

GEN. SIMEON
DE JESUS BL



STUDENT HANDBOOK

DISCIPLINE • INTEGRITY • EXCELLENCE

For God and country

BASIC EDUCATION DEPARTMENT

***Student Handbook
2024 Edition***

FOREWORD

As an institution, General de Jesus College was established to provide the youth of San Isidro and its neighboring towns with quality instruction. Guided by its fundamental statements,- Philosophy, Vision, Mission and Objectives- the school strives to offer a holistic and vibrant campus that will help you become the individual that God wants you to be.

We care for you our dear students. It is our greatest desire that your stay in our school will help you build a strong foundation of lifelong learning that you may serve God and country. That is why, we, the management team, together with your teachers, student council officers, officers and representatives of our Parents, Teacher, Community Association (PTCA), designed this handbook, which gives you guidance and information about the policies, rules and regulations.

We are very grateful to all those who participated in the revision of this Student Handbook.

Keep this with you always and take time to familiarize yourself with the materials in this handbook for your guidance and easy reference.

We pray that you do your best and work together well with all the members of our GJC family. We give you our best wishes for a wonderful year during and after your stay in our school.

MR. JEFFREY P. FRANCO, CPA,MBA
College President

SCHOOL OFFICIALS

Mr. Jeffrey P. Franco	College President
Dr. Ma. Cristina D. Ravela	Vice President for Academic Affairs
Mr. Bryan C. Barlis	Finance Manager
Mr. Adrian V. Abon	Human Resource and Administration Manager
Dr. Arlene S. Garcia	Principal of the Unified Basic Education
Dr. Bernadette O. Gallardo	Dean, College of Education/ Quality Assurance Officer
Ms. Lorelie D. Alarcon	Dean, College of Business Administration Budget Officer
Mr. Richard N. Tobias	Dean, College of Information Technology
Ms. Shailee Anne T. Dela Cruz	Dean, College of Hospitality Management
Mr. Allan R. Reyes	Dean, College of Accountancy
Dr. Julieta P. Galang	Supervisor, High School Department
Ms. Mary Jane Q. Hernandez	Supervisor, Pre Elem/Elem Department
Ms. Celia P. Martin	College Registrar
Ms. Cindy F. Cruz	Marketing Manager
Ms. Mara M. Dela Cruz	Internal Auditor
Ms. Annalisa P. Francisco	Chief Librarian
Dr. Gina B. Garcia	Head, Institutional Research Office
Ms. Avegael L. Fortunato	Head of the Student Affairs Office
Ms. Leilani E. Castro	Head, High School Filipino Department
Ms. Erlinda Q. Delos Reyes	Head, High School English Department
Ms. Maritess N. Cheung	Head, High School TLE Department
Mr. Ronnie M. Samonte	Head, High School Science Department
Ms. Rosenia S. Pascual	Head, High School Mathematics Department
Mr. Jessie R. Castañeda	Head, High School MAPEH Department & Sports Coordinator
Mr. John Carlo M. Mendoza	Head, High School Social Science Department
Mr. Allan P. Villeza	Library Coordinator
Ms. Maricel A. Lagman	Senior Guidance Counselor

Dr. Josephine N. Samonte

Dr. Catherine D. Matias

Ms. Emily S. Chico

Mr. Rolando G. Sugay

Mr. Antonio T. Delgado

Ms. Ma. Rosario B. Mallari

Ms. Evelyn R. Cudio

Ms. Chonna Anna Lynn E. Matias

Ms. Jo Anne M. Manrique

Ms. Rolina R. Labao

Ms. Aizel Marie B. Castro

Ms. Ariane L. Nepomuceno

Ms. Maricon B. Pardilla

Ms. Inah Trinidad D. Victorio

Ms. Ruth Adrianne H. Dela Cruz

Ms. Marilet De Lara

Ms. Melissa V. Franco

Ms. Khizzle T. Franco

Mr. Ricardo P. Mesina

Dr. Josefina P. Magno

Head, HS Behavior Management Office

Head, College Behavior Management Office

Alumni Coordinator

Coordinator, General Services and

Physical Facilities

Data Protection Officer

Institutional Health Officer

Disaster, Safety and Health Officer

Focal Person, Gender and Development

Office of the Student Affairs Coordinator

Office of the Student Affairs Coordinator

Assistant Head, Institutional Research

Office

Community Extension Services

Coordinator

Basic Education Guidance Coordinator

Basic Education Guidance Coordinator

College Guidance Coordinator

Psychometrician

Coordinator, Publication

Coordinator, Publication

Corporate Secretary

Curriculum Development Consultant

PERSONAL DATA

PHOTO

Name _____

Year and Section _____

Home Address _____

Telephone No. _____ Cellphone No. _____

Date of Birth _____

Place of Birth _____

Parents:

Father _____

Mother _____

Guardian _____

Address of Parent or Guardian _____

In case of emergency, please inform

Relationship _____

Address _____

Telephone _____

Cellphone Number _____

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THE COLLEGE SEAL

*The ultimate goal of General de Jesus College as emblazoned in its **seal** is service “**For God and Country**”.*

In the pursuit of this goal, the institution through education (symbolized in the school logo by a torch and an open book) aims to develop young people into responsible, morally upright, and useful citizens who will use their God-given talents and skills in the service of God and country. It also aims to prepare the youth for the great task of nation building, for a life of dedicated service to country as exemplified by General Simeon de Jesus (represented in the logo by a silver star) after whom the school was named.

BRIEF HISTORY

The plight of San Isidro's youth, who had nowhere to go for secondary education after World War II, was the prime factor that led to the founding of General de Jesus Academy. The founders were prominent citizens of the town, namely: Paz Policarpio-Mendez, Soledad Medina, Francisco Narciso, Teofilo P. Abello, and Ricardo Odulio.

The school was named in honor of General Simeon de Jesus, San Isidro's hero. General de Jesus, who was executed by the Japanese in Fort Santiago, was one of the most distinguished graduates of the Philippine Constabulary Academy, now Philippine Military Academy.



General de Jesus Academy opened in June 1946 in a rented building which was the former residence of the Moreno family. It started with seven teachers, including the principal, and 255 students from first year to fourth year.

From 1946 to 1977, the school operated only the academic secondary course. In 1978, the school board, heeding the appeal of parents who

could not send their children to Manila or Cabanatuan City for college education, opened a collegiate department. The first course offered during the school year 1978-79 was Liberal Arts. It was followed by the opening of Bachelor of Science in Commerce (BSC) now Bachelor of Science in Business Administration (BSBA) and Bachelor of Secondary Education (BSE) in 1979, two year Junior Secretarial Course (JSC) in

1985 and Small Business Management Course (SMBC) and Bachelor of Elementary Education (BEEd). In 1992, the Pre-school and Elementary departments started serving the community.

With the advent of computer education, the school opened another course, the Associate in Computer Science (ACS) in 1994 which later was changed to Associate in Computer Technology (ACT) as advised by the Commission on Higher Education (CHED).

After 50 years of serving to the youth of San Isidro and nearby towns, General de Jesus Academy came to be known as General de Jesus College. The Securities and Exchange Commission (SEC) approved the change in status on August 28, 1997.

Responding to the needs and demands of the time, GJC started offering new courses a decade later. The newest additions to the collegiate courses are the following: Bachelor of Science in Accountancy (BSA), Bachelor of Science in Accounting Technology (BSAcT) and Bachelor of

Science in Information Technology (BSIT) all of which opened in 2008, and Bachelor of Science in Hotel and Restaurant Management (BSHRM) which saw its opening in 2009.

With excellence as one of its core values, General de Jesus College strives to maintain the quality education and service it offers to its clientele. From the pre-elementary level up to the collegiate level, its students continually bring honor to the school by excelling in the various competitions and activities they regularly participate in such as academic quiz bees, sport competitions, journalism contests and others. Students of the newly-opened course, the BSA, have been performing very well in the CPA Board Examination. The

Education graduates have been posting satisfactory passing rates which are consistently way above the national passing rate in the Licensure Examination for Teachers (LET).

The school submitted itself to voluntary accreditation in 2002. Its application was approved by the Association of Christian Schools, Colleges and universities-Accrediting Agency, Inc.(ACSCU-AAI). The first two programs that underwent accreditation were the High School and the Education Programs which had their Preliminary Visit on August 21-25, 2002.

On February 16-20, 2004 both programs had the Formal Survey and were granted Level I Three-Year Accreditation Status. A Resurvey visit of the High School and Education Programs was conducted on February 5-9, 2007. During the same period, the Business Administration (formerly Commerce) Program had its Preliminary Survey. The Education Program was granted a Level II Five-Year Reaccreditation Status and was invited to apply for Level III. After submitting all the necessary documents required by the ACSCU-AAI, it was granted a Level III Accreditation Status. The High School Program was granted a Level II Five-Year Reaccreditation Status with Interim Visit. The Business Administration Program received the Candidate Status and underwent the Formal Survey on February 2-6, 2009. On the same year, the program was granted a Three-Year Level I Accreditation Status.

On May 10, 2012, the Association of Christian Schools, Colleges and Universities-Accrediting Agency, Inc. (ACSSU-AAI) granted the Education Program a Level III Five-Year re-accredited status, and both the High School and Business Administration Programs a Level II Five-Year accredited status. In May 2014, the High School Program was granted a Level III status.

In March 2017, the school applied for the resurvey of its High School, Education and Business Administration Programs and the preliminary survey of its Accountancy and Accounting Technology Programs.

The results which came out in May, 2017 affirmed the school's quest for continued excellence as the High School Program retained its Level III status, the Education Program its Level III status with an invitation to apply for Level IV status, and the Business Administration its Level II status also with an invitation to apply for Level III. The Accountancy and Accounting Technology Programs were granted Candidate Status and became eligible to apply for Level I status. In April 2018, the Business Administration Program was granted the Level III status while the Accountancy and Accounting Technology Programs received the Level I status after undergoing the Formal Survey on February 12-15, 2018.

Envisioned by the founders in the beginning as an institution that would provide the educational needs of the town's youth, it has grown from its modest beginnings into a progressive institution that is one of the best in the province. At present, the Chairman of the Board is Mr. Carlo P. Mendez, while the President/School Head is Mr. Jeffrey P. Franco.

PHILOSOPHY

The development of morally upright, civic-minded and useful citizenry is the responsibility of any educational institution.

VISION

General de Jesus College as a leading learning quality educational institution in Central Luzon producing graduates imbued with discipline, integrity and excellence that they may contribute to local, national and global development goals.

MISSION

General de Jesus College is committed to producing graduates instilled with life and career competencies and essential values that they may become useful and productive citizens

CORE VALUES

Discipline

Integrity

Excellence

for

God and Country

INSTITUTIONAL GOAL

It is the goal of the General de Jesus College to provide quality education to students through a well-trained academic management team, effective teaching and non-teaching personnel, and a program of continuous growth for faculty, staff and students.

INSTITUTIONAL OBJECTIVES

General de Jesus College shall endeavor to:

1. Provide relevant and responsive learning modality that combines technology, time-tested, and research-based teaching methods;
2. Conduct learning tasks that promote the development of the learners' skills in collaboration, critical thinking, communication, technology and research
3. Implement varied student activities that cater to the learners' interests and needs and that promote their holistic development;
4. Conduct meaningful immersion activities that provide authentic learning experiences to help them cope and succeed in life outside the school and after graduation; and
5. Promote spiritually, social responsibility, environmental awareness, and civic-mindedness that they may contribute in nation-building.

HIGH SCHOOL OBJECTIVES

1. To make the students productive global citizens by:

- developing their communication and interpersonal skills and by instilling among them personal and social responsibility;
- enhancing their higher-order thinking and sound reasoning skills that they may become inventive, reflective and creative thinkers;
- providing them the basic scientific, mathematical, and technological literacies that will prepare them for the global community;
- engaging them in various curricular and co-curricular activities that will enrich their ability to create relevant, high quality outputs through their effective use of real-world tools and through their capability to prioritize, plan and manage;

2. To instill among its students the right sense of values and attitudes for their personal growth;

3. To inculcate among them love of country and fellowmen;

4. To imbibe among them spiritual values that they may become God-loving; and

5. To offer the college preparatory academic, secondary course to the young people of San Isidro and nearby communities at minimum cost to their parents.

I. REQUIREMENTS FOR HIGH SCHOOL ENROLLMENT

A. OLD STUDENTS

1. Form 138 (Report Card) signed by the principal
2. Interview with guidance counsellor upon the recommendation of the former adviser and teachers

B. INCOMING GRADE 7 AND GRADE 11 STUDENTS

1. Original copy of Form 138 signed by the principal
2. Photocopy of birth certificate issued by the PSA
3. Certification of good behavior during his/her stay in school last attended signed by the principal or guidance counsellor
4. For grade 11 Stem Student, a grade of 85 and above in Mathematics and Science subjects

C. TRANSFEREES

1. **Filipino students from schools within the Philippines**
 - a. Original copy of Form 138 (Report Card) signed by the principal of the former school
 - b. Certification of good behavior during his/her stay in school last attended signed by the principal or guidance counsellor
 - c. General average not lower than 80% and with no failing grade in any subject
 - d. Written conformity with school rules and regulations attested to by the parent or guardian

- e. Photocopy of birth certificate issued by the PSA
- f. ESC certification with ESC ID number (if an ESC grantee)
- g. Interview with the principal or the guidance counsellor

2. Filipino students from foreign countries

- a. Academic records showing grade/year level finished
- b. Written conformity with school rules and regulations attested to by the parent/guardian
- c. Interview with the principal or the guidance counsellor

D. MARRIED STUDENTS

- 1. Certified photocopy of marriage contract in addition to the requirements specified in the student's classification

II. ENROLLMENT PROCEDURE

A. OLD STUDENTS

- 1. Proceed to the Enrollment Room and present form 138 for assessment and ESC /Voucher Verification.
- 2. After the assessment, proceed to the Enrolment Hub for discounts and others.
- 3. Pay miscellaneous and tuition fees at the cashier.

B. INCOMING GRADE 7 AND GRADE 11 STUDENTS

- 1. Present the enrolment requirements (original form 138, good moral, copy of PSA Birth Certificate and form 137) to the enrolling teacher
- 2. Fill out the registration form completely and accurately.
- 3. Submit the duly accomplished enrollment form to the Encoder for ESC and Voucher verification.
- 4. Proceed to the Enrolment Hub.

5. Pay miscellaneous and tuition fees at the cashier.

C. TRANSFEREES

1. Filipino students from schools within the Philippines

- a. Present Form-138 (Report Card) duly signed by the principal, certificate of good character and PSA to the High School Guidance Counsellor. Interview of the applicant with either of the parents will also be done on this schedule.
- b. Present the agreement form to the principal for signing.
- c. Proceed to the enrollment room to get a registration form
- d. Fill out the registration and agreement forms completely and accurately
- e. Submit the duly accomplished enrollment form to the encoder for ESC and Voucher verification.
- f. Proceed to the Enrolment Hub.
- g. Pay the miscellaneous and tuition fees at the cashier.

2. Filipino students from foreign countries

- a. Present academic records to the principal to determine the year placement. The guidelines from DECS Order No. 26, s 1994 (unless superseded by new DepEd ruling to the effect) will be followed in determining year level in which to place the transferee. Interview of the applicant plus either of the parents/guardian will be done on the same schedule.
- b. Proceed to the enrolment room to get a registration form
- c. Fill out the registration form completely and accurately

- d. Proceed to the Enrollment Hub.
- e. Pay the miscellaneous and tuition fees at the cashier.

III. SCHOOL UNIFORM

All students are required to wear the proper uniform while inside the school campus. Changing uniform into civilian clothes without permission of proper authority is strictly prohibited. Wearing of uniform is from Monday to Friday.

1. Prescribed Uniform for Boys

Conservative cut, neither too loose nor too tight, dark moss green linen pants; white polo jacket with school pin on the left hand corner of his collar, black leather shoes and plain white/black socks. Rubber shoes may be worn during PE class only.

2. Prescribed Uniform for Girls

For girl's uniform, please see the attached cut/design (see appendix) and black, flat leather shoes and white socks.

IV. HAIRCUT GIRLS

Neatly combed, maybe clipped, braided, pony-tailed or with front bangs as long as these do not cover eyebrows. Coloring of hair is not allowed.

BOYS

Front hair should be above mid-forehead with bangs one inch above eyebrows, proportional all over and ducktails.

Coloring of hair is not allowed while the use of

hair gel is allowed. Hair must not touch the collar.
EMO-style haircut is not allowed.

V. No ID No Entry POLICY

Students are required to carry their school ID at all times. They will not be allowed to enter the school without ID.

VI. WITHDRAWAL POLICY

Withdrawal is the act of terminating the student's relationship with the school either by transferring to another school or dropping-out of the roll during or before the school year begins.

If the withdrawal of the student is made **before the opening of classes:**

1. A letter containing one's intention to withdraw and his/her reason for such must be prepared in triplicate and must be addressed to the principal.
2. A copy of the withdrawal letter must be presented to the Finance Department in order to determine the amount of refund to be refunded if there is any.
3. A date will be given by the cashier in which one can claim their refund if there is any.

If withdrawal is made **after the opening of classes:**

1. Inform his/her respective adviser of his/her intention to withdraw.
2. A letter containing one's intention to withdraw and his/her reason for such must be prepared in triplicate and must be addressed to the principal. The actual date of withdrawal must be indicated in the letter.

3. Proceed to the Finance Department for the clearance and request for refund based on the rule on refund of the fees.
4. Proceed to the Registrar's Office for your credentials.
5. Complete the clearance.
6. Return the clearance to the respective cashier. A date will be given by the cashier in whom one can claim their refund if there is any.

Refund of Fees

School fees already paid may be refundable or non-refundable based on the following schedule:

A. Tuition Fees	Percent of Refund
➤ Before opening of classes	100%
➤ After opening of classes	
First Week	90%
Second Week	70%
Beyond Two Weeks	no refund
Miscellaneous Fees	
➤ Before the opening of classes	Total miscellaneous fees except the Registration fee
➤ After the opening of classes	no refund
B. Other Fees	
➤ ID	Can be fundable only if the ID has not been made

- Test Paper Pro-rata based on the month the enrollment was withdrawn
- Aircon/Generation Charges Pro-rata based on the month the enrollment was withdrawn
- ❖ Students withdrawing after the second week will be charged the whole tuition fee for one school term.
- ❖ If the student transfers to another school within the school year, he/she will be charged with the full tuition fee for the school year.

VI. STUDENT'S FEES

General de Jesus College follows a schedule of tuition fees, miscellaneous fees and other school fees duly noted and approved by the Department of Education (DepEd) and Commission on Higher Education (CHED).

VII. MODE OF PAYMENT

Miscellaneous fees and other fees must be paid in full upon enrolment.

Tuition fees are payable in cash and maybe paid in full or in installment basis. Check payment in compliance in the bank requirements is accepted. Checks must be made payable to **GENERAL DE JESUS COLLEGE, INC.** Post-dated checks are not accepted.

If the mode of payment is on installment basis, payment should be made before or at the end of each respective month to be paid. If the student fails to pay at the end of each respective month to be paid, a 10 (ten) day grace period will be given.

VIII. SURCHARGE

A surcharge is collected on an unpaid tuition fee for the month after the ten-day grace period.

A 2% surcharge will be added to the monthly tuition fee. This amount is to be charged monthly until the payment is settled. (e. g. July tuition fee due on or before August 10 was paid only in September 16; surcharge will be 2% for the month of August and another 2% for the month of September).

IX. UNSETTLED ACCOUNTS

General de Jesus College reserves the right to deny students of their credentials like Form 138 (report card) and other certifications for failure to settle their unpaid balance.

X. DISCOUNTS ON TUITION FEES

A. CASH DISCOUNTS ON CASH PAYMENTS

1. Three percent (3%) tuition fee discount will be given to those who will pay in full of their annual tuition fees on or before June 30 of the corresponding school year.
2. One-point five percent (1.5%) tuition fee discount will be given to those who will pay in semestral term:
 - a. First semi-annual tuition fees (August to December) on or before September 15;
 - b. Second semi-annual tuition fees (January to April on or before January 31 of the corresponding school year.)

B. SPECIAL DISCOUNTS

Special discounts are given to the following:

1. **Loyalty Discount** – 5% (for incoming First year College only who graduated from General de

Jesus College Senior High School)

2. Academic Discount

a. If the applicant belongs to a graduating class of between 50 students and above:

- ranked #1 in their class- 50%
- ranked #2 in their class- 25%

b. If the applicant belongs to a graduating class of between 49 students and below:

- ranked #1 in their class- 25%
- ranked #2 in their class-12.5%

3. Incoming Grade 8,9 and 10 (GJC students)

- ranked #1 in their class- 50%

4. Incoming Grade 12 (GJC students)

- ranked #1 in their strand- 50%



In case of a tie, discount will be divided among the students

- b. Third Child** – 15% (minimum of three children enrolled in GJC at the same school year)
- c. Fourth Child** – 25% (minimum of four children enrolled in GJC at the same school year)
- d. Children of Faculty and Staff** – 50% (applicable only to faculty and staff that are permanent and full time)

XI. NORMS OF CONDUCT

The student's registration of enrolment at General de Jesus College is an expression of his/her willingness to abide by all its prevailing rules and regulations.

A. GOING TO CLASSES

1. Students should enter the campus as soon as they arrive for their own security and protection. They should not loiter outside the gates.
2. Respect to the security personnel and compliance with pertinent gate guidelines are also expected.
5. When the bell rings, students should go to their respective classes immediately and quietly.

B. FLAG CEREMONY

1. The flag ceremony is done every Monday at 7:30 A.M. (for H.S.) and 7:40 A.M. (for Elem.). While singing the National Anthem, students should place their right hand over their left chest and join in the singing with pride and passion.
2. Students must stand at attention as they recite the Pledge to the flag.
3. After the flag ceremony, students must proceed to the classrooms quietly maintaining straight lines.
4. Flag retreat (for those have the last period in the afternoon) is held every Friday afternoon at 4:30.

C. IN THE CLASSROOM

1. Students should take care of belongings. Any loss should be reported immediately to the adviser and/or subject teacher. Lost and found items should be given to the adviser, subject teacher or guidance counselor.
2. Silence and order should be maintained in the classroom whether the teacher is present or not.
3. During class hours, no student may leave the room except when very necessary and with permission from the teacher.
4. Students should keep the classroom clean and

orderly at all times. Before leaving, chairs should be well arranged and the surrounding area clean.

5. The class monitor will be in-charge of turning on the lights and electric fans and turning them off after classes.
6. Politeness requires students to stand when:
 - a. teachers enter and leave the room
 - b. other school personnel enter and leave the room
 - c. asking or answering questions from teachers
7. Politeness forbids:
 - a. laughing at a classmate's mistakes
 - b. rude and unnecessary comments

D. IN THE CAMPUS

1. Keep surroundings clean. Do not litter; instead throw all rubbish into the trash can.
2. All disorderly conducts and acts of vandalism are not allowed.
3. Except in case of emergency, office phones are strictly for office use only. Students may use the phone with permission from the office personnel.
4. Bringing personal valuables like jewelry and other latest gadgets are discouraged. The school will not be held responsible for their loss.
5. The school encourages wholesome interaction among boys and girls. However, any public display of affection and undignified conduct is strongly discouraged. Violators will be punished accordingly.
6. Loitering, talking aloud, smoking, eating, sleeping and littering in the campus are strictly prohibited.

E. IN THE LIBRARY

1. Library Rules

- a. Silence is the basic rule of every library. Conversation and other unnecessary noise should be avoided.
- b. Books, bags, knapsacks, cases, folders, envelopes, etc. are not allowed in the library. Those items are left at the Circulation Desk. Claim your bags **ONLY** when you are going to leave the library.
- c. Keep the library clean and orderly. Handle the books and other library materials with care, so that they will be of lasting use to all.
- d. Do not mark or write on the pages of the book. Do not fold the pages.
- e. Food and beverages are not permitted in the library.
- f. All books and other library materials must be signed at the Circulation Desk and stamped with a definite return date.
- g. Every borrower should print clearly his/her family and his first name on the borrower's card.
- h. General Circulation Books are due on Monday; therefore the borrowing period varies from seven (7) to two (2) days. Check date stamped in books. Books may be renewed if there's no request from other library users.

- i. Students are allowed to borrow two (2) books at the library at a time.
- j. Course reserved books are kept behind the Circulation Desk. They may be borrowed overnight (5:00 p.m. – 8:00a.m.) otherwise they are restricted to be used in the library. The reserved borrower's card must be signed even when the books are used in the library.
- k. Reference books and the periodicals, bound and unbound, are consulted only in the library. (For photocopying, consult the librarian.)
- l. If a book is not found on the shelf, a call-slip can be filled up and presented to the Circulation Librarian. The librarian will locate the book for you.
- m. All returned books are to be handled by the Circulation Librarian.
- n. No borrower is allowed to pass on a book to another person.
- o. Lost books are to be reported immediately to the librarian.

2. Sanctions of Violations

Violation of the rules, mutilations, defacement or stealing of books or library properties subjects the offender to the penalties to be imposed by the Librarian. These include fines and partial or total loss of library privileges.

F. RECESS AND LUNCH BREAKS

1. Use the comfort rooms properly and attend to personal necessities during these breaks.
2. Get in line quietly and wait for your turn in the canteen.
3. Throw all wastes in the appropriate trash cans.
4. Show courtesy, politeness, and respect to all canteen personnel.
5. Refrain from committing any act of vandalism in CR, canteen and rest areas.

G. SCIENCE LABORATORY

GENERAL GUIDELINES FOR SCIENCE LABORATORIES

1. Safety First

- a. Wear appropriate safety gear: lab coats, gloves, safety goggles, and closed-toe shoes.
- b. Know the location of safety equipment: fire extinguishers, safety showers, eyewash stations, and first aid kits.
- c. No eating, drinking, or chewing gum in the laboratory.
- d. Tie back long hair and avoid loose clothing that could catch on equipment.

2. Follow Instructions

- a. Read all procedures carefully before starting the experiment.
- b. Ask questions if you're unsure about any steps or instructions.
- c. Follow protocols for handling chemicals and equipment strictly.
- d. Never perform unauthorized experiments or deviate from assigned procedures.

3. Chemical Handling

- a. Label all chemicals clearly and store them appropriately.

- b. Handle chemicals with care: always add acid to water, not the reverse, to avoid splashing.
- c. Use fume hoods when working with volatile substances.
- d. Dispose of chemical waste as instructed, never down the sink unless explicitly allowed.
- 4. Equipment Use
 - a. Handle equipment with care and use it as instructed.
 - b. Report damaged equipment immediately and avoid using malfunctioning devices.
 - c. Clean and return equipment to its proper place after use.
- 5. Behavior in the Lab
 - a. Stay focused and avoid distractions: no horseplay or running in the lab.
 - b. Work in teams if required, but keep talking to a minimum and only relevant to the experiment.
 - c. Keep your workspace tidy and clean spills immediately.
- 6. Emergency Procedures
 - a. Familiarize yourself with emergency exits and evacuation routes.
 - b. Report accidents or injuries immediately to the supervisor.
 - c. Know how to respond in case of fire, chemical spill, or injury.
- 7. Handling Glassware
 - a. Check glassware for cracks before use.
 - b. Use proper techniques for handling hot glassware—allow time to cool before touching.
 - c. Dispose of broken glass in designated containers.
- 8. Documentation and Reporting
 - a. Keep accurate records of procedures, observations, and results in your lab notebook.
 - b. Report any discrepancies in data immediately.
 - c. Label all samples and test tubes properly to avoid confusion.

H. COMPUTER LABORATORY

- 1. Food, drinks, or snacks are NOT allowed in the computer lab.

2. Always keep noise to a minimum to maintain a conducive learning environment.
3. Only use the assigned computer and do not switch without permission.
4. Avoid changing any system settings, such as desktop wallpaper or display preferences.
5. Avoid placing heavy objects on top of computers, monitors, or keyboards
6. Do not unplug any cables or connectors without permission.
7. Save and close all files before leaving.
8. Log off or shut down the computer properly, as instructed.
9. Ensure that all personal belongings are taken with you when leaving the lab.

I. KITCHEN LABORATORY

1. Always be aware of your surroundings and any potential hazards in the kitchen.
2. Keep floors clean and dry to prevent slips and falls.
3. Use proper safety gear, such as aprons, facemasks, hairnet, and kitchen gloves.
4. Wash your hands thoroughly before and after handling food.
5. Wear a clean apron and tie back long hair.
6. Avoid wearing jewelry while working with food to prevent contamination.
7. Always inspect kitchen equipment before use to ensure it is in good working condition.
8. Clean and sanitize surfaces, tools, and equipment before and after each use.
9. Dispose of waste properly. Separate organic waste from recyclable materials.
10. Familiarize yourself with the location and use of fire extinguishers.
11. Avoid overloading electrical outlets, and do not use equipment with worn-out cords.
12. Keep flammable items away from stovetops

XII. BEHAVIOR EXPECTATIONS

A. ATTENDANCE

Regular attendance in all classes is expected of all students. Absences incurred during the school year equivalent to more than 20% of the total number of school days shall be sufficient ground for dropping a student from school. (Education Law and the Private Schools)

The days during which the student is suspended will be counted as absences. Participation in athletic/academic competitions at the district, division, regional or national levels will be considered as excused absences.

When a student returns to school after an absence, he/she should present a letter of excuse duly signed by the parent/ guardian to his/her adviser.

Parents/guardians are expected to take it as their responsibility to notify the adviser if their child cannot report for classes. The adviser will then presume that the student is indisposed and is at home if he/she does not report to his/her class.

Suspension of Classes during Typhoon, Heavy Rainfall, Flood and Earthquake

Per DepEd Order No. 37 series of 2022, the guidelines in the suspension of classes during typhoon, heavy rainfall, flood and earthquake are as follows:

1. In-person and online classes in all levels are automatically cancelled in schools situated in local Government Units (LGUs) issued with tropical Cyclone Wind signals (TCWS) 1,2,3,4 or 5 by the PAGASA. If the TCWS is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so.

2. In-person and online classes in all levels are automatically cancelled in schools situated in LGUs issued with Yellow, Orange and Red Rainfall Warning by the PAGASA. If the warning is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so.
3. In- person and online classes in all levels are automatically cancelled in schools situated in LGUs issued with a flood Warning by the PAGASA.
4. In-person and online classes in all levels are automatically cancelled in schools situated in LGUs where the Philippine Institute of Volcanology and Seismology (PHILVOCS) declare an earthquake with PHILVOCS Earthquake Intensity Scale (PEIS) V or above.
5. The ultimate responsibility for determining whether or not their children should go to school is given to the PARENTS.

B. TARDINESS

All students are obligated to come to school on time. All latecomers (those who report to class 10 minutes after the start of their first subject) are required to present to his/her adviser an excuse slip indicating his/her reason for coming to school late and will not be allowed to attend the affected class. The parent/guardian will be notified about the student's failure to come to class on time.

C. CUTTING CLASSES

Just like in absenteeism, cutting classes will require an excuse letter from the parent or guardian. The student will also be marked absent for failure to

report to his classes.

D. WEARING OF UNIFORM

The school has prescribed the wearing of uniforms for identity purposes. Students are well-advised to wear complete uniforms at all times. PE uniform is worn by students on the scheduled PE class only.

E. WEARING OF IDENTIFICATION CARD

The identification card forms part of the student's uniform and serves for identification purposes. It is non-transferable and must be worn every time the learner is in the campus. It must be free from tampering, trimmings and decorations. The ID card is issued by the Property Custodian's Office through the adviser. Loss of an ID card must be promptly reported to the Property Custodian's Office. Replacement of loss ID card is subject to reasonable guidelines set by the office.

Since cutting classes and improper wearing of uniform and ID card are considered as minor offenses, students who commit these misbehaviors will be dealt with in accordance with the sanctions for such.

F. PERMITS

A student may not leave the campus during class hours. However, during cases of emergency, a student may be allowed to leave the campus by securing a special permit from the adviser. The permit is surrendered to the Security Personnel on duty at the gate.

A student who is fetched by parents or guardians due to emergency situations must also secure permit.

A permit is also issued to a student diagnosed to be sick while in the campus. As advised by the Health Officer, the student may rest at home, in which case a permit is issued by him/her and countersigned by the adviser. Said permit is also surrendered to the Security Personnel on duty at the gate.

XIII. ACADEMIC PROGRAM

The academic program of the High School Department of the General de Jesus College is patterned after the K to 12 Curriculum.

1. Time Allotment and Units Credits

1.1 The time allotment and unit credits for the learning areas shall be as follows:

Learning Areas	No. of Minutes / Week			
	7	8	9	10
Filipino	240	240	240	240
English	240	240	240	240
Mathematics	240	240	240	240
Science	240	240	240	240
AP	180	180	180	180
EsP	120	120	120	120
EPP	240	240	240	240
MAPEH	240	240	240	240
Music				
Arts				
PE				
Health				
DEVELOPMENTAL MATHEMATICS	60	60	60	60
DEVELOPMENTAL SCIENCE	60	60	60	60

2. Grading System (DepEd Order No. 8, S. 2015)

The K to 12 Basic Education Program uses standards and competency-based grading system. These are found in the curriculum guides. All grades will be based on the weighted raw scores of the learner's summative assessments. The minimum grade needed to pass a specific learning area is 60, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades. Learners from Grades 1 to 12 are graded on Written Works, Performance Tasks and Quarterly Assessment every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

For Grades 1 to 12

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

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

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

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

Step 2: The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest

possible score then multiply the quotient by 100%.
This is shown below.

$$\text{PERCENTAGE SCORE (PS)} = \frac{\text{Learner's total raw score}}{\text{Highest possible score}} \times 100\%$$

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

To do this, the Percentage Score is multiplied by the weight of the component found in Table 1, for Grades 1 to 10 and Table 2 for Senior High School. The product is known as the Weighted Score (WS).

$$\text{WEIGHTED SCORE (WS)} = \text{Percentage Score} \times \text{Weighted Component}$$

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

	COMPONENTS	LANGUAGE	A P	E S P	SCIENCE	M A T H	M A P E H	EPP/ TLE
1 to 10	Written Work	30%			40%			20%
	Performance Tasks	50%			40%			60%
	Quarterly Assessment	20%			20%			20%

The grading system for Senior High School (SHS) follows a different set of weights for each component. Table 2 presents the weights for the core and track subjects.

Table 2. Weight of the Components for SHS

		Core Subject	Academic Track		Technical, Vocational, and Livelihood (TVL)/ Sports/ Arts and design track
			All other subjects	Work Immersion/ Research/ Business Enterprise/ Simulation/ Exhibit/ Performance	All other subjects Work Immersion/ Research/ Exhibit/ Performance
11 to 12	Written Work	25%	25%	35%	20%
	Performance Task	50%	45%	40%	60%
	Quarterly Assessment	25%	30%	25%	20%

Step 4: The sum of the Weighted Scores in each component is the Initial Grade. Thus, Initial Grade will be transmuted using the given transmutation table.

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

For MAPEH, Individual grades are given to each area, namely, Music, Arts, Physical Education and Health. The quarterly grade for MAPEH is the average of the quarterly grades in the four areas.

$$\text{Quarterly Grades for MAPEH} = \frac{\text{QG for Music} + \text{QG for Arts} + \text{QG for PE} + \text{QG for Health}}{4}$$

How are grades computed at the end of the school year?

For Grades 1-10

The average of the Quarterly Grades (QG) produces the Final Grade

Final

Grade By = $\frac{1^{\text{st}} \text{ quarter grade} + 2^{\text{nd}} \text{ quarter grades} + 3^{\text{rd}} \text{ quarter grade} + 4^{\text{th}} \text{ quarter grade}}{4}$

Learning

4

Area

The General Average is computed by dividing the sum of all final grades by the total number of learning areas. **Each learning area has equal weight.**

General Average= $\frac{\text{Sum of Final Grades of All Learning Areas}}{\text{Total Number of Learning Areas in a Grade Level}}$

The Final Grade in each learning area and the General Average are reported as whole numbers.

For Grades 11 and 12

The two quarters determine the Final Grade in a semester.

How is the learner's progress reported?

The summary of learner progress is shown quarterly to parents and guardians through a parent-teacher conference, in which the report card is discussed. The grading scale, with its corresponding descriptors is in Table 3. Remarks are given at the end of the grade level.

Table 3. Descriptors, Grading Scale and Remarks

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding	90 – 100	Passed
Very Satisfactory	85 – 89	Passed
Satisfactory	80 – 84	Passed
Fairly Satisfactory	75 -79	Passed
Did Not Meet Expectation	Below 75	Failed

How are learners promoted or retained at the end of the school year?

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

A final Grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. Table 4 specifies the guidelines to be followed for learner promotion and retention.

Table 4. Learner Promotion and Retention

Grade Level	Requirements	Decision
For Grades 7 to 10 Learners	1. Final Grade of at least 75 in all areas	Promoted to the next grade level
	2. Did Not meet Expectations is not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas	Retained in the same grade level.
	4. Must pass all the learning areas in Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School

	Requirements	Decision
For Grades 11 to 12 Learners	1. Final Grade of at least 75 in all learning areas in a semester.	Can proceed to the next semester.
	2. Did Not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject
	3. Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for the failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects' failed.
	4. Must pass all the subjects or learning areas in Senior High School	Earn the Senior High School Certificate

For Grades 1 – 10, a learner who Did Not Meet Expectations in at most two learning areas must take remedial classes. Remedial classes are conducted after the Final Grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Works and Performance Tasks by the fifth week of any quarter. This will prevent a student from failing in any learning area at the end of the year.

For Grades 11-12, learners who fail a unit/set of competencies must be immediately given remedial classes. They should pass the summative assessment during remediation to avoid a failing grade in a learning area/subject. This will prevent students from having back subjects in Senior High School (SHS). However, if the learner still fails remedial classes, she/he must retake the subject/s failed during the summer or as back subject. Guidance teachers or career advocates must provide support to SHS student for his/her choices in SHS track.

Summative Assessments are also given during remedial classes. These are recorded, computed, weighted and transmuted in the same way as the Quarterly Grade. The equivalent of the Final Grade for remedial classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade. If the Recomputed Final Grade is 75 or higher, the student is promoted to the next grade level. However, students will be retained in the grade level if their Recomputed Final Grade is below 75.

The teacher of the remedial class issues the Certificate of Recomputed Final Grade, which is noted by the school principal. This is to be submitted to the division office and must be attached to both Form 137 and School Form Number 5. Figure 1 below shows a sample certificate.

Figure 1. Sample Certificate of the Recomputed Final Grade

Certificate of Recomputed Final Grade			
Name of student: _____			
Grade level: _____			
School year: _____			
Learning Area	Final Grade	Remedial Class Mark	Recomputed Final Grade
<div style="display: flex; justify-content: space-between;"> Prepared by: _____ Date: _____ </div> <div style="text-align: center; margin-top: 5px;">Remedial Class Teacher</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Noted by: _____ Date: _____ </div> <div style="text-align: center; margin-top: 5px;">School Principal</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Received by: _____ Date: _____ </div> <div style="text-align: center; margin-top: 5px;">Division Office</div>			

The learner can enroll in the next grade level for **Grades 1 – 10** and in the next semester for **Grades 11 – 12** upon presentation of the **Certificate of Recomputed Final Grade**. This certification can be verified in the division offices as needed.

How are Core Values of the Filipino Child Reflected in the Report Card?

The goal of the K to 12 curriculum is to holistically develop Filipinos with 21st – century skills. The development of learners' cognitive competencies and skills must be complemented by the formation of their values and attitudes anchored on the Vision, Mission and Core Values of the

Department of Education (DepED Order No. 36, s. 2013) Non – DepED schools may modify or adapt these guidelines as appropriate to the philosophy, vision, mission and core values of their schools.

Table 5. Translation of Core Values

The Core Values have been translated into behavior statements. In addition, indicators have been formulated for each behavior statement.

Core Values	Behavior Statements	Indicators
Maka – Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others	<ol style="list-style-type: none"> 1. Engages oneself in worthwhile spiritual activities 2. Respects sacred places 3. Respects religious beliefs of others 4. Demonstrates curiosity and willingness to learn about other ways to express spiritual life
	Shows adherence to ethical principles by upholding the truth	<ol style="list-style-type: none"> 1. Tells the truth 2. Returns borrowed things in good condition 3. Demonstrates intellectual honesty 4. Expects honesty from others 5. Aspires to be fair and kind to all 6. Identifies personal biases 7. Recognizes and respects one's feelings and those of others

Makatao	In sensitive to individual, social and cultural differences	<ul style="list-style-type: none"> A. Show respect for all B. Waits for one's turn C. Takes good care of borrowed things D. Views mistakes as learning opportunities E. Upholds and respects the dignity and equality of all including those with special needs F. Volunteers to assist others in times of need G. Recognizes and respects people from different economic, social and cultural backgrounds
	Demonstrates contributions toward solidarity	<ul style="list-style-type: none"> 1. Cooperates during activities 2. Recognizes and accepts the contribution of others toward a goal 3. Considers diverse views 4. Communicates respectfully 5. Accepts defeat and celebrates others' success 6. Enables others to succeed 7. Speaks out against and prevents bullying
Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously and economically	<ul style="list-style-type: none"> 1. Shows a caring attitude toward the environment 2. Practices waste management 3. Conserves energy and resources 4. Takes care of school materials, facilities and equipment 5. Keeps work area in order during and after work 6. Keeps one's work neat and orderly

Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen	<ol style="list-style-type: none"> 1. Identifies oneself as a Filipino 2. Respects the flag and national anthem 3. Takes pride in diverse Filipino cultural expressions, practices and traditions 4. Promotes the appreciation and enhancement of Filipino languages 5. Abides the rules of the school, community and country 6. Enables others to develop interest and pride in being a Filipino
	Demonstrates appropriate behavior in carrying out activities in the school, community and country	<ol style="list-style-type: none"> 1. Manages time and personal resources efficiently and effectively 2. Perseveres to achieve goals despite difficult circumstances 3. Conducts oneself appropriately in various situations.

A non-numerical rating scale will be used to report on learners' behavior demonstrating the Core Values

Table 6. Marking for the Observed Values

Marking	Non – Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

XIV.CO-CURRICULAR PROGRAMS

A. CLUBS/ORGANIZATIONS

Student clubs/organizations as enumerated below complement the academic program of the school and facilitate the achievement of the institution's objective in developing students with well-balanced personalities.

(1) For junior high school

Students are required to join one (1) academic organization of their choice. They may also choose one (1) socio-cultural organization or the student council/government. However, they can seek office in one organization only.

1. ACADEMIC ORGANIZATIONS

- English Club
- Mathematics Club
- Filipino Club
- Social Science Club
- Science Club
- T.L.E. Club
- GLC Club

2. SOCIO-CULTURAL ORGANIZATIONS

- GJC Dance Troupe
- Glee Club
- Dramatic Club
- Badminton Club
- Spikers Club
- Cagers Club
- PeerKada
- Chess Club
- Table Tennis Club
- Sepak Takraw Club
- First Aider Club
- Multi Faith Group

3. STUDENT GOVERNMENT/COUNCIL

(2) For senior high school

Students are required to join one (1) academic organization of their choice. They may also choose one (1) socio-cultural organization or the student council/government. However, they can seek office in one organization only.

1. ACADEMIC ORGANIZATIONS

- ABM Club
- STEM Club
- HUMSS/GAS Club

2. SOCIO-CULTURAL ORGANIZATIONS

- GJC Dance Troupe
- Glee Club
- Dramatic Club
- Badminton Club
- Spikers Club
- Cagers Club
- PeerKada
- Chess Club
- Table Tennis Club
- Sepak Takraw Club
- First Aider Club
- Multi Faith Group

3. STUDENT GOVERNMENT/COUNCIL

B. CO-CURRICULAR ACTIVITIES

1. ACADEMIC/ INTELLECTUAL

- Writing contests such as but not limited to: essay writing, poetry writing, fiction writing
- Journalism Contests such as English and Filipino-Copyreading and Headline Writing, News Writing, Feature Writing, Sports Writing, Editorial Writing, Editorial Cartooning, Photojournalism, Broadcasting, Science Writing and Column Writing,
- Quiz Bee
- Science Quiz
- Mathematics Competition
- Tagisan ng Talino
- Educational Tour
- Film Viewing
- APPSAM (Student Leadership Assembly and Talent Fair)

2. SPORTS

- School Intramural
- Sports Fest
- Physical Fitness Day
- Congressional Meet
- CLARAA Meet

3. SOCIAL

- Orientation Program by year level
- Acquaintance Party
- Year End Party
- Promenade
- Graduation Ball

4. CULTURAL

- Thanksgiving Program
- Cultural Show
- U.N. Celebration
- Buwan ng Wika Program
- Dance Festival
- Song Festival
- Other Theme – based Programs

XV. AWARDS AND RECOGNITIONS**A. CLASSROOM AWARDS****Academic Excellence Award**

The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all the learning areas.

The Average Grade per Quarter is reported as a whole number following DepED Order No. 8, s. 2015.

Table 7 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

Table 7. Academic Excellence Award

Academic Excellence Award	Average Grade Per Quarter
1. With Highest Honors/ May Pinakamataas na Karangalan	98 – 100
2. With High Honors/ May Mataas na Karangalan	95 – 97
3. With Honors/ May Karangalan	90 – 94

Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage every learner to attend and actively participate in class. Perfect attendance means that learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes may also qualify for this award.

B. GRADE LEVEL AWARDS

Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average at least 90.

The General Average is reported as a whole number following DepED Order No. 8, s. 2015.

The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to Table 8 for the Academic Excellence Award at the end of the school year.

Table 8. Academic Excellence Award

Academic Excellence Award	General Average
1. With Highest Honors/ May Pinakamataas na Karangalan	98 - 100
2. With High Honors/ May Mataas na Karangalan	95 - 97
3. With Honors/ May Karangalan	90 – 94

Leadership Award

The Leadership Award is given to learners in grade 6, 10 and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

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 Department's service 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.

Table 9 shows the set of criteria and weights that will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of the AC. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those learners who have met 90% of the criteria on Table 9 shall be awarded.

Table 9. Criteria for Leadership Award

Criteria
1. Motivational Skills (40%) <ol style="list-style-type: none"> a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflict

2. Planning and Organizational Skills (40%)

- a. Plans and designs relevant activities for the class, club and/or school
- b. Implements planned activities effectively and efficiently
- c. Monitors implementation of plans and tasks
- d. Manages and/or uses resources wisely

3. Contribution to the School and/or Community (20%)

Renders service and/or implements activities relevant to the school population and/or community

Athletics Awards

A. Athlete of the Year

This award is given to a completer/graduating pupil/student who participated in local, district, interdistrict, and congressional district sports competitions.

B. Outstanding Athlete of the Year

This award is given to a completer/graduating pupil/student who participated in provincial sports competitions.

C. Most Outstanding Athlete of the Year

This award is given to a completer/graduating pupil/student who participated in regional and/or national sports competitions.

Campus Journalist Awards

A. Outstanding Campus Journalist Award

This award is given to a graduating student who:

- Has exhibited dedication in the performance of his/her duties as campus journalist;
- Has shown outstanding leadership qualities; and
- Has won in the Regional Schools Press Conference (a DepEd sponsored competition in journalism).

B. Most Outstanding Campus Journalist Award

This award is given to a graduating student who:

- Has exhibited dedication in the performance of his/her duties as a campus journalist;
- Has shown outstanding leadership qualities; and
- Has won in the National Schools Press Conference (a DepEd sponsored competition in journalism).

Socio-Cultural Awards

A. Dancer/Singer/Poet of the Year

1. Must be a member of any socio-cultural organization.
2. Must be a completer/graduating pupil/student.
3. Must have actively participated in any school activities, including at least 4 performances and must have represented the school in local and congressional district socio-cultural activities/competitions.

B. Outstanding Dancer/Singer/Poet of the Year

1. Must meet all the criteria for Dancer of the Year.
2. Must have represented the school in Provincial Level socio cultural activities/competitions.

C. Most Outstanding Dancer/Singer/Poet of the Year

1. Must have represented the school in Regional and National Level socio-cultural activities/competitions.
2. Must have shown extremely leadership skills as officer of the club/ a choreographer.

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 references 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 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.

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 4 members – must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

Tables 10 and 11 show the set of criteria and weights that will be used in the evaluation and deliberation process of Award for Research or Innovation, respectively. Only those

learners who have received at least 90% of the criteria below shall be awarded.

Table 10. Research Criteria and Weights

Criteria	Weights
1. Research Grade	20%
2. Output a. Usefulness/ Significance of Research Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study b. Rigor Soundness of methodology (research design, data collection and data analysis)	30%
3. Research Presentation Presentation and defense of research output	15%

Table 11. Innovation Criteria and Weights

Criteria	Weights
1. Output a. Originality or novelty of the product or service b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community c. Cost-effectiveness, efficiency and/or practicability d. Environmentally safe	15% 25% 20% 10%
2. Delivery of Presentation a. Clarity of the product development process and the innovative features shown during the presentation b. Acceptability of the innovation to the target beneficiaries	10% 5%
3. Study or Research Research basis of the service or product	15%

Other Awards/Citations

- Class Dancer
- Best Actor/Actress
- Declaimer of the Year
- Orator of the Year
- Class Vocalist
- Class Artist

Special Recognition

Learners who have represented and/or won in competitions at the district, division, regional, national, or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and the arts, and/or represented the school in DepEd-recognized activities.

In addition to the above awards, the schools may give due recognition to learners who have brought honor to the school.

How to determine awardees?

An Award Committee (AC) shall be organized by school head or principal for each grade level at the beginning of the school year. The committee must be composed of at least three (3) members from the teaching staff, guidance counselor or designated teacher. The total count of committee member should be an odd number. The chairperson of the AC could be any of the teachers, department head, grade-level chairperson or curriculum head. No member of AC must be related within the second degree of consanguinity or affinity to any of the candidates of the awards.

C.SCHOLARSHIP GRANTS

1. College Sponsored Scholarship

2. Alumni Association (GJAAA, Inc.) Scholarship Grant

The General de Jesus College Alumni Association, Inc. (GJAAA, Inc.) Scholarship Grant is given to deserving students of both the High School and Collegiate Departments of GJC and who are children of GJC Alumni. The grantee enjoys four-year scholarship grant existing of full tuition and miscellaneous fees. It is the alumni association which chooses the grantees.

3. Educational Service Contracting (ESC) scheme

Based on R.A. 6728 (known as the GASTPE Law), qualified first year enrollees each school year are chosen to be recipients of the ESC Scholarship Grants of the Government, through the Department of Education. The Scholarship Committee of the school, with the assistance of the GJC-PTCA, chooses the deserving grantees who are going to enjoy tuition fee subsidy / supplement for the four (4) years for as long as they are still students of the school and they have no failing grades in any academic subjects.

4. P.D. 451 Scholarship Award

For every 500 enrollees, one (1) indigent but academically deserving student is given this grant.

5. Scholarship from Private Donors

This is given by civic-minded persons or organizations to deserving students.

XVI. RATING SCHOOL ATHLETES, CAMPUS JOURNALISTS AND PARTICIPANTS IN VARIOUS COMPETITIONS

School Athletes

In order to encourage potential student athletes to participate in sports competitions at the school, district, division or regional level, the school adheres to the mandates of Regional Memorandum No. 13, s. 2000. It states that teachers shall refrain from making deductions in the scholastic rating of students for any act that is clearly not a manifestation of poor scholarship.

In consonance with this, student athletes who have represented the school in district, division, regional and national competitions shall not be given grades lower than the grades received in the preceding grading period. This privilege shall cover only the period that the student is participating in any of the mentioned level of competition.

Special assistance will also be given to athletes in the form of special test and make-up project to help them catch up with their lessons. The athletes will be given 2 weeks to 1 month to comply with the missed activities/test.

To avoid conflicts between school works and sports, athletes will also be selected not only on the basis of their athletic prowess but also taking into consideration their ability to catch up with missed lessons. Students with failing grades or whose academic performance is below average will not be selected for district, provincial, regional or national competitions.

In recognition of the efforts exerted by students who participate in district, provincial, regional and national competitions, academic assistance is extended to them. They are given special tests and make up projects to help them catch up with the activities they have missed.

XVII. STUDENTS SERVICES

A. GUIDANCE SERVICES

The guidance office offers appraisals, information, counseling, placement and follow-up services to the students.

➤ APPRAISAL SERVICE

This includes the testing and collecting of data about the students for the purpose of assisting them in knowing themselves better.

➤ INFORMATION SERVICE

This gives the students an update on educational, vocational, personal and social aspects so that they will become better-informed decision-makers.

➤ COUNSELLING SERVICE

Individual or group counseling provides the students with assistance on matters that require immediate intervention such as academic, emotional, mental, psychological and adjustment difficulties. A student is free to seek guidance and counseling anytime from 8:00 – 11:30 a.m. and 1:30 – 5:00 p.m.

➤ FOLLOW-UP SERVICE

The guidance office also makes provisions for the continuity of linkages between the school and the

students even after school hours. Since the problem may recur or new problems are apt to re-appear, the counselor maintains that linkage with the student so he/she can easily cope with life's situations.

➤ **CAREER GUIDANCE**

Provide students with the information and resources they need to make informed decisions about their career paths. This can include assessing interests and skills, exploring job options, understanding educational requirements, and developing strategies for job searching and professional growth. The goal is to help individuals identify suitable career opportunities and plan their educational and professional journeys accordingly.

➤ **PLACEMENT**

Placement in the context of career guidance refers to the process of helping individuals find suitable job opportunities that match their skills, interests, and qualifications.

➤ **REFERRAL**

Class advisers and the Behavior Management Committee may submit referrals to the General de Jesus College Guidance Office. Referrals are recommended for students requiring assistance from the counselor, such as those experiencing learning difficulties, absenteeism, challenges with interpersonal relationships, or noticeable behavioral changes.

1. The GJC Guidance Office provides counseling referral forms to class advisers.

2. Should a/an teacher, instructor or professor observe the need for counseling, a formal referral is submitted to the Guidance Office.
3. The Guidance Counselor issues a call slip to the referred student, either directly or through the class adviser.
4. Individual or group counseling sessions are conducted according to a scheduled time set by the Guidance Office.
5. After the counselling session, the Guidance Counselor provides a copy of the counselling slip, including the Counselor's remarks, to the referring faculty member.
6. Students are required to log their attendance in the Guidance Office logbook and complete a Counselor's Evaluation Form for proper documentation and evaluation.

Referral for Further Assistance from External Agencies/Organizations

1. When the Guidance Counselor assesses that a case is beyond their capacity, a referral for further assistance from Argao or external agencies or organizations is initiated.
2. In cases requiring professional intervention, the Guidance Counselor coordinates with relevant external agencies to secure further support for the student.
3. The Guidance Office may convene a case conference to determine the most appropriate course of action for the case at hand.
4. Parents or guardians are formally notified in writing regarding the referral to external agencies.

5. Faculty members, concerned individuals, or members of the administration may initiate the referral process. They must notify the Guidance Counselor and may assume responsibility for referring the case to external agencies for further assistance.
6. The Guidance Counselor must complete the appropriate referral form provided by the external agency or organization.
7. All documentation and procedures relating to the referral are recorded in the Guidance Office logbook for official record-keeping purposes.

B. LIBRARY SERVICES

The high school library is housed on the third floor of the Administration Building which is located adjacent to the Mendez Hall.

It has a collection of more than 11, 000 volumes of books and periodicals, local and foreign.

The library provides the following services:

- Library orientation
- User education
- Circulation
- Reference
- Internet
- Indexing

Library hours:

Monday – Friday 8:00 am – 5:00 pm
No Noon Break

C. CANTEEN SERVICES

The school canteen is located at the quadrangle. It operates on a self-service basis and is open from 8:00 a.m. to 5:00 p.m. Customers are expected to return their empty bottles of soft drinks and used eating utensils to a designated area. Empty cups and wrappers should be placed in the trash can.

D. HEALTH AND FIRST AID SERVICES

The school safeguards the health of the students by providing health services in terms of annual health examination. First aid treatment is administered at the School Clinic. In case of serious injury or illness while in school, the student is brought to the nearest medical clinic or hospital and the parent/guardian is notified.

The School Clinic is staffed by:

- Two part-time visiting doctors
- Dentist
- Two full-time nurses

Services Offered:

- Annual medical and dental examination
- On-site and online consultation
- Initial treatment (emergency cases)
- Health measure activities such as lectures/webinars on medical concerns
- Laboratory examination (urinalysis and blood typing through affiliation with AC MEDLINKS and Wellserv Diagnostic Laboratory Clinic)
- Administration of medications
- Referral to a hospital with a (MOA) for cases beyond the clinic's capability

E. SCHOOL PAPER

The official school organ of the high school department is “The Generals” published on a quarterly basis.

The staffers are chosen through competitive examinations given by the school paper adviser. Interviews

are conducted after the competitive examinations to screen and assess the personality, academic standing, character and integrity of the candidates. The dates and the venues of competitive examinations and the interviews are posted on the strategic places in the school for the information and guidance of the interested parties.

The staffers undergo training in campus journalism for the effective discharge of their duties and functions as campus journalists. Selected campus journalists are sent to compete in journalism contests such as Congressional District, Division, Regional and National Press Conferences. To give recognition to those who are declared winners in the said competitions, special awards are given to them.

The non-staffers can send contributions (e.g. letter to the editor, poems, essays, short stories and the like) to the school paper through their language teachers and through the staffers. The Editorial Board and the school paper adviser screen the contributions as to their originality and worth.

F. BEHAVIOR MANAGEMENT SERVICES

The Behavior Management office is a department that promotes positive behavior among students, aligned with the school's core values of discipline, integrity and excellence. It aims to create a safe, inclusive learning environment where students feel valued and connected. The office uses evidence-based strategies to encourage behaviors like respect, responsibility, empathy, and cooperation. It works closely with teachers, parents, and counselors to provide proactive measures, targeted interventions, and ongoing support for holistic behavior management.

G. MULTI-FAITH SERVICES

General de Jesus College is committed to supporting the diverse spiritual needs of the students. The school offers the following multi-faith services.

- Provision of Prayer Room
- Recollection

- Mass
- Devotional Activities
- Workshops and Seminars
- Assemblies
- Other activities designed to strengthen faith in the divine

H. Disaster, Safety and Health Services

The Office aims to further ensure the safety and protection of all the students and personnel in coordination with the Office of Student Affairs, School Plant Facilities Coordinator, Security and Maintenance team, as well as the Health and Medical Staff, Canteen Management, and the Gender and Development Office under the able leadership of the HR Department and Admin Manager.

The Office makes sure that proper protocols in each area are followed and implemented in consonance with the government or school guidelines. This helps mitigate and prevent the significant impacts of hazards and disasters through regular and timely monitoring and inspection procedures.

J. GENDER AND DEVELOPMENT

General De Jesus College imbued with its core values of discipline, integrity and excellence commits to the mandate of promoting gender equality and the integration of gender perspective in development processes in our institution; hence the existence of the Gender and Development Office which primarily seeks:

1. to address and support various aspects of gender equality and empowerment;
2. to create a more just and equitable academic community by promoting the empowerment of all genders; and
3. spearhead the implementation of gender-sensitive policies and activities focus on addressing gender issues within the academic community, including gender-based violence, sexual harassment, and discrimination.

GJC Gender and Development Office is committed to upholding the legal mandates that require HEIs to mainstream gender equality in their policies, programs, and activities. This includes curriculum development, research, community extension services, faculty and staff training, and creating a gender-responsive environment.

The GJC Gender and Development Office in adherence to its legal mandate shall provide the following services to its students and employees who experience sexual harassment, other forms of sexual misconduct, or inappropriate behavior or gender discrimination :

- a. Safe Spaces – facilitate physical, social, and online safe spaces.
- b. Care Services – provide counseling services to help offended parties process their experience, and advise them on what remedies they may take.
- c. Protection Services – provide the appropriate assistance to ensure the health, safety, and well-being of the offended parties.

Suspected, possible, or impending sexual harassment , other forms of sexual misconduct, inappropriate behavior or gender discrimination may be reported formally or informally to the GAD Office by the victim himself/herself or anyone who has custody over him/her i.e : class adviser, immediate superior or a concerned individual.

FORMAL REPORT must be in writing and signed by the complainant. If the complainant is a minor, the parents, legal guardian, or person exercising substitute parental authority shall co-sign the Report together with the minor, or shall sign the Report on behalf of the minor. The Report must contain the following:

1. Full name, age, grade/year level, or designation/title and office of the complainant;
2. Full name, age, grade/year level/course , or position/title and office of the employee-respondent;

3. A statement of the relevant facts, i.e., what was the act committed, and how, where, and when it took place;

INFORMAL REPORT is one that does not comply with the requirements of formal report as it may be done verbally or in writing. The informal report , however shall be documented and registered in GAD blotter.

If the Report involves infractions that fall under the purview of GAD Office an investigation shall immediately follows. However, if infractions fall under the purview of a separate disciplinary body, it shall be forwarded to the appropriate body.

Child Protection Policy

GJC Child Protection Manual, guided by DepEd Order No. 40, s. 2012, promotes a zero- tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. General de Jesus College, in collaboration with its partners and stakeholders shall ensure that the environment is conducive to the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions.

XVIII. SUMMARY OF OFFENSES AND CORRESPONDING SANCTIONS

The registration of a student to the General de Jesus College automatically binds him/her to all the rules, regulations and traditions of the institution.

Although the school cannot be held responsible for the student's conduct outside the school premises, undesirable conduct outside as well may be cause for suspension, dismissal, or non-admission.

All faculty members are authorized to impose penalties for minor infractions of the school regulations and of classroom discipline. Offenses of a more serious nature

are to be dealt following the procedures as stated in Student Handbook.

Activities that betray lack of discipline, maturity in attitude and sense of responsibility proven detrimental to students and their learning experiences and such activities are considered infringements against the rules and regulations of the school as well as the virtues and values which the school seeks to inculcate in each one. As such, the school lists down what are considered as offenses and prescribed penalties not so much to make the learners suffer from difficulties and hardships but as to make them realize that all actions have consequences and one must take full responsibility for one's own acts and misdemeanors. Furthermore, the disciplinary sanctions stipulated are considered more appropriate as deterrents and not just mere penalties.

A. MINOR OFFENSES

1. Improper haircut/hairstyle/hair color
2. Creating unnecessary noise like shouting
3. Cutting classes/tardiness
4. Causing minor disturbances in the campus
5. Using cellphones during class hour except when needed for learning activities.
6. Wearing earrings (boys), hats, caps, or other headgears inside the campus, canteen or library
7. Destroying plants, trees, and picking of flowers and fruits without permission
8. Negligence in proper wearing of school uniform
9. Wearing of PE Uniform during examination except when the examination coincides with their P.E. day
10. Wearing inappropriate attire (ripped jeans, spaghetti strap, crop top, tube, shorts, and mini skirt)
11. Wearing of make-up (junior high school) /having dark (senior high school), dark nail polish/ long nails
12. Body piercing, visible tattoos and multiple earrings

13.Failure to wear Identification card

14.Cross-dressing (especially during events/parties)

SANCTIONS FOR THE COMMISSION OF MINOR OFFENSES

First offense & Second Offense	Conference with the adviser
Third Offense	Conference with the student and parent/guardian by the adviser
Fourth offense	Conference with the student, parent/guardian and adviser and consultation/counselling with the guidance counselor
Fifth offense	Conference with the Behavior Management Head, 1 day suspension and recommendation for behavioral counselling after suspension.

B. MAJOR OFFENSES

1. Cheating during examination

- Looking at other student's paper
- Using cheat sheets or notes/lecture and other means of cheating
- Copying answers from other student/s
- Giving answer or other information to other student/s
- Cell phone cheating by text/chat messaging answer to other students, taking a picture of the test and sending it to other student/s
- Giving/receiving test questions, answers or test paper from other student/s
- Using smart watch/programmable calculator during tests except when allowed by teacher
- Bringing home the test paper or

not submitting the test paper to the proctor

- Deliberately giving check marks on wrong answer or altering the real score

SANCTIONS FOR CHEATING DURING EXAMINATIONS

First offense	Grade of zero in the exam where one cheated and consultation/counselling with the guidance counselor.
Second offense	Failing grade in the subject where one cheated during the affected grading period and consultation/counselling with the guidance counseling
Third offense	Failing final grade in the subject where one cheated and consultation/ counselling with the guidance counselor
Fourth offense	Exclusion from the school and undergo exit counselling.

2. Spitting
3. Littering
4. Misuse of ID cards:
 - Using somebody else's ID
 - Lending one's ID to someone
 - Stealing somebody else's ID
 - Forging one's or someone else's ID
5. Getting out of school without permission from the school authorities
6. Acts of bullying as stipulated in REPUBLIC ACT NO. 10627
 - Malicious name-calling
 - Slander or utterance of offensive words that tend to cause dishonor or discredit the name of a person
 - Use of foul or malicious language

- Circulating poison letters
 - Posting of pictures, comments and messages that would harm the reputation of the school, and its personnel, and the students on social networking sites and other venues
7. Acts of photo and video voyeurism (REPUBLIC ACT NO. 9995)
- Taking photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of a person without consent
 - Copying or reproducing, or causing to be copied or reproduces, such photo or video or recording of sexual act, or any similar activity with or without consent
 - Selling or distributing, or causing to be sold or distributed, such photo or video or recording of sexual act, whether it be the original copy or reproduction
 - Publishing or broadcasting, or causing to be published or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device
8. Indecent proposal-is any look, touch or feel in any way obscene or lascivious on the body or request for sex
9. Inciting fights
10. Improper conduct (shouting, booing) during programs, intramurals and other school activities
11. Entering or going outside the campus by climbing over the fence/getting out
12. Evading the flag ceremony
13. Carrying indecent and morally offensive periodicals, magazines, clippings or pictures, CD's, cell phones and sex paraphernalia, playing

songs with obscene/malicious lyrics through cellphones, radios and cassettes.

14. Vandalism

- Drawing/writing malicious words/acts on the walls, CR and chairs
- Improper use of toilet facilities, tampering or playing with faucets, urinals and accessories
- Malicious defacement and destruction of school properties

15. Conducting any activities in the name of the school but without authority or permission

16. Removing or erasing or tampering official notices, announcements and posters on bulletin boards

17. Any indication of having drunk and/or in possession of hard liquor

18. Fighting or resorting to physical force or violence to settle disputes provided that the party who acted in self-defense shall be exempted from the punishment

19. Gambling of any form

20. Smoking/vaping within school premises and outside the campus and carrying cigarettes/vape.

21. Indecent acts or public display of affection like kissing, necking, petting inside the campus and its immediate environments

22. Gross acts of disrespect to school authorities

23. Misrepresentation or giving false statements to school authorities

24. Stealing

25. Plagiarism

26. Staying in the computer shops, billiards and other recreational/amusement places during class hours

27. Unauthorized use of logo of the institution

28. Disobeying security and safety personnel and other school personnel

29. Preventing or threatening any pupil or student

school personnel from entering the school premises or attending classes or discharging their duties

30. Failure to give the teacher's letter to the parents

31. Other causes analogous to the foregoing

SANCTIONS FOR THE COMMISSION OF MAJOR OFFENSES

First offense	Calling the attention of the student's parent/guardian, 2 day suspension
Second offense	Calling the attention of the student's parent/guardian, 4 day suspension
Third offense	Calling the attention of the student's parent/guardian, 1 week suspension
Fourth offense	Exclusion from the school and undergo exit counselling.

Note:

- After the suspension has been served, the student is referred to the Guidance Office for counselling.
- If school property is damaged, financial penalties will be applied according to the assessment of the incurred damages.
- If a fight occurs, the school will promptly administer first aid to all individuals involved. Subsequently, any medical expenses arising from the incident will be the responsibility of the students involved.

C. SERIOUS OFFENSES

1. Membership to fraternities, sororities or any non-accredited association
2. Embezzlement of school/student funds
3. Engaging in any form of extortion from fellow students
4. Making, publishing (in all forms of media) or

circulating false statements and unfounded information that would defame the students, the school and its personnel

5. Immorality-refers to behaviors or actions that are considered ethically or morally wrong according to the standards and values of the educational institution.
6. Multiple stealing- refers to the repeated act of theft occurring across multiple incidents or occasions. It describes a pattern where individuals engage in stealing on more than one occasion, involving various items/money, locations, or instances.

SANCTIONS:

First offense	Calling the attention of the student's parent/guardian and suspension for fifteen (15) regular school days.
Second offense	Exclusion from the school and undergo exit counselling.

Note: After the suspension has been served, the student is referred to the Guidance Office for counselling

D. VERY SERIOUS OFFENSES

1. Organization of/officership in fraternities, sororities or any non-accredited association/recruitment of fellow students to join fraternities, sororities or any non-accredited association.
2. Hazing in any form
3. Using school logo and school name in carrying out fraternity/sorority related activities
4. Any indication of having taken prohibited drugs as stipulated in (Republic Act No. 9165)
5. Possession of guns and other deadly weapons

6. Insubordination refers to students refusal to follow instructions or authority from teachers, staff, or school officials. This includes ignoring directives, defying rules, disrespectful behavior and disruptive actions.
7. Selling and/or possession of prohibited drugs (RA 9165 Comprehensive Dangerous Drugs Act of 2002)
8. Drug dependency
9. Drunkenness involves being under the influence of alcohol on school grounds or during school related activities.
10. Hooliganism includes disruptive, rowdy, or vandalistic behavior, such as causing physical damage to school property, engaging in aggressive or violent acts, or creating a general atmosphere of disorder.
11. Assaulting a pupil or student or school personnel
12. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
13. Forging or tampering with school records or school forms
14. Securing or using forged school records, forms and documents
15. Arson is the intentional setting of fires on school property.
16. Making, publishing (in all forms of media) or circulating false statements and unfounded information that would cause harm to the school, its personnel, and students resulting in their long term or permanent loss of physical, mental or emotional function.

SANCTION FOR THE COMMISSION OF VERY SERIOUS OFFENSES

Exclusion from the school

XIX. PROCEDURE FOR HANDLING MINOR, MAJOR, SERIOUS AND VERY SERIOUS OFFENSES

A. PROCEDURE FOR HANDLING MINOR OFFENSES

1. For the first and second offense, the adviser calls the attention of the student to discuss the first and second offenses committed. The adviser records the offense on the adviser's record book.
2. For the third offense, the adviser informs the student and the parent/guardian in writing regarding the offense and invites him/her to the school for thorough discussion of the students' misbehavior with the intention of mutually coming with positive solutions to address the issue.
3. If the student keeps misbehaving, the case will be forwarded to the Guidance Office as deemed for necessary intervention.
4. If the student continues to misbehave, the adviser accomplishes the Report Slip to be signed by the Principal. The adviser then submits the report slip to the Behavior Management Head who in turn will start investigating the case reported.

After the interview with the student and hearing the available testimonies of classmates and other witnesses, the Behavior Management Head will conduct meeting with the Behavior Management Committee to deliberate the case and the possible sanction for the offense committed.

After a thorough deliberation of the case, the Behavior Management Head reports the result of deliberation to the Principal for approval. The adviser, students and parents are informed of the decision in writing. After the period of suspension, the Behavior Management Head will endorse the student/s to the Guidance Office for counselling.

Note: A. *In case of absences, the adviser will do the following:*

1. For three (3) consecutive commission of the act, the adviser calls the attention of the parent/guardian by sending letter and invites his/her parent to determine the reasons for frequent absences.
2. If the student continuously commits the same act, the adviser will seek the assistance of the Guidance Counselor for intervention, strategies and counselling.
3. If the student reaches the number of absences (20 absences), the adviser will notify the parent/guardian for conference with the Behavior Management Head and counseling by the Guidance Counselor.

B. *In case of habitual tardiness, the adviser will do the following:*

1. If the student reports to class 15 minutes after the start, he/she will not be allowed to attend the affected class and must present an admission slip signed by the adviser/subject teacher.

2. For three (3) consecutive commission of the act, the adviser calls the attention of the parent/guardian by sending letter. Invite the parent to explain the possible consequences of the said act.
3. If the student keeps committing habitual tardiness , the adviser will seek the assistance of Guidance Office for possible intervention strategies and counselling.

B. PROCEDURE FOR HANDLING MAJOR, SERIOUS AND VERY SERIOUS OFFENSES

1. A report is generated in writing by the adviser addressed to the Principal. The report is accomplished in duplicate and should state the name or description of the material evidences or witnesses to the commission of the offense.
2. The Principal refers the reported case to the Behavior Management Office who will conduct the preliminary investigation of the case. The first phase of the inquiry shall involve only the offending and offended parties with the Behavior Management Head, the adviser of the student complained about and the adviser of the complainant.
3. The preliminary investigation will be followed by the second phase, which shall include the adviser, student, parent/guardian of the offending and offender parties and Behavior Management Head. Here, both parties are given ample time to present evidences and gather testimonies. The offender is allowed to answer the charges against him.

4. The Behavior Management Committee, headed by the Behavior Management Head shall meet, deliberate and recommend sanctions. The recommendations will be submitted to the principal.
5. The Principal and the Department supervisor review the case and decides on recommendations made. All parties shall be notified in writing about decision.
6. All appeals regarding the decisions made should be addressed to the Principal who will decide whether or not to re-open the case. The case may be re-opened within one week after its promulgation. All decisions thereafter shall be final.
7. For serious cases, if the recommendation is exclusion from the school, the Behavior Management Office will report and submit the recommendations to the Vice President for Academics and the College President who will then give the final approval.
8. After the period of suspension, the Behavior Management Head will endorse the student/s to the Guidance Office for counselling.

XX. EXCLUSION FROM THE SCHOOL

The school reserves the right to drop, advised to transfer out or dismiss at any time during the school year any student whose conduct or influence is regarded as undesirable or unsatisfactory or causing harm to the school and students.

Following the procedure of disciplinary measures, a student is warned, suspended, advised to transfer out and/or dismissed depending on the gravity and frequency of the commission of the offense.

Warning is the notice given to the student which stipulates that the continuation or repetition of specified conduct or commission of an offense might be cause for another disciplinary problem.

Suspension is the exclusion of a student from classes and/or from other activities of the school including tests for a definite period of time as set forth in the notice of suspension. Suspension falls on regular school days. In case classes are suspended due to typhoon and other unforeseen circumstances, the sanction is carried over to the following regular school days.

The exclusion of the student terminates his/her relationship with the school with the possibility of admission to other schools.

Warning, suspension, and exclusion of the student shall be rendered in writing and all the parties concerned shall be given a copy.

XXI. DENIAL OF ADMISSION AND RE-ADMISSION

The school reserves the right to deny students of admission and re-admission at the beginning of the school year or anytime during the school year. Such may be imposed on students whose conduct or influence to other students is regarded as undesirable or unsatisfactory.

Denial of admission is imposed in:

- Incoming first year students and transferees who fail to pass the entrance test;
- Transferees who have failing grades

Non-re-admission is placed on students who have:

- Shown gross misconduct such as committing disciplinary infractions despite his/her previous probationary status;
- Manifested little or no improvement at all after being given through guidance and counseling;
- Unpaid financial or other obligations to the school
- Very poor academic performance

XXII. EXCLUSION FROM GRADUATION CEREMONY

In case a graduating student commits a major or a serious offense after the final examination, he/she will not be allowed to attend the graduation ceremony. The penalty of suspension will not serve its purpose anymore since the offender, having finished all the academic requirements already, will not feel the impact anymore of the sanction; hence, the exclusion from graduation ceremony.

If in this case the graduating student commits any of the very serious offenses, he/she will likewise be banned from attending the graduation ceremony since the penalty for the very serious offenses is dismissal. If a student has been dismissed, he cannot participate anymore in any of the school activities.

Note: The school reserves the right to amend the abovementioned policies as it deems necessary.

XXIII. ACKNOWLEDGEMENT OF PARENT/ GUARDIAN

Acknowledgement of Parent/Guardian

I have carefully read and fully understood the contents of the GJC Student Handbook and School-Home Communication. I agree in whatever capacity I can to encourage my child to follow the said rules and regulations.

Furthermore, I give my full support and cooperation to the administration, faculty and staff of the General de Jesus College. I am willing to come to school when called upon for the interest and welfare of my child.

Parent/Guardian
Signature over Printed Name

Contact Address

Telephone Number _____

XXIV. STUDENT'S PLEDGE

Student's Pledge

I hereby pledge to comply with the rules and regulations set in this Handbook and School-Home Communication.

I am fully aware of its contents and I promise not to fill, tear or detach any page of this Handbook.

Student's Printed Name and Signature

Grade and Section

XXV. APPENDICES

APPENDIX A

SCHOOL-HOME COMMUNICATION

PERMIT SLIP

_____ Date _____

Please excuse my son/daughter _____
(name)

of _____ for not attending her/his class(es)
(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

_____ Date _____

Please excuse my son/daughter _____
(name)

of _____ for not attending her/his class(es)
(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

of _____ (name)
for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

of _____ (name)
for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____
(name)
of _____ for not attending her/his class(es)
(grade and section)
because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____
(name)
of _____ for not attending her/his class(es)
(grade and section)
because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

APPENDIX A.1

PRESCRIBED UNIFORM FOR PRE-ELEMENTARY



APPENDIX A.2

PRESCRIBED UNIFORM FOR ELEMENTARY



APPENDIX A.2

PREScribed PE UNIFORM FOR ELEMENTARY



APPENDIX B.1

PRESCRIBED UNIFORM FOR JUNIOR HIGH SCHOOL



APPENDIX B.2

PREScribed UNIFORM FOR SENIOR HIGH SCHOOL



APPENDIX C

EXCERPTS FROM THE HIGH SCHOOL ENROLMENT FORM

1. Bilang konsiderasyon sa aking pagpapatala sa paaralang ito, babayaran ko ang paunang bayad (Entrance Fee) na itinakda ng paaralang ito.
2. Kung ang pagbabayad ko ng matrikula ay “installment basis”, naiintindihan ko na ang bawat pagbabayad ay dapat gawin tuwing katapusan ng bawat buwan o bago pa man dumating ito. Kung ang nabanggit na pagbabayad ay lumampas na sa takdang oras/panahon, maiintindihan ko rin na ako ay bibigyan pa ng palugit na sampung araw matapos ang bawat katapusan ng buwan. Kung sakaling hindi ko pa rin mabayaran ang “installment payment” sa loob ng nabanggit na panahon matapos ang palugit na mga araw, ako ay dapat magbayad ng “surcharge” na 2% sa bawat lilipat na buwan hanggang sa mabayaran ang naturang “installment payment”.

Halimbawa: Ang matrikula sa buwan ng Hulyo ay binayaran lamang ng Setyembre 16 ang “surcharge” ay 4%.

3. Ang matrikula para sa buwan ng Disyembre at Marso ay dapat bayaran bago sumapit ang eksamin/pagsusulit na natatakda sa mga buwang nabanggit.

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

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(name)

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because _____

Parent's Signature

Noted:

Class Adviser

PERMIT SLIP

Date _____

Please excuse my son/daughter _____

(name)

of _____ for not attending her/his class(es)

(grade and section)

because _____

Parent's Signature

Noted:

Class Adviser

GJC HYMN

Sumilang na isang dukha
Sa kandungan ng dalita
Ngunit ginto ang kamukha
Nagingning ng mahimala
Noong siya ay nag-aaral
Natangi sa kabaitan
Napuri sa kasipagan
Nabantog sa karunungan
Luha, dugo, pagbabata
Sampu ng buhay na maganda
Inihandog na lahat-lahat na
Sa ngalan ng bayang sinta
Sa silanga'y napatampok
Ang bayaning napalugmok
Ang heneral na napabantog
Na si Simeon de Jesus
Ang heneral na nabantog
Na si Simeon de Jesus

GJC MARCH

We are builders of the land
All ready to make a stand
For right we fight with all our might
A gen'ral's name to give us life and light
Freedom's bells shall ever ring
If in our hearts we bring and sing
This song for those who stood and died
For a land that was dearly tried.

Chorus:

We fight, fight, fight with cheers
Now that joy has taken the place of tears
Lead us on, lead us on General de Jesus
With you as guide we cannot lose
Liberty you sought for which you fought
To us you brought that which was dearly bought
'To you we sing to a hope we cling
That freedom's bells shall ever ring.
(Repeat Chorus)



SINCE 1946

DISCIPLINE * INTEGRITY * EXCELLENCE

for God and country

✉ gendejesus@gmail.com

☎ (044)940-6181 (044) 940-3744

f <https://web.facebook.com/generaldejesus71>