

PART VI: POLICIES ON RULES IN DEPARTMENT AND DISCIPLINE

I. OBJECTIVES OF THE LEARNER DISCIPLINE PROGRAM

- A. To develop in the learners the value of productive work, cooperation, leadership and fellowship;
- B. To foster a sense of responsible freedom, social conscience, mission, and commitment;
- C. To inculcate among learners the Filipino values of respect and solidarity;
- D. To work towards the achievement of their responsibilities by positive attitude on work and completion of tasks in and outside school;
- E. To provide for the development of youth who are self-disciplined and self-reliant;
- F. To teach learners the importance of rules and regulations and the acceptance of the consequences of their actions.

II. CHILD PROTECTION POLICY

The DCCS Child Protection Policy is created in adherence to the Department of Education (DepEd) Child Protection Policy (See Appendix) and with the school's thrust of providing a healthy and safe learning environment for our learners which is founded in Christ and His Gospels.

III. CODE OF CONDUCT

A learner is always identified with the school he/she attends to. There-fore he/she should be aware of the responsibility in upholding and protecting the good image of Don Carlo Cavina School.

Cavinian learners should carry on these attitudes wherever they are in and in whatever circumstances they may find themselves in.

A. Uniform/ID/Grooming

- 1. All bona fide learners of DCCS are required to wear the prescribed uniform everyday including the school ID, which should be worn at all times inside the school premises. Proper sanctions will be given to learners without ID.
 - a. Learners are required to have their IDs scanned at the entrance for proper identification and attendance monitoring.
 - b. Learners caught lending their IDs to other learners will be sanctioned.
(Refer to Disciplinary Measure section)
- 2. A lost or stolen school ID should be immediately reported to the Accounting Office to be replaced upon payment of the corresponding fee.
- 3. The prescribed uniform must be worn during school and examination days.
(Refer to Prescribed School Uniform Section-inserted after the use of locker).
- 4. Learners are prohibited from wearing expensive jewelry and accessories in school.
- 5. Learners must observe proper hairstyle without hair dye. Girls who have long hair must have it clipped or pulled back away from the face. Boys must have short

and neatly cut hair without any fad hairstyle. Boys are not allowed to wear earrings.

6. Learners are not allowed to wear make-up and nail polish, have tattoos, or body piercing, and have their hair dyed.
7. Cross dressing is strictly prohibited.

B. Flag Ceremony

Everyone is expected to participate in the singing of the National Anthem and the recitation of the Morning Prayer which are held every day during school days. Proper behavior during the rite should be observed. Learners are considered late if they are not inside the school campus once the flag ceremony has started. Learners who come in late should show respect by standing still while the flag ceremony is going on.

C. In the Classroom (on site and online)

1. Pray fervently and actively before and after classes. After the opening prayer, greet your teachers and your classmates politely and be ready for your class.
2. Learners should always observe proper behavior upon entering and leaving the classroom (during in-person and online classes). Stand and greet teachers or visitors when they enter the room during in person classes.
3. Be punctual and attend classes regularly in all subjects.
4. Classrooms should be maintained clean and orderly at all times. Maintain an atmosphere conducive to learning.
5. Follow the seating arrangement required by the teacher. Tables and chairs must always be in order, do not write on them; vandalism is not allowed.
6. Learners are expected to value the personal belongings of fellow learners, teachers and all personnel; permission should be given by the owner.
7. Dishonesty or any form of cheating during quizzes or exams, and in the submission of projects or requirements either online or in person classes.
8. Listen attentively when the teacher explains your lessons.
9. Laughing at anyone's mistakes or giving unnecessary remarks is not tolerated. Coercion, bullying and/or threatening of a fellow student for whatever reason and in any form, e.g., physical, cyberspace, is a violation of the code of conduct. Bullying is a crime.
10. A Classroom Exit Pass (CEP) should be worn if a learner. will go to the comfort room (Grey)/Clinic (White) is called to the Guidance Office (Green)/Discipline Office (Red)

D. Inside the Campus

1. Recognize, respect, and obey all persons in authority.
2. Uphold and respect another person's dignity and recognize equality in all people regardless of position or social status, especially those with special needs.
3. Pass quietly along the staircases and corridors; avoid running or rushing.
4. Give way to teachers and visitors along the corridors and staircases; "keep right".

5. No loitering, the learners are not allowed to remain inside the school premises after the last class period has ended unless they are engaged in authorized activities supervised by faculty members.
6. Bulletin boards are used for publication of official notices or announcements. You may use them only after seeking permission from the Principal's office.
7. Smoking in any form is strictly prohibited inside the campus.
8. Gambling in any form is strictly prohibited, e.g., all types of playing cards.
9. Learners are not allowed to bring toys or recreational things during class days unless they are required by the faculty members to be used for instructional purposes and used only during that time.
10. Solicitations or sales of tickets and the likes are not allowed without permission from the Principal.
11. All learner-sponsored activities require the approval of the Principal.
12. Any form of pornographic materials (physical or virtual) are banned.
13. Fast Food delivery is strictly prohibited.
14. Observe the rules and regulations inside the Learners Resource Center.

E. In Assemblies and Programs

1. Observe proper decorum during programs and performances.
2. Show refinement and self-discipline by giving applaus promptly and properly.
3. Refrain from yelling, booing, shouting, stamping, and laughing boisterously.

F. In the Canteen and Dining Areas

1. Be courteous to the canteen personnel.
2. Fall in line and wait for your turn.
3. Observe proper table etiquette.
4. Dispose your trash properly. Clean as you go.
5. Return used things in its proper place.

G. In the Comfort Room and Lavatories

1. Use the comfort room and lavatories properly.
2. Leave the place clean and presentable to the next user.
3. Throw your trash in the garbage cans. Never flush tissue papers and napkins on the toilet bowl.
4. Conserve water and electricity.

H. During Games

1. Show active interest in all campus sports or athletic activities.
2. Cheer for your team with consideration.
3. If you are a player, be graceful in defeat and magnanimous in victory.
4. Learn the rules of the games. Practice the value of sportsmanship.
5. Show respect and courtesy to referees, umpires and other game officials that may be assigned. Protests should be done within a required period and in a proper forum.

I. Outside the School / Public Places / Online

The learner is expected to protect the good image of the school. Therefore, good manners and proper decorum should be observed inside and outside the school campus. Learner has to:

1. Be respectful. Disrespect or discourtesy, use of abusive language, any form of threat, and assault towards other learners, school personnel, and officials is a violation of the code of conduct.
2. Observe community and traffic rules and regulations.
3. Avoid boisterous laughter and loud conversation in public places.
4. Never engage in any activity that is scandalous in nature (online or otherwise). Posting in any form of online platform photo/s and/or video/s that will deface the good image of DCCS and/or any part of its institution, e.g., self as student/Cavinian, teachers, staff and administrators.

J. Use of Electronic Gadgets (Laptop, Cellphone, Tablet, etc.)

1. Responsible use of cellphones shall be observed at all times.
2. Permission to use cellphones must be sought in case of emergency.
3. Learners may be subjected to disciplinary action if they use cell phones or any gadget to disrupt the school's educational environment.

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The learner's cell phone will be confiscated by the teacher and held in the Discipline Office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with the Discipline Officer.
- **Second offense:** The learner's cell phone will be confiscated and held in the Discipline Office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. The confiscated cell phone is to be claimed by their parents.
- **Third offense:** The learner's cell phone will be confiscated and held in the Discipline Office until the end of the school year.

K. Attendance

Absences

1. Regularity of attendance and punctuality are required in all classes (online and on-site).
2. A learner who had been absent is required to provide an excuse letter duly signed by the parent/guardian with a photocopy of the parent/guardian's ID. If due to sickness, learners should follow the health protocols.
3. Cutting classes is a major offense. A learner is considered cutting classes if he/she is not present in any of the subjects during that day. A learner is considered absent to a particular subject when he/she has been late for ten (10) minutes.

4. Learners pulled out by their parents/guardians anytime during class hours will be allowed provided a letter but considered absent on the subjects they failed to attend.
5. Absences due to sickness duly certified by a doctor are considered excused. Special tests are given by the teacher on a case-to-case basis. No special quizzes, seat works and assignments will be given to learners for no apparent and justifiable reasons.
6. Any learner who misses class and fails to take exams due to participation in academic and athletic competitions or conventions are excused.
7. A learner is held responsible for all assignments and for the entire content of the subject missed during his/her absence/s whether excused or not excused.
8. Habitual absences are subject to disciplinary action, even dismissal from school.
9. A clinic slip is issued to the learners who are advised to go-home due to sickness. Parents are notified by the school nurse.

Tardiness

1. All Learners who come late after 7:16 AM (GS-SHS) will not be admitted in class unless justifiable and approved by the Discipline Officer/Principal.
2. Tardiness is subject to disciplinary action, even dismissal from the school.
3. Consecutive or not consecutive tardiness will be given the following sanctions:
 - a. Three instances of tardiness shall be considered one (1) absence.
 - b. Four instances of tardiness, the attention of the parents will be called.
 - c. Five instances of tardiness will be meted with one day suspension.

IV. CODE OF DISCIPLINE

LEARNER DISCIPLINE

Character formation and internalization of values are the ultimate objectives of having rules and regulations on proper decorum and social norms inside and outside the school. Learner discipline plays a significant role in the formation of a true Cavinian. In line with this, the learners are also expected to exercise their rights as they fulfill their obligations and responsibilities inside, outside campus, and online. To fulfill these goals, the Cavinian learner needs to know school discipline structures, policies, rules and regulations, as well as procedures and practices. This section intends to meet this need.

LEARNERS' RIGHTS

- A. To be recognized and treated as a person with identity and dignity.
- B. To express one's ideas according to the norms of proper communication.
- C. To be protected from danger to one's life and property while online, in campus, and in off-campus school recognized activities.
- D. To learn through an atmosphere that is conducive to learning and interaction.
- E. To express ideas or grievances over a dialogue and through proper channels of communication.

LEARNERS' DUTIES AND RESPONSIBILITIES

- A. To respect worth, individuality, uniqueness, rights, and human dignity of all members of the school
- B. To uphold the good name and ideals of DCCS
- C. To observe and abide by the rules and regulations of the school
- D. To improve and maintain academic performance
- E. To preserve school property and exercise care in using them
- F. To cooperate with parents, teachers, and administrators in their efforts to inspire his/her performance and behavior outside the campus
- G. To promote peace and harmonious relationship online, inside, and

DISCIPLINARY MEASURES

Sanctions and penalties are not pleasant, neither from the one who imposes it nor from the one who receives it. However, violation of rules and regulations needs to be corrected and therefore calls for an appropriate disciplinary action which is to be given in a spirit of justice and understanding.

Sanctions are based on the gravity of the offenses which are classified as major or minor offenses.