



CO- AND EXTRA-CURRICULAR ACTIVITIES (Student Handbook – Revised in 2022)

While its emphasis is on academic excellence, the PSHS CALABARZON Region Campus realizes that the scholar's overall development must be its ultimate concern. Thus, it encourages the scholar to engage in as many and as varied co-curricular and extracurricular activities as time, interests, and abilities would allow him. However, the scholar must keep in mind that academics must always take priority over extracurricular activities.

The Student Services Division (SSD) coordinates and monitors all extracurricular activities. One week before the activity, the application to hold student activities must be filed with the SSD Office for permits and the necessary arrangements regarding the use of school facilities.

The sponsoring group must see that the proposed activities align with school policies and student welfare. The Director approves in-school and out-of-school activities endorsed by the Curriculum and Instruction Services Division and the Student Services Division Chiefs.

A. Co-curricular Activities

The various academic units sponsor co-curricular activities where scholars are required to participate. These need a prior endorsement from the CID. These activities include but are not limited to:

1. Buwan ng Wika - Filipino (August)
2. ALA/Club Showcase of Outputs (once per quarter)
3. Foundation & Humanities Week — (November/December)
4. Intramurals—The PEHM unit
5. Science, Technology, Engineering, and Mathematics Week - (February)

The Director may selectively suspend regular classes during these special weeks to enable the scholars to participate in the activities in which their attendance is required.

No other major student activity shall be allowed unless previously approved in planning the yearly program of activities.



B. Extracurricular Activities

Extracurricular activities are not related to the school's academic program but are essential for developing the scholar's interest, talents, leadership, and other special abilities.

The teachers/advisers/sponsors supervise these activities from the planning stage to the implementation of the activity. Scholars may conduct their extracurricular activities (such as parties and talent shows) with the approval of the school authorities. The organizers of said activities should see to it that there are teachers/advisers present to supervise the activities. Off-campus activities require parents' permits and one (1) teacher chaperone for every 15 students. Attendance in extracurricular activities, while not required, is encouraged.

C. Student Organizations

Student organizations and interest groups should submit documents specified in the Student Affairs Manual to the Division of Student Affairs as the basis for accreditation.

FILING OF ACTIVITY PERMIT

Membership in these organizations is encouraged. However, only scholars in good standing may be elected as officers in any school organization.

The school does not recognize organizations not listed above. Scholars who affiliate with unrecognized organizations shall be meted the appropriate sanctions. However, a student group seeking recognition may submit the following to the Chief of Student Services Division:

1. Constitution—philosophy, objectives, governance, and membership requirements
2. A calendar of activities
3. A signed statement from the prospective club adviser (who should be a faculty member) that they are willing to assume supervision of the group.

D. Publications

The official student publication of PSHS CALABARZON Region Campus is The CALABARZON Scholar.

E. Leadership and Exchange Program



The PSHS CALABARZON Region Campus intends to coordinate a program through a Memorandum of Understanding (MOU) between the PSHS CALABARZON Region Campus and other schools and institutions with the following objectives:

1. To develop students into global citizens;
2. To inculcate in student's greater sensitivity and rootedness to their home countries;
3. To further concretize ties between the premiere schools gifted in science, technology, and mathematics; and
4. To exchange the best learning habits, techniques, and strategies for excellent academic performance between students from both schools.

F. Guidelines in the Conduct of Co-curricular and Extracurricular Activities

1. Definitions

- a. Co-curricular activities are offshoots of academic programs sponsored and/or participated in by the academic units.
- b. Extracurricular activities are activities sponsored by clubs and other interest groups.

2. Objectives

- a. Co-curricular activities aim to support instruction and academic activities.
- b. Extracurricular activities aim to develop students' leadership, talent, and other special abilities.

3. Approval and Coordination

- a. The Student Services Division and Student Affairs Coordinator coordinate curricular and extracurricular activities.
- b. The Curriculum and Instruction Division evaluates and recommends the approval of all co-curricular activities.
- c. The Student Services Division and Student Affairs Coordinator evaluate and recommend the approval of all extra-curricular activities.
- d. The Director approves all co-curricular and extracurricular activities.

4. Areas of Responsibility and Implementing Guidelines

- a. Co-curricular and extracurricular activities should be in accordance with school objectives, policies, and student welfare.
- b. The proposed activity shall not affect formal classes as much as possible.



- c. The advisers/sponsors must supervise the activities from planning to implementation.
- d. Clubs and organizations should submit their proposed calendar of activities a month before or the first week of every quarter.
- e. Application for an activity permit must be filed strictly one week before the activity.
- f. Facilities and equipment will be made available through the Office of the Chief, Finance, and Administrative Division only when the activity is approved.
- g. The Student Alliance shall assist in implementing co-curricular and extracurricular activities.
- h. The security guards shall be responsible for the security on the campus during the activity.
- i. The homeroom, club/organization, and batch advisers should see cleanliness, orderliness, and proper behavior during the activities.
- j. Activities shall be undertaken at the least possible cost to students.

G. Guidelines in the Conduct of Religious-Oriented Activities

1. Religious-oriented activities are activities organized and conducted by clubs to be accredited by the Campus Director. The Parents and Teachers Association or PTA may give logistical support to these activities.
2. Religious-oriented activities include but are not limited to worship, sacraments, fellowships, bible-study, lectures, counseling, and optional religious instruction.
3. Activities sponsored by the accredited clubs are for Catholics, other Christian groups, or non-Catholics.
4. Attendance of students to activities not sponsored by their religion shall be allowed only according to written instruction of parents. These written instructions are filed in the SSD office.
5. An organizing group shall specify the religious denomination it is affiliated with, i.e., Pentecostal, Iglesia ni Cristo, Evangelicals, etc.
6. The conduct of religious-oriented activities shall pass the usual flow of application for an activity permit and approval of the SSD, CID, FAD Chief, and the Director.
7. Optional religious instruction under the auspices of the PTA may be conducted for students under the following conditions:
 - a. The option to request or to allow their children to attend religion classes should be expressed in writing by the parents.



- b. The written request or permission to attend religion classes shall clearly indicate the faith or religion on which the student should receive instruction.
- c. Optional religious instruction shall be given within regular school hours only.
- d. The teachers or instructors who teach religion shall be designated by their respective religious authorities and submit their course outline to the SSD.
- e. Such religious instruction shall be without additional cost to the campus.

H. Support Organizations

1. PSHS Parent-Teachers Association (PTA) - The PSHS-PTA comprises the parents of all PSHS scholars and the school's faculty members. The Association is actively involved in helping the PSHS find solutions to the problems of the scholars and aiding the school's development.
2. PSHS National Alumni Association (PSHSNAA) - The PSHSNAA was organized primarily to serve the collective interests of the PSHS graduates and to establish stronger bonds of cooperation between the PSHS Alumni and the PSHS administration and studentry.
3. PSHS CBZRC Teachers and Employees Cooperative, Inc. (PSHS CBZRC TEMCOI) - The PSHS CBZRC TEMCOI is owned, managed, controlled, and patronized by its members (PSHS CBZRC faculty and administrative staff). It operates the canteen and the mini grocery for the school community.