

ST. JUDE THADDEUS INSTITUTE OF TECHNOLOGY

Borromeo Street, Surigao City

Office of the Student Affairs & Services

Revision of
College Handbook

To be adopted starting 1st semester Academic Year 2021-2022

Comments / Suggestions / Insertion of New Policies

Draft Copy

STUDENTS HANDBOOK

College Department

VISION

Saint Jude Thaddeus Institute of Technology (SJTIT) envisions a dynamic and socially responsible educational institution to pursue academic and technological excellence providing a wider avenue for globally competitive professionals who can transform lives and communities inspired by Judean principles and values.

MISSION STATEMENT

Saint Jude Thaddeus Institute of Technology

1. Provides an academic environment conducive for the transformation and development of human resources, faculty, research, instruction, community extension and student services.
2. Promotes quality education through responsive institutional programs and competent and committed staff.
3. Establish strong linkages and networking with partners, stakeholders, and other government, non-government and international agencies to respond to the changing demands of domestic and global environments.
4. Upholds a drug and fraternity-free institution.

GOALS

Judean Education aims to:

1. Nurture students' self-direction and personal efficiency by providing students with opportunities to discover their potentials, capacities, and abilities.
2. Equip students with the necessary knowledge and skills needed for global competence, economic and industrial advancement.
3. Integrate the sense of nationalism and patriotism.
4. Prime and train the students to efficiently take part in our country's national development.
5. Actively participates in strengthening one's relationship with God and others.
6. Involve with a deep sense of loyalty to service as well as to its alma mater.

OBJECTIVES

The School aims to develop students who are:

1. Academically and professionally competent in their chosen career.
2. Possessed with the basic skills needed in a vocational technological trade.
3. Self-reliant and self-propelled and self-employed Filipino citizen worker.
4. Able to contribute to the national development and socio-economic progress.
5. Clothed with strong moral convictions based on Christian principles and its application to their daily lives.
6. Loyal to the school by promoting its advocacy.

Brief History of SJTIT

St. Jude Thaddeus Institute of Technology (SJTIT) in Surigao City is a private non-sectarian and co-educational institution. It started as St. Jude Technical School in June 1977 but became a stock corporation and was later renamed as St. Jude Thaddeus Institute of Technology on September 17, 1980.

At the beginning, St. Jude Technical School offered only three one-year courses such as Instrumentation Technician, Practical Electricity & Refrigeration and Air-Conditioning with only five faculty members and one hundred and seventy-three (173) students. But due to the demand of the students and the need of the community, the school during school year 1978-1979 expanded its programs to include two-year courses, in addition to what was already offered, under a single proprietorship namely: General Radio Communication Operator (GRCO); Broadcast Technician; Communication Technicians; Automotive Mechanics; Typewriting and Dressmaking. After having gained government recognition in 1981, the school opened degree courses such as Bachelor of Science in Custom Administration; Bachelor of Science in Criminology; Bachelor of Science in Electrical Engineering; Bachelor of Science in Mining Engineering and two-year Junior Secretarial course in addition to the existing courses offered. In 1997-1998, other four-year courses were offered namely: Bachelor of Science in Elementary Education; Bachelor of Science in Computer Science and Bachelor of Arts in Broadcasting.

In the year 1982, the High School department started its operation offering first and second year high school with a temporary permit by the Ministry of Education and Culture. The school was authorized to open and conduct Technical-Secondary Curriculum for third and fourth year. In 1985, the Ministry of Education, Culture and Sports granted the school its permit with the Government Recognition No. 05, series of 1985.

After 23 years of existence, SJTIT is proud to show that the school sits on a permanent site in Borromeo St. in the heart of the city. Furthermore, the school has acquired a two-hectare site in Lipata, where a technical school will be installed. Undergraduate technical courses will be transferred soon to this school site. But due to the implementation of the K to 12 program, the administration has decided to house the high school department to this new site giving more opportunity for the high school learners to have a very conducive place for learning.

The main school in Surigao City is an inverted L-shaped concrete permanent building consisting of classrooms, laboratories, offices and adequate space for recreational and other extra-curricular activities of the school.

SJTIT also operates a radio and TV stations which can also serve as laboratory for students taking GRCO, AB broadcasting and other technical courses.

The presence of SJTIT is a feasible and viable educational center for academic, vocational and technological manpower development, since the location of the school is an ideal center of business activities accessible to all kinds of transportation.

Article 1 Academic Policies and Regulations

Chapter 1. Admission Requirements

Section 1. Drug Testing Program.

- a. All Students are subject for Drug testing

Section 2. Open Admission Policy.

- a. The Open Admission policy shall be applied to all students in all courses except for Teacher Education, provided that the students will comply with all other requirements of this institution.

- b. Enrollees for Teacher Education should be evaluated accordingly in order to ensure that those who enter the teaching profession possess a reasonable high level of scholastics achievement and the appropriate aptitude, interests, and personality traits.
- c. A Teacher Education Student must have a grade point average of 85% at the end of each term.

Section 1. For Senior High School Graduates.

- a. Original High School Report Card
- b. Certificate of Good Moral Character
- c. Original Copy of Authenticated Birth Certificate (ABC)
- d. Four Copies of 2x2 ID picture
- e. Barangay Clearance (For Criminology Students)
- f. Police Clearance (For Criminology Students)

Section 2. For Transferees.

- a. Honorable Dismissal / Transfer Credentials
- b. Certificate of Good Moral Character
- c. Informative Copy of Transcript of Records (TOR)
- d. Original Copy of Authenticated Birth Certificate (ABC)
- e. Four Copies of 2x2 ID picture
- f. Barangay Clearance (For Criminology Students)
- g. Police Clearance (For Criminology Students)

Section 3. For Alien / Foreigners

Additional to the above-mentioned requirements;

- a. Alien Certificate of registration (ACR)
- b. Student Visa
- c. Other permits and papers needed by the institution as the case may be.

Chapter 2. Registration / Enrollment Procedure

Section 1. For New and Transferee Students/ Walk-in Enrollment Process

1. Look for the Dean of the desired course/program for the evaluation of documents and initial interview.
2. Pay for the Aptitude Test to Cashier
3. Go to Guidance Office or Student Affairs and Services Office for the exam.
4. Submit your enrollment requirements to the registrar's office and ask for the enrollment form.
5. Fill up the Enrollment Form and see the Dean of the desired program.
6. See the OSAS Administrator and/or Guidance Counselor for tattoo search.
7. Go to registrar's office for the validation of subjects.
8. Lastly, pay the enrollment fee to cashier.

Section 2. Old Students/ Walk-in Enrollment Process

1. Go to the Registrar's office and ask for the enrollment form
2. Fill up the Enrollment Form and see the Dean of the desired program.
3. See the OSAS Administrator and/or Guidance Counselor for tattoo search.
4. Go to registrar's office for the validation of subjects.
5. Lastly, pay the enrollment fee to cashier.

Section 3. New Students/ Online Enrollment Process

1. Visit the "JUDEAN" Facebook page for the familiarization of the process and choose desired program.
2. Student will pay the enrollment fee to any Palawan Outlet and send a copy of PADALA SLIP to the receiver, (see FB page for the receiver)
3. Student will send a copy of the required documents, contact number, desired course/program and copy of PALAWAN PADALA SLIP to :
sjtitstudentaffairs@gmail.com or www.facebook.com/judeanST
4. The school will send a confirmation to the students via SMS, Messenger or email.
5. The student will personally claim his/her original approved enrollment form after the submission of the original copy of the required documents when classes will start.

Chapter 3. School Fees / Payments and Refunds

Section 1. School Fees

- a. School Fees are posted in the bulletin board of the finance office during enrollment.

Section 2. Mode of Payments

- a. Full Cash Basis: Enrollee is granted five percent (5%) discount on the total school fees.
- b. Installment Basis:
- c. Discounts. Brothers and Sisters of the same family are granted twenty five percent (25%) discount on tuition fees.
- d. When 3 students of the same parent are enrolled at the same Academic/School Year the 1 sibling will receive a 50% discount on tuition fee.
- e. When 4 students of the same parent are enrolled at the same Academic/School Year the 1 sibling will receive a 75% discount on tuition fee.

Section 3. Refunds

- a. When a student registers in the school, it is understood that he/she is enrolling for the entire semester. A student who withdraws in writing within the first week of scheduled classes, who has already paid the pertinent school fees in or in part, may be charged ten percent (10%), and twenty percent (20%) if within the second week, regardless or whether or not he/she actually attended classes.
- b. A student who withdraws two (2) weeks after the opening of classes and has paid only part of his school fees will have to pay the balance of the whole semester before he/she gets a clearance for release of his credentials.
- c. Matriculation Fee is non-refundable, even when an enrollee withdraws before the cut-off period

Section 4. Student Recruitment benefit.

All old students who bring, recruit, and invite graduates of senior high school from their own barangay are entitled to enjoy a discount of Five Hundred Pesos (Php. 500.00) on tuition fee if the said student will finish the entire term.

Chapter 4. Study Load of Students

Section 1. Regular Load.

As a general rule, no students are given a subject load in excess of the regular load. A regular load is defined as the total number of units appearing on the curriculum of the course the student enrolled in.

- 1.1 Subjects taken without finishing the pre-requisites are not credited.
- 1.2 Only graduating students during a regular semester may be permitted to load of six (6) units in excess of the regular load upon the recommendation of the Dean/ VP Academics and approval of the Registrar.
- 1.3 During summer class, a student load is only allowed with maximum of nine (9) units.

Chapter 5. Adding/Dropping of Subjects.

Section 1. Changes in schedule.

- 1.1 No student may change his schedule of classes except when a conflict arises and only upon the approval of the DEAN, VP Academics and Registrar.
- 1.2 With the approval of the VP for Academic Affairs and the Registrar's Office, a student may change or drop a subject/s by filling up the prescribed form from the Registrar's Office.
- 1.3 The Registrar's Office will announce the prescribed period by usually two weeks after the start of classes when changing or dropping of subject/s are allowed.
- 1.4 The Manual of Regulations of Private Schools (See 137 p. 103) shall govern the payment of school fees for those who withdraw from their subject/s or course. Refund for dropped course will follow CHED approved policies regarding funds.
- 1.5 A student who withdraws after the second week of classes will be charged all school fees in full.
- 1.6 A student who stops attending classes without official notice to the registrar's office for the semester shall be given a mark of failure or FW (failure due to withdrawal).
- 1.7 A student who withdraws a subject/s or course after adding-dropping period, within 5 days, he/she should fill up the prescribed form and get the approval of the Dean and VP for Academics and submit to the Registrar's Office together with the following:
 - a written consent of the present/guardian approving his withdrawal.
 - a doctor's certificate, in case of withdrawal due to illness.

Chapter 6. Class Attendance

Section 1. Tardiness

- 1.1 When a student is late for fifteen (15) minutes after the start of class schedule, he/she will be marked late.

Section 2. Absences

- 2.1 A student who fails to attend classes for 3 consecutive meetings without any notice of valid reason(s) will be marked DROPPED.
- 2.2 The Dean after the consultation with the Instructor may settle individual problems arising from prolonged illness with the approval of the Academics.

2.3 No Instructor is expected to give extra time in order that a student may make-up for work missed because of absence. The Student, not the Instructor, must assume responsibilities for lessons missed during absence.

Section 3. Others. Aside from academic deficiency, other grounds for a failing grades are:

- 3.1 Grave misconduct and / or cheating during examinations
- 3.2 Unexcused absences of more than 20% of required number of meetings per term
- 3.3 A failing academic standing and failure to take graded exams.

Chapter 7. Examinations

- 7.1 There are four (4) official examination per semester; Prelim, Midterm, Pre-final and Final Exam.
- 7.2 A student is expected to pay at least 25% of the total assessment and other fees before the Preliminary Examination.
- 7.3 During the final examination, all financial obligations shall have been settled before any admission slip and clearance can be issued to the student.
- 7.4 Any student who fails to take an examination as scheduled, after one (1) week, he/she is required to pay a special exam fee to the cashier and its permit shall serve as his admission slip to the instructor/professor for a special examination.
- 7.5 Students caught cheating or allowing his classmate to copy or cheat in any form during an examination will get zero (0) in the subject and shall be dealt with accordingly and be referred to the guidance office for record and disciplinary action. He can only return to classes with a promissory note signed by his parents.
- 7.6 After the schedule for final exam, students are only given 30 school days to comply with the requirements of their subjects.
- 7.7 Special cases that may arise will be settled by the Dean and the Vice President for Academics
- 7.8 After the submission of Final Grades by the teachers, students who are not yet taken the Prelim, Midterm, Prefinal and Final examination are only allowed to take PREFINAL and FINAL Exam only.

Chapter 8. Grading System

The computation of student grades starts from scoring their works and converting the scores into equivalent percentage. The grade then for a particular period is computed based on the weights allocated for each grade criterion.

Criteria for rating (Grade Components) in the different subjects will consist of the following:

ACADEMIC SUBJECTS (Except Mathematics)

Attendance	5%
Quizzes	20%
Class Standing	20%
Project	15%
Major Exam	<u>40%</u>

100%

COMPUTER SUBJECTS

Major Exam	40%
Quizzes	10%
Class Standing	25%
Project	<u>25%</u>
	100%

SPEECH

Major Exam	30%
Quizzes	20%
Class Standing	40%
Project	<u>10%</u>
	100%

Physical Education for non- BSCRIM students

P.E/ Pract. Test	40%
Attendance & uniform	20%
Quizzes/Daily Performance	30%
Project	<u>10%</u>
	100%

First Aid and Water Survival (BSCRIM)

Major Exam	30%
Quizzes	20%
Class Standing	40%
Project	<u>10%</u>
	100%

Martial Arts (BSCRIM)

Pract. Test	30%
Attendance & uniform	30%
Quizzes/Daily Performance	30%
Project	<u>10%</u>
	100%

English Computerized Learning Program (ELCP)

Oral	30%
Quiz/Attendance/Assignment	20%
Project/ Behavior	10%
Major Exam	<u>40%</u>
	100%

SJTIT uses the Averaging SYSTEM in computing for the Final rating. This means that the final grade shall be the sum of the 25% of the grades of each term (Prelim, Midterm, Pre-final & Tentative Final).

Chapter 9. Scholarship

Section 1. Academic Scholarship.

- 1.1 A student must have an average of 90% and above with no grades below 85% from the time of application in the first year of college. Second courser is not allowed to avail this program.
- 1.2 Those student(s) able to maintain a weighted average of 90% with no grades less than 85% from the previous semester will be given a free tuition fee benefit.

Section 2. St. Jude President's Scholar.

- 1.1 Must be a resident of barangay with in Surigao City with no grades below 80%
- 1.2 Must have a Barangay Resolution signed by the Barangay Officials.
- 1.3 Must qualify other requirements set by the school.

Section 3. Terms and Conditions in Scholarships Granted by the School

In every end of the semester the students under the scholarship grant by the school will be monitored and reported to the office of the president by the scholarship coordinator. All scholars are required to submit a grade certification from the registrar's office.

The following are the remarks to be given to the scholars;

- Q= or qualified to continue the scholarship grant for the next semester.
- W= or warning for the scholars if they have grades below 80, but still allowed to continue in enjoying the grant for the next semester.
- LW= or last warning for the scholars if they have grades below 80 for the second time, but still allowed to continue in enjoying the grant for the next semester.
- DQ= or disqualified for the scholars who have grades below 80 for the third (3rd) time or subjects marked as DROPPED/ FAILED and required to pay the tuition fee in full for the next semester.

Every student who are qualified in the scholarship granted by the school are entitled to enjoy FREE TUITION FEE as long as the grantee will not be disqualified.

Chapter 10. Transfer Credentials / Transcript of Records

Section 1. Transcript of Records.

- 1.1 Official Transcript of Records obtained from other institutions and presented to SJTIT for administration or transfer of credentials become a part of the student's permanent records and only true copies can be issued upon request.
- 1.2 There shall be no TOR issued except certification of credited units acquired by student or the appropriate institution asking for such record.
- 1.3 Student records are confidential. Any information is released only upon the request of the students or the appropriate institution asking for such record.
- 1.4 A transfer credential is issued by the Registrar for a specific purpose and upon a payment of the corresponding fee, and only after a student has secured clearance respectively from the Dean, Librarian and Cashier.

Section 2. Request/Claims of TOR

- 2.1 A student must inform the Registrar's Office for his/her request and must provide or comply with other requirements set by the said office.

2.2 The Transcript of Records will be claimed after 30 days from the date of the payment for such request.

2.3 Special Power of Attorney (SPA) is required if claimant is other than the student concerned.

Chapter 11. Cross Enrollment

Section 1. Cross enrolment by students is only allowed upon presentation of a written authorization of the other school and should first be approved by the VP for Academic Affairs upon the recommendation of the Dean/ Chairman of the department concerned and properly noted by the Registrar.

Section 2. For summer enrolment, a study permit signed by the registrar of mother school is required for those who enroll without intent to transfer to the school.

Chapter 12. Graduation, Honors and Awards

Section 1. Graduation

- 1.1 Only students who have successfully completed all courses required in their curriculum are eligible for graduation.
- 1.2 Prospective candidates for graduation must file their application form for graduation at the Registrar's Office to the schedule set by the said office.
- 1.3 A candidate cannot participate in Commencement Exercises unless all curriculum and departmental clearances have been acquired.
- 1.4 Recognition for academic achievement in the form of honors and awards shall be given to students who completed their course with the following cumulative averages computed on the basis of units earned;
 - 1.4.1 Cum Laude – weighted average of 85%-89.9% with no grades less than 85% from year one (1) to year four (4).
 - 1.4.2 Magna Cum Laude – weighted average of 90%-94.9% with no grades less than 89% from year one (1) to year four (4).
 - 1.4.3 Summa Cum Laude - weighted average of 95% with no grades less than 93% from year one (1) to year four (4).
 - 1.4.3.1 For the criteria, a student must have finished his course within the prescribed number of years.
 - 1.4.3.2 Must have been in residence at the school from year one (1) to year four (4).
 - 1.4.3.3 Student is disqualified if he/she has a disciplinary case during the years under consideration.

Section 2. Honors and Awards

2.1 Academic Awards

To qualify for the honors list, a student should:

1. Have a grade of at least 80% and above in all subjects and have a general average rating of not less than 85% in averaging grading system.
2. Have not been found guilty of cheating during examination or of any act of academic dishonesty.
3. Students may be awarded for academic excellence in major academic subjects and ECLP based on criteria determined by the deliberation committee, considering that the candidates may excel the subject area.

4. Criminology students may be awarded as proficient in Law Enforcement Administration and Criminalistics.
5. The Customs Administration students may be awarded as proficient in Tariff and Customs Law.
6. Teacher Education students may be awarded for Outstanding Student-Teacher based on criteria determined by the deliberation committee.

2.2 NON-ACADEMIC AWARDS

Guidelines

1. Department heads can nominate at least five students who meet the criteria of nomination.
2. Student nominated should present grades coming from the Registrar's Office attesting to his/her academic performance. The nominee student must have completed the academic requirements at the time of nomination. Moreover, the nominee should have obtained a minimum GPA of 80% for the previous 8 semester prior to nomination.

A. Student Leadership Award

To be eligible for this award, the student must have:

1. Serve in a leadership position within SJTIT campus or in the community.
2. Participated in a variety of campus activities and exhibited remarkable leadership characteristics during this period.
3. At least lead and or actively undertaken five (5) activities involving the school.
4. With good moral character.

B. Student Service Award

To be eligible for this award, the student must have:

1. Been active in student activities, student services, or in the community service, and demonstrated clear achievement in these fields.
2. Contributed to campus life and the community activities.
3. Set an example for other students through investment of their time and effort in order to improve campus life.
4. Completed the academic requirements and obtained minimum GPA of 80% for the previous 8 semesters (4 years).

C. Student Athletic Award

To be eligible for this award, the student must have:

1. Been active in school sports activities.
2. Shown clear athletic achievements.
3. Completed the academic requirements and obtained minimum GPA of 80% for the previous 8 semester (4 years).

D. Judean of the Year

To be eligible for this award, the student must have:

1. Garnered at least four awards, one of which should be an academic honor with no grade below 80% in any subject.
2. With good moral character.
3. Shown loyalty to the school.

E. Outstanding Intern

To be eligible for this award, the student must have:

1. Exemplary performance in the community and obtained minimum GPA of 80% for the previous 8 semesters.

F. Loyalty Award

To be eligible for this award, the student must have:

1. This award is to be given to the student who studied from Junior to Senior High School and continue to enroll in college in St. Jude Thaddeus Institute of Technology.

Article 2 Curricular and Extra Curricular Activities

Chapter 13. National Service Training Program (NSTP)

13.1 In conformity with government regulations, the school requires every student to enroll for NSTP. A student who fails to comply with this regulation cannot graduate.

Chapter 14. Athletics.

14.1 Intramurals are held to promote the physical well-being of the student through mass calisthenics, sports competition and other games. They are participated in by students from different departments in a spirit of friendly competition and camaraderie.

Chapter 15. Local-Off Campus Activities. (CHED Memorandum Order NO. 63 S. 2017)

The following shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not limited to the following (section 6):

1. Curricular

a. Educational Tours/ Field Trips

- i. Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
- ii. Culture and Arts related activities such as visits for museums, culture sites, land marks and other related venues; or
- iii. Plant industry visit, host training establishment visit, and other related visits.
- iv. Field Study/Experimental Learning/Related Learning Experience

2. Non-curricular

- i. Mission based activities (e.g. retreat, recollection etc.)
- ii. Conventions. Seminars, conferences, symposiums, trainings, and teambuilding;
- iii. volunteer work including peer helper programs, relief operations, community outreach and campaigns;
- iv. advocacy project and campaigns

- v. participation in sports activities
- vi. activities initiated by recognized various student groups
- vii. interschool competitions/tournaments; or
- viii. Culture and arts performances and competitions.

Requirements

Before the Off-Campus Activity

1. Curriculum
2. Destination
3. Handbook or Manual
4. Consent of the Parents or Student's Guardian
5. Medical Clearance of the Students
6. Personnel-In-Charge
7. First Aid Kit
8. Fees/Fund Source
9. Insurance
10. Mobility of Students
 - a. Owned by the HEI
 - b. Third Party or Sub-contracting
 - c. Travel and Tour Operator
11. LGUs/ NGOs (copy of letter sent to LGU and copy of acknowledgement letter from LGU)
12. Activities

During the Off-Campus Activity

1. List of Personnel In-charge
2. List of students and/ or attendance
3. Contract of Service with the third party

After the Off-Campus Activity

1. Learning Journals (appropriate report/grades)
2. Assessment report/ Evaluation Report (Assessment report by faculty including the breakdown of expenses)
3. Expenditure Report (Breakdown of expenses)
4. Debriefing of Concerned faculty to students to be able to assess acquisition of learning (Report on debriefing program conducted)

Students Responsibilities and Obligations in Off-Campus Activity

Students shall:

1. Be officially enrolled;
2. Adhere to the rules and regulations of student manual; and
3. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experience.

CHAPTER 16. Student Council

16.1 SJTIT through the Office of the Student Affairs and Services allow students the privilege of organizing the student council to help them develop a sense of responsibility, initiative and creativity.

- 16.2 Student Council is composed of the elected presidents of every department which will be acknowledge as Council of Presidents (COP) Officers.
- 16.3 Members of the COP officers are the elected president of all recognized Club Organization.
- 16.4 It brings attention of the faculty and administration matters pertinent to student welfare, needs and activities.
- 16.5 It provides other student services to enrich the experience of the total student body.
- 16.6 It helps interpret and enforce school policy, rules and regulations.
- 16.7 It renders assistance to students and student groups.
- 16.8 Council of Presidents Officers may formulate rules and policies governing the students and monitor all organization activities that redound to the welfare of the students.
- 16.9 Ament to this, all co-curricular/ class organizations has to seek approval by the school and recommended by the Council of Presidents.
- 16.10 It helps the Student Affairs and Services Office in promoting the student development and welfare through their groups.

Chapter 17. Student Organizations.

- 17.1 The school recognizes the students' right to form, establish, join and participate in organizations and societies that will foster their intellectual, cultural, spiritual, and physical growth and development and whose purpose are not contrary to law and the school's rules and regulations.
- 17.2 For the benefit and protection of the students, the school may encourage membership in duly recognized school organizations only.
- 17.3 The school does not recognize the existence of Fraternities and Sororities inside the campus and student(s) will be separated from the school if he/she is an active member of the said organizations.

Chapter 18. School Publication

- 18.1 The Judean Scroll is considered the mouthpiece of all students' ideas, opinions, information and literary works under the guidance of a competent adviser.

Article 3 General Directives

Chapter 19. School Uniform

- 19.1 All students are required to wear properly and completely the prescribed school uniform during class days.
- 19.2 Only black closed shoes may be worn with the uniform.
- 19.3 Undershirts must be plain white.
- 19.4 Incomplete uniform is a valid reason for refusing entry into school premises.
- 19.5 All security guards on duty will be the primary enforcers of these rules. All faculty members will likewise assist in enforcing them by not allowing students who violates these rules to join their respective classes.

- 19.6 Shorts and low-neckline blouses, backless and other inappropriate dresses are not allowed for female students. Female students shall wear the prescribed uniform of the department.
- 19.7 Criminology students are required to wear the prescribed Type A uniform during Monday, Tuesday, Thursday, & Friday. Type B uniform is worn every Wednesday.
- 19.8 Wearing of earrings and sporting of long hair for male students are prohibited and subject for disciplinary action.
- 19.9 Office workers who attend classes after or before their office hours may be exempted from wearing of school uniform upon presentation of a certificate of employment and if that office has already a prescribed uniform.

Chapter 20. School Identification Card

- 20.1 An I.D. card must be worn by all the students enrolled at all times.
- 20.2 No students shall be allowed to neither enter the school compound nor attend classes without the proper I.D.
- 20.3 Students found not wearing an I.D. card shall be sent out of classes and be marked absent in the class.

Chapter 21. Haircut

- 21.1 Male students shall sport a haircut not lower than the nape, except for those taking ROTC where there is a prescribed haircut.
- 21.2 Barber style of haircut is encouraged. Mushroom Style and other inappropriate styles are not allowed.
- 21.3 Instructors or Subject Teachers are allowed to cut hairs inside the classroom if the haircut is not proper.
- 21.4 Cutted hairs in the previous day will not be allowed to enter the school premises and join the class with out complying the proper haircut.

Section 22. Social Norms

General behavior

- 22.1 Absolutely no smoking inside the campus.
- 22.2 Student shall at all time refrain from committing acts that may embarrass the school or bring dishonor to her name.
- 22.3 A faculty member or administrator may ask for the ID of any student who displays disrespectful behavior.
- 22.4 In case of any problem or complaint the student is advised to talk the matter over with any faculty member, Dean or Guidance Counselor.
- 22.5 In classrooms, student should sit erect-no lounging posture or resting of feet on back of front seats.
- 22.6 When called upon to recite, a student should have the courtesy to stand.
- 22.7 In times of personal necessity, a student ask permission from the instructor before leaving the room.
- 22.8 During assemblies or programs making catcalls or boos is discourteous.
- 22.9 Wearing of earring/s by male students is absolutely forbidden, Faculty, Administrator or any member of the school is allowed to confiscate the earrings and endorse it to the SAS of Office.
- 22.10 Male students must have a barber's cut hairstyle, except criminology students.
- 22.11 Indecent public display of affection is prohibited inside the campus and must be reported to Guidance Office.

Dress Codes

- 22.12 Customs Administration and Criminology students must wear their type b uniforms during Wednesday.
- 22.13 Female students wearing casual or formal clothes should be decently attired.
- 22.14 Purposely torn or cut maong pants, miniskirts, shorts, tubes blouses, spaghetti or narrow shoulder strap blouses or dresses, see-through or transparent attires, backless dresses are not allowed in the premises.

Article 4 Standards of Student Discipline

(NOTE: Violations are revised and classified to : GRAVE OFFENCES, LESS GRAVE OFFENSES, and MINOR OFFENSES)

Section 23. Definition and Types of Offenses

23. 1 Grave Offenses

1. Vandalism or destruction of school property. (The vandals should erase, repaint, clean and restore to its original condition whatever destruction made, as the case may be.)
2. Carrying or possession of firearms, deadly weapons (ice picks, knives, lead pipes, and explosive) within the school premises.
3. Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult or breach peace.
4. Dishonesty with the school and its clientele (lying, Fraud, misuse of public funds, misrepresentation, etc.).
5. False and/ or malicious accusation against the school or its authorities.
6. Acts of Lewdness, immorality display or distribution of pornographic materials within the school.
7. Forging, falsifying or tampering of academic or official records/ documents of any kind; intentionally making false statements or attempting to deceive or commit fraud.
8. Hazing or any initiation of any kind in the school.
9. Membership in any fraternity or sorority organizations.
10. Destroying school properties deliberately and willfully.
11. Inflicting physical injuries upon another within the school premises.
12. Using and possessing of unauthorized and illegal drugs or toxic volatile substance such as marijuana, heroin, rugby, varnish, shellac, LSD or substances in any form.
13. Direct assault upon any member of the administration, faculty, non-teaching staff or any person vested with authority.
14. Gross acts of disrespect in words or in deeds which tend to put any member of the faculty, administration or non-teaching staff in ridicule or contempt.
15. Stealing or attempting to steal, shoplifting, swindling, estafa, etc.
16. Gambling in any form.
17. Acts of subversion of insurgency.
18. Unauthorized collection or exaction of money.
19. Repeated involvement in less grave offenses
20. Public or Campus Disturbance
21. Entering offices without being told by authorized personnel
22. Attempt against the life of any faculty, personnel, students, administration, etc.
23. Conviction of any crime involving moral turpitude by at least six months imprisonment.

23.2 Less Grave Offenses

1. Borrowing and lending of ID cards to others.
2. Smoking and Gambling in campus or within the immediate school vicinity.
3. Being drunk or influenced by alcohol.
4. Unruly behavior or conduct during programs, convocations, assemblies and the like.
5. Cheating during examinations or copying or allowing another to copy from one's exam papers.
6. Threatening, intimidating, coercing, ridiculing of fellow students.
7. Using slanderous or abusive language at another person belonging to SJTIT, loud and disturbing arguments.
8. Disrespect or disobedience to member of the administration, faculty, staff and employees of the school.
9. Going to movie houses or drinking in any establishments while wearing school uniform.
10. Unauthorized removal of official notices and posters from bulletin boards or posting, publishing and writing on bulletin boards without authorization.
11. Repeated involvement in minor offenses.
12. Abuse of given authority/power.
13. Participating in any rally

23.3 Minor Offenses

1. Littering in the classroom, laboratories, corridors and within the school premises.
2. Improper use of school uniforms.
3. Loitering along the corridors especially during class hours.
4. Misbehavior in the library which shall include the following:
 - i. Talking lengthily and loudly
 - ii. Giggling and distracting whispers
 - iii. All over violations of library rules
5. Shouting, Whistling and boisterous laughter in the classrooms, campus and along corridors.
6. Using exam booklets of other classmates during exams.
7. Uttering filthy languages
8. Proselytizing or converting to one's faith by attacking the practices and belief of another.
9. English Speaking Policy Violation
10. Eating in the classroom's exception designated places
11. Violations under Article 3 entitled General Directive
12. Unclaimed confiscated ID for a maximum period of three days.
13. Bringing clearance(s) which is not his/her own to authorized personnel for signing.
14. Malingering, truancy, cutting classes
15. Failure to attend school activities without prior notice.
16. Misconduct or violation of classroom rules/policy
17. Violation on social media policy

Section 24. Sanctions

24.1 For Minor Offenses

- 1st Offense -Oral Warning / Written reprimand
- 2nd Offense – Written reprimand (including parent/guardian)
- 3rd Offense – Suspension for 3 days (from the date of suspension order issued by the disciplinary tribunal)
- 4th Offense – Suspension for 5 days (from the date of suspension order issued by the disciplinary tribunal)
- 5th Offense - Separation

24.1 For Less Grave Offenses

1st Offense - Oral and Written reprimand

2nd Written reprimand (including parent/guardian)

3rd Offense – Suspension for 3 days (from the date of suspension order issued by the disciplinary tribunal)

4th Offense – Suspension for 5 days (from the date of suspension order issued by the disciplinary tribunal)

5th Offense – Separation

24.1 For Grave Offenses

1st Offense – One-week Suspension after proper investigation with parent in attendance

2nd Offense – Separation

Section 25. Due Process and Disciplinary Cases

25.1 By due process, it means that the student reported for investigation is formally informed of the charge/offense he commits with all accompanying evidence against him/her for examination and analysis.

25.2 Decision under minor violation may be decided by the Guidance Office and SAS Office.

25.3 If the Discipline Tribunal finds probable cause, the case is submitted for investigation and resolution by the tribunal.

25.4 Judgment is rendered by the tribunal and recommended forwarded to the President for final and appropriate action.

Section 26. Disciplinary Board of Tribunal

26.1 Composition of the Discipline Tribunal

VP-Academics

SAS- Administrator

Guidance Counselor

Dean/Program Head

COP President/ Member of the Council

Faculty Club President/ Faculty Member

26.2 Duties and Responsibilities

Supervises all student behavior and investigate all reported cases of grave and less grave mischief and/or misconduct.

26.3 Functions

1. To receive complaints filed with the Tribunal and assess if probable cause warrants.
2. To convene all the members of the tribunal and investigates the case in majority. Parents are informed and shall be invited if the case is serious and would need the presence of one of both parents.

3. To render decision after proper investigation and after all evidence are presented, examine and analyzed.
4. Submit the decision for final actions to the School President

Article 5 Auxiliary Services

Chapter 27. Guidance

The guidance office provides assistance to students to make an effective adjustment to school life and realize their goals. It helps students through a helping relationship make plans, wise and intelligent decision and adjustment on their personal and academic life.

Schapter 28. The Library

A repository of knowledge, information and wisdom. Situated in the 4th floor of the administrative building. It is open to all students every day except Sundays and holidays. It is an open-shelf system both for the general collections and periodicals. The Schools librarian and assistance oversee the college and high school library that are always on hand to support the student's pursuit of intellectual growth and academic excellence.

A Library card is required before one can enter and avail of the services of the library.

Chapter 29. Laboratories

Laboratories are provided for specific areas such as Chemistry, Physics, Speech, Criminology and Information Technology.

The Internet Laboratory is part of the Learning and Information Center. It addresses the challenge of enabling the full internet access for all students. This requires an easier, cheaper, faster and more energy-efficient access in order to meet the user's preferred way of internet

Chapter 30. School Canteen

The School Canteen is directed to facilitate and provide nutritious and healthy foods and services to the students. It will also serve as a laboratory facility for students in TLE and Entrepreneurship.

Chapter 31. OPERATIONAL PROCESS ON INTERNET LABORATORY

An internet server is installed to facilitate the internet connections. The server is designed to monitor the internet activity and is configured to block sites that are not related to educational purposes.

RULES AND REGULATIONS

The following actions are prohibited:

1. Sending, receiving, or displaying inappropriate materials, defined as text or graphics, which may be reasonably construed as obscene or constitute pornography.
2. Making any attempt to access chat lines or rooms expect for academic, instructional and research purpose.
3. Making changes to the set up or configuration of the software or computer hardware.
4. Using unauthorized copies of copyrighted or licensed software or data.
5. Loading or downloading software or using personal software programs.
6. Making any attempt to modify, gain access to files, passwords or data belonging to others; seeking unauthorized access to any other computer system, or damaging or altering software components of any networks of database.
7. Installing or running any steaming video or live audio program as these put an undue burden on the communication network.
8. Computer-related games, card games and other online games.
9. Eating and drinking are not allowed.
10. Any form of vandalism.

Students should observe the following:

1. No ID, no entry.

2. Students have thirty (30) hours only every semester to make use of the internet. In excess to thirty (30) hours, students can still avail of the internet use provided that they log their names and purpose in the logbook. Nonetheless, utmost priority is given to those who haven't consumed the thirty (30) hour internet privilege.
3. One computer unit for every user.
4. Internet access is intended only for academic, instructional and research purposes.
5. In order to prevent computer viruses, users are advised to scan their removable drives before using.
6. Cellular phones should be in silent mode before entering any Internet Laboratory.
7. Personal belongings such as packs, bags (of a reasonable size) may be brought inside the laboratory. For convenience, big bags should be placed on the designated area.
8. Silence and cleanliness should always be observed inside the Internet Laboratory.

The Internet Laboratory filters the following categories of websites:

1. Pornography
2. Illegal Sites
3. Web Chat
4. Online Games
5. Other sites that are not related to academic, instructional and research purposes.

**Article 6
Anti-Bullying Policy**

Chapter 31. The Anti-Bullying Policy

SJTIT would like to be abreast with current laws and issuances of the government relative to student's attitude and behavior. Hence, the inclusion of RA 10627 otherwise known as the "Anti-Bullying Act of 2013" in this Handbook.

SAINT JUDE THADDEUS INSTITUTE OF TECHNOLOGY and all members of the school community are entitled to a safe, secure and caring environment that is free from bullying and harassment, thus the school commits to uphold a nonviolent and hearty milieu. Bullying, harassment and violence are issues which are treated very seriously as they can adversely affect a person's ability to work and learn.

Evidence suggests that the development of resilience and positive self-esteem can help protect people from the harmful effects of bullying, as well as help them build positive peer relationships. With this, the administration works hard to find solutions to eliminate any duplicitous actions leading to bullying and the like.

I. MISSION STATEMENT

SJTIT is steadfast in providing on academic environment conducive for the transformation and development of students, faculty and community. The Administration strengthens its policy of eradicating bullying or any form of harassment based on real or perceived race, color, weight, national origin, ethnic group, religions practices, disability, sexual orientation, gender and sex.

Consequently, love and respect to one another are greatly instilled to everyone through school activities which prominently provide equal opportunity to excel in their own way.

II. PRINCIPLES

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at school.

III. DEFINITION OF BULLYING

Bullying refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to victim's psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul languages or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;
4. "**Cyber-bullying**" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms of formats.
5. The term "**bullying**" shall also include:
 - a. "**Social bullying**" refers to any deliberate, repetitive, and aggressive social behavior intended to hurt others or to belittle another individual or group.
 - b. "**Gender-based bullying**" refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
 - c. "**Bully**" refers to any student who commits acts of bullying by the Act or this IRR.
 - d. "**Bullied**" or "**Victim**" refers to any student who experiences the acts of bullying or retaliation as defined.
 - e. "**Bystander**" refers to any person who witnesses or has personal knowledge of any actual or
 - a. "**Learning center**" refers to learning resources and facilities of a learning program for out-of-school youth and adults.
 - b. "**Service provider**" refers to any person who is not teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.
 - c. "**Student**" refers to a person who attends classes in any level of basic education, and includes a pupil or learner as defined.

IV. FORMS OF BULLYING

Bullying can be described as an unwanted aggressive behavior towards an individual that involves a power imbalance, whether real or perceived. The term "bullying" is thrown around a bit excessively these days, and one thing we need to keep in mind is that not every confrontation is an instance of "bullying." The key component is the power imbalance. Two peers having a go at each other over some contentious topic isn't "bullying."

1. Physical Bullying is the most obvious form of bullying. It occurs when kids use physical actions to gain power and control over their targets. Physical bullies tend to be bigger, stronger and more aggressive than their peers. Examples of physical bullying include kicking, hitting, punching, slapping, shoving and other physical attacks.

2. Verbal Bullying Verbal bullying is often very difficult to identify because attacks almost always occur when adults aren't around. As a result, it is often one person's word against another person's word. Additionally, many adults feel that things kids say don't have a significant impact. As a result, they

usually tell the victim of bullying to “ignore it.” But research has shown that verbal bullying and name-calling has serious consequences. In fact, it can leave deep emotional scars.

3. Emotional Bullying also known as **relational aggression**, emotional bullying is the act of an aggressor attacking a victim on an emotional level. Emotional bullying is most common in relationships whereby, one partner might make statements or act in such a manner as to bring about distress to the other partner. Emotional bullying may also involve the spreading of rumors, excluding an individual from certain activities, refusing to talk to someone and even making statement with an intention of hurting a person’s feelings.

Sub-Types of Bullying are as follows:

- **Cyber Bullying**

This is one of the most popular types of bullying in the modern world. Cyber bullying can be described as any form of bullying that incorporates the use of technology. Cyber bullying is rampant on social networking sites and can be very difficult to know the real identity of a bully since most bullies do not use their real names.

- **Disability Bullying**

Disability bullying is bullying specifically targeting people with disability. Disability bullying normally targets physically disabled individuals but can also extend individuals with other special conditions such as autism, cleft lips and even dyspraxia.

- **Gay Bullying**

Gay bullying better known as gay bashing is a type of bullying that specifically targets gay individuals. The bullying can be physical,

a. perceived acts or incidents of bullying or retaliation as defined emotional or verbal in nature. For instance, refusing to associate or even talk with gay people is considered a form of gay building since it brings about emotional torture on the victim. In some instances, individuals perceived to be gay are also subjected to this type of bullying.

- **Legal Bullying**

Legal bullying basically encompasses the use of the legal system to control or punish an individual or organization. In legal bullying, the victim would be bombarded by multiple lawsuits by the aggressor. While this form of bullying is not necessarily considered as being illegal, the victim can waste a lot of time and resources dealing with the lawsuits.

- **Parental Bullying**

Parental bullying is one of the most prevalent types of bullying in the modern world. In this type of bullying, parents may displace their insecurities or anger on their children. This type of bullying might be physical or emotional in nature.

- **School Bullying**

School bullying is one of the most common types of bullying. School bullying can be physical, emotional or verbal in nature. In most instances, the aggressor has several victims and is physically bigger than the victims. In most instances, students witnessing the bullying might avoid intervening or even taunt the victim being bullied so as to avoid being targeted by the bully.

I. PARTICIPATION AND CONSULTATION PROCESS

- The school integrate the information on bullying into curriculum themes and lessons and ensure that the topic is covered by all students on a cross curricular or personal social education basis. Students should be made aware of the procedures in place for reporting and addressing bullying behavior and assured of the support available to them if they are affected by bullying.
- The school have strategies in place to deal with adult bullying behavior in schools such as principal to teacher, teacher to teacher or teacher to pupil bullying to ensure consistency in approach to all bullying within schools.
- The use of different social media channels i.e. websites, facebook, twitter, apps etc were explored in raising awareness of bullying and its effect in schools as these methods of communication are more popular with young people than traditional media sources e.g. newspapers.
- Encourage student-led and student-organized school clubs that promote a safe, welcoming, and accepting school environment.
- The school undertake an awareness raising exercise targeted at informing everyone in the school system to be mindful of all forms of bullying and its impact on the victims. In addition, the school put in place adequate procedures and ensure that all incidents of bullying behavior are adequately reported, investigated, recorded and dealt with in a timely manner. Publicize the school's policy to encourage children to disclose and discuss (in confidence) incidents of bullying behavior.

II. RESPONSIBILITIES OF ALL STAKEHOLDERS

Responsibilities and delegations

4.1 President

4.1.1 President must ensure that the school implements an Anti-bullying Policy that:

- developing and publicizing clear procedures for reporting incidents of bullying in the school.
- responding to incidents of bullying that have been reported to the school quickly and effectively.
- matching a planned combination of interventions to the particular incident of bullying.
- providing support to any student who has been affected by, engaged in or witnessed bullying behavior.
- providing regular updates, within the bounds of privacy legislation, to parents or caregivers about the management of the incidents.
- identifying patterns of bullying behaviour and responding to such patterns.
- monitoring and evaluating the effectiveness of the Plan.
- reporting annually to the school community on the effectiveness of the Plan.

4.2 School Staff

4.2.1 School staff have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- Respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

cashier and its receipt shall serve as his admission slip to the teacher for a special examination.

- is developed collaboratively with students, school staff, parents/guardians, and the community
- includes strategies for:
 - developing a shared understanding of bullying behavior that captures all forms of bullying including cyber bullying.
 - developing a statement of purpose that outlines individual and shared responsibilities of students, parents/guardians and teachers for preventing and responding to bullying behavior.

- maintaining a positive climate of respectful relationships where bullying is less likely to occur.
- developing and implementing programs for bullying prevention.
- embedding anti-bullying messages into each curriculum area and in every year.
- developing and implementing early intervention support for students who are identified by the school as being at risk of developing long-term difficulties with social relationships.
- developing and implementing early intervention support for those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behavior.
- empowering the whole school community to recognize and respond appropriately to bullying, harassment and victimization and behave as responsible bystanders.

1) The child and the parents or guardians must be informed of the complaint in writing;

2) The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardians;

In addition, teachers have a responsibility to:

- Provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

4.3 Students

4.3.1 Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible citizens
- follow the school Anti-bullying Policy
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

4.4 Parents /Guardians

4.4.1 Parents and Guardians have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line behavior
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behavior
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behavior to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

4.5 The School Community

4.5.1 All members of the school community have the responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

I. PREVENTIVE MEASURES

Schools exist in a society where incidents of bullying behavior may occur. Preventing and responding to bullying behavior in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

All members of the school community contribute to the prevention of bullying thru the appropriate behavior and respectful relationships.

PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS

It shall be acted upon by the School Head who shall inform the parents or guardians of the victim and offending child; the incident will be referred to the Guidance for counseling. If warranted, penalties may be imposed by the School Head.

1. Penalties :

- 1st Offense – reprimand
- 2nd offense and subsequent time-- suspension for not more than one (1) week (child has received counseling or other interventions) during the period of suspension.

In all cases where the imposable penalty on the offending child is suspension, expulsion, the following minimum requirements of due process shall be complied:

3) The decision of the school head must be in writing, stating the facts and the reasons for the decisions;

4) The decision of the school head may be appealed as provided in existing rules of the Department.

CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF

The school also provides direction and guidance to parents on positive approaches they can take to help address bullying in their child's school.

1. Take time each day to have a conversation with the students about their day-to-day life and activities. If a child is comfortable talking to their teachers about school, friends, and activities, they will feel comfortable talking if they become a target of bullying.
2. Encourage parents to volunteer and be part of the school activities.
3. Staffs should lead by example with signs and expressions of kindness.
4. Staffs should learn the signs and symptoms of bullying and the signs and symptoms of a bully.
5. Staffs should establish and enforce school rules that let children know bullying behavior is harmful to others and is not acceptable.
6. Staffs should encourage the child to stand-up to help those who are being bullied. We know bystander students can be very effective in stopping bullying behavior.
7. Staffs should teach their students about cyber-bullying and the impact of sending mean, cruel, or threatening internet messages.

Ways Staffs can respond to children who are bullied:

If a child tells their teacher they have been bullied at school, there are several suggestions you could offer to the teachers on how to react to their child's situation.

1. Staffs should not over-react or under-react when being told by their students they have been bullied at school. The Staffs should not dismiss the student's experience. If a student has the courage to tell someone they have been bullied -- it could be devastating to be told to "work it out for yourself" or "they are just teasing you."

2. Staffs should not place the blame for the incident on the child.

3. Staffs should expect the child to have a difficult time dealing with being a target of bullying.

4. Staffs should encourage the child to keep talking about the incident if the child feels the need to discuss. They should also ask them how their days are going at school. Staffs need to provide extra support and encouragement to the child during these times.

5. If a child is reluctant to talk to their parent, the Staffs should encourage the child to talk to another adult, such as a family member, or a trusted teacher.

6. Research indicates responding to a bully in an aggressive manner will not make the bully go away. The parent should encourage the child to stay away from the alleged bully and let the school investigate and remedy the problem.

Upon receiving a report from school that the child may have bullied another child, Staffs need to be informed what they can do to help:

1. A staff should be encouraged to take the problem as a serious matter.

2. Staffs should question and listen carefully to the child in their investigation of the allegations.

3. A staff should try to find out the reasons for the child's bullying behavior and seek help from the school.

4. Upon receiving such a report that the child has been bullying at school, parents should make it clear that this conduct must stop immediately. However, the school district has a responsibility for all bullying, including cyber-bullying, when the bullying disrupts or interferes with the orderly operation of the school or rights of other students.

VIII. MONITORING AND REVIEW

- ❖ VPs, Program Head, Guidance Counselor and OSAS are responsible for:
 - implementing the policy within the school
 - submitting a copy of the school's Anti-bullying Plan to the Director, Public Schools whenever it is reviewed.
 - reporting annually to their school community on the effectiveness of the school's Anti-bullying Program

Chapter 7.

Rules and Regulations on English Speaking Policy & its IRR

The Committee on English Speaking have recommended and approved the following penalties of violation for students who are not speaking English to wit:

FIRST OFFENSE:

- The violators shall spend 2 hours doing the following:
 1. Sweeping the ground and the façade.
 2. Sweeping and mopping the floors and corridor.
 3. Wiping the glass doors and windows in all offices and classrooms.
 4. Cleaning the comfort rooms.

SECOND OFFENSE:

- The violators shall spend 4 hours doing the following:
 1. Sweeping the ground and the façade.
 2. Sweeping and mopping the floors and corridor.
 3. Wiping the glass doors and windows in all offices and classrooms.
 4. Cleaning the comfort rooms.
 5. Brushing of the decorative blocks or walls of the campus.

THIRD OFFENSE:

- The violators will have five (5) pts. deduction on their Final Grades from all subjects.
- Denial of the grant for the good moral certificate.

CHAPTER 8 **Social Media Policy**

Section 1. Facebook Page

Section 1.1 All students are encouraged to like and follow the school's Official Facebook Page to be updated whenever announcements are posted online.

Section 1.2 All students must share the information needed to be shared as instructed by the school's official.

Section 2. Social Media.

In Social Media students are not allowed to:

1. Posts, in any form, that can define false and / or malicious accusation against the school or its authorities.
2. Posts, in any form, about fraternity.
3. Posts pictures or videos while wearing uniforms in an inappropriate place.
4. Posts pictures or videos showing lewdness, immortality display of pornographic arts.
5. Posts pictures and/or videos of their classmates, schoolmates, faculty or the administration with out permission from the concerned individual in conformity with the data privacy law.

CHAPTER 9 **DEVELOPMENT OF STUDENT HANDBOOK**

Section 1. Members of the Students Handbook Technical Working Group(TWG).

Section 1.1 In revising the student handbook the following are the composition of the technical working group:

- a. Vice President for Academics
- b. Vice President for Administration
- c. Student Affairs and Services Administrator
- d. DEANS of every department
- e. Guidance Counselor
- f. COP President / Student Representative

Section 2. Duties and Responsibilities of the Students Handbook Technical Working Group

- a. Review the proposed changes, addendum and other concerns in the handbook.
- b. Provide additional better ideas on the development of the student handbook.
- c. After review and giving of additional inputs, affix signature to the draft copy of the student handbook.

Section 3. Absence of Rules, Policies, and Guidelines in the handbook.

In any cases, whether special or not, and rules, policy or guidelines are not in this handbook, a ruling or decision will only be accepted if a Memorandum Order is signed by the concerned office duly recommended by division head and approved by the school president.