<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREWORD</td>
</tr>
<tr>
<td>OFFICERS OF THE ADMINISTRATION</td>
</tr>
<tr>
<td>ELEMENTARY SCHOOL OFFICIALS</td>
</tr>
<tr>
<td>HISTORY OF THE UNIVERSITY</td>
</tr>
<tr>
<td>VISION OF THE UNIVERSITY</td>
</tr>
<tr>
<td>MISSION OF THE UNIVERSITY</td>
</tr>
<tr>
<td>JRU CORE VALUES</td>
</tr>
<tr>
<td>JRU INSTITUTIONAL OUTCOMES</td>
</tr>
<tr>
<td>PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>SCHOOL FACILITIES AND SOURCES OF INFORMATION</td>
</tr>
<tr>
<td>1. PUPIL PROGRESS, AND RETENTION</td>
</tr>
<tr>
<td>1.1 ATTENDANCE, TARDINESS, ABSENCES</td>
</tr>
<tr>
<td>1.1.1 Attendance</td>
</tr>
<tr>
<td>1.1.2 Tardiness</td>
</tr>
<tr>
<td>1.1.3 Absences</td>
</tr>
<tr>
<td>1.1.3.1 Excused and Unexcused Absences</td>
</tr>
<tr>
<td>1.1.4 Excuse Letter and Excuse Slip</td>
</tr>
<tr>
<td>1.1.5 School Days and Class Hours</td>
</tr>
<tr>
<td>1.1.6 Cancellation of Classes and Specific Procedures</td>
</tr>
<tr>
<td>1.1.6.1 Suspension of Classes</td>
</tr>
<tr>
<td>1.1.6.2 Specific Procedures</td>
</tr>
<tr>
<td>1.2 GRADING, PROMOTION AND RETENTION</td>
</tr>
<tr>
<td>1.2.1 System of Grading</td>
</tr>
<tr>
<td>1.2.2 Promotion and Retention</td>
</tr>
<tr>
<td>1.3 GRADUATION</td>
</tr>
<tr>
<td>1.3.1 Academic and Residence Requirements</td>
</tr>
<tr>
<td>1.3.2 Financial Requirements</td>
</tr>
<tr>
<td>2. PUPIL CONDUCT AND DISCIPLINE</td>
</tr>
<tr>
<td>2.1 REQUIREMENTS ON CAMPUS</td>
</tr>
<tr>
<td>2.1.1 Identification Card</td>
</tr>
<tr>
<td>2.1.2 Dress Code and Uniforms</td>
</tr>
<tr>
<td>2.1.3 Textbooks</td>
</tr>
<tr>
<td>2.1.4 About Personal Belongings</td>
</tr>
</tbody>
</table>
5.3.2.3 Functions and Duties 34
5.3.2.4 Budgets and Finances 34
5.3.2.5 Pupil Coverage and Privileges 35

6. PUPIL RECORDS 35
   6.1 ACADEMIC RECORDS 35
      6.1.1 Transfer credentials and transcripts 35
      6.1.2 Graduation 36
      6.1.3 Clearances 36
   6.2 SCHOOL CENSUS 36

7. PUPIL ACCOUNTS AND FINANCES 36
   7.1 TUITION AND OTHER SCHOOL FEES 36
   7.2 EXCEPTION LIST 37

8. PUPIL PERSONNEL SERVICES 38
   8.1 HEALTH SERVICES 38
   8.2 GUIDANCE AND TESTING SERVICES 38
   8.3 CHILD PROTECTION POLICY 39
FOREWORD

Pupils of Jose Rizal University should consider the University their second home. As part of the University family, they should know its colorful history and achievements. This Pupil Manual shall outline the rights of the pupils and the different services available to them in the course of their stay.

Likewise, this manual shall serve as a guide in the pupil’s activities and behavior inside the campus and off-campus insofar it may directly affect the name of the University. Therefore, all pupils must be familiar with the provisions contained in this manual. Ignorance of the rules and regulations contained herein does not excuse a pupil from incurring the corresponding sanctions stipulated.

While every effort has been made to insure the accuracy, consistency and completeness of material available at the time copy this manual was made, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICERS OF THE ADMINISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vicente K. Fabella</strong></td>
<td>President</td>
</tr>
<tr>
<td><strong>Barbara Wong-Fernandez</strong></td>
<td>Vice President, Academic Affairs</td>
</tr>
<tr>
<td><strong>Ma. Cristina F. Bate</strong></td>
<td>Vice President, Quality Management</td>
</tr>
<tr>
<td><strong>Norma M. Montalvo</strong></td>
<td>Vice President, Administrative Affairs</td>
</tr>
<tr>
<td><strong>Muty Paulino</strong></td>
<td>Dean, Graduate School &amp; Research Director</td>
</tr>
<tr>
<td><strong>Lilia R. Bautista</strong></td>
<td>Dean, Law School</td>
</tr>
<tr>
<td><strong>Leodigario M. David</strong></td>
<td>Dean, Business &amp; Accountancy</td>
</tr>
<tr>
<td><strong>Henry O. Magat</strong></td>
<td>Dean, Liberal Arts, Criminology &amp; Education</td>
</tr>
<tr>
<td><strong>Eleonor C. Tangkeko</strong></td>
<td>Dean, Nursing &amp; Health Sciences</td>
</tr>
<tr>
<td><strong>Liza R. Reyes</strong></td>
<td>Dean, Computer Studies &amp; Engineering</td>
</tr>
<tr>
<td><strong>Ronald Dexter V. Antiporda</strong></td>
<td>Dean, Hospitality &amp; Tourism Management</td>
</tr>
<tr>
<td><strong>Romel C. Navarro</strong></td>
<td>Principal, High School</td>
</tr>
<tr>
<td><strong>Josephine B. Culala</strong></td>
<td>Principal, Elementary School</td>
</tr>
<tr>
<td><strong>Rosela D. Del Mundo</strong></td>
<td>University Librarian</td>
</tr>
<tr>
<td><strong>Mendelson P. Quiba</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Theodore U. Calaguas</strong></td>
<td>Vice President, Financial Affairs</td>
</tr>
<tr>
<td><strong>Noel A. Dimasacat</strong></td>
<td>Vice President, Information System</td>
</tr>
<tr>
<td><strong>Elenita G. Saba</strong></td>
<td>University Registrar</td>
</tr>
<tr>
<td><strong>Ma. Carmela F. Bate</strong></td>
<td>Director, Treasury Office</td>
</tr>
<tr>
<td><strong>Renante G. Fernandez</strong></td>
<td>Director, Accounting Office</td>
</tr>
<tr>
<td><strong>Carol A. Fernandez</strong></td>
<td>Director, Budget &amp; Payroll Office</td>
</tr>
<tr>
<td><strong>Edna C. Cruz</strong></td>
<td>Director, Information Technology</td>
</tr>
<tr>
<td><strong>Fabian B. Quitales</strong></td>
<td>Director, Administrative &amp; Human Resource Office</td>
</tr>
<tr>
<td><strong>Bonifacio C. Talens</strong></td>
<td>Director, Engineering &amp; Maintenance Office</td>
</tr>
<tr>
<td><strong>Brian Gail E. Bautista</strong></td>
<td>Director, Marketing Communication Office</td>
</tr>
<tr>
<td><strong>Benjie A. Evangelio</strong></td>
<td>Assistant University Registrar</td>
</tr>
<tr>
<td><strong>Maningning I. Ruanto, M.D.</strong></td>
<td>Director, Medical and Dental Clinic</td>
</tr>
<tr>
<td><strong>Efren Y. Supan</strong></td>
<td>Director, Athletics Office</td>
</tr>
<tr>
<td><strong>Cezar C. Caballes</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Jose P. Viernes</td>
<td>Director, Guidance &amp; Testing Office</td>
</tr>
<tr>
<td>Joseph S. dela Cruz</td>
<td>Assistant Director, Information Technology Office</td>
</tr>
<tr>
<td>Manuel A. Quiambao</td>
<td>Assistant Dean, Law School</td>
</tr>
<tr>
<td>Michelle S. Prado</td>
<td>Assistant Director, Administrative &amp; Human Resource Office</td>
</tr>
<tr>
<td>Grace Marie B. Martin</td>
<td>Assistant Principal, High School</td>
</tr>
<tr>
<td>Rechilda B. Ibardolaza</td>
<td>Assistant Director, AHR Office</td>
</tr>
<tr>
<td>Noemi R. Bugarin</td>
<td>Assistant University Librarian</td>
</tr>
<tr>
<td>Ana Belen S. Cuyugan</td>
<td>Director, Community Development Office</td>
</tr>
<tr>
<td>Maria Karenina S. Guillermo</td>
<td>Assistant Director, Office of the President</td>
</tr>
</tbody>
</table>
ELEMENTARY SCHOOL OFFICIALS

Josephine B. Culala
Principal, Elementary School

Emilia C. Mallare  
Grade One, Head Teacher

Rosario M. Ronsairo  
Grade Two, Head Teacher

Ma. Claire M. Guevara  
Grade Four, Head Teacher

Corazon M. Nucum  
Grade Five, Head Teacher

Marilou A. Manginsay  
Grade Three, Head Teacher

Jose B. Gano  
Grade Six, Head Teacher
Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock, non-profit, non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence. Then, on October 2, 2000, the Commission on Higher Education, the highest policy-making body of tertiary education in the Philippines, by a unanimous resolution conferred University status on the College.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor’s degree course in Commerce as well as the high school course. It has continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at that time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

Since 1951, the University has offered the six-year general elementary curriculum. In 1960, it began offering a separate kindergarten course.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

During its more than half a century of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates.
VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one’s best and committed to the goals of the University.

- **Considerate and Courteous.** A fair and caring person fully aware of other’s rights, feelings and ideals in making decisions for the University.

- **With Integrity.** A person who acts truthfully, morally and ethically.

JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinal area completed such that he/she is a useful and responsible citizen of the country.

PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL

With quality elementary school education that exceeds the national standards and prepares every pupil for a successful high school life, the graduates of the JRU Elementary School Division are able to:

1. Utilize strong foundation of communication and critical thinking skills,

2. Demonstrate comprehensive knowledge on mathematical skills and scientific concepts
3. Practice desirable habits and attitudes, essential for democratic citizenship guided by Rizalian values, and

4. Demonstrate love of God and of the Filipino nation in everyday living.

In addition, the Elementary School places particular emphasis upon developing both familiarity and facility with the English language as quickly as possible, and certain basic desirable virtues which appear to be most effectively provided by the school, rather than by the family or church.
SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Shaw Boulevard, Mandaluyong City 1552
Telephone Nos.: 531-80-31 to 35
Private Exchange Connecting to All Departments.
(The switchboard is open from 7 A.M. to 9 P.M.,
from Mondays through Saturdays)
Fax No.: 531-60-87
E-mail: elementary@jru.edu
http://www.jru.edu

Athletics Office
For use of athletic equipment and facilities. Located at the 3rd floor of the East Tower Building (Building G-37)

Computer Laboratories
For computer-assisted instruction and activities located at the 2nd floor of building K Room K-210 and K-211

Engineering & Maintenance Office
For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.

Elementary School Library
For books, newspapers, magazines and other reading materials. Located at building K (Room K-209)

Elementary School Principal’s Office
For admission, study programs, academic matters, student affairs, counseling, excuse slips and communication to faculty and parents/guardians. Located at the ground floor of building K (Room K-108)

Guidance & Testing Office
For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2nd floor of Building H (Room H-212)

Home Economics Room
For hands-on activities related to cooking, home making and workshop. Located at the ground floor of building K (Room K-107).

Medical & Dental Clinic
For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110)
<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President's Office</strong></td>
<td>Located at the 6th floor of the Tower Building (Room T-61)</td>
</tr>
<tr>
<td><strong>Registrar's Office</strong></td>
<td>For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15)</td>
</tr>
<tr>
<td><strong>Science Laboratories</strong></td>
<td>For experiments, hands-on and other related activities for Science subjects. Located at the 3rd floor of building K (Room K-309).</td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td>For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-13)</td>
</tr>
<tr>
<td><strong>Treasurer's Office</strong></td>
<td>For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-12)</td>
</tr>
<tr>
<td><strong>Vice President for Academic Affairs</strong></td>
<td>Located at the ground floor of the Tower Building (Room T-13)</td>
</tr>
<tr>
<td><strong>Vice President for Administration</strong></td>
<td>Located at the 2nd floor of Building A inside the Administrative Personnel Office (Room A-22)</td>
</tr>
<tr>
<td><strong>Vice President for Quality Management</strong></td>
<td>Located at the 2nd floor of Building H (Room H-213)</td>
</tr>
<tr>
<td><strong>Vice President for Financial Affairs</strong></td>
<td>Located at the ground floor of Building A (Room A-13)</td>
</tr>
</tbody>
</table>
1. PUPIL PROGRESS, AND RETENTION

1.1 Attendance, Tardiness and Absences

1.1.1 Attendance

Punctual and continuous attendance in all classes and all approved co-curricular and extra curricular activities and programs are required of all pupils.

1.1.2 Tardiness

Pupils who come to class later than five minutes will be allowed to enter the classrooms only with an Excuse Slip coming from the Office of the Principal. Those who do not have excuse slips, or who are habitually tardy, may be subjected to school discipline.

1.1.3 Absences

A pupil may be dropped or given a failing grade if he/she has incurred absences equivalent to twenty percent (20%) of the prescribed number of school days for the school year. However, the principal may at his/her discretion and in the individual case exempt a pupil who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the pupil concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated.

1.1.3.1 Excused and Unexcused Absences

Pupils shall be excused for not attending a school or school related activity if the school has been notified by the parent or guardian. In addition, excused absences of pupils during special holidays or activities relative to their religion shall be allowed provided permission of the faculty and the principal is sought.
Pupils shall not be excused for not attending a school or school related activity if there is no valid reason provided for the absence.

1.1.4 Excuse Letter and Excuse Slip

A pupil who has been absent shall be required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be.

Pupils shall be required to secure Excuse Slip from the Office of the Principal after submitting their Excuse Letter and other pertinent document like medical certificate to be able to attend their classes again.

1.1.5 School Days and Class Hours

Classes are held Mondays through Fridays, in accordance with the following schedules for the different curriculum grades:

- **Kindergarten**: 8:00 A.M. - 11:00 A.M., and 12:00 NOON - 3:00 P.M.
- **Grades I and II**: 8:00 A.M. – 2:50 P.M.
- **Grades III**: 8:00 A.M. – 3:20 P.M.
- **Grades IV, V and VI**: 8:00 A.M. – 3:50 P.M.

1.1.6 Cancellation of Classes and Specific Procedures

1.1.6.1 Suspension of Classes

Basically, there are two conditions where announcement of cancellation of classes is given:

a. **Automatic Suspension of Classes**

Kindergarten classes are automatically suspended when typhoon signal no. 1 is raised by PAG-ASA.
Classes in the elementary school are automatically suspended when typhoon signal number 2 is raised by PAG-ASA.

b. **Localized Suspension of Classes**

The City Mayor of Mandaluyong or the DepEd Mandaluyong may announce the suspension of classes if there are threats to public health and safety such as heavy rains, earthquakes, floods, high tide, transport strikes and other circumstances. After clearing with the President of the University, suspension of classes will be announced.

1.1.6.2 **Specific Procedures**

a. **Dismissal**

In cases where suspension of classes are announced when the pupils are already in the school attending classes, pupils will not be allowed to leave the campus immediately for the purposes of security and safety. Parents are therefore advised to pick up their children as soon as they hear the announcement. If it is not possible to fetch their children immediately, parents should inform the Office of the Principal as soon as possible for proper coordination.

Pupils without companion will only be allowed to leave the University at 12:00 o'clock noon. If pupils are not fetched at 12:00 noon, it is assumed that parents wish their children to go home by themselves.

**Fetcher's Pass.** At the beginning of classes, the Office of the Principal issues Fetcher's Pass that will allow the parent or guardian to fetch their children/wards whenever classes are suspended due to inclement weather or during unexpected circumstances that may require the pupils to leave the school prior to their dismissal time. It must be presented to the guard/receptionist for proper identification. The
University reserves the right to revoke the Pass without prior notice if used inappropriately.

b. Re-Scheduling of Monthly Examination and Scheduled Activities

Where classes are suspended on the day of a scheduled monthly examination or activity such as a program or a contest, the examination or the activity will be held a day after classes is resumed.

c. Make-up Classes

To make-up for the lost contact days when classes are suspended, Saturday classes will be held on specific dates to be announced by the Principal.

1.2 Grading, Promotion and Retention

1.2.1 System of Grading

The school year is divided into four quarterly grading periods, with nine monthly examinations. Each grading period covers the span between two monthly/quarterly examinations.

<table>
<thead>
<tr>
<th>Grading Periods (4)</th>
<th>Monthly Examinations (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First quarter</td>
<td>(1) July monthly</td>
</tr>
<tr>
<td></td>
<td>(2) August quarterly</td>
</tr>
<tr>
<td>Second quarter</td>
<td>(3) September monthly</td>
</tr>
<tr>
<td></td>
<td>(4) October quarterly</td>
</tr>
<tr>
<td>Third quarter</td>
<td>(5) November monthly</td>
</tr>
<tr>
<td></td>
<td>(6) December quarterly</td>
</tr>
<tr>
<td>Fourth quarter</td>
<td>(7) January monthly</td>
</tr>
<tr>
<td></td>
<td>(8) February monthly</td>
</tr>
<tr>
<td></td>
<td>(9) March Finals</td>
</tr>
</tbody>
</table>

There are two grades given at the end of any current quarter: (1) the first is the quarterly grade for pupil performance during the current quarter alone and; (2) and the second is the cumulative grade at the end of the current
quarter, taking into consideration pupil performance in the preceding quarters.

The Elementary School Division uses the percentile system of grading, with 100 percent as the highest possible grade, and 60 percent as the lowest posted grade. The lowest passing grade is 75 percent.

Quarterly grade is obtained in accordance with the following components and relative weights: a weight of 40 percent is given for the monthly (15 percent) and quarterly (25 percent) examinations given during the quarter. The balance of 60% will be obtained from the class work which generally contains the four level of assessments: Knowledge (15%), Process or skills (25%), Understanding (30%), and Products/Performances (30%).

The final general average is determined by dividing the sum of the final average rating in each subject by the total number of subjects.

Levels of Proficiency. The performance of pupils shall be described based on the following levels of proficiency:

- Beginning (B): 74% and below
- Developing (D): 75%-79%
- Approaching Proficiency (AP): 80%-84%
- Proficient (P): 85%-89%
- Advanced (A): 90% and above

1.2.2 Promotion and Retention

A general final grade of 75% is required for promotion to the next grade level; that is, provided the pupil passes all the core subject areas namely: Science, Mathematics and English.

Pupils whose proficiency level in a subject is Beginning (B) at the end of the quarter or grading period, shall be required to undergo remediation so that they can immediately catch up as they move to the next grading period. If by the end of the school year, the pupils are still at the Beginning level, then they shall be required to take summer or bridging gap classes.
1.3 Graduation

No candidate for graduation will be permitted to graduate or participate in the commencement exercise unless the following requirements have been satisfactorily fulfilled.

1.3.1 Academic and Residence Requirements

A candidate for graduation must have been in residence during the last two curriculum years of the elementary school and must have faithfully and regularly attended classes, and acquired a reasonable proficiency in each subject.

1.3.2 Financial Requirements

A candidate for graduation must have settled all his/her financial obligations with the University not later than the end of the last term of the school year in which the pupil hopes to graduate.

2. PUPIL CONDUCT AND DISCIPLINE

The completion of one’s registration binds the pupil to agree and to abide by the University policies, rules and regulations; to meet the requirements as to attendance, diligence in study and personal conduct. The continuance of the pupil in the rolls, his/her graduation and the granting of any certificate are strictly subject to the disciplinary authority of the University.

2.1 Requirements on Campus

2.1.1 Identification Card (ID)

Identification Card is issued by the Information Technology Office located at Building H (room H-311).

Upon entry and while inside the campus, student ID is required to be worn inside the campus by all currently enrolled pupils. The ID card is to be worn slung over the neck and is required when borrowing books from the Library and for other on-campus identification purposes.
In the event that the ID card is either lost, destroyed or damaged, a replacement card may be obtained from the Information Technology Office upon the approval of the Principal and the payment of ID Replacement Fee.

2.1.2 Dress Code and Uniforms

All elementary school pupils are required to wear the prescribed school uniform during class days.

For girls, the prescribed uniform consists of a white blouse with JRU striped piping, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters “JRU” and JRU colors striped-pattern necktie and skirts, white socks and black shoes.

For boys, from kindergarten to Grade IV, the uniform consists of white polo shirt with JRU striped piping on the sleeves, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters “JRU”, short khaki pants, white socks and black shoes. For grades V and VI, the uniform is the same except long pants instead of short pants.

Pupils who are scheduled to have their P.E. classes are allowed to wear the P.E. uniform the whole day.

The patterns, prescribed uniforms and cloth materials are available at the JRU Bookstore located in the main campus.

2.1.3 Textbooks

All pupils are required to obtain a complete set of the prescribed textbooks, the list of which are provided during enrolment and are posted at the University Bookstore.

2.1.4 About Personal Belongings

1. Every pupil is advised to take care of his/her personal belongings such as books, bag, money, jewelry, etc. The school is not responsible for any loss that may occur within the campus.

2. Report immediately the loss of anything to the Principal's Office.
2.1.5 In the Library

1. With the computerization of the Library system, only those with bar-coded IDs will be entitled to use the library facilities.

2. Before the pupils leave the library, they should return the chairs properly and should see to it that no piece of paper is left behind.

3. Pupils can only borrow books using their bar-coded ID. Any book, newspaper or reading material that they borrow must be under their proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.

4. Every pupil should abide by all the rules and regulations of the library, and must obey and respect library personnel. Any infraction of these regulations will mean warning, fine, or the suspension of his/her library privileges.

2.2 Pupil Discipline

In line with its function to provide optimal conditions conducive to learning, the school may subject pupils to disciplinary action to observe such norms of conduct and behavior which are expected of them, whether on or off campus.

2.2.1 Types of Offenses

2.2.1.1 Major Offenses

The following are considered major offenses:

1. The carrying of deadly weapons such as knives, daggers, ice-picks, knuckles, pellet guns, firearms and explosives within the University premises, in the athletic games/competitions, educational tripsstage plays and other official off-campus activities;

2. Possession and or drinking of liquor/alcoholic beverage within the University premises (including
the 100 meter perimeter area); or entering and
or being in the University in a state of
intoxication;

3. Possession of, trafficking and or use of prohibited
drugs/chemicals; or the possession of any
regulated drugs without prescription within the
University premises;

4. Involvement in fistfights, threatening or inflicting
physical injuries upon another within the campus
premises (including the 100 meter perimeter
area) or during official off-campus activities;

5. Vandalism or destruction of school property or
property belonging to any student, employee,
school officials or visitor while on campus, such as
but not limited to graffiti on walls, breaking of
windows, destruction of chairs and tables, library
books and telephones;

6. Any form of cheating;

7. Any form of extortion, blackmail or stealing/theft
or an attempt thereof whether or not the purpose
or objective is accomplished;

8. Any form of gambling/betting or an attempt
thereof within the campus and during official off-
campus activities;

9. Deliberate disruption of school activities which
tends to create disorder, breach of peace or
serious disturbance not necessarily connected with
any academic function;

10. Unauthorized solicitation;

11. Forging, falsifying, and or tampering official
records, receipts or documents of any kind;

12. Lending, borrowing, tampering with and/or
creating fake certificates, IDs, gate/fetcher's
pass, registration card, and other documents for
the purpose of entering and using it within the
University premises;

13. Acts of lewdness; commission of any act of
immorality or the possession, creation, display
and/or distribution of pornographic material within the University;

14. Leaving the school premises without proper authorization;

15. Gross acts of disrespect, in words or in deeds, which tend to put any University officer, employee or visitor in ridicule or contempt;

16. Use of the University name and/or seal without authority;

17. Any act, omission, condition, status or circumstance, tending to cause dishonor to, discredit or contempt for the name of the University;

18. Commission of a third minor offense;

19. Cutting classes/truancy or habitual tardiness;

20. Incurring excess absences;

21. Smoking, use or possession of tobacco products including but not limited to cigarettes, cigars, electronic cigarettes; and

22. Any form of bullying.

2.2.1.2 Minor Offenses

The following are considered minor offenses:

1. The use of cellphone and other electronic gadgets for personal use while inside the classroom, laboratory, library and other places where learning activities are going on;

2. Not wearing of prescribed uniform;

3. Improper classroom attire (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing);

4. Long/unkempt hair (does not follow the prescribed haircut and hairstyle) by male students;

5. Colored Hair;

6. Wearing of nail polish and make-up;

7. Wearing of earrings by male students,
8. Wearing of more than one earring per ear;
9. Body piercing accessories on any part of the body except earlobes;
10. Visible tattoos;
11. Unauthorized use of University facilities and equipment;
12. Unexcused absences;
13. Littering;
14. Eating inside learning areas, auditorium, gymnasium, library and prayer room;
15. Playing ball games, badminton, sipa and other games in the quadrangle/corridors that may cause harm to people and property;
16. Spitting on floors, walls, mirrors and windows;
17. Climbing trees and gathering fruits;
18. Disruption of one’s class or that of another;
19. Not wearing student I.D. and the prescribed uniform inside the campus and official off-campus activities;
20. Improper use of school uniform and wearing colored undergarments and undershirts;
21. Shouting, swearing/cussing and saying bad words;
22. Public display of affection such as but not limited to kissing, necking, nuzzling, hugging, cuddling, holding hands, putting one’s arm over another’s shoulder, sitting on the lap of another;
23. Entering the school premises without approval during special activities;
24. Entering the campus without an ID;
25. Sitting on the tables, windowsills, stairs and railings;
26. Sliding on handrails;
27. Tardiness;
28. Loitering along the corridors;
29. Playing with electrical switches;
30. Playing cards or unauthorized bringing of toys of any kind inside the school premises;

2.2.2 Forms of Disciplinary Sanctions

The following are the forms of disciplinary sanctions for serious offenses or violation of school rules and regulations that may be applied upon an erring pupil.

2.2.2.1 Suspension

a. Preventive Suspension

A pupil may be immediately placed under preventive suspension during the period of the investigation or the pendency of the disciplinary proceedings against him. This must be done to maintain an atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

b. Punitive Suspension

After due process has been observed, a pupil may be suspended from attending class, the number of days of which shall be commensurate to the nature and gravity of the offense committed.

<table>
<thead>
<tr>
<th></th>
<th>MAJOR OFFENSE</th>
<th>MINOR OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>2 days suspension</td>
<td>Warning</td>
</tr>
<tr>
<td>Second Offense</td>
<td>5 days suspension</td>
<td>1 day suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Forced Transfer</td>
<td>2 days suspension</td>
</tr>
<tr>
<td></td>
<td>(considered as a major offense)</td>
<td></td>
</tr>
</tbody>
</table>
The University reserves the right to accelerate the punitive suspension or other penalty to the pupil (e.g., extend a 5 day suspension or greater even if a first offense), depending on its assessment of the extent/degree of the offense committed.

Suspension may take the form of, but not limited to, community and academic work. As a general rule, a suspended pupil is not excused from taking any examinations, quizzes and graded recitations given during the specified period. Therefore, he/she shall be given a failing mark for not having taken them, and will not be given special examinations to make up for them later.

2.2.2.2 Exclusion or Forced Transfer

After due process has been observed, a pupil may be excluded from the honor rolls during the same year if he/she is found guilty of a serious breach of school rules. It takes an immediate effect and prevents the pupil from finishing the school year.

2.2.3 Expulsion

This punishment is reserved for extremely grave matters inasmuch as no transfer credentials will be issued, and therefore the erring pupil will be unable to continue his studies even in another school.

2.3 Damages

In case a pupil is found to have been directly responsible for damage to school property, or even the property of others while within the school premises, as determined by the Principal and approved by the President, the pupil must stand ready to make financial redress on the damages caused.
2.3.1 Liability of Pupils

There are two types of sanctions, those of financial nature, and those of an academic nature. The financial compensation involves the payment by the erring pupil of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. The second concerns additional disciplinary measures, should it appear that the pupil’s acts approximate that of vandalism, and may involve administrative sanctions as listed in Section 2.3.2 above.

A pupil may also be required to shoulder expenses for physical damage and/or injury of a victim incurred as a result of a fistfight or any act of misbehavior. In any case, the amount of the fine is commensurate to the offense committed.

2.3.2 Procedure for Payment

Once the cost of the damage has been established and the cost has been approved, the pupil (or more likely, his parents or guardian) will be required to settle the cost as soon as possible.

3. PUPIL SCHOLARSHIPS

3.1 Academic Scholarships

To encourage deserving pupils, Academic Scholarships A are given to qualified incoming Grave 3 to Grade 6 old pupils of JRU Elementary School who finish their preceding academic year as number 1 in academic ranking, Academic Scholarship B are for those who finish their preceding academic year as number 2 or 3 in academic ranking. Applicants shall submit an accomplished scholarship application form to the Guidance and Testing Office along with one 2x2 ID picture.

4. PUPIL HONORS AND AWARDS

4.1 Honor Roll
A pupil who obtains a general average of 85% or above, with no quarterly grade lower than 80% in any subject is considered qualified for inclusion in the honors list.

4.2 Awards

Honors. To encourage deserving pupils in each grade level, gold medal awards are given to pupils obtaining first honors and silver medals to second honors. Subject honors awards are also given to the pupils who obtained the highest grade at the end of the school year in academic subjects such as Mathematics, English, Filipino, Social Studies, and Science.

Special Awards. Aside from academic excellence awards, the Elementary School Division also gives special awards such as:

1. Boy Scout of the Year
2. Junior Girl Scout of the Year
3. Leadership Awards
4. Cultural/Arts Awards
5. Sports Awards
6. Rizalian Values Awards

The awards are given during the annual Elementary School Recognition Day.

4.3 Graduation with Honors

4.3.1 Kindergarten Graduation Honors

A pupil to be qualified in the graduation honors should not obtain any final grade lower than 80% level of proficiency in any subject. The final general average of the pupils is the basis for determining their rank in the honors list where the first two are designated First Honors and Second Honors. The number of honor pupils to be awarded with graduation honors shall be 10% of the total number of the graduating class.
4.3.2 Elementary School Graduation Honors

A candidate for graduation honors must have met the minimum two-year residence requirement. The following factors and corresponding relative weights toward the evaluation of appropriate graduation honors, such as Class Valedictorian and Class Salutatorian or any other class distinctive academic honors, are considered:

Fifth grade: A pupil to be qualified in the graduation honors must obtain at least 85% final general average with no final grade lower than 80% in any subject. The final GPA is given thirty percent (30%) weight in the total graduation honors rating.

Sixth grade: A pupil to be qualified in the graduation honors must obtain at least 85% final general average with no quarterly grade lower than 80% in any subject. The final GPA is given seventy percent (70%) weight in the total graduation honors rating.

The ranking in honors will be based on the result of the evaluation using the criteria above with the highest rating will be considered first in the consequent ranking. The maximum number of honor pupils to be awarded with graduation honors shall be 10% of the total number of the graduating class.

5. PUPIL CO-CURRICULAR ACTIVITIES

5.1 Required and Other School Activities

Co-curricular organizations related to different subject areas are organized to enhance the interest of the pupils in related subjects, to improve their skills in various fields, and to promote harmonious social relationship in the school campus. Organizations related with other curricular areas provide the pupils enriching learning experiences.

To supplement classroom work, actual field excursions and educational tours are undertaken by the pupils in all curriculum grade levels with parental consent and under the supervised direction of class advisers. Instructional techniques are supplemented by a variety of audio-visual materials.
Literary and musical programs are held from time to time and maximum pupil participation is stressed. A separate day is reserved for elementary school activities during the annual University Week when the anniversary of the school is observed with appropriate ceremonies.

Pupils of the Roman Catholic faith may be prepared for the First Holy Communion, at the indication of the parents.

5.1 Athletics and Scouting

Physical Education is required of all pupils but exemptions may be granted for physical incapacity as certified by the University physician.

The annual intramural league is an important component of the physical education. It is designed to encourage as many pupils as possible, from grade four to six, to participate in a competitive manner in several group sports.

JRU is active in scouting movement and is a regular member of both the Boy and Girl Scouts of the Philippines. Boys from grade one to three are encouraged to join the Kab Scouts; those from grade four to six, the Boy Scouts.

Girls from grade one to three are encouraged to join the Stars, and those from grade four to six, the Junior Girl Scouts. Likewise, the Kindergarten pupils are encouraged to join the Scouting Movement, Twinklers for the girls and Kid for the boys.

5.2 Pupil Organizations

5.2.1 Organization

The current duly recognized pupil organizations are related to different curricular areas which provide the pupils with enriching learning experiences. Every approved pupil organization will be assigned at least two faculty advisers, whose presence will be required at all general meetings and activities involving the entire membership.

The Elementary School co-curricular organizations and activities include the following:
**Science and Math Clubs.** The groups are composed of selected pupils from the intermediate grades. They aim to develop and master skills that will enable pupils to cope with changes in their physical environment and to find relevance in what they can discover from their own experiences with things around them.

**English and Filipino Clubs.** Pupils are encouraged to develop their communication skills through these organizations. The training method includes group dynamics, discussions, etc. These clubs sponsor different contests such as declamation, spelling, essay writing, comprehension skills and Buwan ng Wika.

**Social Builders Club.** Good citizenship training starts in the elementary level. Through this organization, pupils become aware of the need for socialization. One must know himself and the world around him to be able to live meaningfully. The club sponsors the "Great Malay Challenge".

**Dance Troupe.** The pupils are encouraged to participate in dance troupes to develop in them ideas about rhythmic actions and wholesome recreational activities through dancing.

**Young Rizalians Artists Club.** Pupils with special talent in the field of arts like acting, drawing or painting are given opportunities to further enrich their special skills by exposing them to various training, activities and competitions in and outside the school. They are encouraged to join other club activities to create an integrated exercise of pupils' potentials.

**Intramural.** Pupils from grades IV, V, and VI are trained to attain physical growth and development through sports. Pupils are also encouraged to practice the spirits of sportsmanship in different paces of sports and to help them to become good athletes.

**Young Pupils' Catholic Action.** This is the elementary school chapter of Student Catholic Action. The activities include evangelization, spiritual formation, community building, social awareness and leadership training.
ES Dream Teams. The organization provides opportunities to further develop and challenge especially advanced, talented pupils outside the regular classroom and promote pupil’s maximum participation in the local/divisional, regional and national competitions.

ES Book Lovers Club. Through this organization, the passion for reading among pupils will be promoted and participation in various library activities is likewise encouraged.

Young Rizalians’ Ukulele Ensemble. Through this club, pupils are encouraged to play and sing with each other while enjoying the sound of the instrument and explore one’s talent in music.

5.2.2 Objectives

Each pupil organization is organized to intensify the interests of the pupils in related subjects, to improve their skills in various fields, and to promote harmonious interpersonal relationship in the school campus.

5.2.3 Membership

Membership in any pupil organization must be limited to pupils currently enrolled at the University. Basically, academic organizations require members whose grade in the particular subject area is above 80% while non-academic organizations are open to pupils who are interested to join. Every organization must have at least 15 members initially.

5.2.4 Election of Officers

The election of officers should take place within 60 days after the beginning of classes for the school year with the supervision of the faculty advisers. No officer may be elected who does not possess good academic standing.

5.2.5 Meetings

Any meeting or activity requiring the use of any University facility (such as classrooms) or the excuse of pupils from classes should be calendared with the Principal.
5.3 Pupil Publications

The elementary school body shall issue publications in accordance with the rules hereinafter indicated.

5.3.1 The Newsletter

The elementary school newsletter shall be named “Parent's Digest”.

5.3.1.1 Basic Policies

The newsletter is primarily intended for parents’ and pupils’ information, exchange of pupils’ ideas and views, for building up school spirit, and for assisting in the molding of pupil minds in the proper direction.

To serve as a general guideline concerning the subject matter and content as well as the treatment of subject matter which may appear in the newsletter, the following shall be considered as undesirable subject matter for inclusion but shall not be considered as exclusive listing:

1. Any criticism of government. No mention shall be made of the government of and/or of its institutions, nor should remarks tending to promote disrespect of authority be permitted.

2. “Excessively realistic” treatment of topics. By this is mentioned stress on or comments which reflect adversely on the basic desired behavioral patterns, including improper, foul, or obscene language.

3. Topics with little or no relation with pupil activity. While certain subject matter may be of public interest, where they do not have any direct bearing on pupil activities or life within the University, such articles or columns should be avoided.

4. Any criticism of the University, staff or any of the members of its faculty and other personnel, which is not founded upon previously verified facts. In case articles are based on the alleged facts, equal space should be given, if possible in the same issue, for persons concerned or the University to answer or express its views on such criticism, in the spirit of fair play.
5. Mention of the Fabella family as such. Members of the family may be mentioned in connection with their official duties and positions, but mention of the family as such should be avoided.

6. Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not in accordance with the established canons of good and responsible journalism, such as the use of personal insults on persons, degradation of character, use of obscene words, gossips, rumors, false statements which tend to bring any person into public hatred, contempt or ridicule.

7. Any work which constitutes plagiarism or which the editor-in-chief and/or the faculty adviser strongly feels may have been plagiarized, pirated or violative of copyright privileges.

   The primary intent of the newsletter as set forth in the opening paragraph of this section shall serve as a general subject matter and content.

5.3.1.2 Pupil Staff

   Within 14 days after the opening of regular classes, the faculty adviser shall hold a competitive examination to determine eligibility for the positions of Editor-in-Chief.

   Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.

5.3.1.3 Faculty Adviser

   The Principal shall appoint a faculty adviser for the newsletter. In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision. Any modification or rejection of an article shall be accompanied with an explanation for the action.
The faculty adviser should bear in mind that the enumeration in the basic policies are just that, and no specific hard and fast rules can be given; good judgment and discretion have no substitutes.

5.3.2 The Yearbook

5.3.2.1 Objectives and Policies

The graduating classes of the elementary school publish a yearbook every year entitled "The Rizalite". The yearbook is planned, prepared and published by the graduating pupils with the assistance of faculty advisers.

5.3.2.2 Staff Organization

There will be two yearbook faculty advisers who shall be appointed by the Principal. Such faculty advisers usually teach the graduating classes. In the preparation of the yearbook, the members of the editorial staff will be appointed by the Principal upon the recommendation of the advisers. The faculty advisers may call for periodic meetings of the yearbook staff, if necessary.

5.3.2.3 Functions and Duties

A schedule of deadlines should be established, so that work is not deferred until the last few months of the school year. In this connection, while it usually preferable to include commencement exercises and activities in the yearbook (in which case the yearbook will have to come out after commencement) it is up to the yearbook staff to decide on the deadline for publication. In any case, the annual should be released not later than the end of June following the school year.

5.3.2.4 Budgets and Finances

The annual fee to be charged each graduating elementary pupil shall be determined by the Principal
upon the recommendation of the faculty advisers.

5.3.2.5 Pupil Coverage and Privileges

All eligible graduating pupils are automatically included in the yearbook, and no graduating pupils will be excused on the grounds that the pupil is not interested in joining.

An eligible graduating pupil is one who can complete graduation requirements within the school year.

Where two or more graduating pupils in the same division are brothers and sisters, each brother or sister will be allowed a 50 per cent reduction in the yearbook fee to be paid, and will be entitled to a yearbook apiece. The discount will not apply to brothers and sisters in different divisions.

All other cases covering the liability of individual pupils towards the payment of the annual fee may be referred to the Principal for case-to-case study.

6. PUPIL RECORDS

6.1 Academic Records

The Registrar’s Office is essentially a part of the administrative staff of the University and primarily keeps all academic records of pupils. It is the immediate contact of the DepEd.

6.1.1 Transfer Credentials and Transcripts

Upon submission and acceptance of the transfer credential, the school shall request in writing for the complete school records: (Form 137) or Official Transcript of Records (OTR) of the pupil from the school last attended.

F-137/OTR, Transfer Credentials and Certification shall be issued only if the entrance documentation of the pupil into the University is complete, including transcript from the school where the pupil had studied prior to entering the University
and no outstanding obligation whatsoever. As a general rule, Form-137/OTR shall not be issued directly to pupils, but sent to school where the pupil has enrolled. An elementary pupil can submit a report card marked “Eligible for Transfer and Admission to <grade level>” if there are no academic or financial problems.

For security reasons, F-137/OTR shall always be issued with a notation “NOT VALID WITHOUT THE SEAL OF THE UNIVERSITY AND THE ORIGINAL SIGNATURE OF THE REGISTRAR”.

Preferably, transcript (Form 137) and transfer credential are ready for release within fourteen working days.

6.1.2 Graduation

This office prepares the final list of candidates for graduation and subsequently the printing of certificate and transcript.

6.1.3 Clearances

Before any pupil is given a certification of honorable dismissal in order to transfer to another school, it is necessary that releases or clearances be obtained from a number of offices, including the financial office and the library. The pupil can obtain an application form which will indicate the necessary releases.

6.2 School Census

Every year, the elementary school division undertakes a statistical survey of the entire studentry. The purpose is to establish the nature of the student bodies, especially with respect to their residences, the size of their families, and JRU graduates who may be part of their families.

7. PUPIL ACCOUNTS AND FINANCES

7.1 Tuition and other School Fees
The tuition fees for the school year are charged on the basis of curriculum year.

A cash discount privilege is available for full payment of the tuition fee. This privilege is available only for a limited period; therefore, any interested pupil, parent or guardian should inquire at the Student Accounts Office in Room A-13 for information about the cash discount schedules and the deadlines for enjoying such privileges.

The tuition fees on the installment basis are payable on the basis of about 16% upon enrolment with the balance payable in eight (8) equal installments before each of the eight (8) periodical examinations including the final examination.

Other fees which may be charged, depending upon the individual pupil, include the following:

- Identification card fee
- Computer laboratory fee
- Library fee
- Diploma fee
- Development fee
- Late enrolment fine
- Lost Card fine

The last day of enrolment without fine is the first day of regular classes, that is, the first Monday of June. Any pupil who is allowed to enroll after the said dates shall be considered as a late enrollee and is subject to the fine.

A pupil is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

Pupils with delinquent accounts shall be subject to penalties. These include those pupils who do not settle their financial obligations to the University on time.

7.2 Exception List

During the school year, eight periodical exams and one final examination are scheduled. Parents/guardians of pupils must settle their accounts on or before the cut-off date, which is two (2) days
before the first day of the scheduled date of examinations, otherwise, the pupil’s name will be included in the Exception List, and consequently, the child will not be allowed to take the examination. If the payment is done after the cut-off date, the parent or pupil must present a proof of payment to his/her class adviser to be allowed to take the examination.

8. PUPIL PERSONNEL SERVICES

8.1 Health Services

A medical and dental clinic forms part of the services made available to pupils of the University, which is open from 7 AM up to 5 PM from Monday to Friday. Qualified physicians, dentist, and nurses staff the clinic.

The clinic has a limited selection of medications available but these can be used to cover a broad spectrum of medical conditions expected in the school setting.

A pupil who wishes to avail of the services of the Clinic may inform his adviser or classroom teacher who in turn will accompany him/her to the clinic, if necessary. In all cases, the clinic staff will assess the child, institute appropriate treatment (which may include providing medication or cleaning/dressing a wound) and inform the adviser or the principal of the situation. The parent/guardian is subsequently notified of the consultation and the child’s medical condition.

Pupils are not allowed to loiter or stay in the clinic if they don’t need its services.

8.2 Guidance and Testing Services

Guidance and counseling services are available from the Guidance and Testing Office. Such services can involve the assessment of difficulties in pupils studies, including the application of appropriate testing and measurement mechanisms, in order to assist the individual pupil in realizing his/her full potential. Guidance and counseling services can include either individual or group counseling, or both.
Testing services refer primarily to group testing for school administration purposes, such as to provide benchmarks and indicators for determining the progress of pupils and the quality of instructional output. Such tests are provided by or are given under the supervision of the Guidance and Testing Office. However, certain tests of a mandatory national character, such as the National Achievement Test for grade six elementary pupils by the Department of Education is undertaken directly by the Principal in conjunction with DepEd.

8.3 Child Protection Policy

The University shall take measures to protect the students from abuse, violence exploitation, discrimination, bullying or peer abuse and other related offenses.
We care about good education