



NATIONAL UNIVERSITY



SHS STUDENT HANDBOOK 2021

MESSAGE FROM THE PRESIDENT

Dear Nationalians,

Welcome to National University!

The 2021 National University Senior High School Student Handbook serves as the guide to everyday life as a National U student. It contains updated information such as academic policies, student privileges and processes consistent with the University's Vision, Mission, and Goals.

The regulations that appear in this Handbook apply to all enrolled senior high school students of the University and who, upon admission agree to abide by these same regulations and conduct themselves so as to maintain discipline, uphold the good order of the school, preserve the good name of the University, and actualize its Vision and Mission Statement.

A student's admission to the university is a privilege and not a right. The University therefore has the right and authority to choose the persons or individuals that may be admitted as students of the University.

Aside from the norms contained in this Handbook, bulletin board postings, electronic announcements and published announcements are the ordinary channels by which the University Administration informs the student body of official business.

The administrative authority of the university is vested on the President of the institution. The continued attendance of any student at National University subjects him/ her to this authority, conforming to the spirit of the on-going policies set by the academic community.

As members of the National University community, each and every student is expected to familiarize and be guided by the contents of this handbook.

The 2020 Student handbook was reviewed and approved by the National U President's Council and shall take effect beginning Academic year 2020-2021 onwards unless otherwise amended or revoked.

Thank you.

Sincerely,

RENATO CARLOS H. ERMITA, JR., PhD
President/CEO

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National University Hymn
Acknowledgement

VISION

We are National University, a dynamic private institution committed to nation building and recognized internationally in education and research.

MISSION

Guided by the core values and characterized by our cultural heritage of Dynamic Filipinism, National University is committed to providing relevant, innovative, and accessible quality education and other development programs.

We are committed to our:

STUDENTS, by molding them into life-long learners, ethical and spiritual citizens and self-directed agents of change.

FACULTY and EMPLOYEES, by enhancing their competencies, stimulating their passions, cultivating their commitment, and providing a just and fulfilling work environment.

ALUMNI, by strengthening their sense of pride through engagement, loyalty and love for their alma mater.

INDUSTRY PARTNERS and EMPLOYERS, through active collaborations, providing them Nationalians who will contribute to their growth and development.

COMMUNITY, by contributing to the improvement of the life conditions and well-being of its members.

CORE VALUES

The University is a community of men and women dedicated to the task of molding Filipino leaders with spiritual, cultural, and moral values through the delivery of quality education. Each student contributes to this noble mission and supports the successful pursuit of all institutional goals.

The University commits its highest regard for human dignity. It is fair in dealing with students and looks after their well-being. Thus, the University expects students to be efficient and effective as manifested through its core values. A Nationalian possesses the core values as described below:

Integrity

This is a reflection of who and what we are as an individual. It goes to the gut of our character of having moral uprightness and conviction, qualities that define us as an institution and as a people. We are honest, we are fair, we are just, and we will do right by everybody at all times.

Compassion

This shows how much we value people. We can feel what they feel, and we can treat each one with caring and understanding regardless of any situation. This is our way of displaying sympathetic concern for others.

Innovation

While acknowledging the current strides that we are making, this is our realization that there can always be a better way. We continuously introduce creative change in something established not for the sake of change itself, but with the purpose of constantly improving and being responsive to the times.

Resilience

This is an evidence of the strength of our character. As with the recognized Filipino trait, we recover quickly from difficulties or hardships. We are not easily discouraged by trials and tribulations, but we know how to roll with the punches and spring back into action.

Patriotism

As our name suggests, nationalism is rightfully at the center of our institution and community. We display undying and devoted love for our country and everything that it stands for. We are committed to defending its pride and honor and ensuring that its image is always dignified.

Graduate Attributes Intended for Nationalians (GAIN)

- Conscientious and Reflective Leader
- Significant Contributor towards Social Transformation
- Possessing an Entrepreneurial Mindset
- Knowledge Creator
- Competent Communicator and Collaborator

I. General Information

A. History of National University

Barely 23 years old, Don Mariano Fortunato Jhocson envisioned the youth as competent leaders imbued with moral and spiritual values internalizing all that is good in the Filipino. Guided by this vision, he founded Colegio Filipino on August 1, 1900 in Quiapo, Manila- the first non-sectarian and co-educational institution then. In its first five years, the school offered courses in Business (Bookkeeping and Accounting), which consequently led to the change of the school's name to Colegio Mercantil, awarding Diploma de Perito Mercantil.

In 1915, Don Mariano collaborated with lawyer brothers, Simeon and Ricardo Conlu Lacson in establishing the Philippine Law School to train the youth as responsible leaders advocating Philippine self-government.

Later in 1916, Colegio Mercantil was renamed National Academy, offering the Liberal Arts program which became the gateway to other disciplines.

On January 17, 1921, the Board of Trustees obtained permission from the Department of Public Instruction to rename National Academy to National University. On the same day, the University installed Senator Camilo Osias, a respected Filipino educator, as President.

The historical renaming also signaled the expansion of the University with the opening of the following Colleges: College of Education and of Commerce in 1921; College of Pharmacy and of Dentistry in 1922; College of Engineering initially offering Civil Engineering in 1925, and Sanitary Engineering in 1930. The Normal School also followed in 1930.

After the Philippine Liberation in July 1945, the University continuously expanded adding the following bachelor's degrees: Chemical Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, Architecture and Arts. It also began to offer its first Graduate Degree: Master in Sanitary Engineering.

Responding to the global demand, the University started offering Computer Science in 1990; Computer Engineering and Electronics and Communications Engineering in 1994; Nursing in 2004; Hotel and Restaurant Management in 2008; and Information Technology in 2009.

On January 1, 1998, the University was razed by fire. Its operation resumed after a three-week restoration.

In 2008, the SM Group of Companies acquired majority ownership of the University generating new infrastructure, improving laboratories, and strengthening academics.

The University continuously expanded, modernized and upgraded its facilities and human resources foregrounding academics and sports.

In March 2010, TUV Rhineland granted the University an ISO 9001:2008 Certification. Likewise, the university began working for the recognition of its academic programs by accrediting agencies.

In 2013, the merging of National University and Nazareth School resulted to establishing NU Nazareth School for basic education (from pre-school to Junior High School). The Philippine government through the Department of Education started the implementation of Senior High School during AY 2016-2017 and NU Nazareth School with the first batch of Senior High School graduates in summer of 2018. NU MOA, NU Fairview, and NU Laguna started offering Senior High School in 2020 while NU Baliwag and NU Dasmariñas offered the senior high school program in 2021.

Notably, National University is a founding member of the University Athletic Association of the Philippines (UAAP) and a pioneer of the Philippine Association of Colleges and Universities (PACU). Its international affiliations and memberships include the Association of Southeast Asia Higher Institutions of Learning (ASAHIL) and the International Association of Universities (IAU).

B. Purpose of Rules and Regulations

The rules and regulations of the school are meant to help the students attain the goal of a good NU education. They serve a very definite purpose – to ensure that the environment in the classroom and in the school in general will make learning possible and to strengthen the students' character through discipline. Students are encouraged to look upon the observance of school regulations in this light.

Compliance with school rules and regulations is not the sole responsibility of the students but also of their parents. The Supreme Court has ruled that parents' refusal to follow the rules and regulations of their child's school may be a legal ground for denying their child re-admission (Tan vs. Court of Appeals, 199 SCRA 212, as cited in p. 420 of Education law and the Private Schools, Revised Expanded Ed., Sarmiento, 2009).

C. Purpose of Student Handbook

The Student Handbook serves to orient the NU Senior High School students and their parents about the organization, programs, and policies of the school. This handbook contains all the basic and important things students should know about the NU Senior High School. It contains a summary of important rules and regulations.

When students enroll in the NU Senior High School, they express their willingness and determination to abide by all the regulations of the school. Their parents, by registering their son or daughter in the NU Senior High School, similarly express their willingness and determination to abide by all the regulations of the school. They, therefore, must know the rules thoroughly and follow them faithfully and truthfully.

The students and their parents should read this handbook so that they may know what NU is trying to do for their children and what they can do to help them live up to their responsibilities and commitment as Nationalians.

D. Student Rights, Responsibilities, and Social Obligations

- All SHS students enrolled in NU are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance. Parents as well as guardians must also familiarize themselves with its contents.
- Subject to the duties and responsibilities corresponding to each right, as well as the limitations provided for in the Student Handbook, and provided that the exercise of a right does not infringe on the right of others, NU recognizes the rights of students, more specifically the following:
 - the right to express concern through dialogue on matters related to the quality of education they deserve;
 - the right to express oneself provided it is exercised without malice or ill will; and
 - the right to notice and hearing or due process of law.
- Students should be polite and courteous towards all persons within and beyond the University premises.
- All students should come prepared for each class.
- For safety reasons, students are not allowed to leave the campus during class hours unless there is a valid reason (i.e., family emergency, sickness) authorized by the Character Formation Office and/or Health Services.
- All SHS students should be out of campus by 9:00 p.m. in case of approved student activities by Student Affairs Office.
- The University acknowledges the right of the student to equal access to available campus space. Benches and tables for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need. No permanent “reservation right” is acknowledged by the University.
- Students are regarded as responsible individuals by the University from the time they are admitted. Consequently, it is the duty of students to keep their parents or guardians informed or updated on their academic standing, attendance, and the consequences of their failures and absences. Ignorance on the part of the

parent or guardian regarding the academic standing of the student may not be imputed to the University.

- All official business by a student with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing following the standard correspondence. The student's name, signature, grade level and strand must be included. Oral arrangements or agreements are not allowed

E. School Organizations

1. Administration

- i. Executive Director – chief executive officer of NU Campus and is responsible for the attainment of the school's mission and goals through setting the standards of excellence in operations and competitive educational programs.
- ii. Academic Director – oversees the delivery of quality education in attaining the school's vision and mission.
- iii. Principal – directly responsible for planning, delivery, evaluation, and implementation of school programs and policies for all SHS students. They also ensure compliance with the standards set by the Department of Education.

2. Faculty

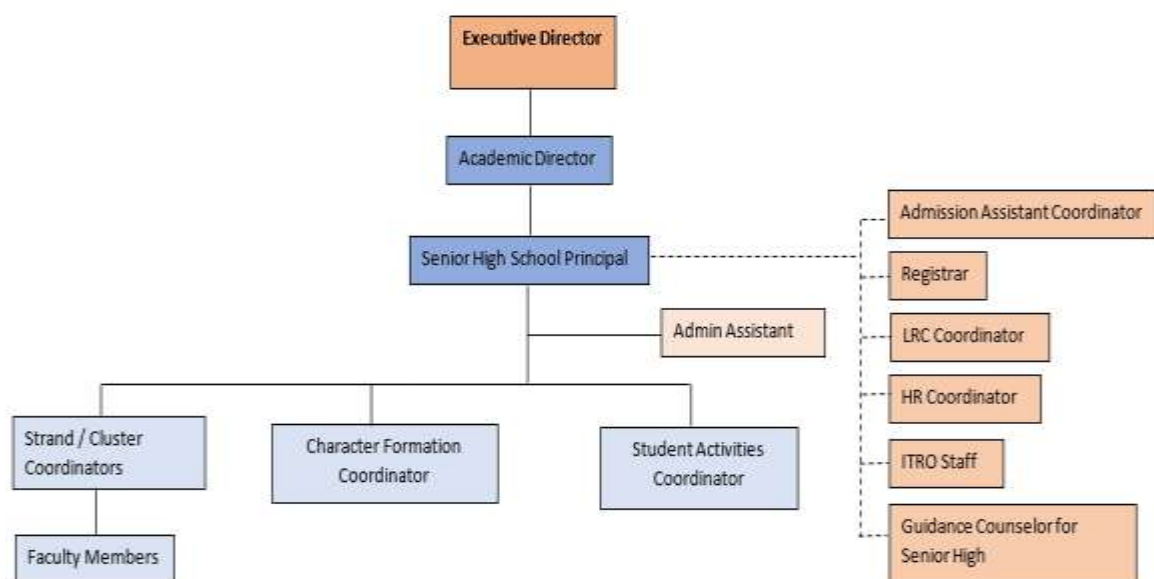
- i. Strand Heads – lead, motivate, and manage subject teachers within their strand as well as delegate responsibility in accordance with the goals set by the principal.
- ii. Character Formation Coordinator – responsible for the effective implementation of the school rules and regulations, proper conduct, and discipline among students, ensuring that it is integrated into the wider practice of the school.
- iii. Student Activities Coordinator – responsible for planning and coordinating various student activities and school functions
- iv. Class Advisers - ensure the smooth implementation of the homeroom program that aims to mold students in the school's core values. They also help the students define and develop realistic educational career plans throughout senior high school.

3. Academic Support Staff

- i. Accounting Supervisor – responsible for updating and documenting students' financial records
- ii. Admissions Coordinator – evaluates and processes admissions applications in accordance with University policies, goals, and rules on admissibility of students

- iii. Guidance Counselor – responsible for the planning and development of the school guidance program; coordinates with teachers regarding students' academic and behavioral concerns
- iv. HR Coordinator – responsible for recruitment of new faculty and staff members; evaluates personnel to improve performance
- v. ITRO Assistant – takes the lead role in the development and maintenance of the school's information systems
- vi. Librarian – responsible for the management of the Learning Resource Center and ensures that instructional materials are available and accessible to students and teachers to develop positive reading and study habits
- vii. Registrar - plans, coordinates, directs, and supervises all activities pertaining to students' records.
- viii. School Nurse - responsible for administering first aid measures to students, teachers, and admin staff in cases of illness, accident, or in emergency cases; monitors daily sanitation and hygiene of the school and its facilities
- ix. School Physician - in-charge of the overall school health program

4. Table of Organization



F. Guidelines on Academic Honesty, Preparation of Research Projects, and Other Works

1. All works submitted such as homework, assignments, research projects, written and oral works, examinations and the like are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term

- “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies with the students. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated.
2. A computer program written to satisfy a course requirement is like a paper that is expected to be an original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.
 3. Students’ papers and other works are expected to be submitted in only one subject. If the same or similar work is to be submitted in more than one subject, the written permission of all teachers involved must be obtained.

A. Guidelines on Proper Wearing of School Uniform

1. The wearing of prescribed uniform is compulsory unless the student has a written permit from the Character Formation Coordinator and/ or the Student Activities Coordinator. Students are required to wear the prescribed uniform inside the school premises from Mondays through Fridays and during official University activities outside the campus unless specific instructions are given.
2. The prescribed uniform is not required during washday (Wednesday); instead, students should wear the **NU shirt and jeans** unless specific instructions are given by the Principal and/or Character Formation Coordinator. During washday, the following are not allowed:
 - a. Shorts and torn- or worn-out jeans
 - b. Miniskirts (more than 2 inches above the knee)
 - c. Rubber slippers and worn-out shoes
 - d. Tight-fitting skirts and pants
 - e. Revealing and see-through attires
 - f. NU SHS PE shirt/jogging pants (unless there’s a PE class)

Non-compliance in wearing the prescribed uniform is considered a minor offense on its third occurrence as defined in the Code of Student Discipline, unless the student secures a written permit from the Character Formation Office.

3. Students’ hairstyle must always be kept neat regardless of length.
 - a. The following are prohibited with regard to appearance: Bright or loud artificial hair colors and highlights such as red, gold, and the like.
 - b. Excessive makeup and flattering accessories
 - c. Excessive and dangling earrings

- d. Face rings and accessories
- e. Earrings among males

4. Wearing of Student ID

- Upon enrollment, a student is issued an identification card (ID) with a computer-registered student number. Students should always wear their IDs with the official ID lace while inside the school premises.
- The ID is valid as long as the student is enrolled in the University.
- Students should surrender their ID to authorities if requested by the latter.
- Students who lost their IDs should follow the procedure below:
 - a. Inform the attending security personnel about the loss of the ID and present their Certificate of Registration (COR) as proof of their enrollment. The attending security personnel will record the case in the logbook.
 - b. Request temporary ID from the Character Formation Coordinator. The temporary ID is valid only for a week.
 - c. Secure an Affidavit of Loss and present a copy to the Principal for verification.
 - d. Pay for the ID replacement at the Accounting Office.
 - e. Present a copy of the Affidavit of Loss and the Official Receipt of payment for ID replacement to the Information Technology Systems Office (ITSO) for the processing and issuance of the new ID.
- Students are liable for any false information in the ID, registration form, and other school documents. Any change in the students' information should immediately be reported in writing to the Admissions Office. Requests for change of address should carry the approval of the parent or guardian of the students. Any written communication sent by the school to the last recorded address of the students shall be considered delivered even if returned.
- Students who forget to bring their school ID the second and third time must go through the following procedure:
 - a. Inform the attending security personnel and present the Certificate of Registration as proof of their enrollment. The attending security personnel will record the student's name, program/strand, and grade level in the security logbook.
 - b. Request temporary ID from the Character Formation Coordinator. The CFC will issue a written warning to students who forgot their

IDs the second time on the same term; and will consider the third time as a minor offense, which shall be dealt with accordingly based on the rules under the Student Code of Discipline.

5. Wearing of PE Uniform

- Students should wear the prescribed PE uniform only during their PE class.
- The following are the official PE uniforms of the Senior High School:

Grade 11	Grade 12
<ul style="list-style-type: none">▪ Blue NU SHS PE T-shirt▪ NU SHS Black Jogging Pants▪ Sports Socks▪ Rubber Shoes	<ul style="list-style-type: none">▪ Gold NU SHS PE T-shirt▪ NU SHS Black Jogging Pants▪ Sports Socks▪ Rubber Shoes

The University administrators, faculty, and staff, including security personnel, shall exercise special parental authority and responsibility toward students. As such, they are perceived as role models and shall have the right and duty to approach any erring student, to confiscate the school ID, to refer the student to the Character Formation Coordinator for appropriate action, and to report any cases of violation.

H. Policy on Attendance and Punctuality

1. Class Attendance

- a. Students are expected to be present during official school days. Absence from or tardiness in class due to illness, accident, or any personal emergency is excused only when confirmed by the parents and approved by the Character Formation Coordinator (CFC).
- b. Students have the responsibility to comply with the official procedures for registering attendance.
- c. Permission for all foreseen absences or tardiness must be requested in writing and in advance to the Character Formation Coordinator and the Principal. The right to make up for whatever is missed in class may be denied for unexcused absences.
- d. Students who are absent for more than three (3) consecutive days due to sickness may be required to bring a medical certificate indicating that they are fit to return to school. They must present this to the school clinic for verification.

- e. Students who come to school late will only be admitted to class upon presentation of a Class Admission Slip signed by the Character Formation Coordinator (CFC) to the Subject Teacher.
- f. Students who have been on prolonged absence should present an excuse letter to the CFC on the first day they report back to school in order to be issued a Class Admission Slip (to be submitted to the Class Teacher).
- g. During a regular school day, students who arrive at the Senior High School after 10:00 AM (morning shift) and 2:30 PM (afternoon shift) will already be recorded as absent. Such a student, although marked absent, may be allowed to attend the day's next session if the student's parents request for it.
- h. All students must attend all official school functions and activities (e.g., contests, programs, cultural presentations, intramurals, field trips, etc.). Students who fail to attend these activities or who arrive late for these activities will be considered absent from or tardy for the said event.
- i. Pursuant to DepEd Order No. 88, s. 2018, students *"who [incur] absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year should be given a failing grade."*
- j. Exceptions to these provisions will be decided on a case-to-case basis by the CFC and the Principal.

2. Punctuality

- a. Students must be in their respective classrooms by 7:00 AM for morning shift and 12:30PM for afternoon shift. Those who are not yet inside their classroom at the start of the class will be considered tardy. They will not be allowed to enter their classroom. Instead, they will be required to register in the tardiness log, stay at the designated waiting area for latecomers, and get a Class Admission slip.
- b. The tardiness record of all students will be monitored closely by the Class Adviser. A certain number of absences will merit a corresponding action from the school. A student who is late on the:
 - 5th instance will receive a warning and a letter to the parents about the next consequence;
 - 9th and succeeding instances of tardiness will be given a stern warning for every tardiness for Defiance of School Rules;
 - 12th instance will have their parents reminded of the consequence of their child's tardiness in school;
 - 15th instance will be given a DA-3 for Defiance of School Rules;

- 18th instance will be placed on Disciplinary Probation for the rest of the year for Defiance of School Rules.

3. Class Cuts

Students who are in school but are not in their respective classes five (5) minutes after the start of the session will incur a CLASS CUT, except when their absence is with due permission by a school official. The same applies when a student leaves the classroom or a school function without the explicit permission of the teacher-in-charge. Hence, students who are seen loitering during class hours outside their classroom or venue of the school activity, without any justifiable reason, are liable for a class cut.

4. Clearing Absences

Students who have been absent or sent home from school should clear their absence on the first day of reporting back to school. They should present an excuse letter to the CFC signed by their parents or legal guardian stating the reason for their absence. If needed, they should also present a medical certificate indicating that they are fit to return to school and verified by the school clinic. Students who fail to clear their absence on the first day of reporting back to school will incur a disciplinary action.

5. Leaving the School Premises

- a. Students may not leave the Senior High School premises from the time they arrive in school until their dismissal time for that day.
- b. Students who are found absent from school or who have left the campus without the knowledge and explicit permission of their parents or legal guardian are considered truant. This includes those who absent themselves from official school activities (e.g., cultural presentations, field trips, etc.) without the express permission from school authorities and their parents or legal guardian.
- c. Those who need to leave the Senior High School premises for valid reasons (e.g., sickness, family emergency, etc.) should follow the procedure below in securing a Permit to Leave School.
 - i. The student should submit to the CFC: (a) a letter from their parent/s or guardian requesting permission for the student to leave the school campus; and (b) a School Clinic Slip advising the student to go home.
 - ii. If the school's medical personnel recommend a student to go home, the CFC will notify the student's parents or legal guardian. An arrangement must be coordinated with the parents to fetch the student from school.
 - From the CFC Office, the student must secure and fill out in duplicate a Permit to Leave School. This permit is validated or signed by the student's Strand Head.

- One copy will be attached to the parent's letter or Clinic Slip and submitted to the CFC Office.
 - The other copy will serve as a gate pass (to be presented to the Senior HS Security Guard on duty) and an excuse letter to be signed by the student's parents or legal guardian.
- iii. The student should ask their parent/s or legal guardian to sign the duplicate copy. This copy should be returned to the CFC Office on the first day the student reports back to school.
 - iv. The student should get a Class Admission slip from the CFC Office to clear their absence.

I. Suspension of Classes

Unless an official announcement is made, it is assumed that there are classes and that these will start at the usual time. Classes may be suspended due to inclement weather, transportation strikes, or other valid reasons. In the event classes are suspended, the Executive Director makes the official announcement for the Senior High School.

In case of inclement weather, the following guidelines are observed:

- Classes in the NU Senior High School are automatically suspended when PAGASA declares that a Storm Signal no. 2 or higher is up in a specific area or upon the official announcement of the respective Local Government Units.
- The community is advised to visit or follow the official social network accounts of National University.
- In the event that classes are suspended on an exam day, the scheduled exams are automatically moved to the first day that classes resume. The order of exams in the original schedule will be followed.

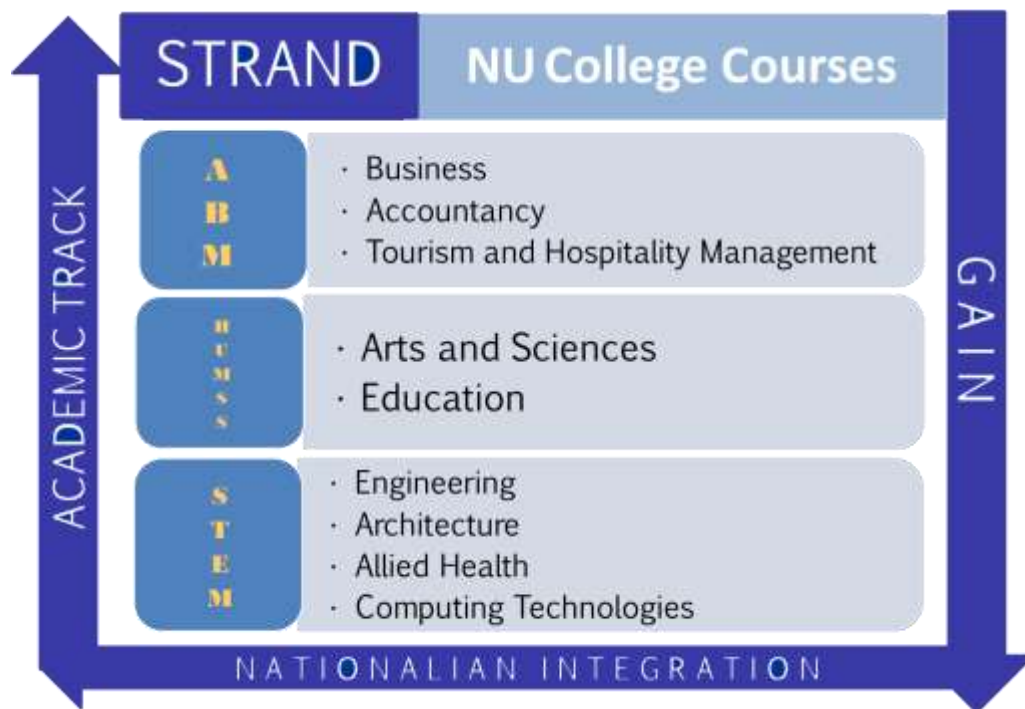
*** pursuant to DO 43, s. 2012, Guidelines on the Implementation of Executive Order No. 66 Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities.*

II. Academic Code

A. SHS Curriculum

The NU SHS Curriculum is compliant with the standards and requirements of the Department of Education. The university offers Accountancy, Business, and Management (ABM), Humanities and Social Sciences (HUMSS), and Science, Technology, Engineering, and Mathematics (STEM) Strands of the Academic Track.

The curriculum is aligned to the different college programs of the university as it academically prepares SHS students to enter college. It is further contextualized according to the expectations, fundamental requirements, and standards of higher education. Moreover, Nationalian core values are integrated into the curriculum to provide students with relevant holistic learning experiences as essential preparation for life after Senior High School.



National University strategically designed the SHS curriculum to produce SHS graduates who are Conscientious and Reflective Leaders; ICT Literates and Competent Communicators; Socially and Community-engaged Citizens Imbued with the Spirit of Patriotism; Innovative, Creative, and Critical Thinkers; Interculturally Competent Collaborators; and Life- and Career-skilled Individuals.

B. Grading System

1. Grading Components

The Grading System of NU SHS follows the Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No. 8, s. 2015). All grades will be based on the weighted raw score of the student's summative assessments. The minimum grade needed to pass a specific learning area is 60, which is transmuted to 75 in the report card.

SHS students are graded on Written Works, Performance Tasks, and Term Assessment as shown in the table below.

GRADE COMPONENTS	ACADEMIC TRACK		
	Core Subjects	Applied and Specialized	Work Immersion/ Culminating Activity
Written Work	25%	25%	35%
Performance Tasks	50%	45%	40%
Term Assessment	25%	30%	25%

2. Student Progress Report

The Progress Report Card is issued to parents/guardians on the second week after the Term Assessment. The Class Adviser confers with the parent/ guardian regarding the progress of their child in both academic subjects and conduct.

The summary of student progress is shown every term to parents and/or guardians through a parent-teacher conference, in which the report card is discussed. The grading scale, with its corresponding descriptors, is shown in the table below.

Learning Progress and Achievement			Observed Values	
Descriptors	Grading Scale	Remarks	Marking	Non-numerical Rating
Outstanding	96-100	Passed	AO	Always Observed
Very Satisfactory	85-89	Passed	SO	Sometimes Observed
Satisfactory	80-84	Passed	RO	Rarely Observed
Fairly Satisfactory	75-79	Passed	NO	Not Observed
Did Not Meet Expectations	Below 75	Failed		

C. Awards and Recognition

National University recognizes the hard work and achievements of students in their studies. Awards and recognitions are given to deserving SHS students at the end of the academic year and during the graduation ceremony.

1. Academic Excellence Award

Given to students who have attained an average of at least 90 with no grade below 85 in all learning areas.

Academic Excellence Award	General Average
With Highest Honors	98–100
With High Honors	95–97
With Honors	90–94

2. Nationalian Award

Given to a Grade 12 student who has demonstrated exemplary behavior and actions aligned with the Nationalian Core Values. A student awardee should have also clearly carried and manifested the Graduate Attributes Intended for Nationalians (GAIN).

a. *Don Mariano Jhocson* Leadership Award

Given to graduating students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.

b. Award for Outstanding Performance in Specific Subject Area

These awards are given to students who have exhibited exemplary skills and achievement in the specific subject area.

c. Award for Research and Innovation

This award is given to a student or group of students who proved their excellence in research and innovation aligned and specific to their field of specialization or strands.

D. Student Retention and Promotion

Evaluation of student records for purposes of promotion and retention is guided by the following standards:

- A Final Grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level.
- If a student did not Meet Expectations in a prerequisite subject in a learning area, they must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject. Remediation Fees will be applied accordingly.
- If a student did not Meet Expectations in any subject in a learning area at the end of the semester, he/she must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects failed. Remediation Fees will be applied accordingly.
- Students must pass all subjects or learning areas to earn the SHS Diploma.
- Note:
 - a. A student who has earned a grade of 70 and below in any learning area must repeat the subject.
 - b. A student who earned a failing mark due to excessive absences and tardiness do not qualify in the Remedial Program.
 - c. The standard is set by the Department of Education Order No. 8, s. 2015, Guidelines on Classroom Assessment.

E. Remedial Program

1. **Remedial program** – It is a systematic intervention to help boost the students' learning experience in their academic difficulty.
2. **Performance-based assessment** - It is a system of learning and assessment that allows students to demonstrate their knowledge and skills in a learning environment that embraces their higher-order thinking skills, as well as relating it to real-world situations.
3. **Written assessments** – They are activities in which the student selects or composes a response to a prompt. In most cases, the prompt consists of printed materials (a brief question, a collection of documents, graphic or tabular material, or a combination of these).
4. **Validation Test** – It pertains to the written summative assessment to be given towards the end of the remedial program.
5. **Ongoing term performance** – It pertains to student's academic status as assessed by the teacher in charge within and during the term.
6. **Final performance** – It pertains to student's academic status as assessed by the teacher-in-charge towards the end of the term.

7. **Remedial Class Mark (RCM)** – It is the equivalent of the final grade for remedial class.
8. **Recomputed Final Grade (RFG)** – It is the average of the final grade at the end of the school year and the remedial class mark.

Procedures

a. Step 1 – Endorsement

Upon the recommendation of the subject teacher, a student who has earned a midterm grade of less than 75 (Did Not Meet Expectations) and displayed unsatisfactory performance until the weeks 8 and 9 (after the midterm) in any learning area must take the remedial program during the weeks 10 - 12 of the current term.

b. Step 2 – Enrollment

Registration and enrollment for Remedial classes are conducted two (2) weeks after the scheduled Midterm distribution of Report Cards (SF 9).

The student pays the necessary fees for the Remedial Program at the Accounting Office.

Enrollment Procedure

Step 1 – Application for Remedial Class

The student fills up the Application for Remedial Program Form which is available at the Registrar's Office.

Attachment: Recommendation from the Subject Teacher

Step 2 – Verification

The student's midterm grade is verified for remedial enrollment.

Step 3 – Evaluation and Approval

The student is evaluated by the Academic Coordinator

The student is assigned a schedule by the Academic Coordinator

Step 4 – Accounting

Payment of necessary fees at the Accounting Office

Step 5 – Registrar

Receives the application for enrollment.

c. Step 3 – Engagement (Remediation Process)

Instruction

- The Academic Coordinator may assign a different or the same subject teacher based on the academic coordinator's evaluation.
- Remedial classes may be conducted one-on-one or by group with a maximum number of five (5) students.
- The delivery mode of instruction shall be a combination of modular or blended learning depending on the learner's learning profile.
- Time allotment: 5 hours/week/subject
- The student must obtain passing grades for the necessary subject requirements:
 - two (2) performance-based outputs
 - two (2) written assessments
 - validation test

Duration : Three (3) weeks (Weeks 10 – 12 of the current term)

d. Step 4 – Evaluation (Grading System)

The equivalent of the Final Grade for remedial class is the Remedial Class Mark (RCM). It is computed as follows:

- The Final/Term Grade at the end of the school year/term and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade (RFG).
- *Students* who earned seventy-five (75) or higher in their RFG are promoted to the next term or grade level. However, students with grade below seventy-five (75) RFG should repeat the subject.
- Policy on subjects with pre-requisite shall be followed.
- The Subject Teacher submits a report of RCM of the student(s) noted by the Academic Coordinator at the NU School Registrar's Office three (3) days after the three (3) week remedial program.
- Written Assessments are given during remedial classes. These are recorded, computed, weighted and transmuted in the same way as the Term Grade.

The Registrar's Office issues a Certificate of Recomputed Final Grade noted by the Principal.

Note:

A student who has earned a **recomputed final grade of 74 and below** in any learning area after the remediation process must **repeat the subject**.

A student who earned a **failing mark of 70 and below** due to excessive absences and tardiness **do not qualify in the Remedial Program**.

F. Bridging Program

The SHS Bridging Program aims to provide an opportunity and right venue to students on irregular status to catch up and still finish SHS on the expected year of graduation prior to enrollment in college.

1. Criteria

The Bridging Program is applicable to students with any of the following promotional status:

- a. One (1) or two (2) applied or specialized subjects to repeat
- b. One (1) core plus two (2) applied or specialized subjects to repeat
- c. Two (2) core subject plus one (1) applied or specialized subject to repeat
- d. One (1) to three (3) core subjects to repeat

NOTE:

Grade 11 students may opt to retake two (2) subjects (in cases of 3 total subjects to be retaken) at the end of the Grade 11 year and take the rest at the end of Grade 12.

2. Duration: Three Weeks

CORE Subject: 2 hrs. per day = 10 hours per week = 30 hours

APPLIED/ SPECIALIZED Subject: 3 hours per day = 15 hours. per week = 45 hours

3. Process Flow

Step	Procedure	Policies and Guidelines	Turnaround Time	Responsible
1	Application in the SHS Bridging Program.	Parent and student should be oriented well on the policies and guidelines of the program.	1 day	Student
2	Recommendation	The subject teacher of the regular term should provide record of the student's academic standing	1 day	Subject Teacher
3	Recommending approval	Students with more than three (3) subjects to complete or repeat are disqualified to take the program.	1 day	Class Adviser
4	Approval	All requirements and criteria are met/ satisfied.	1 day	SHS Principal
5	Class advising (subjects/class to take).	Only failed or back subjects are to be taken.	1 day	Learning Area Coordinator
6	Payment at Cashier's Office	Settle the Bridging Program fee on or before the start of classes.	1 day	Cashier's Office
7	Enrollment	Enrolled subjects to reflect in the Student's Record under Bridging Program	1 day	Registrar's Office
8	Attendance to classes	Attendance, participation, and satisfactory performance are required.	3 weeks	Student

G. Graduation

Students who have successfully completed the requirements prescribed for the SHS curriculum are qualified to apply for graduation. They apply by completing the Online Application for Graduation module in NUIS. Upon verification and confirmation of the Registrar's Office, the candidates are required to attend the schedule of graduation orientation, exit interviews, rehearsals, toga measurement, and graduation ceremony.

The Registrar's Office will give further details on this upon inquiry.

III. Student Services

A. Admission to NU SHS

Admission to the Senior High School requires students to have satisfactorily completed Junior High School or its equivalent (i.e. Philippine Educational Placement Test or PEPT), to be of good moral character, and to show good aptitude for senior high school work. On the other hand, admission to a specific strand requires students to comply with specific admissions policies of the concerned strand.

1. Senior high school applicants may be considered for admission based on the following:
 - Passing of the Admission Test.
Note: No retake is allowed.
 - Qualifying Interview:
 - Students must be qualified to take the chosen strand under the Academic Track as recommended by the Interview Panel of NU SHS.
 - Satisfactory performance in Grade 10.
2. Senior high school applicants eligible for admission should submit the following credentials upon enrollment or before the deadline set during the enrollment period:
 - Original Grade 10 Report Card / Form 138 or equivalent documents such as Permanent Report Card, Transcript of Student Progress, Certificate of Secondary Completion, PEPT Record, Certificate of Good Moral, etc.
3. The University will only accept authenticated documents.
 - Only applicants who are currently enrolled in Grade 10/ Grade 10 completers may apply.
 - The following applicants must secure the following requirements before enrollment:
 - a. Original F-138 (Grade 10 Report Card with signature of Principal and Adviser)
 - b. Original Certificate of Good Moral Character
 - c. Photocopy of PSA Birth Certificate
 - d. Philippine Educational Placement Test (PEPT) certificate for out-of-school youth passers
 - e. ESC Certification
 - f. Two (2) copies of 2x2 picture (with name tag and in a white background)
 - g. Physical or Health Examination
 - h. Drug Test

B. Transferring Students

1. Students must have complete and valid credentials:
 - Copy of grades signed by the Registrar or OTR for reference purposes.
 - Certificate of Transfer Credential
 - Interview Form
 - Physical or Health Examination
 - Certificate of Good Moral Character
 - Copy of PSA Birth Certificate
 - Two (2) copies of 2x2 picture (with name tag and in a white background)
2. They must not have any outstanding failure in any subject.
3. Transferees shall be admitted and treated as regular students in accordance with the existing policies of the University.
4. They must pledge to abide by and comply with all the rules and regulations of the University.

C. Admission of International Students

1. Students must have complete and valid credentials.
2. They must meet all the prescribed admission requirements of the University:
 - Original Grade 10/Junior High School Report Card
 - Original Certificate of Good Moral Character
 - Photocopy of Birth Certificate
 - Two (2) copies of 2x2 picture (with name tag and in a white background)
 - Study Permit/ Special Study Permit for those 17 years old and below
 - Physical or Health Examination
 - Drug Test
 - Interview Form
3. They must pledge to abide by and comply with all the rules and regulations of the University.

Admission procedure is as follows:

1. Admissions Staff
 - 1.1 Informs and advises applicants about the strands, policies, procedures, and admission requirements of the NU SHS.
 - 1.2 Provides application form and instructs the student to fill it out.
2. Applicants

Submits to the Admissions Staff the filled-out form together with 2 copies of their 2 x 2 colored pictures.
3. Admissions Staff
 - 3.1 Collects the filled-out application form and the 2x2 pictures.

- 3.2 Instructs the applicants to take the National University Admissions Test (NUAT-SHS) on the date, time, and venue indicated in the test permit.
 - 3.3 Advises the applicants to check the results in NU's official website (www.national-u.edu.ph) or call the Admissions Office after 3 working days upon taking the exam.
 - 3.4 Receives required documents from the applicants: Original Form 138 (High School Report Card), Certificate of Good Moral Character, Photocopy of the NSO/PSA Birth Certificate, ALS Certificate of Junior High School Secondary Completion, PEPT Record, ESC Certificate, Certificate of High School Equivalence, Diploma.
4. Admissions Coordinator/ Section Head/ Associate
 - 4.1 Interviews and evaluates the applicants' eligibility for admission.
 - 4.2 Schedules the applicants' qualifying interview with the SHS Interview Panel.
 5. SHS Interview Panel
 - 5.1 Interviews and determines the student's eligibility in the chosen strand.
 - 5.2 Marks applicants' credentials with "OK for enrollment".

D. Shifting of Strand

Students who wish to shift to another strand are encouraged to do it as early As Grade 11, Term 1 to be able to finish the program within 2 years. The student must submit a letter of request signed by his/her parents and/or guardian for approval of the principal.

E. Student Discounts

Qualified students may apply in the Admissions Office for the different student discounts offered by the University.

1. Nationalian Scholarship Program

Awarded to students who maintained a grade of 90 in all academic subjects in Grade 10 (1st Grading to 4th Grading).

Requirements:

- Original Grade 10 Report Card
- Certificate of Good Moral Character from Junior High School
- Photocopy of PSA Birth Certificate

The qualified student shall be given a 30% discount on tuition fee on the term of entry (one term only).

2. Employees of SM and its Affiliates

Spouses, children, and grandchildren of employees of the SM Group of Companies enjoy a 20% discount on tuition fee and miscellaneous fees. Siblings of employees may avail of the discount only if the employee is not yet married.

To avail of the discount, the following requirements must be submitted:

- Certificate of Employment from the HR Department of SM
- If employee is single, kindly provide a photocopy of the PSA Birth Certificate of the sibling (both the employee and the student for first-time applicants).
- Original Grade 10 Report Card (for incoming Grade 11)
- Original Certificate of Good Moral Character from Junior High School (for incoming Grade 11)
- Photocopy of PSA Birth Certificate

3. Alumni Discount

Grants a 25% discount on tuition fee to children and siblings of National University alumni

Requirements:

- Alumni ID/ Transcript of Records/ Diploma or any documents that might serve as proof

4. Academic and Non-academic Employees (Employee Discounts)

Children of regular faculty members and employees of National University enjoy a 100% discount on tuition fee, and 50% discount on miscellaneous fees.

5. Sibling Discount

Students whose siblings enroll in the University are entitled to the following discounts:

<u>Sibling</u>	<u>Discount</u>
two siblings	15% discount on the lowest tuition fee between the two siblings
three siblings	30% discount on the lowest tuition fee between the two siblings
four siblings	50% discount on the lowest tuition fee among the siblings

F. Tuition Fee and other school fees/charges

1. Schedule of Fees and Other Charges

The schedule of fees and other charges shall be announced through postings at the Accounting Office, electronic mail, and/or other forms of electronic communication.

2. Payment of Fees/ Other Charges

Assessed fees and other charges can be paid through the following ways: Accounting cashier, bank deposit via Banco de Oro and through SM bills payment. Payments other than in cash should be addressed and made payable to the NATIONAL UNIVERSITY INC and not to any officer or department of the University.

3. Payment option outside NU

Students may pay their assessed fees and balances (except other fees) outside. There is no need to return to the Accounting cashier for verification as both accredited payment centers forward on the next business day a report containing the student's name or references and their corresponding payment for processing by the cashiers.

Accredited payment centers such as Banco de Oro (BDO) accept cash or check deposits and bills payment by indicating as reference the student number and student's surname. However, NU discourages the use of online fund transfer and ATM as a form of payment as both facilities do not generate specific references that may cause the payment to be unverifiable.

Students may also pay through SM, Savemore, and Hypermarket Bills Payment Section; they accept cash and check payments only. The student must indicate the following: payee (National University-Manila or NU Manila), student's full name, and student number.

4. Payment in Advance

All tuition and other school charges are payable in advance.

5. Payment on Installment Basis

Payment on an installment basis is allowed depending on the installment plan specified and approved by the Accounting Office. If a payment is not made on the designated installment date, an extra monthly charge is imposed.

a. Late Enrollment

A student who enrolls after the enrollment period is considered a late enrollee. An extra charge is imposed to students who enroll after the first day of the opening of classes.

b. Place of Payment

All payments of tuition or other school charges are made at the Accounting Office. Payments made outside the Accounting Office will be recognized and accepted only through university-accredited payment centers. Payments can only be done through any branches of Banco De Oro, SM, Savemore, and Hypermarket Bills Payment Section. All official receipts issued by the Accounting Office or university accredited payment centers should be kept safe by the student.

c. Refund

Refund of fees shall be made in accordance with the following rules:

Refund with Deductions – If students have already paid their tuition and other university fees, the corresponding refund or credit adjustment with deductions shall be made in the following cases:

- i. When students officially withdraw from the University within one (1) week after the opening of classes during the regular term, they shall be entitled to a refund or credit adjustment of what they have paid, subject to a 10% charge of their total assessment plus registration fee and ID fee.
- ii. When students officially withdraw from the University during the second week of classes of the regular term, they shall be entitled to a refund or credit adjustment of what they have paid, subject to a 20% charge of their total assessment plus registration fee and ID fee.
- iii. When students still wish to officially withdraw from the University after the second week of classes, they shall no longer be entitled to any refund.
- iv. Processing of Application for Refund

Application for refund shall be processed only during the term they are filed.

- v. Non-settlement of Financial or Property Accounts

Students who fail to settle their financial and/or property accounts with the University shall not be issued a clearance for their Transfer Credentials and/or F137/ SF-10.

Students may proceed to the Accounting Office for clarification should they have any concerns or issues pertaining detailed information.

G. Learning Resource Center

The University Library is also known as the Learning Resource Center (LRC). More details on the LRC policies can be found in the LRC Manual.

1. LRC Behavioral Norms

- i. Students must conduct themselves in a manner that will not disturb the peace, silence, and order in the LRC.
- ii. Smoking, eating, drinking, littering, loitering, loud conversations, and the like are strictly prohibited.
- iii. Bringing of food and drinks are not allowed. Only drinking water will be permitted inside the LRC.
- iv. Playing games and viewing pornographic sites shall be dealt with directly by the Discipline Office. Transferring or removing of computer peripherals such as the keyboard, mouse, and monitor and opening the CPU without the prior approval of the library staff in-charge are strictly prohibited.
- v. Tampering of the control panel and the configuration setting of the screen, the password, and copying, changing or modifying the wallpaper and deleting programs are strictly prohibited.
- vi. Non-functioning computers, software problems, and breakdown or loss of any equipment must be reported immediately to the library staff in-charge.

2. Baggage Counter (LRC Main)

Upon entering, students must leave their bag, briefcase, binders, personally owned books, or large envelopes at any of the baggage counters which are located by the entrances of the LRC. If students wish to carry their bag inside the LRC, they must inform the LRC staff at the counter and, upon exiting, must surrender their bag for inspection.

Owners must secure their valuables (mobile phone, laptop, wallet, jewelry, etc.) and not leave them in bags at the baggage counter. The librarians and library staff are not liable for any losses.

3. Signing in the Daily Statistics of Library Users

Students must register by tapping their validated school ID upon entering the LRC.

4. Book Loans Procedure

- i. Students must present their validated school ID and sign their name on the book card when borrowing a book.
- ii. A student may borrow books on the Reserved Section for an hour and may renew the borrowing for another hour unless it is needed by another student. These books may be checked out 4:00 PM. onwards and should be returned the following school day by 9:00 AM.
- iii. A student may borrow General Circulation books for three (3) days and may renew the borrowing twice.
- iv. General Reference Books (i.e. encyclopedia, dictionary, atlas, etc.) are for room use only.
- v. One week before the final examinations, all books are for room use only.

5. Library Fines and Penalties

- i. A fine will be charged per day for reserved books and general circulation books if not returned on time.
- ii. A book or any other library material lost by a student must immediately be reported missing to the attending librarian. Failure to notify the librarian results in the accumulation of the fine until the missing book is returned. If the book can no longer be found, the student must purchase the exact same book (title and author), but of the latest edition, and pay a fine.
- iii. Students caught bringing out library materials without permission shall be dealt with appropriate action and referred to the Character Formation Coordinator. Similarly, students found with library books that have been mutilated or defaced while under their care, shall be dealt with appropriately.

6. Library Services

E-Library Services:

The LRC offers workstations that provide internet services located at the E-Library.

- i. Upon entering the E-Library, students must present their validated school I.D. to the library staff in-charge. The library staff shall then assign a workstation to the student.
- ii. At any given time, only one student per workstation is allowed.
- iii. A maximum of one (1) hour is given to a student in an assigned workstation. Extensions maybe allowed provided there are no students waiting.

Referral Services:

Any student can seek assistance from the LRC to look for specific materials and may then be referred to libraries of other institutions.

Academic Spaces:

- i. Multimedia Room
- ii. Discussion Room
- iii. Innovative Space (LRC Annex)
- iv. Collaborative Space (LRC Annex)

You may visit the LRC for further details on library policies and services.

H. Guidance and Counseling Services

The National University Guidance Office is known specifically as Center for Guidance Services (CGS). The Guidance Office is part of the academic services group that provides various guidance services, thus giving the counselors the flexibility to develop guidance programs and activities needed by the students in the different levels. The guidance programs and activities are coordinated to the concerned department/levels for their smooth and effective implementation.

Vision

To promote the development of a well-rounded personality necessary to become responsible and highly functioning individuals.

Mission

CGS will provide meaningful experiences needed for lifelong learning through programs and activities that will enhance the affective, cognitive, and social skills of National-U students.

Guidance Services

Guidance Services refers to the different organized programs and activities geared toward developing self-directing individuals and helping them to carry out personal

plans, make personal choices, and cope with adjustments by establishing a desirable behavior pattern. It assists the individuals to achieve holistic development using their basic potentials and environmental opportunities. Encounters and interactions facilitated with students and the information acquired from the different services are confidential and will be handled separately from all records kept by the school. Consultation and coordination with faculty and staff, referral system, research, follow-up activities, and individual inventory are naturally embedded in the system to promote effective services to the entire community.

1. Counseling

Counseling is the heart of guidance services. It is a process of dynamic interpersonal relationship that will help the individual overcome obstacles for personal growth. It involves assisting students towards the reorganization of attitudes, feelings, and emotions through self-realization and awareness. Counseling is a year-round service offered to students and can be done individually or in groups. It can be done through referral, invitation, and walk-in.

2. Student Development Program (SDEP)

This program is designed to address student needs in various areas that will help them develop life skills and achieve a well-balanced personhood. The components identified are based on the student needs assessment.

The following are the components of SDEP:

- i. Academic and School Adjustment Program (ASAP)
- ii. Career Development and Planning Program (CDAPP)
- iii. Values, Social, and Personal Development Program (VASOPED)
- iv. Home and Family Relationship Program (HAFREP)
- v. Holistic Enhancement of Student Leaders Program (HELP)

3. Student Module for Interactive Learning Experience (SMILE)

This is composed of various topics conducted through group guidance sessions or learning sessions. The topics presented will provide learning that can be used by the students in everyday living. The activities involved are also aimed at promoting self-awareness and understanding of individual experiences through sharing and self-expression.

4. Student Empowerment Program (STEP)

This program is aimed at empowering the individual to be socially involved and expressive of one's thoughts and feelings through a guided dialogue. This activity serves as an avenue for open communication, respect for the opinion of other individuals, and insight sharing.

5. Student Wellness Assessment Program (SWAP)

This involves the administration of different testing materials that will help in identifying student personality, level of intelligence, and other significant data. The

result of the test and evaluation is confidential and will be used for counseling and research purposes only. Various researches and surveys are also conducted to continuously answer the needs of the students.

6. Support Group Management

Peer facilitators, children of OFW, student-athletes, LGBT, and other special population are provided assistance specific to their conditions. Different activities are provided to establish support system among peers.

7. Information Service

This includes activities that disseminate relevant information to students through bulletin board and social media posting, orientation, text advisory, handout creations, and other printed materials. It also gathers information to be used for various purposes.

All students are encouraged to visit the Guidance Office and meet the Guidance Counselor assigned for the SHS. The office entertains walk-ins for counseling and for scheduling as well as at a time most comfortable for students.

I. Health Services

1. The general objective of the Health Services Department is to provide health services that can protect, improve, and sustain the physical, biological, and social welfare of the students, thereby molding them into healthy and wholesome individuals.

This goal can be achieved through a balance of activities as well as good coordination and cooperation with the school administration, school personnel, parents or guardians of the students, and government and non-government agencies.

2. School Health Services

The Health Services Department offers the following services:

- i. Pre-enrolment physical examination of all incoming Grade 11 students and transferees
- ii. Pre-enrolment dental examination of all incoming Grade 11 students and transferees
- iii. Medical counseling / advice
- iv. Emergency referral
- v. Immunization (Flu, Hepatitis B, among others)
- vi. First Aid Treatment
- vii. Medical Information Dissemination

3. Policies

- i. Any medication to a student will not be dispensed without a thorough check-up first by the school physician/dentist/nurse.
- ii. A student with a communicable disease such as Acute Conjunctivitis (sore eyes), Chickenpox, Measles, and Mumps shall be sent home immediately.
- iii. A medical certificate will only be issued to a student who consulted with the health services department at the time of sickness. No consultation, no medical certificate.
- iv. All incoming Grade 11 students and transferees must undergo pre-enrollment physical and dental examination.

J. Facilities and Equipment

1. **Prior Consent or Authorization to Use University Facilities/ Equipment**
The use of University facilities/ equipment is subject to prior consent or approval of the Director of the Campus Management Office.
2. **Procedure for Securing Approval or Authorization**
The student or group of students must secure a request form from the Campus Management Office, which, after filling out, should be noted by their teacher and approved by the Principal and/or Student Activities Coordinator, depending on the activity. If it is a recognized student organization, the request form must be noted by the faculty adviser and approved by the Student Activities Coordinator.
3. **Posting of Announcements and Other Similar Materials**
Students or recognized student organizations shall secure permission from the Student Activities Coordinator before posting announcements or other similar materials.

K. Recognized Student Organizations

The NU SHS encourages its students to join and participate in cocurricular and extracurricular activities as part of a well-balanced training. For this purpose, it seeks to encourage the formation of recognized student groups and organizations whose activities are geared toward social, cultural, moral, literary, and recreational aspects of student development.

1. General Policy. The establishment and operation of recognized student organizations in the SHS is governed by the Student Activities Office of the Senior High School Department adherent to the policies and standards set by the University.
2. General Provisions Governing Student Organizations. The authority to regulate the establishment and operation of any student organization other than the National

University SHS Student Government is vested upon the Senior High School Department through its Office of Student Activities.

3. The Senior High School Department through its Office of Student Activities has the authority to:
 - i. formulate cocurricular and/or extracurricular student organizations for bona fide SHS students of the university;
 - ii. evaluate policies on the procedures for Recognized Student Organizations (RSO) activities upon consultation with concerned parties;
 - iii. approve RSO activities/projects, which may be initiated and participated in on a university-wide basis, and those which involve other schools, companies, and institutions among others; and
 - iv. require students to participate in at least one RSO.
4. In case of conflict within an organization, or between two or more organizations/parties involved, and when no resolution on the issue at hand has been reached, the SAO may intervene and render a decision deemed appropriate.
5. The SAO may create committees to assist the office and serve as a training ground for potential student leaders. Such shall be composed of bona fide members of RSOs who shall be recommended by the Student Activities Coordinator and approved by the Senior High School Principal.
6. The SHS Student Government will be composed of the following positions:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Auditor
 - Public Information Officer
 - Strand Representatives
 - STEM
 - Grade11
 - Grade 12
 - ABM
 - Grade 11
 - Grade 12
 - HUMMS
 - Grade 11
 - Grade 12
7. Guidelines for Cocurricular and Extracurricular Activities
 - i. All student activities, whether inside or outside the campus, may be conducted upon securing a written approval from the Student Affairs Office.

- ii. Activities outside the school campus must be supported with a waiver to be signed by the parents or guardians of the participating students.
- iii. No co/extracurricular activities will be allowed one week before any major examination.
- iv. No student or organization shall be allowed to use the name of National University in any activities without prior authorization and approval from the Students Affairs Office.

8. Faculty Adviser

The University believes in the importance of assisting and supporting the student organizations in their cocurricular and extracurricular endeavors. The members of the academic community, especially the faculty, are strongly encouraged to take an active role in the total development of the students by participating as advisers to student organizations. The organizations shall have no more than one official faculty adviser whose term shall be for one school year but may be renewed based on the recommendation of the organization.

Before the period ends, a faculty adviser should be recommended by the organization to the Student Activities Coordinator.

As a general rule, only regular full-time faculty members shall be assigned as advisers. However, for specialized organizations, a part-time faculty adviser may be assigned with approval of the Student Activities Coordinator.

IV. Code of Discipline

Student Discipline plays a significant role in the academic training of all students. Character and values formation are the ultimate objectives in having rules and regulations inside and outside the University. As students can freely exercise their right inside the school, they are also obliged to abide by the rules and fulfill their obligations and responsibilities inside the University. Students must be aware of the University discipline structures, policies, rules, and regulations as well as procedures and practices.

A. Roles of Character Formation Coordinator

1. Promotes proper decorum inside the university through orientations, lectures, and dissemination of student handbook and other discipline education materials.
2. Prevents rather than corrects unseemly student behavior by expanding and promoting preventive and formative discipline programs.
3. Intervenes in the student disciplinary cases through case conferences with students, faculty, and parents/guardians and refers students for counseling.
4. Supervises Lost and Found items inside the university.

B. Disciplinary Procedures on Major Offense Cases

(In reference to the DepEd Manual of Regulations for Private Schools, Title III, Section 136)

The Character Formation Office shall have the jurisdiction to impose appropriate and reasonable disciplinary measures on all offenses or discipline infractions committed by students.

The SHS Panel for Case Conference (SHSPCC) is composed of the Student Activities Coordinator, the Principal, an elected NU SHS SG representative, and the Character Formation Coordinator who will preside over the administrative proceedings.

1. Students must be informed in writing of the cause of any accusation against them and are required to answer the accusation in writing. If the student is a minor, the parents or the guardian shall be furnished with a copy of show cause letter.
2. The SHSPCC shall investigate the cases referred by the Character Formation Coordinator for the reason of incomplete admission or denial on the part of the respondent.

The SHSPCC shall conduct a formative fact-finding investigation to:

- a. determine the responsibility of the students in committing the offense;
- b. assess all the statements presented by all parties concerned; and
- c. recommend possible intervention that is formative and corrective in nature.

In all stages of the proceedings, students shall have the right to the assistance of a counsel of their own choice.

Students shall have the right to listen to and examine the evidence presented against them, to ask clarificatory questions through the SHSPCC, and to present evidence on their behalf.

The SHSPCC must have a quorum to pass a resolution in a case.

3. Concerned students shall be informed in writing of the decision promulgated in their case.
4. Once a resolution is made, the SHSPCC as a recommending body shall submit a report to the Executive Director.

Parties concerned in the investigation who are not satisfied with the recommendation of the SHSPCC may file an appeal to the Executive Director within five (5) calendar days from the day of receipt of the decision stating the grounds for the appeal.

The schedule of fact-finding investigation shall be guided by the following time frame:

Submission of the formal complaint in writing and all other documents related to the incident/s	1 day
Evaluation of report	3 days
Issuance of Notice to Explain	1 day
Respondent's written answer	5 days
Evaluation of Respondent's written answer	2 days
Issuance of Notice of Case Conference	5 days
Investigation process and evaluation	10 days
Issuance of Decision/Recommendation	3 days
Total	30 days

Summary Proceedings. If the respondents admit the charges against them during the preliminary investigation, the SHSPCC will proceed to the processing of learning and needs assessment and will recommend necessary interventions (formative and corrective).

Intervention or disciplinary action imposed in a summary proceeding is final and immediately executory unless the SHSPCC defers the imposition of disciplinary action for meritorious reasons.

C. Disciplinary Actions for Major Offenses

Disciplinary Action 1:

A corrective measure for violations of school rules that generally involve students' non-performance of basic duties and responsibilities. It is accomplished through any of the following:

- a. Conduct probation for one academic year (3 trimesters) and referral for counseling
- b. Depending on the offense, a written apology to a person, office, or group affected by the offense. This will be done with the assistance of the guidance counselor.

Disciplinary Action 2:

A corrective measure given for more serious violations of school rules and classroom discipline. Depending on the gravity of the infraction, DA-2 may be served by staying in school after dismissal for 1 to 2 hours to accomplish some form of formative intervention such as:

- a. University Service
- b. Referral for counseling
- c. Attendance on lectures in Discipline Education Program
- d. Evaluation

Disciplinary Action 3: Suspension

Given to a student who has committed a major offense/infraction or who has habitually violated certain rules and regulations of the University.

- a. Students who receive a DA-3 will be suspended for a period ranging from three to seven (3-7) school days depending on the gravity, intention, and circumstances of the act. During the suspension, students are not entitled to take any test or assessment given or the makeup activities of such.
- b. DA-3 that exceeds seven days is reserved for situations or offenses considered grave or serious as per the University rules on discipline.
- c. The parents or guardian of the student serving suspension shall be called to confer with the CFC. The conference is intended to impress upon the parents or guardian the gravity of the situation and to set the stage for a change of attitude and for earnest reform on the part of the student.

Disciplinary Action 4: Exclusion (See Section 136c of DepEd Order No. 88, s. 2010)

It is a disciplinary action given to an erring student to exclude or drop their name from the school rolls for being undesirable. The student's transfer credentials are immediately issued.

Disciplinary Action 5: Expulsion (See Section 136d of DepEd Order No. 88, s. 2010).

It is an extreme penalty on an erring student which bars them from admission to any other public and private school in the Philippines and which requires the prior approval of the Secretary of Education.

The following are the major offenses with their corresponding disciplinary action:

TYPE OF MAJOR OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
<p>a. Cheating in any form before or during an examination, such as quizzes, long test, written reports including papers, case analyses, experiments or assignments required. The following acts of cheating shall be dealt with a penalty by the faculty, proctor, and the Dean of the college to which the student belongs. The case shall also be reported in writing to the SDO for proper documentation.</p> <p>The following are also categorized as cheating offenses:</p> <p>i. Unauthorized possession of notes or any material related to the examination whether the student actually uses them or not.</p> <p>ii. Copying or allowing another student to copy during examination.</p> <p>iii. Glancing or looking at another student's examination papers, allowing another student to glance or look at their examination paper.</p>	<p>DA 1; zero score in exam</p> <p>DA 1; zero score in exam</p> <p>DA 1; zero score in exam</p> <p>DA 1; zero score in exam</p>	<p>DA 2; zero score in exam</p> <p>DA 2; zero score in subject</p> <p>DA 2; zero score in subject</p> <p>DA 2; zero score in subject</p>	<p>DA 3</p> <p>DA 3</p> <p>DA 3</p> <p>DA 3</p>

iv. Communicating with other students and use of electronic device without permission from the proctor/ teacher during examination. v. Plagiarism and other forms of academic dishonesty. For the succeeding acts of cheating, the case will be filed to the CFC. vi. Leaking examination questions to another or other students	DA 2; zero score in exam DA 1; zero score in project/work DA 2; zero score in subject	DA 3 DA 2; zero score in project/work DA 3	DA 3
b. Having somebody else take an examination or test for another or prepare a required report or assignment. If both parties are students, both are liable.	DA 2; zero score in subject	DA 3	
c. Habitual disregard or willful violation of established policies, rules, or regulations consisting of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.	DA 2	DA 3	
d. Vandalism, unhygienic use or destruction of property belonging to the University or to a member of the faculty, administrator, co-academic personnel, another student or to a visitor while in campus	DA 2; charge for the damages	DA 3; charge for the damages	

e. Bringing in, carrying, possession, or use of deadly weapons inside the University premises or outside the University during an academic function or school activity	DA 3	DA 3	
f. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with the function or activity	DA 2	DA 3	
g. Brawl within the University premises or during an academic function or school act outside the University	DA 2	DA 3	
h. Inflicting physical injuries on another inside the University premises or during an academic function or school activity outside the University	DA 3		
i. Unauthorized bringing in, carrying, possession, or use of prohibited drugs or chemicals without proper prescription inside University premises or during an academic function and off campus activities, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002"	DA 4		
j. Unauthorized bringing in or drinking of liquor or any alcoholic beverages inside the University premises or during off campus activities or entering the University premises or attending academic functions and any school activities under the influence of liquor or alcoholic beverages	DA 2	DA 3	

k. Gross acts of disrespect in words or in deed that tend to put down the University or any administrator or member of the faculty	DA 2	DA 3	
l. Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority	DA 3		
m. Threatening another person with any act amounting to crime, delict, or wrong, or with the infliction of any injury or harm on the person's honor or integrity	DA 2	DA 3	
n. Acts of lewdness or commission of any act of immorality; the possession, display, or distribution of pornographic materials inside the University including accessing internet sites that do not correlate to any specific subject or course within the University	DA 1	DA 2	DA 3
o. Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit, or contempt to the name of the University	DA 2	DA 3	
p. Unjust enrichment or stealing whether attempted, frustrated, or consummated	DA 2	DA 3	
q. Unauthorized collection or exaction of money, checks, or other instruments as equivalent of money in connection with matters pertaining to the University	DA 2	DA 3	

r. Forging, falsifying, or tampering of academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University	DA 3		
s. Gambling in any form inside the University or during an academic function or school activity outside the University	DA 2	DA 3	
t. Acts of subversion	DA 1	DA 2	DA 3
u. Conviction before any court for a criminal offense involving moral turpitude against persons	DA 4		
v. Membership in a fraternity or sorority for students. This includes membership in any unrecognized organization that subscribes or participates in any violent act.	DA 3		
w. Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority, or any organization not recognized by the University	DA 3		
x. Any kind of provocation that results in heated verbal or physical confrontation between students and group of students	DA 2	DA 3	
y. Hazing or physical injuries for the purpose of initiation, admission, or continuance of membership in any organization, society, or group, whether open or secret. For this purpose, the members who were present shall be liable whether they actually participate in the hazing or not. The officers of the organizations, society,	DA 4		

or group shall also be liable whether or not they are present during the hazing incident.			
<p>z. Computer security breach. Accessing a University computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:</p> <p>i. Altering information (e.g. changing the password of someone else's account and changing the data in files beyond one's authorized access, etc.), damaging or destroying information (e.g. deleting someone else's file, etc.)</p> <p>i. Introducing false information (e.g. using someone else's account and sending offensive mail, cyber bullying, etc.)</p> <p>iii. Preventing authorized use of information; or</p> <p>iv. Preventing normal operation of computers or computer networks of the University (e.g. changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.)</p>	<p>DA 2</p> <p>DA 2</p> <p>DA 2</p> <p>DA 2</p> <p>DA 2</p>	<p>DA 3</p> <p>DA 3</p> <p>DA 3</p> <p>DA 3</p> <p>DA 3</p>	
aa. Entering any restricted area within the University without prior authority	DA 1	DA 2	DA 3
bb. Perjury, defined as testifying falsely in any administrative	DA 2	DA 3	

proceeding, or knowingly making untruthful statements in documents under oath when such oath is required			
cc. Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities	DA 2	DA 3	
dd. Lending ID to another or using someone else's ID	DA 1	DA 2	DA 3
ee. Making sexual advances in words or deeds to another student or to any member of the academic community	DA 2	DA 3	
ff. Such other acts as may be determined by University authorities, provided the application is prospective and properly disseminated to students through official announcements	DA 1	DA 2	DA 3
gg. Any forms of bullying such as cyber, physical, mental, verbal and others	DA 2	DA 3	

D. Disciplinary Procedures on Minor Offenses

1. First offense – The Character Formation Coordinator shall issue a violation slip.
2. Second offense – The Character Formation Coordinator shall issue a violation slip and at the same time require a written apology letter from the student.

In case of the *third and succeeding offense*, the student is charged with a major offense and is given a notice to explain.

The following are minor offenses and their corresponding interventions:

MINOR OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
a. Unbecoming behavior of young adults such as those under Section X-C, which disturb offices, classes, or other University-related activities	DA-1	DA-2	DA-3

b. Third and succeeding losses of University ID	DA-2	DA-3	
c. Non-wearing or failure to bring University ID in campus or during official University activities outside the campus	DA-1	DA-2	DA-3
d. Refusal to present University ID when asked by authorities	DA-1	DA-2	DA-3
e. Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating the other person's practices and beliefs, or by offering special inducements	DA-1	DA-2	DA-3
f. Littering	DA-2	DA-3	
g. Selling items, engaging in business, or soliciting contributions or donations in campus without prior approval or authority	DA-1	DA-2	DA-3
h. Preventing circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands	DA-2	DA-3	
i. Wearing the inappropriate attire within University premises. These include but are not limited to the following: 1. Shorts and torn/ worn out/ ripped jeans 2. Sleeveless blouse, spaghetti straps, razor back, tube 3. Blouses and dresses with plunging neckline, backless dresses 4. Midriff-exposing attire, hanging blouses, off shoulder blouses and dresses. 5. Miniskirts (more than 2 inches above the knee) 6. Rubber slippers 7. Body-hugging blouses and skirts/pants 8. Haltered blouse and dresses 9. Revealing and see-through attires 10. Leggings	DA-1	DA-2	DA-3
j. Public display of physical intimacy	DA-1	DA-2	DA-3
k. Violation of policies of the Information Technology Resources Office such as but not limited to accessing Chat, IRC, MOO, MUD sites, and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories	DA-2	DA-3	
l. Students are not allowed to use classrooms and other facilities for any purpose without reservation or proper authority.	DA-1	DA-2	DA-3
m. Loitering along the classroom corridors while classes are going on	DA-1	DA-2	DA-3

n. Eating in classrooms, laboratories, offices, and study areas	DA-2	DA-3	
o. Violation of policies on the use of lockers	DA-1	DA-2	DA-3
p. Use of cellular phones and other electronic communication devices during official class hours	DA-1	DA-2	DA-3
q. Wearing of body piercing accessories except earrings for girls which is limited only to one piercing accessory/earring per ear.	DA-1	DA-2	DA-3
r. Bringing in cigarette and vape	DA-1	DA-2	DA-3
s. Bright or loud hair color which is deemed inappropriate in the academic community	DA-1	DA-2	DA-3
t. Wearing of clothing with inappropriate language and suggestive graphics that does not conform to the mission and vision of the school	DA-1	DA-2	DA-3

E. Definition of Terms

As used in this section, the term –

1. **Student** refers but is not limited to:
 - a. a person who at the time of the commission of the offense, is a bona fide student of NU SHS; or
 - b. a person who has been allowed to graduate from the NU SHS but has not yet been cleared to take delivery of their certificate of completion, diploma, or transcript of records/SF-10 regardless of whether or not they have been granted by the University an alumni status.
2. **University premises** refers to the territorial boundaries of National University including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences, or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:
 - a. Brawl;
 - b. Inflicting physical injuries on another;
 - c. Unauthorized bringing in, carrying, possession, or use of drugs or chemicals;
 - d. Vandalism or destruction of property belonging to another;
 - e. Direct assault;
 - f. Threatening another;
 - g. Unjust enrichment;
 - h. Making sexual advances;
 - i. Gambling; and

- j. Disruption which tends to create disorder, breach of peace, or serious disturbance not necessarily connected with school functions or activities.
- 3. ***In loco parentis*** refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.
- 4. ***In flagrante*** means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.
- 5. ***Ex parte*** hearing refers to a hearing held in the absence of one of the parties.
- 6. **Illegal demonstration** includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion, or violence.
- 7. **Deadly weapons** include, but are not limited to, firearms, explosives (e.g. firecrackers, pyrotechnics) and sharp or cutting instruments (e.g. ice picks, Swiss knives, or blades of any length, etc.). Stones, lead pipes, clubs and any similar objects are considered deadly weapons if their use results in physical injury or death; and
- 8. **Unjust enrichment** means any condition where students take something at the expense of another for their benefit regardless of their intent to gain.

F. Student Grievance

Students of National University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Nationalian academic community. Formal grievances may be pursued only as a last resort. The procedures in handling grievances are outlined in this section. For assistance, students are encouraged to meet with the Student Council.

Definition of Grievance

For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint.

A grievance may be informal or formal. Grievance made orally is considered informal. Any informal grievance complaint should be settled informally. Only when a grievance is reduced into writing and duly signed does it become a formal complaint and will follow the set of procedures as mentioned in this section below.

A grievance may also be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses

while a behavioral grievance is one that arises from the manner a person conducts themselves.

a. Academic Grievance

Any informal or formal complaint on a member of the academic community should be reported to their immediate supervisor. Complaint cases against teachers should be reported to their strand heads; cases against strand heads should be reported to the Principal. As much as possible, cases on member/s of the academic community should be settled by the principal.

If the complainant is not satisfied with the decision of the principal, they can elevate it to the Student Grievance Board for investigation.

b. Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules, and regulations implementing R.A. 7877, otherwise known as the "Anti-Sexual Harassment Act".

1. The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Any student having a complaint of sexual harassment should follow the steps outlined in this Section. The student complainant may forward their complaint to the respondent's superior in cases deemed necessary.

Decisions on student grievances against any NU employees will align with the HR policies and procedures on handling disciplinary cases against NU employees.

You may visit the Character Formation Coordinator's Office for further details.

V. APPENDICES

A. Anti-bullying Policy

I. Rationale

The school is considered an institution that provides learning and training for students. It was established to mold the innate capabilities and talents of students. It is a venue where they develop their social skills and how to deal with others in an acceptable and rightful manner. Because of this, NU SHS assures that the welfare of the students is considered its top priority. However, there are instances that students encounter problems when they relate with other students. It is a reality in the present time that students also experience bullying which is being inflicted by other students.

Being an institution that is aware of the repercussions or effects of bullying towards the students, NU SHS came up with and drafted this policy to address the present and future concerns of the school related to bullying.

II. Definitions

Bullying shall refer to any severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student and that has the effect of causing or placing the latter in reasonable fear of physical or emotional harm or damage to their property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of the school. *(Based from the Anti-Bullying Act of 2012)*

III. Types

- A. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
- B. Any act that causes damage to a victim's psyche and/or emotional well-being;
- C. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on the victim's looks, clothes, and body;
- D. Cyber-bullying or any bullying done through the use of technology or any electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites, or other platforms or formats *(Based from Sec.2 of the Anti-Bullying Act of 2012);*

- E. Threats to inflict a wrong upon the person, honor, or property of the person or on their family; Stalking or constantly following or pursuing a person in their daily activities, with unwanted and obsessive attention;
- F. Taking property;
- G. Public humiliation, or public malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or expose a person to contempt;
- H. Deliberate destruction or defacement of or damage to the child's property;
- I. Physical violence committed upon a student without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
- J. Demanding or requiring sexual or monetary favor or extracting money or property, from a pupil or student; and
- K. Restraining the liberty and freedom of a pupil or student. (*Based from the Anti-Bullying Act of 2012*)

IV. Adaptation of Anti-Bullying Policies

All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

A. Prohibit the following acts:

- 1. Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or any other vehicle owned, leased, or used by the school; or through the use of technology or an electronic device owned, leased, or used by a school.
- 2. Bullying at the location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased, or used by the school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school.
- 3. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying.

B. Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate to the nature and gravity of the offense.

- C. Establish clear procedures and strategies for:
1. Reporting acts of bullying or retaliation;
 2. Responding promptly to and investigating reports of bullying or retaliation;
 3. Restoring a sense of safety for a victim and assessing the student's need for protection;
 4. Protection from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
 5. Providing counseling or referral to appropriate services for perpetrators, victims, and appropriate family members of said students.
- D. Enable students to anonymously report bullying or retaliation: provided, however, that no disciplinary administrative action shall be taken against perpetrator solely on the basis of an anonymous report.
- E. Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action.
- F. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home. *(Based from sec. 3 of the Anti-bullying Act of 2012)*

V. Mechanism to Address Bullying

The Principal and/or the Character Formation Coordinator shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent, or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school Principal or Character Formation Coordinator, or both, to handle such issues. Upon receipt of such a report, the Principal or the Character Formation Coordinator shall promptly investigate. If it is determined that bullying or retaliation has occurred, the Principal or the Character Formation Coordinator shall:

- a. notify the law enforcement agency if the principal or the CFC believes that criminal charges under the Revised Penal Code may be pursued against a perpetrator;
- b. take appropriate disciplinary and administrative action;
- c. notify the parents or guardians of the perpetrator; and
- d. notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If the incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action. *(Based from Sec.4 of Anti-Bullying Act of 2012)*

VI. Procedures in Handling Bullying Incidences

The University handles bullying incidences with outmost concern to the victim and to the student who committed bullying. The University applies the same procedure in handling disciplinary cases to handling bullying cases. The following process shall be applied:

1. The parents whose child committed bullying will be called for a conference by the adviser.
2. The parent of the student must be informed in writing of the nature and cause of any accusation against the student.
3. The student, through their parents, must be given the sufficient time to answer the charge against them with assistance of a counsel, if needed.
4. The student, through their parents, must be informed of the evidence against them.
5. The student, through their parents, must be given sufficient time to adduce the evidence on their behalf.
6. The evidence must be considered by the investigating committee to hear and decide the case.

In observance of due process, the Character Formation Coordinator convenes the Grievance Committee together with the representative of the complainant and the defendant.

VII. Steps for Disciplinary Action

1. The erring student is called by the Character Formation Coordinator to explain the reason for misbehavior. They are made aware of the rule or regulation they violated or the offense they committed.
2. In the presence of their class adviser, the student writes an anecdotal report of their misbehavior. They sign the report and submit it to the class adviser who in turn submits it to the Character Formation Coordinator.
3. The class adviser informs the parents through a phone call and in writing about the misbehavior of their child. A meeting between the class adviser and the Character Formation Coordinator is arranged to discuss the case of the students.
4. If there is an admission on the part of the student to the offense committed, the Character Formation Coordinator shall explain to the parent the sanction to be given to the child, based on the student handbook.

Should the parent accept the sanction given to their child, a letter signed by the class adviser and the Character Formation Coordinator is given to the parent specifying the conditions for the sanction imposed. The parent will sign the CONFORME portion of the letter.

Should the parent not accept the sanction given to their child, a meeting between the Principal and the parent is arranged for the parents to make a written appeal for their case. The Principal informs the parent in writing about their decision on the appeal within 72 hours after a meeting is convened. The decision of the principal is final and executory.

5. If there is no admission on the part of the student that an offense was committed, the Character Formation Coordinator shall inform the principal about the case within 48 hours after the meeting with the class adviser and the parents.
6. The Principal, together with the CFC, shall convene the Discipline Committee (composed of respective Strand Head, Class Adviser, and subject teachers) which shall investigate the case. The schedules of the meeting will be given to the parents to give them the opportunity to attend the meeting on behalf of their child.

The proceedings of the hearing will be tape-recorded and the minutes of the meeting taken and distributed to all parties concerned, including the Principal. The recommendation of the Discipline Committee will be submitted to the Principal for appropriate action.

7. The Principal acts on the recommendation of the Discipline Committee and informs the parent of his/her action.
8. The parent may make appeal in writing to the Executive Director within 48 hours after the receipt of the decision.
9. The Executive Director acts on the appeal within 72 hours after the receipt of the letter. The decision of the Executive Director is final and executory.

VIII. Disciplinary Action

Under the provision stated in the Student Handbook, *bullying* is considered a major offense. Even if committed for the first time, a suspension of not more than three (3) days is imposed, provided that parents are informed by the Principal of the misconduct on the part of the student for which the disciplinary action is necessary.

During the suspension period, the student should be assisted by the parents/guardians in coping with the lessons. If there is a scheduled examination during the suspension, the University may give them a make-up test.

IX. Referral and Counseling

Aside from imposing a disciplinary measure commensurate to the action of the student, a necessary counseling shall be accorded to the students since our purpose

is not to convict the students but to assist them in realizing their misbehavior. The referral shall come from the Character Formation Coordinator before and after the student is subjected to disciplinary action. The parent can also be invited to take part in the counseling process or session if necessary, depending on the determination or discretion of the Guidance Counselor.

After the series of sessions, follow-ups shall still be done by the Guidance Office to monitor any improvement towards the behavior of the child. Consistent communication and coordination by the Guidance Counselor with the adviser and parent shall also be made to get feedback based on the result of the observation of the child's behavior.

B. Random Drug Test

NU Senior High School recognizes and fully supports the government's campaign against the trafficking and use of dangerous drugs and other similar substances. It envisions a safe and drug-free campus and community.

The University conducts its own random drug testing program since academic year 2017-2018. Guided by the policies under DepEd Order No. 40, s. 2017, this program is separate from the random drug testing to be conducted by the government pursuant to Section C of Article III, R.A. 9165, otherwise known as "*The Comprehensive Dangerous Drugs Act of 2002*". Nonetheless, it follows the government's guiding principles where those found positive for illegal drug use are considered victims who need assistance and guidance. Hence, the results will be strictly confidential and will not be used in any way for any criminal proceedings against the student.

- A. Service Provider. National University cooperates with a service provider in the implementation of the Drug Testing Program. The service provider has the drug testing expertise, technology, experience, and personnel to perform quality control and assurance programs that encompass all aspects of the drug testing process.

The collection, transport, and receipt of specimens, chain of custody, and operation and interpretation of results shall be performed under the strict supervision of a physician designated by the Service Provider, who shall be a Dangerous Drug Board (DDB)-Accredited Physician and with training on Laboratory Management for Drug Testing Laboratories conducted by the Department of Health (DOH) and the Philippine Society of Pathologists (PSP), Inc.

- B. University Drug Testing Committee (UDTC). The UDTC is composed of selected University officials who shall oversee the drug testing procedure, the selection process, and the evaluation of the whole program. The committee shall be chaired by a Drug Testing Coordinator who is duly appointed by the University. The DTC handles the overall program operation and safekeeping of the results forwarded by the Service Provider.

C. Drug Testing Procedure

1. Notification

All students are notified in writing about the drug testing program; however, failure to return the acknowledgement receipt shall not prevent the conduct of the drug testing.

2. Selection

- a. The Drug Testing Coordinator shall convene the UDTTC who will conduct the random selection of classes that will undergo the drug testing procedure.
- b. The committee shall ensure the confidentiality and integrity of the random selection of classes.
- c. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- d. The Service Provider shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times.
- e. The monitors assigned to ensure the integrity of the collection process shall be of the same sex as the student.
- f. The drug testing shall be done in the University and conducted by the duly accredited drug-testing laboratory. The UDTTC shall assist the service provider in the conduct of the drug testing.

3. Treatment of Drug Test Results

- a. The results of the drug test shall be strictly confidential. No results shall be published or posted, whether positive or negative.
- b. The service provider shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator.
- c. In case the test result is positive, a confirmatory test shall be conducted using the same urine specimen as the initial drug test.
- d. The results of the confirmatory test shall be transmitted by the service provider and handed directly to the Drug Testing Coordinator.
- e. If confirmed positive, the student shall be informed of the scheduled conference with the Drug Testing Coordinator. The student shall also be advised to refrain from revealing the test result to other persons.
- f. First time positive confirmatory drug test result shall not be a ground for non-readmission or any disciplinary action against the student.
- g. The Drug Testing Coordinator shall refer the student to a DOH-accredited physician to determine the student's dependency level. A student may be evaluated as:

i. Non-drug dependent

- The student shall then undergo a six (6) month monitoring period under the supervision of the drug committee of National University. The monitoring period includes the following:
 - Counselling
 - Monthly drug testing with the service provider (at the expense of the student)
 - Other interventions identified by the UDTC
- The student must be drug-free within the monitoring period. The UDTC shall only declare the student drug-free at the end of the six-month monitoring period.
- If at the end of the six-month monitoring period, the student shows no sign of improvement or recovery, or fails the drug test the second time, the UDTC shall refer the student to the DOH-accredited physician for further evaluation and assessment. The DOH-accredited physician can recommend for the UDTC to refer the student to a DOH-accredited facility suited to the student's level of dependency.

ii. Drug dependent

The student shall then undergo a six-month recovery period under the supervision of the DOH-accredited facility.

The UDTC shall only declare the student drug-free upon the presentation of a clearance given by the DOH-accredited facility.

The rehabilitation period of the student in a DOH-accredited facility shall be considered an official leave of absence by the University.

- h. If in the next drug testing program conducted by the University on the same student population on another period the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

C. Gender and Development (GAD)

NU Senior High School provides an educational environment that is fair to all students. Equal opportunities in education allows students to stand on the same grounds and helps develop their self-awareness and draw out their full potential in the curricular, cocurricular and extracurricular setting.

Gender equality in the University is promoted through the NU Gender and Development Awareness Program. Students are encouraged to participate in the program by attending orientation trainings or by volunteering in helping the program.

D. HIV/AIDS Awareness

NU Senior High School is an advocate of HIV/AIDS awareness and prevention program and is committed to educate and create programs through its different student services offices in coordination with the different colleges to prevent HIV/AIDS

among youth. This includes clear definitions of the behaviors targeted for change and focus on maximizing a range of positive and lasting health outcomes for the students.

E. Data Privacy Policy

NU Senior High School respects your right to privacy and aims to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

1. Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

Information you provide us during your application for admission. When you apply with us for admission, we collect, among others:

- directory information, like your name, email address, telephone number, and other contact details;
- data about your personal circumstances, such as your family background, history, and other relevant circumstances, previous schools attended, academic performance, disciplinary record, employment record, and medical records; and
- any or all information obtained through interviews and/or during entrance tests or admission examinations.

Information we collect or generate after enrolment and during the course of your stay with us. After you join the NU SHS, we may also collect additional information about you, including:

- your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
- cocurricular matters you may engage in, such as service learning, outreach activities, and other related activities;
- your extracurricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and
- any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data.

2. How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

- evaluating applications for admission to the University;
- processing confirmation of incoming students, transfer in preparation for enrollment;
- recording, generating, and maintaining student records of academic, cocurricular, and extracurricular progress;
- recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, culminating or integrating projects, research papers, reflection papers, essays, and presentations;
- recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, cocurricular, and extracurricular activities;
- establishing and maintaining student information systems;
- sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
- processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
- investigating incidents that relate to student behavior and implementing disciplinary measures;
- maintaining directories and alumni records;
- compiling and generating reports for statistical and research purposes;
- providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, and safety and security;
- managing and controlling access to campus facilities and equipment;
- communicating official school announcements;

- sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
- soliciting your participation in research and non-commercial surveys sanctioned by the University;
- soliciting your support, financial or otherwise, for University programs, projects, and events;
- sharing your information with persons or institutions.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of the University or a third party.

We understand that the Data Privacy Act imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time. Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

3. How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

- posting of acceptance to the University, awarding of scholarship grants, class lists, and class schedules online, in school bulletin boards, or other places within the campus;
- sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
- sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
- publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
- distribution of the list of graduates and awardees in preparation for and during graduation exercises;
- reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g. Department of Education, Bureau of Immigration, Department of

Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;

- sharing of information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities) for accreditation and university ranking purposes;
- sharing of information with entities or organizations (e.g., University Athletic Association of the Philippines and other sports bodies) for determining eligibility in sports or academic competitions, as well as other similar events;
- complying with court orders, subpoenas, and/or other legal obligations;
- conducting internal research or surveys for purposes of institutional development;
- publishing academic, cocurricular, and extracurricular achievements and success, including honors lists and names of awardees in school bulletin boards, official websites, social media sites, and publications;
- sharing your academic accomplishments or honors and cocurricular or extracurricular achievements with schools you graduated from or were previously enrolled in, upon their request;
- use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
- live-streaming of University events;
- publication of communications with journalistic content, such as news information in University publications and social media sites;
- providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of ASMPH students that rotate in these institutions as part of the medical curriculum.

4. How We Store and Retain Your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University's different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Unless otherwise provided by law or by appropriate University policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be securely disposed of after such period.

5. Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving the University and data privacy, you may contact our Character Formation Office.

F. FLEX Etiquettes

1. Student Etiquette for Remote Asynchronous Learning (RAL)

In RAL, students are expected to utilize and maximize the use of Course Materials and other learning resources available and accessible online.

A. Learning Conditions

- Familiarize yourself with the organization of remote class, including the terminologies, tools, and the primary platform to be used.
- Be aware that activities for RAL are stated in the course outline.
- Access MS Teams and download all available course materials.
- Communicate with your teacher regularly. Be as responsive as possible.
- Notify your teacher in case there is difficulty in accessing course materials.
- Inform your teacher if there is something vague, preferably after initially consulting with a classmate or 2.
- Set a regular study time for each subject. Make sure to follow the suggested weekly course materials.
- Have an active presence in discussions by responding to posts. Avoid short, generic replies such as, "I agree." It should include why you agree or should add to the previous point.
- Maximize opportunities to learn with classmates through group assignments, peer review, collaborative documents, and more.
- Maximize the use of After School Program (ASP) as consultation period with the teacher.
- Observe virtual class (or office) hours. While you may post your questions at any time of the day, expect a delay in the response after the defined virtual class or office hours.
- Know that the provisions in the Student Handbook and other University policies concerning you will remain in effect unless suspended by the Academic Council or by the President.

2. Student Etiquette for Remote A/Synchronous Learning (RASL)

In RASL, students are required to attend the learning sessions and meet their teacher and classmates in an online classroom.

A. Preparatory Activities

- Attend to your personal needs (i.e., appropriate attire, basic hygiene) before entering the MS Teams classroom.
- Wear smart casual attire. Sleeveless and sandos are not allowed.
- You should be seated for the duration of the meeting.
- Be on time in every session. Be in MS Teams classroom five to ten (5-10) minutes before your scheduled class. This ensures that any last-minute

connection issues can be resolved so you will not be late in class.

- Update your profile by uploading a NU identification picture.
- Turn on your camera if your internet connection is stable.
- Make the appropriate preparation before joining the discussion (i.e., do advance reading, perform course works).

B. Proper Decorum

- Mute the mic upon entry. Wait for your instructor to inform you when to unmute your mic.
- If you will attend to something very urgent during the class or if this will take some time, inform your instructor with a chat message, and wait for the approval.
- Wearing headphones/earphones is encouraged because it is much easier to hear each other and will help prevent mic feedback.
- Speak at a normal volume. Mute the mic when you are not speaking. Even moderate background noise is distracting. If you are using the built-in mic of your laptop, avoid typing when unmuted.
- Inform your teacher with a chat message if you cannot see or hear what is being discussed.
- Use the chatbox properly. It is a channel for your teacher and the other participants to share files and to address concerns or issues. Refrain from using the chatbox for unnecessary and irrelevant conversations.
- Click the “raise hand” function in MS Teams if you have a question or clarification to make. Wait for your teacher to acknowledge you before unmuting the mic to speak.
- When speaking, give the listeners a hint that it is the end of the statement by saying something like, “that’s all,” or “I’m done,” or “thank you.”
- Show respect for one another. Refrain from using profane or inappropriate language.
- Stay focused on the discussion and take down appropriate notes.
- Address your teacher properly using Sir or Miss.
- No eating/ munching is allowed during the session. However, you are allowed to drink water.
- Leave the class at the end of every session courteously. Remember to sign out or “leave the meeting”.

3. Student Etiquette for Face-to-Face Learning (Blended)

A. Preparatory Activities

- Make the appropriate preparation before attending the F2F class, i.e., do advance reading, perform course works.

- Ensure that you have your hygiene kit before coming to school.

B. Safety Protocols

Observe the entrance health and safety protocols of the University. These protocols should be maintained while inside the campus.

- Wear a mask/face shield on campus. Wearing of face shield is part of the entrance protocol. Not wearing of face shield shall mean no entry inside the campus.
- Avoid touching your face.
- Observe respiratory etiquette. Avoid coughing or sneezing directly onto others. Instead, try to cough/sneeze into a paper tissue (carefully disposed of afterwards), or into the crook of your elbow if you do not have tissues.
- Protect yourself and others. Wash your hands frequently with soap and water for at least 20 seconds.
- Be aware of physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that you remain at least 2 meters apart in lines and at other times.
- Follow the “one-way routes” in hallways, entrance and exit signs on doors.
- Strictly observe the health measures, including physical distancing of 2 meters and a recommended maximum of 24 people in a classroom.
- Observe physical distancing inside the canteen (1 person per table) and prohibited from talking with each other
- Observe the “no food sharing” policy. Ensure physical distancing is maintained while eating. Do not share cups, eating utensils, food, or drinks with others.
- Follow the maximum elevator occupancy, i.e., four (4) persons at a time.

C. Proper Decorum

- Attend F2F meetings as scheduled. You will incur excessive absences if you miss at least 20% of the scheduled F2F sessions of your class
- Come to class on time. Present your COR when requested.
- Maintain 2 meters distance between you and your classmate
- Space seating/desks at least 2 meters apart. The seats are not to be rearranged unless instructed by your teacher or the Physical Facilities Office
- Listen to the teacher and ask questions if you have any
- Do not share items that are difficult to clean or disinfect. Avoid sharing electronic devices, books, ballpens, notebooks and other learning aids.
- Inform your teacher if you are not feeling well for immediate assistance.
- Be informed that other provisions in the Student Handbook and other University policies governing you will remain in effect unless suspended by the Academic Council or by the President.

G. No Fraternity Membership Form

Student No.: 2022-131013 Strand: STEM

Last School Attended: Caloocan City Business High School Contact No.: _____

I, Montibon, Mari Lei Cassandra B., Filipino,
(Surname, First Name, Middle Name) (Nationality)
born on 11/17/2005 and with residence and postal address at
(Date of Birth)
B8, L15, Coopville, Bagumbong, Caloocan City 1421, after having been duly sworn in accordance
with law, hereby depose and state that:

(Please mark the appropriate statement with X)

1. ☒ I am not a member of any fraternity, sorority or organization not recognized by National University (hereinafter called the UNIVERSITY); or
_____ I am a member of _____ Fraternity/Sorority, Organization not recognized by the UNIVERSITY, but attached is a written undertaking to quit, to resign or to renounce my membership from said Fraternity/Sorority, Organization not recognized by the UNIVERSITY that I have accomplished and I am submitting to the UNIVERSITY.
2. For the duration of my entire stay in the University, I shall not join any fraternity or organization not recognized by the UNIVERSITY;
3. I acknowledge and understand that my admission to the University is a privilege and not a right and that the UNIVERSITY has the right and authority to choose the persons or individuals that may be admitted as students of the UNIVERSITY.
4. I acknowledge and understand that the University has likewise the authority to prescribe rules and regulations governing non-membership of students in any fraternity, sorority, or organization in the UNIVERSITY and that rules are valid because they are based on the constitutional right of schools of higher learning to prescribe the conditions they may require of any person or individual aspiring to become their student as well as public policy as follows:
 - 4.1 The recognition by the Government of the right of schools of higher education such as the UNIVERSITY to withhold recognition to fraternities, sororities or organization considered inimical to peace and order in school campuses.
 - 4.2 The general belief that formation of exclusive organizations or groups in UNIVERSITY is disruptive of the unity and peace the UNIVERSITY wishes to foster among members of the academic community.

- 4.3 The general belief that the presence of fraternities, sororities or organizations not recognized by the UNIVERSITY has contributed to the violence experienced on campus.
- 4.4 The general perception that membership in fraternities, sororities or organizations not recognized by the UNIVERSITY has developed hardened characters among its students that is contrary to the UNIVERSITY MISSION STATEMENT.
- 4.5 The general belief that the absence of fraternities, sororities or organizations not recognized by the UNIVERSITY helps in the broadening of friendship among Nationalians and eliminates the divisive effects of exclusive organizations.
5. I recognize and accept that my continued stay in the UNIVERSITY is subject to my compliance with prescribed discipline policies, rules and regulations especially with my non-membership in fraternities, sororities or organizations not recognized by the UNIVERSITY.
6. I understand and accept that the UNIVERSITY can either dismiss or expel me if I would be found having violated the condition to this affidavit as well as having falsely certified any information stated herein.
7. I am executing and submitting this affidavit as a pre-requisite of my admission as a student of the UNIVERSITY.

Conforme:

Mari Lei Cassandra B. Montibon
Printed Name & Signature of Student

Roxan B. Montibon
Signature of Parent or Guardian

28/08/2022
Date

28/08/2022
Date

SUBSCRIBED AND SWORN TO BEFORE ME on this 28th day of August, in Caloocan City (city/municipality/province), by the above student, exhibiting to me the above-stated valid ID.

WITNESS MY HAND AND SEAL on the date and place first, mentioned.

NOTARY PUBLIC



NU HYMN

I pledge my life, my honor
To thee, my alma mater
Who made me grow in wisdom
Gave me love and made me strong

I shall defend thy good name
I'll strive to bring thee more fame

I shall wave thee, gold and blue
The colors of National U

I shall wave thee, gold and blue
The colors of National U

