



## SENIOR HIGH SCHOOL DEPARTMENT ACADEMIC YEAR 2022-2023

### HYBRID LEARNING THROUGH A CONCURRENT CLASSROOM (HyC<sup>2</sup>) GUIDELINES FOR STUDENTS AND PARENTS

#### NATURE OF HYBRID LEARNING

1. **Hybrid Learning Through a Concurrent Classroom** - Students attend both online and onsite classes alternately scheduled every other week. The teacher is interacting with onsite and online students. The teacher's computer is projecting slides to both onsite and online students. A maximum allowable number of students are onsite seated 6 feet apart.
2. **Hybrid class setting** - A combination of synchronous, asynchronous, and face-to-face class meetings where students and teachers are physically present in school. This happens when students in a class are clustered into two groups, each group having face-to-face meetings and online classes with the teachers on alternate cycles. The reduced number of students per class will allow the students to practice proper social distancing.
3. **Synchronous** – refers to online learning and teaching conducted in real-time. In this type of session, teachers and students are logged in to an online platform such as a video conference or a messaging app, and tasks are accomplished within the allotted time.
4. **Asynchronous** – refers to online learning and teaching that are not conducted in real-time. Students are provided with materials that they can go through on their own time, and accomplish tasks using their mobile learning devices which are submitted to the teacher at a designated deadline. No face-to-face interaction happens between teachers and students.
5. **Face-to-face Learning** - refers to in-person classroom instruction where actual interaction between and among the learners and the teacher happens within the same physical space and time.
6. **Blended learning** - The combination of online learning and face-to-face instruction facilitated by the teachers while utilizing appropriate technologies for active learning. It may also be referred to as a hybrid set-up when there is a combination of class in-person, in a physical school, and maintaining a supervised learning environment outside school via an online platform.

#### SENIOR HIGH SCHOOL HYBRID LEARNING SCHEDULE

##### GENERAL SCHEDULE:

- 1) The Senior High School will continue to follow a 4-Day Learning Cycle. Days 1 to 4 of the cycle will be allotted for regular concurrent classes.
- 2) Wednesdays will still be devoted to wellness and formation activities that will address the mental, social and emotional well-being of students.

- 3) Hybrid classes will start at 8:15 AM and end at 1:20 PM or 2:20 PM. To avoid crowding during break and dismissal time, the following schedule will be followed:
- | GRADE LEVEL | Day 1 and 2 Dismissal | Day 3 and 4 Dismissal | BREAK                |
|-------------|-----------------------|-----------------------|----------------------|
| Grade 11    | 1:20 PM               | 2:20 PM               | 11:05 AM to 11:50 AM |
| Grade 12    | 2:20 PM               | 1:20 PM               | 11:35 AM to 12:20 PM |
- 4) Students are expected to meet with their teachers following the class schedule whether they are online or onsite. The schedule of online and onsite sessions will depend on their assigned cluster.
- 5) Grade 11 classes will be clustered based on class numbers while Grade 12 students will be clustered according to their Research groups.
- 6) Cluster A and Cluster B will have alternating in-person and online classes every other cycle.
- 7) Homeroom classes will be held daily. These are sessions conducted by the class advisers for important announcements and reminders and to discuss the Lasallian Core Values, self-regulated learning, and Lasallian Leader in Me lessons. These periods may also be used for Guidance Counseling and Library sessions.
- 8) One or two Catch Up days per term may be allotted for students to work on missed and incomplete tasks.
- 9) There are four (4) to five (5) subjects each day consisting of core, contextualized, specialized, and enrichment classes.
- 10) Online and onsite consultation sessions for all subjects may be arranged and scheduled after dismissal.

**SAMPLE SCHEDULE:**

**GRADE 11**

| TIME          | DAY 1 - Monday | DAY 2 - Tuesday | DAY 3 - Thursday | DAY 4 - Friday |
|---------------|----------------|-----------------|------------------|----------------|
| 8:15 – 8:35   | HOMEROOM       | HOMEROOM        | HOMEROOM         | HOMEROOM       |
| 8:35 – 9:05   | S1             | S1              | S1               | S1             |
| 9:05 – 9:35   |                |                 |                  | S4             |
| 9:35 – 10:05  | S2             | S2              | S2               | S5             |
| 10:05 – 10:35 |                |                 |                  |                |
| 10:35 – 11:05 | S3             | E1              | S2               | S5             |
| 11:05 – 11:50 | BRUNCH         | BRUNCH          | BRUNCH           | BRUNCH         |
| 11:50 – 12:20 | S3             | E1              | S3               | E2             |
| 12:20 – 12:50 | S4             | S3              | S4               | S6             |
| 12:50 – 1:20  |                |                 |                  |                |
| 1:20 – 1:50   | CONSULTATION   | CONSULTATION    | S5               | S6             |
| 1:50 – 2:20   |                |                 |                  |                |
| 2:20 – 2:50   |                |                 | CONSULTATION     | CONSULTATION   |

GRADE 12

| TIME          | DAY 1 - Monday | DAY 2 - Tuesday | DAY 3 - Thursday | DAY 4 - Friday |
|---------------|----------------|-----------------|------------------|----------------|
| 8:15 – 8:35   | HOMEROOM       | HOMEROOM        | HOMEROOM         | HOMEROOM       |
| 8:35 – 9:05   | S1             | S1              | S1               | S6             |
| 9:05 – 9:35   |                |                 |                  |                |
| 9:35 – 10:05  | S2             | S2              | S2               | S6             |
| 10:05 – 10:35 |                |                 |                  |                |
| 10:35 – 11:05 | S3             | S2              | S2               | S5             |
| 11:05 – 11:35 |                | S3              | S3               | E2             |
| 11:35 – 12:20 | LUNCH          | LUNCH           | LUNCH            | LUNCH          |
| 12:20 – 12:50 | S4             | S3              | S5               | S4             |
| 12:50 – 1:20  |                | S4              |                  |                |
| 1:20 – 1:50   | S5             | E1              | CONSULTATION     | CONSULTATION   |
| 1:50 – 2:20   |                |                 |                  |                |
| 2:20 – 2:50   | CONSULTATION   | CONSULTATION    |                  |                |

**Legend:** S1 - S2: Math and Science Subjects - 3.5 hours/cycle  
S3 - S5: Core/Contextualized/Strand Specialized Subjects – 2.5 hours/cycle  
S6: PE Subject – 2 hours/cycle  
E1 – E2: Enrichment Subjects – 30 minutes to 1 hour/cycle

SAMPLE 4-DAY CYCLE SCHEDULE:

| MON                                                           | TUE                                                           | WED                   | THU                                                           | FRI                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------|-----------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| WEEK 1                                                        |                                                               |                       |                                                               |                                                               |
| DAY 1 – CYCLE 1                                               | DAY 2 – CYCLE 1                                               |                       | DAY 3 – CYCLE 1                                               | DAY 4 – CYCLE 1                                               |
| <u>IN-PERSON:</u><br>CLUSTER A<br><u>ONLINE:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER A<br><u>ONLINE:</u><br>CLUSTER B | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER A<br><u>ONLINE:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER A<br><u>ONLINE:</u><br>CLUSTER B |
| WEEK 2                                                        |                                                               |                       |                                                               |                                                               |
| DAY 1 – CYCLE 2                                               | DAY 2 – CYCLE 2                                               |                       | DAY 3 – CYCLE 2                                               | DAY 4 – CYCLE 2                                               |
| <u>IN-PERSON:</u><br>CLUSTER B<br><u>ONLINE:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER B<br><u>ONLINE:</u><br>CLUSTER A | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER B<br><u>ONLINE:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER B<br><u>ONLINE:</u><br>CLUSTER A |
| WEEK 3                                                        |                                                               |                       |                                                               |                                                               |
| DAY 1 – CYCLE 3                                               | DAY 2 – CYCLE 3                                               |                       | DAY 3 – CYCLE 3                                               | DAY 4 – CYCLE 3                                               |

|                                |                                |                       |                                |                                |
|--------------------------------|--------------------------------|-----------------------|--------------------------------|--------------------------------|
| <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A |
| <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |                       | <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |
| WEEK 4                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 4                | DAY 2 – CYCLE 4                |                       | DAY 3 – CYCLE 4                | DAY 4 – CYCLE 5                |
| <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B |
| <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |                       | <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |
| WEEK 5                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 5                | DAY 2 – CYCLE 5                |                       | DAY 3 – CYCLE 5                | DAY 4 – CYCLE 5                |
| <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A |
| <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |                       | <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |
| WEEK 6                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 6                | DAY 2 – CYCLE 6                |                       | DAY 3 – CYCLE 6                | DAY 4 – CYCLE 6                |
| <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B |
| <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |                       | <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |
| WEEK 7                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 7                | DAY 2 – CYCLE 7                |                       | DAY 3 – CYCLE 7                | DAY 4 – CYCLE 7                |
| <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A |
| <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |                       | <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |
| WEEK 8                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 8                | DAY 2 – CYCLE 8                |                       | DAY 3 – CYCLE 8                | DAY 4 – CYCLE 8                |
| <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B |
| <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |                       | <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |
| WEEK 9                         |                                |                       |                                |                                |
| DAY 1 – CYCLE 9                | DAY 2 – CYCLE 9                |                       | DAY 3 – CYCLE 9                | DAY 4 – CYCLE 9                |
| <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER A | <u>IN-PERSON:</u><br>CLUSTER A |
| <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |                       | <u>ONLINE:</u><br>CLUSTER B    | <u>ONLINE:</u><br>CLUSTER B    |
| WEEK 10                        |                                |                       |                                |                                |
| DAY 1 – CYCLE 10               | DAY 2 – CYCLE 10               |                       | DAY 3 – CYCLE 10               | DAY 4 – CYCLE 10               |
| <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B | WELLNESS<br>WEDNESDAY | <u>IN-PERSON:</u><br>CLUSTER B | <u>IN-PERSON:</u><br>CLUSTER B |
| <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |                       | <u>ONLINE:</u><br>CLUSTER A    | <u>ONLINE:</u><br>CLUSTER A    |

|           |           |
|-----------|-----------|
| Cluster A | Cluster B |
|-----------|-----------|

| Concurrent Classroom |                | Concurrent Classroom |                |
|----------------------|----------------|----------------------|----------------|
| In-Person Classes    | Online Classes | In-Person Classes    | Online Classes |
| Cycle 1              | Cycle 2        | Cycle 2              | Cycle 1        |
| Cycle 3              | Cycle 4        | Cycle 4              | Cycle 3        |
| Cycle 5              | Cycle 6        | Cycle 6              | Cycle 5        |
| Cycle 7              | Cycle 8        | Cycle 8              | Cycle 7        |
| Cycle 9              | Cycle 10       | Cycle 10             | Cycle 9        |
| Total: 20 days       | Total: 20 days | Total: 20 days       | Total: 20 days |

**Guidance and LRC General Schedule:**

**GRADE 11**

| Cycle | DAY 1                         | DAY 2     | DAY 3 | DAY 4                              |
|-------|-------------------------------|-----------|-------|------------------------------------|
| 1     |                               |           |       |                                    |
| 2     | LRC<br>(Online Level Session) | Section A | B     | C                                  |
| 3     | D                             | E         | F     | G                                  |
| 4     | H                             | I         | J     | K                                  |
| 5     | L                             | M         | N     | O                                  |
| 6     | P                             | Q         | A     | B                                  |
| 7     | C                             | D         | E     | F                                  |
| 8     | G                             | H         | I     | J                                  |
| 9     | K                             | L         | M     | N                                  |
| 10    | O                             | P         | Q     | Guidance<br>(Online Level Session) |

**GRADE 12**

| Cycle | DAY 1     | DAY 2 | DAY 3 | DAY 4                         |
|-------|-----------|-------|-------|-------------------------------|
| 1     |           |       |       | LRC<br>(Online Level Session) |
| 2     | Section A | B     | C     | D                             |
| 3     | E         | F     | G     | H                             |
| 4     | I         | J     | K     | L                             |
| 5     | A         | B     | C     | D                             |
| 6     | E         | F     | G     | H                             |
| 7     | I         | J     | K     | L                             |
| 8     | A         | B     | C     | D                             |
| 9     | E         | F     | G     | H                             |

|    |   |   |   |   |
|----|---|---|---|---|
| 10 | I | J | K | L |
|----|---|---|---|---|

SCHEDULE POLICIES

- Attendance will be checked daily from Day 1 to day 4. Students should regularly check the online and in-person schedule of classes provided by the advisers and subject teachers.
- Students must regularly check their Homeroom and Subject Canvas Courses.
- Students are expected to complete all requirements on the set due dates and actively participate in online and onsite classes.
- Students are enjoined to participate in all academic activities posted in their Canvas LMS.
- Concurrent classroom schedules must be strictly followed. Checking of attendance is based on the onsite and online clustering of students. A student who is scheduled to attend in-person classes but decided to attend the online classes without a valid reason or prior notice will be marked absent. Similarly, a student who is scheduled to attend online classes but decided to attend in-person classes without a valid reason or prior notice may not be accommodated due to the restriction in the maximum number of students allowed in the classroom at a given time.
- Students should communicate with their teachers for clarification if needed. They should inform their class adviser/subject teachers if they are unable to comply with the requirements or if they cannot participate in online meetings due to circumstances like poor internet connectivity, power interruption, and the like. Failure to inform the adviser/subject teacher about the said circumstances will result in marking the student absent or tardy in a particular class.

HYBRID SUMMATIVE ASSESSMENT GUIDELINES FOR STUDENTS

The following guidelines pertain to the general procedure that students need to follow before and during a **summative assessment** in a concurrent classroom. Teachers may use other apps and delivery platforms separate from Canvas (institutional Learning Management System) that may require students to carry out additional steps specific to the chosen app and delivery platform.

BEFORE THE ASSESSMENT

- In-Person and Online Students are expected to do the following:
1. Download and install the app/s required by the teacher.
  2. Charge gadgets/devices prior to the assessment or ensure that they are connected to a power source.

- 3. Attend toilet needs prior to the exam. Going to the restroom will not be allowed once the test has started.
- 4. Prepare the materials required by the teachers such as clean sheets of paper for scratch and a scientific calculator. Phones, tablets, and other gadgets are not allowed as a substitute for calculators.
- 5. Wait for the exam key to be sent by the teacher (if applicable).

*For online students only:*

- 6. Prepare two (2) devices. The primary device will be used to access the exam link and answer the test while the secondary device will be used as a camera. A student who does not have a second device may use a webcam with a long cord to provide the setup view required by the teacher.
- 7. Connect the phone or secondary device as a video and audio source for synchronous conferencing and position it to obtain a frame that would allow the teacher to see the student, his/her working desk and the screen of the device where the student answers the test. This setup is necessary to reduce or eliminate the possibility of cheating by opening other browsing tabs or by opening physical notes.

DURING THE ASSESSMENT

*In-Person and Online Students are expected to do the following:*

- 1. Close all other applications except for the official test-taking apps. Maximize the browser window for both devices.
- 2. Depending on the app that will be used for the test, the device can be locked in a single-app mode. Refrain from switching applications, exiting the app, and disconnecting the device from the internet. These will lock the exam progress and you will not be allowed to take the test anymore. If you will be locked out of the exam again, there will no longer be a make-up test and you will be marked zero on the said test.
- 3. Finish the test within the time limit. The teacher can force-submit your work once the time is up.
- 4. Refrain from taking pictures/screenshots and screen recording any part of the test.

*For online students only:*

- 5. Keep the camera and microphone on while the test is ongoing. Avoid unnecessary noise during the exam.
- 6. Use the built-in chat function of the exam site or the delivery platform for questions.
- 7. The assessment session/screen is recorded for monitoring, verification, and evaluation following the guidelines set by the Data Privacy Officer (DPO).

ASYNCHRONOUS (ALTERNATIVE) SUMMATIVE ASSESSMENT

The following guidelines for submission will aid students in managing their time effectively and assist them in case they encounter problems that will hinder them from submitting their asynchronous (alternative) summative assessments on time.

*Students are expected to:*

1. Comply with the specific guidelines set by the teachers before, during, and after an assessment.
2. Complete the scheduled graded alternative assessments and other summative tasks with integrity and academic honesty. Asynchronous assessments must be accomplished without any assistance or coaching from parents/guardians/tutors.
3. Exert best effort to submit outputs within the timeframe specified by the teacher.
4. Submit outputs using the format specified by the teachers and turn them in via their respective subject CANVAS Learning Management Systems.
5. Communicate with the teachers for clarification if needed through email or Canvas inbox.

MAKE UP ASSESSMENTS

Make up assessments are given to students who failed to attend the scheduled hybrid assessment or submit asynchronous/alternative assessments due to medical reasons or unavoidable circumstances like poor internet connectivity, power interruption, death in the family, and the like.

*Students are expected to:*

1. Communicate immediately. A letter signed by the parent/guardian specifying the reason for the absence must be sent to the subject teacher/s and class adviser via email within one (1) to two (2) days from the day the list was released/posted. Failure to communicate with the teachers will result in a grade of zero for the missed assessment.
2. Attend the adjusted schedule of summative assessment specified by the teacher or submit asynchronous assessment outputs on the adjusted date. The make up schedule or new submission date will be set by the subject teacher with due consideration to the circumstances surrounding the absence or non-compliance. Failure to attend the make-up assessment or failure to submit the outputs again on the adjusted date with no prior communication with the teacher will automatically result in a grade of zero.

REFERENCE: Student Handbook

6.3 - FAILURE TO TAKE THE ASSESSMENTS/ PERFORMANCE TASKS

Students who fail to take any assessments or performance tasks on schedule due to valid reasons should submit to the class adviser or the subject teacher concerned a written excuse slip or duly signed medical certificate before being allowed to take a make-up test within five school days upon reporting to school. Failure to take the make-up or completion assessment shall mean a zero in the said assessment.

INDIVIDUAL CONSULTATION

1. Parents who wish to check the academic and disciplinary standing of their children should email the adviser/ subject teachers concerned or the Level CSAF.
2. Aside from the allotted time for concurrent sessions specified in the class schedule, conference/consultation with teachers may happen at 1:20 PM - 4:15 PM (Days 1-4) as agreed between the teacher and students.
3. Students' progress will be reported to the parents via Canvas LMS. A meeting with the teachers may be arranged via Google Meet.
4. During the consultation/feedback-giving session, students are expected to observe the following:
  - Be on time and limit the consultation to 5-10 minutes as the teacher still needs to attend to other students' concerns.
  - Be respectful and polite when conversing with teachers.
  - Prepare the question/task sheet/activity you want to clarify with the teacher.
  - Focus on the teacher's explanation. Ask follow-up questions, if needed.
  - Ensure that the setting for online interaction is free from unnecessary noise and distractions.

**ROLES AND RESPONSIBILITIES OF HOMEROOM ADVISERS**

- Disseminate general reminders and announcements on schedules and other school-related tasks/activities for the entire cycle (Day 1 to Day 4).
- Monitor students' attendance in person and online meetings and communicate with the parents once the students incur 3 to 5 unexcused absences.
- Ensure and implement the health and safety precautions and protocols to help reduce the students' exposure to and transmission of various illnesses, including Covid 19.
- Monitor students' school progress and performance toward completing the tasks. Assist the subject teachers in contacting/communicating with the students for academic and behavioral concerns.
- Facilitate the implementation of the LCV - LLIM - SRL lessons during the homeroom period.
- Guide the students and address concerns related to class schedule (Day 1 to Day 4)
- Attend to students' and parents' concerns in an advisory class.
- Facilitate the Homeroom activities of the advisory class.
- Inform the Level Team Leader if he/she cannot attend the Homeroom class due to specific reasons.

**ROLES AND RESPONSIBILITIES OF STUDENTS**

- Attend and actively participate in all scheduled and guided concurrent classroom settings.
- Complete assignments and other tasks with integrity and academic honesty.

- Exert best effort to meet timelines, commitments, and due dates.
- Observe applicable policies in the DLSZ Student Handbook and SHS concurrent classroom guidelines.
- Comply with DLSZ’s Digital Citizenship Policy and Mobile Learning Device Policy, including expectations for online etiquette.
- Observe proper dress code and setting for both online and in-person interactions.
- Comply with the teacher's instruction during concurrent classes such as the opening of cameras for those who are online, reciting when needed and the like.
- Students who will attend online and in-person classes are required to wear their prescribed DLSZ uniform based on the given uniform schedule. While waiting for the release of the uniform, the students may follow the alternative uniform schedule. For the new students, they may wear any plain shirt with sleeves for the first three weeks of classes. Students with PE classes shall wear their PE uniforms on that day.
- Strictly follow the minimum safety precautions and protocols.

**ROLES AND RESPONSIBILITIES OF PARENTS**

- Secure means of access to and ways of learning in flexible online and in-person learning.
- Help establish daily routines for the student to reach optimum learning experiences
- For online sessions; provide and designate a physical space at home for the student that is conducive to learning.
- All parents are required to enroll in the Canvas Parent App.
- Monitor online platforms such as Canvas, Family Portal, and emails to check for announcements and feedback from teachers, and acknowledge important documents by returning the forms with your digital signature.
- Provide constructive feedback to school personnel concerned using appropriate channels of communication, such as the Contact Us tab on the DLSZ Website.
- Be informed about basic guidelines and updates regarding concurrent classroom learning (i.e. attend the scheduled onboarding orientation to get acquainted with the concurrent classroom learning setup)
- Ensure that the student abides by the Hybrid Concurrent Classroom policies and guidelines.

**HOMEROOM GUIDELINES**

The Homeroom Sessions aim to build emotional and social relationships, and increase student motivation, and their readiness to take on the tasks given to them through interactive and engaging activities together with their Homeroom Class Adviser.

- Homeroom sessions are conducted for 20 minutes every day of the cycle from 8:15 - 8:35 am. These sessions are used for daily general reminders as well as discussion and processing of Lasallian Core Values (LCV), self-regulated learning, and the 7 Habits.
- Students shall observe proper decorum and active participation in all scheduled and guided Homeroom online and in-person sessions.
- Appropriate dress code and setting for both in-person and online interactions shall be observed.
- Below are the suggested activities during the Homeroom session:
  - 10 minutes - General Homeroom Reminders
    - ✓ Prayer
    - ✓ Greetings and attendance checking
    - ✓ Overview of the weekly plan and a brief discussion of activities
    - ✓ Reminders for students to accomplish the tasks for the week
    - ✓ Reminders pertaining to intellectual honesty, plagiarism, proper netiquette, and other policies related to the use of the mobile learning device and social media. (refer to Student Handbook, Section 9 Standards for Student Behavior) )
    - ✓ Important announcements for the week
  - 10 minutes - Discussion of LCV/SRL/7 Habits

HEALTH AND SAFETY PROTOCOLS

- Wear a mask at all times.
- Wash and/ or sanitize your hands often.
- Disinfect surfaces before using them.
- Follow the 1-to-2 meters physical distancing.
- Observe one-way foot traffic.
- Sharing of personal belongings and food is discouraged.
- Avoid communal eating.
- Use the entry and exit door in the classroom.
- Morning routine every Monday will be done inside the classroom.
- All students will use the extreme end stairway going up and the grand staircase during dismissal.
- During breaks, students will be allowed to stay inside the classroom to eat. Those who fill out a pre-order form for La Casita will pick up their food from the SHS cafeteria and return to their classrooms right away. Students without packed food may buy from the canteen but they should return to their respective classrooms immediately as well.
- During Dismissal: Students may only leave their classroom if they are riders of Jasper Jean or yellow vans or their fetchers are already within the vicinity. After 15 minutes, all remaining students shall proceed to the assigned waiting areas along the covered walk in front of the SHS building, SHS cafeteria area, and the SPARK building ground floor area.

LASALLIAN CORE VALUES - LEADER IN ME INTEGRATION

GENERAL OBJECTIVE:

The integration of the Lasallian Core Values (LCV) Program and the Leader in Me aims to strengthen and sustain an integrated and developmental Lasallian formation for all students. The LCV and Maturity continuum may be seen in a framework where the private victory (Habits 1-3) develops Zeal for Service and the public victory (Habits 4-6) develops Communion in Mission. Habits 7 and 8, the habit of renewal and leadership is a circle that surrounds the other



Habits developing the Spirit of Faith continuously and encompasses both Zeal for Service and Communion in Mission.

Self-regulated learning (SRL) is also integrated in the LCV-LIM Program to facilitate students' self-generated thoughts, feelings, and actions that are oriented toward attaining goals. Learners will be proactive in their efforts to learn because they are aware of their strengths and limitations and because they are guided by set goals and task-related strategies.

**GUIDELINES:**

- LCV-LLIM period will be 15 - 30 minutes daily every homeroom period.
- LCV-LLIM activity plan will be posted in the homeroom LMS by the class adviser.
- Students are expected to perform all asynchronous tasks set in the LCV-LLIM activity plan.
- LCV-LLIM tasks can either be given asynchronously before or after the synchronous session as the need arises.
- Below is the integration of LCV-LLIM-SRL:

| LCV                  | LASALLIAN CORE VALUES (10Cs)   | LEADER IN ME THE 7 HABITS                                | SELF REGULATED LEARNING                                                                                                                                                                                                                                                                                                                                                 |  |
|----------------------|--------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ZEAL FOR SERVICE     | Confident                      | Habit 1<br>Be Proactive                                  | <ul style="list-style-type: none"><li>• Self-Evaluation</li><li>• Planning and Goal Setting</li><li>• Learning Responsibility</li><li>• Organizing</li><li>• Seeking Assistance</li><li>• Environmental Structuring</li><li>• Memory Strategy</li></ul> <p>Note: <i>Items in the Self-regulated learning can be integrated into different areas of LCV and LIM.</i></p> |  |
|                      | Competent                      |                                                          |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Contributes to Society         | Habit 2 - Begin with the End in Mind                     |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Committed to Excellence        | Habit 3 - Put First Things First                         |                                                                                                                                                                                                                                                                                                                                                                         |  |
| COMMUNION IN MISSION | Concerned for the Marginalized | Habit 4 - Think Win- Win                                 |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Compassionate                  | Habit 5 - Seek First to Understand then to be Understood |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Cherishes Being a Fiipino      | Habit 6<br>Synergize                                     |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Cares for the Earth            |                                                          |                                                                                                                                                                                                                                                                                                                                                                         |  |
| SPIRIT OF FAITH      | Christian                      | Habit 7 - Sharpen the Saw                                |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | Capable of Leading             | Habit 8 - Find Your Voice                                |                                                                                                                                                                                                                                                                                                                                                                         |  |

**STANDARDS FOR STUDENTS BEHAVIOR**

A discipline system is an integral part of Lasallian education. It is positive, preventive and collaborative. This is founded on the idea that educational goals and objectives can be realized if there is order and discipline, cooperation and sensitivity to others.

Each student is expected to promote the school's Vision-Mission Statement and to uphold the good name of a true Lasallian at all times, by showing respect to proper authorities, taking into consideration the rights of fellow students and protecting the good name of the school. To ensure an atmosphere conducive to Christian Catholic education, the students are expected to adhere to the following norms of social behavior.

**During Hybrid Concurrent Classroom Learning, appropriate student behavior is expected at all times both in-person and online sessions.**

## **POLITENESS AND COURTESY**

The norms of politeness and courtesy, such as proper greeting and offering assistance, should be observed in all dealings with school officials, faculty members, staff, fellow students and visitors.

## **UTMOST COOPERATION**

Students are expected to perform to their best capacity and cooperate fully in all class and school activities.

## **SELF-DISCIPLINE**

When moving from one room to another, students should proceed properly in an orderly fashion so as not to disturb classes that are going on. Rowdy behavior, use of foul language, whistling or making unwanted noise, running, dragging of shoes, loitering in the corridor during class hours, or any action of the student which tends to disrupt ongoing classes or activities is subject to sanction.

Lasallian students are expected to ably represent the school by exhibiting proper behavior at all times in all in-person and online activities, whether on- or off-campus, including transit (inside the vehicle, i.e., bus, van, etc.) to and from the venues.

Chewing gum is not allowed in any place inside the campus.

## **CARE OF SCHOOL PROPERTY**

Classroom paraphernalia is to be used solely for instruction purposes. Hence, these should be handled with reasonable care. Anybody who damages school property accidentally or intentionally is required to pay or replace it.

## **CLASSROOM AT BREAKTIME**

All students will eat inside their respective classrooms. They must bring their own healthy snacks and packed lunch. Students may also avail of canteen-served meals and snacks every school day.

## **INTELLECTUAL HONESTY**

Students must always respect the work of others, published or unpublished, and should, therefore, be used accordingly for scholarly work. Lasallian students do not commit intellectual dishonesty in any form such as but not limited to print, non-print work, or storylines. Therefore, copying a text word-for-word (*submitting work composed of the major section, or a great portion of a paper, copied verbatim from a source*), patchwork (*or changing a few words to create a "paraphrase" but otherwise copied verbatim*), or lifting of keywords and phrases, or any other form not mentioned here shall be construed as plagiarism.

The integrity and authenticity of student work are also given utmost importance during Hybrid concurrent classroom learning. Students must complete assignments, assessments, and other tasks with integrity and academic honesty. Students are not allowed to disclose any content/part of an online assessment he/she has taken.

## **Applicable Provisions from the DLSZ Student Handbook in a Concurrent Classroom**

### **A. Category A Offenses and Sanctions**

#### **A.1. Category A-1**

| Frequency         | Grades 1 to 4                          | Grades 5 to 6                              | High School                                                 |
|-------------------|----------------------------------------|--------------------------------------------|-------------------------------------------------------------|
| 1st<br>(1-4x)     | Oral warning                           | Oral warning/ Conduct Slip                 | Oral warning                                                |
| 2nd<br>(5x-9x)    | Written warning (N1) /<br>Conduct Slip | VR                                         | VR                                                          |
| 3rd<br>(10x-14x)  | VR, Bp in conduct                      | VR, B in Conduct                           | VR, B in Conduct                                            |
| 4th<br>(15x-19x)  | VR, B in Conduct                       | VR, Bm in Conduct                          | VR, Bm in Conduct                                           |
| 5th<br>(20x-24x)  | VR, Bm in Conduct                      | VR, C in Conduct and<br>DP                 | VR, C in Conduct and DP with one-<br>day suspension         |
| 6th<br>(25x-29x)  | VR, C in Conduct                       | VR, C in Conduct and DP<br>with suspension | VR, C in Conduct and DP with two-<br>day suspension         |
| 7th<br>(30x<br>+) | VR, C in Conduct with<br>suspension    | VR, C in Conduct and DP<br>with suspension | VR, C in Conduct and DP with five-<br>day community service |

- Non-compliance to the proper and complete regular and P.E. school uniform (including ID and ID lace, name and level patches, white chemise for girls/ladies and plain white undershirt for boys/gentlemen. Wearing rubber shoes, colored/printed socks or foot socks, and casual/non-formal shoes are also not allowed.
- Non-submission of Reply Slips, Excuse Letters, and required forms both hard copy and digital
- Tardiness (which includes morning routine, Homeroom, after recess, lunch, in-between periods, activity, club, and other special activities)
- Leaving personal belongings unattended especially in open spaces resulting to losses

## A.2. Category A-2

| Frequency | Grades 1 to 2                        | Grades 3 to 6                              | High School                                |
|-----------|--------------------------------------|--------------------------------------------|--------------------------------------------|
| 1st       | Oral warning                         | Oral warning/Conduct slip                  | Oral warning                               |
| 2nd       | Conduct Slip                         | VR                                         | VR                                         |
| 3rd       | VR                                   | VR, B in Conduct                           | VR, B in Conduct                           |
| 4th       | VR, B in Conduct                     | VR, Bm in Conduct                          | VR, Bm in Conduct                          |
| 5th       | VR, Bm in Conduct                    | VR, C in Conduct and DP                    | VR, C in Conduct and DP                    |
| 6th       | VR, Bm in Conduct with<br>suspension | VR, C in Conduct and DP with<br>suspension | VR, C in Conduct and DP with<br>suspension |

- Failure to turn off/put on silent mode mobile phones and other similar devices
- Hurting other students physically resulting in minor injury unintentionally
- Inattention such as not responding or participating in the f2f/online classes, shouting, horse playing and/or howling during any school activity
- Littering/Failure to observe the Clean As You Go (CLAYGO) Policy
- Loitering
- Possession of playing cards/gambling materials
- Staying in unauthorized places without permission
- Entering/Staying in any class google meet during non-class hours without permission from the teacher.
- Non-participation in the prescribed serious involvement during evacuation drills for unexpected disasters or hazards.

- Tampering the ID, removing an official picture or putting another picture over the official picture on the ID, putting stickers, and the like
- Unauthorized buying and/or selling of products on campus such as food, accessories, etc.
- Unauthorized haircut/hairstyle/hair color (Please refer to Sec. 4.5.2 and 4.5.3) Note: Immediate compliance with the prescribed haircut is a must within five (5) school days upon receipt of the violation report by the student.
- Wearing make-up and accessories (inappropriate/multiple earrings for females and any earring/s for males) other than a watch and a pair of earrings and putting on nail polish. (Please refer to item 4.5.1.)
- Other similar offenses

NOTE:  
*Compliance with the prescribed haircut shall be checked in person every first and second Monday of the month and non-compliance thereof shall be counted on a per-term basis, not cumulatively for the entire school year. Hence, no oral warning shall be given for any term.*

B. Category B Offenses and Sanctions



| Frequency | Grades 1 to 2                     | Grades 3 to 6                            | High School                              |
|-----------|-----------------------------------|------------------------------------------|------------------------------------------|
| 1st       | VR                                | VR, B in Conduct                         | VR, B in Conduct                         |
| 2nd       | VR, B in Conduct                  | VR, Bm in Conduct                        | VR, Bm in Conduct                        |
| 3rd       | VR, Bm in Conduct                 | VR, C in Conduct and DP                  | VR, C in Conduct and DP with suspension  |
| 4th       | VR, Bm in Conduct with suspension | VR, C in Conduct and DP with suspension  | VR, C in Conduct and DP with suspension  |
| 5th       | VR, C in Conduct and DP           | VR, C in Conduct and SDP with suspension | VR, C in Conduct and SDP with suspension |

- Body piercing, (e.g., tongue, eyebrow, navel, or nose studs/rings), tattooing, and other body markings.
  - Class disruption and /or disruption of silence and order in the library, chapel, hallways, pavilion, etc
  - Sharing of formative tasks
    - a. Copying of/ Allowing others to copy assignments, seat works, formative assessment, etc. whether in part or in whole.
    - b. Doing another person’s seatwork, assignment, or other formative assessment for whatever purpose and submitting such under one’s own name.
  - Disruption of silence and order during mass and other religious activities
  - Hurting other students physically resulting in minor injury intentionally.
  - Inappropriate public display of affection or exclusive pairings
  - Initiating/Participating in the commission of pranks and other minor offenses
  - Lying, such as giving false statements to persons of authority, etc.
  - Minor vandalism or destruction of school property, intentional or not, including those found in sec
- Note: Immediate replacement is part of the penalty
- Possession of prohibited items such as but not limited to, cigarettes (electronic or not), utility knife, toy weapon such as toy gun, toy knives, toy balicomb, and other harmful objects.
  - Unjust vexation (*noun 1*: the quality or state of being vexed: IRRITATION *2*: the act of vexing: ANNOYANCE *3*: a cause of trouble or worry-Webster)

- Use of cellular phones during class hours and break times for unauthorized purposes or without the permission of a school authority
- Use of electronic gaming devices such as but not limited to, digital cameras, iPod, iTouch, and MP3 without permission from the teacher
- Use of playing cards and/or trading, selling, or buying collectible cards
- Violation of a school order such as not following instructions given by any school authority.
- Other similar offenses.

### C. Category C Offenses and Sanctions

| Frequency | Grades 1 to 2                             | Grades 3 to 6                              | High School                                  |
|-----------|-------------------------------------------|--------------------------------------------|----------------------------------------------|
| 1st       | VR, B in Conduct                          | VR, Bm in Conduct                          | VR, C in Conduct and DP, two-day suspension  |
| 2nd       | VR, Bm in Conduct                         | VR, C in Conduct and DP, 1-day suspension  | VR, C in Conduct and SDP, two-day suspension |
| 3rd       | VR, C in Conduct and 1-day suspension     | VR, C in Conduct and SDP, 2-day suspension | VR, D in conduct, Exclusion                  |
| 4th       | VR, C in Conduct and DP                   | VR, D in conduct, Exclusion                |                                              |
| 5th       | VR, C in Conduct and DP, 1-day suspension |                                            |                                              |

- Breaking in or trespassing into school premises
- Breaking into or disrupting school functions
- Bullying (Please refer to the Anti-bullying Policy found on page 79, Appendix N
- Cheating in any form such as but not limited to possession/use of any unauthorized note pertinent to any school or standardized assessment; unauthorized use of any device or gadget while taking an assessment; looking at a seatmate’s paper; copying or allowing someone to copy from the test papers; talking without permission during an assessment; submitting as one’s work someone else’s summative assessment/ activity/ requirement/ performance task/ experiment report including soft files and source codes; test leakages in any form, taking a photo of a test paper using any device or gadget, doing hand signals and other non-verbal communication during summative assessments. Students caught cheating shall receive a zero in that particular assessment.
- Discourtesy/Disrespect towards any member of the school community
- Dishonesty by altering/changing scores in any assessment, seatwork, homework, performance task, etc.
- Disobedience towards any person in authority
- Entering/Staying in unauthorized/prohibited places such as, but not limited to, restrooms of the opposite gender
- Exposing oneself and/or others to potential danger
- Fighting/Instigating a fight
- Forgery of parent’s, guardian’s, schoolmate/classmate’s, teacher’s or other school official’s signature

- Gambling in any form
- Initiating/Participating in the commission of a major offense
- Leaving the campus without a departure permit
- Malicious mischief (*i.e. the willful destruction of another person's property for vicious, wanton, or mischievous purposes*)
- Misrepresentation. Using someone else's ID or lending one's ID. Allowing others to sign on behalf of the parent/guardian.
- Misuse/Selling/Distribution of substances such as, but not limited to, muscle relaxant spray or pills, prescription medicines, etc.
- Participating in fraternity/sorority initiation rites as a neophyte. Note: First offense merits a C in conduct and SDP status.
- Plagiarism (*please refer to Sec. 9.1.8*)
- Possession, selling, distribution, asking for, borrowing, or lending of immoral magazines, indecent pictures or materials (*including digital materials*) during or beyond school hours
- Publishing/Circulating false or malicious information about the school, a teacher, or any school official or student.
- Smoking
- Tested positive on any prohibited drugs (*For the sanctions, please refer to the Rules on Prohibited Drugs and Letter of Consent*)
- Truancy/Cutting Classes (*Please refer to sec 9.1.9.*)
- Unauthorized use of any school official's name for any purpose, such as to solicit funds or donation or hold unauthorized parties, balls, dances, and other similar activities
- Use of profane or indecent language/gestures not directed to anyone and unrelated to Safe Spaces Act
- Other similar offenses

#### **Category D Offenses** (Refer to 9.7.5)

- Carrying or possession of any deadly weapon, explosives, or ammunition (including improvised ones, firecrackers and pillboxes) into the school premises
- Coming to school/attending school-related and sanctioned activities in and out of school under the influence of liquor, wine, intoxicating drinks or prohibited drugs
- Commission of a crime inside or outside of the school, in school related activities, provided that a prima facie evidence exists in an appropriate criminal investigation by school authorities
- Desecration of the Chapel and sacraments such as the Holy Eucharist
- Dishonesty such as stealing, malversation of class or school funds, cheating in personal dealings with other members of the community, not returning found articles, and other forms of dishonesty such as but not limited to cheating in entrance exams, competitions, among others
- Drinking and/or possession of alcoholic beverages during school hours or while attending school- related and/or school-sanctioned activities in or out of school.
- Extortion
- Gross disrespect, disobedience, defiance, assault, or abusive behavior towards any member of the school community or any school authority. This includes refusal or failure to submit to safety requirements such as, but not limited to, search and seizure procedures.
- Gross malicious mischief
- Hazing, involvement in initiation process as a member of a fraternity/sorority (*Please refer to Appendix J: The Anti-Hazing Law of the Philippines, RA 8049, and Appendix K: Contract for Non- membership in fraternities/Sororities*)
- Inflicting injury upon any member of the school community, visitors or guests
- Instigating, leading, or participating in concerted activities leading to stoppage of classes
- Major vandalism or serious destruction of school property (immediate replacement or repair is part of the penalty), including, but not limited to, maliciously accessing, altering or deleting, damaging or destroying any computer systems network, computer program or data
- Possession and/or bringing, selling, buying, using, distributing on campus/off-campus drug paraphernalia, prohibited or regulated drugs, such as, but not limited to, marijuana, valium, shabu, including food products and/or drinks infused with drugs (*Please refer to Appendix I.*)
- Proselytizing and/or speaking against Catholic teachings
- Recruitment and affiliation with an organization whose objectives and/or activities are contrary to the school's philosophy, objectives, policies, and rules, such as underground fraternities, sororities, and other associations
- Other similar offenses

## **9.8 OFFENSES RELATED TO THE NEXT GENERATION BLENDED LEARNING (NxGBL) PROGRAM**

**The following violations and sanctions serve as an addendum to relevant policies already provided in the Student Handbook.**

### **Offenses Falling under Category B of the Student Handbook (Refer to 9.7.3. for the sanctions.)**

1. The use of applications for personal use: discussing personal topics and sharing of personal files such as, but not limited to Kik, Snapchat, Viber, WeChat, Kakao Talk, Vtok, and other similar apps considered by the teachers as forbidden (equivalent to VOSO or Violation of a School Order).
2. Violating the MLD Loaner Agreement – Failure to return MLD within the specified time (equivalent to Abuse, Misuse of Pass Privilege).
3. Destroying or forcing to open the MLD lockers of others even if intent to gain is not established (equivalent to Minor Vandalism)
4. Using any game and social networking apps during school hours without the teacher's prior approval
5. Unauthorized use of MLD including all forms of smartwatches
6. Capturing audio, still, and video images of a person without or against the person's consent
7. Unauthorized use of hybrid MLDs (capable of text messaging and calling). The word "use" constitutes receiving and answering calls and text messages. Allowing the continuous ringing of MLD (more than 4 times within the day) due to calls and message ringtones shall fall under this provision.
8. Use of MLD for indoor or outdoor recording and documenting class activities such as oral presentations, demonstrations, and discussions using either an audio or video capturing applications without the approval of the teacher and the performers
9. Deliberate non-compliance to any of the provisions stipulated in the MLD Pledge.
10. Use of virtual private networks (VPN) to bypass school firewall to browse restricted websites.
11. Unauthorized sharing of Class Google Meet link through messaging apps including social media.
12. Use of social media, messaging apps not related to the lesson, and playing online games during class.

### **Offenses under Category C**

Offenses Falling under Category C of the Student Handbook (Refer to 9.7.4 for the sanctions)

1. The use of MLD features (e.g., audio and video recorders) and apps for malicious purposes (equivalent to Discourtesy/Disrespect)
2. The use, uploading, or installation of apps, videos, pictures, and symbols against public norms and morals whether on one's MLD or others (equivalent to Profane/Indecent Language or Gesture).
3. Deliberate destroying/breaking of MLD owned by any member of the school community, visitors, and guests (equivalent to Malicious Mischief)
4. Unauthorized changing of someone else's passcode or restriction settings (equivalent to Malicious Mischief)
5. Using email or social media account of another person without consent (equivalent to Malicious Mischief)
6. Posting someone else's personal information including photo/s on any social media platforms without consent (pursuant to Data Privacy Policy)
7. Posting of any kind of processing of chats, images, and videos involving classmates and teachers during online classes on social media platforms (pursuant to Data Privacy Policy)

**Offenses Related to Safe Spaces Act. Acts of Sexual Harassment and Other Sexual Offenses:**

***Acts of sexual harassment and discrimination in DLSZ that applies to Students as defined in the DLSZ Safe Spaces Policies and Program are classified as Category B, C, and D, as follows:***

Category B

- Unwelcome sexual innuendos which may be in the form of statements, questions, or jokes;
- Not considering a person for a role based on their sex, orientation, gender identity, and expression;

Category C

- Use of profane or indecent language/gestures/actions such as repeated sexual jokes or comments that may degrade, humiliate, insult, or offend people who may hear either in online classes or face-to-face setup
- Invasion of someone's privacy through cyberstalking and incessant messaging;
- Identity theft
- Giving unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages
- Covert glances on a person's private parts or underclothing;
- Publishing/Circulating false or malicious information about the school, a teacher, or any school official or student such as but not limited to creating rumors about one's gender orientation, identity, and/or sex life;
- Making derogatory or degrading remarks directed towards one's sex, sexual orientation, gender identity, or sexual activities;

Category D

Scandalous behavior contrary to acceptable norms such as but not limited to:

- sending/asking a lewd photo or video/video clip of one's self or someone else.
- making sexual advances in words/deeds to another student or to any member of the community, including actions that are deemed disgraceful, dishonorable, or disreputable such as unwanted touching or brushing of the genitals to any part of another's body or any part of the body with another's genital, groping and touching of someone's private parts
- Unwanted recording or taking of photos or videos or any other recording that are directed towards a person's private parts or underclothing.
- Uploading, sharing, and spreading photos, videos, or any information online —whether real or edited—without the knowledge and consent of someone that may cause damage to one's reputation.
- Sexual Assault
- Forcing someone to kiss or engage in sexual activities
- Attempted or consummated unwanted and forced sexual intercourse or torture in a sexual manner.

**NOTE:** *The list/classification of offenses appearing herein is not all-inclusive. Therefore, students may be meted disciplinary action for offenses other than those listed herein or under subsequent amendment or modification of this handbook. Likewise, the school reserves the right to impose lighter or stiffer penalties for offenses committed depending on the attending circumstances of the case. In cases where two or more offenses carrying different penalties are committed under one given situation or instance, the heaviest penalty imposable shall be considered or applied.*

*In case there is an impasse between the school authorities and the student's testimonies, the Coordinator for Student Affairs and Formation shall determine, after careful investigation, which of the testimonies shall have more weight.*

