

PART VIII: GENERAL INFORMATION

USE OF THE NAME OR SEAL OF THE SCHOOL

The name or seal of the school must not be used by any publication or activity outside the school without permission and knowledge of the principal.

USE OF SCHOOL FACILITIES

School facilities are to be used on a designated time and purpose. Request for use of any facility is to be reserved at least 5 working days to avoid overlapping and conflict of schedules.

FACILITIES

Chapel

It is the venue for all liturgical services and other religious activities like adoration and Bible sharing. CLE teachers may bring their class to the chapel for prayer experiences. The chapel also serves as the private room for teachers and learners who wish to stay a few moments with Jesus outside class hours. Silence and reverence are to be observed every time in this house of prayer. Learners and teachers are encouraged to spend time in the chapel before and after class hours or anytime whenever they are free.

Gymnasium

It is where the P.E. classes are primarily held. The use of such for other purposes (varsity practices, program rehearsals, non-school related activities) should be requested in writing to the Property Custodian / Principal for reservation. Conference Hall

It is a place where social gatherings are held like symposia, convocations, small assemblies, conferences, meetings and other related functions. It is also the venue for teachers and staffs' departmental and institutional meetings,

Computer Laboratory

The computer rooms are strictly for the computer subject classes. The rooms are equipped with upgraded computers, updated software and internet capability. The use of the facility other than instructional purposes should be requested in writing to the Principal.

Science Laboratory

1. Experiments are essential in a student's learning. Scientific investigation and scientific principles involved verification of theories and observed problems through proper experimentation. The school's science laboratories are designed to accommodate hands-on experimentation/activities in Biology, Chemistry and Physics. The laboratories are periodically upgraded with equipment and instruments to provide support to the teaching of science learning competencies.

The laboratories are kept safe with fire safety measures and a first aid kit.

2. Science Laboratory Manual of Rules and Regulations must be strictly observed. Bringing out of instruments, equipment, chemicals and other materials are NOT allowed without permission from the Science Coordinator/Teacher.

Physics Laboratory

It is in the laboratory that physics students learn to practice the activities of scientists asking questions, performing procedures, collecting data, analyzing data, answering questions, and thinking of new questions to explore.

Speech Laboratory

A venue used to supplement and complement instructions for students to develop their proficiency in oral communication.

Business Incubation

A venue where students and student groups can meet with clients, conduct meetings, and perform all other functions necessary for the successful operation of their business ventures.

Christian Living Education Hall

A place for religious activities, (Catechisms, Recollections, spiritual counseling) are held. CLE classes requiring audio-visual instructions are also held.

Classroom

It is the integral part of the school, where students' holistic learning begins. It is where teachers and students interact and cooperate for deepening knowledge.

Home Economics Room

The Home Economics room is provided for the students to experience and develop their knowledge and skills on areas of personality development, homemaking, housekeeping, family living and livelihood activities, work-related values, and wise management of resources.

Aralinks Hub

It is where the instructional technology integration program for innovative teaching and effective learning is held.

Music and Art Room

For music and art lessons of students. Musical instruments are provided for school related activities.

Book Store and School Supplies Services

It provides reference materials and a variety of school supplies including notebooks, art materials, test booklets, school uniforms, etc.

Reprographics Room

Reproduction of documents, test papers and other paper requirements for office and school related activities are done.

Comfort Rooms

Lavatories and comfort rooms are provided for hygiene purposes and must be kept in good condition and clean at all times for the benefit of all. Keep faucets closed and lights off after using and flush the toilet bowls before leaving.

Playground

Aside from being used for playing, the playground also serves for student's assembly like flag ceremonies and other activities. Keep the playground clean at all times.

REPRESENTATION

The learners are required to seek permission from the Principal when attending outside meetings, seminars, appear on any television programs, shows, movies, advertisements, and other activities before they can represent the school.

SCHOOL UNIFORM AND ID

Every learner is expected to come to school in complete prescribed uniform and ID during school days, otherwise, the school uniform should be worn only and in duly authorized school functions. ID should bear learner's picture only and is to be worn at all times. Learners wearing uniform staying within the perimeters of malls, movie houses, computer shops, and amusement parks during class and unexpected hours unless accompanied by parents are subject to disciplinary action.

COMPLETE SCHOOL UNIFORM

For GIRLS:

A. SKIRT

- **Pre-kindergarten and Kindergarten** - Green checkered jumper style
- **Grade 1 to Grade 6 and Junior High School Green** - checkered, with pleats, 2 inches below the knee.
- **Senior High School** - Green checkered, with pleats and 2 inches below the knee.

B. BLOUSE

- **Pre-kindergarten and Kindergarten** - plain White, baby-collared, with piping, ribbon
- **Grade School** - plain white, baby collared, with piping on sleeves and collar, patch, ribbon
- **Junior High School** - plain white, patch, bow-tie, with piping.
- **Senior High School** - plain white, patch, necktie, short sleeves and green blazer with patch

C. BLACK LEATHER SCHOOL SHOES

- **Pre-Kindergarten to Grade 10** - closed black leather shoes, no high-heeled shoes, plain white socks (3 inches above the ankle)

- **Senior High School** - closed black leather shoes, not more than 2-inch high, black foot socks.

FOR BOYS:

A. Pants

- **Pre-kindergarten and kindergarten** - green checkered short pants
- **Grades I-III** - black short pants
- **Grades IV-X** - black long pants
- **Senior High School** - khaki long pants

B. Polo

- **Pre-Kindergarten and Kindergarten** - plain white polo, patch, with piping
- **Grade School** - plain white polo with patch.
- **Junior High School** - plain white polo barong, with side cuts, with embroidery
- **Senior High School** - plain white polo with patch, necktie and green blazer with patch

C. Pre-kindergarten to Junior High School - Black leather school shoes and plain white socks (no foot socks allowed)

D. Senior High School - Black leather school shoes and black socks

P.E. UNIFORMS

- A. **Pre-kindergarten and Kindergarten** - green jogging pants, with white piping on sides, white T-shirt with green piping on sides and school logo on left breast, ordinary rubber shoes and plain white socks.
- B. **Grades I-VI** - green jogging pants, with DCCS name and white piping on both sides, white T-shirt with green piping on sides and school logo on left breast, ordinary rubber shoes and plain white socks.
- C. **Junior High School** - green jogging pants, with DCCS name and white piping on both sides, white T-shirt with logo and piping on both sides, ordinary rubber shoes (no bright colors) and white socks.
- D. **Senior High School** - green jogging pants, with DCCS name and white piping on both sides, white T-shirt with logo and piping on both sides, ordinary rubber shoes (no bright colors) and white socks.

OFFICIAL NOTICES, BULLETIN BOARDS AND OFFICIAL SCHOOL SOCIAL MEDIA PLATFORMS

- A. Official notes and announcements are posted to update activities and important information.

- B. Bulletin boards are used for official purposes only, hence, learners should seek permission from the Principal before posting anything.
- C. Respect of all posted articles is required of every Cavinian.

PARENTS AND VISITORS

- A. Parents and visitors who come to school for official business or other important purposes should schedule an appointment first with the Office Secretary so as not to disturb classes.
- B. Parents are encouraged to visit DCCS and to coordinate with the school for the best interest of their children.
- C. Parents, guardians, nannies and bus conductors are not allowed to stay within the school premises, even at the canteen area. Learners must be left at the gate upon entering and be waited at the gate upon dismissal. They are discouraged from bringing or fetching them in.
- D. Since we are training our learners to be responsible children, the security guards are directed not to receive materials/projects/books that are habitually left at home and brought to school by the parents/guardians.

FLAG CEREMONY

Everyone is expected to participate in the singing of the National An-then and the recitation of the Morning Prayer which are held every day. 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.

SUSPENSION OF CLASSES

In case of typhoons, transportation strikes or any emergency situation in which learners may be endangered and/or in which the DepEd does not suspend classes, the Office of the Principal may do so when deems necessary. However, the parents have the ultimate responsibility for determining whether their children should go to school, even if **No Order** for the **Suspension of Classes** has been issued, if they feel that traveling to and from school will place their children at risk.

During inclement weather when typhoon signals are expected, parents/guardians should be guided by the following:

Based on DepEd Order No. 37 series of 2022, classes and work in schools are cancelled or suspended classes during a typhoon, heavy rainfall, flood, earthquake, and power outages/power interruptions/brownouts

During a typhoon, DepEd said that in-person, online classes and work from Kindergarten to Grades 12 and Alternative Learning System (ALS) 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 Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA)

- A. Classes in the Pre-Kindergarten and Kindergarten are automatically suspended when typhoon Signal Number 1 is hoisted by PAG-ASA over Metro Manila.

- B. Classes in the Grade School and Junior High School are automatically suspended when typhoon is raised to Signal 2.
- C. When the learners are already in school because the typhoon signals were flashed late and the weather condition becomes worse, the Principal may permit parents/guardians to fetch their children before dismissal.
- D. No learners will be allowed to go home alone unless parents/guardians contact and submit a written permission to the Principal that they allow their children to go home by themselves.

LOST AND FOUND ARTICLES

- A. Lost articles should be reported to the teachers, Guidance Counselor, or Principal. Likewise, articles found in the school campus must be surrendered to the Administration Office.
- B. The school is not responsible for lost books, bags, and other personal things. Toys and things should not be brought to school.
- C. All lost items may be claimed from the Administration Office during recess time and before or after class.
- D. Items not claimed after two weeks will be donated to the needy or less fortunate.

PERSONAL SAFETY

- A. The school is concerned about learner's safety. Unless allowed by parents/official guardians with a written request, learners are not allowed to leave the campus anytime during school hours.
- B. No learner is allowed to go out of the school premises without any written permission from the Principal.
- C. All learners are not allowed to stay in school after classes. If learners need to stay in school, school authorities should be notified. This includes club meetings and other activities under supervision of the Teacher-in-charge.
- D. For safety and health reasons, buying and ordering food outside the school are prohibited. A canteen is provided for learners' food services. Junk food is also not allowed in school.
- E. Activities beyond class hours and on non-class days require the written permission of the Principal, as well as the written permission of the parents/guardians. Without said permit, pupils/students will not be allowed to enter the school premises.

CONTRIBUTION AND COLLECTION OF FEES

Any kind of contribution, collecting money, selling any article, raising funds, imposing fines, soliciting contributions and the likes are not allowed without the approval of the Principal. Requests for such contributions are done in writing.

CIRCULAR TO PARENTS/GUARDIANS

Circular to parents/guardians distributed by class advisers must be presented to parents/guardians as soon as the students reach home. The reply slips must be returned within

two school days with parents/guardians' signature. The parents/guardians are accountable in carrying out the message contained therein.

PARTIES AND BLOW-OUTS

Birthday parties or blow outs for the Pre-Kindergarten, Kindergarten, and Primary levels may be allowed during recess time and with written permission from the Principal. Farewell parties are strictly not allowed.

LUNCH BREAK

Learners cannot go outside the campus for lunch. Delivery of food is not allowed

CHANGE OF ADDRESS

Learners and parents/guardians must inform the Registrar's Office in writing about the change in their address and other information to update the school records.