



TABLE OF CONTENTS

Image of Our Lady of Consolation	3
Image of St. Augustine	4
Consolanian Prayers	5
FOREWORD	7
I. Brief History of the La Consolacion University Philippines	8
II. Foundational Statement	15
ASOLC Foundational Statement	15
LCUP Foundational Statement	16
Quality Policy	17
Core Values	17
Basic Education Department	19
School Motto	22
LCUP Hymn	22
Alma Mater Song	23
III. Administration of the School	24
IV. Admission And Enrollment Requirements & Procedures	28
Requirement for Admission	28
Enrolment Procedure for OLD Students/Pupils	30
Enrolment Procedure for Students Returnee/New Students/ Pupils/Transferees	31
Enrolment Procedure for Foreign Students	31
Policy in Admission of Learners with Special Needs and Disabilities	31
V. Scholarship and Other Discount Privileges	34
Policy on Scholarship Grant & Benefits for Varsity Players	34
Siblings Discount	35
LCUP Employee's Children/ Niece or Nephew	35
Scholarship of Augustinian Sisters	35
VI. General University Directives	36 Daily
Uniform	36
Proper Grooming	38
Identification Card	38 Class
Attendance, Absences, and Tardiness	38
Suspension of Classes	39
Permit to Go Home	40
Regulations on Prohibited Drugs	40
Use of Cellular Phones and Bringing of Valuables	41
VII. Academic Policies	42
Learner Promotion and Retention	42



Enhancement Classes	43	
Non-admission	44	
Grading System	44	
Policy on Work Immersion	44	
Policy and Requirements in Examinations	45	
Behavior During Examination	46	
Guidelines in the Selection of Honors	47	
Guidelines in the Selection of Awardees	47	
Policy Guidelines for Request of Credentials	50	
VIII. Code of Conduct/Discipline	52	
Standards of Deportment and Behavior Expected of LCUP Students/Pupils	52	
General Norms of Conduct	54	Conduct
Outside the School/ Off-Campus Activities	56	
Policy on Handling Student Complaints	57	
Classifications of Offenses and Sanctions	58	
Table of Sanctions	59	
Policy on Plagiarism	73	
Policy on Hair Color	75	
Social Media Privacy Policy for Students	76	
Policy Guidelines on Handling Cases of Learners with Special Needs and Disabilities	79	
Grievance Committee	82	
IX. Child Protection Policy	83	
X. Anti-Bullying Program/ Anti-Bullying Statement	84	
What is Bullying?	84	Types
of Bullying	84	Anti-
Bullying Policies	85	
Procedures in Reporting Cases	86	
XI. Policy on Co-Curricular and Extra-Curricular Activities	87	
Campus Organizations/Clubs	87	
Guidelines on Activities	90	Policy
on Student Organizations	91	
Policy Guidelines on the Conduct of Off-Campus Activities	91	
XII. School Facilities	93	
XIII. Code of Conduct Under New Normal Situation	96	
XIV. Psychosocial Support Policy	98	
XV. LCUP Policy Framework for a Safe and Inclusive Learning Environment	101	
XVI. General Guidelines for Parents/Guardians	102	
XVII. General Guidelines for Student Handbook Development	104	
Pupil's/Student's Agreement and Pledge of Commitment	105	



OUR LADY OF CONSOLATION



ST. AUGUSTINE



CONSOLANIAN PRAYERS



University Prayer

Lord God of all wisdom!

We pray for the La Consolacion University Philippines that she may be faithful to the purposes of our foundresses, continue to promote the search for truth and knowledge, and be an inspiration for others to follow. May we be a community of scholars sharing this ambition, caring for one another and loyal to the truth revealed to us as your disciples. AMEN.

Prayer for the Beatification of Mo. Consuelo

God of love and compassion, you endowed Mother Consuelo with great love and zeal for your honor and glory. We commend to you her life and example of love of God and neighbor. With faith and trust in your gracious providence, we pray for her beatification so that she may continue to inspire us in seeking your will and living a holy life. God of mercy, we also humbly present to you our need, united with the confirmation of the holiness of life of Mother Consuelo. (Mention your intention)

In gratitude for your boundless blessings,

We praise and thank you, Our God, Father, Son and Holy Spirit. AMEN.

Prayer to the Blessed Mother

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored your help, or sought your intension was left unaided. Inspired by this confidence we fly unto you, O Virgin of Virgins, Our Mother. To you we come, before you we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in your mercy hear and answer us. AMEN.

Prayer for Intercession of Our Lady of Consolation

God, our Father, You sent Your Holy Son, born of the Virgin Mary, as the consolation of your people. Through the prayers of His Mother, may we find in Him the fullness of Your compassion and share its blessing to all around us. May Mary, Our Mother of Consolation who brought comfort and strength to Monica with the conversion of her son, Augustine, help all those in need and bring consolation to them. AMEN.

Prayer for Augustinian Spirituality

God, the desire of every human heart, you moved St. Augustine to seek restlessly for truth and peace. Touch our hearts with his burning desire for wisdom, for the Word made flesh. God of truth and justice, you taught Augustine to love unity and common life. Give us a share in his thirst for unity and make us one in mind and heart. God, our shepherd, you made Augustine a faithful pastor of your flock. Guide us, like him, to serve all people. As we make our way to Your Kingdom. God, in whom we find our rest, renew in us the desire to follow Jesus and his servant Augustine. Keep us faithful to our promises until at last we find our rest in You. AMEN.



FOREWORD

Dear Students,

Welcome to LCUP!

We, the Administrators, the Faculty, and Non-Teaching Personnel are truly happy to have you as a member of the Augustinian Family – the LCUP “Community of Friends”.



We offer you this Student Handbook which contains the necessary information, intended to guide and give you direction while you are with us. As a student, you need to understand the university policies and operation, which you are required to strictly follow and abide by.

It is good to know that LCUP, as an institution of higher learning and basic education, has the ultimate goal of bringing out the best in you. This, however, needs your wholehearted support. It is only through our cooperative efforts that the real meaning of Christian Catholic education can be attained.

Each LCUP student is called to be Consolanian. It was chosen after the school finally named La Consolacion University Philippines coined after the name of Our Lady of Consolation.

Like Our Lady of Consolation, every LCUP student is called upon to spread consolation to the weary, the confused, the suffering and those in need and is challenged daily to be Christ-like to serve people in the will and name of God.

It is our dream that any person who looks at LCUP students sees the image of Our Lady of Consolation whose 'pure heart' is deeply embedded in the life of our students.

This Student Handbook will be your constant guide as you relate with each other, with your parents, with the Teaching and Non-Teaching Personnel, the School Administrators, and the Sisters. Do read and understand the message contained herein. Live your student life guided by it.

Our prayers go with you all the way. God bless.

Board of Trustees

Administrators

Teaching and Non- Teaching Personnel

Religious Community of the La Consolacion University Philippines

PART I

BRIEF HISTORY OF THE LCUP

The La Consolacion University Philippines is a co-educational Catholic institution established formerly as Colegio de Nuestra Señora del Carmen, in May 1937 and administered by the Augustinian Sisters of Our Lady of Consolation (ASOLC). The school was founded when Doña Estefania Del Rosario Vda. De Jacinto, a sister of Mother Catalina de Jesus, OSA, donated a portion of their land for the education of the children of poor families in Barasoain. At that time, it was then the only educational institution in the locality.



Early Childhood Education and Elementary courses were initially offered. In 1940, three special vocational courses: typing, stenography, and dressmaking were opened. The outbreak of World War II forced the closure of the school. However, upon the insistence of the Japanese occupation forces, the school re-opened with the offering of a secondary course

Enrollment continued to increase in the succeeding years. The quality of instruction dramatically improved owing to the constant entry of a qualified teaching force. Campus discipline was also strictly enforced; facilities were expanded; and new buildings were constructed. In 1965, the need was felt to reopen the College Department. More tertiary-level courses were included in the curriculum. Meanwhile, the school management acquired an additional lot meant for the expansion of the College Campus.

In 1967, the school's name was changed from Colegio de Nuestra Señora del Carmen to Regina Carmeli College.

In August 1979, RCC adopted the Catholic School System Development (CS-SSD) program. The Program aimed to strongly promote the formation of personnel, systematize operations, and upgrade the standards in preparation for the long-range plan of the school for voluntary accreditation.

On August 27, 1984, a solemn ceremony took place to celebrate the laying of the cornerstone of the extension building of Regina Carmeli College on a five-hectare lot at Catmon, Malolos, Bulacan. The move manifested the desire of the institution to play a more decisive role in the education of the Bulakeños. The new campus was blessed and dedicated in a solemn liturgical ceremony on July 4, 1985.

Responding to the needs of the Commerce graduates from Malolos and the nearby key towns of Bulacan, the CPA Review Center was conceived and realized in May 1986. The Center produced successful CPAs and an alumnus who placed seventh in the CPA Board Examinations.

The year 1987 marked RCC's 50th anniversary. The blessing of the Sisters' residence in Catmon and an institutional musical presentation entitled, "Color It Gold!" highlighted the celebration of the Golden Jubilee Year.

In pursuance of the institution's thrust for quality and excellence, the Grade School Department had its first PAASCU Formal Survey in October 1988 followed by the High School Department.

In furtherance of its goal to develop high-level human resources, RCC formally opened its Graduate School Department in June 1991. For its initial offering, the Department accepted graduate students in the field of Behavioral Science with majors in Anthropology, Sociology, and Psychology. Presently, the Graduate School offers six doctorate programs and 24 masterate programs.

As a result of its constant search for ways to translate into concrete realities her pro-people educational thrusts, RCC launched its Adult Night High School program in 1993. The program offered free secondary education, following a DECS-approved 5-year night high



school curriculum. Beneficiaries of the program are underprivileged adults who lack the financial resources to pursue formal education beyond basic elementary schooling. The first batch of graduates was composed of three students conferred in 1998.

The first formal attempt to apply for university status took place in 1993. The President sent a formal letter of intent, together with a project proposal for the conversion of the Regina Carmeli College to a University.

After years of extensive experience in the delivery of community outreach programs that serviced the community, the Mother Rita Barcelo Outreach and Livelihood Corporation (MRBOLC), an institutional unit that focuses on adopting communities and ensuring continuity of livelihood and other supportive basic services to individuals, groups, and communities, launched its noteworthy project to date in 1994 – the Mother Rita Homes. The program, funded by the Committee of German Doctors for Developing Countries, sought to provide low-cost housing units initially to 200 indigent families of Malolos and Guiguinto.

On June 8, 1998, the school was formally inaugurated as a university in Catmon, City of Malolos. The event also witnessed the investiture of the first University President, Sister Carmeli Ma. Catan, OSA who had previously served as College Directress/Dean from 1984 to 1997. Alongside the investiture of the first University President, the institution consistently upheld its mission of producing competent and world-class learners with the prowess and heart of a Marian-Augustinian. Embarking on local and international accrediting arenas in the year 2003, the institution was granted its first ISO 9001:2000 Certification. Moreover, CHED awarded the university the Deregulated Status which served as an emblem that signified a well-established higher education institution with excellence, outstanding performance of graduates in the licensure examinations, and a long tradition of integrity and an untarnished reputation.

The next five years bore many milestones worthy of note including the strengthening of accreditation and quality assurance with the great number of successful accreditations of various programs, notable of which were the PAASCU Level III Accredited Status of Basic Education Department and the granting of Level III status by PACUCOA to the Master of Science in Public Administration program, the second program in the country to be granted such status.

Sr. Niceta M. Vargas, OSA, was installed as the second president of URC on June 4, 2005. On June 12, the Barasoain Center for Innovative Education (BarCIE) officially launched a mission college, URC-San Rafael, in San Rafael, Bulacan initially offering Commerce and Education courses.

The institution also made efforts to build bridges with international institutions and organizations. These initiatives involved inking Memoranda of Agreement with the Daegu Health College in South Korea, St. Joseph School Bangkok Thailand, LUMOS Leuven, Belgium, and Bridge of Life Foundation – Davita Missions USA. The institution also embarked on membership with the Association of Asia and the Pacific. These forged partnerships and



memberships paved the way for opportunities to explore research collaborations, benchmarking, joint community extension endeavors, cultural exchange, and cross-border education programs. In 2008, the institution, with Dr. Belen de Jesus as project proponent, emerged as a leader in Region III when it won the Regional Outstanding Award in a community extension project entitled "The University of Regina Carmeli (URC) Community Development and Extension Program and Its Organizational Feature." The year 2009 ended with a blessing - the celebration of the 70th Founding Anniversary of URC inspired by the theme "The University of Regina Carmeli a Seventy-Year Journey Toward Educational Excellence."

Sr. Editha S. Zerna, OSA was installed as the third URC president on June 4, 2010.

The year 2010 commenced with a blessing and inauguration of the La Consolacion University General Hospital situated in the town of Plaridel. This hospital not only provided medical services to the community but also served as a training facility for the allied medical students of the institution.

Maintaining the University's competitive edge, the management enhanced the academic programs by expanding the curricular courses to bring in new sets of students. The institution offered ten new undergraduate courses and four post-graduate programs including Bachelor of Science in Psychology (BSPsyc), Bachelor of Science in Biology (BSBIO); Bachelor of Science in Information Technology (BSIT); Bachelor of Science in Information System (BSIT); Bachelor of Science in Social Work (BSSW); Bachelor of Science in Radiologic Technology (BSRT); Bachelor of Elementary Education (BEED-SPED); Bachelor of Science in Office Administration (BSOA); Master of Arts in Nursing (MAN); Master of Information Technology (MIT), Doctor of Business Administration (DBA); Doctor in Public Administration (DPA); Doctor of Philosophy (PhD) and Doctor of Educational (EdD), with more course offerings, the college enrollment started to increase. The exciting events of the third millennium demonstrate URC's ability to sustain its thrust of providing Bulacan and other provinces of Luzon educational services in the arena of effective instruction, relevant research, functional extension service, and above all, quality Catholic tertiary education - as it is the only Catholic Augustinian University in the province.

On January 8, 2011, by a congregational decision that schools being run by the Augustinian Sisters of Our Lady of Consolation carry one name, the University of Regina Carmeli was officially renamed La Consolacion University Philippines. With this new name, LCUP committed itself even more to being a provider of world-class, professionally competent human resources who are catalysts for the sustainability of a Christo-Centric Stewardship in the community and the society.

The year 2012 shone another ray of light and hope for the institution as it celebrated its 75 years of existence. Commemorated momentarily, 75 Outstanding Alumni from various disciplines were given recognition and the first-ever International Conference on Interdisciplinary Research Innovations (ICIRI) was made possible, graced by more than 250 presenters coming from renowned academic institutions around the globe.



For the Academic Year 2014 - 2015, LCUP stepped up its efforts in providing quality education and producing quality and globally competitive graduates. All board courses offered by LCUP have yielded results that were well above the national passing rate and all accredited programs stepped up on its level. In this academic year as well, the Commission on Higher Education opened the application for Autonomous Status to all eligible and aspiring higher education institutions. The university, from then on, made its move and commenced with the preparations. Administrators teamed up and compiled evidence of academic programs with accreditation level, institutional international certifications, proof of international and local linkages, research productivity, instruction, and other relevant evidence.

The Academic Year 2015-2016, under the administration of Sr. Imelda A. Mora, OSA, PhD., commenced with a groundbreaking achievement, inking another milestone in the chronicle of the institution. The University was granted Autonomous Status by the Commission on Higher Education (CHED) during the 22nd CHED Anniversary Celebration held at the CHED Auditorium, UP Diliman, Quezon City, joining five other private Higher Education Institutions (HEIs) in Region III to receive such a prestigious privilege and commendation. In addition, the Graduate School's Master of Public Administration (MPA) program has been granted a five-year Level IV Accreditation Status –the highest accreditation status given by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

Since 2015, when its building construction and course-program preparation started, the institution opened its doors to future doctors of the country, launching the College of Medicine on August 14, 2017. Indeed, another big leap of the institution for it is the first ever school in the whole province of Bulacan to offer a course in Medicine. To provide the best quality of education to the pioneering batch of Medicine students, LCUP hired competent and skillful doctors from renowned and established medical schools in Manila to serve as faculty.

LCUP welcomed the AY 2018-2019 with a second-time leader in the person of Sr. Editha S. Zerna, OSA, Ph.D., who directed the growth of the university for the next five years energetically.

As coming together is a beginning, staying together is progress, and working together is fruitfulness, LCUP is stronger with the presence of its partner HEIs. Hence, forging partnerships became one of its pillars. On May 30, 2018, LCUP partnered with Fu Jen Catholic University (FJCU) in Taipei, Taiwan. 36 delegates from LCUP participated in a 3-day benchmarking activity. In adherence to LCUP and FJCU's thrusts towards internationalization, both Catholic universities opened the opportunities for collaborative research between and among their faculty members, cultural exchange students, and faculty projects, as well as student scholarships.

In March 2020, the coronavirus outbreak struck the world. The risks and threats posed by this deadly virus made a huge turnover of events and even now in 2023 continuously poses a threat to people's health. The economy forced several industries to adjust and adapt to the new normal lifestyle - including the academic institutions.



The dangers of the global pandemic however never set back the institution from its dedication to its vision and mission. Adapting to the new normal through flexible learning schemes, the University continued to deliver quality education from one computer or cellular device to another. This learning method materialized through using the Google for Education Enterprise spurred the impetus to shift all learning and teaching activities, whether in a synchronous or asynchronous mode, to the virtual classroom. The sudden shift was never an easy path, but the institution's shared struggle transformed into a shared responsibility to the community. LCUP also joined hands with the local government unit in facilitating vaccination programs and establishing community pantries in its partner communities.

From the year 2020-2022, living in the world of the new normal, the institution consistently found possible ways to develop its Instruction, Research, and Extension. Despite the barriers of social distancing, the LCUP community remained devoted and faithful in strengthening spiritual and religious formation through online celebration activities. At a much greater distance, the institution made allies in different parts of the world such as India, South Korea, Dubai, Sri Lanka, USA, and China through virtual signing ceremonies. The same years paved the way for a great deal of opportunity – the continuing legacy of providing academic and discursive avenues to provide answers and solutions during the trying times of the new normal. The first ever LCUP- Globus Education and Research Association (GE&RA) International Web Conference was born out of the shared mission between the two institutions. On top of this, the International Conference on Interdisciplinary Research Innovations (ICIRI) was brought back into the spotlight for the fourth time.

After two years of confinement in a hybrid learning experience, corridors, and classrooms were occupied again as the university finally opened its doors to full face-to-face learning. Offices operated at full capacity to attend to the needs of the face-to-face learning setup. We may not be able to see the smiles and laughter under each other's face masks, but the beam of light that reflected through our eyes shone an undying hope and resilience. What made 2022 even more special is the commemoration of the 85th Founding Anniversary of LCUP. On December 4, 2022, the whole community stood firm on the same ground the great foundresses stood, joining each other in celebrating this groundbreaking occasion. The most awaited and significant highlight of the University Week occurred on the day of the Founding Anniversary of LCUP. The campus gates were wide open as it welcomed His Eminence Cardinal José Forte Advincula, D.D., proclaimed Cardinal by Pope Francis and Metropolitan Archbishop of Manila, received by the University President Sr. Editha S. Zerna, OSA, PhD, Superior General Sr. Eden L. Gicana, OSA, Bishop Dennis C. Villarojo, D.D., Rev. Fr. Domingo Salonga, and Hon. Governor Daniel R. Fernando.

The institution's vast efforts in sustaining and enhancing its program accreditations and quality assurance certifications throughout the years resulted in successful outcomes as it was hailed by PACUCOA as the institution with the highest number of accredited programs in



Region III and the institution with the highest number of level 1 formal accredited programs in the whole country.

This year 2023 marks another moment to celebrate strength, courage, and gratitude, another juncture to commemorate our predecessors who paved the way to where we are right now, and another chapter to dream big and set foot on a journey in pursuing the LCUP vision, mission, and goals. This year reminds us that 25 years ago, we only dreamed of becoming a university which we are right now, we dared to become greater than what we used to be and did our best to uphold the university standards and give the best university life to our students.

At the threshold of 2024, LCUP will look at the future with high hopes and focus on its vision, mission, and goals as an Augustinian-Marian institution. Together with its community, LCUP will remain steadfast in its pursuit of producing Consolanian graduates who will serve as catalysts of change and exemplars of excellence not just in the local community, but globally as well.

All for the Glory of God!

PART II

FOUNDATIONAL STATEMENT

ASOLC FOUNDATIONAL STATEMENT

OSA CHARISM

We, the Augustinian Sisters of Our Lady of Consolation (ASOLC), are called to incarnate with LIVING FAITH, the COMPASSIONATE CHRIST in a COMMUNITY OF FRIENDS and in HUMBLE, ENDURING SERVICE to the needs of the Church especially the POOR through EVANGELIZATION.

VISION-MISSION STATEMENT OF THE AUGUSTINIAN



SISTERS OF OUR LADY OF CONSOLATION

Moved by the Spirit of the Risen Christ, ASOLC as a community of women disciples, envision themselves to become prophetic witnesses by their life of action-contemplation.

In solidarity with the Filipino people, especially the poor, ASOLC commit themselves to Christ and His mission through renewed integral evangelization that will affect personal-communal conversion for the transformation of the world and integrity of creation towards the realization of the Reign of God.

VISION-MISSION STATEMENT OF ASAS (ASSOCIATION OF SCHOOLS OF the AUGUSTINIAN SISTERS)

ASAS envisions itself as a community of schools inspired by the Catholic schools' philosophy of education and the ASOLC charism, Vision-mission. Its prophetic and transformative mission is to promote renewed integral evangelization in the schools and larger communities contextualized in the religious, socio-cultural, economic, and political realities of the Philippines, Asia-Pacific and the World.

In view of this Vision-Mission, ASAS is committed to:

- Assist its member schools to achieve their objective of guiding students towards their total human development with emphasis on maturity in faith that will deepen one's love of God and of neighbor; and
- Help member schools strengthen their academic programs with religion as core of the curriculum through renewed integral evangelization in both contents and processes.

LCUP FOUNDATIONAL STATEMENTS

EDUCATIONAL PHILOSOPHY

As a Catholic University, LCUP believes that a true Augustinian Marian student has a commitment to Christ-centered prophetic witnessing as manifested through his/her spirit of national and global concern for the Church, his/her country and for other persons.

The La Consolacion University Philippines, through its formal curricular as well as non-formal programs, aims toward the wholistic development of the individual inspired by the teachings of St. Augustine, the life of Our Lady of Consolation rooted in Gospel values.

VISION STATEMENT



Moved by the Spirit of the Risen Christ, La Consolacion University Philippines, envisions itself to become a catalyst for the wholistic transformational development of Catholic Augustinian Marian graduates rooted in Gospel values.

MISSION STATEMENT

To achieve the above vision, LCUP commits itself to generate and make available to its Augustinian Marian students, programs and services that will make them:

- exhibit academic and technical competence in their respective areas of discipline in the local and international environment;
- demonstrate their knowledge, critical thinking, and creativity by exploring the various avenues of learning and searching for truth;
- manifest their willingness to serve specially the marginalized sector of our society;
- demonstrate productivity in various areas of learning as responsible citizens of the society; and
- live the Gospel values in the varied aspects of their personal and professional lives.

INSTITUTIONAL GOALS

- To provide basic and higher formal and innovative education programs that are nationalist/globalist in character and responsive to international standards of responsive excellence.
- To generate and diffuse knowledge in the broad range of disciplines relevant and receptive to the dynamically changing domestic and international environment.
- To broaden the access of deserving and qualified students to higher education opportunities.
- To optimize the social, institutional, and individual returns and benefits derived from the utilization of higher education resources.
- To develop and maintain the professional and personal integrity among the members of the community that will equip the nation with responsible and accountable stewards.
- To promote the Catholic Augustinian Marian culture of commitment to charity, action, contemplation, and preferential option towards the marginalized sector of the society, and the promotion of justice and peace, creation spirituality and gender equality.

QUALITY POLICY

- "Creating Quality Learning, Making Quality a Lived Experience".
- "Quality Learning Doesn't Just Occur, LCUP Makes It Happen".
- "Serving Communities Live Faith, Life and Culture through Action-Contemplation".



- “Continual improvement of the Quality Management System (QMS) to sustain customer satisfaction in accord with ISO standards and applicable statutory and regulatory requirements”.

CORE VALUES

Interiority

Turning inward and returning to our inner self. Encountering the reality of our self and its sinfulness, through prayer, reflection, and contemplative silence for us to transcend to an ultimate encounter with God.

Compassion

Loving and extending our care for others by understanding their feelings, recognizing their needs, and responding to it. "What does love look like? It has the hands to help others. It has the feet to hasten to the poor and needy. It has eyes to see misery and want. It has the ears to hear the sighs and sorrows of men. That is what love looks like." (Source: Augustine of Hippo, Confessions)

Community-Orientedness

Fostering a spirit of friendship, unity and interdependence based on mutual trust and respect to create a socially responsive environment that would challenge each one to be united and committed in reaching a common goal.

Courage

Fostering the ability to freely express our thoughts and ideas. Bravely speaking the truth in a prudent manner. Having the audacity to give and accept brotherly or sisterly corrections. And doing the right thing that is based on Gospel values even other people are doing the other way around.

Humility

We strive to accept our reality and the sacredness in us and of others. Allowing us to recognize and appreciate our strengths and limitations. Willingly accepting feedback and/or brotherly or sisterly corrections and taking the opportunity to transcend and learn from those. And for being grateful to God for uniquely creating us for a certain purpose.

Missionary Spirit

Living a life that touches others. A life witnessing the examples and teachings of Christ. The boldness to respond to the call of time. "The degree to which you are concerned for the



common good rather than for your own, is the criterion by which you can judge how much progress you have made.” (Source: Augustine of Hippo, The Rule)

EXPECTED GRADUATE ATTRIBUTES

Expected LCUP Graduate Attribute:

Critical and Creative thinker

- Analyzes problems/situations systematically and logically.
- Seeks new and valid information to broaden understanding.
- Demonstrates and models the use of higher-order thinking skills.
- Creates solutions to problems using novel methods and processes.
- Views issues without any pre-set biases or limitations.
- Recognizes points for improvement and uses imagination to solve problems.
- Competent Catholic Augustinian Marian Professional
- Possesses a high level of knowledge, skills, and competence in his/her area of specialization
- Demonstrates good command of at least two languages
- Utilizes effectively appropriate media and information technologies

Socially Responsive Steward

- Demonstrates sense of commitment of leadership and service towards helping the marginalized in improving their lives.
- Works with others and collaborates for a common good and with a heart to care for others specially the least in the community
- Practices good stewardship and accountability
- Promotes high regard to God's creations.
- Enhances moral values, work ethics, commitment, sense of responsibility, and sense of belongingness.

Transformative Lifelong learner

- Promotes transparency of knowledge
- Fosters reflexivity
- Considers risk and confidence of judgement
- Translates knowledge skills, attitudes, values in the world of work and in their real-life situation
- Contributes to the growth of the society in whatever work or profession that responds to the needs of the 21st century world, other -not self-centered and ready to serve humanity and whole creation.



BASIC EDUCATION DEPARTMENT

Vision Statement

The LCUP Basic Education Department envisions itself to be a laboratory for the training of faithful stewards who are Christ-centered, competent, community oriented, have strong character, and effective-affective agents of change.

Mission Statement

In collaboration with the home, community, the church and other social institutions, the mission of the Basic Education Department is:

1. To provide students with excellent teaching and learning experiences that would enable them to lead and respond to the challenges of a complex society.
2. To create a learning environment which will develop student's critical and analytical thinking skills.
3. To nurture pride for cultural heritage and national identity, deep love for country and willingness to contribute to its development.
4. To provide access to affordable and quality education regardless of gender, origin, race, and creed.
5. To establish a community of friends consisting of Administrators, Teachers, Alumnae, Parents, Students, and other stakeholders nurtured in and imbued with Catholic Augustinian Spirituality.

Goals and Objectives:

Early Childhood Education (Nursery to Grade3)

The overall goal of the Early Childhood Education is to provide a carefully prepared and sequenced learning process and environment geared toward the learners' holistic formation with profound emphasis on the development of their multiple intelligences. Its objectives are:

1. to provide an opportunity for pupils to learn that leads to love for life-long learning by helping them discover answers through hands-on learning activities that spur their individual inquisitiveness and creativity;
2. to assist pupils to learn and solve problems, think logically, represent, and think symbolically, use their imagination and creativity effectively;
3. to develop social progress of pupils through interactive and cooperative learning activities coupled with communal and environmental skills responsiveness;
4. to provide curriculum activities that harness a positive self-image among learners and facilitate in their holistic development



5. to develop language proficiency which includes encoding and decoding words, spoken and written, verbal and non-verbal; expanding their vocabulary significantly and developing literary skills like listening, speaking, reading, and writing; and
6. to promote common good and care for God's creation.

Elementary Level (Grade 4 – Grade 6)

The overall goal of the elementary level is to facilitate the pupil's basic integral formation of mind, body, and spirit to prepare them to become responsible stewards, its objectives are:

1. to equip the learners with fundamental knowledge skills, attitudes, and values essential to their holistic development through quality teaching-and-learning experiences;
2. to create opportunities which would increase the pupils' social awareness and prepare them for constructive and effective involvement in their family, school, and community;
3. to respond to the needs of the poor but deserving pupils by providing them access to affordable and quality elementary education, regardless of religion, gender, creed, and race;
4. to provide pupils with experiences that will allow them to witness in their daily lives, the gospel message of love, peace and justice as expressed in the Augustinian Core Values of interiority, humility, courage, missionary spirit, compassion and community-orientedness;
5. to engage pupils in simple investigative activities that will harness their technological, analytical, and critical thinking skills; and
6. to promote common good and care for God's creation.



High School Level (Grade 7 – Grade 12)

The goal of the secondary education level is to prepare the students for the demands of higher education and train them to become potential servant leaders and prophetic witnesses in the communities.

Specific Objectives:

1. to provide quality and excellent catholic education which will empower learners to respond to the challenges of higher learning;
2. to provide training in productivity and transformative leadership through enhancing learners solidarity with the poor and the marginalized;
3. to create learning opportunities which will develop learners technological, critical, and analytical thinking skills and communicative competence.;
4. to provide opportunity of access to an affordable and quality education, regardless of religion, gender, creed, and race;
5. to provide students with learning experiences that will allow them to become prophetic witnesses in their communities thereby leading others to God; and
6. to promote common good and care for God's creation.



SCHOOL MOTTO
UNITY* CHARITY* TRUTH*

LCUP HYMN

Refrain:

Beloved LCUP!

Alma Mater dear, we hail

And we shall sing her praise, Sing her praise to the sky.

As faithful sons and daughters,

Your torch we'll carry

As we shall raise your flag up high, Beloved LCUP!

Guiding star of our future,

Give us strength forever more

Guide us in our constant journey

As we commit ourselves to oneness,

A call for love...

A call for justice...

A call for peace...

A call for freedom...

Repeat Refrain

Alma Mater dear.

We pledge to be true Consolanians. Your ideals will be our guide

Where'er our searching may take us.

Faithfully we'll proclaim

The lessons of faith and love

Imbined from your fountain

Of truth and wisdom



ALMA MATER SONG

Through the years, the standard of you
Guide us to goals, even higher and true
Serving each day, guiding our way Hail Alma Mater, dear LCUP.

Chorus:

Hail Alma Mater, dear LCUP
In hearts and soul;
It will be our goal
To serve thee faithfully
Children of Mary, praise thee always
Hail Alma Mater, LCUP

Brightly beams in all of our dreams
Your light of service guiding our way
Though we may go, far far away
We'll ne'er forget you, dear LCUP.



PART III

ADMINISTRATION OF THE SCHOOL

In the pursuit of internal efficiency, the University counts on the competent personnel who compose its workforce. The personnel in turn are managed by administrators whose mission is the translation of the goals and objectives of the university into reality.

1. **BOARD OF TRUSTEES** - This is composed of Augustinian Sisters and highly competent lay persons who formulate and determine the basic and essential institutional policies.
2. **UNIVERSITY PRESIDENT**- She is the chief Executive Officer of the institution. As chairman of the Administrative Council, she has the final responsibility and authority in carrying out all decisions pertaining to the governance of the school. She animates, facilitates, and unifies the school community to undertake the courses of action with accompanying wholesome educational atmosphere along the school's thrust.
3. **VICE PRESIDENT FOR SPIRITUAL FORMATION AND EXTENSION**- He/She is tasked to develop a faith community supportive of the growth and development of Christian life in the academe by making each one aware of the Church's evangelizing involvement and Christian witnessing.
4. **VICE-PRESIDENT FOR ACADEMIC AFFAIRS** - She/he is responsible for the over-all program management of a comprehensive and integrated academic affairs program including enrollment management. She/he leads the different academic departments through systematic planning, budgeting, evaluation, coordination, and administration.
5. **VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES**- He/She serves as the Chief Financial Officer of the University. He/She is responsible for planning, managing and directing the University's financial operations. In this respect, he/she assumes the responsibility of formulating and implementing financial strategies that enhance revenues and efficiency leading to more cost-effective financial practices. He/She directs the annual budget development process that includes preparation of enrollment and revenue estimates, compensation plan recommendations and strategies for the most efficient allocation and use of all the financial and material resources available to the University and exercises supervisory responsibility over the units/departments under him/her.
6. **VICE-PRESIDENT FOR RESEARCH AND INNOVATION**- He/She is expected to direct institutional planning, development, assessment, and resource allocations across the research development units to articulate goals to achieve the RPO vision. He/She is expected to represent the University to funding agencies and research organizations and will provide leadership in administering the University's internationally sponsored and externally funded research development and training programs. He/She will work closely with the President, other executive officers, and Deans and Directors of colleges, and institutes and government agencies.



7. **UNIVERSITY TREASURER** - She manages the school's finance, as well as all the temporal goods of the school and oversees the achievement of the goals of the apostolate as an expression of the Charism and Mission Statement.
8. **UNIVERSITY REGISTRAR** - She/he organizes, coordinates and controls activities that concern student registration, transfer, graduation, and the maintenance and safe keeping of student records. He/she keeps himself/herself abreast with the DepEd and CHED policies that concern the educational requirements of all students at all levels.
9. **ASSISTANT TO THE PRESIDENT FOR EXTERNAL AFFAIRS AND INTERNATIONALIZATION** – He/She is a key member of the La Consolacion University Philippines' Administrative Committee and is integral to the University's commitment to the overall success of the international education and engagement. He/She leads the University's overall directions in developing and maintaining effective and innovative system of linkages, external affairs, and internationalizations to sustain the University's partnerships with local and global institutions.
10. **PRINCIPAL** - As an educational leader, he/she undertakes the delicate task of becoming and being Administrator, Supervisor and Animator. While he/she attends to the demands of quality education responsive to the aspirations of the Filipino people, in line with the OSA Mission and thrust, he/she likewise directs his/her efforts towards the creation of an atmosphere conducive to effective learning and community building.
11. **ASSISTANT PRINCIPAL** – In the spirit of collegiality, subsidiary, and shared leadership, he/she assists the Principal in the exercise of various tasks related to academics, administration, and supervision.
12. **SUBJECT AREA COORDINATOR** – He/She assists the Assistant Principal in the supervision of instruction, curriculum, and other related academics in his/her department.
13. **COORDINATOR OF DISCIPLINE** – He/she looks into the general discipline, order and behavioral routine and healthy relation, harmony in view of integrating academic learning and practice, witnessing the mission and vision and implementing the thrusts of the University.
14. **COORDINATOR OF STUDENT ACTIVITIES** - He/She is responsible for the coordination and direction of the organizational and school related activities in the Department to ensure smooth and well-balanced implementation.
15. **COORDINATOR OF EARLY CHILDHOOD EDUCATION** - He/She assists the Assistant Principal in the supervision of instruction, curriculum, and other related academics in his/her department
16. **COORDINATOR OF ALUMNI RELATIONS** – He/She is responsible for providing coordination and assistance, both to the alumni and alumni association, in all alumni-related activities, services, events, and projects. Develops and implements plans and programs that will establish lifelong learning relationships with the university alumni.
17. **DIRECTOR, ADMINISTRATIVE SERVICES** – He/ She is responsible in coordinating and facilitating human resource management services in the university particularly on the areas of staffing, performance appraisal, training, employer-employee relations and



benefits and recognition programs. He/ She assists and/or gives recommendations to the management on the wide variety of human resource management domains. She serves as the overall custodian of employee records.

18. **DIRECTOR, QUALITY MANAGEMENT SYSTEM** – He/She oversee the establishment, documentation, and effective implementation of the Quality Management System to ensure consistent compliance to all the regulatory and statutory requirements in adherence to the ISO 9001:2015 Standard.
19. **DIRECTOR, ACADEMIC QUALITY ASSURANCE** – He/She is responsible for overseeing and implementing quality assurance initiatives and processes to ensure the highest standards of academic excellence of the different programs. This role involves collaborating with the different departments to develop, implement, and evaluate quality assurance strategies, policies, and procedures. He/She provides leadership in fostering a culture of continuous improvement and plays a vital role in attaining national or internationally recognized program accreditations, assessments, or accreditations.
20. **DIRECTOR, MANAGEMENT INFORMATION SYSTEM** – He/she is the overall coordinator that takes charge of managing information systems and computing resources of the university. He/She proposes policies and guidelines regarding the installation and maintenance of information technology. He/She also reviews all requests and recommends purchase of information technology.
21. **DATA PRIVACY OFFICER** - The DPO serves as the main point of contact between the University and the relevant data protection authorities. He/She is responsible for educating the University employees about data privacy compliance, training members of staff who are involved in processing data and carrying out privacy risk assessment.
22. **DIRECTOR, DIGITAL TECHNOLOGY AND COMMUNICATION** – The Director of the Marketing and promotions Office is responsible for creating, developing, and delivering marketing and promotion programs/strategies that are aligned with the university's vision, mission, and thrusts. He/She coordinates and implements varied activities to promote the university's products and services and innovate ways to communicate the university's message to internal and external stakeholders.
23. **DIRECTOR, MANAGEMENT INFORMATION SYSTEM** - He/she is responsible for the overall preparation of the computer system including the computer center. This includes maintenance, planning, improvement of the services, its physical facilities and equipment.
24. **DIRECTOR, STUDENT AFFAIRS AND SERVICES-** He/She reports to the Vice-President for Academic Affairs and serves as a member of the Academic Council. He/She is responsible for planning, organizing, controlling, and evaluating the Student Affairs and Services in view of integrating theory and practice in accomplishing the mission and implementing the thrust of the institution towards the promotion of a caring and nurturing learning environment.
25. **DIRECTOR, LIBRARY AND INFORMATION CENTER** – He/she ensures that the library becomes a resource and learning center that delivers services and facilities for relevant and responsive education.



26. **DIRECTOR, INTEGRAL EVANGELIZATION PROGRAM** – The Director for Integral Evangelization Program manages the religious education ministry, the campus ministry and the social action ministry. He/she exercises supervisory responsibility in all evangelization programs and activities. He/she is charged with the responsibility of developing, coordinating and administering formation/evangelization programs in the university.
27. **DIRECTOR, EXTENSION SERVICES** - He/She plans, organizes, implements, controls and evaluates the activities and projects of the Office of the Extension Services. He/She identifies linkages with government and non-government organizations and formulates extension programs in line with the University Vision and Mission.
28. **DIRECTOR, UNIVERSITY LABORATORIES** - He/she is responsible for the availability of the laboratory resources and aids necessary for formal and informal teaching. He/she is also in charge of maintaining the laboratory and all its appurtenances.
29. **CRISIS MANAGER** - The crisis manager is a pivotal member of the crisis management team. His/her primary role is to protect and maintain the reputation, image, and public perception of the affected entity during times of significant adversity. Further he/she directs the organization's execution of the Crisis Management Plan and ensures that safety is embedded in all procedures and activities being carried out in the university. He/she is also in-charge of the implementation and monitoring of the Occupational Health and Safety standards in the workplace.



PART IV

ADMISSION AND ENROLLMENT REQUIREMENTS & PROCEDURES

All applicants for admission to the university must accomplish the application form secured from the Admission Office. New enrollees are on probation for at least one (1) year. All students /pupils are obliged to obey the university rules and regulations and to comply with other policies and requirements as may be deemed necessary.

REQUIREMENTS FOR ADMISSION

Grade Level	Requirements for NEW STUDENTS & TRANSFEREES
Nursery 1	PSA Birth Certificate (Original) 2x2 picture LCUP Interview Result
Nursery 2 and Kinder	PSA Birth Certificate (Original) Form 138 (Original Report Card) 2x2 picture LCUP Interview Result
Grades 1 to 6	PSA Birth Certificate (Original) Form 138 (Original Report Card) Form 137 (with remarks copy for LCUP) 2x2 picture LCUP Interview Result (New and Transferees) Good Moral Certificate (Grade 4-6 only) LCUP Entrance Exam Result
Grades 7 to 10	PSA Birth Certificate (Original) Form 138 (Original Report Card) Form 137 (with remarks copy for LCUP) 2x2 picture LCUP Interview Result (New and Transferees) Good Moral Certificate LCUP Entrance Exam Result*
Grades 11 to 12	PSA Birth Certificate (Original) Form 138 (Original Report Card) Form 137 (with remarks copy for LCUP) QVA or ESC Certificate (Grade 11 only)



	Certificate of Completion (Grade 11 only) QVA for ALS 2x2 picture LCUP Interview Result (Transferees) Good Moral Certificate (New and Transferees)
--	--

1. Foreign Students

As stipulated in the DECS Order No. 26 s. 1994 foreign students who may be admitted are:

- Those who have completed the Sixth or Seventh Grade abroad are eligible for admission to the Grade 7 Junior High School; however, graduates of five-year elementary curriculum are eligible only for admission to Grade 6.
- Those who have completed the Eight Grade abroad are eligible for admission to the Grade 8 of Junior High school but shall take Filipino 7 Araling Panlipunan 7 (Philippine History and Government), and Religion subjects.
- Those who have completed the Ninth Grade abroad are eligible for the Grade 9 Junior High School but shall take Filipino 7 and Araling Panlipunan 7, and then take Filipino 8 in the Grade 10 of Junior High School.
- Those who have completed the Tenth Grade abroad are eligible for the Grade 10 of Junior High School but shall take Filipino 7, Araling Panlipunan 7, and Religion. They need not take Filipino 8, 9 or 10 to graduate.
- Those who have completed the Eleventh and Twelfth grades abroad are eligible for admission to the tertiary level depending on the course they will pursue, and the results of the qualifying examinations. They are required to take Religion subjects.

Foreign students who seek admission to LCUP must comply with the following:

- Must secure Certificate of Eligibility for Admission from the DepEd.
- Photocopy of the Alien Certificate of Registration (ACR) duly verified by DepEd, the Immigration Certification of Residence (ICR) and Birth Certification.
- BI Student Visa Permit; and
- Drug test result

Note: Foreign student applicants must proceed to the office of International Student Affairs for checking of proper documentary requirements. Upon completion of such, the student applicant proceeds to the Admissions Office for the usual admissions procedure after proper endorsement has been made by the International Student Affairs.



** Authentication Certificate/Apostille*

2. Students Returnee

All students who have stopped or withdrawn from the roll and wish to return must:

- a. Secure and accomplish a Student Returning Slip Form from the Office of the University Registrar.
- b. Secure clearance from the Finance Office.
- c. Present the clearance to the Principal to secure Permit to Enroll; and
- d. Undergo the same requirements for the New/Transferee students/pupils.

Note: *Student Returnee must undergo evaluation prior to enrollment.*

3. Old Students/Pupils

- a. In general, old students are automatically reserved for admission in the following school year except those who are irregular in attendance, habitual late comers and those with academic deficiency. These students/pupils must first secure the approval from the Coordinator of Discipline.
- b. Accomplish online or physical registration.
- c. The original Report Card (F-138) must be submitted upon enrollment.

ENROLMENT PROCEDURE FOR OLD STUDENTS/PUPILS

1. Present Original Report Card (F-138) (preceding school year) to the enrolment section for evaluation and assessment.
2. Proceed to the Finance Office for the payment of school fees.
3. Proceed to the Office of the University Registrar and present the Official Receipt (OR) from the Finance Office for the issuance of the Official Certificate of Registration.
4. Proceed to the BED library for ID picture taking.
5. Proceed to the clinic for medical and dental check-up.

ENROLMENT PROCEDURE FOR STUDENTS' RETURNEE / NEW STUDENTS / PUPILS / TRANSFEREES

1. Secure requirements: PSA (original), 2x2 picture, Good Moral Certificate, LCUP entrance Exam Result* and at the Admission Office
2. Take the LCUP entrance examination at the BED Guidance Office and bring the result to the admission office for documentation.
3. Proceed to the Principal's Office for evaluation and interview.
4. Proceed to the Enrollment section for the assessment.
5. Proceed to the Finance Office for the payment of school fees.



6. Proceed to the Office of the University Registrar and present the Official Receipt (OR) from the Finance Office for the issuance of the Official Certificate of Registration.
7. Proceed to the BED library for ID picture taking.
8. Proceed to the clinic for medical and dental check-up.

ENROLMENT PROCEDURE FOR FOREIGN STUDENTS

1. Secure requirements: Certificate of Eligibility for Admission from the DepEd, Alien Certificate of Registration (photocopy) duly verified by DepEd, the Immigration Certification of Residence (ICR), Birth Certification, Bureau of Immigration Permit to Study, and Translated Academic Records.
2. Take the LCUP entrance examination at the BED Guidance Office and bring the result to the admission office for documentation.
3. Proceed to the Principal's Office for evaluation and interview.
4. Proceed to the Enrollment section for the assessment.
5. Proceed to the Finance Office for the payment of school fees.
6. Proceed to the Office of the University Registrar and present the Official Receipt (OR) from the Finance Office for the issuance of the Official Certificate of Registration.
7. Proceed to the BED library for ID picture taking.
8. Proceed to the clinic for medical and dental check-up.

POLICY IN ADMISSION OF LEARNERS WITH SPECIAL NEEDS AND DISSABILITIES

Since time in memoriam, La Consolacion University Philippines (LCUP) has upheld a tradition of inclusivity, embracing students diagnosed with disabilities and special needs. Our commitment to providing a supportive and accommodating learning environment has allowed many students to thrive academically and personally. However, in recent years, there has been a significant increase in the number of students diagnosed with various disabilities and special needs seeking enrollment in our Basic Education Department.

In response to this growing demand, a policy for the admission of students with special needs and disabilities was created. This policy aims to ensure that LCUP continues to provide high-quality education and support while maintaining the resources and attention each student requires. By implementing a structured and thoughtful admission process, we can uphold our inclusive values and better serve the diverse needs of our student community.

This policy aims to establish guidelines for the admission of children with disabilities and special needs to the regular school program at La Consolacion University Philippines (LCUP). It ensures that all students receive appropriate support and resources for their educational success while maintaining the integrity of the inclusive educational environment.



This policy applies to all prospective students with disabilities and special needs seeking admission to the Basic Education Department at La Consolacion University Philippines from Nursery to Grade 3 levels.

LCUP is committed to providing an inclusive educational environment that supports the diverse needs of all students. The university will make reasonable accommodations to ensure that students with disabilities and special needs have equal access to educational opportunities.

ADMISSION GUIDELINES:

A. Application Process

Parents/guardians of children with disabilities and special needs must complete the standard application form and indicate their child's specific needs.

A formal request for accommodations and support services must be submitted along with relevant medical and/or psychological documentation. The following documents will be submitted:

1. Result of the neurodevelopmental pediatrician (indicating that the child is recommended for regular school)
2. Result of the therapy session from licensed/ qualified centers.
3. Copy of Birth Certificate
4. Records from previous school if the child experienced regular school in the past school year.
5. 2x2 picture

B. Assessment Team

The team will conduct a comprehensive evaluation to understand the child's specific needs and determine the appropriate accommodations and support services required interview and school visit. The following assessment team are:

- Admission Office Staff

The admission staff will collect the necessary documents as the first step of the admission. The Admission Staff will inform the Early Childhood Coordinator about the documents submitted by the parents/ guardians.

- ECE Coordinator

The Early Childhood Coordinator will invite the parents and students for an interview and assessment based on the records submitted by the parents. The ECE Coordinator will present and submit the records of the child and the result of the interview and assessment to the Guidance Counselor for review.

- Guidance Councilor

The guidance counselor will review the following documents and schedule an assessment observation for students together with the ECE Faculty members to see if the child can adapt and be ready for regular set-up.

- ECE Faculty Members



The ECE teacher will submit a report to the guidance counselor if the child is ready for regular schooling using the ECCD Checklist or Early Childhood Care and Development Checklist.

C. Admission Decision

The final admission decision will be made by the assessment team based on the evaluation and availability of resources.

Parents/guardians will be notified of the admission decision in a timely manner.

D. Inclusion Phase (Based On DepEd No. 72,S. 2009)

- Maximum of two (2) children with mild disability shall be included in a regular class, while only one (1) severely or moderately disabled shall be included in a regular class.
- Plans programs and activities where regular and special children can work and perform together.
- Monitor the services rendered by regular teachers and therapy centers teacher, other school personnel and parents to commend their support and dedication.
- Establishes linkages with government and non-government agencies for additional resources and support of the implementation of the program.

Note: Role of the Parents and Guardians

- LCUP values the active involvement of parents/guardians in the education of their children. Regular meetings will be scheduled to review the student's progress and update the IEP as necessary.
- Consistently submit the latest result of the neurodevelopmental pediatrician and the Therapy result to the Student Wellness Officer and ECE teachers for proper review and implementation of recommendations.
- Regularly attends conferences in school schedule by the ECE teachers and Student Wellness Officer.

PART V

SCHOLARSHIP AND OTHER DISCOUNT PRIVILEGES

1. **ACADEMIC SCHOLARSHIP**

Kinder to Grade 10 students who recorded top ranks during the current school year are entitled to scholarships for the subsequent school year provided that he/she has not committed violations punishable by community service or suspension.

Rank 1 – 100% free tuition fee

Rank 2 – 50% free tuition fee

Rank 3 – 25% free tuition fee



2. **PEAC DepEd Subsidy for Grade 7 to Grade 10**

The Private Education Assistance Committee scheme, or PEAC, is a program provided for by Republic Act 8545 (amending R.A. 6728), or the “Expanded Government Assistance to Students and Teachers in Private Education, or GASTPE. Its main objective is to decongest public secondary schools by “contracting” the excess capacities of private high schools through the provision of subsidies for students who, otherwise, would have gone to the public high schools.

Source: DepEd Order No. 6, s. 2015

Additional Requirement for new students/ transferees:

Certification from the Principal of the school where the student last attended indicating their rank number. c/o PEAC

Note: PEAC Subsidy can be deducted from the Tuition fees and or Miscellaneous fees if the student ranks 1st, 2nd or 3rd in Academic Performance

3. **Dep Ed Voucher for Grade 11 to Grade 12**

DepEd School Graduates/Public School Graduates – Php 17,500

PEAC- ESC Grantees – Php 14,500

4. **ATHLETIC/VARSITY TEAM SCHOLARSHIP (Grade School and Junior High School)**

A student-athlete scholarship is awarded to all Grade School and Junior High School varsity every school year through tuition fee discounts, and 100% discount on swimming fee.

- Top 3 placers in local and provincial sports events are entitled to a 100% discount on swimming fee.
- Top 3 placers in regional and national meets or events are entitled to tuition fee discounts as follows:
 - Gold – 100% tuition fee discount
 - Silver – 50% tuition fee discount
 - Bronze – 25% tuition fee discount

Note: The discounts will be applied for the next school year.

5. **SIBLINGS DISCOUNT (Nursery to Grade 10 only)**

- 5 sibling – 75% free tuition fee for the eldest child, and development fee is free
- 4 sibling – 50% free tuition fee for the eldest child, and developmental fee is free
- 3 sibling – 25% free tuition fee for the eldest child, and development fee is free
- 2 sibling – development fee discount



- **Note:** *The siblings discount only applies to siblings in the N-10 program*

6. LCUP EMPLOYEES CHILDREN/NIECE OR NEPHEW

- 100% tuition fee discount for one (1) child of tenured faculty or permanent non-teaching personnel.
- 100% tuition fee for the first-degree niece/nephew of the single teacher who has rendered 5 consecutive years of service, as a regular employee
- 50% discount on tuition fee of one (1) child of a probationary faculty who has rendered three (3) years of service to the University.

7. SCHOLARS OF AUGUSTINIAN SISTERS

- The Augustinian Sister could avail one (1) scholarship for her members of the family up to the 3rd degree of consanguinity.
- The grantee of the scholarship can avail free tuition and basic fees from Grade School to College.
- The Augustinian Sister could only avail herself of the scholarship for her family members, one at a time.



PART VI

GENERAL UNIVERSITY DIRECTIVES

DAILY UNIFORM

The uniform represents the school. It is required that all bonafide students wear the proper uniform at all times.

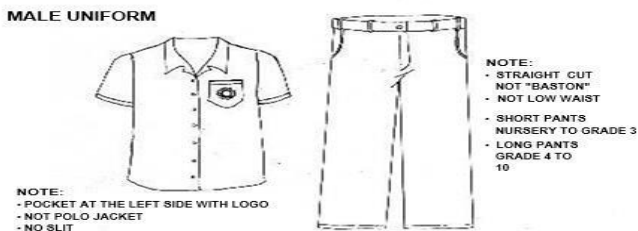
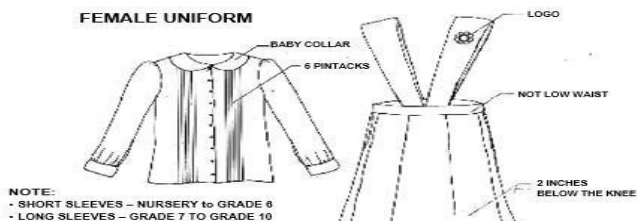
Grade Level	Boys	Girls
Nursery to Grade 3	• Short sleeves white polo with school patch • Navy blue shorts • Closed black leather shoes • White socks	• White short sleeves blouse with baby collar • Navy blue skirt with strap • School patch on the upper left strap of skirt • Closed black leather shoes • Plain white socks
Grade 4 to 6	• Short sleeves white polo with school patch • Navy blue shorts • Closed black leather shoes • Plain white socks	
Grade 7 to 10	• White polo without slit • Plain white under-shirt used with the white polo (tucked in) • LCUP patch placed on the left pocket of polo • Polo worn tucked out of the pants • Navy blue pants (low waist and baston style are not allowed) • Closed black leather shoes • Plain white socks	• White long sleeves blouse with baby collar • Navy blue skirt with strap (length: 2 inches below the knee) • School patch on the upper left strap • Closed and plain black low-heeled shoes • Plain white socks



	•	
Grade 11 to 12	• White polo with slit • Polo worn tucked out • LCUP Senior High embroidered on the upper left side of the polo • Plain white undershirt (tucked in) • Navy blue pants (low waist and baston style are not allowed) • Black leather shoes • Black socks	• White polo blouse • Blouse worn tucked out • Plain white under shirt (tucked in) • LCUP Senior High embroidered on the upper left side of the polo blouse • Navy blue pants (low waist and baston style are not allowed) • Closed and plain black low-heeled shoes • Black foot socks

K-10 Uniform

(real pictures)



SHS Uniform





PROPER GROOMING

A consolanian wears his/her uniform with dignity and pride. He/She observes proper grooming, hygiene and simplicity at all times.

1. A pupil/student must report to class during school days in the prescribed uniform. The uniform must be clean and well pressed. During instances they are allowed to report in casual wear, their attire should always be simple, modest and appropriate for the occasion.
2. Hair care is part of good grooming. It should be well-combed and neat at all times. In keeping with good taste and propriety, fancy haircuts are not allowed. A pupil/student is obliged to sport a well-trimmed boy's cut, commonly known as barber's cut.
3. Pupils/students are encouraged to maintain a neat and simple appearance, wearing only a modest wristwatch if desired, while refraining from body accessories such as jewelry.
4. The prescribed P.E. uniform should be worn during the P.E. classes: cotton shirt with school logo, blue jogging pants and plain inexpensive pair of white rubber shoes.

IDENTIFICATION CARD

A pupil/student enrolled in the university is issued an official identification card duly signed by the Principal.

1. I.D. card is a part of school uniform and is non-transferable. It is required upon entering the campus and must always be worn with the official University's ID lace. It should be free from trimmings, writings and stickers.
2. Lost I.D. should be reported to the proper authorities. A charge of Two Hundred pesos (P200.00) for second issuance shall be paid at the Finance Office with a letter from the parent / guardian. No I.D. card will be issued for the 3rd time unless an Affidavit of Loss has been presented and paid the amount.

ATTENDANCE

Regular attendance and diligence in studies are essential factors for successful school endeavors. Therefore, every LCUP pupil/student is expected to attend classes promptly, regularly and diligently. Punctuality must be observed at all times.

ABSENCES



1. A pupil/student must attend his/her class starting from the first day of school. Classes missed due to late enrolment shall be counted as unexcused absences.
2. A pupil/student who incurs unexcused absences of 20% of the total number of school days shall be dropped from the school roll.
3. For any form of absence, a pupil/student shall report to the Office of the Coordinator of Discipline to secure an admission slip. He/she should present an excuse letter from the parent.
4. When a pupil/student is absent due to contagious illness, he/she must present a medical certificate from the attending physician and duly certified by the university physician that there is no danger of contagion.
5. A pupil/student who leaves the class without permission from the teacher shall be marked absent and shall be required to get an admission slip before he/she can attend the class again.
6. Absence due to representation/participation in any activities/competition not directly representing LCUP or not duly recognized by the school is unexcused.
7. A pupil/student is not excused from fulfilling the subject's requirements due to excused absences. The pupil/student is responsible for the lectures and assignments given during his/her absence.

TARDINESS

1. A pupil/student is required to attend the flag-raising ceremony everyday whether conducted inside or outside the classroom. A pupil/student who misses the flag-raising ceremony shall be considered tardy.
2. A pupil/student must be in school fifteen (15) minutes before the start of the Adviser's Period.
3. Three (3) recorded tardiness is equivalent to one (1) absence.
4. A tardy pupil/student must secure an admission slip from the Office of the Coordinator of Discipline to be presented to the class adviser/subject teacher. The admission slip is required to tardy pupils/students for her/him to be allowed to attend his/her class.

SUSPENSION OF CLASSES

1. Only the President or her authorized representative may declare the suspension of classes.
2. In case of typhoons:
 - DepEd Order No. 37 s. of 2022 "Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outages/Interruptions, and Other Calamities"In-person, online classes and work from Kindergarten to Grades 12 and Alternative Learning System (ALS) in all levels are "automatically cancelled"



in schools situated in Local Government Units (LGUs) issued with Tropical Cyclone Wind Signals (TCWS) 1, 2, 3, 4, or 5 by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA).

- **Malolos Executive Order No. 42 s 2022**
An order Adopting the Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Disasters and Other Natural Calamities

PERMIT TO GO HOME

Once a pupil/student enters the school premises, he/she is expected to remain on campus for the duration of the school day to ensure safety and full engagement in school activities. In cases of emergency, a pupil or student may be allowed to leave with a Parent or Guardian.

A Permit to Go Home Form must be secured from the School Principal and must be surrendered to the guard to be allowed to go out of the school.

REGULATIONS ON PROHIBITED DRUGS

Any pupil/student who shall possess, prepare, administer, deliver, distribute, dispatch in transit, transport, use, encourage others to use any prohibited or regulated drug, or shall frequent places where any prohibited drug is used in any form; shall after due investigations and findings of guilt, be suspended and expelled, as circumstances may warrant, provided, however, that the penalty herein imposed shall be without prejudice to the proper filing of charges before the competent courts, should the University authorities so decide.

“Prohibited Drugs”. As herein above referred to, shall include opium and its active components and derivatives, such as heroin and morphine, cocaine, hallucinogenic drugs such as mescaline, lysergic drugs such as acid diethyl amide (LSA), and other similar effects. Indian hemp and its derivatives, all preparations made from any of the foregoing and other drugs, whether natural or synthetic, shabu, and ecstasy with physiological effects or narcotic drugs, self-inducing sedatives, such as secobarbital, phenobarbital, barbital, amobarbital and other drugs which contain salt or derivatives of salt or barbiturate acid, any salt, isomer, or amphetamine, and hypnotic drugs such as methaqualone or any other compounds producing similar physiological effects.

If a pupil/student shall be convinced by a Regional Trial Court for any offense arising under Republic Act No. 9165, otherwise known as the “Comprehensive Dangerous Act of 2002”, an automatic suspension shall be issued and shall continue until such time the



judgment be one of conviction. Expulsion shall follow as a matter of course and shall be retroactive to the date of suspension.

A pupil/student is supposed to undergo drug tests if required by the school.

USE OF CELLULAR PHONES AND BRINGING OF VALUABLE THINGS

1. Pursuant to DepEd Order 83, s 2023, the use of cellular phones is strictly prohibited during class hours. Use of cellular phones and other gadgets may be allowed inside the classroom for academic-related activities with the approval of the Principal and with the supervision of the subject teacher.
2. A pupil/student is advised not to keep large amounts of money in their wallets, and they must spend their allowances wisely.
3. A pupil/student is not advised to bring items (such as jewelry, luxury bags, expensive watches, and gadgets) of high monetary value.
4. In case of loss, the school is not accountable, but the department will take the necessary or appropriate actions immediately after the report is submitted.



PART VII

ACADEMIC POLICIES

LEARNER PROMOTION AND RETENTION

Level	Requirements	Decision
Grades 1 to 3	1. Final Grade of at least 75 in all learning areas.	Promoted to the next grade level.
	2. Did Not Meet Expectations in not more than two learning areas.	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
	3. Did Not Meet Expectations in three or more learning areas.	Retained in the same grade level.
Grades 4 to 10	1. Final Grade of at least 75 in all learning areas.	Promoted to the next grade level.
	2. Did Not Meet Expectations in not more than two learning areas.	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level. Note: Remedial class is any form of organized instructional interventions given to a learner to address his/her learning gaps or subject area deficiency (grades below 75). The remedial can be made in a form of tutorial, mentoring, coaching, or other ways of delivering the organized the organized learning



		<i>experiences. (DepEd Order No.013, s. 2018)</i>
	3. Did Not Meet Expectations in three or more learning areas.	Retained in the same grade level.
	4. Must pass all learning areas in the Junior High School.	Promoted to Senior High School.
Grades 11 to 12	1. Final Grade of at least 75 in all learning areas in a semester.	Can proceed to the next semester.
	2. Did Not Meet Expectations in a prerequisite subject in a learning area.	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject.
	3. Did Not Meet Expectations in any subject or learning area at the end of the semester.	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.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Diploma.

ENHANCEMENT CLASSES

1. Regular Remedial/Enhancement (*after class*)

- Attendance to Regular Enhancement classes is required of a pupil/student from Grade 4 to Grade 10 who get a grade of 75 below in English, Math and Science subjects per quarter.
- Remedial/Enhancement form shall be accomplished per quarter by the parent or guardian at the Principal's Office.
- Upon the recommendation of the Remedial Teacher, if the pupil/student gets a passing grade in the following quarter, he/she may or may not re-enroll in the program.
- For the Senior High School, all remediation shall be applied in all subject areas per semester.



2. Summer Remedial (for promotion to the next level)

- A pupil/student whose Final Grade (Point Average) in any subject is failed, he/she is required to enroll in the program.
- The pupil/student shall undergo formative and summative assessment as per Dep Ed Order No 8 s 2015.
- The average of the final grade at the end of the school year and the Remedial Class Mark (RCM) shall be the Recomputed Final Grade (RFG).
- The pupil/student must obtain an RFG of at least 75 or higher to be promoted.

3. Summer Enhancement

Enrollment to the Summer Enhancement classes is required of the Grade 4 pupils to Grade 9 students whose Final Grade (Point Average) in English, Math and Science is 75 to 79.

NON-ADMISSION

At the end of the school year:

- A pupil/student who is under probation due to poor academic performance and behavior shall be objectively reassessed by the school authorities. If proven to be incorrigible, he/she shall be advised to transfer to another school.
- A pupil/student who fails in any subject (maximum of 3) shall not be eligible for re-admission unless he/she enrolls in the summer class and is subject for approval by the Principal.
- A pupil/student who fails in more than 3 subjects shall not be eligible for re-admission on a permanent basis regardless of whether he/she enrolls in summer class or not.

GRADING SYSTEM

In the computations of grades of a pupil/student in the Basic Education Department, the University follows the DepEd Order No. 8, s. 2015.

POLICY ON WORK IMMERSION (SHS)

In adherence to the DepEd Order No. 30.s.2017, "Guidelines for Work Immersion", the university adopts guidelines for work immersion, emphasizing the university's partnership with the local government units or private institutions to provide relevant workplace experiences for our Senior High School students and develop their skills for the job market.

Work Immersion refers to the subject of the Senior High School Curriculum, which involves hands-on experience or work simulation for 80 hours, in which learners can apply their competencies and acquired knowledge relevant to their track. 1. Extension of hours is allowed on a case-to-case basis upon the recommendation of the Immersion Teacher, partner institution, and approval of the school.



All Work Immersion agreements of the university are covered by a Memorandum of Agreement (MOA) for the security of all parties involved. All MOAs specify that all parties will conform to Work Immersion guidelines and all SHS students' activities shall be reflected in the MOA as stipulated in the Prescribed Template for the List of Tasks/Activities of the DepEd Order.

Requirements for Deployment:

1. Parents and students are obliged to attend the Pre-Immersion Seminar/Orientation.
2. Parental Consent/Waiver shall be secured and notarized.
3. Students shall be submitted to medical checkup before deployment.
4. Students are obliged to conduct themselves properly and abide by the rules and regulation of the place of deployment.

POLICIES AND REQUIREMENTS IN EXAMINATIONS

For N-10

1. Monthly and Periodical Examination

- a. Every pupil/student is required to take the four (4) major periodic examinations and the four (4) monthly examinations during the school year.
- b. Permit to take the examination is required for every examination.
- c. No pupil/student is allowed to take the periodic or monthly examination earlier than its schedule.
- d. Any pupil/student who fails to take the monthly/periodic examination without valid reason will get zero in the test. He/She will be given a grade computed based on the class standing only in each subject for that grading period.

2. Final Examination

Duly accomplished clearance is a requirement for the Final Examination.

3. Special Examination (check from the ISO Manual)

- a. Parents/Guardians of a pupil/student who cannot take the exams on schedule due to valid/justifiable reasons must immediately see the Principal.
- b. Only the Principal has the authority to schedule a special examination that will be administered by the class adviser / subject teacher.
- c. Any special examination missed on the set or given schedule shall be marked zero.
- d. No special arrangements are given for missed quizzes.

For SHS:



1. **Midterm (1st and 2nd Semester) and Final Examination (1st Semester and 2nd Semester):**
 - a. Every student is required to take the four (4) major periodic examinations during the school year.
 - b. Permit to take the examination is required for the midterm and final examinations per semester.
 - c. No student is allowed to take the midterm and final examination earlier than its schedule.
 - d. Any student who failed to take the midterm or final examination without valid reason will get zero in the test. He/She will be given a grade computed based on the class standing only in each subject for that grading period.
2. **Final Examination (1st & 2nd Semester)**

Duly accomplished clearance is a requirement for the Final Examination.
3. **Special Examination**
 - a. Parents/Guardians of a student who cannot take the exams on schedule due to valid / justifiable reasons must immediately see the Principal.
 - b. Only the Principal has the authority to schedule a special examination that will be administered by the class adviser / subject teacher.
 - c. Any special examinations missed on the set or given schedule shall be marked zero.
 - d. No special arrangements are given for missed quizzes.

BEHAVIOR DURING EXAMINATION

1. It is expected that a pupil/student reports to the testing room/classroom punctually.
2. Examination days are class days so that students are expected to be in their complete uniform, and with their school IDs.
3. A pupil/student is expected to maintain silence while taking the examination. He/She must listen to and obey all instructions given by the teachers or proctor. A pupil/student with clarification/question from the proctor should raise his/her hand and remain seated until the proctor approaches him/her.
4. A pupil/student is expected to observe honesty at all times, especially during examinations. Any pupil/student caught cheating, or in the act of cheating shall be discretely called by the adviser/proctor. Any other evidence of cheating will also be collected. The adviser/proctor then reports the incident to the Coordinator of Discipline for investigation and disciplinary actions. The incident shall undergo due process and proven guilty of cheating before marking the student "failed".
5. During the examination period, pupils/students are required to remain in the classroom and surrender their examination paper if they need to leave. A pupil/student leaving the classroom without surrendering his/her work shall be given a verbal warning for the 1st



offense. Written Reprimand for the 2nd offense and on the 3rd offense, the pupil/student gets a mark of “Failed”. The proctor will then report the case to the adviser, then to the Coordinator of Discipline.

6. No pupil/student may leave the classroom or be dismissed by the adviser/proctor before the set schedule.

GUIDELINES IN THE SELECTION OF HONORS (K-12)

1. The University strictly applies the guidelines in the selection of honor pupils/students as stipulated in DepEd Order No. 36 series of 2016.
2. Any pupil/student with grades not lower than **85** in any subject in all grading periods, and without disciplinary issue/case punishable by community service or suspension shall be qualified.
3. Transferee pupil/student with special class/es: grades in the Report Card shall be included in the computation.
4. Students would not be given an academic award if they committed cheating in any major examinations (such as unit and periodical tests, midterm and final examinations), plagiarism, or any violation related to academics.

GUIDELINES IN THE SELECTION OF AWARDEES (K-12)

1. Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/ or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. have no failing grades in any of the learning areas;
2. have not committed any offense punishable by suspension or higher sanction according to the Department’s service manual and child protection policies in the current school year; and
3. be a class officer or an active member/ officer of any recognized school club, team, or organization.

Candidates will be evaluated by at least 30% of their peers (group, team, and class or club mates), as well as their class or club advisers. Only those learners who have met at least 90% of the criteria shall be awarded.

Criteria for Leadership Award

	Weight
--	--------



Criteria	Advisers	Peers
1. Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engage group and / or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and / or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/ or uses resources wisely	24%	16%
3. Contribution to the School and / or Community (20%) Renders service and / or implements activities relevant to the school population and / or community	12%	8%
Total	60%	40%

2. Loyalty Award

This is given to any graduating student who has been in LCUP or any of its branch schools from Preparatory to High School. Awardee must show exemplary conduct indicative of strong moral values and consciousness and loyalty to the school beyond reproach.

3. Service Award

This award is given to a high school graduating student/pupil, who shows outstanding cooperation in all school activities, and has been recommended by the teachers, coordinators and approved by the principal.

4. Mother Rita Barcelo Award

This is a special honor granted to a graduating student for his/her active and dedicated services rendered, making concrete options for the less-privileged members of the outreach communities. The awardees will be reviewed by the Office of the Mother Rita Barcelo Caritas Center.

5. Awards of Academic Excellence are conferred to Grade 6 and Grade 10 pupils/ students who excelled in the following fields:



- a. Mathematics
- b. Science
- c. English
- d. Filipino
- e. A.P.
- f. E.P.P./ TLE
- g. MAPEH
- h. Computer
- i. Religion (per section)

6. Awards of Recognition are given to any undergraduate and graduating pupils and students who are placers in any outside school competitions.

Note: *This award shall be limited to achievements in connection with duly accredited competitions in the academic, trade skills, cultural, arts and sports to which students officially represent the university. Level of participation, rank and place in competitions are merits to be considered and applied in the selection. Nominees must not be subjected to any major disciplinary actions within the current school year.*

7. Awards of Recognition are given to deserving undergraduate and graduating students who excelled in Religion/Department.

- a. Best in Religion
- b. Best in Department

8. Special Awards are given to outstanding undergraduate and graduating students/pupils in recognition of their meritorious performance and active involvement in the different existing co-curricular and extra-curricular activities of the department.

- a. Drama
- b. Dance
- c. Sports
- d. Arts
- e. Music
- f. Campus Journalism
- g. Work Immersion/Business Simulation/Capstone (Grade 12)
- h. Research/Business Plan/Innovation (Grade 12)

Note: *Recipients of the different awards should have exemplary conduct and have never been involved in any form of violations of the university rules/regulations and policies. Award will not be given to the student/pupil if he/she has violated any of the University rules, regulations and policies regardless. All rules, regulations, policies and other requirements stated in this student manual are equally important*



POLICY GUIDELINES FOR REQUEST OF CREDENTIALS

1. Applicant applying for credentials must secure form for request credentials: VPAA-REG-FO-027 (006) at the Registrar's Office and must secure the signature from the following:
 - 1.1. For student/applicant: must secure the signature from the following:
Dean/Principal, Finance and University Registrar.
 - 1.2. For Graduates/Alumni: must secure the signature from the following:
Dean/Principal, Finance, Library and University Registrar.
2. Guideline on processing and releasing of credentials:
 - 2.1. Transcript of Records/Permanent Record/F-137
 - 2.1.1. The Transcript of Records may be issued as requested, regardless of frequency and number of copies.
 - 2.1.2. Processing and Releasing:
 - Graduates/Dropouts of 1994 onward and active/enrolled students – The document is available after seven (7) working days from the date of submission of request excluding Saturdays, Sundays and holidays.
 - Graduates/Dropouts of 1994 and below – The document is available after fourteen (14) working days from the date of submission of request excluding Saturdays, Sundays and holidays.
 - 2.2. Diploma/Certificate
 - 2.2.1. The official date of graduation shall be the end of the term during which all academic requirements have been completed.
 - 2.2.2. Replacement of Diploma/Certificate
 - The Original Diploma/Certificate is issued only once. However, the school entertains request for the issuance of DUPLICATE DIPLOMA, subject to the following:
 - Duplicate Diploma/Certificate will be in the nature of a certified true copy of the original, to be signed by the University Registrar, Vice President for Academic Affairs, Vice President for Graduate Studies (applicable for Graduate Studies only) and President (College and Graduate School) on behalf of the original signatories; for the Basic Education Department to be signed by the University Registrar, Principal and the President.
 - The words "Second Copy, Third Copy" are printed on the Duplicate Diploma/Certificate; together with the word "Date Prepared"
 - 2.2.3. Processing and Releasing:



- Graduates/Dropouts of 1994 onward and active/enrolled pupils/students – The document is available after seven (7) working days from the date of submission of request excluding Saturdays, Sundays and holidays.
 - Graduates/Dropouts of 1994 and below – The document is available after fourteen (14) working days from the date of submission of request excluding Saturdays, Sundays and holidays.
- 2.3. Transfer Credentials/ Honorable Dismissal
- 2.3.1. A pupil/student who wishes to transfer to another school must submit a duly accomplished and signed request from Request for Credentials – VPAA-REG-FO-027(006) to secure transfer credentials.
- 2.3.2. Every pupil/student who applied for and is eligible to transfer should be provided with appropriate transfer credentials which will entitle him/her to admission in another school provided he/she has no unsettled obligations with the university.
- 2.3.3. A transfer credential signed by the school registrar shall be issued not later than three (3) weeks after the filing of the application for transfer, however, in the case of a pupil/student who is transferee from another school, his/her records from his/her previous school have been received, are complete, and in order.



PART VIII

CODE OF CONDUCT / DISCIPLINE

The completion of one's registration binds the pupil/student and his/her parent or guardian to agree to and abide by the University policies, rules and regulations; to accept the prescribed course of study; and to meet the requirements as to attendance, diligence in study, personal conduct and complete settlement on financial obligations.

It is the school's concern to provide each pupil/student with the proper training with the sincere hope that he/she will become unique Augustinian, Marian Christian, ready to serve the home, the school, the community, and the country. On the other hand, this uniqueness must be reciprocated by the pupil/student through active involvement in the implementation of concerns that directly affect him/her.

While it is true that each one is entitled to his/own rights/ privileges, it must be remembered likewise that in the exercise of every right goes the corresponding responsibility.

STANDARDS OF DEPORTMENT AND BEHAVIOR EXPECTED OF LCUP PUPILS/STUDENTS

1. Relationship between the Department and the Pupils/Students

Enrollment at LCUP is contractual in nature. Upon applying for admission to Basic Education Department, the student/pupil binds himself to; "...recognize, accept, and comply with the existing rules and regulations, policies, and requirements laid down by competent authority on all matters involving admission and enrollment, the use of the libraries, laboratories, services and facilities, payment of tuition fees, campus activities and classroom conduct, class attendance, changing/dropping and other requirements as stated in the student handbooks, Bulletin of Information and papers of the Department..." and pertinent provision in the Manual of Rules and Regulations for Private Schools and those of DepEd Orders and Memoranda.

2. Administrators

The school administration exists because of you. It is their earnest desire to give the best training you need. For the same reason, you are expected to:

- a. obey the rules, regulations of the school and administrators' constructive suggestions;
- b. show sincerity in dealing with them and give them respect;



- c. manifest an attitude of self-reliance and openness in the pursuit of learning in the belief that the administrators are exerting all efforts for your welfare;
- d. live up to the good name of the school and its expectations.

3. Teachers

The pupil/student – teacher relationship should be bound by mutual respect and cooperation. You are expected to:

- a. show respect, obedience, thoughtfulness, and love to your teachers;
- b. seek the advice of your teachers regarding personal and academic difficulties;
- c. desist from asking undue favors or considerations from them especially in matters of grades.

4. School Personnel

The LCUP personnel perform various service functions which make pupil's/student's learning easier and more convenient. Hence, a pupil/student should show respect, courtesy, and cooperation that is due them. Therefore, you are expected to:

- a. maintain a respectful and cheerful disposition in dealing with them;
- b. say polite expressions like "thank you" and "please" for any assistance given by them;
- c. ask permission when borrowing or using school property and facilities;
- d. avoid idle talk with them so as not to waste useful time needed in their work.

5. Fellow Students

Consolanians should treat each other as friends, sisters, and brothers; therefore, you are expected to:

- a. give due respect for the rights and property of your fellow pupils/students;
- b. extend help willingly for any good cause; and
- c. speak gently and kindly with one another.

6. With Parents

Your parents are partners of the school in your education. You are therefore expected to:

- a. keep your parents constantly informed about your academic performance and activities;
- b. seek their advice and help regarding academic and non-academic problems and make them feel free to consult with school authorities if necessary;
- c. look up to them for inspiration and guidance;
- d. give them the highest degree of esteem and respect.



GENERAL NORMS OF CONDUCT

You are now an Augustinian imbued with values that must be lived out at all times, in and out of school, thus; as a pupil/student, you are expected to purposely participate/adhere in the following:

1. **Flag Raising Ceremony.** All pupils/students are required to attend this. The bell is rung at exactly fifteen (15) minutes before the Adviser's Period every Monday.
 - a. Gospel Reading
 - b. University Prayer
 - c. Lord's Prayer
 - d. National Anthem
 - e. Panatang Makabayan
 - f. Bagong Pilipinas Pledge
 - g. Panahon ng Pagbabago
 - h. University Vision Mission
 - i. University Core Values
 - j. LCUP Hymn

***Note:** Grade 4-10 – Tuesdays to Wednesdays are the Adviser's Period. Thursdays to Fridays are the Homeroom Period.*

Grade 11-12 – Mondays to Tuesdays and Thursdays to Fridays are the Adviser's Period.
2. **Angelus.** The Angelus bell rings at 12:00 noon and 6:00 PM. Everybody must stop in whatever he/she is doing and join the prayers in response to the reminders of God's Incarnation and our own obligations.
3. **The Three O'clock Prayer Habit.** This is our devotion to the Divine Mercy.
4. **On Campus.** The school is your second home. It provides you with the facilities to serve your purpose. You have the responsibility of taking care of them and making your school a happy place to stay. You are expected to:
 - a. wear your identification card properly at all times.
 - b. keep the premises clean and tidy by disposing trash in the proper garbage can. Take the initiative to pick up litter and dispose of them properly.
 - c. greet or acknowledge sisters, school administrators, teachers and personnel, as well as guests and fellow students.
 - d. take care of all school properties. You must pay for or replace any damage you cause to the school property.
5. **Inside the Classroom**
 - a. Come to class prepared with the necessary materials for class work.
 - b. Show due respect to your teachers, as well as, to your fellow pupils/students at all times.
 - c. Respect the property of others. Label all your personal belongings. No one should get or use other things unless granted permission by the owner.



- d. Refrain from talking unnecessarily, roaming around and laughing boisterously in between class periods.
 - e. Keep the classroom clean and orderly at all times.
 - f. Take care of equipment, furniture, and other school properties.
- 6. Going outside the classroom**
- a. Politely ask permission from the teacher and log before leaving the classroom.
 - b. Must wear the appropriate pass (clinic and student).
- 7. Along the corridors and stairways**
- a. Keep right while walking along the corridors and stairways.
 - b. Observe silence along the corridors and stairways.
 - c. Keep the corridors clean.
- 8. At the Cafeteria**
- a. Line up and observe the “First come, first served” rule in buying food.
 - b. Be courteous in dealing with canteen personnel.
 - c. Observe “Clean As You Go” (CLAYGO).
 - d. Bring your personal utensils and water tumblers.
- 9. Inside the Chapel**
- a. Dress appropriately and modestly.
 - b. When entering and leaving the Chapel, genuflect toward the Tabernacle.
 - c. Cell phones should never be used inside the Chapel, especially during the Mass.
 - d. Food and drinks are not allowed inside the Chapel. Chewing gum is also prohibited.
 - e. Actively participate in singing and responding during the Mass.
 - f. In receiving the Holy Communion, line up quietly and reverently to receive the Body of Christ.
 - g. Always maintain a prayerful silence inside the Chapel.
- 10. During School Gatherings and Assemblies**
- a. Consider assemblies, programs, events, and similar gatherings as a part of his/her educational development.
 - b. When attending activities, pupil/student must conduct himself/herself as refined boys and girls.
 - c. Chattering boisterous laughter, hooting, eating and walking around should be avoided.
 - d. Applaud appropriately. Show appreciation for the performers by applauding at appropriate times.
 - e. Avoid howling.



CONDUCT OUTSIDE THE SCHOOL/ OFF- CAMPUS ACTIVITIES

Every pupil/student is always identified with the school to which he/she belongs. It is his/her responsibility to help maintain the good image of the school by conducting himself/herself in a manner befitting a Catholic and Augustinian pupil/student. Consequently, he/she should be aware at all times that his/her behavior is reflective of the training he/she gets in the school. While outside the campus/school, he/she should observe generally the accepted rules of conduct and norms of behavior as such, he/she is called upon:

1. to uphold the academic integrity of the school protecting at all times its name, reputation and ideals.
2. to conduct himself/herself with dignity and honor and to abide by all instructions of the authorities representing the school in any authorized activity, likewise, he/she should conduct himself/herself in the same manner when using the name of school.
3. to participate in religious, civic, social activities/programs/projects approved by the school.
4. to keep away from establishments of ill repute, such as gambling joints, sauna parlors, drinking place, pot session dens and other similar places; and to avoid associating with persons of questionable character and conduct.
5. not to use, without prior notice and authority, the name LCUP in any ticket invitation, program announcement or similar printed and non-printed materials.
6. to inhibit himself from pushing, trafficking, administering, using or possessing regulated or prohibited drugs and its derivatives.

NOTE: *Although the school cannot be held responsible for the conduct of its students outside the school premises/campus, these can still be causes for disciplinary action.*

In its general view, there are instances when the school might be called upon to exercise its power over its pupils/students. For acts committed outside the school and beyond school hours in the following:

- a. *in case of violations of school policies or regulations occurring in connection with a school sponsored off-campus activity.*
- b. *in case where the misconduct of the student involves his status as a pupil/student and/or affects the good name or reputation of the school.*
- c. *as deemed necessary by the school officials.*

POLICY ON HANDLING STUDENT COMPLAINT



A. Against Faculty

1. The pupil/student presents his/her complaint in writing to the Faculty member concerned not later than one week after the incident that caused the complaint.
2. If the pupil/student feels that he/she has not obtained the necessary action on the complaint, he/she submits a written complaint against the faculty member to the Office of the Coordinator of Discipline.
3. The Coordinator of Discipline concerned may call the Fact-Finding Committee, composed of the Adviser, Assistant Principal, Principal, Crisis Manager, Vice President for Academic Affairs, and the Executive Secretary to the President.
4. If the person being complained about is the Adviser, the pupil/student complaint will be forwarded to the next higher office, the Office of the Principal.

B. Administrator, Staff, Other Non-Teaching Personnel

1. The pupil/student presents his/her complaint in writing to the Faculty member concerned not later than one week after the incident that caused the complaint.
2. If the pupil/student feels that he/she has not obtained the necessary action on the complaint, he/she submits a written complaint against the person to the Student Coordinating Board.
3. The SCB forwards the complaint to the Head of the Student Services Program.
4. The Head of the SSP will convene the SSP Grievance Committee composed of the Head-SSP, Guidance Counselor, COSA, the Department Head of the complained Person and the President of the SCB.

C. In case of a class complaint

1. In submitting a class complaint against a faculty member, the complaint must be signed by at least 50% plus one of the members of the class.

D. Against Other Students

1. Any student wishing to file a complaint against another student must submit a written letter to any of the following: the Principal's Office, the Coordinator of Discipline's Office, their Adviser, or a subject teacher.
2. Upon receipt of the complaint, the Coordinator of Discipline will conduct an impartial investigation.
3. The Coordinator of Discipline will prepare a summary report, including findings and recommendations, and submit it to the Principal.
4. Minor Offenses: The Principal will review the summary report and impose appropriate sanctions.

Major Offenses: The Coordinator of Discipline may convene a Fact-Finding Committee composed of the Adviser, Assistant Principal, Principal, Crisis Manager, Vice President for Academic Affairs, and the Executive Secretary to the President.



5. The University President will review the committee's findings and recommendations and impose the final sanction.

CLASSIFICATIONS OF OFFENSES AND SANCTIONS

TYPES OF SANCTIONS

Any pupil/student who has been found guilty of the following violations enumerated in the Table of Sanctions shall be meted the corresponding sanctions after due process:

1. **WRITTEN REPRIMAND** – A written reprimand is a formal letter or notice to the pupil/student concerning his/her violation of the University rules and regulations. The student, in turn, will submit a letter of explanation regarding his/her acts.
2. **CONFERENCE WITH THE PARENTS/GUARDIANS** – This is a conference in which the parent/guardian of the pupil/student is informed and asked to have an appointment with the Coordinator Discipline to discuss the matters concerning the student.
3. **BEHAVIORAL CONTRACT** – Behavioral Contract is a written contract issued to a pupil/student who is found to have committed infractions as stipulated in the Student Handbook. The Behavior Contract indicates the offense/s committed by the pupil/student and is issued as a final warning. Thus, committing another infraction of similar nature or another offense would prompt the school to impose a graver penalty or not to readmit the student after the process.
4. **SUSPENSION BY RENDERING COMMUNITY SERVICE** – This is a developing information anchored on Restorative Justice and an agreement between the parent/s and the school Coordinator of Discipline that holds the erring pupil/student to render obligatory service in the offices or wherever the place within the school campus as designated by the Coordinator of Discipline.

Note: This should not be treated as a punishment to the pupil/student. Thus, the pupil/student rendering community service is expected to perform non-strenuous activities such as clerical works, etc. The number of hours to be rendered depends solely on the degree of the infraction made and based on the recommendations made by the grievance committee and approved by the University President.

5. **PREVENTIVE SUSPENSION** – A pupil/student under investigation in a case involving the penalty of exclusion may be preventively suspended from entering the University premises, if the evidence of guilt is strong and the Principal is morally convinced that the continued stay of the pupil/student during the period of investigation constitutes a distraction on the normal operations of the University or poses a risk or danger to the persons or property within the University.
6. **EXCLUSION** – Exclusion is a penalty in which the University is allowed to exclude or drop the name of the erring pupil/student from the school rolls for being undesirable, and to



issue transfer of credentials immediately. No prior approval by the Department of Education is required, but a summary investigation should first be conducted in the imposition of the penalty.

- 7. NON-ADMITTANCE** – This is a penalty issued to a pupil/student who commits major offenses and/or who habitually violates the University rules and regulations.

Note: *Final Actions involving nos. 4, 5, 6, & 7 are all subject to the approval of the University President upon the recommendation of the Fact-Finding Committee.*

TABLE OF SANCTIONS:

The following offenses have been established and classified according to the gravity and frequency of offenses of pupil/student in the area of discipline at the end of each grading period thereof, in consonance and pursuant to the immediately preceding section. However, the enumeration stated hereunder is not all inclusive, such that if the pupil/student commits an offense, infraction or omission detrimental to the interest of the University but is not punishable in this Code of Conduct, the University reserves the right to impose the appropriate penalty commensurate to offense, infraction or omission. Furthermore, where the pupil/student commits multiple offenses, or where a single act is a violation of two (2) or more offenses, the next higher degree shall be imposed.

Only a pupil/student who commits major offenses is subject to withholding awards/recognition, certificates of good morals and not allowing the student to attend the graduation rites. The school reserves the right to increase or decrease or give additional penalties as may be warranted under the circumstances and/or as it sees fit following due process.

No	NATURE OF OFFENSE	TYPE OF OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE	5 th OFFENSE
IRREGULARITIES							
1	Tardiness	Minor	(3) accumulated tardiness Written Reprimand	(4 – 6) accumulated tardiness Written Reprimand and Conference with the Parents/ Guardians	(7 – 9) accumulated tardiness Conference with the Parents/ Guardians with Behavioral Contract	(8 – 12) accumulated tardiness Conference with the Parents/ Guardians and Community Service for 5 hours	(13 and above) accumulated tardiness Conference with the Parents/ Guardians and Community Service for 10 hours or more
2	Cutting Classes and Loitering during class hours	Minor	Conference with the Parents/	Conference with the Parents/	Conference with the Parents/	Conference with the Parents/	Conference with the Parents/



			Guardians and Written Reprimand	Guardians and Behavior Contract	Guardians and Community Service for 5 hours	Guardians and Community Service for 10 hours	Guardians and non-admission for the for the following semester/ year
3	Leaving the school campus during class hours	Minor	Conference with the Parents/ Guardians and Written Reprimand	Conference with the Parents/ Guardians and Behavior Contract and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and non-admission for the for the following semester/ year	
4	Abuse, misuse and unauthorized use of electronic gadgets: digital camera, cellphones, and the likes during classes and any related school activities	Minor	Conference with the Parents/ Guardians and Written Reprimand	Conference with the Parents/ Guardians and Behavior Contract	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and non-admission for the for the following semester/ year
5	Bringing and using of toys or objects not related to school activities like playing cards, pellet guns, and others	Minor	Conference with the Parents/ Guardians and Written Reprimand	Conference with the Parents/ Guardians and Behavior Contract	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and non-admission for the for the following semester/ year
6	Entering any restricted area within the University without prior permission or authority. A restricted area is designated as such by the proper authorities and marked with proper signage.	Minor	Conference with the Parents/ Guardians and Written Reprimand	Conference with the Parents/ Guardians and Behavior Contract	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and non-admission for the for the following semester/ year
IMPROPER UNIFORM:							
7	Tampering and non-wearing of prescribed identification	Minor	(3) accumulated offenses	(4 – 6) accumulated offenses	(7 – 9) accumulated offenses	(8 – 12) accumulated offenses	(13 – above) accumulated offenses



	card (ID) and lanyard		Written Reprimand	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parents/ Guardians with Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours or more
8	Not wearing the prescribed uniform	Minor	(3) accumulated offenses Written Reprimand	(4 – 6) accumulated offenses Written Reprimand and Conference with the Parents/ Guardians	(7 – 9) accumulated offenses Conference with the Parents/ Guardians with Behavioral Contract	(8 – 12) accumulated offenses Conference with the Parents/ Guardians and Community Service for 5 hours	(13 – above) accumulated offenses Conference with the Parents/ Guardians and Community Service for 10 hours or more
9	Improper haircut (unnatural hair color or highlight (e.g. pink, red, purple, blue, blond/blonde etc.).	Minor	(3) accumulated offenses Written Reprimand	(4 – 6) accumulated offenses Written Reprimand and Conference with the Parents/ Guardians	(7 – 9) accumulated offenses Conference with the Parents/ Guardians with Behavioral Contract	(8 – 12) accumulated offenses Conference with the Parents/ Guardians and Community Service for 5 hours	(13 – above) accumulated offenses Conference with the Parents/ Guardians and Community Service for 10 hours or more
10	Wearing of more than a pair of earrings for female and an earring for male student	Minor	(3) accumulated offenses Written Reprimand	(4 – 6) accumulated offenses Written Reprimand and Conference with the Parents/ Guardians	(7 – 9) accumulated offenses Conference with the Parents/ Guardians with Behavioral Contract	(8 – 12) accumulated offenses Conference with the Parents/ Guardians and Community Service for 5 hours	(13 – above) accumulated offenses Conference with the Parents/ Guardians and Community Service for 10 hours or more
11	Use of nail polish and make-up	Minor	(3) accumulated offenses Written Reprimand	(4 – 6) accumulated offenses Written Reprimand and Conference with the Parents/ Guardians	(7 – 9) accumulated offenses Conference with the Parents/ Guardians with Behavioral Contract	(8 – 12) accumulated offenses Conference with the Parents/ Guardians and Community Service for 5 hours	(13 – above) accumulated offenses Conference with the Parents/ Guardians and Community Service for 10 hours or more
IMPROPER BEHAVIOR:							



12	Instigating troubles, quarreling and participating in rumbles	Major	Conference with the Parents/ Guardians; Community Service for a maximum of 10 hours; Behavioral Contract	Conference with the Parents/ Guardians with non-admittance following due process			
13	Bullying/Cyber-bullying Note: Bullying is an act, or a series of acts directed towards another student or several students in a school setting or a place of learning which results in physical and mental abuse, harassment, intimidation, or humiliation. This also includes Cyberbullying which is any conduct resulting in harassment, intimidation, or humiliation, through 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.	Major	Conference with the Parents/ Guardians; Community Service for a maximum of 10 hours; Behavior Contract	Conference with the Parents/ Guardians with non-admittance following due process			
14	Destroying or tampering of any school property	Major	Conference with the Parents/ Guardians and	Conference with the Parents/ Guardians, Behavioral	Conference with the Parents/ Guardians with non-		



			replacement of damaged property with community service for maximum of 5 hours.	Contract and replacement of damaged property with community service for maximum of 10 hours.	admittance following due process		
15	Dishonesty such as misuse of class funds, misusing the money meant to pay for one's financial obligations in school, or cheating in personal dealings with members of the school	Major	Conference with the Parents/ Guardians and replacement of missing funds with community service for maximum of 5 hours.	Conference with the Parents/ Guardians, Behavioral Contract and replacement of missing funds with community service for maximum of 10 hours.	Conference with the Parents/ Guardians with non-admittance following due process		
16	Posting, distributing, or disseminating notices, posters, leaflets, broadsheets, opinionnaires, and pop sheets, surveys of similar material without prior approval from the Office of the Principal	Major	Conference with the Parents/ Guardians and replacement of missing funds with community service for maximum of 5 hours.	Conference with the Parents/ Guardians, Behavioral Contract and replacement of missing funds with community service for maximum of 10 hours.	Conference with the Parents/ Guardians with non-admittance following due process		
CHEATING DURING QUIZZES AND EXAMINATIONS:							
17	Cheating, tampering or any attempt to cheat including all identified accomplices in any form of classroom assessment, excluding major examinations.	Major	Conference with the Parents/ Guardians and Failing marks in the on the classroom assessment with Behavior Contract	Conference with the Parents/ Guardians and Failing marks in the on the classroom assessment with Community Service for 5 hours	Conference with the Parents/ Guardians and Failing marks in the on the classroom assessment with Community Service for 10 hours and disqualification from any academic awards	Conference with the Parents/ Guardians with non-admittance following due process	
18	Cheating or any attempt to cheat including all identified	Major	Conference with the Parents/	Conference with the Parents/			



	accomplishes during major examinations		Guardians and Failing marks in the major examinations with Community Service for 10 hours, Behavioral Contract, and disqualification from any academic awards	Guardians and Failing marks in the major examinations with non-admittance following due process			
INDECENCY:							
19	Posting, bringing, using, and viewing pornographic materials (printed and digital) inside the school campus	Major	Conference with the Parents/ Guardians; Community Service for 5 hours	Conference with the Parents/ Guardians; Behavior Contract; Community Service for 10 hours	Conference with the Parents/ Guardians with non-admittance following due process		
20	Public display of affection, such as, but not limited to cuddling, inappropriate touching, excessive hugging, kissing, or any indecent/ scandalous or malicious acts which lead to dispute in the school community and contribute to unbecoming of students in a Catholic Institution	Major	Conference with the Parents/ Guardians; Community Service for 5 hours	Conference with the Parents/ Guardians; Behavior Contract; Community Service for 10 hours	Conference with the Parents/ Guardians with non-admittance following due process		
21	Acts of immorality including but not limited to illicit relationship, engaging in co-habitation, exhibitionism, drawing and	Major	Conference with the Parents/ Guardians, Behavioral Contract with non-admittance following due process				



	performing any malicious and sexual acts and other acts of lasciviousness supported with actual evidence Note: IMMORALITY refers to acts that are contrary to Catholic morals, teachings, and values as defined, described, and/or discussed in the Catechism of the Catholic Church, including but limited to fomication, pornography, prostitution, engaging in premarital sexual relations, rape, homosexual acts, adultery, incest, sexual abuse, "free union", "trial marriage", "lived-in arrangement", and unions outside marriages.					
22	Getting pregnant out of wedlock, causing the pregnancy during stay in the school for both male and female student	Major	Transfer to Modular Modality with pay in the level where he/she is currently in; Behavioral Contract; Non-admission for the following semester/school year			



			following due process				
23	Persuading another to commit any sexual act or act of harassment or who cooperates in the commission of such act by another without which it would not have been committed	Major	Conference with the Parents/ Guardians, Behavioral Contract with non-admittance following due process	Community Service for 10 hours			
24	Direct or indirect participation in the commission of a rape.	Major	Preventive Suspension Refer to DepEd Order no.18, series 2015				
25	Involvement in an indecent act in any form of on /off-campus training, retreat practicum/ Immersion or educational exposure.	Major	Conference with the Parents/ Guardians; Behavioral Contract; Community Service for 7 hours	Community Service for 10 hours; Non-admission for the following semester/ school year			
FORGERY OR ANY FRAUDULENT ACTS:							
26	Dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Major	Conference with the Parents/ Guardians with Community Service for 10 hours, and Behavioral Contract	Conference with the Parents/ Guardians with non-admittance following due process			
27	Forging, tampering, altering, misinterpreting , misusing school documents or records. Allowing or causing the school	Major	Conference with the Parents/ Guardians with Community Service for 10 hours , and Behavioral Contract	Conference with the Parents/ Guardians with non-admittance following due process			



	documents or records, credentials, excuse letters, student handbook, clearance or certification to be forged; furnishing false information in connection with official documents, publishing, circulating, or disseminating false information about the school administrator, faculty members, personnel, and students					
28	Falsifying signatures of school authorities, teachers, parents, or guardians	Major	Conference with the Parents/ Guardians with Community Service for 10 hours, and Behavioral Contract	Conference with the Parents/ Guardians with non-admittance following due process		
VIOLATION AGAINST PERSONS, SCHOOL AUTHORITIES AND SCHOOL:						
29	Instigating/org anizing /participating in a boycott or disruption of classes, which leads to impeding, obstructing, preventing or defeating the right and the obligation of the teacher to teach his/her subject, or the right of any student to attend classes	Major	Conference with the Parents/ Guardians; Behavior Contract; Community Service for 10 hours	Non-admission for the following semester/ school year		
30	Threatening, coercing, intimidating, compelling,	Major	Conference with the Parents/	Conference with the Parents/	Non-admission for the following	



	encouraging, or convincing any student to be absent from class or to participate in any unauthorized activity.		Guardian; Behavior Contract and Community Service of 5 hours	Guardian and Community Service of 10hours	semester / school year		
31	Insulting, using obscene language, showing disrespect and offensive acts (either verbal, written, Internet uploads, or physical) to any student, faculty member, nonteaching personnel, administrator and any other person connected with the school or visitors and guests	Major	Conference with the Parents/ Guardian; Behavior Contract and Community Service of 5 hours	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
32	Posting and/or uploading pictures, notes, videos, and the like, in the Internet, particularly social networking sites, that are pejorative to the name of the University as a Catholic Augustinian, Marian Institution, to its personnel and students	Major	Conference with the Parents/ Guardian; Behavior Contract and Community Service of 5 hours	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
33	Doing / Showing disrespect or irreverence towards people of the religious	Major	Conference with the Parents/ Guardian; Behavior Contract and Community	Conference with the Parents/ Guardian and Community	Non-admission for the following semester / school year		



	affiliation, and to things or objects valued as sacred by our religion / beliefs		Service of 5 hours	Service of 10hours			
34	Self-inflicting, instigating/ engaging in activities resulting to injury to person or oneself (Refer to Table: TYPES OF BULLYING)	Major	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year			
35	Engaging in personal, or with others, acts that tend to corrupt the moral life of the students like discrimination of others with reference to one's physical appearance, weakness and status of any sort; and others in the exercise of their school life	Major	Conference with the Parents/ Guardians; Community Service for 7 Hours; Behavior Contract	Community Service for 10 hours			
36	Vandalism	Major	Conference with the Parents/ Guardian; Behavior Contract and Community Service of 5 hours	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
37	Stealing, shoplifting, extorting money and property of students and/or school personnel inside and outside the school	Major	Conference with the Parents/ Guardian; Behavior Contract and Community Service of 5 hours	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
38	Using the name of the university without prior notice and	Major	Conference with the Parents/ Guardians; Behavior	Conference with the Parents/ Guardian and Community	Non-admission for the following semester / school year		



	permission from any LCUP authority in any ticket, invitation, programs, announcement or any similar printed or non-printed materials and in other activities, unauthorized collection of money and tickets/ goods in relation thereto.		Contract	Service of 10hours			
39	Patronizing gaming, indecent or questionable places or activities, doing acts that lead to public scandal and disrepute to the university and its faculty/ students/ personnel.	Major	Conference with the Parents/ Guardians Behavior Contract	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
40	Plagiarism, dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Major	Failing marks in the Presentation activity/ projects/ work; Conference with the Parents/ Guardians;	Failing marks in the presentation activity/ projects/ work; Community Service for 7 hours; Behavior Contract			
41	Rumor-mongering against a person, a religious or any official.	Major	Conference with the Parents/ Guardian; Behavior Contract and Community Service of 5 hours	Conference with the Parents/ Guardian and Community Service of 10hours	Non-admission for the following semester / school year		
POSSESSION, BRINGING, USE OR SALE OF GAMBLING PARAPHERNALIAS, PROHIBITED DRUGS/SUBSTANCES, ALCOHOL/LIQUOR, AND DEADLY WEAPON:							
42	Possession/ Smoking (Cigarettes) and Vaping (E-	Major	Confiscation, Conference with the Parents/	Confiscation, Conference with the Parents/	Non-admission for the following		



	Cigarettes) in any of the school premises and during school		Guardians; Community Service for 5 hours; Behavior Contract	Guardians; Community Service for 10 hours;	semester / school year		
43	Possessing/ using gambling paraphernalia inside the school premises	Major	Conference with the Parents/ Guardian; Community Service for 7 Hours; Behavioral Contract	Confiscation, Conference with the Parents/ Guardians; Community Service for 10 hours;	Non-admission for the following semester / school year		
44	Carrying and concealing deadly weapons inside the school premises or during school sanctioned activities whether inside or outside the school.	Major	Confiscation, Conference with the Parents/ Guardians Community Service for 5 hours; Behavior Contract	Confiscation, Conference with the Parents/ Guardians Community Service for 10 hours;	Non-admission for the following semester / school year		
45	Drinking outside school premises, bringing in and/or dispensing liquor or any intoxicating beverage, or coming to school under the influence of the same, bringing or taking alcoholic drinks during out-of-school related activities	Major	Conference with the Parents/ Guardians; Community Service for 5 hours; Behavior Contract	Conference with the Parents/ Guardians Community Service for 10 hours;	Non-admission for the following semester / school year		
46	Using, pushing, bringing, possessing, trafficking, dispensing, or administering shabu, rugby,	Major	Preventive suspension				



	marijuana, angels trumpet, or any other illegal prohibited and/or Regulated drugs and all derivatives.					
47	Membership in secret or illegal associations or organizations wholly or partially organized for the purpose of committing any of the crimes punishable under the Revised Penal Code or for some other purpose contrary to law, public policy or public morals.	Major	Refer to DepEd Order No. 18, s 2015. (DepEd Guidelines and Procedures on the Management of Children at Risk and Children in conflict with the Law)	Non-admission for the following semester / school year		
48	Establishing or joining and being a member of a fraternity inside, or outside the campus, (Involvement in community hazing or initiations).	Major	Conference with the Parents/ Guardian; Behavior Contract; Community Service for 10 Hours	Non-admission for the following semester / school year		
49	Any student with a pending case in court.	Major	Preventive suspension			
50	Having been convicted of a criminal offense before the court of law during the duration of his/her academic stay at the University.	Major	Exclusion			



- Other related violations not mentioned in the table of sanctions shall be dealt with accordingly subject to the recommendations of the Grievance Committee.
- It is expected that every pupil/student must have read and understood the contents of this student handbook; otherwise, he/she must consult the Discipline Office or the Principal's office about matters that confuse him/her.

POLICY ON PLAGIARISM

The university, being an academic institution, condemns and does not tolerate plagiarism in any form. This covers all academic output from Basic Education, including reports and research emanating from the various offices in the university.

Definition:

Plagiarism - an act of using, without proper acknowledgment, a part or all of someone else's work as if it were their own.

Academic Integrity - the expectation that all academic community members act with honesty, trust, fairness, respect, and accountability. Academic misconduct or dishonesty is a breach of academic integrity.

Policy

1. Plagiarism is considered a serious offense, and the university condemns any form of it.
2. Plagiarism can be in any of the following forms:
 - a. Copying content from the internet or other sources without properly acknowledging the source
 - b. Using another person's identical words in your work without quotation marks or citations
 - c. Using another person's summarized or paraphrased idea(s) without crediting the source
 - d. Submitting an entire paper or a portion of a paper written by someone else, even if it is freely available, purchased, found, stolen, or obtained in some other way
 - e. Without permission, submitting a study or creative work that is duplicated or depends heavily on the work of another person and does not expressly cite the source.
 - f. Accepting credit for projects or other intellectual efforts that draw dishonesty on the work of others.
 - g. Academic integrity is also violated when several submissions are made. Every assignment assumes that new research and effort will result in new learning, and submitting a paper that has already been completed for another occasion undermines this learning. Submitting the same original paper for credit in more



than one class in the same semester without the explicit approval of both teachers involved is not permitted.

3. The teacher may approach the situation in various ways, acknowledging that a student may commit plagiarism accidentally because he/she is unfamiliar with the conventions of quotation, citation, and recognition.
 - a. When a teacher notices that a student intends to perform honest work but does not yet comprehend the rules of academic citation and acknowledgment, the student or students will be requested to rewrite the paper with guidance on how to correct the mistake.
 - b. When a case of plagiarism occurs as a result of the student deceiving the professor/teacher about the sources of words or ideas or as a result of the writer attempting to complete an assignment without doing all of the required work, the punishments listed in the student's handbook will be enforced.
 - c. Cases of plagiarism that result in a failing grade for an assignment or course must be reported to the Office of the Coordinator of Discipline to prevent any individual from plagiarizing repeatedly and, each time, professing ignorance. If a student plagiarizes repeatedly, the Coordinator of Discipline may apply additional penalties, including dismissal from the university.

POLICY ON HAIR COLOR

La Consolacion University Philippines (LCUP) is committed to maintaining a professional and conducive learning environment. As part of this commitment, LCUP has established a policy on hair color for students, which aligns with the university's standards for personal appearance and decorum.

The purpose of this policy is to ensure that all pupils/students present themselves in a manner that reflects the values and standards of LCUP. By adhering to these guidelines, a student contributes to a respectful and focused academic environment.

This policy applies to all Basic Education Department students enrolled at La Consolacion University Philippines.

Hair Color Guidelines:

- I. Allowed Hair Colors are the following:
 1. Black
 2. Dark Brown: Shades of dark brown are acceptable.
 3. Chestnut Brown: Shades of chestnut brown are also allowed.
- II. Prohibited Hair Colors:



Any hair color that deviates from the natural colors listed above is strictly prohibited. This includes, but is not limited to:

1. Neon colors (e.g., neon green, neon yellow)
2. Bright or pastel colors (e.g., pink, blue, purple, red, orange)
3. Unnatural shades (e.g., silver, grey not due to natural aging)
4. Ombre or highlights that significantly contrast with the allowed natural colors are also not permitted.

Compliance with this policy will be monitored by the discipline officers, including advisers, subject teachers, and administrators. A student found in violation of the hair color policy will be subject to disciplinary actions as outlined below.

III. Disciplinary Actions:

- a. First Offense (1st-3rd accumulated offenses):
 - The student will receive a Written Reprimand and be required to correct their hair color to comply with the policy within a specified time frame.
- b. Second Offense (4th-6th accumulated offenses):
 - The student will receive a Written Reprimand and Conference with the Parents/ Guardians.
 - The student will be required to correct their hair color to comply with the policy immediately.
- c. Third Offense (7th-9th accumulated offenses):
 - The guardians will be called for a conference and issuance of Behavioral Contract.
 - The student will be required to correct their hair color to comply with the policy immediately.
- d. Fourth Offense (8th-12th accumulated offenses)
 - The guardians will be called for a conference and Community Service for 5 hours
 - The student will be required to correct their hair color to comply with the policy immediately.
- e. Fifth Offense (13th and above accumulated offenses)
 - The parents/guardians will be called for a conference and Community Service for 10 hours or more.



- The student will be required to correct their hair color to comply with the policy immediately.

The policy will be reviewed periodically and updated as necessary to ensure its relevance and effectiveness.

Adherence to the hair color policy at La Consolacion University Philippines is essential for maintaining a professional and respectful academic environment. By following these guidelines, the pupil/student demonstrates his/her commitment to the values and standards of the university, contributing positively to the school community.

SOCIAL MEDIA PRIVACY POLICY FOR STUDENTS

This policy is to ensure that LCUP pupils/students use social media responsibly and safely. It is intended to help pupils/students avoid cyberbullying, online predators, and other risks associated with social media use. The policy includes, but is not limited to, the following:

- Creating or maintaining a social media account.
- Using a social media account to communicate with other students, teachers, personnel, or the public.
- Posting or sharing content on social media.

Guidelines

A pupil/student must follow the following guidelines when using social media:

- **Be respectful of others.**
This means being mindful of the impact your words and actions can have on others, and avoiding language or behavior that is harmful, discriminatory, or offensive.
- **Be mindful of what you post.**
Once you post something on social media, it is out there for the world to see. Even if you set your privacy settings to private, there is always the possibility that your content could be shared or screenshotted and shared elsewhere.
- **Keep private information to yourself.**
This includes your full name, address, phone number, email address, and any other information that could be used to identify you or track you down.
- **Avoid bullying or harassing others.**
Bullying and harassment are never okay, whether they happen online or in person. If you see someone being bullied or harassed online, report it to a trusted adult.



- **Avoid engaging in illegal or inappropriate activity.**
Refrain from using social media to engage in illegal or inappropriate activity, such as cyberbullying, spreading rumors, or posting hate speech.
- **Be aware of the risks.**
Social media can be a great way to connect with others and share information, but it is important to be aware of the risks involved. These risks include things like identity theft, cyberbullying, and data breaches.
- **Talk to your parents or guardians.**
Let your parents or guardians know about your social media use and ask for their guidance.
- **Know your rights.**
As a pupil/student, you have certain rights when it comes to social media. For example, you have the right to privacy and the right to be free from discrimination. If you believe your rights have been violated, you can report it to a trusted adult.

Nature of Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
1. Posting inappropriate or offensive content: a. Posting content that is vulgar, obscene, or sexually explicit. b. Posting content that is hateful, discriminatory, or racist. c. Posting content that is threatening, violent, or harmful. d. Posting or sharing pornography.	Conference with the parents/ Guardians Community Service for 5 hours Behavioral Contract	Conference with the parents/ Guardians Community Service for 10 hours	Conference with the parents/ Guardians Non-admission for the following semester/s chool year		
2. Cyberbullying or harassing others: a. Making threats or insults online. b. Spreading rumors or lies	Conference with the parents/ Guardians,	Conference with the parents/ Guardians, Non-admission			



about someone online. c. Posting embarrassing or humiliating photos or videos of someone online.	Community Service for 10 hours, Behavioral Contract	for the following semester/s school year			
3. Impersonating someone else or creating a fake account: a. Creating a fake social media account in the name of another person. b. Pretending to be someone else in online discussions or forums. c. Using someone else's social media account without their permission.	Conference with the parents/ Guardians, Community Service for 5 hours, Behavioral Contract	Conference with the parents/ Guardians Community Service for 10 hours	Conference with the parents/ Guardians Non-admission for the following semester/s school year		
4. Sharing someone else's personal information without their consent: a. Sharing someone's phone number, address, or other personal information online. b. Posting someone's photos or videos online without their permission.	Conference with the parents/ Guardians Behavioral Contract	Conference with the parents/ Guardians Community Service for 5 hours	Conference with the parents/ Guardians Community Service for 10 hours	Conference with the parents/ Guardians Non-admission for the following semester/s school year	



c. Using someone else's personal information for malicious purposes.					
--	--	--	--	--	--

POLICY GUIDELINES ON HANDLING DISCIPLINARY CASES OF LEARNERS WITH SPECIAL NEEDS AND DISABILITIES

Objective:

To establish clear procedures and guidelines for handling disciplinary cases involving learners with special needs and disabilities, ensuring a fair, inclusive, and supportive environment in accordance with ISO 21001:2018 standards.

Scope:

The policy applies to all LCUP students with special needs and disabilities.

Policy Details:

To provide a safe and inclusive learning environment for all learners, including those with special needs and disabilities. This policy outlines the guidelines for handling disciplinary cases involving such learners, ensuring fairness, support, and adherence to relevant national legislation, including:

- Department of Education (DepEd) Order No. 23, s. 2022: Child Find Policy for Learners with Disabilities Towards Inclusive Education
- Enhanced Basic Education Act of 2013 (Republic Act No. 10533): Section 8, Inclusiveness of Enhanced Basic Education

Key Principles and Laws:

- UN General Assembly, Convention on the Rights of Persons with Disabilities
- Republic Act 11036: Philippine Mental Health Act of 2017
- Republic Act 7277: Magna Carta for Disabled Persons, Section 12 - Access to Quality Education
- CHED Manual of Regulations for Private Higher Education: Section 83 - Right to Enroll until Graduation
- Republic Act 10173: Data Privacy Act of 2012

Guidelines on Handling Disciplinary Cases:

1. Filing of Formal Complaint:



- Provide assistance to complainants, including addressing mental health concerns.
- 2. Notification of Adviser/Subject Teacher:
 - Inform the adviser/subject teacher through in-class or off-class call slips.
- 3. Notification of Parents/Guardians:
 - Promptly inform parents/guardians about any disciplinary issues involving the learner.
- 4. Conference with Involved Parties:
 - Conduct a conference with the involved parties to discuss the situation and gather information.
- 5. Issuance of Show Cause Letter (SCL):
 - Issue a SCL duly signed by the University President.
 - If the respondent reports a mental health condition, require a psychological assessment and evaluation.
Options:
 - a. Refer the respondent to the SWS (Student Welfare Services) Office.
 - b. Request an external psychological assessment and submit the report to SWS.

Presumption of Disability:

- A respondent shall be presumed to have a disability if:
 - a. The parent or guardian has expressed in writing or orally that the student needs an Individualized Education Program.
 - b. The parent has requested an evaluation of the student in writing.

Exceptions to Presumption:

- A respondent shall not be presumed to have a disability if:
 - a. The parent has not allowed a relevant evaluation by SWS.
 - b. The parent has refused IEP services.

Handling Cases with Psychological Assessment:

- If the respondent is undergoing psychological assessment or intervention, inform the complainant.
- After reviewing the psychological report, SWS may recommend:
 - a. Further assessment
 - b. Interventions
 - c. Proceeding with the case investigation
 - d. Mental health support

Investigation and Deliberation:



- Upon SWS recommendation, the COD will proceed with the special investigation.
- The COD will complete a summary report and recommend the matter to the Principal for endorsement to the University Legal Counsel.
- If recommended to proceed, the COD will convene the Fact-Finding Committee for investigation and deliberation.
- If dismissed, the COD will refer both parties to SWS for intervention.

Notice of Hearing:

- Issue a notice of hearing to all parties involved at least five working days before the hearing date.
- Allow rescheduling if necessary.
- Proceed ex-parte if the respondent fails to appear without sufficient cause.
- Invite SWS guidance counselors or psychometricians as resource persons.

Fact-Finding Committee and Sanctions:

- The Fact-Finding Committee will conduct a thorough assessment and recommend possible sanctions.
- The University President will approve the recommendations.
- The COD will monitor the implementation of the final sanction.

GRIEVANCE COMMITTEE

When a pupil/student commits offenses with suspension and exclusions as sanctions, this body will ascertain whether a pupil/student is guilty or not after going through due process. The case shall be deliberated upon by the following: Subject Teacher, Class Adviser, Principal, Coordinator of Student Discipline, Vice-President for Academic Affairs. However, if the case merits suspension or expulsion, this will be elevated to the President of the University.



PART IX

CHILD PROTECTION POLICY

La Consolacion University Philippines abides by the Child Protection Policy under DepEd Order No. 40, series of 2012. The best interest of the child shall be the paramount consideration in all decisions and actions of the school involving children. Similarly, all pupils/students must comply with and abide by the child protection policies and guidelines enforced by the State, particularly by the DepEd, and implemented by and within the school. As much, they have the following duties and responsibilities:

1. Refrain from:
 - 1.1. Engaging in discrimination, or leading a group of pupils/students to discriminate another, with reference to one's physical appearance, weakness and status of any sort;
 - 1.2. Doing any act that is inappropriate or sexually provocative;
 - 1.3. Participating in behavior of other students and pupils that is illegal, unsafe or abusive;
 - 1.4. Marking or damaging school property, including books, in any way;
 - 1.5. Engaging in fights or any aggressive behavior;
 - 1.6. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material; and,
 - 1.7. Performing other similar acts that cause damage or injury to another.
2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity; and,
4. Observe the Code of Conduct.



PART X

ANTI-BULLYING PROGRAM/ ANTI-BULLYING STATEMENT

LCUP believes that a pupil/student can achieve their full potential in an environment that is free from intimidation and fear. For this to be achieved, all members of the school community must show mutual respect towards each other while upholding our institution's core values of interiority, humility, courage, missionary spirit, compassion, community-oriented.

Bullying is strictly prohibited in La Consolacion University Philippines. It has no place in our institution.

WHAT IS BULLYING?

Bullying is a form of aggressive behavior that is intentional, hurtful, and repeated. The person who bullies has more power than the person who is targeted.

TYPES OF BULLYING

PHYSICAL BULLYING	VERBAL & WRITTEN BULLYING	RELATIONAL BULLYING	CYBER BULLYING
a. Hitting b. Slapping c. Elbowing d. Shoving e. Kicking f. Pinching g. Restraining h. Taking, stealing, damaging, or defacing, a person's belongings or property	a. Name-calling b. Making insulting, racist, or rude remarks c. Repeated teasing d. Harassment, threats, and intimidation e. Mean or intimidating notes f. Mean or intimidating graffiti	a. Destroying status within a peer group b. Destroying reputations c. Humiliating and embarrassing someone d. Gossiping or spreading malicious rumors or lies e. Exclusion (social rejection or isolation)	a. Spreading gossip, rumors, and lies electronically b. Sending or posting defamatory or embarrassing photographs and video recordings c. Sending insulting or threatening emails



i. Sexual harassment	g. Whispering behind someone's back	f. Stealing a boyfriend or girlfriend to hurt someone	d. Sending malicious code
j. Other analogous acts	h. Other analogous acts	g. Negative body language (glaring, dirty looks, turning your back to someone)	e. Sending pornography and other junk emails and instant messages (IMs)
		h. Threatening gestures	f. Impersonating someone online to make them look bad
		i. Passing mean notes	g. Sending or posting cruel jokes electronically
		j. Circulating hate petitions (promising to hate someone)	h. Sending or posting malicious gossip electronically
		k. Other analogous acts	i. Creating a website designed to humiliate and embarrass someone
			j. Other analogous acts

ANTI-BULLYING POLICIES

Rationale

In LCUP, it is affirmed that every pupil/student has a right to be in a school which is safe and secure. As an educational institution, we advocate peace and support non-violent means of conflict resolution.



In this context, our school has put anti-bullying policies in place to continuously fight this anti-social behavior and at the same time mold our pupils/students towards becoming dignified, respectful, and peace-loving citizens.

Guidelines

1. All members of the school have a responsibility to recognize bullying and to take the necessary action.
2. All teachers, staff and personnel should treat any report of bullying seriously.
3. The concerned teacher, staff or personnel should listen to the pupil/student and make such inquiries as may be necessary to clarify exactly what has been happening.
4. A pupil/student should be assured that he/she has acted correctly in reporting the bullying. The staff members should make a written summary of the information and pass it on to the Coordinator of Discipline.
5. The emphasis must be on changing the behavior of the bullying pupil/student, while providing support for the pupil/student who has been harassed.
6. An effort should be made to contact the parents of all involved pupils/students.

Procedure for Reporting of Cases

1. The incident must be reported immediately to the Discipline Officer. In case the pupil/student voluntarily filed the incident report, the Discipline Officer shall accept the case and make necessary communication and notification to the parents of the reporting child.
2. The Discipline Officer will notify the parent/guardian of the pupil/student involved.
3. In the presence of the parent/guardian, the complainant will be made to write an incidence report that contains the details of the incident. A formal complaint will then be filed with the Child Protection Committee (CPC).
4. The Principal will then schedule a case conference in the presence of the members of the CPC, the complainant and his/her parent/guardian, and the defendant and his/her parent/guardian.
5. During the case conference, all possible courses of action will be adopted to resolve the case.
6. If the case is not resolved, the CPC will meet again to decide what should be done.
7. After a resolution has been agreed upon, a report will be written and filed.
8. Follow up interventions will be made by the Guidance Center to make sure that the bullying has stopped.

Source: Republic Act No. 10627 (Anti-Bullying Act of 2013)



PART XI

POLICY ON CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

LCUP aims to develop in a pupil/student a well-rounded personality. It recognizes the fact that this cannot be achieved solely within the normal classroom setting but has to be complemented with various activities, which form part of the community life of a pupil/student. It is hoped that participation in duly authorized co-curricular and extra-curricular activities will further enable a pupil/student to become more socially conscious, value oriented and responsive Filipino Christian.

Every LCUP pupil/student therefore is expected to balance academic life and co-curricular and extra-curricular activities.

A pupil/student is required to attend all school activities, such as:

- Holy Masses
- Confessions
- Convocations
- Exhibits
- Club Meetings
- Cultural Presentation
- Mission and Christmas Drive
- Symposia
- Academic Contests
- Field Day Activities
- Intramurals
- Educational Tour
- Recollections
- Retreat (for Graduating students; Grade 6, Grade 10, and Grade 12)

Co- and extra-curricular activities are done outside class hours, and participation in those activities is a requirement subject to the provision in Section 79 of the Manual of Regulation for Private Schools and Article 218 of the Family Code.

CAMPUS ORGANIZATIONS/CLUBS

The following organizations are expected to complement the school's classroom instruction. Each organization is directly supervised by a moderator or adviser. N-10 to Senior High School may adopt or may establish other clubs related to specific strands/track with the approval of the Coordinator for Student Activities.



I. Organizations (N-12)

- a. **Student Coordinating Board (SCB).** This is composed of the officers voted for by the student body. It takes charge of coordinating the activities of the recognized organizations in the Department. The Head of Student Activities acts as the adviser.
- b. **Augustinian Youth Organization (AYO).** This is an active youth organization under the Order of Saint Augustine (OSA) through the patronage of the Augustinian Sisters of Our Lady of Consolacion (ALSOC) operated under the Integral Evangelization Program (IEP). AYO has two types of ministries:
 1. Liturgical Services
 - Ministry of Altar Servers
 - Ministry of Lectors and Commentators
 - Ministry of SIERVAS
 2. Social Services
 - Social Communication
 - Social Action Club
- c. **The Augustinian Chronicles.** As the training ground for campus journalists and those who find joy in writing self-expression, the organization provides students opportunities to hone their writing skills. Those contemplating journalism as a serious endeavor in the future usually join this organization.
- d. **Usbong Himig.** This aims to provide opportunities for students to perform and share their gifts and enhance liturgies and school events with music ministry.
- e. **Mother Rita Barcelo Social Action Club.** This club aims to live out the Augustinian value of service by participating in social justice initiatives, advocating for those in need, and promoting a culture of care within the community.
- f. **Agustino Savers Club.** This club instills financial literacy and discipline among members through savings and investment activities, fostering the values of stewardship and responsible management of resources.
- g. **Panorama.** This club seeks to capture and preserve meaningful moments and events, fostering creativity and the values of attentiveness to beauty, meticulous documentation, and sharing stories that inspire and connect the community.
- h. **Peer Facilitators.** This club supports and guides fellow students through peer-led initiatives, promoting personal and academic growth while embodying the values of compassion, community, and service to others.
- i. **Batnayang Agustino.** This club aims to cultivate a spirit of patriotism and active citizenship among members, guided by the values of service, community involvement, and the pursuit of justice and peace.



- j. **Vox Invictus.** This club aims to develop critical thinking, articulate communication, and respectful discourse in members, embodying the values of truth-seeking, intellectual growth, and community engagement.
- k. **RELEVÉ Dance Organization.** This club expresses creativity and physicality through dance while promoting camaraderie, discipline, and the values of unity, grace, and the joyful celebration of life.
- l. **Robotics ORG.** To inspire innovation and technical skills in the field of robotics, guided by the values of knowledge, perseverance, and using technology to serve the common good.

II. Clubs

N-10	SHS GRADE 11	SHS GRADE 12
1. Acoustics (JHS)	ABM	ABM
2. Artists' Circle (JHS)	Accounting Apprentices Association (AAA)	Junior Marketing Society (JMS)
4. Computer Club (JHS)	π-rites	YBL - Young Business LeaderZ
5. English Club (GS/JHS)	STEM	
7. Filipino Club (KADIPAN/GS)	The Scribes	
8. Filipino Club (ADHIKA/JHS)	Communiverse	STEM
9. Gen-Z Dance Crew (GS and JHS)	Energetic Biology Masters	Future Doctor's Society (Medical Club)
10. Math Club (GS)	GREEN: Growing Resilient	ASFE (Augustinian Society of Future Engineers)
11. Mathematics Circle (JHS)	Environmentalists for the Exploration of Nature	Biology Club
12. Social Science Club (GS)	Mathlete's Guild	Architectural Club
13. Peer Facilitators Club	SciTechtist Syndicate Club 4	Research Club 1
14. Science Club (GS)	Risk Takers (DRRR Club)	Chemistry Club
15. Science Club (JHS)	Club 7	LCUP Swirs (Technological Club)
16. Young Home Makers (GS)	EQUAL: Empowered Quantumists Unfolding	STEM Chronicles
17. Young Home Makers (JHS)	Arithmetic Learning Club 8	Research Club 2
18. Histogram	HUMSS	HUMSS
19. Bulilit (Little Artist Club)	DAGITAB HUMSS Club	SILAKBO
20. English Club (ECE)	ThinkTank Society	Alab Ugnayan
		Law Club
		GAS



21. Sports Club	CLUB 4 KAMPILAN GAS SiGASig ARTS AND DESIGN ARTE Consolanians TVL/CP/CSS CODE OF DUTY Club 2 COOKERY / FBS/ BPP BAKE & SIP Spoonful TPS Astra Adventura	GAS CLUB ARTS AND DESIGN Art/Painting Club TVL TPS CLUB BPP/COOKERY CLUB CP CLUB
-----------------	--	---

In the event of adjustments or revisions in the Senior High School (SHS) curriculum whether due to changes in subject offerings, time allotments, academic focus, or program requirements the school administration reserves the right to implement necessary modifications in the structure, scheduling, or availability of student clubs and organizations.

GUIDELINES ON ACTIVITIES

1. The club shall regularly meet once a month. The schedule is defined by the Coordinator of Student Activities.
2. Members of the recognized clubs/organizations are required to be present at all meetings. Three absences mean suspension from the organization/club.
3. A pupil/student who receives the privilege of representing the school in off-campus activities is obliged to live up to the expectations of the school.
4. Using the name of the school in whatever activity/project is only allowed if written permission is granted by the Principal.
5. LCUP, being a Catholic institution, sets religious activities that must be participated by all students and personnel.
6. Activities scheduled during or within a class period require the attendance of all concerned. Absence from the activity will automatically mean absence of the students from the particular class.
7. Activities sponsored by clubs/organization/departments must be approved by the Principal. Such activities must not affect the regular classes.



8. A written waiver is required for activities which are held outside of the school and outside of the school days. A pupil/student who joins activities without any proper waiver will not be allowed to participate in said outside activity.
9. Any pupil/student who attends activities of clubs and/organizations not recognized by LCUP shall be responsible for his/her own actions. The school will not be responsible for the pupil/student for any circumstance that may affect him/her during the activity.
10. A pupil/student organization's cause should not run counter against the philosophy, goals and objectives of the university, nor to the law, public policy, morals or public order.
11. All school activities should be in accord with the regulations of the school and of DepEd.
12. School facilities may be used by any student organizations upon due application with the school authority; subject to the rules and regulations prescribed by the school, and that such facilities shall be used only for the purpose stated in the permit/application/request form.
13. Club/Organizations are not allowed to undertake fund raising activities, unless, approved by the University President.
14. Application for the use of any school facilities shall be filed by the president of the organization and approved in writing by the Department Head.
15. Any club/organization shall be held liable for the loss, damage or destruction of facilities or properties of the school covered for its use.
16. The posting, distribution or circulation, within the school premises of any literature, posters, bills, or the like, whether commercial or otherwise, shall be done only in appropriate places after the written approval of the Office of Principal. No one is allowed to use any bulletin board that is not designated/assigned to them.

POLICY ON STUDENT ORGANIZATIONS

1. The student organization/club is open to all pupils/students.
2. A pupil/student is required to have only one club membership.
3. Officers of the different clubs and organizations are elected at the beginning of the school year under a club adviser recommended by the Office of the Coordinator of Student Activities and approved by the Principal.
4. A pupil/student may apply for membership in any organization by filling up a form provided by the Office of the Coordinator of Student Activities.
5. The goals and objectives of each recognized club/organization must clearly be defined through their constitution and by-laws and achieved under the spirit of unity and sincerity.
6. Regular attendance and active participation in all school activities is required. Any member/officer of the organization who incurs three (3) absences from their meeting/activity shall be suspended.



7. A pupil/student must only have one club membership, except for the SCB Officers which is the Department's Arm Organization, wherein they can have one more club membership.

POLICY GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

In Pursuant of DO 66, S. 2017, titled "Implementing Guidelines on the Conduct of Off-Campus Activities", La Consolacion University Philippines reiterates its commitment in ensuring the safety and well-being of all pupils/students participating in off-campus activities. In line with DepEd Order No. 66, s. 2017, the university established comprehensive guidelines to govern the planning, approval, and execution of off-campus activities. These guidelines are designed to promote educational value, safety, and holistic development of our students.

1. All off-campus activities must align with the educational objectives of the school. The activity must provide significant learning opportunities and experiences for the pupils/students.
2. Off-campus activities require prior approval from the school administration. Requests must be submitted well in advance, the report of compliance must be accomplished, and the certificate of compliance must be secured.
3. Detailed risk assessments and safety plans must be developed for all activities. These includes:
 - a. ensuring proper supervision
 - b. emergency preparedness
 - c. medical certificate from the university clinic signed by the university physician.
4. Written consent from parents or guardians is mandatory for pupil/student participation in any off-campus activity. Parents must be fully informed about the nature, purpose, and details of the activity.
5. A pupil/student is expected to uphold the same standards of behavior and discipline during off-campus activities as he/she does within school premises. Any misconduct will be addressed in accordance with the school's disciplinary policies.
6. All costs associated with off-campus activities should be reasonable and transparent. The school will ensure that no pupil/student is excluded from participating due to financial constraints.

By adhering to these guidelines, LCUP aims to provide enriching and safe off-campus experiences that contribute positively to the educational journey of our pupils/students.



PART XII

SCHOOL FACILITIES

1. The Chapel

The Chapel is found near the Sisters' Residence. Grade School and High School year level or class masses are celebrated here.

2. The Home Economics Room

This is the venue for pupils/students to practice their skills in cooking and food preparation and preservation. It is an ideal seedbed for future homemakers. The HE Room is located on the 1st floor of the Mother Rita Building.

3. Audio-Visual Room (BED AVR)

This is conducive for varied purposes like pupil/student seminars and activities, Administrative and Faculty conferences, seminars, workshops, etc. The BED AVR is found on the 2nd floor of the St. Augustine Building. This is for the use of the Basic Education Department.

4. The Gymnasium

The Cassiciacum Sports Center is available for the use of the pupils/students and faculty. It is a roofed gymnasium conducive for various physical education activities.

5. Kalinangan Auditorium

It is a fully air-conditioned facility with a capacity of thousands. It is conducive for varied functions like pupil/student seminars, retreats, assemblies, administrative and faculty conferences, workshops and others. It is equipped with modern facilities, audio and video equipment and facilities for control lighting.

6. The Library

The library operates under the following rules and regulations:

- The use of the library is only for duly enrolled students or researchers.
- Pupil/student/researcher is required to have RFID for borrowing and returning books.
- The pupil/student is entitled to borrow one (1) reserved book and two (2) general circulation books at a time within a specified period.
- Reserved books may be borrowed on an overnight basis only and to be returned on the following morning.



- e. Stealing, tearing, damaging or mutilating a book, periodicals, pamphlets or other reading materials are serious infraction of the rules and regulations. This is to be reported to the Office of the Coordinator of Discipline for disciplinary action.
- f. Bags and other belongings are deposited in the baggage area. Valuables such as money, jewelry, and cellphones may be brought inside the library, however, the library is not responsible for any losses. Cellphones must be put on silent mode.
- g. Borrowers should surrender everything for inspection when getting out of the library premises.
- h. The library staff is authorized to enforce silence, as well as the library rules and regulations.
- i. Any discourtesy towards the Library Staff enforcing library rules and regulations will be noted and reported in writing to the office of the Coordinator of Discipline for disciplinary action.
- j. Eating and other activities that will distract other researchers are not allowed.
- k. The school library service is from 7:30 a.m. to 5:00 p.m. from Monday to Friday.

7. Office of the Student Welfare Services (SWS)

The Student Welfare Services are basic services and programs needed to ensure and promote the well-being of the students. The SWS includes the following:

- a. Information and Orientation Services
- b. Guidance and Counseling Services
- c. Mental Health Services
- d. Testing Services
- e. Career and Job Placement

8. Computer Laboratory

The Computer Laboratory is provided with modern equipment where the pupils/students can simultaneously perform activities using the computer units. The Computer Lab is located on the 2nd floor of the MR Building.

9. Science Laboratory

The Science Lab services both the Grade School and High School level. Proper standard operating procedures are observed when it comes to the use of materials, equipment, and apparatus in the laboratory. The Science lab is located on the 1st floor of the MR Building.

10. Clinic/Health Services



It is supervised by physicians, dentists and school nurses. It conducts an annual general physical and dental check-up. Clinical services are available to pupils/students daily during the specified hours. In case of major illness, the medical staff (whoever attends to the pupil/student) will issue and endorse "Consultation/ treatment/ advice Slip" to parent/guardian. The slip must be duly signed and approved by the Principal. However, the clinic applies first aid treatment to minor ailments.

11. Food Services

There are several canteens on the campus that cater to the food requirements of the BED students.

12. Registrar's Office

The office is located on the ground floor of the Administration Building. It safeguards the pupil's/students' records.

13. Security Services

The University is physically secured and protected by a reputable Security Task Force. They monitor the coming in and out of people at the two gates of the campus.

14. Finance / Cashier's Office

This office, which takes charge of all the financial transactions of the University, is found on the ground floor of the Administration building.

15. La Consolacion University General Hospital

The hospital serves as a referral hospital for the school's community extension services. At the same time, the hospital provides LCUP complementary medical services to pupils/students and personnel



PART XIII

CODE OF CONDUCT UNDER NEW NORMAL SITUATION

NETIQUETTE GUIDE FOR VIRTUAL CLASSES/ACTIVITIES

Security

Remember that your password is the only thing protecting you from trouble or more serious harm.

1. Don't share your password with anyone.
2. Change your password if you think someone else might know it.
3. Always log out when you are finished using the system.

General Guidelines

When attending virtual classes/activities, you should always:

1. Treat your teachers and classmates with respect in email or any other mode of communication.
2. Address your teacher using their appropriate title or preferred form of address: Sir or Ma'am.
4. Use clear and concise language.
5. Remember that all communication should have correct spelling and grammar.
6. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
7. Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
8. Limit and possibly avoid the use of emoticons like or :).
9. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
10. Be careful with personal information both yours and others.
11. Never send private information by email or other similar means.

Email Netiquette

When you send an email to your teachers or classmates, you should:

1. Use a descriptive subject line.
2. Be brief.
3. Avoid attachments unless you are sure your recipients can open them.
4. Avoid HTML in favor of plain text.
5. Sign your message with your name and return e-mail address.



6. Think before you send an e-mail to more than one person. Does everyone really need to see your message?
7. Be sure you REALLY want everyone to receive your response when you click, "reply all."
8. Be sure that the message author intended for the information to be passed along before you click the "forward" button

Message Board Netiquette

When posting on the Discussion Board in your virtual class, you should:

1. Make posts that are on topic and within the scope of the subject or topic material.
2. Take your posts seriously and review and edit your posts before sending.
3. Be as brief as possible while still making a thorough comment.
4. Always give proper credit when referencing or quoting another source.
5. Be sure to read all messages in a thread before replying.
7. Never repost someone else's post without adding something of your own to it.
8. Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
9. Always be respectful of others' opinions even when they differ from your own.
10. When you disagree with someone, you should express your differing opinion in a respectful, noncritical way.
11. Avoid making personal or insulting remarks.
12. Be open-minded.



PART XIV

PSYCHOSOCIAL SUPPORT POLICY

The school environment has experienced one of the greatest threats brought about by the COVID 19 crisis. Educational institutions are facing a tremendous challenge to adapt to the changes and requirements of the new normal. The months of community quarantine have affected the lives not only of the pupils/students but also their parents, teachers, and school personnel. Even in normal situations, good mental health is critical to pupil's/students' success in personal and school life. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life's challenges. Left unmet, mental health problems may result in negative outcomes and most serious problems.

Alongside the new normal approaches in the teaching-learning process, the Student Welfare Services of La Consolacion University Philippines defined strategies that would respond to the psychosocial needs primarily of pupils/ students and their parents. In addition, specific actions are planned to aid and support the teaching and non-teaching personnel as well. Psychosocial support helps people cope with a crisis that disrupts their lives. The basic premise is that if people are empowered to understand and care for themselves and others, there will be improved self-confidence and strengthened ability or capability to deal with current and future challenges. The target will be to help individuals develop resiliency in the face of the pandemic and other challenging life situations.

To assist the pupils/students, parents, teachers, and non-teaching personnel, the SWS unit will provide services centered on curative and preventive approaches. These would involve the following:

1. Initial engagement through routine checking of physical and psychosocial states Initial activity would involve the conduct of individual routine check interviews to determine current states and needs – physical, familial, social, daily functioning, coping mechanisms and general well-being.
 - a. Online routine check interviews targeting all students
 - b. Online routine check interviews targeting the parents of the pupils/students
 - c. Routine interviews of school personnel
2. Need assessment, identification of at-risk individuals, and interventions needed from the initial engagement, needs, nature, and level of assessment will be determined. Persons will be categorized according to their level of coping or non-coping. Specific guidance or psychological interventions will be scheduled and implemented.
 - a. The Student Welfare Services personnel will continuously review documented responses from each student to identify the concerns of pupils/students/parents.



- b. Pupil/Students' responses will be categorized according to their specific needs to ensure that those at risk will be given necessary interventions.
3. Formation of a social support system
Support groups (family, friends/classmates' circle, school) will be created. This group support will enable the affected individuals to get on with their daily tasks and demands. Social networking may also be used to follow up teachers, personnel, and pupils'/students' daily routines and monitor their psychosocial needs.
 - a. The Student Welfare personnel will work closely with the advisers and parents to guarantee the efficiency of the program through interaction with the people involved in the daily routine of students.
 - b. The unit will conduct a weekly follow-up system from advisers and parents to identify improvements and achievements in every conducted follow-up.
4. Conduct online (or face-to-face if already permitted) individual and group counseling sessions
Counseling is necessary to probe overt feelings, perceptions, fears, and anxieties. Its aim is to put to the surface the suppressed emotions and other conflicts that the counselees may have failed to recognize. This is also to ensure that persons with concerns will be observed (if face to face) or monitored (online) and given the necessary action/s.
 - a. The SWS will prepare pre-counseling activities that will make the pupils/students and parents develop rapport and get more engaged in the activity.
 - b. The SWS will review categorized documented routine interview results to identify an approach suitable to a person or group of persons.
 - c. Enough time for processing should be observed to maintain good relationships with students/parents/personnel.
5. Referral of serious cases to external mental health professionals
Individuals who have pre-existing psychological disorders, exhibited severe personality disorders, or have manifested strong and very strong reactions to the crisis will be assessed and referred to psychologists or psychiatrists.
 - a. Guidance counselors will identify persons who need assistance from mental health professionals based on individual assessments
 - b. Consent of the concerned person will be solicited whenever referrals are deemed necessary
6. Follow up activities
Constant monitoring and periodic follow-up will be done to ensure improvement in the psycho-social well-being of the target individuals. (pupils/students, parents, faculty, and personnel).
 - a. All SWS personnel will maintain updated monitoring and follow-up records.



- b. Follow-up will be a continuous activity for all.
7. Conduct Online Psycho-social Education/Webinars
Periodic inspirational online webinars will be made available to all based on the expressed needs.

Note:

1. *Strict confidentiality in all transactions and services made will be ensured for all.*
2. *The services identified will be provided in coordination with the University Health Services unit which will look into the medical conditions and physical and mental health of the individuals. Their advice and recommendations will also be considered*

PART XV

LCUP POLICY FRAMEWORK FOR A SAFE AND INCLUSIVE LEARNING ENVIRONMENT

La Consolacion University Philippines (LCUP) is committed to providing a safe, inclusive, and conducive learning environment that nurtures the holistic development of its students. In alignment with the directives of the Department of Education (DepEd) and relevant Republic

98

Unity*Charity*Truth



Acts, LCUP has adopted and implemented various policies, programs, and initiatives to uphold the rights, safety, and well-being of every learner. These measures ensure that the institution remains a space where academic excellence, character formation, and personal growth thrive.

The following are key DepEd Orders and Republic Acts adopted by LCUP, along with their corresponding mandates:

1. Republic Act No. 11313 – Safe Spaces Act

Also known as the "Bawal Bastos" Law, this act aims to prevent gender-based harassment in public spaces, including schools. LCUP enforces policies that promote gender sensitivity and address incidents of harassment promptly.

2. Executive Order No.26 or the establishment of Smoke-Free Environment in Public and Enclosed Places; RA No. 9211 or the Tobacco Regulation Act of 2003; RA No. 8749 of the Philippine Clean Air Act of 1999

This policy requires schools to promote a smoke-free environment by prohibiting the use of tobacco and related products within the school premises. LCUP conducts awareness campaigns and strictly enforces a tobacco-free campus policy.

3. DepEd Order No. 32, s. 2017 – Gender-Responsive Basic Education Policy

This policy ensures that schools adopt gender-responsive strategies in education. LCUP integrates gender sensitivity into its curriculum, activities, and programs, fostering a learning environment that promotes gender equality and inclusivity.

4. DepEd Order No. 72, s. 2009 – Inclusive Education Policy

This policy emphasizes the importance of inclusive education to increase the participation rate of children from marginalized sectors, including children with disabilities and indigenous learners. LCUP provides equal access to quality education, ensuring that every student, regardless of background, can thrive.

By adopting these DepEd Orders and Republic Acts, LCUP reaffirms its dedication to fostering a safe, respectful, and nurturing educational environment where every student can thrive and achieve their full potential.

PART XVI

GENERAL GUIDELINES FOR PARENTS/GUARDIANS

As provided for in Education Act of 1982, parents shall have the following duties and obligations, in addition to those provided for under existing laws:

1. To help carry out the attainment of the declared educational objectives and national goals through the school system;
2. To strive to enable their children to obtain an elementary and secondary education towards the national objective of right formation of the youth;



3. To extend to their children the benefits of moral guidance, self-discipline and religious instruction. Hence, parents are legally bound to perform the duties prescribed in Article 220 of the Family Code to ensure that their minor children do not cause damage to others, including those in schools;
4. To support and cooperate with the school administration in the proper implementation of all curricular and co-curricular programs. Thus, parents are expected to:
 - 4.1. Regularly attend the Parents-Teachers Conference scheduled at the end of every Grading Period. Parents- Teachers Conference is a great opportunity to help to communicate to parents the areas their child is excelling in and to give them specific ideas of how to improve upon their child's performance in school.
 - 4.2. Schedule an appointment at the Principal's Office in case there is a need to discuss important matters with the class advisers/subject teachers of their child.
 - 4.3. Ensure that their child arrives in school at least 15 minutes before class time.
 - 4.4. Stay only on designated areas/lounges for parents accompanying their child (especially those in the Early Childhood Education and Grade School levels).
 - 4.5. Follow the prescribed dress code for parents/guests entering the University. Strictly no pajamas and sleep wear, jeans that are excessively ripped, Low-cut Tops/hanging blouse, sando/spaghetti strap, short pants, short dresses or miniskirts.
 - 4.6. Avoid entering the classrooms to meet their children or to seek unscheduled interviews/conferences with teachers during school hours. In case there is an urgent need to meet their child/the teachers, parents shall wait first at the Principal's Office.

In case of conflict among pupils/students, parents/ guardians are not allowed to talk/ communicate to a pupil/student with whom his/her daughter/ or ward has a conflict. This includes the use of phones, private message on Facebook, twitter and the like. Any complaint or concern among students must be coursed through the Adviser.
 - 4.7. Fetch their child at designated waiting areas during dismissal. Fetchers are not allowed to wait for the students outside the classroom or in the corridors.
 - 4.8. Secure permission from the Principal's Office in case birthday celebrations/parties will be held inside the classroom.
 - 4.9. Prepare duly signed excuse letter in case of absence(s) of their child. Attach medical certificates if necessary.



- 4.10. In case the pupil/student needs to go home early due to valid reasons, a Permit to Go Home shall be secured and accomplished at the Principal's Office.

PART XVII

GUIDELINES ON STUDENT HANDBOOK REVISION

As per regulations, the university shall provide students with all pertinent information needed in the course of their stay in the institution. Thus, information such as important procedures, policies and rules, and regulations of the university shall be made available to students through the Student Handbook. A Student Handbook shall be viewed as a vital

101

Unity*Charity*Truth



component of the university as a learning educational institution with focus on information dissemination, guidance and reference.

The Student Handbook will be developed, reviewed, and approved based on the policy stipulated hereunto. Hence, the following procedures in the Student Handbook development shall be complied with and followed:

1. The student handbook shall be revised, enhanced and developed by a committee which will be composed of the following:
 - a. Vice-President for Academic Affairs
 - b. Principal
 - c. Assistant Principal
 - d. Subject Area Coordinators
 - e. Coordinator of Discipline
 - f. Coordinator of Student Activities
 - g. University Registrar
 - h. Director, Academic Quality Assurance (AQA)
 - i. Director, Student Affairs and Services
 - j. Director, Library and Information Center (LIC)
 - k. Crisis Manager
 - l. Registered Guidance Counselor
 - m. Faculty President/Representative
 - n. Officers of the Student Coordinating Board
 - o. Representative, Parents Teachers Council
2. The initiative on the revision of Student Handbook was based on the DepEd Memorandum or as the need arises.
3. The student handbook shall be reviewed every three years and revised the following year.
4. The Student Handbook draft shall be presented and consulted to the parents, students and faculty.
* (for consultation)

PUPIL'S/STUDENT'S AGREEMENT AND PLEDGE OF COMMITMENT

I have read and understand the contents of the LCUP Student Handbook. I promise to do my best to fulfill my obligations as a pupil/student and follow the prescribed rules, regulations, and policies set forth herein.

PUPIL'S/STUDENT'S FULL NAME: _____



STUDENT'S SIGNATURE: _____
GRADE LEVEL & SECTION: _____
DATE: _____

PARENT'S AGREEMENT AND PLEDGE OF COMMITMENT

Together with our child, we _____
(Father's Name) (Mother's Name)

have carefully read and understand the contents of La Consolacion University Student Handbook and we are willing to strongly abide by it. We likewise promise to support our child and cooperate with the school administrators in the pursuit of a true Augustinian- Marian education.

FATHER'S PRINTED NAME: _____
FATHER'S SIGNATURE: _____
MOTHER'S PRINTED NAME: _____
MOTHER'S SIGNATURE: _____
DATE: _____

