


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.2
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1.0 OBJECTIVES

- 1.1 To give equal opportunities to deserving students.
- 1.2 To ensure selection of the best students to represent the school.

2.0 SCOPE

This procedure applies to the selection of students who will participate in enrichment activities (e.g. seminars, training, exchange program) and competitions.

3.0 POLICIES

3.1 The school reserves the right to screen and select the students who will officially represent it in extracurricular activities. It also reserves the right to choose the manner it sees best to screen and select its students through its official representatives. It also reserves the right to delegate these responsibilities to its appointed school representatives.

3.2 Eligibility of Students to Participate

3.2.1 Any student is eligible to be screened for any extra-curricular activities except in the following instance where (a) he/she will represent the school in any external activities or (b) he/she will miss classes. In such cases, a student must NOT:

3.2.1.1 Have a GWA lower than 2.25 the preceding quarter;


3.2.1.2 Have a grade of 2.75, 3.0, 4.0 or 5.0 in any subject in the preceding quarter of the academic year; or

3.2.1.3 Have a probationary status from the preceding academic year.

3.2.2 Further, if a student has met the above criteria, but has a grade of 2.5 in any subject in the preceding quarter of the academic year, his participation must be on the condition that he has filed a letter of appeal to the Campus Director through proper channels. Further,



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he must go through a conference with his parents, coach, Batch Adviser and the teacher(s) of the subject(s) where he got a grade of 2.5.

3.2.3 The conference must achieve the following:

3.2.3.1 Inform the parents the consequences of the student's participation in the extra-curricular activity on the student's academic performance;

3.2.3.2 Provide the parents with options for parental and school interventions to mitigate any impact on the academic performance; and

3.2.3.3 Resolve whether to allow the student to participate or not.

3.3 A student on probationary status may be considered to participate in enrichment activities. The teacher in-charge shall arrange for make-up of missed requirements.

3.4 The student screening and selection shall be evaluated on one or more of the following criteria:

3.4.1 Academic standing

3.4.2 Attendance record

3.4.3 Student Behavior

3.4.4 Leadership Skills

3.4.5 Financial Capacity

3.4.6 Additional criteria set by the Screening/Selection Committee.


3.5 Adverse decisions may be appealed to appropriate office.

3.6 Attendance of Students

3.6.1 On the day(s) the student will participate in the extra-curricular activity that will require him/her to miss classes; the student will be officially excused from attending his classes. Students will be marked as indicated in the accompanying attachment (e.g. SO, TO, excuse letter, etc.) on the attendance rolls, and on the summary of attendance at the end of the month, his absence from class will not be counted on the summary. The rationale behind this is that the student was not absent from school, but rather he reported for



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school, only that he was officially representing the school in an activity.

3.6.2 In the event that the activity necessitates extra time for the student to prepare, a coach can request (in writing) to the CID chief to allow the students to miss classes.

3.7 Responsibilities of Students

3.7.1 It is the responsibility of the student to accomplish these tasks prior to missing his classes due to his participation in an extra-curricular activity:

3.7.1.1 Accomplish the Student Representation Form at least three (3) school days before the activity; and

3.7.1.2 Inform the class monitor of the day(s) he will be missing classes.

3.7.2 Upon return, the student shall secure an admission slip from the Registrar's office,

3.7.3 After the activity, it is also the responsibility of the student to follow up with his teachers his missed requirements. Towards this, the student shall accomplish missed lessons and requirements within 5 school days upon reporting to school.

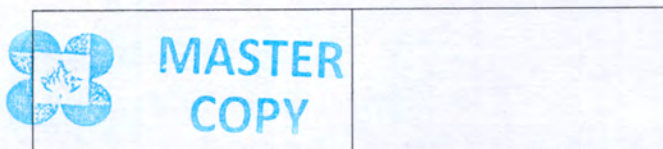
3.8 Involvement of Coaches


3.8.1 Considerations:

3.8.1.1 The school will allow the coach and students involved in the activity to prepare after class hours during:

3.8.1.1.1 School days up to 7:00 PM provided that extern students will be fetched by an adult companion (preferably parent, guardian or relatives) for security reasons.

3.8.1.1.2 Non-school days from 8:00 AM to 5:00 PM subject to prior notice from the concerned



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Division Chief and approval of the Campus Director.

3.8.1.2 The coach(s) may be entitled to service credit, or in the case of staff personnel compensatory leave credit, if the preparation happens after his/her official 8-hour schedule and if the teacher has no corresponding unit load for the activity, subject to the guidelines set in the FAD Manual (BOT Resolution 2004-03-04).

3.8.1.3 In cases where the preparation for a competition involves several teachers and only one official coach is recognized by the competition organizers, the teachers will be given a certification of team coaching by the Curriculum and Instruction Division (CID) Chief duly noted by the official coach and the Academic Unit Head involved in the competition. Such certification may be used by the teacher for promotion and performance evaluation purposes.

3.8.2 The Role of the Coach:

3.8.2.1 Ensure that the student is eligible to participate in extra-curricular activities as provided in the policies above;

3.8.2.2 Inform the adviser and subject teachers of the day(s) the student will miss classes not later than three school days before the activity;

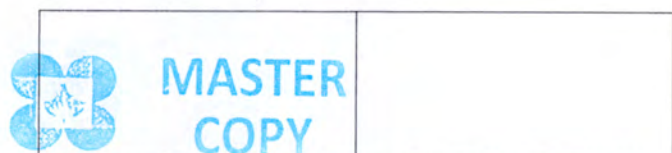
3.8.2.3 Supervise the preparation of the student for the activity; and


3.8.2.4 Remind the student to make up for missed classes and requirements.

3.8.3 Involvement of Class Advisers

3.8.3.1 It is the duty of the Class Advisers to:

3.8.3.1.1 Monitor the involvement of his class advisees in extra-curricular activities; and



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3.8.3.1.2 Monitor and/or guide the student in the make-up of his missed lessons and requirements.

3.8.4 Involvement of Subject Teachers

3.8.4.1 It is the duty of the Subject Teachers to:

3.8.4.1.1 Fill out the Student Representation Form (the lessons and requirements that student will miss in his absence);

3.8.4.1.2 Give opportunity for the student to make up for his missed lessons and requirements; and

3.8.4.1.3 Sign the Student Representation Form upon accomplishment of the student's task.

3.8.5 Involvement of External Affairs Coordinator/Exchange Program Coordinator


3.8.5.1 It is the duty of the Exchange Affairs Coordinator/Exchange Program Coordinator to:

3.8.5.1.1 Look for competitions and opportunities for off-campus enrichment activities for students; and

3.8.5.1.2 Inform DSA for competitions and opportunities for off-campus enrichment activities for students.



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4.0 PROCEDURES

4.1 Student Selection for Enrichment Activities

Responsibility	Activity
External Affairs Coordinator/ Exchange Program Coordinator	1. Looks for opportunities for off-campus enrichment activities. 2. Informs DSA for opportunities for off-campus enrichment activities
Division of Student Affairs (DSA)	3. Announces for opportunities for enrichment activities. 4. Releases Student Enrichment Application Forms with eligibility criteria. 5. Asks students/parents to accomplish Student Enrichment Application Forms. 6. Receives and records accomplished forms from students/parents. 7. Forwards received forms to Screening Committee. For exchange programs, the Screening is headed by the Exchange Program Coordinator.
Screening Committee	8. Evaluates applications based on selection criteria. 9. Recommends applicants for approval to DSA.
DSA Chief	10. Receives and records recommended applicants. 11. Endorses recommended applicants to Office of the Campus Director (OCD).
OCD Secretary	12. Receives and records endorsed applicants.



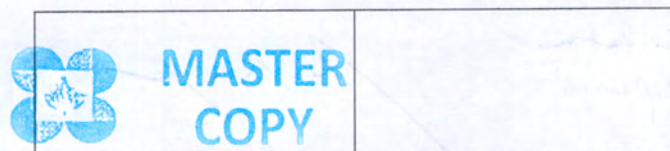
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<u>Responsibility</u>	<u>Activity</u>
Campus Director	13. Approves applicants.
OCD Secretary	14. Returns list of approved applicants to DSA.
Division of Student Affairs	15. Receives and records approved applicants.
	16. Announces the approved applicants.

4.2 Student Selection for Competitions

<u>Responsibility</u>	<u>Activity</u>
External Affairs Coordinator	1. Looks for competitions that students may participate.
	2. Informs DSA of competitions that students may participate.
Division of Student Affairs (DSA)	3. Facilitates opportunities and invitations for competitions.
	4. Endorses to Curriculum and Instruction Division (CID).
Curriculum and Instruction Division	5. Receives and records endorsed invitations.
	6. Creates Selection Committee.
	7. Endorses invitation to Selection Committee.
Selection Committee	8. Selects students based on criteria.
	9. Endorses selected students to CID.



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<u>Responsibility</u>	<u>Activity</u>
Curriculum and Instruction Division	10. Receives and records selected students. 11. Endorses selected students to Office of the Campus Director (OCD).
OCD Secretary	12. Receives and records endorsed students.
Campus Director	13. Approves list of selected students and prepares Special Order (SO).
OCD Secretary	14. Returns list of approved students with SO to CID and DSA.
CID/DSA	15. Receives and records list of approved students with SO. 16. Files records.

5. LIST OF FORMS AND REPORTS

- 5.1 Forms
 - 5.1.1 Student Enrichment Application Form
 - 5.1.2 Student Representation Form
 - 5.1.3 Screening Committee Form
 - 5.1.4 Selection Committee Form
- 5.2 Reports
 - None

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