



STUDENT HANDBOOK

NCD Integrated School Inc.

2022 version

FOREWORD

As the primary stakeholders of NCDISI, the constitutional rights of the students are the foremost consideration of the revision of this handbook. This handbook contains the general information about our institution as well as the rights, privileges, duties and responsibilities of students. This handbook is constructed to guide all the stakeholders of NCDISI regarding the technical procedures, academic policies, and many other kinds of information that is not intuitively obvious or easily remembered.

Moreover, This handbook will judiciously define and clarify the relationship among students as well as the administration, faculty and staff. This handbook also contains the school's services and facilities that the students can avail. Through this, the students will be properly guided and made aware of their accountabilities, obligations and their commitment to NCDISI.

MESSAGE FROM THE PRESIDENT

Welcome to NCD Integrated School Inc! We are an academic institution deemed recognized by the Department of Education and certified by the Private Education Assistance Committee. We are established with the purpose of assisting and nurturing the child's holistic development. Through the years, we have produced students who are excellent, self-aware, credible and humble persons of Christ.

The genuine agenda of educating the future generation will be our guiding star to continue our mission and vision.

Angel M. Duque, JD, AB, MPA
School President

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OUR PVGMO

Philosophy

NCD Integrated School believes that life-long learning stems from teaching with compassion, encouragement and unconditional recognition of one's moral, emotional and intellectual capacity. NCD further believes that learning is a currency used for effective interpersonal communication which will ultimately strengthen and prepare students to become innovative and resilient leaders of society.

Vision

NCD Integrated School shall bring forth a community of one hundred percent literate, globally competitive, peace-loving and brethren of Jesus Christ. Adjunct to its philosophy, NCD shall continue to prioritize the personal, bio-geographical and socio-cultural setting of the learners in accordance with the demands of the national and global standards.

Goals

NCD Integrated School aims to produce students who are honorable, accountable, disciplined, malleable to change and prolific in all undertakings.

Mission

NCD Integrated School seeks to give quality and accessible education regardless of age, intelligence, disability, capacity and religion. Founded through its Filipino values, NCD will catalyze a culture-sensitive and globally-adaptable generation. As an inclusive institution, NCD seeks to uphold the rights of all children to accessible and quality education regardless of their physical, emotional and intellectual differences and limitations. As a God-Centered institution, NCD seeks to build a character that follows the teachings and examples of Christ, apostles of justice and champions of benevolence for the honor and glory of Jesus Christ. NCD Integrated School seeks to avow its mission through continuous liberation of teaching, community-engagement and adaptation of relevant methodologies.

Objectives

NCD Integrated School is committed to: (N.C.D)

1. Navigate and expand the promotion and delivery of education for all.
2. Commence and facilitate the administration of skills and competence that is at par with the 21st century skills.
3. Deliver holistic, appropriate, responsive and relevant teaching strategies that will foster proficiency in innovation, collaboration and problem solving

Core Values

The 3 Core Values of NCD

1. God-Centered
2. Persons of Excellence, Honor, Charity and Compassion.
3. Love of Country

ART. 1 - GENERAL PROVISIONS

Sec. 1 - General Provisions. Students enrolled in NCDISI as well as their parents and guardians are mandated to comply with the provisions stipulated in this handbook and all previously released handbooks which provisions not repealed. A digital handbook shall be available to all NCDians, thus, they are expected to be familiar with all of its provisions.

Unfamiliarity of the handbook's contents shall not be an excuse nor defense to any students, parents and teachers for its non-compliance. In lieu with the duties and responsibilities relating to the academic rights and welfare of students, NCDISI acknowledges the following but is not limited to:

- a. The regulations as set forth in this Handbook are stipulated to ensure the effective pursuit of knowledge and guide the students to attain the level of quality work required of them.
- b. The right to express concern on matters related to the quality of education they deserve.
- c. The right to organize among themselves. Provided that the purpose of such organization is to enhance the academic standing and social skills of the students. Provided further that such organization shall not be used to discriminate, bully and degrade the rights of other students.
- d. All NCDians and their parents and guardians should be respectful, polite and courteous towards all teachers, administrators and personnels of NCDISI.
- e. All students should always give reverence and respect to the Philippine National Flag by participating in the singing of the Philippine National Anthem.¹

ART. 2 ACADEMIC REGULATIONS

¹ Republic Act No. 8491 otherwise known as Flag and Heraldic Code of the Philippines

Sec. 1 - Enrollment Procedure. Enrollment procedure includes registration and enrollment proper. Registration is defined as the completion and submission of the documentary forms required to be filled out by the parent or guardian. After the completion and submission, payment of registration fee must immediately be made to the finance office. Non-payment or incomplete payment of the registration after the lapse of five (5) days from the date of payment will not entitle the student from enrollment.² Such fee shall not be refundable.

Entrance Exams are not required to all students of all levels unless otherwise orally stipulated by the administration on special cases. Special cases include, but are not limited to: students with exceptional abilities, to further facilitate and acknowledge their abilities; and students who received disciplinary penalties and sanctions from the previous school. Students who undergo the entrance exam are accepted in accordance with the results and its objectives.

Sec. 2 - Enrollment Requirements. Regular students are required to submit their requirements before the deadline set for the particular school year. Moreover, no student or pupil shall be enrolled until the submission of proper credentials provided herein.³

New students are required to submit the hard copy of the following requirements:

- a. Recent 1x1 Photo of the student with white background.
- b. Clear photocopy of PSA Birth Certificate. NSO birth certificate shall not be accepted as well as birth certificate which are unclear, unreadable or otherwise cause the student's data to be undetermined.
- c. School Form 9 (Report Card). SF 9 must clearly display the LRN and with the signature of the principal.
- d. School Form 10 (Learner's Permanent Record). Signature of the principal and teachers and no irrelevant marks.
- e. Accomplished Registration Form
- f. Good Moral Certificate from previous school

For Eligible ESC Students: (in addition to the preceding requirements)

- a. ESC Certificate.
- b. ESC Application Form
- c. ESC Grantee Enrollment Contract

² D.O 22, S. 2010. Sec. 119 (e)

³ id. Sec. 119 (d)

Old students are not required to submit the preceding documents unless otherwise provided by subsequent school memorandum.

Sec. 3 - Enrollment of Students Under the Educational Service Contracting System (ESC). In addition to the requirements stipulated in the previous sections of this Handbook, eligible ESC students are required to comply with requirements provided by PEAC, particularly D.O 20 series of 2017.

Sec. 4 - Eligibility of ESC students. The eligibility of ESC students are determined by the rules and regulations of PEAC. Further, as provided in D.O 20 series of 2017, a student must be:

- a. An incoming Grade 7 student; Elementary (Grade 6) graduate of a Public or Private DepEd Recognized Elementary School or;
- b. An incoming Grade 8 to 10 who are ESC Grantees (Grade 7) from the previous school
- c. Filipino citizen

Once determined eligible, ESC students shall be entitled to the discount provided by PEAC and additional discounts provided by NCDISI. Such additional discounts are reserved for the determination of NCDISI and its financial capability for that particular school year.

Sec. 5 - Denial of ESC Students. NCDISI shall deny the eligibility of the ESC grant once the student has committed the following⁴:

- a. Drops out for non-health related reasons in the middle of the school year;
- b. Does not re enroll for the following school year;
- c. Fails to be promoted for the to the next grade level or is retained to the same grade level;
- d. Is suspended for more than two (2) weeks, dismissed or expelled by the school disciplinary reasons, or;
- e. Transfers to a non-participating JHS

Moreover, students who have discrepancies in their credentials such as: coming from an unrecognized private school or homeschool but took the PVT; shall only be eligible once determined and approved by the PEAC. Otherwise, such students shall be required to settle the regular fees.

⁴ D.O. 20, S. 2017 (VII)

Sec. 6 - Non-submission of Documentary Requirements. The school reserves the withholding of grades and all other documents until and unless its compliance.⁵

ART 3. TUITION FEES AND OTHER FEES

Sec. 1 - Rights of the school to Determine Reasonable Fees. NCDISI reserves the right to determine a reasonable rate of tuition and other school fees and charges which shall be collectible⁶ from the parents on a monthly or full payment basis. Such fees are generally not subject to refund.

Fees which were not initially determined during the start of the school year shall be deemed collectible once agreed and acknowledged, either orally or in writing, by the parents or guardians and/or students involved. Once agreed, it shall not be subject to any dispute and shall be included in the amount due to the student.

Sec. 2 - Rights to be Informed of the fees. Students shall have the right to be informed of tuition fees, special fees, and their general breakdown, as well as deadlines for payments.

Sec. 3 - Deadline of Fees and Penalties. Students are required to settle their fees on a monthly or on full payment basis. NCDISI shall provide other terms of payment when

Sec. 4 - Manner of Payment. Students or their parents can settle their fees either through personal payment or through online payment. Online payments shall be deposited to the designated GCASH or BANK Account made known to them during the orientation. Once virtually transmitted, they are required to register their payment through the manner imposed by NCDISI. If online payments are unregistered, it shall not be acknowledged and no receipt shall be issued. Students or parents are required to keep a copy of the bank's confirmation statement with reference number and their official receipt, if so issued, to settle any disputes. If no proof is shown, NCDISI shall not be liable to the loss of payment and they may be required to settle again.

⁵ id. Sec. 128

⁶ D.O 88 s. 2010, Sec. 180

Sec. 5 - Promissory Notes. Promissory notes must be sent through the email of NCDISI three days before the deadline of payment for approval and to avoid the regulated penalties. Promissory notes are however, subject to approval. If disapproved or no promissory note was sent, penalty shall apply.

Sec. 6 - Payment of Academic Materials. Academic materials such as worksheets, workbooks or any materials, if deemed required by NCDISI shall be collectible to the students. Such materials may be digital or hardcopy.

Digital academic materials are released only to students who paid accordingly, illegal distribution of materials shall be prohibited and the school reserves the right to deny answers arising from illegally distributed or copied materials.

Students are allowed to use derivative or secondhand books provided that the answers are erased or cannot anymore be determined by the current student holder.

Sec. 7 - Extracurricular Fees. Once made known to the parents and students, extracurricular fees shall be collectible to the students. Extracurricular fees shall include, but are not limited to: Foundation day Contribution, Christmas Party Contribution and Field Trips. Such fees must be related to the academic learning and social development of the students.

Sec. 8 - Scholarship. Upon the determination of the administrators, students may be given scholarship or discount fees. The qualifications and requirements will be released through a valid memo and prior to the start of the school year.

ART 4. ACADEMIC PROGRAM

Sec. 1 - Academic Program. In response to the changes effected by the pandemic, NCDISI shall cater students by conducting online classes and face to face classes, through the Home-Based Education Program (HBEP) and Unified Education Program (Uni-Ed).

Sec. 2 - HBEP. Home-Based Education Program is a modality that conducts classes, examinations and other academic-related activities online. This modality is created to cater students who live abroad or away from NCDISI.

Sec. 3 - Uni-Ed. Unified Education Program is a modality which unites online learning and in-person learning. NCDISI shall establish a schedule for online learning which shall follow the HBEP approach of learning. The Uni-Ed shall follow the approach of regular in-personal learning.

Sec. 4 - Attendance. When a student who incurred absences of more than 20% of the prescribed number of class or laboratory periods during the school year or term, they shall be given a failing grade and given no credit for the course or subject.⁷ Unless the absence was valid. For an absence to be valid, the parent must submit a letter to the class adviser stating the reason for his/her absence. The reason must be related to the student's medical issue or the student's immediate family. Other valid reasons shall be determined by the adviser depending on the circumstances.

Sec. 5 - Examination. Conduct of examinations shall be determined appropriately depending on the program enrolled by the student. All procedures and requirements for the conduct of examinations shall be followed by the students.

Sec. 6 - Oral Examination. Only students enrolled under the HBEP program are allowed to take the oral examinations. This manner of examination shall comprise 60% of their overall grade. It shall be done through zoom, unless the administration finds a more appropriate video conferencing application. During the oral examination, all hands must be seen by the teacher and the latter must ensure that the students are alone and are not susceptible to assistance from anyone which will lead to cheating.

The oral examination shall be recorded and reviewed by the subject teacher to determine if there are instances of cheating, once found that cheating occurred, the student shall receive a failing mark. Other guidelines shall be implemented and informed by the administration to the parents and students during the orientation.

Sec. 7 - Online Written Examination. Only students enrolled under the HBEP program are allowed to take the online written examination and shall comprise 40% of their overall grade. It shall be conducted synchronously while their cameras are turned on. Prior to the start of the exam, the teacher may ask the student to have a tour of the desk and ensure that books, reviewers and other related learning materials are not present. Any behaviors which indicate that the student is cheating shall be flagged by the teacher.

⁷ Deped Order 88, Series of 2010, Sect. 133

Sec. 8 - Grading System. The final grade or rating given to a student in a subject should be solely based on his or her scholastic performance.⁸ Activities which are academically related and are found to strengthen their emotional intelligence shall be given an equivalent grade related to the subject to which it is founded upon. Diminution of grades based on the student's misconduct shall be allowed and it shall be reflected on their Character Education and or related subjects.

The official grading system shall comprise of:

Knowledge 25%	
Periodical Test	20%
Quizzes	5%
Skills 25%	
Seatwork	13%
Worksheet	12%
Understanding 25%	
Homework	12%
Projects	13%
Behavior 25%	
Conduct	20%
Attendance	5%

ART 5. STUDENT DISCIPLINE AND RULE OF CONDUCT

⁸ Deped Order 88, Series of 2010, Sect. 144

Sec. 1 - Rule of Conduct - Students are responsible for regulating their own conduct. They are expected to behave in accordance with rules and regulations of the philosophy, vision, goals, mission and objectives of NCD Integrated School Inc. They are further expected to abide by the rules imposed by the school informed to them at the start and or during the school year. Failure to show respect for the standards as set forth by the school will be subject to disciplinary action. Students shall also be subject to civil or criminal laws of the country if applicable.

Sec. 2 - Major Offenses - Major offenses constitutes:

- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of Emilio Aguinaldo College or its personnel.
- b. Assault, battery, or any threat of force or violence upon a student, the Institution or its personnel, or an authorized visitor.
- c. Willful misconduct resulting in injury or death to a student or school personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the school, or school personnel, or students in attendance at the colleges or programs of the Institution.
- d. Unsafe behavior while inside the school or in a clinical or lab setting that poses a threat to self or others.
- e. The unlawful use, sale, or possession on school property or presence on school property while under the influence of any controlled substance or any poison classified as such by government or national law.
- f. Any form of smoking in an area where smoking has been prohibited by law or by policy of the Board of Directors or administrative regulation.
- g. Disorderly, lewd, indecent, or obscene conduct on school property or at school-sponsored functions.
- h. Sexual assault as defined under Republic Act 926226 on any student or employee of the Institution, on campus or off campus grounds or facilities maintained by NCDISI.
- i. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on school property or at a school-sponsored function.
- j. The obstruction or disruption, on or off-campus, of any educational or administrative process or function of the school.

- k. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a school program or activity.
- l. Assisting another to do any act which would subject a fellow student to discipline.
- m. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on school premises, or at school- sponsored events, or appearance on school- property or at school sponsored events while under the influence of alcohol or illegal narcotics/drugs.
- n. Hacking, unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
- o. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religious affiliation, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
- p. Academic dishonesty, including, but not limited to, falsification, plagiarism, cheating or fabrication which

Sec. 3 - Minor Offenses - Minor offenses constitutes:

- a. Not wearing and/or improper use of school ID includes but not limited to: entering NCDISI premises and transacting official business without a valid ID issued by the College; the possession of fake or falsified school ID; the possession of two or more school IDs; and using another student's ID and lending of ID to another person;
- b. Wearing inappropriate attire that is considered offensive to the sensibility of other members of the academic community such as: Sando(s), Any kind of apparel with plunging necklines, Revealing short pants, Mini skirts, Spaghetti straps/ tube tops without jacket or cover, Dyed hair with unnatural and/or outlandish colors and highlights;
- c. Loitering or staying near walkways, fire exits and other restricted areas of the school;
- d. Creating boisterous noise along the corridors during class hours;
- e. Male students sporting long hair (that touches the back of collar of the polo), and wearing earrings and ball caps, hats, bonnets and the likes while inside the school premises

Sec. 4 - Penalties for Minor Offenses - The penalties herein provided shall require appropriate proof to ensure that the student(s) involved in the act is indeed guilty.

- a. First Offense - A student shall receive a verbal statement that his or her action constitutes a minor offense and shall be subject to a first offense. The student and his parent or guardian shall receive a first offense notice informing them of the act done.
- b. Second Offense - A student shall receive a statement that his or her action constitutes a minor offense and shall be subject to a second offense. Depending on the severity of the act, the student will be subject to a suspension of not more than 2 days. Prior to the suspension, the school administrators shall conduct a meeting with the students involved and their parents. The student and his parent or guardian shall receive a second notice informing them of the act done.
- c. Third Offense - A student shall receive a statement that his or her action constitutes a minor offense and shall be subject to a second offense. Depending on the severity of the act, the student will be subject to a suspension of not more than 3 days. Prior to the suspension, the school administrators shall conduct a hearing with the students involved and their parents. They shall be informed that the next offense shall constitute the expulsion of the student.
- d. Final Offense - Final offense constitutes the expulsion of the student. A meeting will be conducted with the involved student(s) and their parent(s), involving the decision.

Sec. 5 - Penalties for Major Offenses - The penalties herein provided shall require appropriate proof to ensure that the student(s) involved in the act is indeed guilty.

- a. First Offense - A student shall receive a verbal statement that his or her action constitutes a major offense and shall be subject to a first offense. Depending on the severity of the act, the student will be subject to a suspension of not more than 2 days. Prior to the suspension, the school administrators shall conduct a meeting with the students involved and their parents. The student and his parent or guardian shall receive a first offense notice informing them of the act done.
- e. Second Offense - A student shall receive a statement that his or her action constitutes a major offense and shall be subject to a second offense.

Depending on the severity of the act, the student will be subject to a suspension of not more than 3 days. Prior to the suspension, the school administrators shall conduct a hearing with the students involved and their parents. They shall be informed that the next offense shall constitute the expulsion of the student.

- f. Final Offense - Final offense constitutes the expulsion of the student. A meeting will be conducted with the involved student(s) and their parent(s), involving the decision.

Moreover, if upon the careful consideration of the school, the student's act resulted in an irreversible and detrimental effect to the school, its student and or other personnels, the student shall be subjected to immediate expulsion. Notwithstanding the existence of the second and final offense.

Sec. 6 - Other Disciplinary Statements. In addition to NCDISI's disciplinary methods, the provision of Batasang Pambansa 232 and or other relevant laws shall be followed.

Art. 6 - STUDENT DEVELOPMENT PROGRAM

Sec. 1 - Purpose. The purpose of the preceding provisions is to provide NCDians enrolled in the secondary level, the proper direction in pursuing subsequent tertiary education; to equip said students with the capability to make educated career decisions and expose them to relevant labor markets; and to ensure graduates of tertiary education meet the requirements of the government, industry, and the economy.⁹

Sec. 2 - Key Goals of the Program. This program shall further teach the eligible students the following: labor market changes and complexity of the workplace; how they can broaden their knowledge, skills, and abilities, how they can improve decision making skills, how they can increasing self-esteem and motivation, how they can building interpersonal effectiveness and employment marketability and opportunities; and how to strengthen employer relations. Such goals shall be embodied during their Career Assessment Discussion.

⁹ R.A 11206, Sec. 3

Sec. 3 - Career Assessment Discussion. Students enrolled in 7th grade shall undergo the “Career Assessment Discussion”. Career Assessment Discussion is conducted in groups of three where the school guidance counselor will informally interview the students regarding their interests and integrate it with prospective career choices. Questions asked during this informal interview will include the student’s personality evaluation and the present demand of local and international labor.

Sec. 4 - Career Aptitude Tests. Students enrolled in 8th grade shall undergo their first career aptitude test. This test shall be used to determine their holistic capacity in their prospective career choices. The test shall be conducted by a registered psychometrician who shall determine the probability of integrating the test results with their career assessment discussion results. Students enrolled in the 9th grade shall undergo the same procedures for the purpose of determining consistency of results or lack thereof.

The tests used should be reliable and valid and based upon the present demands of local and international labor.

Sec. 5 - National Career Assessment Examination (NCAE). Upon the guidelines set by the Department of Education, regarding the appropriate grade level, schedule and manner of conduct, NCD shall prepare the students in taking the NCAE. Such preparation shall extend to other examinations required by the Department of Education.

Sec. 6 - Student Activity Programs. NCDISI acknowledges the importance of academically related activities by providing a variety of co-curricular programs and services that encourage student involvement in the campus community and enhance the educational aspects of NCDians. The cultural, social, recreational, and educational programs supported and developed by the Student Activities Office are designed to create a positive learning experience that provides opportunities for students to engage in activities that enrich the value of their education.

Sec. 7 - Recognized Student Activity Clubs and Organizations. Other organizations, activities and clubs are required to file a request for recognition at the Student Affairs Office.

- a. Student Affairs (Elementary Department, Junior and Senior High School Department)
- b. English and Literature Club
- c. Math Club
- d. Drama Club
- e. Speech and Debate Club

Art. 7 - STUDENT INTERVENTION PROGRAMS

Sec. 1 - General Terms

- a. School Intervention - A focused teaching session, which is a deviation away from existing teaching practice.
- b. Purpose of School Intervention - An intervention ensures every child reaches their potential and benefits from learning in the curriculum. Once the child has made progress, they may be taken off the intervention, as they may no longer need it. The intervention and children are then assessed to identify if anyone else can benefit from a school intervention.
- c. Clear Intervention - Clear on outcomes, direct planning, consistently monitored and assessed and evaluated at the end of the course.
- d. Subject Difficulties - Students experiencing subject difficulties are determined by the subject teacher or class adviser. It can mean continuous failure on quizzes, exams and other academically related activities.

Sec. 2 - NCDISI Student Intervention Program. NCDians will need to undergo the NCDISI Student Intervention Program (NSIP) when he/she experiences subject difficulties. Depending on the difficulty experienced by the student and upon proper evaluation, the subject teacher or adviser shall conduct the NSIP.

Sec. 3. Types of Interventions conducted by NCD. School interventions allow teachers to address gaps in a child's knowledge and barriers to their progress. When a need has been identified, a school intervention will help overcome these barriers to their learning. Thus, NCDISI conducts the following intervention program.

- a. Behavioral Intervention - If a child is displaying concerning behaviors, or has an education, health, and care plan (EHCP) which highlights behavior as a key area of need, students may work with staff on a behavioral support intervention. This includes; social, emotional and well-being interventions.
- b. Collaborative Intervention - Group interventions allow students to understand new or existing subject content through team discussion and group work. In this way, students can listen to, respond, and consider their peers' differing thoughts in a collaborative environment.
- c. One-on-one Intervention - Usually targeted at students whose progress in a core area has dipped, or children with more complex SEND needs, one-to-one interventions provide children with the opportunity to work with a teacher or teaching assistant outside of the classroom. These sessions bring great scope to accelerate progress through focused and personalized target setting. One-to-one interventions often involve two or three short sessions per week that tend to run on a termly rota.
- d. Classroom Based Intervention - As their title suggests, classroom-based interventions often take place to support learners within their classroom environment. Working with the teacher or teaching assistant, students will be selected to work through a new concept or idea in a more structured and supportive way. Classroom intervention strategies often minimize the number of students who are referred for further special education needs assessments.
- e. Peer Tutoring Intervention - Common in most education settings, peer tutoring gives a more experienced student the chance to work with a peer who may be struggling, or needs further support. Both parties often benefit socially and personally from the experience, and if well organized, they can have a demonstrable impact on progress too.

Sec. 4 - NSIP Procedure.

- a. Fill out the NSIP form attached herein.
- b. Set a schedule discussion with the parent in order to accomplish the NSIP procedure. Close partnership with the parent or guardian shall aid the success of the intervention program.
- c. Determine the needed intervention sessions.
- d. After the sessions and when there is evident progress in the student's challenged area, the latter will be under monitoring.

Furthermore, the subject teacher or class adviser may request for the partnership of the guidance office for additional support.

Art. 8 - LIBRARY AND CLINIC ACTIVITIES AND SERVICES

Sec. 1 - Use of Library. In line with NCDISI's PVGMO, The school library provides resources and services that support students and staff. The physical structure of the library allows physical space where students and staff have tremendous potential to make a difference to their academic achievement, educational equity, and their social and emotional well-being. Further, it helps learners absorb the literacy and language of libraries — including a growing understanding of literature and the nature of information — that's valuable in other education and life contexts

Sec. 2 - E-Library. The school library of NCDISI has computers equipped with digital resources and journals to be used by students and academic staff.

Sec. 3 - Library Activities. With the goal to promote enjoyable reading, NCDISI library designed the following activities:

- a. ***“I heart this book because..”*** - An activity for all levels where they will read a book of their preference. At the end of each quarter, they will share their perspective and insights with their classmates and under the supervision of their class adviser. This activity is expected to create, inspire and support readers — so they connect the library with reading success and pleasure. Further, it is expected to promote multiple languages, symbols, texts and literacies.
- b. ***“Storytelling”*** - An activity exercised by junior and senior highschool students. During this activity, they shall choose an appropriate book to tell, in an engaging manner, to students belonging in Kindergarten. This activity is expected to support the construction of knowledge by sharing the same with others.

Sec. 4 - Health and Clinic. The primary purpose of the NCDISI's health services program is to promote the physical and emotional health of students and staff thereby maximizing the educational process and work functionality.

- a. On Students Personal Health Profile - Parents are obliged to answer/fill up completely and religiously the medical profile forms of students. It shall provide the School with special considerations like food allergies, medicines allergies, restrictions to activities (with medical certificate), medication supervision & restrictions and medical needs (hearing & vision difficulties) etc.
- b. On Consultation. All students are very much welcome to seek health consultation on their most comfortable and available time.
- c. Clinic Confinement. Any student who suffers from any sickness are accommodated at the clinic. Basic first aid treatment and pharmacological management is given. Parents, Advisers, Dorm Managers are notified as to student's health status
- d. Medication / Supplies Consumption. Students are given medicines/supplies based on availability and supply. They are encouraged/obliged to bring 1st aid medications since supplies are also limited (Paracetamol, For colds & cough medicines (neozep, decolgen, bioflu, solmux, lagundi), anti-diarrheal drugs (Loperamide), anti-histamine/anti-allergies or any brand they prefer.
- e. Referral to a Hospital / Special Clinics. Students with conditions that are aggravating are referred to the School MD's for further medical evaluation (usually at the MD's private Clinic). Laboratory fees and prescribed medications are shouldered by students/parents if consultation is made with the school affiliated doctor. In case a student needs to be confined, a hospital of choice will be asked and granted/followed. Hospitalization fees are shouldered by students/parents including Professional Fee of Doctors. In the hospital, the student may or may not choose the school physician as private doctor.. In case of highly communicable diseases, the student is not allowed to report to school during the communicability period of the disease, the student is also obliged to undergo the required treatment and finished the minimum required of pharmacological management, the student is required to present the school of a medical certificate/proof that he/she is not any more communicable or is undergoing treatment.

Sec. 4 - Health and Clinic Activities. The activities mentioned in this handbook may be subject to change or update depending on the needs of students or as mandated by the Department of Education.

- a. Proper Handwashing Symposium
- b. Staying Safe (Post-Pandemic) Seminar
- c. Proper Dental Care
- d. Monthly facts about common diseases and its prevention

Art. 9 - GUIDANCE CENTER ACTIVITIES AND SERVICES

Sec. 1 - Guidance Center. The school's guidance office provides basic guidance services such as: orientation, counseling, testing, information dissemination (academic, vocational, personal and social), career guidance, placement and referrals. It also provides modules for adviser's use during homeroom classes.

Sec. 2 - Guidance Center Services.

- a. Testing and Evaluation
- b. Basic Counseling
- c. Personal Development
- d. Leadership Development
- e. Group Counseling
- f. Career Placement

Sec. 3 - Guidance Center Activities. The activities mentioned in this handbook may be subject to change or update depending on the needs of students or as mandated by the Department of Education.

- a. Group discussion on understanding thyself - For all levels
- b. "I am loved and I belong" - For elementary students
- c. "What will happen after this?" - For JHS/SHS Students

Sec. 4 - Homeroom Guidance. The purpose of the Homeroom Guidance Program of NCDISI is to prepare students during times of crisis through orientation, capacity building, learning materials development and the like.

This program is considered as an information component of mental health in the K to 12 Curriculum. It is a part of the Information Services that is primarily under the Guidance and Counseling Program. During a crisis, such as the pandemic, when no other available mechanisms to deliver guidance and counseling services, Homeroom Guidance shall serve as a tool that would promote proactive, preventive, and educative methods to promote the learner's development of life skills. The school shall provide the programs for implementation, its tools, procedure and schedule of execution.

Art. 10 - DATA PRIVACY POLICIES AND GUIDELINES

Sec. 1 - General Provision. NCDISI reserves the right to process the personal data and information of students whether previously enrolled or currently enrolled. NCDISI shall be considered as the Personal Information Controller¹⁰ and the students are the Data Subjects.¹¹ The processing of the personal data and information shall always be for academic purposes only.

Sec. 2 - Consent Given by the student. Upon enrollment and upon signing the registration form, the student and their parents are deemed to agree with the processing of their personal data for academic purposes.

Sec. 2 - Conduct of Online Learning and Classes. For recorded classes conducted through Zoom, teachers are prohibited to upload the said recorded material(s) to any online platform without a separate consent form filled out by the parents or guardian.

Sec. 3 - Uploading of Student's Data to any online platform. Official school activities and regular classroom settings, where photos or videos of students or their parent(s)/guardian(s) are taken and uploaded to the official facebook page of

¹⁰ Sec. 3 (h), RA 10173

¹¹ Sec. 3 (c), id

NCDISI and the official website of NCDISI are considered academically related. However, uploading of the said photos or videos of students to any platforms which are not the official account of NCDISI shall be prohibited.

Sec. 4 - Official Platforms used. NCDISI officially and validly uses Zoom, Google Classroom, Google Forms and Google Drive as digital tools to process the student's data and sensitive information. Other use of unofficial and invalid digital platforms shall be prohibited. Subject teachers may propose a new platform, subject to approval and consent of the student(s) and their parent(s) or guardian(s).

Art. 11 - STUDENT AND PERSONNEL SAFETY

Sec. 1 - Disaster Risk and and Reduction Protocols.

a. During Fire

- i. Sound The Alarm - Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- ii. Call The Fire Service - All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire service by the quickest means available. This task could well be designated as the responsibility of the school secretary as a telephone will be readily available at that location.
- iii. Evacuate - Upon hearing the fire alarm, students must be instructed to leave the building in a single file and in a calm, orderly manner. The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements must be made for students with physical or mental disabilities to ensure that they are assisted during the evacuation.
- iv. No running is to be permitted. Running can lead to panic.
- v. On staircases, everyone must descend in a single file. Overtaking of classes or individuals must not be permitted.
- vi. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

- vii. No one must be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the senior person in charge.
- viii. Assemble - An area outside the school premises must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school premises to give protection from the heat and smoke given off by a fire. It should be in a position that does not put students and staff at risk by emergency vehicles responding to the incident
- ix. Roll Call - One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of a fire alarm. They should use the following instructions:
 - b. During Earthquake
 - i. Students must stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 - ii. Students shall get under a sturdy table/desk and do the “DUCK, COVER and HOLD”
 - iii. Students shall stay inside until shaking stops and it is safe to go outside
 - iv. As soon as the earthquake stops, the students shall be led to go outside in a single file.
 - c. When someone tested positive for COVID-19 - The contingency plan attached herein shall be followed. (Annex B)

Sec. 2 - Fire and Earthquake Drills. Students and academic personnel are expected to join the fire and earthquake drills scheduled by the school.

Art. 12 - Miscellaneous Provisions

Sec. 1 - Amendments of Previous Student Manual and Handbooks. All provisions which are not contradictory to this revised manual/handbook shall be considered valid and binding.

Sec. 2 - School Memo. School Memos released during the school year shall be considered valid and binding.

Sec. 3 - School Announcements. School Announcements during meetings, discussions and school activities are considered valid and binding, upon showing of proper proof that the parties involved voluntarily and knowingly participated in the said meeting, discussion or activity.

ANNEXES

Annex A

2021 NSIP FORM



NCD INTEGRATED SCHOOL INC.

Cogeo Village Antipolo City

***STUDENT INTERVENTION PROGRAM
STRICTLY CONFIDENTIAL***

School Year: _____

Name of Student:		Grade Level:	
Type of Intervention:		Name of Subject Teacher/Class Adviser:	
Reason for Intervention: <i>(Kindly write full description, instances where the challenges arose and other important details:</i>			
Strategies to be used:			
No. of sessions:			
Schedule of sessions:			
Evaluation			
The assigned subject teacher or class adviser shall attach the report conducted per intervention.			

Annex B

A. CONTINGENCIES AND ACTION POINTS

Scenario	Affected Stakeholder with the Required Action
1. A household member of a learner or a school personnel shows symptoms of COVID-19 but has not been tested.	<ul style="list-style-type: none"> • After immediately informing the school of the present situation, the student or school personnel shall be required to remain at home within the required quarantine period. • If the information was given while classes are on-going, parents shall be informed immediately, through text, email and telegram application for the pick-up of the students. • All in person classes shall be held remotely for 3 days, subject to extension depending on the severity, for the disinfection of the whole school. • After 3 days, the learner or school personnel must provide a medical certificate showing no possible COVID-19 symptoms. • Appropriate psychosocial support shall be provided, if needed.
2. A household member of a learner or a school personnel tested positive for COVID-19.	<ul style="list-style-type: none"> • There shall be an automatic shift to remote learning for 8 days, subject to extension depending on the severity, for the disinfection of the whole school. • If the information was given while classes are on-going, parents shall be informed immediately, through text, email and telegram application for the pick-up of the students. • All school personnel shall shift to a work-from-home setting. • During the quarantine period, the school shall be in close contact with the student and his/her guardian for timely updates on the case. • After 8 days, the learner or school personnel must provide a medical certificate showing no possible COVID-19 symptoms or a negative COVID result. • Appropriate psychosocial support shall be provided, if needed.
3. A learner or a school personnel shows symptoms of COVID-19 but has not been tested .	<ul style="list-style-type: none"> • If the symptoms were exhibited during the conduct of face-to-face classes, the said stakeholder shall be isolated immediately and parents shall be informed immediately, through text, email and telegram application for the pick-up of the students. • There shall be an automatic shift to remote learning for 8 days, subject to extension depending on the severity, for the disinfection of the whole school. • All school personnel shall shift to a work-from-home setting. • The learner or school personnel shall be strictly advised to get tested. • During the quarantine period, the school shall be in close contact with the student and his/her guardian for timely updates on the case. • NCD shall coordinate with local health authorities for evaluation of the case, contact tracing activities and referral to a health facility, if the need arises. • Appropriate psychosocial support shall be provided, if needed.
4. A learner or a school personnel tested positive for COVID-19.	<ul style="list-style-type: none"> • There shall be an automatic shift to remote learning for 10 days, subject to extension depending on the severity, for the disinfection of the whole school. All school personnel shall shift to a work-from-home setting. • If the information was given while classes are on-going, parents shall be informed immediately, through text, email and telegram

	<p>application for the pick-up of the students.</p> <ul style="list-style-type: none"> • After 8 days, the learner or school personnel must provide a medical certificate showing no possible COVID-19 symptoms or a negative COVID result. • During the quarantine period, the school shall be in close contact with the student and his/her guardian for timely updates on the case. • NCD shall coordinate with local health authorities for evaluation of the case, contact tracing activities and referral to a health facility, if the need arises. • If the school personnel is a teacher, a substitute shall be identified. • Appropriate psychosocial support shall be provided, if needed.
5. Confirmed COVID-19 cases outside of the school.	<ul style="list-style-type: none"> • Subject to a possible memorandum released by the Department of Health, learners shall shift to a remote learning setting and all school personnel shall shift to a work-from-home setting. • If the information was given while classes are on-going, parents shall be informed immediately, through text, email and telegram application for the pick-up of the students. • Appropriate psychosocial support shall be provided, if needed.
6. High Resurgence of COVID-19 around Rizal.	
7. Government implemented a lockdown	



STUDENT HANDBOOK

NCD Integrated School Inc.

2023 Ver.