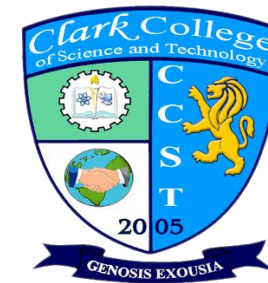
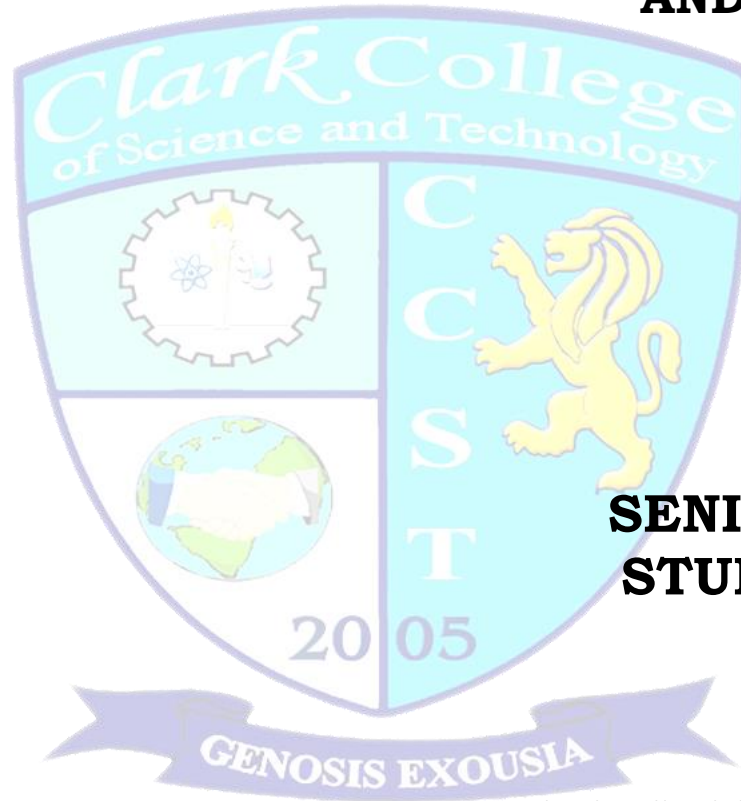


# CLARK COLLEGE OF SCIENCE AND TECHNOLOGY



## SENIOR HIGH SCHOOL STUDENT HANDBOOK

This handbook belongs to: \_\_\_\_\_

## FOREWORD

This student handbook is a comprehensive source of pertinent information made accessible to the recognized students of Clark College of Science and Technology. This manual contains all information on the courses offered, Senior High School programs and policies, rules and regulation on admission and withdrawal, enrollment procedure, school fees, library use, discipline and decorum, student organization and assistance, scholarship programs, facilities, among others.

Your official registration in this school is an expression of your willingness to abide by the policies. The school enjoins you to accept and follow these guidelines as these will mold you into disciplined, law abiding, productive and conscientious members of society.

As a dynamic learning institution that welcomes development and transformation, Clark College can formulate and implement other directives not yet stipulated in this handbook from time to time. Bulletin board as well as other structures for posting will be us for the dissemination of other information until a revision is drafted. As responsible student, you are advised to exhibit a conscious effort to read the posted materials for your guidance and reference.

Through your cooperation, we can breathe life to the mission and vision of Clark College of Science and Technology, achieve its short and long-term goals, preserve, and perpetuate its noble ideals and make it a catalyst of positive change both in the academe and in the community.

Welcome to a better life! Welcome to Clark College of Science and Technology!

## SECTION I:

### ABOUT CLARK COLLEGE OF SCIENCE AND TECHNOLOGY (CCST)

#### A. HISTORY

Clark College of Science and Technology is a non-stock educational institution that was conceptualized in 2004 by its majority holders: namely, President Mr. Gregorio M. Sison Jr., and Vice- President Mrs. Dancel C. Sorio. It was established to provide necessary skills and training needed to improve the quality education being rendered in the province. It was established to achieve the twin goals of pursuing global competitiveness and poverty reduction.

The institution was registered on March 17, 2005 and officially started its operation on June 20 of the same year. Established primarily to address the current demands of various industries, thereby naturally benefiting the business sector as well as the labor force. Thus, CCST was strategically located at SNS Building, Aurea Street, Samsonville Subdivision, Day, Mabalacat City, Pampanga.

It was previously known as Clark International College of Science and Technology when it started and offered two-year programs under the Technical Education and Skills Development Authority (TESDA). Programs offered includes Computer Programming, Computer Technology, Computer Secretarial, Hotel and Restaurant Services and Tourism. In 2007, the institution added the two-year Institutional Health Care Program. It also offered short term courses like 100 Hours Finishing Call Center, Windows Operation XP/Internet Basics, Microsoft Office, Macromedia Flash, Photoshop and Corel Draw.

CCST is affiliated with six (6) schools namely: Eastwoods Professional College of Science and Technology in Balanga Bataan, Softnet Information Technology Center in Mariveles Bataan, Eastwoods International Institute of Science and Technology Bataan, Guagua and Apalit and St.

Nicholas College of Business and Technology in the City of San Fernando Pampanga.

These affiliations contributed a positive impact to the market by establishing CCST as an educational institution that will cater student's quality at affordable fees and demonstrating that the curricula were tested by the mentioned schools before they were used for CCST for Programs offerings.

CCST is currently offering Senior High School (SHS) education under the Department of Education (DepEd). It also offers accredited two-year programs under the Technical Education and Skills Development Authority (TESDA.) The programs under TESDA are Computer Programming, Computer Technology, Hotel and Restaurant Services and recently Hospitality Management and Technology course was also offered. It also offers Bachelor of Science in Office Administration, Bachelor of Science in Entrepreneurship and Associate in Computer Technology under the Commission on Higher Education (CHED).

## B. CORE VALUES

To realize the mission and vision of the CCST, the administrative staff, faculty members, support personnel, students and stakeholders resolve to live by the following core values.

The institution fosters the values of:

**W**illingness [to]  
**E**xcel [lence]  
[Through]  
**S**incerity,  
**H**onesty and Hardwork,  
**O**penness,  
**U**nity,  
**L**ove,  
**D**edication,

**D**iscipline, and

**O**penness

## C. VISION-MISSION, GOALS AND OBJECTIVE PHILOSOPHY

The paramount role of Clark College of Science & Technology is to empower our students, through proper education and training, with a solid foundation of knowledge, skills, and moral values necessary in the attainment of their potential, enabling them to be competitive citizens of our country.

### MISSION

To develop and serve high quality technical, health & higher education programs that would ensure employability and productivity of young men and women through proper values and principles as a means to achieve success with excellence for a better quality of life.

### VISION

A center of excellence in academic, technical, health & higher education in Pampanga pursuing dynamic programs parallel to global standards, uplifting the socio-economic growth of the province.

### GOALS AND OBJECTIVES

- Advancing student's knowledge and competence in business and other technical and educational programs; advancing the quality of life of the student;
- Promoting effective and productive group activities and cooperation among students;
- Assuring harmonious relationship among the administration, staff and teaching personnel;

- Providing high quality education and service to its student and clientele;
- Training young men and women to become productive in their respective communities through proper values and principles;
- Producing productive and pro-active Filipinos for a new Philippines

## SECTION II STUDENT SERVICES AND FACILITIES

### STUDENT SERVICES

#### A. Library

The library is open to all students, faculty, alumni, and outsiders. It exists to:

1. Provide standard and up-to-date resources and information in support of the curricular and research needs of its clientele.
2. Organize and maintain these sources of information to their effective and efficient use.
3. Teach and encourage the effective use of its facilities and resources.
4. Extend professional assistance in the research needs of its users.
5. Provide a study area that is ideal and conducive to learning and research.

#### B. Bulletin Boards

All notices for the information and guidance will be posted on the bulletin board with proper authorization.

#### C. Computer Laboratories

The computer laboratory rooms are on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the building. Several computer units, video monitor, printers, diskettes programs and server are available/found in this room.

With the integration of high technology in the educational program, this will ensure a level of computer literacy needed by the students in their profession.

#### D. Guidance and Counseling Office

The Guidance Office offers services designed to meet the development and adjustment needs of the student, like counseling, (individual and group) information, and conferences with parents, values development, and other training.

It provides the student opportunities to identify and develop their potential; maximize and utilize their abilities and interest for their personality growth and development; enhance their skills in problem solving, career planning and development, decision-making, communication, and interpersonal relationships. It handles scholarship grants given to deserving students.

The center is located on the second floor with office hours from 8:00 a.m. to 5:00 p.m., Monday to Friday.

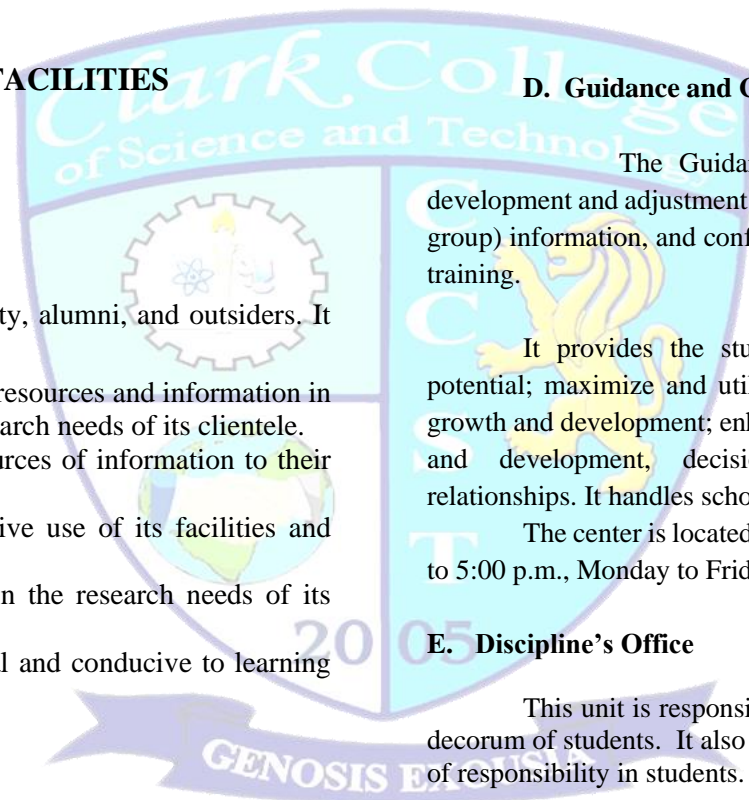
#### E. Discipline's Office

This unit is responsible for promoting discipline and maintaining proper decorum of students. It also provides programs and services that develop a sense of responsibility in students.

#### F. Office of the Registrar

The Office of the Registrar is the repository of the academic record of students, both enrolled and graduated – the proper management of these highly important and delicate records is its utmost concern.

#### G. Hotel Rooms





Interactive simulated hotel environment complete with lobby and concierge area and a hotel room with all the facilities usually found in hotels are available for HRS and TVL students. The students get hands-on-experience in development of skills competencies related to the Front office and Rooms Division.

#### **H. School Clinic**

The clinic provides first aid or emergency care to sick or injured students. It ensures that the physical well-being of students are sustained and maintained.

### **SECTION III ADMISSION REQUIREMENTS AND ENROLLMENT MATTERS**

#### **A. Enrollment Requirements**

#### **SENIOR HIGH SCHOOL DEPARTMENT**

##### **1. Requirements for Senior High School Applicants**

- Original Junior High School Card (Form 138) and Student Permanent Record (Form 137)
- Certificate of Good Moral Character
- Photocopy of Birth Certificate (PSA)
- 2 pcs. 1x1, 2pcs 2x2 (white background, studio shot)
- 1 long brown Envelope

##### **2. Requirements for SHS Transferees**

- Student Report Card from Previous School (Form 138)
- Student Permanent Record (Form 137)
- Good Moral Character Certificate
- Photocopy of Birth Certificate (PSA)
- 2 pcs. 1x1, 2pcs 2x2 (white background, studio shot)
- 1 long brown Envelope

##### **3. Requirements for SHS Transferees**

- Accomplished Clearance

- Graded Report Card

#### **COLLEGE DEPARTMENT**

##### **1. Requirements for Freshmen Applicants**

- Original High School Card (Form 138) & Student Permanent Record (Form 137)
- Certificate of Good Morals
- Xerox Copy of Birth Certificate
- 4 pcs. 1x1 I.D. picture
- 1 Long Brown Envelope

##### **2. Requirements for Transferees**

- Honorable Dismissal/Transcript of Record
- 4 pcs. 1x1 I.D. picture

##### **3. Requirements for Old Students**

- Final Permit/Clearance
- Graded Class Cards
- Re-application form for Scholarship (only for scholar)

#### **B. Change of Grades**

When there is an error in the computation, inputting, or entry of the students' final grade, a request for a change of grade can be requested by the student to the teacher concerned. A grade revision form is submitted by the teacher concerned to the registrar's office for appropriate action noted by the school principal.

A grade deliberation is being done at the end of semester with the given schedule of the Registrar. In the said deliberation, students with academic award based on semester's performance are being finalized as well. Any changes on grades or reconsideration of students for academic award after the said deliberation will not be entertained anymore by the Office of the

Registrar. No grade shall be lifted or considered in the absence of the subject teacher.

### **C. Shifting of Course or Strand**

A student is given the option to change his track on the grounds of his disinterest and/or inability to meet the requirements of his present academic track. Once decided to shift, a student need to:

1. Submit to the Registrar's Office a Letter of Consent of Parent/Guardian (including parent's/guardian's ID) for issuance of a shifting form.
2. Accomplish the shifting form.
3. Have this form approval and signed by the principal.
4. Submit shifting permit (Registrar's copy) to the Registrar's office during enrolment.

### **D. Withdrawal of Enrollment**

A student who intends to discontinue his/her studies by whatever reason must file an official dropping form at the registrar's office accompanied by his/her parent or guardian. The following condition shall apply:

1. Registration fees are not refundable.
2. If the student decides to withdraw his/her enrollment before the start of classes, he can avail himself of the 100% refund on tuition fees only.
3. Ten percent (10%) of the tuition, miscellaneous and laboratory fee due for the term will be deducted if a student withdraws within the first week of classes (within first- and second day during summer) and twenty percent (20%) if he withdraws within the second week of classes (after the fourth day during summer) regardless of whether he has attended his classes.
4. Any student who drops out of class without making prior written arrangement with the Registrar will be accountable for the balance of

his/her tuition fees for the entire semester. No dropping of subjects/class after the preliminary examinations.

5. No refund is made for any subject DROPPED whether it is paid in full or partial. Any payment made, however, maybe applied for a change of subject if made within the first week after classes.

### **E. Dropping/Adding (For College Department Only)**

A student who wishes to drop/add subject/s must present a written notification stating his reason/s of dropping/ adding to the Registrar and he must:

1. Fill up a dropping/adding form available at the Office of the Registrar upon approval.
2. Have the form signed by the teacher/s and the department head of the subject/s he/she is dropping /adding.
3. Submit the duly accomplished form to the Office of the Registrar.

Adding of subject is only allowed if such act will not conflict with his/her other schedules, the availability of teacher and the provisions for overload.

A student who drops his subject/s without the duly accomplished and signed dropping form gets an FA mark of 5.00.

### **F. Change of Schedule**

A student may be allowed to change his/her schedule pertaining to the same subject if he/she:

1. Applies for a request form to change of the same subject at the Registrar's Office.
2. Secures a written approval from the teacher where he will transfer.
3. Secures a written approval from the teacher where he is officially enrolled.
4. Secures a duly approval request form by the Department Head.

5. Submit the duly accomplished and signed request form to Registrar's Office

No student is allowed to change schedule during the enrolment. Change of schedule will be announced or posted.

### **G. Re-application for ID Card**

IDs are being issued once every school year. In any case of lost ID, please refer to the following steps.

1. In replacing a lost I.D. card, present an Affidavit of Loss to the OSA and pay the corresponding amount to the Cashier.
2. Go to the Lab. Technician in-charge for the scheduled time for the I.D. picture taking and present the registration form.
3. Fill out properly the I.D. card form.

### **H. Getting of Examination Permit**

1. Get your exam permit to the cashier. Requirement is a settled specific term payment for you to get a copy.

### **I. Application for Replacement of lost Examination Permit.**

In case of loss of the examination permit, the student may apply for a replacement at the Cashier Department, provided he/she must present a written explanation duly signed by the parent/legal guardian. Pay the required fee and claim the replacement of the examination permit.

### **J. Application for special exam (For College Department Only)**

1. Secure and accomplish application form from the Registrar's Office. Attach a letter stating the reason why the regular examination was not taken. In case of illness, attach medical certificate or any proof pertaining to.

2. Have the request approved by the Dean/Department Head.
3. Pay in the Cashier Department for the special examination fee. Special Examination Fee is fifty (50) pesos per subject.
4. Take the special examination on the assigned date and place scheduled by the teachers.

Note: If the student fails to get the examination on the assigned date, the student's grade for that examination will automatically be "5.00".

### **H. Getting Re- Admission Slip for Absences (For SHS Only)**

After every three consecutive absences from classes or coming back from suspension, the student must secure a re-admission slip.

Procedure:

1. Present an excuse letter duly signed by the parent/legal guardian with supporting official documents (valid ID, Community Tax Certificate, etc.) to the Office of the Principal.
2. Proceed to the Office of the Principal for the issuance of re-admission slip to be issued by the grade level coordinator and duly noted by the principal or assistant principal.
3. Present re-admission slip to the teachers for absence to be recognized (by signing the slip).
4. After presenting the re-admission slip to the teachers, submit it back to your grade level coordinator for record keeping.

Note: No re-admission slip will be issued if previous one is not returned.

## **SECTION IV ACADEMIC POLICIES FOR SHS**

### **A. Senior High School Tracks and Strands**

#### **Academic Track**

1. Accountancy, Business and Management (ABM) Strand
2. Humanities and Social Sciences (HUMSS) Strand
3. Science, Technology, Engineering and Mathematics (STEM) Strand
4. General Academic Strand (GAS)

### Technical Vocational Livelihood Track

#### 1. Information Communication Technology (ICT) Strand

- Computer Systems Servicing
- Computer Hardware Servicing
- Computer Programming

#### 2. Home Economics Strand

- Food and Beverage Services
- Cookery
- Bread and Pastry Production
- Front Office Services
- Housekeeping

#### 3. Industrial Arts Strand

- Electronics Product Assembly and Servicing

#### B. College Courses

1. Bachelor of Science in Business Administration (CHED)
2. Bachelor of Science in Entrepreneurship (CHED)
3. Associate in Computer Technology (CHED)
4. Diploma in Hospitality Management and Technology (TESDA)
5. Two-Year Hotel and Restaurant Services (TESDA)
6. Two-Year Computer Technology (TESDA)

### C. Academic Sessions

The school year is divided into two (2) semesters.

For Senior High School, first semester includes the 1<sup>st</sup> and 2<sup>nd</sup> quarter term, while second semester includes the 3<sup>rd</sup> and 4<sup>th</sup> quarter term.

For College, each semester composes of three terms; Preliminary, Mid and Final.

The Senior High School Department is currently conducting three days face-to-face classes and two days modular learning modality while College Department is conducting two days face-to-face classes and online classes.

### D. Subjects for Senior High School

#### Core Curriculum Subjects for Senior High School

The core subjects are the subjects that all students in Senior High School (SHS) will take regardless of their academic track. There are 15 Senior High School subjects with the same content and competencies.

There are seven Learning Areas under the Core Curriculum: Languages, Literature, Communication, Mathematics, Philosophy, Natural Sciences, and Social Sciences.

- Oral Communication in Context
- Reading and Writing Skills
- Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino
- 21st Century Literature from the Philippines and the World
- Contemporary Philippine Arts from the Regions
- Media and Information Literacy
- General Mathematics
- Statistics and Probability
- Earth and Life Science
- Physical Science
- Introduction to Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao
- Physical Education and Health
- Personal Development/Pansariling Kaunlaran



- Earth science (instead of Earth and Life Science for those in the STEM strand)
- Disaster Readiness and Risk Reduction (taken instead of Physical science for those in the STEM strand)

### **Applied Track Subjects for Senior High School**

The applied subjects are the seven Senior High School subjects taken by all academic track with same competencies but with different content.

- English for Academic and Professional Purposes
- Practical Research 1
- Practical Research 2
- Filipino sa Piling Larangan
  - Akademik
  - Isports
  - Sining
  - Tech-voc
- Empowerment Technologies (for the strand)
- Entrepreneurship
- Inquiries, Investigations and Immersion

### **Specialized Subjects for Senior High School**

Specialized Subjects are Senior High School subjects with different competencies and content. These subjects are unique to the track the student chose.

- Accountancy, Business and Management Strand
- Humanities and Social Sciences Strand
- Science, Technology, Engineering and Mathematics Strand
- General Academic Strand
- Technical Vocational and Livelihood Track

### **E. Student Loads for College**

The regular load per semester is 21-24 units excluding NSTP. Request for an overload (25-30 units) shall require approval of the College Registrar and the Head of Academic Affairs.

Graduating students who failed in any subject/s need to make the said subject/s provided they are still within the regular residency policy of the school.

### **F. School Calendar**

For SHS, the academic or school year at CCST consists of two semesters. A school year is at least two hundred three (203) days or twenty (40) weeks. Currently, DepEd recommends the opening of classes in August. Thus, the first semester begins in August and ends in January while the second semester starts in February and ends in June or July.

For College, the academic or school year at CCST consist of two semester and one summer term (usually for internship). A semester is at least one hundred (100) days or eighteen (18) weeks. The first semester normally begins in August and ends in January while the second semester starts in February and ends in July. Summer classes are held for six (6) weeks, which generally begin in June and end in August.

### **G. Class Attendance and Absences**

Students should not incur absences of more than twenty (20%) of the required total number of class and laboratory periods in each semester.

- a. The maximum absences allowed per semester are:
  1. for once a week subjects, a maximum of 3 absences.

2. for twice a week subjects, a maximum of 6 absences.
3. for thrice a week subjects, a maximum of 9 absences.

b. A student who incurs more than the number of absences in any subject shall be given a failed mark as his/her final rating for the semester, regardless of his/her performances.

c. Attendance is counted at the beginning of the regular classes and students are expected to be punctual in their classes.

## H. Examinations

### SENIOR HIGH SCHOOL

One major examination per subject is given every quarter, twice in a semester. The schedules for the said examinations are announced through the respective advisers and school social bulletin. Exam permits must be secured by each student every quarter as a requirement before taking the examination.

### COLLEGE

Three major examination and long test are given every semester. During the summer term, only two (2) scheduled examinations are required, Midterm and Final examinations. The schedules for the said examinations are announced thru the respective Deans/Department Head.

3. In case the student is incapable of paying the tuition fees due, he/she could request for a promissory note from the School Administrator.
4. No student will be allowed to take the examination unless he/she settles his/her outstanding accounts before he/she can ask for another promissory note. Before the final examination, a student must settle all his/her accounts.
5. Promissory note will be given until the second to the last payment only.
6. Students who have failed to take the regular examination on the said schedules will take a special examination at their respective Department Head. (See procedure on application for special examination).
7. Students who failed to take examination/special examination will get an automatic grade of "FAILED" for the corresponding grading period.
8. The grade given to a student is an indication of the student's competence in the subject. Objectives are set for each particular subject from whom the teacher/ professor bases his assessment of the student.

## I. Grading System

### SENIOR HIGH SCHOOL

The grading system is averaging and designated by numerical equivalents. The passing grade for each subject is 75%. The basis for the computation of grades is as follows:

### K to 12 Grading System

$$\text{Average Final Grade} = \frac{(\text{First Quarter Grade} + \text{Second Quarter Grade})}{2}$$

2

Before each examination, the student must observe the following:

1. Students are required to pay the tuition fees due at least (5) five days before the examination schedules.
2. The examination permit will be issued by the Cashier upon payment of the tuition fees due for that examination period.

## WEIGHT OF THE COMPONENTS FOR SENIOR HIGH SCHOOL

		Core Subjects	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 Tasks	50%	45%	40%	60%
	Quarterly Assessment	25%	30%	25%	20%

The College uses the following grading system to evaluate a student's academic performance.

Grade	Percentage	General Classification
1.00	98%-100%	Excellent
1.25	95%-97%	Very Superior
1.50	92%-94%	Superior
1.75	89%-91%	Very good
2.00	86%-88%	Very Satisfactory
2.25	83%-85%	Good
2.50	80%-82%	Satisfactory
2.75	77%-79%	Fair
3.00	75%-76%	Passed
4.00	73%-74%	Conditional
5.00	Below 72%	Failed
DRP		Dropped
WA		Withdrawal
FA		Failure due to absences
INC		Incomplete

## COLLEGE

Grades are computed using the following formulas in accordance with mandated norms and standards of the school and the guidelines prescribed by the Commission on Higher Education.

### Preliminary Grades:

$$\frac{\text{Class Standing} \times 2 + \text{Preliminary Exam Rating}}{3}$$

### Mid-Term Grades:

$$\frac{\left[ \frac{\text{Class Standing} \times 2 + \text{Mid-Term Exam Rating}}{3} \right] + \text{Preliminary Grade}}{2}$$

### Final Grades:

$$\frac{\left[ \frac{\text{Final Exam Rating} \times 2 + \text{Class Standing}}{3} \right] + \text{Mid-Term Grade}}{2}$$

Class Standing includes attendance, recitation/class participation, quizzes, exercises/seat works, assessments, term paper and projects.

A grade of 4.00 is only given during Preliminary and Mid-Term Examination. If a student gets a percentage grade of 73%-74% in the Final Grade, he must take a Removal Examination which merits a grade of either 3.00 or 5.00.

A grade of 5.00 is given to:

- A student whose performance falls below the required academic level.
- A student who incurs failed Preliminary and Mid-Term grades then stops attending his classes after the mid-term examinations.

- A student who fails to complete an INC grade within a year from the date of class card issuance.
- A student who fails his/her removal examination

#### **J. SHS Revitalized Homeroom Guidance Program (RHGP)**

As per DepEd memorandum DM No. 319, s.2020, it directs private schools to implement the Revitalized Homeroom Guidance Program.

The RHGP seeks to develop the student's personality to prepare him/her for his/her role in the family, the world of work, and the community. Students will be accomplishing Homeroom Guidance Modules which will be distributed along with their learning kits. The modules will be submitted back to their advisers for checking.

#### **K. Remediation for Senior High School**

As mandated by the Department of Education, a student who received a final grade lower than 75 must be given intervention through remediation to be promoted to the next grade level. Remediation is being done on a semestral basis as scheduled by the principal.

#### **L. Honors and Awards**

##### **SENIOR HIGH SCHOOL**

##### **Criteria for Academic Awards for Semestral Recognition**

1. Students must be enrolled in the institution for the specific semester.
2. Students should have no credited grade from other schools (transferees) for the specific semester.
3. Students should have no grade below 80.
4. Students must not have been imposed any disciplinary action for the specific term.
5. Honor lists are classified as:

- with **HIGHEST HONORS**
  - General average of 98 to 100
- with **HIGH HONORS**
  - General average of 95 to 97
- with **HONORS**
  - General average of 90 to 94

6. Grade computation is based on the subjects' average and rounded off. (e.g., Final Grade of 89.50% will be considered 90%)
7. Awarding is held at the end of each semester (1<sup>st</sup> and 2<sup>nd</sup> Semester) as scheduled by the Principal's Office in coordination with the Registrar's Office.

##### **Criteria for Academic Awards for Graduation**

1. Students must be enrolled in the institution for at least 2 semesters. The first two highest ranks of the batch must not be a transferee or a returnee.
2. Students should have no grade below 80 in each term or quarter.
3. Students must not have been imposed to any disciplinary action during his/her school residency.
4. Honor lists are classified as:
  - with **HIGHEST HONORS**
    - General average of 98 to 100
  - with **HIGH HONORS**
    - General average of 95 to 97
  - with **HONORS**
    - General average of 90 to 94
5. For grade computation of academic awardees for graduation, it is based on the mean of the student's general weighted averages every semester.
6. A separate deliberation is being conducted for this to be attended by the SHS Academic Council consisting of the following:
  - a. Principal (the Chair of the Committee)
  - b. SHS Registrar (the Vice Chair of the Committee)
  - c. Assistant Principal
  - d. Grade 12 Coordinator
  - e. All Grade 12 Advisers



- f. All Grade 12 Subject Teachers; and
  - g. Head of Academic Affairs (observer of the deliberation)
7. No grade shall be lifted or considered in the absence of the subject teacher.
  8. Changing the previous grade on a semester will not be entertained as these grades were already deliberated.

### Special Awards

- Best in Arts
- Best in Communication Arts
- Best in Mathematics
- Best in Science
- Best in Social Sciences
- Best in TVL Education (ICT, HE & IA)
- Best in Research Project
- Best in Inquiries, Investigations and Immersion
- Best in Business Simulation
- Best in Culminating Activity
- Outstanding Performing Artist of the Year
- Athlete of the Year
- Best in Work Immersion (TVL)

In case of a tie in the general Weighted Average, the academic Council will take into consideration the student's participation in extra-curricular activities and period of residence in the College.

### COLLEGE

#### Criteria for Academic Awards for Semestral Recognition

1. Student must be enrolled in the institution with at least 15 units for the specific semester.
2. Credited subjects of transferees will not be included in the grade computation.
3. Students with INC and NFE grades will be disqualified.
4. College honor list are classified as:

#### a. PRESIDENT's LISTER

- student must have an average of 1.00 to 1.25, no grade higher than 2.00

#### b. VICE PRESIDENT's LISTER

- student must have an average of 1.26 to 1.50, no grade higher than 2.00

#### c. DEAN's LISTER

- student must have an average of 1.51 to 1.75, no grade higher than 2.00 under the BS Office Administration and BS Entrepreneurship discipline

#### d. ACADEMIC LISTER

- student must have an average of 1.51 to 1.75, no grade higher than 2.00 under the ACT, DHMT, HRS or CT discipline.

5. Grade computation is based on the sum of the product of the grade equivalence and units divided by the total number of units of the specific semester.

6. Final deliberation will be done every semester before finalizing/ releasing the list of honors.

### Graduation Guidelines for College

A student shall be recommended for graduation only after he has satisfactory complete and passed the entire academic and non-academic requirement prescribed TESDA, CHED and the school.

Candidates for graduation are advised to check their names from the official list issued by the Registrar Office.

Yearly, the official rules for awards and recognition is being release by the Head of Academic Affairs duly noted by the School Administrator.

### Candidate for Graduation Requirements

A candidate must:

1. Have a duly signed clearance on all financial and property obligations to the school.
2. Have filed an application for graduation at the Registrar's office within the last month of the first semester of the last academic year for evaluation purpose.

## Candidates for Honor/Awards Requirements

A candidate must have:

- Earned at least 80% of the prescribed total credits of the degree at Clark College.
- No grade lower than 2.00.
- No INC or DRP marks.

## M. Scholarship for College

Clark College offers the following scholarship:

### Academic Scholarship for Incoming Freshmen

1. 100% discount on tuition fees only for High School Valedictorian for one semester.
2. 50% discount on tuition fees only for High School Salutatorian for one semester

### Academic Scholarship for Regular Students

1. Student must be enrolled in the institution with at least 15 units on the previous semester taken.
2. Students can avail the academic discount provided that their lowest grade is 2.50.
3. The Academic Discount scheme are as follows:
  - a. 50% Discount on Tuition Fee- for students with an average grade of 1.00 to 1.25
  - b. 30% Discount on Tuition Fee- for students with an average grade of 1.26 to 1.50
  - c. 20% Discount on Tuition Fee- for students with an average grade of 1.51 to 1.75

d. 15% Discount on Tuition Fee- for students with an average grade of 1.76 to 2.00

e. 10% Discount on Tuition Fee- for students with an average grade of 2.01 to 2.50

## Dance Troupe

*Students who qualify for the Dance Troupe will enjoy:*

- ☐ 30% - 100% on tuition fees depending on the criteria set by the Performing Arts Adviser
- ☐ Exemption from P.E. and N.S.T.P. subject

## Varsity

*Students who qualify for the Varsity Team will be given:*

- ☐ 30% - 100% on tuition fees depending on the criteria set by the Office of Student Affairs
- ☐ Free team uniforms
- ☐ Exemption from P.E. and N.S.T.P. subject

*However, qualified students are required to:*

- ☐ Perform in all assigned school function and activities.
- ☐ Render the required hour per week for rehearsals / practice / training.
- ☐ Sign the contract.
- ☐ Abide by the guidelines / rules and regulation of the contract.
- ☐ No grade below 2.75 in any subject

Failure to meet any of the abovementioned requirements will mean automatic removal from the Performing Arts/Varsity and forfeiture of scholarship and related privileges.

## Other Scholarships



1. *Gregorio M. Sison, Jr. (GMS) Scholarship Grants*
2. *Dancel C. Sorio (DCS) Scholarship Grants*
3. *Working Scholars*

## SECTION V CODE OF CONDUCT AND DISCIPLINE

### A. Student Activities

#### N. Honorable Dismissal for College

Student seeking honorable dismissal from the College must observe the following procedures:

1. Secure and fill out an application form for Honorable Dismissal from the Registrar Office.
2. Obtain clearance from all units indicated in the clearance form.
3. Pay the Processing fee other charges for the official transcript of records, if any. The required documentary stamps must be submitted upon payments of the above fees.

#### R. Transcript of Records/ School Form 10 Releasing

The Registrar issues the Official Transcript of Record (for college) and School Form 10 (for SHS) for the purpose of:

- Transferring a student's academic credits to another school.
- Employment and matters.

Transcript of Record, as well as other school credentials, will be fifteen (15) days after the filing of application. If the credentials will be used for transferring to other school and exit interview to the Head of Academic affairs and a request letter from the school where he/she will transfer is required.

For the procedure of applying for Transcript of Records/ School Form 10 and/ or Certificate of Grades, please refer to HONORABLE DISMISSAL.

1. Organized of student activities must secure a permit from the Office of Student Affairs at least seven (7) days before the scheduled activity. If the activity is academic in nature, it will require prior approval of the head of the department concerned.
2. The OSA must be furnished with the activity proposal in the form of a written communication.
3. The OSA Director may regulate the time, place, and manner of such activities will be conducted to ensure that academic sessions are not disrupted.
4. Any monetary collection that the organizers want to impose requires the approval and the supervision of the OSA. Should there be ticket selling, must be properly stamped. Use of solicitation letter should be approved by OSA.
5. Outside activities require the submission of a waiver to be duly signed by parents or guardians and consequently forwarded to the Office of the Student Affairs a week before the activity.
6. A formal letter addressed to the Office of Student Affairs must contain the following: itinerary of activities to include the names of students who wish to join, date of the activity, purpose, and financial requirements. Each Organization is required to prepare a financial statement and to be submitted in Principal's Office (for SHS) and Head of Academic Affairs Office (for College).
7. A one-week moratorium on all co-curricular and extra –curricular activities prior to the calendared dates of the major examination shall be strictly observed to allow students sufficient time to prepare and review for the examination at hand.

### B. Standard of Conduct

#### 1. On Uniforms and Personal Attire

1. Clark College is a formal learning institution that requires appropriate attire even during wash days.
2. The following are not allowed: Short, sando, slippers, wooden shoes or sandals, tattered jeans/denims/shirts, skimpy or revealing outfits such as tube blouse, mini skirt and hanging blouse are prohibited.
3. All students are required to attend classes in their prescribed school uniforms except for wash day.
4. P.E. uniforms should be worn only during P.E. and classes as well as wash days.
5. During floods and calamities, slippers, sandals, or wooden shoes are allowed.
6. For females, the skirt length must be lower than knee length by at least three (3) inches. Black, closed shoes must be worn with the prescribed uniform.
7. For male students, black pants and black leather shoes are required and undershirts must be plain white and properly tucked. Denims and rubber shoes are not allowed.
8. Students seeking an exemption from wearing the prescribed uniform such as those full-time working students, in a government and private office need to secure a permit from the Director for Student Affairs. In securing this permit, the student must present a certificate of employment.
9. Married female student are exempted from wearing the prescribed uniform only when pregnancy becomes evident or requires looser attire.
10. For the freshmen whose uniforms and IDs are not yet available, they are strongly advised to wear appropriate attire. Please refer to the indicated proper attire and must secure a temporary pass from the OSA.

## **2. On ID Card**

1. Wearing the ID card is mandatory. It must be worn and properly displayed at chest level while within the school premises.

2. Lost ID cards must be reported to the Office of Student Affairs.
3. For the issuance of new ID, procedures are as follows:
4. Present a duly signed affidavit of loss to the Office of Student Affairs (OSA).
5. Secure a temporary gate pass from the OSA which will only be valid for two days.
6. Secure a clearance from the OSA and pay for the issuance of the ID card.
7. No student will be allowed replacement of ID card more than twice for the school year. Three (3) ID card losses within the school year shall be considered a minor offense.
8. Students who are not properly wearing their school ID are not allowed to enter the school.

## **3. On Orderliness, Cleanliness and Proper Use of Facilities**

1. As dependable young adults, students are expected to keep the school premises clean and orderly through proper use of facilities and disposal of trash.
2. Students should turn-off the lights, electric fans, air-conditioning units, and faucets when not needed, especially at dismissal time during the last period.
3. Exert utmost care and concern in handling the laboratory equipment.
4. Observe library rules and regulations. (SEE ON LIBRARY USE)
5. Refrain from acts of vandalism. Keep the walls and tables free from graffiti and markings.
6. Refrain from eating and drinking inside the classrooms.
7. Proper use of comfort rooms is encouraged.
8. Flush toilet bowls and urinals after use not only for hygienic purposes but also because of respect for the next user.
9. Refrain from throwing tissue paper, sanitary napkins, and other clogging materials into the toilet bowl.
10. Garbage cans are available for responsible trash disposal.



#### **4. On Concern for Others**

Concern and consideration for others are marks of an educated and a God-fearing person. This, loitering and any form of noise and disturbance such as whistling, giggling, talking, and singing aloud, etc. along the corridors during class session are strictly prohibited.

#### **5. On Cellular Phones and Gadgets**

We are aware that cellular phones and other state of the art musical devices have become increasingly indispensable in our modern world. Because of this, we allow these tools of telecommunication and entertainment in the school. However, during classes, these gadgets must be “muted” or better, switched off and hidden. The teacher has the full authority to call the attention of students who violate. Recurrence of this violation may lead to the confiscation of such objects.

#### **6. On Chewing Gums**

There is nothing wrong with chewing gum if they are disposed responsibly and chewed in proper places. Chewing bubble gum during classes is strictly prohibited because it will inhibit the student from participating well in class recitation and discussions. This practice is deemed disrespectful.

#### **7. On Smoking and Dangerous/ Prohibited Drugs**

Smoking, use and selling of dangerous drugs are **STRICTLY PROHIBITED** within the school premises are subject to serious disciplinary action.

Students who do not comply with the policies will be sent to the Office of the Students Affairs and Guidance Office for proper guidance or subjected to possible disciplinary actions, if needed.

### **C. Student Self-Expression**

At Clark College, respect for self-expression among our students is highly encouraged. However, such self-expression must also be limited to conform to the decency of the school as a formal learning institution. Self-expression must not in any way be detrimental or at least troubling to the student, faculty, administrative staff, or any worker of Clark College of Science and Technology.

Advisers and/or subject teacher are advised and enjoined to support as well as enforce the following policies:

#### **1. On Hair Color**

Hair colors are intended to highlight or enhance the hair. However, the school strictly prohibits hair color/s that call/s undue attention.

Should there be cases for exemption in relation to their work must secure approval from OSA (hair color and length).

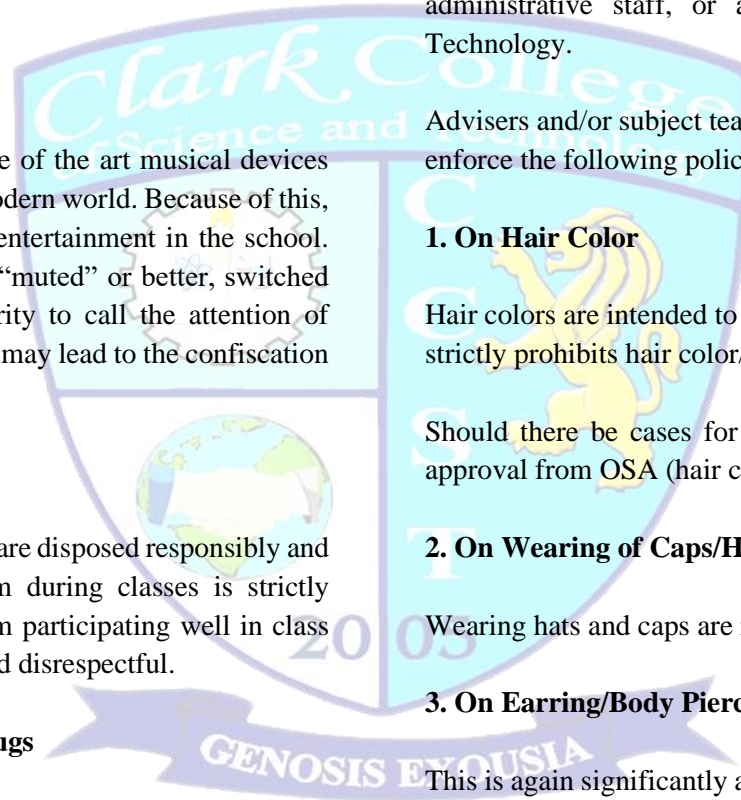
#### **2. On Wearing of Caps/Hats**

Wearing hats and caps are not allowed inside the classrooms.

#### **3. On Earring/Body Piercing Object**

This is again significantly addressed to the male population. All male students are enjoined to respect the formal atmosphere of this learning institution that is why wearing of earrings or any other “visible” body piercing objects are strictly prohibited. However, rest assured that there will be many school activities where we can allow self-expression. Remember that there is an appropriate place and a bright time for everything.

#### **4. On Public Display of Affection (PDA)**



The school understands and respects the choice of students to engage in romantic relationships. However, in holding the ideals of Clark College on decency and modesty, students are enjoined to refrain from display of affection in commonly frequented or seen sites.

Violation of this stipulation will result in a reprimand from the Guidance Office and/or the Office of the Students Affairs.

Let us not view these policies and reminders negatively. Freedom always comes with certain limitations and responsibility. The Clark College Administration understands you; our dear students and it will exercise its best efforts to address your concerns and ensure your welfare. We are optimistic that you will not abuse our leniency on certain policies.

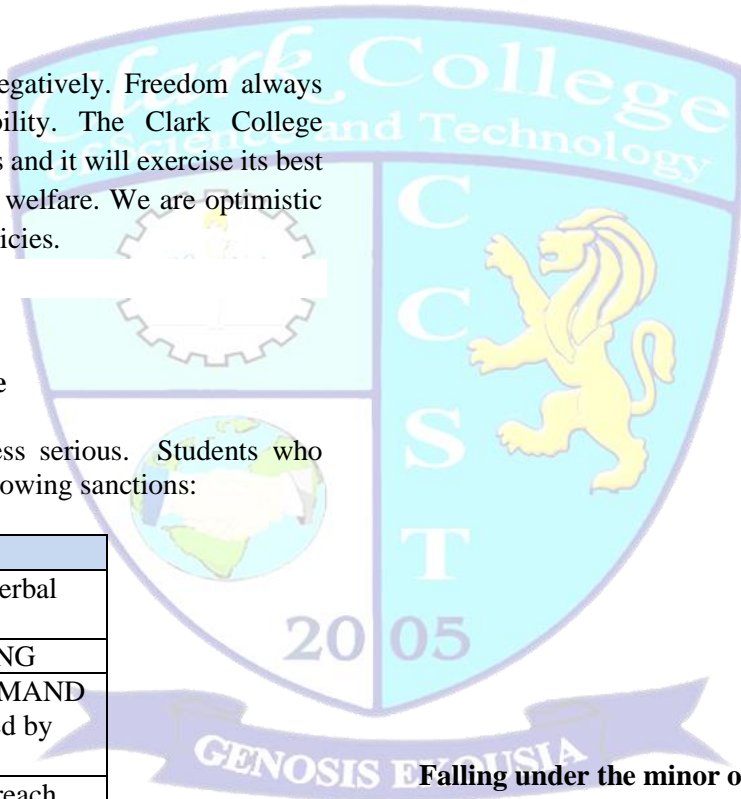
#### **D. Classification of Offenses**

##### **Minor Offense**

Minor offenses are offenses that are less serious. Students who commit minor offense shall be meted with the following sanctions:

<b>Legend</b>	<b>Sanction</b>
VW	(Documented) Verbal Warning
U	UNDERTAKING
WR	WRITTEN REPRIMAND SLIP (will be signed by parents)
CO	Community Outreach
S	Suspension

Commission of four minor offenses is equivalent to a major offense. As such, sanctions will range from 5 hours of community service to suspension depending upon the nature of the offense and the decision of the board of discipline. Minor offenses are not subject to a hearing unless it progresses to a major offense.



**Falling under the minor offense category are the following:**

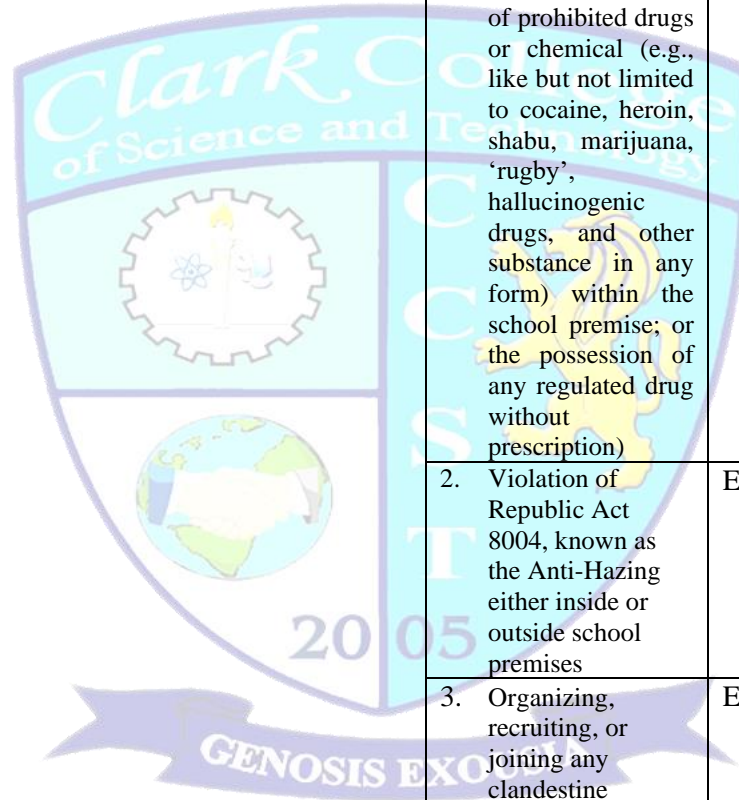
Minor Offenses				
	1st	2 <sup>nd</sup>	3rd	4th
Failure to observe the rules on uniform and grooming	VW	U	WR	CO/S
Wearing caps inside school premises	VW	U	WR	CO/S
Failure to observe rules on orderliness, cleanliness	VW	U	WR	CO/S
Using cell phone during class hours	VW	U	WR	CO/S
Public Display of Affection	VW	U	WR	CO/S
Chewing gums during class hours	VW	U	WR	CO/S
Eating in during class hours	VW	U	WR	CO/S
Deliberate non-attendance of school functions and activities	VW	U	WR	CO/S
Misbehavior during school programs, activities or competitions	VW	U	WR	CO/S
Using foul language and indecent gestures	VW	U	WR	CO/S
Non-submission of letter of excuse for absence or tardiness	VW	U	WR	CO/S
Other less serious misconduct	VW	U	WR	CO/S

### Major Offense

Major offenses are acts that endanger the safety and dignity of an individual and that of the school. Major offenses fall into two categories. Category A are grave offenses which are also considered unlawful based on Philippines general laws while category B are fewer grave offenses. Major offenses shall be meted with the following sanctions:

CODE	LEGEND
<b>A</b>	<b>Written Notice to Parents</b>
<b>B</b>	<b>Community service</b>
<b>C</b>	<b>3-5 days of suspension</b>
<b>D</b>	<b>1 week to 1 term suspension</b>
<b>E</b>	<b>Non-readmission to CCST</b> (student is allowed to finish the semester but will not be allowed to re-enroll the following semester)
<b>F</b>	<b>Exclusion</b> (student is dismissed immediately from the school upon the decision of the BOD and is not allowed to re-enroll on the succeeding years)
<b>G</b>	<b>Expulsion</b> (debarring the students from enrolling in any public or private school)

### List of Major offenses and its sanctions

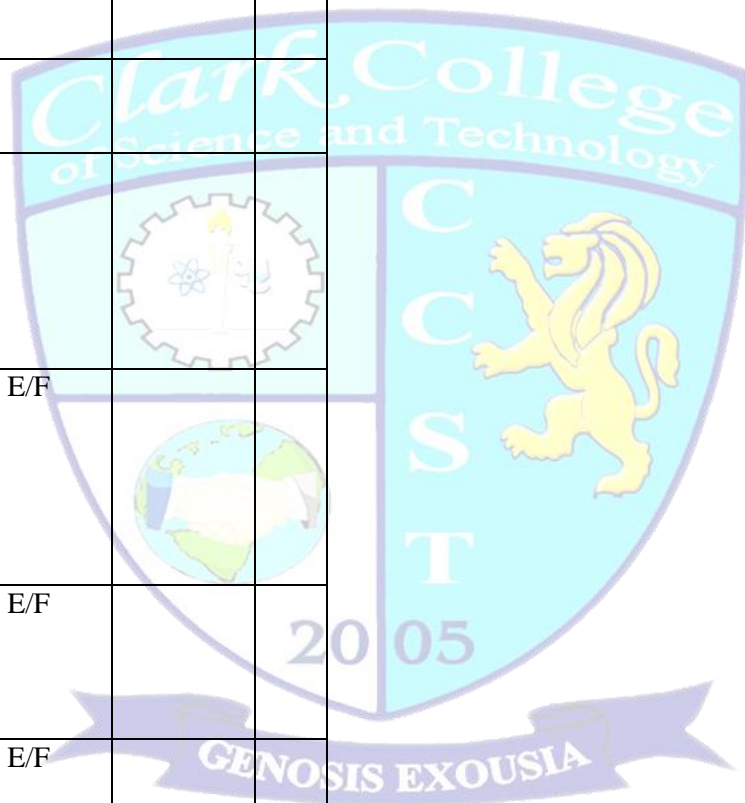


Major Offenses	1 <sup>st</sup>	2nd	3rd	4 <sup>th</sup>
1. Violations of Dangerous Drugs Laws and other related laws (Unauthorized or illegal possession/distribution or use of prohibited drugs or chemical (e.g., like but not limited to cocaine, heroin, shabu, marijuana, 'rugby', hallucinogenic drugs, and other substance in any form) within the school premise; or the possession of any regulated drug without prescription)	E/F/G			
2. Violation of Republic Act 8004, known as the Anti-Hazing either inside or outside school premises	E/F/G			
3. Organizing, recruiting, or joining any clandestine group/society such as fraternities and sororities or other associations formed for illegal, immoral, or unethical purposes	E/F/G			





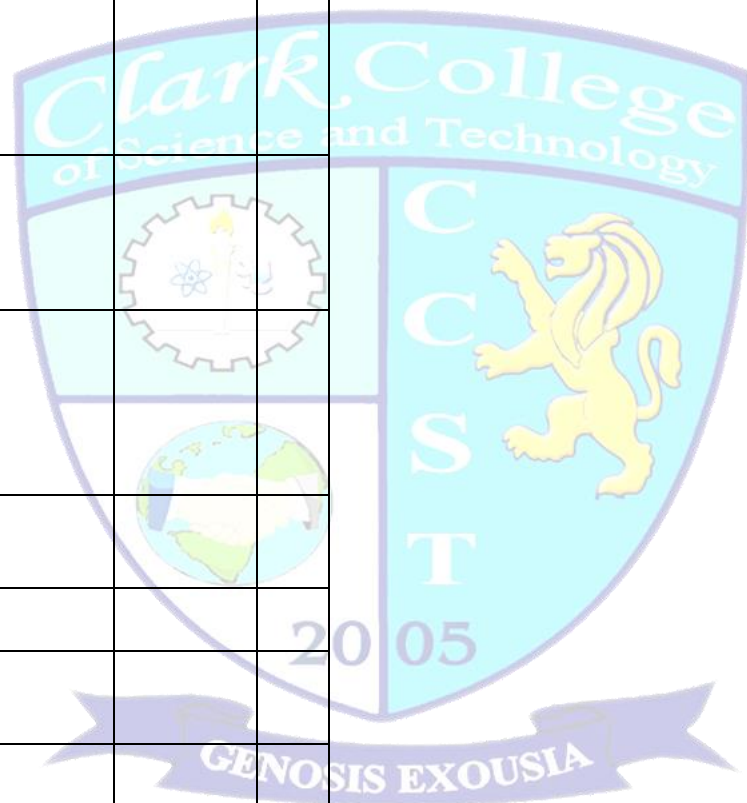
4. Act of misconduct of sexual nature such as engaging in lewd, indecent, obscene, or immoral conduct including scandalous display of intimacy (PDA) inside and outside the school while in uniform. Violation of R.A. 7877	C/D/E			
5. Smoking/using of vape inside school premises of beyond 100 meters	C/D/E			
6. Discourtesy to other person in any form (physical, oral, or written) by means of any medium of communication such as but not limited to:				
6.1 Disrespect, whether in words or in deeds towards any member of the faculty, administration, personnel, non- teaching staff or any person vested with authority	C/D	E/F		
6.2 Bullying, defamation, inciting to fight or any abusive behavior committed against a student or violation of R.A. 10627	C/D	E/F		
6.3 Threat or assault (verbal or physical) upon another student, faculty, or school personnel	C/D	E/F		
6.4 Willful failure to comply immediately with the directions given by a person in authority such as but not limited to: administrators, faculty member, security personnel who are acting on official duty				



7. Any acts of threat against student, faculty, school personnel or school visitor either physical or any other means of medium of communications such as but not limited to: oral, social media, or electronic gadgets	B/C/D/E			
8. Violation of the Cybercrime Law or R.A. 10175	D/E/F			
9. Failure to comply with deadline set to complete the given disciplinary sanction and/or to submit explanation letter in the commission of an offense	C	D	E	
10. Disturbance of peace and orderliness in school such as but not limited to:				
11. Deliberate disruption of academic sessions and functions (classes, convocations, seminars, symposia, and other school activities) which tends to create public disturbance or disorder	C/D	E/F		
12. Act of subversion or insurgency	F/G			

13. Acts that cause dishonor or contempt or discredit the name of the school such as but not limited to public and malicious commission of an offense or a condition or status or circumstances that tend to bring the name of the school in disrepute	C/D/E/F			
14. Lending (and borrowing) of an ID card registration to (from) another students or outsider	C/D/E/F			
15. Unauthorized collection of money or other instruments of monetary equivalent from any student, faculty or school personnel whether or not in connection of matters pertaining to the school				
16. Cheating in the following forms:				
16.1 Unauthorize possession of test questions by a student whether he/she is or not enrolled in the subject	A/D	E	F	

16.2 Copying from or allowing another to copy form one's examination paper	C	D	E	
16.3 Plagiarism or submitting other's work as one's own	E/F/G			
17. Falsification of documents, forgery, and other similar acts of alteration of school and other important documents	D/E/F/G			
18. Any form of bribery (attempted or consummated) of any faculty member or school personnel	D/E/F/G			
19. Any conduct which threatens, endangers, or adversely affects the health and safety of students and school personnel	E/F/G			
20. Defiance/Disrespect/ Insubordination/ Non-Compliance	A/B/C			
21. Cutting classes and truancy	A/B/C			
22. Any form of gambling inside the school premises	C/D			
23. Stealing any school property and those of the school personnel and students (Theft)	C/D/E			
24. Committing arson/ attempted arson	E/F/G			
25. Accumulation of any four (4) minor offenses of any nature within one (1) quarter of the school year	D	E	F/G	





## Council for Discipline

### 1. Composition

- a. In cases of complaint(s) for commission of offenses as specified under the student misconduct, the Council of Discipline will conduct the investigation; it shall be composed of the following:
  - i. Academic and Department Head depending on the number of the students under investigation and number of class where they belong, or their representative.
  - ii. Other, such as School Head/Administrator, Prefect of Discipline and Guidance Counselor (serves as observer only to ensure student's rights are not violated)
  - iii. Adviser of the class where the student/s is listed.
  - iv. One independent faculty
  - v. The Prefect of Discipline is automatically the chairperson of the Council.

### Procedure of Hearing to Minor or Major Offenses

Step 1. Consultation of the erring students together with the parents/legal guardian by Prefect of Discipline and Class Adviser

#### Step 2. Due Process

- a) The erring student and his parent or legal guardian shall be informed in writing of the specific charges and shall be required to attend the Council for Discipline hearing.
- b) At the hearing, the student shall be provided with the evidence and witnesses against him. He may present evidence and witnesses on his behalf and may opt to avail himself of the services of a counsel. No request for postponement shall be entertained.
- c) The resolution/decision of the Council shall be implemented upon the approval of the School Head not later than 72 hours from the conclusion of investigation. The concerned student and his parents shall be furnished with a copy of the decision.

Step 3. Failure on the part of respondent to answer charges in writing and or appear for investigation shall be construed as waiver to present evidence and the case shall be resolved based on existing evidence.

This handbook was checked, reviewed, and approved by the following council members:

**MS. PRECIOUS H. MANINGAS**  
School Administrator

**MR. ROSS CARVEL C. RAMIREZ**  
Head of Academic Affairs

**MR. ARVIN MARK D. SERRANO**  
SHS Principal/ Head of Registry

**MS. ROCHELLE MAE P. BALUYUT**  
Assistant Principal

**MS. JOSEFINA CRISANTA V. PONTILLAS**  
Guidance Counselor

**NORBERTO P. DE GUZMAN**  
Head Teacher

