



Roosevelt College Science High School

Sumulong Highway, Cainta, Rizal

GENERAL RULES AND REGULATIONS

The following are the general rules and regulations set by the school for strict compliance.

A. COMPLETE SCHOOL UNIFORM

1. School Uniform

1.1 Regular Uniform

For boys – black pants, gray polo (barong style) with some embroidery and school patch, black socks, and black leather shoes.

For girls – black skirt, gray blouse with some embroidery and school patch, white socks, and black leather shoes.

Students are required to come to school in proper uniform any time of the day. When coming to school during weekends, students should wear their respective ID s.

Accessories such as unauthorized patches and excessive jewelries are prohibited for both male and female students. Proper grooming, which includes clean and trimmed fingernails, should also be observed.

1.2 PE Uniform should be worn only during PE class. It shall consist of the prescribed jogging pants and t-shirt and rubber shoes.

2. Hairstyle

2.1 The prescribed hairstyle and haircut are as follows:

For Girls – any length, as long as the hair does not cover the face. The bangs, however, should be above the eyebrows.

For Boys – the maximum tolerable length is as follows:

Length of bangs – should be above the eyebrows

Length of sides – should not reach the ears

Length of back – must not reach the collar of the shirt and must be tapered towards the hairline

2.2 Fancy or faddish hairstyle is not allowed.

2.3 Regular monthly inspection of the haircut shall be conducted.

2.4 Wearing of hair coloring or dye of any kind is not allowed.

3. Identification Card

3.1 Every student is required to wear his/her ID car, attached to the official school lace, during official school activities.

- 3.2** Lost ID cards should be reported immediately to the Principal's Office. The student concerned should:
- a. Accomplish an ID application form at the Principal's Office.
 - b. Proceed to the Finance Office to pay for the ID fee.
 - c. Submit the form and the receipt of payment to the Secretary at the Principal's Office.
- 3.3** Tampering one's ID, using a fake ID, or using ID that does not accurately represent its bearer is not allowed.
- 3.4** In the event that the student is discharged from the school during the school year, s/he must surrender the ID card to the Principal.

B. ACCESSORIES / FADS

1. Earrings are for girls only. But, excessive dangling accessories are prohibited.
2. Multiple studs are not allowed.
3. Having exposed tattoo is prohibited.

C. ELECTRONIC GADGETS

1. Cellular phones must be turned off while classes are ongoing.
2. Laptops and other electronic gadgets should not be brought to school unless a teacher requires them to facilitate a class activity. While they are not being used, they are supposed to be deposited in the Principal's Office.
3. The school is not liable for loss of cell phones and other electronic devices.
4. All cellular phones that would sound during class would be automatically confiscated by the subject teacher.

D. ATTENDANCE

(Attendance in school is reflected in students' record)

1. Students are required to attend classes regularly. Any absence or truancy will necessitate a letter of excuse from parents/guardian. In case of illness, a medical certificate duly certified by the school physician must be submitted. A student who has incurred prolonged absence may be dropped from the rolls of the school or if the absences without any valid reason. No credit shall be given to the student for work done within the school year.
2. A student who leaves the class and does not come back or comes back only at the end of the period shall be considered absent from the class.
3. A student who shall not be present during the first 10 minutes of his/her first period class shall be considered tardy. Succeeding classes require five-minute allowance only.
4. Consistent tardiness and absences during the quarter shall also affect a student's grade in Behavior and Academics. Please refer to the chart below for the corresponding set of measures the school may impose to those who would incur counts of tardiness:

COUNT/S	DISCIPLINARY MEASURE
1-3	Oral reprimand/Stay in the office
4-6	The office would inform the parents of the counts of tardiness their child has incurred through a letter.
7	Conference with at least one of the parents/guardians
10	Suspension

5. A student cuts class if s/he is on campus but not inside the designated classroom for the corresponding subject as scheduled. Cutting classes shall be considered as unexcused absence. No make-up work such as special examinations shall be given. (Article XIV, Sec. 77, Manual of Regulations for Private Schools).

E. DISCIPLINE

1. During activities
 - a. Any activity of student groups outside the class program but held inside the campus shall require the Principal's permission through the accomplishment of an Activity Form. No student activity shall be held on Saturdays without the Principal's permission.
 - b. The establishment of students' clubs/organizations should have the permission of the Principal. Membership in clubs/organizations not recognized by the school (fraternities, gangs, etc.) is absolutely prohibited. Likewise, the school shall not allow the formation or organization of any school club which aims and purpose are contrary to the objectives of education.
 - c. Any commission of or involvement in immoral acts or activities not acceptable to the norms of society and/or expulsion from the school after due process.
2. Inside the school
 - a. Every student shall regard courtesy and respect as his/her responsibilities. S/he must be considerate of the rights of others in preserving peace and harmony in the campus. Any student committing any act inimical to acceptable norms of conduct and which disturbs peace and order is violating existing rules and regulations of the school and shall be subject to appropriate disciplinary action.
 - b. Students shall not entertain outsiders in the classroom or anywhere in the campus.
 - c. Students shall not be allowed to leave the premises of the school during class hours without permission from the office of the Principal.
 - d. Students shall observe orderliness and cleanliness inside and outside the classroom.
 - e. Students shall not use profane or obscene language, either written or verbal, in communicating with any faculty member, school personnel, or another student. Included in this prohibition is the use of obscene gesture or sign.
 - f. Possession within the campus of pornographic materials, pictures or publications is not allowed.
 - g. Students shall not steal the property or equipment of the school or personal property of another student, teacher, employee, or guest of the school.
 - h. Students are not allowed to eat inside the classroom. Snacks/meals shall be taken at the canteen or student lounge during recess period or lunch time.
 - i. Cheating during any school activity is STRICTLY prohibited. Students who cheat or are involved in cheating will automatically get a **zero** in the activity where they cheated without prejudice to the imposition of suspension or dismissal as the case may be, depending on the seriousness of the offense committed.
 - j. Bullying, quarrelling, fighting, provoking a brawl, threatening, or instigating others to cause violence or any disorder is prohibited. Bringing outsiders to school or within the immediate vicinity thereof for the purpose is likewise prohibited.
 - k. Carrying of deadly weapons of any kind or any device dangerous to life or property inside the school is strictly prohibited.
 - l. Smoking in the classroom or within the school premises is not allowed.
 - m. Possession or drinking alcoholic beverages within the school campus or coming to school under the influence of liquor is strictly prohibited.
 - n. Possession of playing cards and gambling in any form are strictly prohibited in school.

- o. Sale, possession, or use of prohibited drugs shall be punishable by expulsion.
- p. Other acts analogous to the ones mentioned above.
- 3. Outside the school
 - a. Students shall bear in mind their responsibilities in upholding and projecting a good image of the school. Students should not commit acts that may cause dishonour, contempt, or discredit the name of the school.
 - b. Students shall keep away from place of ill repute and shall refrain from joining activities that may besmirch their character.
 - c. Students are prohibited from using the name of the school in any unauthorized off campus activities such as contests, excursions, parties, picnics, and the likes. The school shall not be held liable for injury, accident, or death which may result from joining unauthorized activities.
 - d. During school hours, students are prohibited from going to the malls and places of recreation (computer game shops, billiard halls, etc.) in school uniform except in the company of their respective parents.
- 4. On the use of School Facilities
 - a. Students shall help the school carry out the schools' effort on the housekeeping aspects of Productivity and Quality (P and Q) on the drive to maintain cleanliness, orderliness, discipline, and environmental concern (CODE).
 - b. The school may, once in a while, utilize the services of the students in carrying out these activities to develop and instil pertinent values.
- 5. On the use of Information Communication Technologies (ICTs) / New Media Devices
 - a. Students are expected to use ICTs inside the school ONLY for educational purposes like
 - 1. Doing research required by a subject teacher
 - 2. Dissemination of crucial academic information through e-mail
 - 3. Engaging in a meaningful academic discussion
 - b. The following are strictly prohibited
 - 1. Chatting with friends during school hours
 - 2. Playing computer games
 - 3. Viewing pornographic materials
 - 4. Posting messages, photos, videos that may cause discredit to the good name of the school.

F. DISCIPLINARY MEASURES

Students should be responsible for school facilities. The discipline of the student is primarily the teacher's responsibility. A student is sent to the office of the principal if counselling or minor punishment by the teacher does not help solve the problems. Any infraction of the school rules and regulations requiring disciplinary sanction shall be dealt with in accordance with Article IV, Section 76 of Manual Regulation.

1. **Warning.** A warning is given to a student who commits a shortcoming not punishable by suspension, exclusion, or expulsion. It may be oral or written. A letter is given for more serious misbehaviour.
2. **Suspension.** Suspension is a penalty where the school is allowed to deny or deprive an erring student of attendance and classes for a period not exceeding twenty percent (20%) of the prescribing class days for the year or term.
When a student has been suspended three (3) times, he is put on probation status for a period of three months.
If the student does not commit any major or minor offense during this period of three months, his/her probation status is removed.

3. **Exclusion.** Exclusion is a penalty wherein the school is allowed to exclude or drop the name of the erring student from the school rules for being undesirable. Transfer credential shall immediately be issued to the guardian/parent of the student concerned.

4. **Dismissal/ Expulsion**

a. *Dismissal.* Continuous disregard of the school rules and regulations may lead to dismissal whereby a signed agreement shall be executed by school authority, student, and parent.

b. *Expulsion.* Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from admission from any public or private school in the Philippines.

Students shall be subjected to expulsion or dismissal for any of the following acts or offenses constituting grave misconduct

- a. Possessing deadly weapons, firearms, explosives, or any device that may endanger life or property;
- b. Taking part in brawls, inflicting any form of injury, or participating in hazing rites or any violent activities;
- c. Assaulting a student or any school personnel;
- d. Membership and /or participating in fraternities of any kind;
- e. Using, possessing, and / or trafficking of prohibited drugs;
- f. Entering the school premises under the influence of liquor or any dangerous drug;
- g. Possessing, distributing, or passing pornographic magazines and/ or writing immoral pieces of literature;
- h. Stealing property belonging to the school, teacher, employees, or student;
- i. Damaging or vandalizing any school property or facility;
- j. Securing or using forged (fake) school records;
- k. Cheating;
- l. Tampering and ID, using a fake ID, or an ID which does not belong to him/her;
- m. Tampering with official bulletin boards, notices, or any school record;
- n. Forging signatures;
- o. Refusing without just and valid reason to appear before any duly constituted school body when duly summoned to do so;
- p. Committing acts of lasciviousness and other acts which are violating expected norms of morality;
- q. Smoking within the school premises and each immediate vicinity;
- r. Gambling of any kind;
- s. Extortion;
- t. Instigating or leading illegal strikes or similar activities resulting in stoppage of classes;
- u. Preventing or threatening any student or school personnel from entering the school premises;
- v. Gross misconduct, discourtesy, and disrespect to teachers, school employees, students, and school guest;
- w. Habitual violation of school rules and regulations;
- x. Offenses analogous to the acts enumerated herein which the committee on discipline may find punishable by expulsion or dismissal.
- y. Use of ICTs / new media devices that may cause dishonour, comtempt, or discredit the good name of the school.

