



# CARANDAY NATIONAL HIGH SCHOOL

Baao, Camarines Sur

SCHOOL ID: JHS 301956 SHS 343003

## SCHOOL HANDB OOK FOR STUDEN TS AND PARENT S



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# The DepEd Vision

We dream of Filipinos

who passionately love their country  
and whose values and competencies

enable them to realize their full potential  
and contribute meaningfully to building the nation.

As a learner-centered public institution,  
the Department of Education  
continuously improves itself  
to better serve its stakeholders.

# The DepEd Mission

To protect and promote the right of every Filipino to quality, equitable, culture-based,  
and complete basic education where:

Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.  
Teachers facilitate learning and constantly nurture every learner.

Administrators and staff, as stewards of the institution, ensure an enabling and

supportive environment for effective learning to happen.

Family, community, and other stakeholders are actively engaged and share

responsibility for developing life-long learners.

# Our Core Values

Maka-Diyos

Maka-tao

Makakalikasan

Makabansa



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# A. School Profile/Data

## 1. Geography:

Caranday National High School is 7.5 kilometers away from the major highway, surrounded by grasslands covering a maximum of one hectares. Its site came from land donation of the PTA organization headed by PTA President Mrs. REBECCA C. ESPANTO. It is situated more than 7.4 kilometers away from Baao town proper, 7.3 kilometers away from the nearest public high school, 7.3 km from the nearest private high school, 100 meters away from nearest public elementary school, 7.3 kilometers away from private elementary school, 7.4 kilometers away from the district office, and 26 kilometers away from Division Office or 40 to 45 minutes' travel time from station to Division Office.

The school is accessible by land transportation of any means from motorized vehicle (habal-habal), tricycles, jeepneys and any four-wheeled cars.



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# SCHOOL HANDBOOK FOR STUDENTS AND PARENTS

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## Section I – INTRODUCTION

The success of our students and the well-being of all in Caranday National High School are our utmost concerns. We believe that the high expectations that parents and guardians, the community, and school personnel have for our students and for the school are best accomplished in partnership. This Handbook is designed to provide information about school expectations, policies, and procedures to help students, school officials, and parents work together to ensure opportunities CNHS students to succeed.

This School System operates with the belief that instruction best occurs in a safe environment that is conducive to learning, free from distractions and disturbances. Our intention always is to provide students a learning climate that is positive and caring, while also orderly and effective in helping students and school personnel work productively toward mutual goals. Family cooperation in maintaining this climate is essential to realizing the high standards of achievement the school community has set for students.

Communication between home and school is vital. We encourage parents to talk with teachers and the principal about special needs and concerns as they arise and participate as often as possible in student activities and school events. Parent involvement and student success go hand in hand.

As every organization recognizes the significance of implementing rules and regulations, this handbook shall also serve as guide to all personnel in all their actions and behavior while inside the organization's premises and comply with its existing rules. In this regard, it is imperative that they read and understand in full the contents and provisions of this handbook. Justifying ignorance for a violation of the rules stipulated herein shall never be an acceptable excuse for anyone.



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## Section II – Rules on General Behavior

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Students learn best when they set high goals for themselves, work hard to achieve those goals, and conduct themselves responsibly in their schoolwork and actions. Students need to adopt these practices to help ensure their success.

- >> Attend all classes daily.
- >> Be punctual.
- >> Be prepared for class with appropriate working materials and completed homework.
- >> Be respectful to all individuals and property.
- >> Be responsible for their own work.
- >> Abide by the rules and regulations of the school.
- >> Maintain positive attitude.
- >> Conduct themselves in a safe and responsible manner.
- >> Neat, clean and decent in attire and in the use of language
- >> Observant of cleanliness, sanitation and hygiene.
- >> Avoiding acts that may embarrass the school.

## Section III – Admission Requirements

All who possess the necessary qualifications and acceptable and valid enrolment credentials are invited to enroll in this institution. They are expected to provide the following documents for official enrollment:

### JUNIOR HIGH SCHOOL

#### 1. Accomplished Enrollment Form



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2. Grade 6 Report Card

3. PSA issued Birth Certificate (photocopy)

4. Learner Reference Number (for Transferees)

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## **SENIOR HIGH SCHOOL**

1. Accomplished enrolment form

2. Grade 10 Report Card

3. Completion Certificate (photocopy)

4. PSA issued Birth Certificate (photocopy)

## **Section IV – Attendance and Punctuality**

1. Attendance to the daily flag ceremony is a part of good citizenship (Makabayan) and is therefore required to every student.

2. Regularity of attendance and punctuality is required in all classes. A student who has been absent or cut classes shall be required to present a letter of explanation from his/her parent or guardian, or bring the parent or guardian to school for a short conference with the class adviser or the guidance counselor as need be.

3. Special consideration to absences shall be given when they occurred due to some religious activities that coincide with their classes.

4. Absences of more than 20 per cent of the prescribed number of classes or laboratory periods during the school year or semester shall be given a failing grade. Furthermore, the ONLY the head of school may at his/her discretion exempts a student who exceeds the 20 per cent absences limit due to reasons valid and acceptable to the school. But such discretion shall not exempt the student from coping up with his backlog obligations including taking examinations due to his/her absences. Other intervention activities to be sponsored by the teacher concerned is expected to help the student.

5. Habitual tardiness especially during the first period in the morning and in the afternoon shall not be allowed. Habitual tardiness shall be established when the student incurred five (5)



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consecutive tardy arrivals in his/her class. The teacher concerned shall immediately report the incident to the class adviser, and the adviser in turn shall call the presence of the parent/guardian concerned for a conference, or visit the parent/guardian at home.

## **Section V – Students Identification Card (ID)**

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The school shall issue identification card to each student after enrollment. The ID is valid as long as he/she is an officially enrolled student of the institution. The ID must be displayed at all times while the student is inside the school premises. In case of lost, the student should immediately go to the office of the school principal for replacement procedures. Replacement should be made within 48 hours and at the student's expense. The office shall provide a temporary ID until the replacement becomes available.

## **Section VI – School Uniform**

An official uniform is prescribed for economy and to avoid discrimination. All students are required to wear their uniform during school days and as required during special occasions. Shoes are part of the school uniform. Every Friday of the week is WASH DAY where students are allowed to wear their best as long as it is decent and acceptable. PE uniform shall be worn as prescribed by their PE teachers.

The acceptable haircut for boys shall be at least 1 inch above the ear and 3 inches above the collar line. Wearing of earrings for boys is not allowed as well as girls wearing more than one pair of earrings. Hair dyeing is prohibited for both boys and girls. Body tattoos are also disallowed.

## **Section VII – Disciplinary Actions**

The Guidance Counselor and the Prefect of Discipline are directly responsible in supervising and monitoring the behavior and conduct of the students inside the campus. In some cases, when students misbehaved outside the school yet the disgrace caused by the misbehavior affected the dignity and moral stature of the school, the aforementioned disciplining authority can intervene on the issue.



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# OFFENSES AND CORRESPONDING SANCTIONS

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Categories:

## *A. Major Offenses*

These offenses entail severe damage to the victim, his honor and dignity as a human being or to the school facilities and other school properties.

>> Extortion

>> Fighting - more than two (2) people that result to serious injuries or death

>> Persisting in serious acts of disobedience or misconduct

>> Threatening faculty member or school personnel and students

>> Use of intimidation, coercion, or force

>> Immoral Conduct in and out of the school

>> Sexual Harassment or acts of lasciviousness

>> Grave Threat

>> Actual or cyber bullying that result to serious negative implications to the life and future of the victim.

>> Possession, circulation of pornographic literature and materials

>> Organization and membership in fraternities, gangs and its corresponding illegal recruitment processes like hazing and other forms of violent or torturous activities.



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>> Possession, use and selling of prohibited drugs, smoking and drinking intoxicating substances inside the school premises.

>> Possession of deadly weapons like knife, icepick, guns, grenade, liabelisa, pana, chaku, etc.

>> Vandalism or willful destruction of school property (writing on walls, tables and chairs, destroying windows and doors, and other forms of destruction).

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>> Stealing or shoplifting other students' or teachers' property or possession of stolen property.

>> Insubordination or open defiance, discourtesy and other acts of disrespect to a teacher.

>> Direct assault against any person of authority in the school.

>> Using the name, seal or uniform pertaining to school identity, used illegally outside the school premises that resulted to embarrassment of the school.

>> Verbal or written statements or statements posted in social media whose purpose is to destroy the good reputation of the school and school officials and other personnel therein that eventually put the school and the aforementioned officials and personnel in humiliation.

>> Participation as principal or accessory to the commission of theft or other illegal activities.

>> Instigating, leading or participating in any concerted activities leading to the disruption or stoppage of classes or disturbance of peace and order without justifiable cause or written permission from the administration.

>> Tampering of school records, falsifying signature of school authorities or parents in official communication.

Commission of any or several of the prohibitions abovementioned if proven guilty beyond reasonable doubt after a thorough investigation shall be subject to the following sanctions:

**First Offense** – Counselling and suspension for three (3) days. Reconstruction of falsified/tampered documents, repair or replacement of damaged school properties, return or



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restitution of the object of theft and personal apology to the offended school personnel/official as the case may be.

**Second Offense** – Suspension for three (3) days after which the offender shall be under probation for 1 month within which he must show reformation and good behavior, or otherwise recommendation for expulsion shall be justified, plus necessary disciplinary actions stipulated under first offense.

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**Third Offense** – Dismissal/ Non-readmission.

### *B. Serious or Grave Offenses*

These acts negatively affect the normal flow of life of the students inside the school and hinder the normal growth and development of their emotional as well as intellectual potentials.

- >> Fighting inside or within the vicinity of the school campus causing injury to others
- >> Gambling of any form inside the school premises
- >> Incurrence of 10 or more consecutive absences
- >> Habitual tardiness or absences without valid reasons
- >> Not wearing of school uniform without acceptable excuses
- >> Violation of or conspiring with others in violation of examination rules
- >> Failure to return borrowed materials after repeated reminders
- >> Leaving the school premises without an exit slip or a written permission from the class adviser, teacher or the office of the principal.
- >> Extortion or illegal collection of money or other important belongings from fellow students.
- >> Habitual failure to give letters or notices from the school addressed to the parents.
- >> Making announcements or publications in reference to school affairs or schedules without prior authorization.



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>> Defacing important information from bulletin boards

>> Entering or leaving the school premises through unauthorized point of entry such as jumping over the school fence

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>> Entering the campus under the influence of liquor.

>> Cheating.

### **Commission of the abovementioned offenses shall be dealt with as follows:**

**First Offense** – Warning for suspension and counselling together with the accessory punishment of community service inside the school premises.

**Second Offense** – Counselling plus two (2) days suspension with accessory punishment stipulated under the first offense.

**Third Offense** – Suspension for three (3) days plus counselling and probation period for one month within which good behavior and reformation must be manifested. If found out to be incorrigible during the probationary period as observed, the offender shall be recommended for transfer. Accessory punishment under the first offense for grave offenses category shall also be applied. Furthermore, persistent commission of offenses under grave offenses for three (3) times, a penalty of dismissal shall be effected.

### ***C. Minor Offenses***

These acts which seem to be very insignificant yet observance is still necessary to establish a healthy learning-teaching atmosphere and for the protection of the integrity and posterity of the school organization and its personnel. Violations under this category include:

>> Wearing of Improper/incomplete uniform

>> Littering

>> Irregular attendance due to cutting classes, loitering during class hours

>> Disorderly conduct during class hours, assemblies and flag ceremony



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- >> Inviting outsiders to loiter around the campus during class hours
- >> Going out of the classroom without the permission from a teacher
- >> Loud conversation, boisterous laughter and other unnecessary noise in areas where class are ongoing and areas designated for silence. 11
- >> Malicious or intentional omission of assigned tasks, duties or responsibilities
- >> Reporting to class without notebooks or books

Commission of any or several of the above shall constitute the following penalties:

**First Offense** – Warning and counselling with accessory punishment under first offense of grave offenses as the case may be.

**Second Offense** – One (1) day suspension plus accessory punishment

**Third Offense** – Two (2) days suspension and counselling and with accessory punishment stated in the first and second offenses above.

Repeated or habitual commission of minor offenses for more than three (3) times shall constitute a penalty of dismissal subject to the discretion of the head of school

In all cases of suspension, a written promise of future exemplary conduct signed by the student and countersigned by the parent/guardian shall be required as condition for readmission.

## Section VIII – Duties and Responsibilities of Students

Students have the following duties and responsibilities in addition those provided for under existing rules:

- To exert all efforts possible for the development of their full potentialities for service, particularly by undergoing an education suited to their abilities in order that they may become assets to their families and the society.



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- To uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing their academic responsibilities and moral integrity.
- To promote and maintain peace and tranquility of the school by observing the school rules of discipline and by exerting toward the attainment of harmonious relationship with fellow students, faculty and other personnel.
- To participate in civic affairs, and in the promotion of the general welfare particularly in the school, economic and cultural development of the community toward the attainment of a just, compassionate and orderly society.

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Prepared by:

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*Guidance Counsellor Designate*

Noted:

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*PTA President*

Emmanuel P. Bulalacao  
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Marlon B. Lamadrid  
*School Head*



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Name of Grade 7  
*Grade 7 Representative*

Name of Grade 8  
*Grade 8 Representative*

Name of grade 9  
*Grade 9 Representative*

Name of grade 10  
*Grade 10 Representative*

Name of grade 11  
*Grade 11 Representative*

Name of grade 12  
*Grade 12 Representative*

Name of SSG Representative  
*SSG President*



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