5) excused absences are allowed per student per semester. Absences are non-transferable from quarter to quarter.
10. Double absences will be imposed on student who is unnecessarily absent from class before or after a declared holiday, quarterly exams, or duration of sports fest, foundation or their equivalents.
11. Students who will incur an “overcut” during the quarter will be placed on discipline probation.



12. In accordance with DepEd policy, a student who accumulates 20% or more absences, excused, and unexcused, for a school year will be required to repeat the school year. Only in exceptional cases and with the consent of the Principal, may a student attendance be considered provided he/she is above average in his/her studies.
13. A Student whose parents wish him/her to be excused from classes for emergency or special reasons must seek permission from the Principal at least one (1) day before the absence.
14. No student is allowed to leave the school campus during class hours without specific permission from the Prefect of Discipline.
15. Special examinations/tests are given only for excused absences.
16. Special examinations/tests are administered on a specified scheduled date(s). Failure to take the examinations/tests on the said date will automatically mean a score of zero (0) or 60%.
  - a. A 5% deduction from the raw score for any special examinations/tests will be made for excused unofficial/personal absences.
  - b. No deduction shall be made on special examination due to sickness (with medical certificate), college entrance test (with test permit), and death of immediate family.
  - c. Students shall see to it that they take the special examinations/tests within three days from the day they report to class or adhere to the schedule set by the adviser/subject teacher/head of department.
17. No notice of absence made thru text message, FB messenger and other electronic means will be considered valid nor official. Thus, all notices must be written on the appropriate slips in the handbook.
18. Notice of absence due to travel must be made one week before the scheduled date.

### **C. Tardiness**

Tardiness, when it becomes a habit, has no redeeming value and is disadvantageous to the student concerned as well as to his/her classmates. Our school gives special emphasis on the concept of time management. Punctuality must be strictly observed at all times.

1. A student is considered late when he/she arrives after the bell
2. A student who comes late shall not be admitted to class until he/she secures an admission slip from the Student Affairs Office.
3. A student is late if he/she is not in class during roll call. This applies to any morning and afternoon classes.



4. A student who has been late for three times will be given a private warning and his/her parents will be informed.
5. Three (3) instances of tardiness every quarter make one unexcused absence. These are added to other absences and are reflected in the report card.
6. A student who is habitually tardy will have to bring his/her parents for conference with the Office of Student Affairs at an appointed time.
7. Habitual tardiness is subject to disciplinary action. Further tardiness will put the student on suspension from school. A student may be asked to withdraw from the school completely on the basis of prolonged and incorrigible tardiness.

#### **D. Exceptions**

1. Students who officially represent the school in division level academic contests shall be excused from classes but not in the quiz or test given on that day. She/he shall take the special quiz or test within 3 days from the day they report to class.
2. Students who officially represent the school in regional, national, and international academic contests shall be excused from the classes and be exempted from taking quiz/test/periodic examinations in all subjects, both Chinese and English, given on the day that the contest is held or scheduled. She/he shall receive the highest grade for that particular quiz/test/periodic examination based on the highest grade prior to the said contest. In case, a student is not satisfied with his/her standing prior to the contest, he has the option to take this the test he missed to give him/her the chance to improve his/her performance.
  - a. International  
Students joining international competitions are exempted from all examination given (2) days before and one (1) day after the contest proper.
  - b. National/Regional (Outside the city)  
Students joining national/regional competitions are exempted from all examination given two (2) days before and one (1) day after the contest proper.
3. The above-stated rulings apply to all subjects and for all levels.

## **X. Guidelines for Awarding of Medal / Certificate for Extra - and Co - Curricular**

### **A. For Varsity Players/Athletes**



1. A varsity player must be active for at least two years, specifically, during the 11<sup>th</sup> and 12<sup>th</sup> grades in senior high school, 9<sup>th</sup> and 10<sup>th</sup> grades in junior high or 5<sup>th</sup> and 6<sup>th</sup> grades, with satisfactory athletic performance and without any disciplinary record to receive a certificate of recognition as varsity. A varsity, who wins in individual or team competition during a recognized meet/tournament, shall be considered for an award.
2. He/She must have gone through athletic competitions starting from Division meet to Regional meet or finally the National meet. PRISAA and invitational tournament will be considered as basis for recognition but not school intramurals.
3. PSZCAA is merely a venue for selection of players for the division meet.
4. For individual games like swimming and others, the award must be for the highest rank that the player/athlete obtained during the meet. Criteria will be as follows:

	<b>PRISAA</b>	<b>Division Meet</b>	<b>Regional Meet</b>	<b>National Meet</b>
<b>1<sup>st</sup> Place</b>	Certificate	Gold Medal	Gold Medallion	Plaque
<b>2<sup>nd</sup> Place</b>	Certificate	Silver Medal	Silver Medallion	Plaque
<b>3<sup>rd</sup> Place</b>	Certificate	Bronze Medal	Bronze Medallion	Plaque
<b>Others</b>	Certificate	Certificate	Must be based on the rank during the previous meet (division meet)	Must be based on the rank during the previous meet (regional meet)

5. For group games like basketball and others, priority will be given to main players, and then the alternative players come next. Coach recommendation will be honored but only after a thorough discussion/deliberation on the individual skill and performance has been conducted. The criteria laid in the preceding paragraph will be followed.
6. A player/athlete or a team who ends up eliminated in a meet/tournament will be given a certificate of recognition, if he/she has been with the varsity team for at least two years.
7. A player/athlete who is chosen to participate in the national meet/tournament without passing or competing in the lower meets, like division and regional meets, must be considered as a national participant at once, especially when his/her participation is sanctioned by the school principal. This is regardless of whether the meet/tournament is sponsored by the government or private sector.



## **B. For non-varsity Students**

1. He/She must have gone through athletic competitions like Division meet, Regional meet and National meet. Invitational tournament will be considered as basis for recognition but not PSZCAA and school intramurals.
2. A player/athlete or a team who ends up eliminated in a competition will not receive any award/recognition for such competition.

## **C. For Extra-Curricular Activities**

1. Extracurricular activities include the Science Club, Math Club, English Club, Filipino Club, Social Studies Club, Arts Club, and Glee Club and other recognized clubs.
2. The performance of students in co-curricular activities is not subject to academic rating but will be evaluated at the end of the school year for possible recognition.
3. Activities of class and year organizations are not classified as extra-curricular.
4. All students are allowed to join or participate in only three (3) extra-curricular activities, one as officer and the others as member.
5. The key officers referred in this guideline are President, Vice-President, Secretary, Treasurer, Auditor, Business manager, and Sergeant-at-Arms.

## **D. For Co-Curricular Awards**

1. To receive a plaque, a student must rank among the top 3 positions at a national level provided such competition has a division or regional qualifying levels.
2. A student who wins in international competitions without going through any national or regional qualifying rounds must win in at least three (3) face to face international competitions to receive a plaque.
  - 2.1 Plaque of Excellence at least one (1) medal via face to face in any of the following: International Math Olympiad, International Physics Olympiad, International Chemistry Olympiad, International Biology Olympiad, International Olympiad in Informatics, International Environmental Science Olympiad, International Robotics Olympiad, Asia-Pacific Math Olympiad, International Mathematics and Science Olympiad for primary school and another two (2) gold medals in competition\* organized by international non-profit organizations\*.



- 2.2 Plaque of Achievement at least two (2) gold medals in any face to face international academic competitions\* recognized by DepEd or organized by international non-profit institution, or first place in national competitions such as Philippine Mathematics Olympiad (PMO), Philippine Society of Youth Science Club (PSYSC), MetroBank-DepEd-Math Challenge, National Schools Press Conference, Philippine Robotics Olympiad.
- 2.3 Plaque of Recognition at least one (1) gold medal in any face to face international academic competition\* recognized by DepEd or organized by international non-profit institution, or second place in national competitions such as Philippine Mathematics Olympiad (PMO), Philippine Society of Youth Science Club (PSYSC), MetroBank-DepEd-Math Challenge, National Schools Press Conference and one (1) silver or bronze in any International Correspondence.
- 2.4 Plaque of Merit at least one (1) silver and one (1) bronze or at least two (2) bronze awards in any face to face international academic competitions\* recognized by DepEd or organized by international non-profit institution or third place in national competitions such as Philippine Mathematics Olympiad (PMO), Philippine Society of Youth Science Club (PSYSC), MetroBank-DepEd-Math Challenge, or third to fifth placer in National Schools Press Conference.
3. Medallion will be given to students who participated in international correspondence competition.
  - 3.1 Gold Medallion at least one (1) gold medal or first place in any international correspondence\* regardless on the number of awards received.
  - 3.2 Silver Medallion at least one (1) silver medal or second place in any international correspondence\* regardless on the number of awards received.
  - 3.3. Bronze Medallion at least one (1) bronze medal or third place in any international correspondence\* regardless on the number of awards received.



# List of Competitions for Co-curricular Awards

## International Competitions

- 3D PAN Asia Pacific Int'l Math Invitation Competition
- Asia Int'l Math Olympiad
- ASIA Math Olympiad
- Asian Pacific Mathematics Olympiad
- CFM - Challenge for Future Mathematicians'
- China Enjoy Math Summer Camp
- China Girls' Math Olympiad
- China Northern Math Olympiad
- China Southeast Math Olympiad
- China Western Math Olympiad
- Global Math Competition
- Global Science Competition
- Hong Kong S.U.A. Friendship Math Competition
- HOTS Int'l Math Contest
- HOTS Int'l Science Contest
- Hua Lou Geng Invitation Math Contest
- Hua Xia Cup Mathematics Competition
- IMSO-Int'l Mathematics and Science Olympiad for Primary School
- IMWiC - Int'l Mathematics Wizard Challenge
- Int'l Biology Olympiad
- Int'l Chemistry Olympiad
- Int'l Earth Science Olympiad
- Int'l Hope Cup Math Invitation - Global Peak Challenge
- Int'l Math Competition by IMC Executive Board
- Int'l Math Contest Singapore
- Int'l Math Olympiad





- Int'l Math open for Young Achievers
- Int'l Olympiad in Informatics
- Int'l Physics Olympiad
- Int'l Robotics Olympiad
- Int'l Talent Math Contest
- Int'l Teenagers' Math Olympiad
- Int'l Young Mathematicians' Competition
- Int'l Young Mathematics' Conference
- Junior Balkan Math Olympiad
- Living Math Olympiads
- Metrobank - MTAP- DepEd-Math Challenge
- New Century Hope Mathematics Invitational Competition
- Philippine Biology Olympiad
- Philippine Chemistry Olympiad
- Philippine Earth Science Olympiad
- Philippine Mathematics Olympiad (PMO)
- Philippine Physics Olympiad
- Philippine Society of Youth Science Club (PSYSC)
- Po Leung Kuk Primary Math Competition
- Schools Press Conference (Division, Regional and National Levels)
- SYA Friendship Int'l Math Contest
- WIZMIC (Wizard Math Int'l Competition)
- World Mathematical Olympiad or World Math Fusion Olympiad
- World Talent Int'l Math Examination

### **International Correspondence**

- American Mathematics Competitions (AMC 8, AMC 10, AMC 12)
- Australian Math Competitions
- Canadian Mathematics Competition Series (Pascal, Cayley and Fermat)



- Crest Series Academic Competition
- International Mathematics Competition - Russia
- KGL English Competition
- Teen Eagle English Contest
- UNICUS Non-Routine Math Olympiad
- Canadian Intermediate Math Competitions
- Canadian Open Math Challenge
- Canadian Senior Math Competition
- IMAS - Int'l Math Assessments for Schools
- Kangaroo Int'l Math Contest
- PiMC (Pie Math Competition)
- Russian Math Olympiad
- SEAMO (Southeast Asia Math Olympiad)

Note: The school reserves the right to evaluate and/or recognize competitions that are not officially endorsed by it, the DepEd or DOST.

### Loyalty Award

- The **Loyalty Awards** are given to senior high school graduates who have studied at the Zamboanga Chong Hua High School for the entire k to 12 curriculum that is, at least thirteen (13) consecutive years (without transfer/enrollment in other school at any time within the period).
- This award is based on the years of residence and not on the student's academic performance.
- It is given only during the commencement exercises.

### D. Points for Extra and Co - Curricular

AREAS/ACTIVITIES	LEVEL OF PARTICIPATION	POINTS GIVEN			
		First	Second	Third	Participant
		Gold	Silver	Bronze	
1. Official Contests and Competitions recognized by DepEd School wide-initiated contests should be	International	15	10	6	4
	International Correspondence ICAS, IMAS	High Distinction	Distinction	Credit	Merit
		10	8	6	1.5



approved in writing by the school head.	International Correspondence AMC	Top Prize	High Distinction	Distinction	Credit/Proficiency	
		10	8	6	1.5	
	National	10	8	6	4	
	Regional	8	6	4	2	
	Division	6	4	2	1	
	District	4	2	1	0.75	
	School	2	1	0.75	0.5	
AREAS/ACTIVITIES	POSITION	POINTS GIVEN				
		National	Regional	Division	District / School	Year Org.
<b>2. Student Leadership</b> [shall refer to Supreme Pupil Government (SPG) pursuant to DepEd Order No. 45, s. 2007 and Supreme Student Government (SSG) pursuant to Deped Order No. 79, s. 2009]	President/Mayor	15	12	10	8	4
	Vice President/Vice Mayor	12	10	8	6	3
	Secretary/Treasurer	10	8	6	4	2
	Auditor, Peace Officer, Public Information Officer	8	6	4	2	1
	Representative/Councilor	6	4	2	1	0.75
	COMELEC and Committee Chair and Vice Chair	4	2	1	0.75	
	COMELEC and Committee Member	2	1	0.75	0.5	
	Homeroom President				1	
	Other Homeroom Officers				0.75	
	Other Officers				0.5	
AREAS/ACTIVITIES	POSITION	POINTS GIVEN				



<b>3. Campus Journalism</b> [shall be considered only if the School Paper Organization has released a publication]	Editor-In-Chief	6			
	Associate Editor	5			
	Managing Editor	5			
	Section Editor	4			
	Contributor	3			
	Others	2			
<b>AREAS/ACTIVITIES</b>	<b>LEVEL OF PARTICIPATION</b>	<b>POSITIONS/POINT GIVEN</b>			
		President or Equivalent	Vice President or Equivalent	Secretary, Treasurer and Other Officers or Equivalent	Members
<b>4. Officership and Membership</b> in DepEd established or recognized organizations (such as STEP, YECS, YES-O Scouting) other than the SPG, SSG, and School Paper. The establishment or recognition must be contained in a DepEd Order or Memorandum issued by the National, Regional, Division and District Offices. School-Initiated organizations or clubs must be given recognition in writing by the School Head	International	10	8	6	4
	National	8	6	4	3
	Regional	6	4	3	2
	Division	4	3	2	1.5
	District	3	2	1.5	1
	School	2	1.5	1	0.75
<b>5. Participation or Attendance</b> in DepEd recognized seminar, camp, exchange programs, training, conference or workshop and other similar activities. Authority to conduct the seminar, camp, training, conference or workshop or other related activities must be contained	International	8			
	National	6			
	Regional	4			



in a DepEd Order or Memorandum from the national, regional, division and district offices. School initiated similar activities must be sanctioned in writing by the School Head	Division	3
	District	2
	School	1

6. Computations of points shall be cumulative. However, points for concurrent positions held in the violation of existing DepEd policies shall not be considered, in which case only the position with the highest point shall be included. (Section 8, Article VIII, DepEd Order No. 79, s. 2009 on the Revised Constitution and By Laws of the Supreme Student Governments in Secondary Schools)
7. To be considered as points copies of all documentary and evidentiary requirements (DepEd Memorandum, written authorization from the School Head certificates, medals, trophies, plaques, and others) shall be presented.
8. To be considered as points. Officers in organizations seeking ranking shall present an accomplishment report verified thru certifications by proper authorities.
9. Points for local and international team/group competition will be divided equally among the number of participants comprising the team.
10. In case a student joins a competition composed of several categories, he/she will earn points for only the category where he wins the highest rank.

## **XI. Guidelines on the existing school policy concerning student participation in any sanctioned sports activity.**

1. Only those who underwent rigid training and were officially endorsed by the coach may be qualified to join the varsity team.
2. A bonafide member of any varsity team must always prioritize his/her academic studies. Neglecting one's studies is a sign of irresponsibility.



3. Every player has to demonstrate a desirable attitude towards the teacher/coach as well as his co-players. Every player is expected to be a role model.
4. Every player is expected to be prompt in his class and his scheduled practices. If a player accumulates five (5) tardiness, he/she will be subjected to disciplinary action and will be placed under probationary status.
5. A player who has one or more failing marks either in Chinese or English subjects and receives a rating lower than B- for department, would be allowed to stay with his/her team or remain as an athlete but disqualifies him/her for any outside competition. The player will continue to be graded for MAPEH/MSEP.
6. A player representing the school in a competition/tournament is considered excused from all his classes. He/She is exempted from all quizzes, graded seatwork, assignment or project given during the duration of the competition, only if he / she ranks first, second or third place. Otherwise, he / she is required to comply with the academic requirements after the competition.
7. If a player has a scheduled game during Chinese or English periodic examination, the school authority will schedule or set a day for his/her special examination after the competition.

## **SCHOOL RULES AND REGULATIONS**

The Rules and Regulations in school are sets of guidelines made available to help the students attain the goals of Zamboanga Chong Hua High School education. They serve with a very definite purpose - to ensure that the environment in the school and the classroom will make learning possible and strengthen the student's character through education. It is in this spirit that parents and students are expected to follow school rules and regulations.

### **General Regulations**

1. The enrollment of the student at ZCHHS is an expression of willingness on the part of the student and his/her parents/guardians to abide all the rules and regulations existing in this institution.
2. The school reserves the right to admit, re-admit, refuse, or dismiss at any time any student who fails to give satisfactory evidence of earnestness of purpose and active cooperation in all requirements of conduct and school work.



3. Students whose parents do not reside in Zamboanga City should have a guardian in the city who is duly authorized by the parents to assume the responsibility towards the student.
4. Regular office hours to transact business are from 8:00 a.m. to 11:30 a.m., then 1:30 p.m. to 4:30 p.m., Mondays to Fridays, and 9:00 a.m. to 11:00 a.m. on Saturdays.
5. Conferences and consultations of parents with teachers or school administrators should be by appointment through the Administration Office and which should be done in advance.
6. It is the primary duty and responsibility of the parents/guardians to know and keep track of the progress of their children in school. Thus, they are expected to confer with the school authorities whenever calls for conferences are issued to them. This is to enhance the harmonious relationship between the school and the home for the welfare of the student.
7. Students, as individual or groups, may not use the name and/or logo of the school without authorization from the Office of the Principal. This implies to print programs, invitations, announcements, tickets, and similar materials.
8. Activities and press releases concerning the school should be cleared through the Office of the Principal.
9. English and Chinese are the media of instruction in the school. Each student should strive to speak English and Chinese as well.
10. The school doctors, dentists, and nurses render medical services. Students may go to the clinic when needs arise.
11. Only the Principal and the Department Head may call students out of the classroom. All others may not pull-out student(s) from their class. The Guidance Office may call student/s for counseling only with a written agreement with the department head.
12. Classes are suspended in all levels when typhoon Signal No. 2 is raised and when officially declared by DepEd through radio, TV, or other medium.
13. Birthday parties within the school premises are not allowed.
14. Wearing of shorts, ripped jeans, cropped top, sleeveless, slippers, micro mini-skirts are strictly prohibited. The school doctors, dentists, and nurses render medical services. Students may go to the clinic when needs arise.
15. Classes are suspended in all levels when typhoon Signal No. 2 is raised and when officially declared by DepEd through radio, TV, or other medium.



16. Birthday parties within the school premises are not allowed.
17. Wearing of shorts, ripped jeans, cropped top, sleeveless, slippers, micro mini-skirts are strictly prohibited.
18. Reviewing of CCTV footages will only be conducted for official school investigations made by school officials.
19. No personal request for review of the CCTV footages due to negligence (such lost of cellphone, wallet, water tumbler, ballpen, earphones, calculator, etc.) will be entertained; thus students are obliged to be mindful and to take care of their personal belongings.

## **Section Assignment of Pupils / Students**

1. The discretion of the grade level advisers will be given much weighting determining student's section assignment. It is in this manner that strong peer "barkada" influence leading to misdemeanor shall be discouraged.
2. Assignment to the first section for the Junior High School will be based on the final average grade.

## **Norms and Behaviors**

Norms of conduct serve several purposes. They (1) instill in the young students sense of propriety and decorum; (2) nurture proper attitude of respect for rules; (3) provide a setting that allows learning to take place pleasantly and effectively; (4) ensure and preserve the rights and privileges of everyone, and keep to minimum misunderstanding that may arise from miscommunication.

### **A. School Uniform**

The ZCHHS has prescribed uniforms for its students that are to be worn on school days unless otherwise instructed. Old students must use their uniforms starting the first day of class. New students are given an allowance of one week from school opening day to comply with this rule. After this extension, no excuse will be accepted for failure to use the prescribed school uniforms.

A student may request exemption from wearing the school uniform for valid reason from the Prefect of Discipline for a limited period only. This permit must be shown when requested.

Below are the objectives of wearing of prescribed school uniform:





1. To train the student the habits of neatness and cleanliness and inculcate the practice of simplicity and austerity.
2. To avoid the use and wear of the latest trend and styles in fashion; to save time and money on unnecessary apparels.

### A1. Boys

1. White polo shirts with school seal on the left pocket worn tucked in.
2. Nursery : White Polo, Sailor Collar with blue Piping, Royal blue short pants
  - Kindergarten : Navy blue short pants
  - Elementary : Khaki short pants
  - Junior High School : Khaki long pants (straight cut)
  - Senior High School : Midnight blue pants (straight cut)
3. Black Belt
4. Black leather shoes and white socks for Pre-school, Elementary and JHS; black socks for SHS

### A2. Girls

1. Nursery: One-piece dress (white blouse, sailor collar with blue piping attached to royal blue pleaded skirt)  
Kindergarten: Light blue jumper over short sleeve white blouse, baby collared.
  2. Elementary and Junior High School: White polo shirt with school seal on the left pocket worn tucked in.
  3. Round pleated navy-blue skirt two inches below the knee.
  4. Black leather shoes and white socks for Pre-school, Elementary and JHS; black foot socks for SHS
- A3.** The wearing of prescribed school uniform is compulsory for all students. All uniforms should conform to the prescribed materials, colors, styles, lengths, fit, and usages.
- A4.** Other special uniforms can only be worn during specific class schedules.
- A5.** Proper care should be taken at all times when wearing the uniform as it represents the school.
- A6.** Shirts or blouses should not be left open beyond the first button from the collar.



- A7. Only plain white under-shirt is allowed. Colored under-shirt is strictly not allowed when wearing the school uniform.
- A8. Chemise or sandos are encouraged for girls.
- A9. High-heeled shoes, boots, sandals, step-ins, and slippers are prohibited.
- A10. Attachments of unauthorized insignias, pins, or noise-making devices to the uniform are prohibited.
- A11. Dying of hair is strictly prohibited. No student or pupil will be allowed inside the campus with dyed hair.
- A12. Boys are strictly prohibited to wear earrings.
- A13. On occasions that do not require school uniform, students should wear casual but decent clothes. By decent clothes means wearing respectable attire.
- A14. On social occasions like HS night, socialization, promenade, moving-up ceremony, and graduation, students must strictly adhere to the dress code set by the school otherwise he/she will be denied entry.
- A15. Male students are strictly prohibited from cross dressing and wearing make-up.
- A16. Haircut and proper grooming inspection is done every first Monday of the month or any day of the first week. Violators/offenders will be sent to the Office of Student Affairs for proper sanctions.
- A17. Wearing of jewelry in school is strongly discouraged.
- A18. Black rubber shoes are NOT allowed during classes.

## **B. Proper Grooming**

### **B1. Boys**

1. Prescribed haircut set by the Prefect of Discipline should always be strictly adhered to.
2. Hair should be cut short. The back portion of the hair must not touch the collar; sides should not touch the upper tip of the ear.
3. Bangs should be kept short. It should not extend lower than the eyebrows.
4. Punk hairdo and growing of sideburns, beard, and mustache are prohibited.
5. Hair should be neatly combed and styled.
6. Manicured nails or long fingernails are prohibited.

### **B2. Girls**



1. Good grooming is a must. Hair should be neatly combed and styled and kept in place with either a hair band, clip, ribbon, or must be braided or tied into a ponytail.
2. Front bangs should not extend lower than the eyebrows.
3. Faddish attire like mini-skirts, mini pants, shorts, ripped jeans, cropped top, plunging necklines, haltered tube blouses, sleeveless, slippers are prohibited.
4. Applying of make-ups and wearing of big earrings are not allowed except during programs and other special occasions.
5. Manicured nails or long fingernails are prohibited.
6. Knee socks, socks trimmed with lace or socks with designs are prohibited.

### **C. Classroom Decorum**

1. If learning session is to take place, students must always conduct themselves properly in the classroom.
2. There shall always be order and silence in the classroom. If the teacher is late or out, students are to review their lessons silently.
3. Courtesy demands that students who wish to leave or enter the classroom while classes are going on should ask permission from the teacher.
4. Students are assigned permanent seats by their teachers. They should not transfer seats unless allowed by the subject teacher. At the beginning of the school year, a student is assigned a particular chair. He should take note of the seat number and take care of this chair, as if it were his own, throughout the school year.
5. Respect and courtesy should be accorded to the teacher. When a teacher, school authority or visitor enters or leaves the room, students should rise and stand at attention.
6. Students should refrain from chewing gum or eating in the classroom.
7. Ridiculing, mocking, or laughing at the mistakes of others are bad manners and should be avoided.
8. When called for recitation or when asking questions from the teacher, the student should stand erect and answer / ask questions in a firm voice. Prompting or disturbing the one reciting should never be done during recitation / asking questions.
9. When admonished, it is gentlemanly to accept correction. Any student who disagrees with the teacher may present his/her disagreement respectfully.
10. Students must use with care the school properties such as furniture, laboratory, sports etc. Any student who breaks or damages anything due to



unruly conduct or carelessness shall be responsible and accountable thereof. Of the responsibility that cannot be pinpointed or determined, the whole class will be made responsible.

11. Cleanliness and orderliness must be maintained by all students. Before leaving the room, the student must keep his/her chair in order and clean up his/her place of litters.
12. Wall and whiteboards must be kept clean. Students should not play with markers and erasers or write anything on the whiteboards.
13. Students should stay in the classroom during class hours or during periods of intervals unless there is a written permission from the Office of the Principal. Going to Comfort Rooms during class hours must be discouraged by the teacher and must be done only before classes start, during recess time, and dismissal.
14. Personal visits from one room to another should never be done during class hours.
15. Loitering, running around, or engaging in horseplay or games during or in between class hours is prohibited.
16. No interruptions during class hours such as announcements, notices, etc., are allowed unless with written permission from the administration.

#### **D. Intramurals**

1. All students are required to attend the school intramural. The attendance officer of each class is tasked to check the attendance. One (1) point per day shall be added to each student's raw score in performance tasks for all subjects.
2. All students are encouraged to participate in all intramural games to promote the spirit of sportsmanship and unity.
3. The non-players are obliged to give moral support to their players in any events.
4. Students who will seek permission to be excused from attending the activity because of personal reasons will be marked absent and will not receive the corresponding points on the days they are absent.

#### **E. Off-Campus and In-Campus Activities**

1. Before undertaking any off-campus activities like class picnic, field trip, camping, excursion, etc. and in-campus activities such as class practices, make - up classes, sports fest. All participating students should submit their parent's consent letters, which are issued by the teacher - in - charge of a particular activity.



2. If a student fails to present a reply slip from his/her parent or legal guardian to the teacher-in-charge, he/she cannot join such off-campus activity.
3. Any off-campus activities should be cleared and approved by the Principal through the recommendation of the Department Head.
4. Permission from the Principal has to be secured one (1) week before the date of any off-campus activities.
5. The school is not responsible for any activity, which is not approved by the Principal.

## **F. Other Special Activities**

1. The annual Grand Alumni Homecoming, Confucius Day/Teachers' Day, Chinese New Year Celebration, and Family Day are special activities attended by the teachers and students of ZCHHS.
2. Love Drive is emphasized to all students in this institution.

## **G. Permission to Leave School**

1. No student may leave the school premises between arrival and dismissal time without the explicit permission from the Prefect of Discipline or the Principal.
2. A student may leave the school earlier than dismissal time if he presents to the Prefect of Discipline a letter signed by his parents or guardian requesting for an early dismissal or an illness notification slip which the school nurse signs and class adviser/department head.
3. If the request is granted, the Prefect of Discipline issues a Gate Pass Slip to the student. This is surrendered to the security guard on duty at the exit gate. The Prefect of Discipline may inform the parents to fetch him/her. Any GATE PASS issued is only good for a purpose as specified.

**NOTE:** Parents/guardians may request for early dismissal of their children through any authorized person, or by means of letter or telephone call to the Prefect of Discipline. The required GATEPASS shall be filled-up to present to security guards on duty.

## **H. Reporting to School after an Illness**

1. The student, upon arrival after an illness, must present a medical certificate to the Prefect of Discipline attesting that he was sick and is now ready to attend classes. The Prefect of Discipline may send him to the infirmary/clinic room for a check-up before he/she is allowed to attend classes.



2. The school reserves the right not to allow any student to join any activity if, upon the recommendation of the school physician or the school nurse, his/her presence may pose danger to the health of any member of the community or to him/herself.

## **I. Curfew Time**

1. The Curfew Time is at 5:00 P.M.
2. Only students who have written permission from the Principal, Prefect of Discipline or who are accompanied by a member of the faculty/staff may remain in campus after curfew. Students attending personal academic assistance or special classes must stay within their assigned classrooms or areas. Those waiting for their cars should wait at the gates or at the guardhouse.
3. Practice sessions for school teams or club meetings may continue as long as the coach or the club moderator is physically present with the team or club.

*Note: Parents/guardians are advised to fetch their children on time or after dismissal of classes at 4:00PM or after school activities at 5:00PM. Students should go home immediately after the afternoon classes, or extra/co-curricular activities or any other sanctioned activity by the school.*

## **J. System of Communication**

1. Important announcement and notices are posted on designated bulletin boards and the school's Facebook page. It is the responsibility of each student to read notices daily.
2. Students are reminded that bulletin boards are for official use only. Therefore, tampering notices is considered a serious offense.

## **K. Circular for Parents**

1. Circulars for parents are frequently sent through the students. Students are responsible for returning the slips attached to parent circulars.
2. Failure to submit the return slip on the designated day will merit an appropriate disciplinary sanction.

*Note: Parents/guardians of high school students, who are interested to apply for lunch pass for their children must submit a letter of intent supported by reasons one week after regular classes have started. Upon approval, these*



*parents / guardians will be made to sign a form containing the school conditions.*

## **L. Restricted/Off-Limits Area**

Students may not enter restricted and off-limit areas without explicit permission to transact official business. The following are considered RESTRICTED/OFF-LIMIT areas:

1. Principal's Office
2. Administration Office
3. General Office
4. Faculty Rooms
5. The Faculty Computer Workroom

## **M. Care of School Property**

A Chong Hua student is expected to take pride of his/her school and show it by treating school property/facilities with care and keeping the campus and the buildings neat and clean. Any damage caused by the student to the property of Zamboanga Chong Hua High School or of others must be repaired or replaced at the student's expense.

### **a. Classroom**

1. All students are responsible for keeping their classrooms and the immediate surroundings neat and orderly at all times.
2. Cleaning materials should be kept in their proper places.
3. Lights and fans should be turned off, and doors should be locked whenever the class leaves the room. This is mainly the responsibility of the beadle and sub-beadle.
4. Classroom cleaners are assigned to stay after class hours to prepare their own room for the following school day. They are responsible for closing the windows, cleaning the whiteboard, and doing a general cleaning of their classroom and the corridor fronting their classroom.
5. During lunchtime, students may eat inside the classroom if cleanliness and orderliness are observed. Forfeiture of the privilege of using the classrooms outside of class time may be imposed for any abuse in the use of room facilities or violation/disregard of the regulation.

### **b. Building and Furniture**



1. Students are expected to use school furniture/equipment with proper care. Sitting on top of tables, desks, and chair's backrest; sliding down the stairs railways; banging/kicking of doors, chalkboard, bulletin board, and the like are violations of school rules and warrant proper sanctions.
2. Students are reminded that playing in the lavatories, pushing, wasting water, or tissue paper, or committing any acts of vandalism will be subject to proper sanctions.
3. Any damage incurred by a student to school property will be repaired or replaced at the student's expense, which is ten times the amount of the property damaged. It will also subject the same student to disciplinary sanction.
4. In coordination with the Property Custodian, an assessment/inventory of the school property/equipment assigned to the students will be made for clearance purposes at the end of the school year.
5. It is the duty of every student to report to the Prefect of Discipline's Office any damaged property, such as broken windowpanes, scratched desks and chairs, etc.

#### **c. School Grounds**

As members of the Chong Hua Community, all students are expected to help preserve the cleanliness of the school grounds. It is their responsibility to remind or correct those who may be negligent in observing this rule.

## **N. Use of Other School Facilities**

There are standing regulations for the use of Library, Clinic, Canteen, Covered court, Gym, etc. Permission to use these facilities must be secured according to established procedures. Students are expected to maintain order and cleanliness in these areas. They have to face the consequences once failure to follow the regulations.

Students who wish to use any classroom after class hours have to register with the Property Custodian and to present the Approval slip to the guard on duty.

### **CANTEEN**

#### **Food Preferences and Restrictions**

*(DO 8, s. 2007 - Revised Implementing Guidelines on the Operation and Management of School Canteens)*





1. Students may go to the school canteen for snacks and lunch during recess time and after classes, but not during class hours. They are expected to help maintain orderliness and cleanliness in the canteen.
2. A variety of choices\* of nutrient-rich foods and fortified food products shall be made available for sale in the canteen at an affordable cost.
3. Only nutrient-rich foods such as root crops, noodles, rice and corn products in native preparation, fruits, and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins and minerals shall be sold in the school canteen. Beverages shall include milk, shakes, and juices prepared from fruits and vegetables in season.
4. The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food product that may be detrimental to the child's health and that do not bear the Sangkap Pinoy seal and/or did not pass BFAD approval is prohibited.
5. Iodized salt shall be used, in controlled quantity, in the preparation of cooked foods to ensure that the iodine requirement of the clientele shall be met and to eliminate iodine deficiency disorders. The use of monosodium glutamate (vetsin) shall be regulated.
6. Vendors shall not be allowed to bring in food items inside the school canteen/premises. Teachers and school personnel are likewise prohibited from selling food items within the school premises, except through the school canteen and unless authorized and covered by a written agreement with the school head/principal and/or the teachers' cooperative.
7. Selling of toys that maybe detrimental to the health of the students/pupils is strictly prohibited.

## **LIBRARY**

1. Students are encouraged to use the library facilities. They have to apply for library cards. They are expected to observe and strictly follow the library rules and regulations. Disregard and violation of these rules and regulations will mean corresponding sanction and possible loss of library privileges.
2. Students are enjoined to refrain from activities which may distract others such as loud conversation, chatting, laughter and the like.
3. Students are reminded that the library is a facility which is an aid to study and learning. It is, therefore, important that an atmosphere conducive to studying is maintained here at all times.



## **SPORTS AND ATHLETIC EQUIPMENT**

1. Sports and athletic equipment are available for the use of students, and coaches. These should be treated with care. A student may borrow equipment upon surrender of his ID card. He is responsible for returning what he has borrowed. Any lost equipment will be charged to his account.
2. No sports or athletic equipment may be borrowed during recess or lunch break.
3. All borrowed equipment must be returned by 5:00 P.M.

## **O. Security and Safety of Personal Belongings**

The following procedure is to be observed in order to protect the personal belongings of students:

1. Each student shall take good care of his own belongings. Carelessness, especially when it concerns with valuables, invites the loss of these things. They are discouraged from wearing jewelry in school.
2. The school will not be held responsible for losses of students' property due to negligence.
3. Whenever the class leaves the classroom, the doors and windows must be closed and the electric fans and lights must be turned off.
4. Classrooms, which are not used for extra-curricular activities, will be closed after the last class/period.
5. Students who attend extra-curricular activities are urged to bring their personal belongings for better safekeeping and not to leave them inside their classroom.
6. Students are strongly discouraged from bringing expensive items and excessive amount of money to school.
7. Parents delivering food to their children every lunchtime must deposit the lunch bags with the corresponding tag name at the designated area.
8. Parents/guardians are to be made responsible for their personal vehicles parked within the school premises.

## **P. Lost and Found Articles**

Lost and found articles should be reported to the Prefect of Discipline as soon as possible. Notice concerning lost and found articles shall be announced during flag ceremony. Articles unclaimed after five months will be donated to



the Student Council of the school as gift-items for the less fortunate in December.

## **Q. School Identification Card**

1. The complete school uniform includes the student's ID card. The school ID card is an important document, which certifies that an individual is a registered and bona fide student of the school.
2. The complete ID card must have the student's English and Chinese name, grade/year, picture, and signature of the principal.
3. Students are required to pin their school ID at all times before entering the school gate and while within the school premises.
4. A student is required to present or surrender his/her ID when he/she borrows athletic equipment, school equipment, etc.
5. On Saturdays, Sundays, or holidays, students are required to present their ID card to the guard on duty before being allowed to enter the school campus.
6. School ID is non-transferable. Lending or borrowing of ID is strictly prohibited. Tampering of ID card is considered a serious offense.
7. A student will be charged P 300.00 for the replacement of a lost ID. In case of lost ID, the student must notify the class adviser immediately. Lost ID cards must immediately be reported to the Prefect of Discipline. Likewise, any ID found must be immediately turned over to the Prefect of Discipline.
8. Students are expected to read and abide by the agreement written at the back of the ID. The school ID is valid for two school years and will be renewed thereafter for another two school years.
9. Student ID will be distributed to students within the first month of the school opening.

## **R. Gift-giving**

Students and/or their parents are strongly discouraged from giving gifts in any form to teachers and/or staff members because it is contrary to the existing school policy.

## **S. Securing Guidelines for All Concerned**

1. A permanent ZCHHS I.D. is required of parents/guardians and watchers who regularly accompany students to school, to deliver lunch, or to fetch students during dismissal. This I.D. may be obtained from the Office of Student Affairs anytime during office hours. It must be worn conspicuously



at all times while inside the school premises on the right or left portion of the shirt with picture exposed.

2. School gates will be OPENED on the following schedules and will be kept CLOSED for the rest of the day:

**Gate 1: 6:30 a.m. to 8:15 a.m. only**  
**10:50 a.m. to 1:10 p.m. only**  
**3:50 p.m. to 4:30 p.m. only**

**Gate 2: For exit use only from the campus**  
**12:00 noon - 12:20 p.m. only**  
**4:00 p.m. to 4:20 p.m. only**

Persons delivering lunch and fetching children must observe and abide by this time schedule and they must not expect the school to make the time schedule flexible to suit their individual convenience.

3. Outside of this time schedule, occasional visitors or parents who come for appointment or to make some inquiries about school matters are to identify themselves to the security guard. The Security Guard will communicate with the school official through the intercom for instruction. Once it is approved, visitors or parents without the school I.D. should leave their personal ID, driver's license, or community tax certificate with the security guard and sign their names in the VISITOR'S LOG BOOK. The Security Guard will then issue a temporary VISITOR'S I.D. and the same must be turned over upon leaving the school campus.
4. Parents and/or visitors are required to transact all matters with teachers through the school office. They cannot go directly to any teacher or classroom.
5. The security guard is authorized to inspect bags, water jugs, and belongings of students, visitors, and parents entering the school campus when it is deemed necessary.
6. Smoking, which has been proven hazardous to the health of both the smokers and non-smokers alike, is not tolerated inside the campus grounds.



# CODE OF CONDUCT

## Guidelines for Responsible Behavior

### Disciplinary Measures

Discipline is based on the student's self-respect, submission to legitimate authority, respect for the rights of others, respect for school property and the honor and dignity of the school. Infractions are violations that call for disciplinary measures that the school imposes on the students to guide them towards appropriate and acceptable behavior.

### Sanctions

The school has the right to impose disciplinary sanctions such as giving demerits, suspension, probation, strict probation, final warning, and dismissal/expulsion on any student who engages in activities contrary to the rules and regulations of the Zamboanga Chong Hua High School.

### Purposes of Disciplinary Sanctions

Sanctions are imposed for violation of rules and regulations of the school and are designed to:

1. Teach the students the ideals of justice;
2. Develop a healthy respect for the law and authority;
3. Maintain good order in the school;
4. Correct unacceptable and undesirable behavior;
5. Help strengthen their character; and
6. Protect them and the good name of the school.

## List of Offenses According to Gravity

### A. Minor Offenses

The following are considered minor offenses of the student code of conduct:

#### A1. On Attendance

1. *Tardiness*
2. *Failure to bring excuse letter after every absence.*
3. *Half-day absenteeism.*



## **A2. On Decorum, Conduct and Behavior**

1. Improper school uniform.
2. Littering, eating, chewing gum in class and writing on whiteboards.
3. Disregarding haircut policy.
4. Entering the campus without I.D. card.
5. Quarreling with classmates (not along a serious nature).
6. Leaving the classroom without teacher's permission but the student is in the school building.
7. Playing harmful jokes.
8. Tampering of school I.D.
9. Inattentiveness.
10. Impolite conduct and acts which are unbecoming of a lady and gentleman.
11. Engaging in ball games during lunch break and recess time such as basketball, soccer, sipa and football and engaging in activities that would cause profuse sweating is strictly prohibited before morning and afternoon classes, during break time and vacant periods. The sports equipment, if any, shall be confiscated by any teacher, Student Affairs or his/her assistant, the security guard/s.
12. Gallivanting in public places wearing school uniforms.
13. Having tinted or highlighted hair.
14. For males, wearing of earrings.

## **A3. On Safety and Order**

1. Making unnecessary noise during class hours, at the convocation, in the library, and during flag ceremony. Boisterous laughing, giggling, screaming, shouting, loud talking, and howling in hallways, stairways, and classrooms.
2. Blocking passageways like sitting on the stairs or congregating in front of doors, on the corridors and in hallways.
3. Loitering inside the campus after the curfew (5:00 p.m.)
4. Unauthorized posting of notices and announcement on walls and doors.
5. Staying in places other than the officially designated places during flag ceremony and other assemblies.



6. Leaving bags, lunch box, and other school materials not in proper place (subject for confiscation).
7. Spitting, urinating or defecating outside the proper toilet facilities.
8. Bringing pets and animals to school without permission from the office.
9. Possessing or distributing comic books and questionable printed materials.
10. Operating/using and bringing to school the following it
  - Multimedia system
  - Cellphone
  - Wireless phones
  - IPad
  - Playing cards
  - Lighter
  - Brick games / Handheld gaming devices
  - Mechanical and electrical toys / devices gadgets and the like (This includes the charging of such gadgets inside the classroom.)

Such article/s shall be confiscated. The said item shall be turned over to the head of student affairs, who shall notify the Parent/Guardian of student concerned about the confiscation. Only the parent or legal guardian can claim the confiscated item, taking into consideration the following:

- |                   |                                 |
|-------------------|---------------------------------|
| 1. First offense  | - confiscation for one (1) week |
| 2. Second offense | - one (1) month                 |
| 3. Third offense  | - one (1) semester              |
| 4. Fourth offense | - one (1) year                  |

#### **A4. Disciplinary Procedures:**

1. The disciplinary infraction is brought to the attention of the student and a report is submitted to the office of student affairs indicating the time, place, persons involved, witnesses, etc., and other pertinent information.
2. The prefect of discipline/guidance counselor conducts special assemblies and investigation to the case.
3. The prefect of discipline/guidance counselor applies appropriate sanction subject to the approval of the principal.
4. Teachers, parents, guardians are duly notified about the case and informed about the decision.



5. Parents are summoned for a conference with the disciplinarian/guidance counselor and class adviser to apprise them to the case and discuss corrective measures to be taken.

#### **A5. First Offense:**

1. Advise - calling the attention of the student.
2. Reprimand - giving directions and guidance.
3. Warning - formal notice of infraction and an explanatory of the possible consequences to the student and parent/guardians.

#### **A6. Second Offense:**

Post any of the following ordinary public punishment on violations of the code of discipline:

1. Cleaning of offices.
2. Gathering of garbage.
3. Writing, copying, or reciting materials.

#### **A7. Third Offense:**

Suspension from class for one day (required to report to school but suspended from classes).

**A8. For students committing minor offenses, the conduct rating will be deducted from 2 to 3 points.**

**A9. Three minor offenses equal one major offense.**

### **B. Major Offenses**

The following are considered major violations of the student code of conduct:

#### **B1. On Attendance and Conduct inside Classroom**

1. Cutting classes, or when a student leaves the classroom without the expressed permission of the teachers.
2. Inciting other students to be absent from classes.
3. Excessive unexcused absences.
4. Truancy.





5. Cheating - A student caught in the act will be given a grade of 70 for any test, quizzes, long tests, periodic examinations.

Cheating is defined as:

- Possession or using of crib notes which may be written on any material or instrument or on one's person during any examination.
- Copying, peeping or glancing at another student's paper; showing one's test paper, or allowing another student to copy from one's paper.
- Writing/answering the test questions for another student.
- Using signals, communication devices or any other means to provide or solicit answers.

*Note: The student giving answers and the ones benefiting from the act will be sanctioned accordingly.*

## **B2. On Conduct and Behavior in school**

1. Bullying acts.
2. Vandalism: Unauthorized or improper use of school properties like whiteboards, blackboards, tools, and equipment. Damaging or destroying school property.
3. Forging of parent's and teachers' signature.
4. Inflicting physical injury to co-student, teacher, or any school official.
5. Fighting in or near the school premises, including bringing outsiders to school for this purpose. The guilty party shall shoulder the medical expenses of the injured party.
6. Bringing and playing of cards or gambling in school premises.
7. Bringing of liquors, prohibited drugs (like rugby and others) are likewise not allowed.
8. Taking or possessing alcoholic beverages inside or within the vicinity of the school campus; coming to school and/or attending or being in school functions under the influence of alcohol.
9. Possession or using of vape or smoking of tobacco, marijuana, or liquid nicotine inside the campus.
10. Forging or tampering school record or transfer forms or securing or using such forged transfer credentials.



11. Intoxication or Drunkenness, or going to school drunk, including bringing liquor to school and attempting to take alcoholic drink while inside the school campus or within the school premises.
12. Often defiance or disrespect in word or in deed that tends to put any member of the faculty, administration or non-teaching staff in ridicule or contempt.
13. Lying/giving false testimony during school investigation.
14. Slander/utterance of offensive words that tend to cause dishonor or discredit on the name of a person whether such utterance is done face to face or in any social media flat form.
15. Posting side comments or reactions on any personal or social media issues on any social media flat form.
16. Creating dummy accounts or GC (Group Chat) in any social media platform serves as an avenue in maligning, discrediting or dishonoring any peer or member of the school personnel.
17. Using somebody else's I.D. card.
18. Embezzlement of the school/student fund.
19. Unauthorized solicitation, collection of contribution, and / or selling tickets.
20. Encouraging others to violate school policies. Leading / joining boycott against the school.
21. Gross misconduct, repeated disregard of school rules and regulations, major and minor.
22. Carrying bladed or deadly weapons or any such articles or objects which may inflict injury, harms or cause death to others.
23. Bringing firecrackers or other pyrotechnics wares to school.
24. Lewdness, display, or possession of pornographic materials.
25. Hazing, regardless whether done within or outside the school campus.
26. Talking, peddling, or possession of prohibited or regulated drugs, even if committed outside school.
27. Stealing of any kind or form.
28. Public display of affection (PDA); Dating inside or outside the campus which constitutes necking, petting, kissing, intimate hugging,



cuddling, sitting on the lap; and such other acts that are offensive to human sensibilities.

29. Posting of malicious and scandalous videos or pictures in any social media platform such as necking, petting, kissing, intimate hugging, cuddling, sitting on the lap of either opposite or same sex.
30. Hooliganism: preventing or threatening personally or through a third party a student or faculty member, or a school authority from discharging their duties or from attending classes or entering the school premises.
31. Having any intentional body mark/s (e.g. tattoos)
32. Driving motorcycle within the school campus and its premises.
33. Any violation after the final warning.

### **B3. On Conduct Outside School**

1. Conducting class activity in the name of the school but without the authority or permission.
2. Facing charges of a crime in court.
3. Acts that tend to cause dishonor, discredit, or contempt in the name of the school.
4. Loitering in public places during class hours even not in school uniform as long as he or she is a bonafide student of Zamboanga Chong Hua High School.
5. Participation in rumbles.
6. Membership, affiliation, or association with fraternities, organizations, notorious gangs, or secret societies outside the school.
7. Immorality such as engaging in sexual acts, visiting places of ill repute or committing such other acts that are offensive to the sensibilities of the members of the community.
8. **Cyber bullying.** Posting foul words, negative comments, name calling, and the like in social media that may affect any student or school personnel psychologically and emotionally.
9. Sending vulgar and abusive language through short message (i.e. TEXT), computer, and electronics means.



#### **B4. Disciplinary Procedures**

1. Disciplinary infraction
2. Formal Investigation.
3. The prefect of discipline/guidance counselor applies appropriate sanction subject to the approval of the Principal.

#### **Disciplinary or Corrective Actions**

##### **B5. FIRST OFFENSE**

1. Student will be suspended for three (3) days. He/she will be given a grade of 75 in his/her department for the quarter the offense is committed.
2. He/She will not be allowed to attend his/her classes or even enter the school campus.
3. He/she has to stay at home during the entire duration of his/her suspension otherwise, an extension may be imposed.
4. Missed quizzes are equivalent to zero.

##### **B6. SECOND OFFENSE**

1. Student will be suspended for five (5) days.
2. He/she will not be allowed to attend his/her classes or even enter the school campus.
3. He/she has to stay at home during the entire duration of his/her suspension otherwise, an extension may be imposed.
4. Missed quizzes are equivalent to zero.
5. He/she will be given a grade of 70 in his/her department for the quarter the offense is committed.

##### **B7. THIRD OFFENSE**

1. Students will be required to transfer within the school year or denied admission the next school year.

### **Child Protection Policy**

#### **Definition:**

Refers to program, services, procedures, and structure that are intended to prevent and respond to abuse, neglect, and violence.



## Acts of Bullying

**Republic Act No. 10627**, states that “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 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 electronics means.

## Types of Cyber Bullying

**Flaming:** Online fights usually through emails, instant messaging, or chat rooms where angry and rude comments are exchanged.

**Denigration:** Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.

**Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.

**Outing:** Sharing secrets about someone online including private information, pictures, and videos.

**Trickery:** Tricking someone into revealing personal information then sharing it with others.

**Harassment:** Repeatedly sending malicious messages to someone online.

**Cyber stalking:** Continuously harassing and denigration including threats of physical harm.



**Masquerading:** Masquerading is a situation where a bully creates a fake identity to harass someone anonymously. In addition to creating a fake identity, the bully can impersonate someone else to send malicious messages to the victim.

**Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.

## **Guidelines for Responsible Behavior**

### **Disciplinary Measures**

Discipline is based on the student's self-respect, submission to legitimate authority, respect for the rights for others, respect for school property and the honor and dignity of the school. Infractions are violations that call for disciplinary measures that the school imposes on the students to guide them towards appropriate and acceptable behavior.

### **Sanctions**

The school has the right to impose disciplinary sanctions such as giving demerits, suspension, probation, strict probation, final warning, and dismissal/expulsion on any students who engages in activities contrary to the rules and regulations of the Zamboanga Chong Hua High School.

### **Purpose of Disciplinary Sanctions**

Sanctions are imposed for violations of rules and regulations of the school and are designed to:

- Teach the students the ideals of justice:
- Develop a healthy respect for the law and authority:
- Maintain good order in the school;
- Correct unacceptable and undesirable behavior;
- Help strengthen their character;
- Protect them and the good name of the school; and
- Promote a friendly atmosphere in the campus.



# Disciplinary Procedures

## Disciplinary or Corrective Actions

1. Children are reminded that the school is a “telling school.” Talking to adults about the incidents of bullying is helpful to both the bully and the bullied. Children are encouraged to speak to their parents at home about everything that happens in school.
2. Any case may be reported to the class adviser and or directly to the school Prefect of Discipline or Guidance Counselor.
3. If the acts of bullying are reported to the teacher/adviser, s/he should conduct a preliminary investigation to gather background or information about such case. If s/he deems that such allegation merits further investigation, s/he then reports to the Office of the Prefect of Discipline who will then conduct a thorough follow - up in investigation.
4. The Prefect of Discipline investigate all instances of reported or suspected bullying behavior, weather these take place within the school or outside it, with a view to establishing the facts and bringing any such behavior to an end.
5. Pupils who are alleged to have been involved in bullying behavior are interviewed by the ‘Prefect of Discipline’ to establish the nature and extent of the behavior and nay reasons for it.
6. The school, through the “Prefect of Discipline” reserves the right to ask any pupil to write an account of what happened, as part of an investigation that includes the time, place, person involved, witnesses, etc., and other pertinent information. This will be a standard procedure and does not necessarily imply that a pupil is guilty of misbehavior.
7. The ‘Prefect of Discipline’ does not apportion blame but rather treats bullying behavior as a “mistake” that can and must be remedied. S/he emphasizes that the intention is not to punish perpetrators but to talk to them, to explain how harmful and hurtful bullying.
8. In the vent that they have been involved in bullying behavior for the first time, they are asked to sign a binding promise that they will treat all pupils fairly, equally and respectfully including the targeted pupil(s) and that the bullying will stop.
9. If that promise is honored, there will be no penalty and that will be the end of the matter. Pupils who report bullying therefore are not getting others ‘in trouble’ so much as enabling them to get out of trouble into which they may ultimately get if the bullying continued. Parents(s) are also informed about the said incident in order for them to follow-up their child’s behavior.



10. When an investigation is completed and/or a bullying situation is resolved the 'Prefect of Discipline' will complete a report, o include the findings of the investigation, the strategy adopted and the outcomes of the intervention, as well as any other relevant information.
11. Teachers, parents, or guardians are duly notified about the case and informed about the decision.

**First Offense:**

1. Advise - calling the attention of the student.
2. Reprimand - giving directions and guidance.
3. Warning - formal notice of infraction and an explanatory of the possible consequences to the student and parent/guardians.

**Second Offense:**

1. Student will be suspended for three (3) days.
2. She/he will not be allowed to attend his/her classes or even enter the school campus.
3. He/she has to stay at home during the entire duration of his/her suspension otherwise, an extension may be imposed.
4. Missed quizzes are equivalent to zero.

**Third Offense:**

1. Student will be suspended for five (5) days.
2. He/she will not be allowed to attend his/her classes or even enter the school campus.
3. He/she has to stay at home during the entire duration of his/her suspension otherwise, an extension may be imposed.
4. Missed quizzes are equivalent to zero.
5. He/she will be given a grade of 70 in his/her department for the quarter the offense is committed.

**Procedure for Suspension**

1. A narrative report of the student's alleged infraction is submitted to the Student Affairs Office by the complainant. In case there is no complainant, the school, through the office of the Student Affairs, may prepare its own report to the alleged offense.





2. The Student Affairs Office conducts a summary verification procedure, which includes investigating the incident, listening to the alleged offender, calling witnesses, getting facts, asking the respondents to submit a narrative report of the alleged incident.
3. The Student Affairs Office conducts conference with the parents or legal guardian and the respondent.
4. He/She submits recommendations to the Principal.
5. The Principal approves reverses or modifies the recommendation of the Student Affairs.
6. After the decision of the Principal has been made, the Student Affairs informs the student's parents, moderator, and complainant respectively about the decision, a copy of the student's suspension is given to the moderator.

### **Program of Support for Working with Pupils**

1. Parent's Conference  
Discuss the child's attitude and behavior in/outside the class, relationships with his/her teachers, classmates and schoolmates, academic and study habits.
2. Counseling  
A professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.
3. Home Visitation  
A program that includes the visitation of parents and children in their home by the trained personnel (such as the class adviser, guidance counselor, etc.) who convey information and resources. Its goal is to improve child well-being including physical health and mental.

**ALL CIRCULARS / MEMO GIVEN THROUGHOUT/WITHIN THE SCHOOL YEAR  
EFFECTIVELY BECOMES PART OF THE RULES AND REGULATIONS OF THE  
STUDENT HANDBOOK**



## MISCELLANEOUS

### Student Council Guidelines

The mission of the Student Council is to represent the interests of the student body in the student government affairs. This council will work with the administration, faculty, staff, and school committee, and will freely express their ideas and suggestions for the benefit of the student body. Finally, this council aims promote positive relationship between the student and the school administration, faculty and staff.

### Article I - Name

The official name of the school organization is **Zamboanga Chong Hua High School Student Council**.

### Article II - Objectives



1. To develop high standard of scholarships, responsibility. Leadership and school spirit.
2. To encourage good citizenship, student's initiative and respect among the students and staff.
3. To encourage student activities.
4. To promote positive relationship between the student body and the administration.
5. To provide opportunities for the training of student's leaders.
6. To provide information for new students through campus tour and open house venue.

### **Article III - General Qualification for the Election of Student Council**

1. She/he must obtain a department grade of B+ or better for each quarter of the current school year.
2. The aspirant must have no plan of leaving the school for the incoming school year.
3. She/he must not obtain the grade lower than 80, both in English and Chinese, as can be reflected in the report cards starting first grading period of the current school year.
4. Siblings are prohibited to serve in the student council during the same term or period.
5. She/he must commitment and dedication to serve and work in cooperation with the Student Council adviser.
6. She/he must have high moral value and ability to follow and respect school rules and regulations.
7. She/he must not back out after the line - up has been submitted and approved by the school - designated COMELEC.
8. Only class officers or batch officers of the current school year (from President - Business manager are qualified to seek for any students council position).
9. Incumbent student council officer is allowed to run for another school year provided he/she is not currently a graduating student.

### **Article IV - Term and Eligibility**



1. Elected student council shall serve the school for one (1) school year starting the date of the opening set by the school until the end of the school year.
2. Only two (2) parties (first come, first serve) are allowed to submit their official line - up for the Student Council positions, which are subject for validation by the COMELEC headed by SC Adviser.

#### **Article V - Officers/Duties**

The SC officers shall comprise the following:

1. President
2. Vice President (Chinese and English)
3. Secretary (Chinese and English)
4. Treasurer and Assistant Treasurer
5. Auditor and Assistant Auditor
6. P.I.O
7. Business Manager
8. Committee Members (Appointed by the President-elect)

#### **Article VI - Procedure for Election**

Election shall be conducted every second week before the end of school year upon the approval of the school principal.

#### **Article VII - COMELEC**

School COMELEC is composed of prefect of discipline, guidance officer, department heads, and outgoing student council officers.

#### **Article VIII - Rights to vote**

All bonafide grades 5, 6, 7, 8, 9 and 11 students are entitled to vote.

#### **Article IX - Vote recount**

1. A vote recount to any position will be conducted upon request of the concerned candidate provided that there is only a single digit difference in the votes garnered.
2. Vote recount will be conducted once.



## **General Rules during Campaign Period**

1. A maximum of 20 posters in colored/black and white of legal-size bond papers may be used. Use of tarpaulin is strictly prohibited.
2. Posters must be posted only at designated areas such as bulletin boards, hallways, entrance gate and canteen.
3. Posters must be submitted to the Head of Student Affairs for Approval before posting.
4. Social media like Facebook, Twitter and the like may be used as campaign media. The content of which must be approved by the Head of Students Affairs.
5. Giving of tokens, prizes, or anything that will motivate the students to vote for a particular candidate is strictly prohibited.
6. Only sample ballots and simple bookmarks are allowed to be distributed to the students during the campaign period.
7. Classroom campaign will be for only 15 minutes per party per classroom.
8. A candidate must have commitment and dedication to serve and work in cooperation with the Student Council Adviser.
9. The Student Council will not be considered as extra-curricular activity starting S.Y. 2012-2013. There will be extra point/s credited to graduating honor students and the student's active participation/involvement will be acknowledged during the commencement exercises.

The student council officers shall be allowed to choose three (3) clubs as their extra-curricular activities, but they can only be members, not officers of such clubs. The officers of the student council with the exception of the president shall likewise be allowed to be editor (except editor-in-chief), assistant editor, or members of the school paper.

10. Any violation of the above-mentioned rules will be a ground for disqualification.

## **Revise Rule for Student Paper Membership**

1. Like the Student Council, the School Paper will be considered an independent service-oriented club effective school year 2012-2013.
2. Graduating School Paper officers/ members who are candidates for honors will receive points in the co / extra-curricular evaluation and will be given awards / recognitions if they are active members for at least two years or have won 1<sup>st</sup> to 3<sup>rd</sup> places in duly recognized competitions.



3. The editorial staff shall be allowed to be members of three (3) other clubs and with the exception of the editor-in-chief may be elected as officers of the student council.

## **Lunch Pass**

Reminder to Parents/Guardians of High School Students:

The school will issue LUNCH PASS only to students who reside within 100-meter proximity radius away from the school.

## **STUDENT CLEARANCE**

1. The students must accomplish clearance before the end of each semester.
2. Transfer credentials such as report cards, transcript of records, etc may only be released upon presentation of complete clearance from departments.
3. Report cards are required for enrolment; such will only be released after accomplishment of clearance.

## **APPENDICES**

### **APPENDIX A:**

#### **SECTION 73 OF THE 1992 MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS AS AMMENDED DECS Order No. 35, s. 1993)**

“A student in a private school who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the subject. However, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the school.”



**APPENDIX B:  
THE PENALTY OF EXPULSION**

“The Penalty of Expulsion is an extreme form of administrative sanction WHICH DEBARS THE STUDENTS FROM ALL PRIVATE AND PUBLIC SCHOOLS.”

To be valid and effective, the penalty of expulsion requires the approval of the Secretary of Education. Expulsion is usually considered proper punishment for gross misconduct or dishonesty and/or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or any other school authority or his agent or student.

INSTIGATING, ENGAGING, IN ACTIVITIES RESULTING IN DAMAGE TO CAMPUS OR SCHOOL FACILITIES, PROPERTY OR INJURY TO PERSONS, PREVENTING OR THREATENING STUDENTS OR FACULTY MEMBERS OR SCHOOL AUTHORITIES FROM DISCHARGING THEIR DUTIES; OR FROM ATTENDING CLASSES OR ENTERING THE SCHOOL PREMISES, forgoing or tampering school records or transfer forms, or securing or using such forged transfer credentials.

**APPENDIX C:  
THE DANGEROUS DRUGS ACT OF 1972: REPUBLIC ACT NO. 6425, ARTICLE V,  
SECTION 28: HEADS, SUPERVISORS AND TEACHERS OF THE SCHOOLS.**

For the purpose of enforcing the provision of Articles II and III of this Act, all School Heads, Supervisors, and Teachers shall be deemed to be persons in authority, and as such, are hereby vested with the power to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions.

They shall be considered as persons in authority if they are in the school or within the immediate vicinity, or beyond such vicinity if they are in attendance at any school or class function in their official capacity as School Heads, Supervisors or Teachers.

Any teacher or school employee who discovers/finds that any person in the school or within its immediate vicinity is violating any provision of Articles II or III of this Act shall have the duty to report the violation to the school head or supervisor, who shall, in turn, report the matter to the proper authorities. Failure to report in either case shall, after due hearing, constitute sufficient cause for disciplinary action.

**APPENDIX D:  
DECS ORDER DATED JANUARY 29, 1992 PROVIDING PENALTIES FOR  
UNAUTHORIZED ASSOCIATIONS, FRATERNITIES AND SORORITIES IN ELEMENTARY  
AND SECONDARY SCHOOLS.**

“To protect and safeguard the right of students to quality education, more particularly in the elementary and high school levels, the organization of



illegal/unauthorized associations, fraternities, sororities, and cult groups is hereby prohibited. The horrible deaths and the various forms of physical injuries inflicted upon students/pupils during initiations rites/hazing and such problems as drug addiction, vandalism, absenteeism, rumble, and other behavior problems were found to be linked to the presence and/or the active membership of such students/pupils thereon.

**APPENDIX E:  
THE COMPREHENSIVE DANGEROUS DRUG ACT OF 2002**

Republic Act No. 9165; Section 44 Heads, Supervisors & Teachers of School Section 44. Heads, Supervisors, and Teachers of School. - For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

**NOTE: ALL PROVISIONS HEREIN THAT ARE IN CONTRARY WITH THE IATF  
GUIDELINES ARE HELD IN ABEYANCE**





## EXCUSE SLIPS

Date: _____		
My Child _____ has been absent for _____		
day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
• Excused • Unexcused		
_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		
Date: _____		
My Child _____ has been absent for _____		
day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
• Excused • Unexcused		
_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		
Date: _____		
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day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
• Excused • Unexcused		
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	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		



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My Child \_\_\_\_\_ has been absent for \_\_\_\_\_  
day/days/i.e. from \_\_\_\_\_ to \_\_\_\_\_  
Reason: \_\_\_\_\_  
Enclosure: \_\_\_\_\_  
Action taken: \_\_\_\_\_

• Excused • Unexcused

_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	

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	_____ English Adviser	



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 Enclosure: \_\_\_\_\_  
 Action taken: \_\_\_\_\_

• Excused • Unexcused

_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	



*Note: Present doctor's certificate when absence is due to illness.*

**EXCUSE SLIPS**



## EXCUSE SLIPS

Date: _____		
My Child _____ has been absent for _____		
day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
<input type="radio"/> Excused <input type="radio"/> Unexcused		
_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		
Date: _____		
My Child _____ has been absent for _____		
day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
<input type="radio"/> Excused <input type="radio"/> Unexcused		
_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		
Date: _____		
My Child _____ has been absent for _____		
day/days/i.e. from _____ to _____		
Reason: _____		
Enclosure: _____		
Action taken:		
<input type="radio"/> Excused <input type="radio"/> Unexcused		
_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	
<i>Note: Present doctor's certificate when absence is due to illness.</i>		







Date: \_\_\_\_\_

My Child \_\_\_\_\_ has been absent for \_\_\_\_\_  
 day/days/i.e. from \_\_\_\_\_ to \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Enclosure: \_\_\_\_\_  
 Action taken: \_\_\_\_\_

• Excused • Unexcused

_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	

*Note: Present doctor's certificate when absence is due to illness.*

Date: \_\_\_\_\_

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 Enclosure: \_\_\_\_\_  
 Action taken: \_\_\_\_\_

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 Reason: \_\_\_\_\_  
 Enclosure: \_\_\_\_\_  
 Action taken: \_\_\_\_\_

• Excused • Unexcused

_____ Student Affairs Coordinator	_____ Chinese Adviser	_____ Parent's/Guardian's Signature
	_____ English Adviser	



*Note: Present doctor's certificate when absence is due to illness.*

## EXCUSE SLIPS



**CORRESPONDENCE SLIPS**

Date: \_\_\_\_\_

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Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature

Date: \_\_\_\_\_

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Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature

Date: \_\_\_\_\_

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Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature



CORRESPONDENCE SLIPS

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature



**CORRESPONDENCE SLIPS**

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
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Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
_____	
_____	
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Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature



CORRESPONDENCE SLIPS

Date: \_\_\_\_\_

Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature

Date: \_\_\_\_\_

Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature

Date: \_\_\_\_\_

Noted:

\_\_\_\_\_  
Class Adviser / Subject Teacher

\_\_\_\_\_  
Parent's/ Guardian's Signature



**CORRESPONDENCE SLIPS**

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature

Date: _____	
_____	
_____	
_____	
Noted:	
_____ Class Adviser / Subject Teacher	_____ Parent's/ Guardian's Signature





## REFERRAL SLIPS

Dear \_\_\_\_\_

Please come for a conference on

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_

Please come for a conference on

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date



## REFERRAL SLIPS

Dear \_\_\_\_\_

Please come for a conference on

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_

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Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date



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\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_

Please come for a conference on

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Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date



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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date



## REFERRAL SLIPS

Dear \_\_\_\_\_

Please come for a conference on

\_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_

Please come for a conference on

\_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Class Adviser / Date

Noted by:

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date



## PERMISSION SLIPS

ACTIVITY:
DATE:
VENUE:
TIME:
FEE:

Please check the desired responses

- we are allowing our child \_\_\_\_\_  
To join the activity. Name of the Child
  
- we are not allowing our child to join the activity because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noted:

\_\_\_\_\_

Class Adviser / Subject Teacher

\_\_\_\_\_

Parent's/ Guardian's Signature

ACTIVITY:
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Noted:

\_\_\_\_\_

Class Adviser / Subject Teacher

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Class Adviser / Subject Teacher

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Parent's/ Guardian's Signature

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Noted:

\_\_\_\_\_

Class Adviser / Subject Teacher

\_\_\_\_\_

Parent's/ Guardian's Signature



## CONFERENCE SLIPS

Dear \_\_\_\_\_

Please come for a conference. We will discuss your children's

- Attitude and behavior in/outside the class.
- Academic performance
- Study Habits
- Relationship with his/her teacher, classmates and schoolmates.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
Teacher/Date

\_\_\_\_\_  
Academic coordinator/ Prefect of Discipline

----- REPLY SLIP -----

Dear \_\_\_\_\_

We are coming on \_\_\_\_\_

at \_\_\_\_\_

\_\_\_\_\_  
Parent's/ Guardian's Signature

\_\_\_\_\_  
Date

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Parent's/ Guardian's Signature

\_\_\_\_\_  
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Academic Coordinator/ Prefect of Discipline

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Dear \_\_\_\_\_

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Parent's/ Guardian's Signature

Date

**CONFERENCE SLIPS**





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Parent's/ Guardian's Signature

\_\_\_\_\_  
Date





## REMINDERS

Dear \_\_\_\_\_  
Your child

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

### ACKNOWLEDGEMENT

Dear Mr. Ms. Mrs. \_\_\_\_\_  
I read your reminder dated

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you.

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_  
Your child

\_\_\_\_\_  
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\_\_\_\_\_  
Teacher's Signature

### ACKNOWLEDGEMENT

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\_\_\_\_\_  
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**REMINDERS**

Dear \_\_\_\_\_  
Your child

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Teacher's Signature

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Parent's/ Guardian's Signature / Date

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Teacher's Signature

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**REMINDERS**

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**REMINDERS**

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Dear \_\_\_\_\_  
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Your child

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\_\_\_\_\_  
Parent's/ Guardian's Signature / Date

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Parent's/ Guardian's Signature / Date

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Your child

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Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_  
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**REMINDERS**

Dear \_\_\_\_\_  
Your child

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Parent's/ Guardian's Signature / Date

Dear \_\_\_\_\_  
Your child

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Teacher's Signature

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I read your reminder dated

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\_\_\_\_\_

Thank you.

\_\_\_\_\_  
Parent's/ Guardian's Signature / Date





## SCHEDULE OF PERIODIC EXAMINATION

### FIRST PERIODIC

First Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Second Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Third Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Noted by: \_\_\_\_\_  
Parents/Guardian/Date

### SECOND PERIODIC

First Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Second Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Third Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Noted by: \_\_\_\_\_  
Parents/Guardian/Date



## SCHEDULE OF PERIODIC EXAMINATION

### THIRD PERIODIC

First Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Second Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Third Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Noted by: \_\_\_\_\_  
Parents/Guardian/Date

### FOURTH PERIODIC

First Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Second Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Third Day

1. \_\_\_\_\_
2. \_\_\_\_\_

Date: \_\_\_\_\_

3. \_\_\_\_\_

Dismissal Time: \_\_\_\_\_

Noted by: \_\_\_\_\_  
Parents/Guardian/Date







**WAIVER SLIP**

This is to certify that I have given full consent and permission for my child to participate in the outdoor activity.

Activity	Date	Venue	Time	Teacher's signature	Yes	No	Parent's signature/Date

I have considered the benefits that my child will be derived from his/her participation in the activity with the students that every precaution will be taken to ensure his/her safety. I shall not hold the school responsible for any untoward incident that may happen beyond its control. His/her physical fitness is assured in a medical examination.

**WAIVER SLIP**

This is to certify that I have given full consent and permission for my child to participate in the outdoor activity.

Activity	Date	Venue	Time	Teacher's signature	Yes	No	Parent's signature/Date



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SCHOOL'S MONTHLY ACTIVITY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER





SCHOOL'S MONTHLY ACTIVITY

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH





SCHOOL'S MONTHLY ACTIVITY

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH







## STIPULATED AGREEMENT

A student who enrolls at ZCHHS signifies his/her intention to obey all the school rules and regulations. Furthermore, a student agrees to the prerogative of the school to drop at anytime any student who seriously commits a major offense.

THEREFORE:

I \_\_\_\_\_ promise to abide by all the rules and regulations stated in this Student Handbook. I will do my best to uphold the good name of my school, the Zamboanga Chong Hua High School.

\_\_\_\_\_  
Grade/Year Level Section

\_\_\_\_\_  
Student's Signature over Printed Name

## PARENT'S/GUARDIAN'S DECLARATION

I share with the school the responsibility to see to it that my son/daughter abides by all the rules and regulations stipulated in the Student Manual. I believe that my full cooperation with the school authority is for the good and best interest of my son/daughter. I will not question the school's authority to drop my son/daughter from the roll if he/she is proven to have committed a serious offense.

\_\_\_\_\_  
Signature (Father)  
Over Printed Name

\_\_\_\_\_  
Signature (Mother)  
Over Printed Name

\_\_\_\_\_  
Signature (Guardian)  
Over Printed Name

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. (Res.) \_\_\_\_\_

Tel. No. (Office) \_\_\_\_\_

Mobile No. 1 \_\_\_\_\_

Mobile No. 2 \_\_\_\_\_





# *LUPANG HINIRANG*

*ni Julian Felipe*

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 nang dahil sa iyo.

