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DAVAO CHONG HUA HIGH SCHOOL  
STA. ANA AVE. COR. J. P. LAUREL AVE., DAVAO CITY

# STUDENT HANDBOOK

2020 EDITION



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# **Section 1. THE SCHOOL**

## **BRIEF HISTORY**

### **1924**

The Davao Chong Hua High School was originally named Davao Chinese High School with only thirty grade school students on its founding on June 3, 1924. The school was formally opened at a rented space in San Pedro Street. It had only two classrooms. The school offers Chinese and English programs, a dual curriculum with the Chinese Program which aims to preserve and propagate the Chinese language, customs and tradition.

The first Principal was Mr. Lee Leng Tee and the first teachers were Mr. Ho Leng Ortega and Mr. Te Lun Tek. At this time, Don Francisco Juna Lim Villa-Abrille (Lim Chuan Hun) donated a one hectare lot for the school. The construction of the building started in October and was completed two months later. In January 1925, classes composed of grade schoolers were held for the first time in the new school site.

Although the school was founded in 1924, the Elementary Education was recognized by the Department of Education Culture and Sports only in August 1927, and granted Government Recognition by the Department of Education for its complete Elementary Course effective August 9, 1938. Seven years after in 1945, the school had its first high school graduates, consisting of 6 students.

After twenty years of development, three-classroom buildings and one dormitory were constructed, with a student population of more than three hundred. However, towards the end of Japanese occupation during the 2<sup>nd</sup> World War, all the buildings, except one, were destroyed. After the war, four more classroom buildings and one dormitory were constructed.

### **1965 - 1976**

In 1965, the city government expropriated 1,789 square meters of the school property for Sta. Ana Avenue, which cuts through the school campus dividing it into two. In 1976, in compliance with Presidential Decree No. 176 Filipinizing alien schools all over the country, the name Davao Chinese High School was changed to Davao Central High School.

## **1983 – 1998**

From 1983 to 1998, the Board of Trustees under the leadership of its dynamic Chairman, Mr. Guilbert Go, completed the construction of two 3-storey concrete buildings and one 4-storey building. This paved the way to start the modernization of the Davao Central High School, now Davao Chong Hua High School.

Mr. Delfin Go succeeded Mr. Guilbert Go as the Chairman of the Board of Trustees in 1998. During his term, a modern 3-storey building was constructed and named “Tan Yan Kee Memorial Preschool” in honor of the father of Dr. Lucio Tan, Chairman Emeritus of the Board of Trustees. Another grand project, the Jolly Central Covered Court, was donated by an alumnus, Mr. Tony Tan Caktiong. After the term of Mr. Delfin Go, Mr. Chua Tun-Chuan and Mr. Jesus Uy succeeded one after the other, as the Chairman of the Board. During their terms, the school continued to march toward achieving quality education. The school passed the Educational Service Contracting (ESC) Accreditation.

## **2008 – 2010**

In 2008, the Board of Trustees elected Mr. Benito C. Mesina as Chairman. Under his leadership, the school underwent transformation: repainting of the elementary and high school buildings, beautification of the campus, and expansion of the elementary and high school laboratories and the purchase of additional new laboratory equipment. He invited Kindergarten experts to improve the preschool education, granted loans to all teachers to purchase computer lap top units as an aid to teaching, and initiated the significant increase in the compensation of faculty and staff.

## **2010 – 2012**

In 2010, Mr. Dominic Peng Kee So succeeded Mr. Benito Mesina as the new Chairman of the Board of Trustees. During his chairmanship, the school was granted the Association of Christian Schools, Colleges and Universities (ACSCU) Level 1 status. The sports program and the faculty fund were given fuller support. With fresh perspective on leadership, the Chairperson, together with the Executive Committee, envisions a different Davao Central High School - a school responsive to the challenges of its society.

## **2012 – 2014**

Mr. Edison L. Lu's total commitment to quality education for the Davao Chong Hua High School marked his first year of leadership with major and varied undertakings. Finance/Accounting procedures were systematized with the hiring of the service of a prestigious and competent accounting firm. For physical facilities, repainting of the preschool building, shelves, cabinet, tables & chairs was done. The grade school and high school library floor plans, shelves and tables were restructured and repainted to provide more conducive environment for study and research. Home Economics and livelihood education and laboratories facilities and equipment were upgraded. Brand new electric fans were installed in all classrooms to improve ventilation. To ensure adequate water supply for the building, three (3) water tanks with one thousand (1,000) liters capacity each with complete pumps and accessories were provided. New sound systems for the auditorium were installed.

For academic and faculty, innovations on instruction, and students' programs gained momentum; new volumes of reading materials were infused in the library collection; faculty development was intensified, and the rating increase scheme institutionalized. This year, the school earned another 3-year ESC Accreditation Status. Realizing the importance of global connectivity and technical advancement, Mr. Edison L. Lu made possible the realization of the Website of the Davao Central High School. With Mr. Edison Lu's total commitment, developments continued as the main thrusts to prepare our students for the 21<sup>st</sup> century challenges and to heighten the promotion of the school as the hallmark of quality Filipino and Chinese education.

For the first half of his second term, Mr. Lu approved the following programs: scholarship for the graduate studies of the faculty, full scholarship for the grade school Chinese and English valedictorians, provision for a Chinese library, renovation of the building façade, and other improvements in the facilities, and additional manpower for cleanliness maintenance. For the institution, the school has now achieved Level 2 ACSCU-AAI Accreditation.

## **2014 – 2016**

Edison L. Lu was re-elected Board of Trustees Chairperson for a second term together with his team. This re-election paved the way for more innovations to support quality education of the institution. Among the significant ones were the following: renaming Davao Central High School to Davao Chong Hua High School, gaining DepEd approval for the K to 12 Senior High School program offering for 2016 – 2017 with the following strands: STEM, HUMMS, ABM

and GAS, scholarship grant for the faculty interested to pursue further studies, full scholarship grant to the grade school English and Chinese valedictorians, construction of the Mess Hall for the faculty, provision of a separate Chinese Library from the English Library, renovation of the façade of the building, creation of the botanical garden in support of instruction, and other improvements. It was also during his term that the Alumni Batch '64 donated seed money of one million (1M) for the faculty fund. To date, the Board's main thrust is to attain the Level 3 accreditation status and implement the Senior High Program beginning SY 2016-2017.

### **2016 – 2018**

On May 6, 2016, Mr. Jacob Chua was inducted into office as the Chairman of the Board of Trustees for the term covering 2016-2018. Induction took place at the Pinnacle Hotel, Davao City. The new Chairman, Mr. Jacob Chua has the strong drive towards sound education, and is committed to provide the best education to the learners of Davao Chong Hua High School. His dedication towards quality education, excellence, productivity, and global competitiveness has been in collaboration with the alumni/alumnae, and the parents-teachers association (PTA). His leadership is identified by his wisdom, knowledge, keen intelligence, passion for excellence in education that is sound in both mind and character, and sensible action. On April 2018, the school attained the Level 2 ACSCU-AAI Re-accreditation for Grade School and Junior High School Units and Candidate Status for Preschool Unit.

Under his leadership, Mrs. Tita Y. Ko, the representative of batch'66 announced in the evening of September 24, 2016 during the Alumni Homecoming program, the generous donation of batch'66 in the amount of five hundred thousand pesos (Php 500,000.00). This generous amount has been apportioned for the following projects: acquisition of 204 sets of LED tube light, 7 units of LCD projector, 1 unit of DSLR Canon camera, 1 set of sound system for the audio visual room (AVR), 1 unit paper shredder, and 21 pcs. VGA 20 m. cable.

### **2018 – Present**

In 2018, Mr. Domingo T. Uy succeeded Mr. Jacob Chua as the Chairman of the Board of Trustees. Under his chairmanship, the faculty room was fully air-conditioned, the TLE laboratory was upgraded, and the preschool department, athletic room and scouting offices enhanced. During the Modified Blended Learning teaching method, the wifi signal in the school is strengthened to make online teaching smooth and efficient. It was also in his leadership that

the Alumni Batch 94 donated 10 computer sets installed in the Internet Research Center (IRC).

Presently, the school is continuously updating and upgrading all areas especially the teaching and non-teaching components. The school maintains its productive culture, practices, and policies. Its Administrators, teachers, and staff all work together to consistently and continuously achieve the vision, mission, and goals of the school.

## SCHOOL EMBLEM



The school emblem, represented by the five-leaf clover flower known as the “Mei Hua” (plum blossom). This tiny pink flower blooms in the coldest winter. The colder the weather, the more beautiful is its bloom. This rare quality symbolizes nobility, strength of character, courage and persistency. Hence, it is chosen as the school emblem for the same significance.



## **SCHOOL PHILOSOPHY**

The Davao Chong Hua High School is a non-profit, non-stock, non-sectarian school. It commits itself to promoting the rich Chinese-Filipino culture and continuing the tradition of excellence in the total formation of students responsive to the challenges of nation-building and globalization, built on the foundation of propriety, righteousness, integrity, justice, and humility.

## **VISION**

The hallmark of quality Filipino-Chinese education in Asia and the Pacific.

## **MISSION**

Dedicated to forming students as valued contributors in local, national, and global development for a better world.

## **CORE VALUES**

**Excellence, Virtue and Service**

# **Section 2. SPECIFIC OBJECTIVES OF THE DIFFERENT PROGRAMS**

## **Preschool**

1. To provide a loving, nurturing, and friendly environment conducive to learning.
2. To provide a strong foundation in basic communication skills, specifically English and Mandarin.
3. To enhance physical, emotional, and mental health.
4. To provide experiences that will help form good habits.
5. To foster desirable relationship among small children.
6. To provide activities that will help discover creative and artistic abilities of children.

## **Grade School**

1. To develop basic competencies in 3Rs: Reading, Writing, and Arithmetic.
2. To infuse the core values of excellence, virtue and service.
3. To educate for responsible citizenship and inculcate a sense of patriotism.
4. To develop an understanding of oneself in relation to others and care for the environment.
5. To recognize children's uniqueness and develop their potentials.
6. To prepare the pupils for secondary education.

## **Junior High School**

1. To develop higher competencies in English, Math, Arts, and the Sciences.
2. To strengthen the competencies in listening, speaking, reading, and writing Chinese, English, and Filipino.
3. To develop the spirit of inquiry, analytical thinking, problem-solving, and other higher-level thinking skills.
4. To strengthen the values of self-discipline, integrity, courtesy, industry, propriety, righteousness, justice, and humility.

5. To provide venues for leadership training, community service, and care for the environment.
6. To foster a sense of pride, love and loyalty for the school.
7. To inculcate the sense of patriotism and nationalism.
8. To harness all skills in preparation for the senior high education.

### **Pre-College**

1. To strengthen the competencies in core subjects and Chinese language.
2. To strengthen the skills of inquiry, analytical thinking, problem-solving, and other higher-level thinking abilities.
3. To intensify the core values of excellence, virtue, and service.
4. To provide venues for leadership training, community service, and care for the environment.
5. To foster a sense of pride, love and loyalty for the school.
6. To inculcate the sense of patriotism and nationalism.
7. To harness all skills in preparation for the tertiary education.

# **Section 3. GOVERNANCE OF THE SCHOOL**

## **THE BOARD OF TRUSTEES**

The Board of Trustees is the highest governing and policy-making body of Davao Chong Hua High School (DCHHS). It is composed five (5) representatives from the various family associations and other concerned associations, as well as elected officers from the general membership.

### ***Functions***

The Board shall exercise the following authorities:

1. Appoint the School Director;
2. Approve the rules and regulations of the school consistent with DCHHS by-laws, or with the laws of the Republic of the Philippines, and to formulate written policies for the management and operation of the school, for the attainment of the purposes of the school and to govern its officers;
3. Evaluate and approve the annual budget as recommended by the Finance Officer and Budget Committees and subsidize financial deficit incurred by the school;
4. Procure funds for school building construction, renovations and general school improvements; and
5. Upon the recommendation of the Director, to appoint all administrative officers of the school.

## **ACADEMIC ADMINISTRATIVE PERSONNEL**

The Academic Administrative Personnel includes all employees occupying policy-implementing positions having to do with functions of the school in all levels.

## **School Director**

The School Director is the Chief Executive Officer (CEO) of the Davao Chong Hua High School exercises general supervision over school operations and all employees and students of the school through the department and office heads.

He/She provides the leadership and direction for the school towards the attainment of its Vision, Mission, and Goals in conformity with the school's By-laws, all legal requirements, the policies of the institution and its relevance to the community. He/She represents the school in public functions.

## **The Principals**

The Principals are the Academic Administrators. The school has two academic principals - Chinese and English, heading the Chinese and the English Departments, respectively. Each provides the academic leadership in planning, implementing, monitoring, and evaluating the instructional programs. They supervise the Grade School and High School Coordinators/Unit Heads.

## **Preschool Supervisor**

A Preschool Supervisor is responsible for overseeing the day-to-day operations and daily activities of the Preschool Unit.

## **Unit Head**

The Unit Head, who directly reports to the Principal, are heavily involved in the day-to-day educational operations as they relate directly to students and faculty. They provide support to the instructional processes of the department.

## **ACADEMIC TEACHING PERSONNEL**

The Academic Teaching Personnel includes all employees engaged in actual teaching and/or research assignments, in all levels of the educational system.

## **Class Adviser**

The Class Adviser coordinates through periodic consultation with parents, colleagues, Principal, Unit Heads and other school personnel in promoting the general welfare of the pupils, both in academic performance and individual behavior. He/She manages the class in school activities, whether inside or outside the campus; prepares and submits accurate pupil/student records on time; and maintains desirable classroom management.

## **Subject Area Coordinator**

The Subject Area Coordinator ensures quality instruction in the area of his/her specialization and coordinates with teachers and Unit Heads in the implementation of instructional program and activities related to his/her area of discipline. He/She supervises student activities in their area of concentration.

## **Subject Teacher**

The Subject Teacher is responsible for providing formal instruction and evaluation of pupil's/student's school performance. He/She develops instructional materials suitable for the learning level of the pupils; supervises and guides the pupils in activities that enhance their physical, mental, social, moral and spiritual growth.

## **NON- ACADEMIC PERSONNEL (NON-TEACHING STAFF)**

### **Bookkeeper**

The Bookkeeper is in-charge of the General Ledger, Accounting System, Students Account System, and all transactions pertaining to BIR, SSS, PhilHealth, Pag-IBIG.

### **Cashier**

The cashier receives payments from pupils/students or parents and prepares collection reports. He/She ensures that all collections are secured.

## **Coaches**

Helps pupils/students participating sports to work towards achieving their full potential. They may support sports teams and working closely with them to improve performance.

## **Executive Secretary**

The Executive Secretary directly reports to the Director. He/She is responsible in the proper management of the official records of the office, and performs clerical and minor executive details of the office ensuring confidentiality in the office.

## **General Services Officer**

The General Services Officer oversees the maintenance and repair, renovation and upgrading of the physical plant and facilities.

## **Human Resources Officer**

The Human Resources Officer is responsible for the management and coordination of activities in the areas of manpower planning, recruitment, compensation, and benefits administration, training and development, and career planning and management.

## **Information Technology In-charge**

The Information Technology (IT) In-charge is responsible in the implementation of the Information Technology (I.T.) in the school. He/She shall oversee the use of the Internet Room, Audio Visual Room, and set forth the guidelines in establishment and application of computer software, files and databases, networks, and procedures to solve information technology related problems including computer equipment repair, and maintenance.

## **Laboratories In-charge**

### **a. Science Laboratory In-charge**

The Science Laboratory In-charge manages, monitors, and maintains the conditions of the laboratory facilities. He/She serves request of materials for laboratory activities.

## b. Computer Laboratory In-charge

The Computer Lab In-charge is responsible for the efficient and effective use of the computer laboratory, its equipment, and other school assets entrusted to his/her care.

## **Medical Staff**

The school's Medical Staff is composed of a full time nurse, a part time medical doctor, and a dentist.

They are responsible for the implementation of the students' and the personnel's health program as promulgated by the Department of Health and the Bureau of Dental Services.

## **Principal's Secretary**

The Principal's Secretary attends to the needs of the Chinese and English Principal's Office.

## **Property Custodian/Bookstore In-Charge**

The Property Custodian/Bookstore In-charge keeps inventory records of all school property and equipment and recommends for replacement or additional purchases if needed. He/She also takes charge of selling, recording, and fixing the sale prices of items, and in the preparation and submission of periodic reports.

## **School Dentist**

The School Dentist is responsible for the dental services both emergency and non-emergency cases that might happen within the school premises. He/She performs regular dental check-up and recommends if necessary for any dental treatment/intervention.



## **School Nurse**

The School Nurse is responsible for the implementation of students' and personnel's health program as mandated by the Department of Health and Department of Dental Services. He/She assists the physician and the dentist in providing medical and dental care to pupils/students and school personnel; gives first aid treatment in emergency cases; keeps accurate and updated health record.

## **School Physician**

The School Physician attends to the health services of the students and employees. He/She performs regular medical check-up of the members of the community and recommends if necessary for any medical intervention.

## **Spiritual Formator**

The Spiritual Formator is directly responsible in the implementation of the spiritual formation programs of the academic and non-academic departments/offices.

## **OTHER SCHOOL PERSONNEL**

Those who are holding academic qualifications and performing academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors and similar staff.

## **Club Moderator**

The Club Moderator is directly responsible in giving guidance to students in the formulation of their club goals and objectives and in the planning and implementation of activities supportive of the thrust of the organization and that of the mission of the school.

## **Guidance Counselors (High School and Grade School)**

The Guidance Counselors (Students' Formators) are responsible for the organization and implementation of the Guidance Program of the school. They are directly responsible to the English and Chinese Principals.

## **Registrar**

The Registrar is responsible for all the past and present academic records of students and for all correspondence and reports. He/She exercises control in pupil/student registration, graduation and all activities related to pupil/student record management. He/She serves as the Liaison officer between the school and the Department of Education (DepEd).

## **School Librarians**

The English and Chinese Librarians are chiefly concerned with the administration and implementation of library plans, programs, policies, rules and regulations governing the effective and wise utilization of the library resources.

## **Student Affairs Chief/Prefect of Discipline**

The Student Affairs Chief/Prefect of Discipline is responsible for the discipline in the campus and supervises the co- and extra- curricular activities of the students. He/She is responsible for the promotion of adequate non-academic programs that would enhance students' physical, social, political, cultural, moral, spiritual and intellectual development.

# **Section 4. THE SPECIFIC TASKS OF CLASS ADVISER AND CLUB MODERATOR**

## **Class Adviser**

1. Conducts classes.
2. Counsels students and prepares the Anecdotal Report.
3. Enforces strict compliance of school rules and regulations such as: attendance, punctuality, uniform, cleanliness of classrooms and surroundings.
4. Handles academic and behavioral concerns in his/her advisory class and reports to the department heads whatever interventions have been made during the Student Conference.
5. Prepares the Class Profile and Attendance Report of his/her advisory class.
6. Evaluates the performance of students in his/her advisory class and submits the report cards every grading period on or before deadlines.
7. Prepares the grades summary sheet of his/her advisory and computes the averages at the end of every grading period.
8. Oversees the behavior of his/her students in his/her advisory section.
9. Checks and follows-up student's exam permit every grading period.
10. Stays with his/her advisory class during flag ceremony and flag retreat.
11. Maintains orderliness during assemblies and programs.
12. Supervises cleaning of the classroom after classes in the afternoon.
13. Conducts conferences with parents when necessary.
14. Performs other related functions.

## **Club Moderator**

1. Organizes the club/organization by having an election for set of officers.
2. Orients the officers and members of the club regarding their goals and objectives.
3. Plans and proposes programs/ activities, which develop and enhance students' leadership skills and abilities through co-curricular and extra-curricular activities.
4. Supervises the implementation of the activities.
5. Supervises the club's weekly meetings and activities.
6. Follows-up the weekly attendance of the members of the club.
7. Reviews and submits Constitution-and-By-laws and the list of elected officers and members of the club.
8. Submits annual plan of activities for the next school year.
9. Submits year- end accomplishment report one month before the end of classes.
10. Evaluates the different activities.
11. Submits the club's portfolio of documents one month before the end of classes.
12. Performs other related functions.

# Section 5. ADMISSION POLICIES AND REQUIREMENTS

## A. Requirements for Admission

### 1. New Students and Transferees

- a. Result of the entrance examination of the school
- b. Photocopy of PSA-authenticated Birth Certificate
- c. School Form 9 (Form 138) – No failing Grade
- d. Certificate of Good Moral Character from previous school
- e. Two (2) copies of 1 x 1 ID picture
- f. Foreign students:
  - Four (4) copies of 2 x 2 ID picture
  - I-card, Visa & Passport, Student Special Permit (SSP) (Foreign Students)
  - Certificate of enrolment/graduation from previous school.
  - Summary of grades from previous school translated to English by the concerned embassy

### 2. Resident Students

- a. School Form 9 (Form 138)
- b. Summer Report Card (for summer takers)

### 3. Senior High Graduating Students

- a. Original copy of Birth Certificate (PSA-authenticated)

## B. Age Requirements for Preschool and Grade 1

Nursery 1	: 3.0 years old to 3.11 by August 31
Nursery 2	: 4.0 years old to 4.11 by August 31
Kindergarten	: 5.0 years old by August 31
Grade 1	: At least 6.0 years old by October

# Section 6. SCHOOL FEES

There are four (4) modes of payment the parents can choose from in paying the tuition and miscellaneous fees:

## A. Mode of Payment

1. **Annual** - A discount of 5% on the tuition fees will be given for full payment upon enrolment.
2. **Semi-annual** - First payment is paid during enrolment and the balance will be paid at the start of the second semester (December).
3. **Quarterly** - First payment is paid during enrolment and the balance will be paid in three installments as follows:

- |                           |             |
|---------------------------|-------------|
| a. First Periodical Exam  | - September |
| b. Second Periodical Exam | - November  |
| c. Third Periodical Exam  | - February  |

4. **Monthly** - First payment is paid upon enrollment and the balance will be paid in eight (8) installments starting September to April.

## B. Family Discount

Children belonging to the same family and are enrolled in different levels are granted the family discounts on tuition fee: 3 children (25% discount for the youngest child, 4 children (50% discount for the youngest child), 5 children (75% discount for the youngest child), 6 children (100% discount for the youngest child), 7 and more (100% discount for the youngest child and 50% for the other children).

## C. Unsettled Accounts

1. Students with unsettled accounts will not be allowed to take the scheduled periodical examination unless an arrangement is made with Finance Office through a Promissory Note (PN). Promissory Notes are entertained only a week before the schedule of the

examination and only for the first, second, and third quarter periodical exam.

2. No promissory note is entertained for the fourth periodical exam.
3. The school reserves the right to withhold the report card and other academic credentials of students who have not fully settled their financial obligations.
4. Personal checks are accepted three weeks before the scheduled fourth periodical exam. After which no personal check shall be accepted.

#### **D. Refund of Fees**

1. Fifty percent (50%) of miscellaneous and one hundred percent (100%) of tuition fees will be refunded to a student who transfers or withdraws within one (1) week after the beginning of classes.
2. No refund on miscellaneous fees and 50% of tuition fees will be refunded to a student who transfers or withdraws within the second week after the beginning of classes.
3. If the withdrawal of enrolment is made two (2) weeks after classes have started, the student is obliged to pay the miscellaneous fees in full and the tuition fees for the entire first semester. This regulation holds whether the student has actually attended classes or not.

# Section 7. GENERAL PROCEDURES

## 1. Report Cards

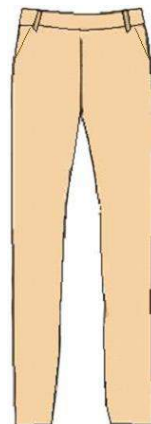
- a. Report cards are issued quarterly to students.
- b. Report cards are not issued to parents/guardians with unsettled financial obligations and property responsibility.

## 2. Prescribed School Uniform

Students are required to wear the prescribed uniform properly at all times during school days.

### a. BOYS

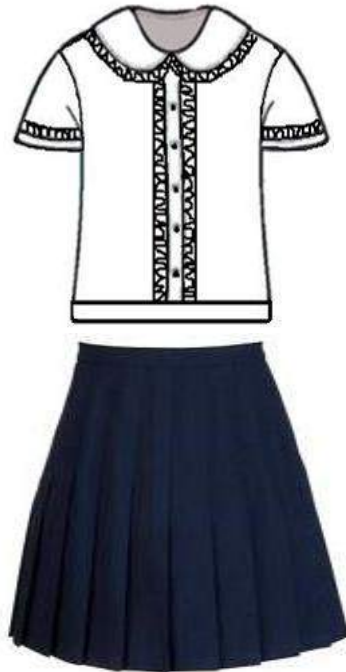
1. Grades 1 to 10:  
White polo with school logo sewn on the left pocket with plain white undershirt.
2. Preschool- Nursery 1 & 2; Kinder  
White T-shirt with dark blue round neck with school logo/seal printed at the front and a preschool unit printed at the back.
3. Preschoolers and Grades 1-3: Khaki **short** pants  
Grade 4 to 10 : Khaki **long** pants
4. Black leather shoes and plain white socks.





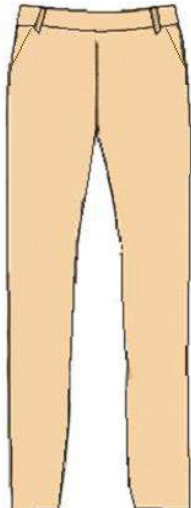
## b. GIRLS

1. White Blouse – Preschool Unit , Elem Unit & Junior High School Unit
2. Round pleated navy blue skirt with straps for the Preschool (Nursery 1 & 2 and kinder) and Grade School Unit
3. Round pleated navy blue skirt without straps for the High School Unit
4. Black leather shoes and plain white socks that will cover the ankle bone. Heels must not be one inch.
5. Boots are not allowed



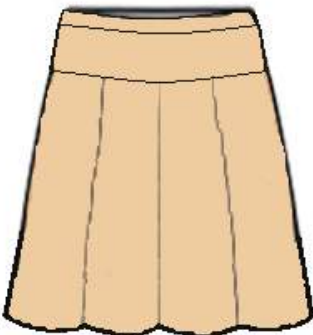
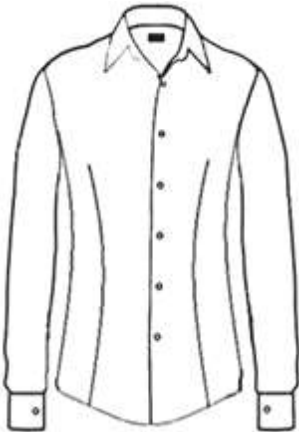
**c. SENIOR HIGH SCHOOL UNIFORM: BOYS**

1. Navy blue blazer with satin school seal, 0.2 inches collar lining and two (2) front pockets with two (2) inches cover.
2. Cream long sleeves with tucks; two (2) inches hand cuff with one (1) button.
3. Beige long pants with two (2) pockets front and back; ankle length.
4. Black shoes and plain white socks.



**d. SENIOR HIGH SCHOOL UNIFORM: GIRLS**

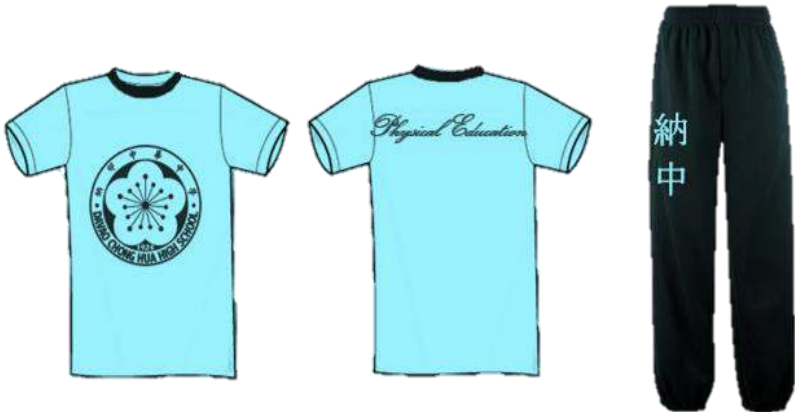
1. Navy blue blazer with satin school seal, 0.2 inches collar lining and two (2) front pockets with two (2) inches cover.
2. Cream long sleeves with tucks; two (2) inches hand cuff with one (1) button.
3. Beige skirt with three (3) inches plain cut from waist before the round pleats and four (4) inches width (left direction), side zipper; with no pocket and knee high in length.
4. Black heeled shoes (1-2 inches).



### e. P. E. UNIFORM

Students are required to wear P.E. Uniform during P.E. days and other days as prescribed.

1. Students are required to wear P.E. Uniform during P.E. day and other days as required
2. Plain blue with navy blue round neck T-shirt with DCHHS logo at the center.
3. Navy blue jogging pants printed with (Chinese character) on the right side and one (1) white stripe on both sides.
4. Rubber shoes



### f. SCOUTING UNIFORM

All Grade School and Junior High School Units are required to wear their scout uniforms during scouting day, every first and third Friday of the month.

#### 3. Haircut

- a. The prescribed haircut for male is 2"x 3".
- b. The bangs must not cover the eyebrows.
- c. Haircut inspection is every first Monday of the month.

4. **School Radio Frequency Identification Card (RFID)**

- a. Students are required to wear the valid school ID at all times while in the campus.
- b. Lost I.D can be replaced after submission of affidavit of loss and payment of three hundred pesos (P300.00) fee.

5. **Attendance**

- a. Regular attendance is required for all students.
- b. The teacher checks the class attendance every period.
- c. A student who has been absent should present an excuse letter signed by his/her parents to the class adviser before he/she is admitted to class.
- d. Excused and unexcused absences are treated as absence.

**Excused Absences- the student/pupil is allowed to make up for his/her missed classroom activities.**

**Unexcused Absences - the student/pupil is NOT allowed to make up the work he/she missed.**

The following are considered **Excused Absences**:

Student illness, observance of religious holidays, medical appointment, death in the family, subpoena by law enforcement agency or mandatory court appearance, other absence beyond the control of the parent or student as determined and approved by the principal or principal's designee.

- e. **Family vacations are not excused absences.**
- f. A student who has been absent for 3 consecutive days due to illness should present a medical certificate to the class adviser.
- g. A student/pupil will be withdrawn from the class, or dropped from the roll on the eleventh day following ten (10) consecutive unexcused absences.
- h. Per DepEd regulation, a student who incurs absences of more than **20%** of the prescribed number of school days during the school year will be dropped from the roll.

**6. School Time**

Flag ceremony every Monday  
Flag retreat every Friday

**7. Cutting Classes**

- a. A student is considered to be cutting classes when he/she is inside the school campus but does not attend classes or functions. He/she shall not be admitted in the next class period without an admission slip issued by the Student Affairs Chief.
- b. Student who cuts classes will be marked absent and will be sanctioned accordingly.

**8. Leaving the Classroom**

No student is allowed to leave the campus during class hours. In cases of emergency, the student may be allowed to leave provided he/she will be picked-up by his/her parents or an authorized guardian. The parents/guardians shall secure “permit to leave the campus slip” from the Office of the Student Affairs.

**9. Using cell phones, headphones and other gadgets**

- a. Using cell phones, headphones and other gadgets are not allowed during class hours, assemblies and other official functions but only during break time (recess, lunch and dismissal).
- b. Cell phones, headphones and other gadgets confiscated by the teacher will be endorsed to the Office of Student Affairs.
- c. The item/s will be held in the Office of Student Affairs until such item/s will be claimed by their parents / guardians.
- d. A fine of 100.00 pesos shall be paid to the OSA. (*The money to be collected will be used for the Community Extension activities.*)
- e. Should any electronic devices and gadgets (e.g. digital camera, tablet, cellphone, except for laptop) be required for class use, the subject teacher must secure permission from the Unit Head and/or the Principal. The said item may only be used during the time of the class or activity.

## 10. SPECIAL EXAMINATION (Periodical Exam)

A special examination may be given to a student who is unable to take the regular examination for valid reasons. The following are the procedures to be followed:

- a. The parent or official guardian submits a letter of request to the subject teacher. Only requests with valid reason will be granted a special exam.
- b. The subject teacher will administer a **new set** of test questions to the student in a designated place and time.
- c. A student who fails to take the exam set by the school will be given zero (0).

## **Section 8. RESPONSIBILITIES OF A STUDENT**

- a. Attend classes on time.
- b. Prepare for each class with appropriate materials and assignments.
- c. Meet the DCHHS standards of grooming.
- d. Conduct oneself in a responsible manner.
- e. Obey all school rules, policies, regulations and classroom rules.
- f. Respect the rights and privileges of students, teachers, and other school personnel.
- g. Take good care of school properties and facilities.
- h. Cooperate with and assist the school staff in maintaining safety, order and discipline.



# Section 9. GRADING SYSTEM

## I. ACADEMIC GRADE – (English Department)

### Grade School & Junior High School

#### A. Percentage Score

Percentage Score (PS) = (learner's total raw score/Highest possible score) x 100%

COMPUTATION OF GRADES				
Component	English/ AP / EsP	Math	Science	MAPEH/ HELE/ TLE/Computer
Written Work	30%	40%	40%	20%
Performance Task	50%	40%	40%	60%
Quarterly Assessment	20%	20%	20%	20%

In grade school to high school the average of a student is obtained by adding the numerical ratings under the column for final rating. Divide the sum by the number of learning areas in the grade level.

#### B. PROMOTION / RETENTION

##### 1. Grade School

To be promoted to the next grade level, a pupil must obtain a general average of at least 75%. A pupil who fails in 2 of any of the following subjects: Math, Filipino, Science, English will be retained in the same grade level even though the general average is passing.

2. **Junior High School**

A student is allowed to take summer classes with the maximum of three (3) learning areas. If he/she fails in more than three (3) learning areas, the other subjects will be his/ her back subjects.

A student who fails in the same grade/year level for two (2) consecutive years in either Chinese or English Department will not be accepted the following year.

**Pre-College**

**A. Core Subjects**

**Weight percentage:**

Component	
Written Work	<b>25%</b>
Performance Task	<b>50%</b>
Periodical Test /Quarterly Assessment	<b>25%</b>

**Applied & Specialized Subject:**

**Weight percentage:**

Component	
Written Work	<b>25%</b>
Performance Task	<b>45%</b>
Periodical Test /Quarterly Assessment	<b>30%</b>

## **Immersion/Research Exhibit/Business Simulation:**

### **Weight percentage:**

Component	
Written Work	<b>35%</b>
Performance Task	<b>40%</b>
Periodical Test /Quarterly Assessment	<b>25%</b>

The final rating for each subject is the average of the four quarterly grades. To pass a subject, a student must have an average of at least 75%.

- B.** The **Final Grade** for each subject in a semester is the average of the Midterm and Final Grades. To pass a subject, a Senior High School student must have an average of at least 75%.
- C.** The **General Average** of a Senior High School student for each semester is obtained by adding the numerical ratings under the column for Final Grade. Then, the sum will be divided by the number of Core Subjects, Applied Subjects, and Specialized Subjects plus the Chinese Language Arts Subject.

### **D. PROMOTION / RETENTION:**

1. If the student obtained a Final Grade of at least 75 in all learning areas in a semester, he / she can proceed to the next semester.
2. If the student did not meet expectations in a prerequisite subject in a learning area, he / she must undergo Remedial Classes and must pass it for failed competencies in the subject before being allowed to enroll in the higher-level subject.
3. If the student did not meet any expectations in any subject or learning area at the end of the semester, he / she must undergo

Remedial Classes and must pass it for failed competencies in the subject before being allowed to enroll in the higher-level subject. Otherwise, the learner will retake the subjects failed.

4. Students must pass all subjects or learning areas in Senior High School and earn the Senior High School Certificate.

## Chinese Department

A. The Chinese Subject is allotted 1 unit.

### ACADEMIC GRADE (Chinese Language Arts)

Written Work -----	30%
Performance Task -----	50%
Quarterly Assessment -----	<u>20%</u>
	100%

## II. CONDUCT GRADE

### A. GRADE SCHOOL TO PRE-COLLEGE EVALUATION CODE

The following is the Conduct Grade Evaluation Code to be followed:

Per component, the individual teacher will use the following guide:

Descriptive Equivalent	Numerical Equivalent
Always Observed	5
Often Observed	4
Sometimes Observed	3
Rarely Observed	2
Never Observed	1

For the consolidated conduct grades per component, the following guide will be followed and will appear on the report card:

Numerical Equivalent	Alphabet Equivalent
94 – 100 %	A
87 – 93 %	B
80 – 86 %	C
73 – 79 %	D
72 below	E

## **B. INDICATORS FOR CONDUCT**

### **1. HELPFULNESS**

- offers help to prepare classroom materials and the like
- assists with special projects in the classroom without being told
- assists teachers and other staff of the school when needed
- help classmates in projects, assignments, and other related activities
- uses positive language to reinforce, not to discourage
- listens and responds positively and responsibly in every situation

### **2. OBEDIENCE**

- follows instructions from teachers and other members of the school community
- being responsible of the task given without expecting something in return
- talks politely and pays attention to the person talking
- know how to obey authority

### 3. RESPECTFULNESS

- being kind and polite to others
- respects the culture and belief of others
- sensitive to the feelings of others
- value other people's opinion

### 4. INDUSTRY

- becomes more efficient
- develops perseverance
- cultivates strong habits towards work
- communicates effectively

### 5. PROPRIETY

- avoids showing off
- looks modest

### 6. SOCIABILITY

- approachable
- engages friendly conversation
- use person's name when talking to them
- makes an effort to talk to new people
- overcomes insecurities
- befriends of people of his/her age and stage
- practices being friendlier to people he/she doesn't like
- shows genuine interest in people
- shows flexibility

## 7. LEADERSHIP

- acts in a mentoring role
- exhibits a high degree of understanding (empathy) towards other team members
- asserts his/her authority without being perceived as overbearing or inflexible
- provides regular, detailed, and prompt communication with the peers and in articulating role relationships (responsibilities) among team members
- accepts others' differences and works through disagreements
- stays involved with school and community

## 8. HONESTY AND INTEGRITY

- trustworthy
- encourages others to do what is right
- shows honesty at all times
- keeps promises and returns borrowed items
- not involved in any form of dishonesty
- exhibits self-control
- demonstrates personal best behavior

## 9. SENSE OF RESPONSIBILITY

- dependable
- performs and accepts task willingly without questions
- offers positive input to group work
- perseveres toward challenging goals
- finishes task on-time
- takes responsibility for own actions and work

## **C. CONDUCT PROBATION**

1. Behavioral Letter is given at the end of the year to call the attention of the parents and the student himself/herself to correct/ improve deportment.
2. Ultimatum Letter is given at the end of the year to a student who has already been given two Behavioral Letters in the duration of his/her stay in the Davao Chong Hua High School. The Ultimatum Letter is a strong warning for the parents that the school can pass out the student if he/she commits another major infraction.



# **Section 10. RECOGNITION AND AWARDS**

Davao Chong Hua High School abides the Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program (DepEd Order No. 36, s. 2016) that 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 learners' 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 need to be identified, strengthened, and publicly acknowledged.

In support of the holistic development of the learners, it is important to veer away of valuing only academic achievement 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 encourages all learners to remarkably and skillfully perform specific kinds of tasks critical to their success in school and at work. Consequently, the policy will include all learners and encourage them to be proactive members of their school and community.

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.

## **A. Academic Excellence Award (English Department)**

### **Nursery 1 to Kindergarten**

A pupil who attained an average of at least 90% and has no grade below 85% in all subject areas including Conduct in a quarter will be awarded **WITH ACADEMIC DISTINCTION**.

Same award will be given at the end of the school year after the pupil got a General average of the four (4) quarters of at least 90% and with no grade below 85% in all subject areas including Conduct in the entire school year.

### **Grade School to Pre-College**

A pupil/student who attained an average of at least 90% and has no grade below 85% in all subject areas including Conduct in a quarter will be awarded **Academic Excellence Award**.

The following is the specific Academic Excellence Award given to learners who meet the following cut-off grades:

Award	Average grade per quarter
<b>WITH HIGHEST HONORS</b>	98 – 100
<b>WITH HIGH HONORS</b>	95 – 97
<b>WITH HONORS</b>	90 - 94

Same award will be given at the end of the school year after the pupil/student got a general average of the four (4) quarters of at least 90% and with no grade below 85% in all subject areas including Conduct in the entire school year.

## **B. Academic Excellence Award (Chinese Department)**

### **Nursery 1 to Kindergarten**

A pupil who attained an average of at least 90% and has no grade below 85% in all components of the Chinese curriculum including Conduct in a quarter will be awarded **WITH ACADEMIC DISTINCTION**.

Same award will be given at the end of the school year after the pupil got a General average of the four (4) quarters of at least 90% and with no grade below 85% in all subject areas including Conduct in the entire school year.

### **Grade School to Pre-College**

A pupil/student who attained an average of at least 90% and has no grade below 85% in all components of the Chinese curriculum including Conduct in a quarter will be awarded **Academic Excellence Award**.

The following is the specific Academic Excellence Award given to learners who meet the following cut-off grades:

Award	Average grade per quarter
<b>WITH HIGHEST HONORS</b>	97 - 100
<b>WITH HIGH HONORS</b>	94 - 96
<b>WITH HONORS</b>	90 - 93

Same award will be given at the end of the school year after the pupil got a General average of the four (4) quarters of at least 90% and with no grade below 85% in all subject areas including Conduct in the entire school year.

## C. Leadership Award

The leadership award is given to learners in grades 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:

1. Have no failing grades in any of the learning areas.
2. Have not committed any offense punishable by suspension or higher sanction according to the school's code of conduct as stipulated in the manual and child protection policies in the current school year.
3. Be a class officer or an active member/officer of any recognized school club, team, or organization.

The following are the criteria in selecting the leadership awardee. To wit:

Motivational Skills	40%
Planning and Organizational Skills	40%
Contribution to the School and/or Community	20%
Total	100%

## D. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community.

## **Athletics**

This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanlike conduct and character.

The academic rating that will be considered for this award would be the student's final grade in Physical Education.

## **Arts (e.g., visual, media, music, or performing arts)**

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school's various functions and events.

The academic rating that will be considered for this award is the final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS).

## **Communication Arts**

This award is given to learners who have demonstrated proficiency in any language (Filipino, English, and Mandarin), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this award is the student's final grade in Filipino, English, and Chinese and related learning areas in Senior High School specific to the award.

## **Science**

This award is given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's final grade in Science for grades 6 and 10, or the average rating for the two core Science subjects in SHS.

## **Mathematics**

This award is given to learners who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

The academic rating that will be considered for this award is the student's final grade in Mathematics for grades 6 and 10, or the average rating for the core Mathematics subjects in SHS.

## **Social Sciences**

This award is given to learners who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and/or community above and beyond their personal good.

The academic rating that will be considered for this award is the student's final grade in HeKaSi/Social Studies for grades 6 and 10, or the average rating for the core Social Science subjects Personal Development and Understanding Culture, Society, and Politics in SHS.

## **Technical-Vocational Education**

This award is given to learners who have consistently exhibited exemplary skills and achievement in their area of specialization in technical-vocational (Tech-Voc) education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/or community.

The academic rating that will be considered for this award is the student's final grade in Technology and Livelihood Education (TLE) for grades 6 and 10, or the average rating for the specialized Tech-Voc subjects in SHS specific to the award.

The following are the criteria and weights that will be used in the evaluation and deliberation process for the award for outstanding performance in specific disciplines. This award shall be given to learners who have met at least 90% (outstanding rating) of the criteria.

Academic Rating	20%
Skill in the Discipline	40%
Attitude toward the Discipline	20%
Contribution to the School related to the Discipline	20%
Total	100%

## **E. Award for Work Immersion**

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner’s performance and/or output during the Work Immersion.

## **F. Award for Research or Innovation**

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students—individuals, pairs, or groups of not more than four members—must have led the planning and execution of a research or innovation.

The following are the set of criteria and weights that will be used in the evaluation and deliberation process for Award for Research or Innovation, respectively. Only those learners who have received at least 90% of the criteria below shall be awarded.

### *Research criteria and weights*

Research Grade	20%
Output	65%
Research Presentation	15%
Total	100%

### *Innovation criteria and weights*

Output	70%
Delivery or Presentation	15%
Study or Research	15%
Total	100%



## **G. Award for Club or Organization Achievement**

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

The following shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received at least 90% of the criteria below shall be awarded.

Criteria and weights for awards for Club or Organization Achievement

Club/Organization Performance	50%
Exemplary Output	30%
Contribution to the School or Community	20%
Total	100%

*(Reference: DepEd Order No. 36, s. 2016)*

## **E. CONDUCT GRADE AWARD**

1. Academic Performance of Students will be the major factor in determining their academic rank / performance in class. In case of a tie in the academic general performance, the conduct general average will be taken into consideration.
2. Conduct qualifications: To be an honor student, one has to have a conduct general average of 90 % and at least B in all components of the conduct grade.

3. Conduct grade of every quarter is independent of the next quarter. Therefore, a student with E in conduct (both average and component) in the previous quarter can qualify for an honor in the succeeding quarter provided that his/her conduct grade for the current quarter will have an average of 90 % and at least B in all components.
4. For grade 6 and grade 12, 40% of the conduct grade in the previous year will be considered in determining the academic honors. Major offense committed in the previous year will not disqualify the student from the honor roll. However, any major offense committed within the year will disqualify him/her from the honor roll.

**F. General Guidelines for Honors (Grade 6, 10 & 12)**

**Grade School, Junior High School and Senior High School Units**

1. A residency of at least 2 years in Grade School, Junior High School and Pre-College years.
2. Have not committed any major infractions of the policies, rules and regulations of the school in the current year level.
3. Have grades not lower than 85% in all the academic subjects in the current year level.
4. Have grades not lower than B in any of the conduct grade components.
5. For a student to be awarded With Highest Honors, With High Honors and With Honors, must obtain a general weighted average (GWA) of at least 90%. The GWA is 60% of the current grade level and 40% of the previous grade level.
6. The corresponding weights shall be used in determining the General Academic Excellence Awards:

Scholastic Achievement . . . . .	60%
Character Development . . . . .	30%
Co-Curricular/Extra Curricular Activities . . . . .	<u>10%</u>
	100%

7. The following are the General Excellence Awards to be awarded to the following year level during the Moving Up and Graduation Ceremonies.  
To wit:

For Grade 6 & 10  
First Honors, Second Honors, Third Honors and With Honors

For Grade 12  
Class Valedictorian, Class Salutatorian and Honorable  
Mentions

### **G. Loyalty Awards**

Loyalty award is given to:

1. Pre-College graduate who has established residency in DCHHS from Grade 1 to Grade 12.

### **H. Special Awards**

Students who have rendered exemplary services/or represented the school in competitions/tournament, thus bringing honor to the school, will be given special award. Under certain circumstances, a student may be given an award should the school authority deem it necessary.

# **Section 11. SCHOOL CLUBS AND ORGANIZATIONS**

Clubs and organizations are intended to develop and enhance the students' interests and skills, as well as their potentials for service and leadership. Thus, the school requires each student to be a member of at least one club.

## **A. Institutional Organizations**

### **1. Supreme Student Government**

The Supreme Student Government shall be the umbrella organization of all student organizations. It shall formulate and provide activities as venues and opportunities where students can develop intellectual, cultural, social, and emotional growth.

### **2. The Centralites (official Yearbook)**

This is the official yearbook of the school. The members are trained to develop their creativity and sense of responsibility to the different tasks they are assigned to.

### **3. The Mei Hua (official school paper)**

This is the official organ of the high school unit. The task of the members of this paper is to feature and write news and opinion articles about the different activities inside and outside the school. Their journalistic skills are developed and enhanced in this organization.

### **4. Disaster Action Team**

This organization is the official responder of the school to any calamities and emergencies that may occur in the campus.

## **B. Clubs / Organizations**

### **B.1. Grade School Unit**

#### **1. Dance and Theater Club**

This is where the talents of the pupils in dance and theater are developed.

#### **2. Young Scimates (Math and Science Club)**

The objective of this organization is to foster love for math and science. It also aims to develop the critical thinking skills of the learners.

### **B.2. Junior High School Unit**

#### **1. Dance and Theater Club**

This is where the talents of the students in dance and theater are developed.

#### **2. Junior Scimates (Math and Science Club)**

The objective of this organization is to foster love for math and science. It also aims to develop the critical thinking skills of the learners.

#### **3. Peer Counselors' Club**

The Peer Facilitators Club aims to train students who may act as counselors to their peers. They also assist the Guidance Counselors in monitoring classroom behavior.

#### **4. Sketchers' Club**

This aims to develop the skills of the students in arts and painting.

#### **5. Senior Red Cross and Youth Council**

The Senior Red Cross and Youth Council Club aims to equip the members with the first aid skills in order to give immediate assistance to people in cases of emergency. It also develops the spirit of volunteerism among students, especially during activities or situations that call for their help.

**6. Chinese Club**

The Chinese Club aims to develop the students' potentials in Chinese communication skills such as: listening, public speaking, reading, writing, and acting, as means of expressing their feelings and the pride of the Chinese culture.

**7. Green Thumb Circle Club**

The Green Thumb Circle Club aims to promote the enjoyment and appreciation of life and physical sciences. It helps maintain the love for Mother Earth, how to take care of the environment while emphasizing the importance of community service and social camaraderie.

**8. Young Men's Christian Association (YMCA)**

The YMCA aims to address critical social issues and deliver lasting personal and social change in the community. To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

# Section 12. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

## A. Co-curricular Activities

These are activities related to the improvement and enhancement of the students' academic experiences and in support of the academic programs. These activities aim at developing, enhancing students' social skills, leadership qualities, healthy recreation, self-discipline, self-confidence and other qualities that will help in the holistic formation of the students.

### 1. **Speech Festival (Lantugiy)**

Develops fluency in talking, alertness in answering questions and the argumentative power of the students.

### 2. **Literary-Musical**

Helps explore the talents of the students and train them for self-expression and development of poise and personality.

### 3. **Academic**

Inter School Competition- provides the students the opportunity to display their knowledge power in different subject area with alertness, precision, and accuracy.

### 4. **Exhibits**

Aim to provide creativity among students by providing opportunities for displaying their talents and skills through their commendable works in arts and the sciences.

### 5. **Field Trips**

Offer opportunities for students to observe and study nature in its natural environment and to enrich their knowledge of things learned in the classrooms. Discussion of experiences during the field trips is encouraged to develop critical thinking.

## **B. Extra-curricular Activities**

These include all activities of school clubs and different student organizations, which aim to develop independence and leadership qualities in the following areas: Sports and games, cultural, social, and special projects and community service. These activities are under the Office of Student Affairs.

### **1. School Publication**

Provides the venue for students to develop their literary and journalistic talents.

### **2. Leadership Training**

Trains class/year level/club officers to become productive and effective leader.

### **3. First Aid Training**

Develops students to become skilled first-aiders for their school and community.

### **4. Camping/Outdoor Activities**

Offer opportunities for students to experience work in outdoor life and train them to work independently and with others.

### **5. Community Outreach Program**

Provides students opportunities to share their time, talents, and resources with the needy members of the community for their physical, spiritual, moral, cultural, and economic sustainable development.

### **6. Symposia/Seminars/Values Formation**

Aim to broaden the outlook and understanding of the students through the facilitation of invited resource speakers and leaders of the community.

### **7. Outside school activities sponsored by certain entities or organizations.**



# Section 13. STUDENT DISCIPLINE

Disciplinary measures are formulated to help the student attain self-discipline; guide to become a responsible and mature individual; impress upon the importance of the law and order; and to live by the meaning and ideals of justice; and safeguard the good name of the school.

**Offenses are categorized as follows:**

## **Minor Offense**

1. Distracting behavior such as loitering, littering, spitting, running, shrieking, and playing rough games and others which will be deemed minor offense by the Committee on Discipline (COD)
2. Improper wearing of uniform
3. Improper haircut, fancy hairstyle and colored hair, wearing of earrings, tongue rings and caps for boys; wearing of makeup, colored hair and fingernails, dangling and multiple earrings and navel rings for girls
4. Going out of the classroom without the permission of the teacher
5. Eating during instructional time
6. Improper use of a laser device
7. Possessing or using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices, nuisance items, including paintballs
8. Public display of affection
9. Uttering bad words
10. Encouraging or promoting a fight
11. Having visible tattoos
12. Bullying which involves teasing, tickling, foul language, name calling, and commenting negatively on others looks, clothes and body
13. Any other violation, which in the discretion of the committee on discipline (COD) may deem reasonable to fall within the category

## **Sanctions:**

**1<sup>st</sup> offense** - Intervention and processing by the subject teachers and class adviser

**2<sup>nd</sup> offense** - Parents' conference with class adviser

**3<sup>rd</sup> offense** - Parents' conference with class adviser and guidance counselor

**4<sup>th</sup> offense** - Conference with CSA, Unit head and guidance counselor and class adviser

**5<sup>th</sup> offense** - Special assignment and/or internal suspension of up to 3 days.

***Missed quizzes are with zero equivalent. He /She will be marked "Poor" (P) in the specific component in conduct.***

## **Major Offense**

1. Bullying which involves pushing that will inflict physical harm, punching, shoving, kicking, slapping, headlocks, inflicting school pranks, tormenting, fighting, and use of weapons
2. Cutting classes
3. Leaving the school campus during class hours without permission
4. Display of obscene behavior (verbal, written, gesture) toward self and another person
5. Quarreling, harassment or intimidation of students - the intentional, threat by word to do violence to another student
6. Possessing deadly weapon and even look-alike weapon
7. Failing to disclose information, hiding/covering up info/evidence for self or others, perjury, or lying as a witness
8. Unauthorized use of a password or an account owned or assigned by another user
9. Posting or distributing unauthorized publications
10. Mooning; streaking; other forms of nudity; exposing or attempting to expose one's undergarments or those of another
11. Creating a potential health or safety hazard or a situation that may result in possible injury
12. Academic dishonesty and all forms of cheating
13. Gambling, stealing, larceny, petty theft
14. Smoking, possessing cigarette, drinking alcoholic beverages, bringing liquor and entering the campus under the influence of liquor
15. Vandalism and/or damaging school properties
16. Fighting – any physical conflict between two or more individuals
17. Forging signatures of parents/guardians
18. Gross disrespect of school authority and personnel
19. Unauthorized searching – searching or browsing without authority on a computer
20. Sexual misconduct – statements of profane connotation or harassment; or any inappropriate touching of another person

21. Harassing Communication – making libelous remarks, lewd and obscene words verbal, written or electronic communication
22. Threats to School Personnel – the intentional threat by word or act, whether communicated in person, writing or by telephone or electronic device
23. Threats, extortion – verbal, written or printed communication
24. Trespassing – willfully entering or remaining in any school places without being authorized
25. Unjustified activation of a fire alarm system or fire extinguisher
26. Any other violation which in the discretion of the OSA and COD may deem reasonable to fall in the major offense

## **Sanctions:**

*1<sup>st</sup> offense* - Investigation and conference with the CSA, adviser and guidance counselor and be placed on behavioral probation and will be marked P (Poor) in the specific component in conduct.

*2<sup>nd</sup> offense* - Conference with the CSA, Guidance Counselor, Unit head and parents and placed on an ultimatum probation.

*3<sup>rd</sup> Offense* - Two days (2) out of school suspension or more depending on the discretion of the Committee on Discipline(COD) may deem reasonable and an ultimatum letter

*4<sup>th</sup> Offense* – Dismissal

## **Major Offense Subject for Expulsion**

1. Bringing explosives, weapons, and prohibited drugs
2. Fabricating, forging, tampering of school records, parent notes or other school/home communications
3. Getting pregnant or impregnating someone (Advised to transfer to other school)
4. Recruitment to, and affiliation with, any organization whose objectives and/or activities are contrary to the rules and policies of the school
5. Other offenses not included above but resulting in similar moral injuries or material damages
6. Any other violation which is the discretion of the OSA and Committee of Discipline (COD) may deem reasonable to fall in the major offense

## **Classification of Sanctions:**

### **1. Warning**

- A serious notice is issued to student on the consequences of his/her conduct. Such warning shall bear the signature of the student, his/her parent/guardian, and the school authority.

### **2. Behavioral Probation**

- is issued to a student who has committed a major offense or who has a consistent unsatisfactory deportment and has not shown any improvement at all. A student being placed on behavioral probation is disqualified from:
  - a. Holding any key position in organization for the school year.
  - b. Representing the school in any official function inside or outside the school campus within the given period.

### **3. Suspension**

- A student suspended will be marked absent while on suspension and is responsible for lessons missed during the exclusion from classes. He loses the right to take make-up quiz, test, and other activity missed during the period of suspension.

### **4. Ultimatum Probation**

- is a strong warning that the student can be dismissed from school if he/she commits 3rd major offense.

### **5. Dismissal**

- The school reserves the right to dismiss, or drop students from school, at any time during the year. A student thus dismissed is not given a good moral certificate and never readmitted to Davao Chong Hua High School.

## **Composition of Committee on Discipline (COD):**

1. Office of the Student Affairs - Chair of the COD
2. Unit Head - Member (voting)
3. Class Adviser (Eng. /Chi.) - Member (voting)
4. Subject Teacher (Eng. /Chi.) - Member (voting)
5. Guidance Counselor - Member (non-voting)
6. Principal (English & Chinese) - For approval

## **GUIDELINES ON TARDINESS AND ATTENDANCE**

### **TARDINESS POLICY**

Tardiness and Consequences: Shall be observed for every grading period. After the first grading period, consequences shall start with the warnings.

#### *1<sup>st</sup> offense*

**1 to 3 tardiness** – Advisers record the tardiness; discuss it with the parents/guardians.

#### *2<sup>nd</sup> offense*

**4 to 6 tardiness** - Advisers refer/endorse it to the CSA.

#### *3<sup>rd</sup> offense*

**7 to 9 tardiness** - Conference with the parents, CSA and Guidance Counselor

#### *4<sup>th</sup> offense*

**10 to 12 tardiness** – Special Assignment

#### *5<sup>th</sup> offense*

**13 to 15 tardiness** – Special assignment and 1 day internal suspension

#### *6<sup>th</sup> offense*

**16 to 18 tardiness** - Special assignment and 3 days internal suspension

#### *7<sup>th</sup> offense*

**19 to 21 tardiness** - Special assignment and 5 days internal suspension

#### *8<sup>th</sup> offense*

**22 and above tardiness** – will be considered a major offense

# Section 14. RULES TO FOLLOW

## 1. Before the Test

- a. All tables and desk must be cleared of unnecessary materials.
- b. Folders without writings must be used to cover one's answer sheets.
- c. A student must raise his/her hands before asking questions and wait for the teacher to come and attend to him/her.
- d. Absolute silence must be observed inside the classroom
- e. Papers are counted and placed face down on the desk of the first student on every column.

## 2. During the test

- a. Silence must be maintained.
- b. Borrowing of materials is not allowed.
- c. No student is allowed to leave the classroom unless urgently necessary. Before leaving the classroom, he/she should submit the test papers to the teacher.

## 3. After the test

- a. Students who finish before time must review their test papers.
- b. After reviewing, the students must place the test papers in the folder or turn the paper face down on the desk.
- c. All test papers must be collected at the end of the time allotted for the test.

## 4. In the Library

- a. Observe silence at all times.
- b. Take good care of the books, other reading materials and facilities of the library.
- c. Refrain from activities that will disturb other users of the library (e.g. sleeping, eating, chatting, playing, singing and etc).
- d. Return borrowed books to the circulation counter.
- e. Arrange the tables and chairs before leaving.

## **5. In the Rest Rooms**

- a. Use the garbage can for your waste disposal.
- b. Close all faucets after using.
- c. Do not draw/write on the doors, walls, toilets or on the signs placed inside the rest rooms.
- d. Flush the toilet bowls. Leave lavatories clean after using.
- e. Close the doors properly and gently at all times. Don't play with the door knob.
- f. Avoid staying too long to give way to other users.

## **6. During Flag Ceremony**

- a. Always be on time.
- b. Fall in line as soon as the bell rings.
- c. Stand at attention. Put both hands at the sides.
- d. Sing properly the Philippine National Anthem, the School Hymn and the Davao City Hymn.
- e. Listen attentively to the speakers.

## **7. After the Flag Ceremony**

- a. Go back to your classroom quietly.
- b. Maintain proper line formation.

## **8. During Programs**

- a. Go to the respective venue quietly.
- b. Maintain proper line formation.
- c. Be attentive to the speakers/program.
- d. Clean the area before leaving the venue.

## **9. In School Offices**

- a. Knock on the door gently before entering.
- b. Greet everybody courteously.

## **10. In the Clinic**

- a. Avoid eating, chatting and lingering in the office.
- b. Keep the clinic neat and orderly.

## 11. In the Classroom

- a. Maintain cleanliness and orderliness in and out of the classroom.
- b. Teacher's table and chair are solely for the teacher's use.
- c. Students may use the whiteboard under the supervision of the teacher.
- d. During class hours no student is allowed to go out of the classroom, unless with permission of the teacher.
- e. Lights and electric fans should be turned off after using.
- f. Vandalism on chairs, tables, walls, rest rooms and other facilities/properties is strictly prohibited.
- g. Students are expected to speak English / Chinese within the school campus.
- h. Students are expected to be honest at all times.



# Section 15. THE CHILD PROTECTION POLICY OF DCHHS

The School supports and adopts the zero tolerance policy of the Department of Education against any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. As such, the school shall:

1. Ensure that the institution remains an environment conducive to learning wherein children shall have the right to education free from fear.
2. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence.
3. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem.
4. Take steps to prevent bullying and ensure that the appropriate interventions, counselling, and other services are provided for the victims of abuse, violence, exploitation, discrimination and bullying.

## Definition

*“Violence against children committed in schools”* refers to a single act or a series of acts committed by school administrators and/or personnel against a child, which result in or is likely to result in physical, sexual, psychological harm and suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty as provided in DepEd Order no. 40, s. 2012 otherwise known as DepEd Child Protection Policy. It includes, but not limited to the following acts:

1. ***Physical violence*** refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.

2. ***Sexual violence*** refers to acts that are sexual in nature. It includes, but not limited to:
  - a. Rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
  - b. Forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films, indecent publication or material; and
  - c. Acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.
  
3. ***Psychological violence*** refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
  
4. ***Other acts of violence*** of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

**“Bullying”** refers to willful aggressive behavior that is directed, towards a particular victim who may be outnumbered, younger weak, with disability, less confident, or otherwise vulnerable. It is committed when a student commits an act or a series of acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

1. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family.
2. Stalking or constantly following or pursuing a person in his or daily activities, with unwanted and obsessive attention.
3. Taking of property.
4. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt.
5. Deliberate destruction or defacement of, or damage to the child's property.
6. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts.
7. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student.
8. Restraining the liberty and freedom of a pupil or a student.

**“Cyberbullying”** is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

**“Other acts of abuse by a student”** refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of “bullying” in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

## **DUTIES OF SCHOOL PERSONNEL**

School administrators, teachers, and other personnel exercise special parental authority and responsibility over the child while under their provision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution.

Articles 220 and 223 of the Family Code of the Philippines, Presidential Decree No. 603, and other related laws further provide that persons and personnel have the following responsibility over the children under their supervision, instruction and custody:

1. Keep them in their company and support, educate and instruct them by right precept and good example;
2. Give them love, affection, advice, counsel, companionship and understanding;
3. Enhance, protect, preserve and maintain their physical and mental health at all times;
4. Furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from acquiring habit detrimental to their health, studies and morals;
5. Represent them in all matters affecting their interests;
6. Inculcate the value of respect and obedience;
7. Practice positive and non-violent discipline, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them;
8. Perform such other duties as are imposed by law upon them, as substitute parents or guardians; and
9. School personnel shall also strictly comply with the school's child protection policy.

## DUTIES OF STUDENTS

Students shall have the following duties and responsibilities.

1. Comply with the school's regulations, as long as they are in harmony with their best interests. Pupils, students and learners shall refrain from:
  - a. Engaging in discrimination, or leading a group of pupils or students to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort.
  - b. Doing any act that is inappropriate or sexually provocative.
  - c. Participating in behavior of other students that is illegal, unsafe or abusive.
  - d. Marking or damaging school property, including books, in any way.
  - e. Engaging in fights or aggressive behavior.
  - f. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material.
  - g. Performing other similar acts that cause damage or injury to another.

An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of this Department Order.

2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons.
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity.
4. Observe the Code of Conduct for pupils, students and learners.

## **ESTABLISHMENT OF CHILD PROTECTION COMMITTEE (CPC)**

The CPC shall be composed of the following:

1. School Head
2. Guidance Counselor
3. Representative of the Teachers
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of pupils, students and learners as designated by the Supreme Student Council
6. Representative from the community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).

The CPC shall perform the following functions:

1. Draft a school child protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years.
2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse.
3. Develop and implement a school-based referral and monitoring system.
4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs.
5. Identify, refer and, if appropriate, report to the appropriate offices cases involving child abuse, exploitation, violence, discrimination and bullying.
6. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions.
7. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies,

and non-governmental organizations (NGOs), as may be appropriate.

8. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child.
9. Ensure that the children's right to be heard are respected and upheld in all matters and procedures their welfare.

# **Section 16. PROCEDURES IN HANDLING BULLYING INCIDENTS**

A complaint for bullying or peer abuse shall be acted upon by the School Principal in accordance with the following procedure:

1. Upon the filing of a complaint or upon notice of any bullying or peer abuse incident, the parents of guardian of the victim and the offending child shall be called and informed in a meeting called for that purpose. Both the victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions;
2. If bullying is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension for not more than one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victim or victims of bullying;
3. If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations; and
4. In all cases where the imposable penalty on the offending child expulsion, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
  - a. The child and the parents or guardians must be informed of the complaint in writing.
  - b. The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardians.
  - c. The decision must be in writing, stating the facts and the reasons for the decision.



## **OTHER ACTS OF VIOLENCE OR ABUSE**

Other serious acts of violence or abuse committed by a student against another student, shall and whenever appropriate, be dealt with in accordance with the provisions of Republic Act 9344 and its implementing Rules and Regulations.

The conduct of investigation and reporting of cases of child abuse, exploitation, violence or discrimination, shall be done expeditiously, as herein provided.

A complaint for child abuse, violence, exploitation or discrimination shall be filed with the School Principal and shall be acted upon pursuant to the school rules of procedures on administrative cases. The penalty shall be that which is provided by the rules of the school, subject to the requirements of due process.

The administrative case shall be without prejudice to any civil or criminal case that may be filed.

## **REFERRAL AND COUNSELING**

Aside from imposing a disciplinary measure commensurate to the action of the student, a necessary counseling shall be accorded to the student since the school's purpose is not to convict the students but to assist him/her to realize his/her misbehavior. The parent or guardian may be invited to take part in counseling process or session if necessary, depending on the determination or discretion of the Guidance Counselor.

After the series of sessions, follow-ups shall be done by the Guidance Office to monitor the improvement happens towards the behavior of the child. Consistent communication and coordination by the Guidance Counselor with the adviser and parent shall also be made to get feedback based on the result of observation about the child's behavior.

**CHILD PROTECTION COMMITTEE MEMBERS:**

PTA President

Student Council President

Guidance Counselor

Head, Student Discipline

Registrar

Principal

School Director

# **Section 17. ANTI – BULLYING POLICY OF DAVAO CHONG HUA HIGH SCHOOL**

## **I. Policy of DCHHS**

Our school is an institution that provides learning and training for students. It was established to mold the innate capabilities and talents of students. It is a venue where they develop their social skills and how to deal with others in acceptable and rightful manner. Because of this, DCHHS assures that the welfare of the students is considered as its top priority. However, there are instances that students encounter problem when they relate with other students. It is a reality in the present time that students also experience bullying which is being inflicted by other students.

Being an institution that is aware of the repercussions or effects of bullying towards the students, DCHHS come up and drafted this policy to address the present and future concerns of the school related to bullying.

## **II. Definition**

“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 she has the effect causing or placing the latter in reasonable fear or 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 the school. *(Based from Anti-Bullying Act of 2012)*

### III. Types

1. 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;
2. Any act that causes damage to a victim's psyche and/or emotional well-being;
3. 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;
4. Cyberbullying or any bullying done through the use of technology or any electronic means or other technology, such as but not limited to texting, email, instant messaging, chatting, internet, social networking sites, or other platforms or formats. *(Based from Sec. 2, Anti-Bullying Act of 2012);*
5. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
6. Stalking or constantly following or pursuing a person in his or her daily activities with unwanted and obsessive attention;
7. Taking property;
8. Public humiliation, or public malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or expose a person to contempt;
9. Deliberate destruction or defacement of or damage to the child's property;

10. Physical violence committed upon a student without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
11. Demanding or requiring sexual or monetary favor or extracting money or property, from a pupil or student; and
12. Restraining the liberty and freedom of a pupil or student. (*Based from Anti-Bullying Act of 2012*)

#### **IV. Adaptation of Anti-Bullying Policies**

All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

##### **A. PROHIBIT THE FOLLOWING ACTS:**

1. Bullying on school grounds; property immediately adjacent to school grounds at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by the school; or through the use of technology or an electric device owned, leased or used by the school;
2. Bullying at the location, activity, function or program that is not school related and through the use of technology or an electronic device that is not owned, leased or used by the school if the acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

3. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying.

**B. IDENTIFY THE RANGE OF DISCIPLINARY ADMINISTRATIVE ACTIONS THAT MAY BE TAKEN AGAINST A PERPETRATOR FOR BULLYING OR RETALIATION WHICH SHALL BE COMMENSURATE WITH THE NATURE AND GRAVITY OF THE OFFENSE.**

**C. ESTABLISH CLEAR PROCEDURES AND STRATEGIES FOR:**

1. Reporting acts of bullying or retaliation to the Guidance Office:
2. Responding promptly to and investigating reports of bullying or retaliation;
3. Restoring a sense of safety for a victim and assessing the student's need for protection;
4. Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation or bullying, or is witness to or has reliable information about an act of bullying; and
5. Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students.

**D. ENABLE STUDENTS TO ANONYMOUSLY REPORT BULLYING OR RETALIATION; PROVIDED HOWEVER THAT NO DISCIPLINARY ADMINISTRATIVE ACTION SHALL BE TAKEN AGAINST THE PERPETRATOR SOLELY ON THE BASIS OF AN ANONYMOUS REPORT.**

E. SUBJECT A STUDENT WHO KNOWINGLY MAKES A FALSE ACCUSATION OF BULLYING TO DISCIPLINARY ADMINISTRATIVE ACTION.

F. EDUCATE PARENTS AND GUARDIANS ABOUT THE DYNAMICS OF BULLYING, THE ANTI-BULLYING POLICIES OF THE SCHOOL AND HOW PARENTS AND GUARDIANS CAN PROVIDE SUPPORT AND REINFORCE SUCH POLICIES AT HOME.

## **V. Mechanism to Address Bullying**

The School Principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come one's attention, to the school principal, or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- a. Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Pena Code may be pursued against a perpetrator.
- b. Take appropriate disciplinary administrative action.
- c. Notify the parents or guardians of the perpetrator.
- d. Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation. If the incident of bullying or retaliation involves

students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action. (*Based from Sec. 4 of Anti-Bullying Act of 2012*)



## **PROCEDURES IN HANDLING BULLYING INCIDENTS**

The school handles bullying incidents with utmost concern to the victim and to the student who committed bullying. The school applies the same procedure in handling bullying cases in handling disciplinary cases. The following procedural due process shall be applied:

1. The parents whose child committed the policy against bullying will be called for a conference by the adviser;
2. The parent of the student must be informed in writing of the nature and cause of any accusation against the student;
3. The student through his/her parents must be given the sufficient time to answer the charge against him/her with assistance of a counsel;
4. The student through his/her parents must be informed of the evidence against him/her;
5. The student, his/her parents, must be given sufficient time to adduce the evidence in his/her behalf; and
6. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the cause.

In observance of the procedural due process, DCHHS convenes a Grievance Committee chaired by the individual designated by the Principal and composed of one faculty member acceptable to two parties, and the representative of the complainant and the defendant.

## **VII. Steps for Disciplinary Action:**

1. The erring student is called by the Prefect of Discipline to explain the reason for misbehavior. He/She is made aware of the rule or regulation he/she violated or the offense he/she committed;
2. In the presence of his/her class adviser, the student writes an anecdotal report of his/her misbehavior. He/she signs the report and submits it to the class adviser who in turn submits it to the Prefect of Students;
3. The class adviser informs the parents through a phone call and in writing about the misbehavior of their child. A meeting between the class adviser and the Prefect of Students is arranged to discuss the case of the students;
4. If there is an admission on the part of the student of the offense committed, the Prefect of Students shall explain to the parent the sanction to be given to the child;

Should the parents accept the sanction given to their child, a letter signed by the class adviser and the Prefect of Students is given to the parent specifying the conditions for the sanction imposed. The parent will sign the CONFORME portion of the letter.

Should the parent not accept the sanction given to their child, a meeting between the Principal and the parent is arranged for the parents to make verbal/written appeal in the case. The Principal informs the parent in writing about his/her decision on the appeal within 72 hours after a meeting is convened. The decision of the Principal is final and executory.

5. If there is no admission on the part of the student that an offense was committed, the Prefect of Discipline shall inform

the Principal about the case within 48 hours after the meeting with the class adviser, the student and the parents;

6. The Principal shall convene the Discipline Board which shall investigate on the case. The schedules of the meeting should be given to the parents to give the opportunity to attend the meeting in behalf of their child;

The proceedings of the hearing should be tape-recorded and the minutes of the meeting should be taken and distributed to all parties concerned, including the Principal, and the Director of the school.

The recommendation of the Discipline Board should be submitted to the Principal for appropriate action.

7. The Principal acts on the recommendation of the Discipline Board and informs the parent of his/her action;
8. The parent may make appeal in writing to the Director within 48 hours after the receipt of the decision; and
9. The Director acts on the appeal within 72 hours after the receipt of the letter. The decision of the Director is final and executory.

### **VIII. Disciplinary Action**

Under the provision stated in the Student Handbook, bullying is considered a major offense. Even if committed for the first time, a suspension of not more than three (3) days is imposed, provided that parents are informed by the School Principal of the misconduct on the part of the student for which the disciplinary action is necessary.

During suspension period, the student should be assisted by the parents/guardians in coping with the lessons. If there is scheduled

examination during suspension, the school is obliged to give him/her a make-up test.

## **IX. Referral and Counseling**

Aside from imposing a disciplinary measure commensurate to the action of the student, a necessary counseling shall be accorded to the student since the school's purpose is not to convict the students but to assist him/her to realize his/her misbehavior. The parent or guardian may be invited to take part in counseling process or session if necessary, depending on the determination or discretion of the Guidance Counselor.

After the series of sessions, follow-ups shall be done by the Guidance Office to monitor the improvement happens towards the behavior of the child. Consistent communication and coordination by the Guidance Counselor with the adviser and parent shall also be made to get feedback based on the result of observation about the child's behavior.

## **CHILD PROTECTION COMMITTEE MEMBERS**

*School Director*

*Principal, English Department*

*Principal, Chinese Department.*

*Head, Student Discipline*

*Registrar*

*Guidance Facilitator, Preschool & Grade School*

*Guidance Facilitator, Junior & Senior High School*

*PTA President*

# Section 18. PARENTS/ GUARDIANS/YAYAS GUIDELINES

## Guidelines in using the parents' waiting area:

DepEd Order no. 11, s 2011 Section 159. Campus Security.

Only Bona fide students of the school shall allowed inside the school campus.

*No visitor, including parents or guardians, shall be allowed inside the campus during school hours except for valid reasons. They shall be required to sign a logbook of the security service.*

Hence, having been given a Parent Waiting Area is a privilege.

*Therefore, to put order in the area the following guidelines must be strictly followed.*

1. Parents/Guardians/Yayas/Visitors should observe proper dress code when entering the campus. The guard has the right to refuse entry of those who don't observe proper dress code (not allowed: e.g. **mini-skirt, short shorts, spaghetti short blouses showing the navel**, and other revealing attire for females; **sando** for males);
2. Parents/Guardians/Yayas who wish to confer with the teacher for matters pertaining to their children should observe the protocol. Make an appointment with the teacher concerned thru the Guidance Office;
3. Parents/Guardians Coming in for Appointment or with an Appointment;
  - a. Get visitor's pass from the security guard.
  - b. Proceed to Guidance office, and wait for the person concerned. If the appointment is with an administrator, he/she may be ushered to the administrator's office.
  - c. If the parents/guardians need to pay tuition fees and other fees, they may proceed directly to the cashier's office.
4. Parent - Teacher Conference (Guidance Office)
  - a. Schedule of Conference:  
Grade School = every Wednesday (3:45 – 5:00 PM)  
Junior High School – every Thursday (4:15 – 5:00 PM)  
Senior High = every Friday (4:45 – 5:30 PM)
  - b. Parents shall fill out a request for conference form (form is with the guidance).

- c. Conference request form submitted on Monday shall have the conference scheduled in that week. Forms that are submitted on Tuesday - Friday shall have the conference scheduled for the next week.
  - d. Up to two parent(s) may be accommodated simultaneously during the conference schedule. It shall be based on a first request submitted, first served basis. The others that may have been scheduled for that day shall wait or be rescheduled.
  - e. Conference shall be made possible after class in the afternoon
5. Card Day
- a. Card day is for distribution of cards only, not a conference with the teacher. Schedule a conference with the teacher if you have any concerns. Do not be combative with the teachers. Let us act in an educated, decent, and matured way. Let us set a good example to our students.
  - b. Unclaimed cards shall be claimed at the registrar's office.
6. Parents/Guardians are encouraged to attend seminars or related activities sponsored by the school.
7. Parents are only allowed to celebrate birthdays and other occasion for their children in school during lunch break or after classes at the Mess Hall.
8. This handbook serves as the means of communication between the school and the home; parents are required to read this handbook.



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**DAVAO CHONG HUA HIGH SCHOOL**

*(formerly Davao Central High School)*

Sta. Ana Ave. cor. J. P. Laurel Ave., Davao City

Tel. Nos.: 227-4254; 227-2051; 222-0702; Fax No.: 221-2031

*Re-accredited Level II by the Federation of Accrediting Agencies of the Philippines (FAAP) through Association of Christian Schools, Colleges, and Universities – Accrediting Council, Inc. (ACSCU-ACI)*

## **AGREEMENT**

(Parent's Copy)

We, the parents/guardians of \_\_\_\_\_ of  
Grade/Year/Section \_\_\_\_\_ of Davao  
Chong Hua High School, fully agree that our son/daughter be held responsible  
for the compliance of the rules, policies and regulations embodied in this  
handbook.

We have read and understood the content of the said Handbook and promise to  
abide by and cooperate with the school for the benefit of our son/daughter.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Father's / Mother's Signature  
over printed name

\_\_\_\_\_  
Designated Guardian's Signature  
over printed name *(in the absence of parents)*

***Parents who wish to see a teacher for some concerns, clarifications, and other matters regarding their child/children in school must arrange with the Guidance Office for an appointment with the particular teacher.***



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## **AGREEMENT**

(School's Copy)

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over printed name *(in the absence of parents)*

***Parents who wish to see a teacher for some concerns, clarifications, and other matters regarding their child/children in school must arrange with the Guidance Office for an appointment with the particular teacher.***



## School Directory

For school related matters, emergencies or other concerns, parents, students, alumni may reach Davao Chong Hua High School through telephone and cellular numbers and email addresses: 227-4254; 227-2051; 222-0702; Fax No. 221-2031.

Main email address: [dvochonghuahs@gmail.com](mailto:dvochonghuahs@gmail.com)

Office Hours: Monday to Friday: 7:30 -12:00, 1:00 -4:30 pm

Landline 227-4254 connecting to

<b>Department</b>	<b>Local</b>	
Operator	0	
School Director	102	
English Principal	103	0922-7589575
Chinese Principal	104	
Finance/Cashier	105	dchhs.finance@gmail.com 09776548011 (Globe); 09475715064
Guidance	106	dchhs.admissions@gmail.com
Office of Student Affairs	107	
Registrar	108	dchhs.registrar@gmail.com
Clinic	117	
Property Custodian/Bookstore	118	
Library	119	
Information Technology	119	285-6104
Preschool	120	
Human Resource	121	dchhs.hrdepartment@gmail.com
Security Guards	122	

## **Responsibilities of a Student/Pupil**

### **Students must observe the following:**

- a. Attend online classes on time.
- b. Prepare for each online class with appropriate materials and assignments.
- c. Meet the school standards of grooming.
- d. Conduct oneself in a responsible manner.
- e. Obey all school rules, policies, regulations and online class rules.
- f. Respect the rights and privileges of students and teachers.

## **Rules to Follow During Online Classes**

### **Students must observe the following:**

- a. Proper grooming.
- b. Wear decent attire. Sleeveless shirts (sando) and plunging necklines are not allowed.
- c. Students must log-in the class at least 5 minutes before the time. Late students/pupils will not be admitted.
- d. Once the session has started, students/pupils are not allowed to leave.
- e. Do all personal necessities beforehand.
- f. Foul language/words are not allowed.
- g. Students are expected to be polite at all times.

## **Student Discipline**

### **Offenses are categorized as follows:**

#### **Minor Offense**

1. Unexcused absences
2. Leaving the class
3. Eating during classes
4. Uttering bad words
5. Encouraging or promoting a fight
6. Improper Grooming
7. Bullying which involves teasing, foul language, name calling, and commenting negatively on others' looks
8. Any other violations, which in the discretion of the Committee on Discipline (COD) may deem reasonable to fall within the category.

#### **Sanctions:**

1<sup>st</sup> Offense - Intervention and processing by the subject teacher and class adviser.

2<sup>nd</sup> Offense - Conference with the parents and class adviser.

3<sup>rd</sup> Offense - Conference with the parents, class adviser, guidance facilitator and chief of student affairs (CSA) and will be marked poor in the specific component in conduct.

4<sup>th</sup> Offense - Will be considered as a Major Offense

## **Major Offense**

1. Cyber-bullying which involves repeatedly sending offensive, rude and insulting messages, distributing derogatory information about someone, posting or sending offensive photos of someone, breaking into an email, social networking or any electronic accounts, sending threats of harm or engaging in online activities that cause fear on someone's safety, filthy sign languages, etc.
2. Failure to attend online classes for more than 9 times
3. Gross disrespect of school authority and personnel
4. Any other violation, which in the discretion of the Committee on Discipline (COD) may deem reasonable to fall within the category.

### **Sanctions:**

#### 1<sup>st</sup> Offense

Investigation and conference with the chief of student affairs (CSA), adviser and guidance facilitator and be placed on behavioral probation and will be marked P (Poor) in the specific component in conduct.

#### 2<sup>nd</sup> Offense

Conference with the chief of student affairs (CSA), adviser, parents, unit head and guidance facilitator and be placed on ultimatum probation and will be marked P (Poor) in the specific component in conduct.

#### 3<sup>rd</sup> Offense

Two-day (2) suspension or more depending on the discretion of the Committee on Discipline (COD).

#### 4<sup>th</sup> Offense

Dismissal

### **Unexcused Absences**

- 1<sup>st</sup> Offense = 3 to 4 unexcused absences
- 2<sup>nd</sup> Offense = 5 to 6 unexcused absences
- 3<sup>rd</sup> Offense = 7 to 9 unexcused absences
- 4<sup>th</sup> Offense = 10 or more unexcused absences  
(considered as a Major Offense)