

## PART III. SCHOOL OFFICIALS, STUDENT SERVICES, AND FACILITIES

### A. SCHOOL OFFICIALS

**Board of Trustees** - officers in the congregation (DSFS) and the academe (DCCS) who collaborate in the attainment of all its philosophy, vision, mission, goals (and objectives), and core values (PVMGCV) in consideration of all its stakeholders.

**President** - the chief administrator of the academe (both Basic and Higher Education) responsible for its operation in consultation with the Board of Trustees.

**Finance and Administrative Services Officer** - person in-charge of the supervision and control of the academe's financial management and administrative matters.

**Principal** - assists the President in the attainment of the Basic Education's PVMGCV; responsible for managing, developing standardized curricula, assessing teaching methods, monitoring learner's achievement, encouraging parent involvement, and supervising teachers with emphasis on the improvement of teaching and learning.

**Vice Principal** - assists the Principal in the attainment of the Basic Education's PVMGCV especially to her assigned specific unit, maintains linkages with relevant industry and academic entities or organizations, i.e., alumni, Don Carlo Cavina Foundation, DSFS Italy, etc.; and promotes research and scholarly pursuits of the faculty.

## BASIC EDUCATION DEPARTMENT: K-12

### ACADEMIC PERSONNEL

**Senior High School Academic Strand Coordinator** - assists the Principal and coordinates with the Class Advisers and Subject Teachers under the specific strand for the overall efficiency and effectivity of the operation/implementation of the Senior High School Department consistent with the K-12 programs.

**Subject Area Coordinator** - coordinates with the respective subject teachers in determining remedial and alternative methods to improve the teaching-learning experience, formulates criteria on the selection of instructional material to achieve excellence.

**Christian Living Education Coordinator** - responsible for the overall operation and implementation of the Christian Living Education Programs in coordination with the Principal

particularly retreat, recollection, assembly masses, confessions, confirmations, first communion and other liturgical services.

**Activity Coordinators** - responsible for the planning, organizing, coordinating, supervising and evaluating co-curricular programs and activities in coordination with the Teachers, Professors/Instructors, Academic Strand Coordinators, subject to the approval of the Principal.

**Club Moderator** - in-charge of planning, seeking approval for, and implementing programs of the club organization together with its officers and members. Conducts regular meetings, accompanies learners in their activities and updates the concerned coordinators of the on-going activities.

**School Paper Moderator** - responsible for the planning, seeking approval for, and implementation of the activities in the production of the school paper. Orients staffers on the policies of the publication and teaches them the rudiments of publication. Ensures that the school paper is approved by the Principal and serves the purpose for its existence.

**Class Adviser** - guides and supervises assigned class.

**Subject Teacher** - develops learner's abilities, knowledge, skills, attitude, and interests in the different subjects, closely coordinates with class advisers regarding learner's academic and behavioral performance for the attainment of academic excellence.

## **ACADEMIC NON-TEACHING PERSONNEL**

**Student Affairs and Services Officer (SASO)** - oversees the implementation of policies that support the academic pursuits and total development of learners.

**Prefect of Discipline** - responsible for all matters pertaining to student discipline as defined by the DCCS vision, mission, goals, and core values; provides technical support to the SASO in the implementation of student discipline.

**Registrar** - responsible for the enrollment and safe-keeping of all academic records of learners.

**Guidance and Career Advocate / Wellness Specialist/Guidance Counselor** - plans, organizes, and implements the guidance and counseling programs. He/She attends to the various emotional and psychological needs of learners. A Registered Psychometrician administers psychological examinations for screening new learners.

**Learning Resource Center (LRC)** - oversees the operation and management of the library and its facilities,

## **NON-ACADEMIC NON-TEACHING PERSONNEL**

**School Physician** - in-charge of the health care of learners and personnel through routine physical check-up, treatment, and referrals of emergency cases and minor illness in the campus.

**School Dentist** - in-charge of check-up of all learners and personnel, including referrals for minor treatment of their dental problems.

**School Nurse** - provides health education and basic health needs of learners and personnel.

**Administrative Staff** - provides assistance and support to school officials in terms of technical and administrative needs.

**Canteen Personnel** - assists in the provision of canteen services and maintains sanitation standards.

**Support, Maintenance, and Security Personnel** - employs safety, security and support in maintaining school property and learners' welfare.

## **STUDENT SERVICES**

### **Registrar's Office**

This office provides the learner's information on admission requirement, facilitate during the enrollment period and secure their academic records.

### **Finance Office**

It caters to the learners' need to facilitate payments of school fees and other accounts.

### **Student Affairs and Services Office (SASO)**

Responsible for the services and programs concerned with academic support experiences of learners to attain holistic student development. Academic support services are: those that relate to learner welfare; learner development; and those that relate to institutional programs and services.

### **Guidance and Wellness Unit**

Learner's individual inventory, information dissemination, individual/group consultation/counseling, testing, placement, follow-up, and referrals are among its services. The Wellness Specialist/Guidance Counselor/Guidance and Career Advocate, together with the Discipline Officer/Prefect of Discipline collaborate in helping the learners become well-rounded and well-integrated Christians.

### **Health Services: (Medical and Dental Clinic)**

Medical and Dental clinics are provided for and are open during school days from 8:00am-5:00pm and during official school activities. Medical services include routine check-up and treatment of emergency cases and minor illness and are available in both campuses. Dental services offer annual dental examination, consultation, referral, and emergency

treatment. A doctor/dentist comes on different schedules or by appointment. The school clinics are staffed by full time registered nurses.

Learners who incur injury due to accidents are given first aid or initial medical care. However, no major decisions may be made until parents have been contacted, or unless the medical officer on duty decides that it would be more prudent not to wait.

As per Health Protocols, learners who are sick of communicable disease are automatically sent home. All absences due to medical reasons must be supported by certifications issued by attending doctors and copies are given to the Head Nurse for future reference.

### **Learning Resource Center**

The Learning Resource Center (LRC) is open during school days to faculty and learners from 8:00 AM to 4:00 PM (in the GS-JHS Campus) and 8:00am - 5:00pm (in the SHS campus). It is a place for reading, research and study, hence, silence must be observed at all times. LRC users are expected to observe the following:

1. Secure a library card from the Librarian.
2. Present library card/ID upon entering the LRC.
3. Home reading and fiction books may be borrowed for one day.
4. Encyclopedias, periodicals, and pamphlets may not be brought out of the LRC premises.
5. Learners who lose or mutilate borrowed books must replace it with exactly the same book or reimburse its value on current cost.
6. A fine (per day) is imposed for failure to return the borrowed books on the prescribed due date.
7. All books taken from the shelves, except encyclopedias must be returned to the counter.
8. Eating, drinking, or sleeping in the LRC is strictly prohibited.
9. On internet use:
  - a. The internet shall be used for research purposes only.
  - b. Internet services are available for use during recess, lunch break, and after class hours, or during vacant periods of students who wish to conduct research work.
  - c. Computer/Internet users shall register in the logbook upon entering the LRC. The availment of this service is on a first come, first served basis.
  - d. Access to the internet is limited to 30 minutes only at a time.
  - e. Research materials may be printed at cost.

### **Canteen Services**

The canteen serves snacks and meals to learners and personnel. Learners should observe cleanliness and orderliness in the canteen and are expected to be courteous to the canteen personnel. For security reasons, the students are not allowed to leave the school premises for their lunch break.

The "**Clean as you go**" policy must be strictly observed.

### **Security Services**

The school employs the services of a private security agency for the safety and security of the life and property of the school and its learners. The security guards are authorized to check all learners and require them to properly wear the school uniform and ID as they enter the school premises.

The school seeks the cooperation of the parents/guardians/visitors in observing learners' security guidelines such as:

1. All parents/guardians/visitors are required to observe health protocols, sign the visitor's logbook and secure the Entry Slip/Visitor's ID when transacting business with the school.
2. All parents/guardians may assist their children in carrying their things to the designated area near the gate.
3. Since we are training our learners to be RESPONSIBLE, the security guards shall not receive materials / projects, books that are left at home brought by nannies or parents/guardians to the school. The children should check their things before coming to the school.
4. The guards shall not allow entry of delivered food without the approval of the Principal.
5. The guards shall have the full authority to inspect boxes, packages, parcels or bags which are brought in or out of the school premises.
6. Equipment and materials brought in or out of the school premises are likewise subject for inspection by the security guards.
7. The guards shall have the authority to deny the entrance of learners/visitors who are under the influence of alcohol and/or those who are inappropriately dressed.
8. The guards will not allow the entrance of the visitors who are carrying firearms, helmets, or any deadly weapon. These things must be deposited at the desk guard.

## **LOCKERS:**

Students are allowed to use lockers to deposit only the following:

1. PE uniform; and
2. Books, notebooks, and other school materials.

Items not mentioned above are not allowed to be deposited in the locker.

## **RULES AND REGULATIONS FOR LOCKER USE:**

1. Locker owners will follow rules and regulated stated in the contract.
2. Opening of lockers shall be done before the start of the first period in the morning and after the last period in the afternoon.
3. Opening of lockers during class hours and non-school days is STRICTLY prohibited.
4. All locker owners must bring home their books and notebooks before the examination period. This is monitored by the Class Advisers.
5. The school shall provide the padlock for the lockers and a duplicate copy shall be given to the owner. Locker owners shall be charged for lost keys.

6. The Level/Strand Coordinator has the right to conduct a random inspection of the lockers and can open them when suspicious items are kept inside.
7. Sharing of lockers is not allowed unless siblings/relatives.
8. Year-end clearance shall be issued to the locker user when the locker is properly emptied, cleaned, and in good condition. Any damages incurred in the locker must be settled at the Finance Office.

A LOCKER USER WHO VIOLATES ANY OF THESE RULES AND REGULATIONS WILL BE BANNED FROM USING THE LOCKER FOR THE SUCCEEDING YEARS