***Committing ten (10) similar minor offenses within a semester will equal to 1 major offense. ( see Major Offense number 2.1)***

**List of Minor offenses for JHS:**

**The following minor offenses are sanctioned with 30 minutes community service each violation.**

1. Not participating in morning assembly activities like singing of the Philippine National anthem, Zamboanga Hermosa, Alma Mater song and reciting the Panatang Makabayan, school's vision and mission, etc.

1.2. Failure to return reply slips;

1.3. Unexcused Tardiness;

1.4. Leaving the classroom or a school activity without permission from the

teacher or any school official;

1.5. violation of attire and grooming policies of the school;

1.6. Wearing jewelries, slings or any faddish accessories which are not part of the school's prescribed uniform will be confiscated;

1.7. Violation of curfew policy;

1.8. Violation of off-limits policy;

1.9. Violation of transportation guidelines prescribed by the OSS;

1.10. Littering;

1.11. improper disposal of trash;

1.12. Using school facilities without permission. Additional reparation is imposed if there are damages to school facilities:

1.13. Name-calling, teasing, taunting, and/or making snide remarks;

1.14. Using cellular phones or other gadgets during class hours or school functions without permission of school authority.

1.15. Playing computer games, using chat software, and accessing the Internet without authorization during class;

1.16. playing video games during school hours;

1.17. Spitting inside the classroom, corridors, lobby, stairways, library, school offices, cafeteria, and other school facilities

1.18. Possession and/or using any kind of playing cards

1.19. Playing with and throwing pieces of chalk;

1.20. Changing seats without the teacher's permission;

1.21. Occupying empty lockers or unofficially assigned lockers

1.22. Shouting, playing, running, or any other unruly behavior inside classrooms, school, and public transportation, or during field trips, school functions such as masses, programs, assemblies, and the like

1.23. Eating inside the classroom during class or during school functions such as masses, programs, assemblies, and the like;

1.24. Playing outdoor games without a shirt;

1.25. Not wearing a helmet when riding a motorcycle;

**1.26. Intentional non-payment of transport fare. This also includes payment of the said fare;**

1.27. Loitering on the hallway while classes and school functions such as masses programs, assemblies, and the like are going on;

1.28. Violating rules specifically prescribed in the use of school facilities like the library, computer laboratories, speech laboratories, audio-visual rooms, chapel, ecumenical prayer room, cafeteria, covered courts, public transportation, and the like:

1.29. Intentional inappropriate use of comfort rooms or male students using female CRs and vice versa;

1.30. Minor damage to school facilities such as scratches on assigned desks or chairs or bulletin boards, lockers; missing fan blades, broken light bulbs, glass windows, door knobs and other fixtures of school buses, buildings, and facilities. Included the sanction is the replacement or payment for the damaged property;

**Major Offenses for JHS**

**The following major offenses are sanctioned by SUSPENSION**

**(duration of suspension will depend on the gravity of offense committed and will be sanctioned by the director of the (OPD)**

2.1) **Committing ten (10) similar minor offenses within a semester** (e.g. 10 times  
late in class or in general assembly for one semester).

2.2) Class Cut;

2.3) Truancy;

2.4) Tampering of bulletin boards, drawing or writing on the school uniform  
2.5) Forgery;

2.6) Using foul, vulgar, and abusive language and action;

2.7) Disrespect to school authority and/or school staff (e.g. administration staff, cafeteria personnel, security guards, janitors, etc.)

2.8) Violation of NO SMOKING and/or NO DRINKING rule of the school in and out of the campus;

2.9) Telling a Lie;

2.10) Gambling;

2.11) FIGHTING. Where two or more parties engage in a conflict resulting to physical injury;  
2.12) Inflicting physical injury on one’s self;

2.13) Having intentional body marks (e.g tattoo) and/or body peircings;

2.14) Violating the Sexual Conduct Guidelines prescribed by the school;  
2.15) Driving Motor vehicles to school and to any school function without the presence of a parent/legal Guardian;

2.16) Possessing, accessing, endorsing, purchasing radical terroristic materials  
(pictures, tapes, CDs, VCDS, DVDS, cards, websites, mobile phones, and other  
technological devices) that run counter to the values, ideals and principles  
espoused by the school. These materials will be confiscated;  
2.17) Committing academic dishonesty (10.1);  
2.18) Wearing offensive or vulgar clothes and/or accessories that are derogatory, discriminatory, negative, or containing obscene/profane prints, graphics or text disrespectful to religion and personal identities such as race, culture, gender, social status, and the like:

2.19) Vandalism;  
2.20) Causing Slander or emotional injury to others;

2.21) Bullying- This is the deliberate, repeated, and hurtful behavior in words  
or action with the purpose of overpowering another person. It may be direct  
or physical like hitting, kicking, or taking belongings, or verbal like name  
calling, insulting, or making racist remarks. It may also be indirect or  
emotional like spreading stories whether true or not and excluding an  
person from groups. Included here is cyber-bullying:

2.22) Sending vulgar and abusive language through SMS, chat, or any other electronic devices;

2.23) Submitting Correspondences written and signed by students without any authorized signature of parent/guardian or school authority for any purpose;

2.24) Bringing to school, possessing, and/or using bladed or blunt objects andother dangerous weapons and toys;

2.25) Stealingl;

2.26) Excessive unexcused tardiness (10 tardiness)

2.27) Accumulated of 3 Solid Waste Management Sanctions;

**List of Serious Offenses FOR JHS**  
  
The following offenses are sanctioned by **DISMISSAL or EXPULSION**:  
3.1) Two (2) probationary status for the entire duration of one's stay in the  
ADZU-JHS;  
3.2) Defiance of school authority. The student deliberately or willfully disobeys school authority after having been given a warning:

3.3) Forming, joining, recruiting, or being involved in any way in fraternities, sororities, notorious gangs, secret societies, or any organization not authorized by the school;

3.4) Hazing;

3.5) Assault or the physical harassment of one or more person/s by use of strength, treachery, or surprise attack causing serious physical injury to the victim;  
3.6) Serious and deliberate injury to persons; Carrying and/or possession of deadly weapons/explosives;

3.7) Immorality, or immoral conduct such as public sex acts, pre-marital sex and visits to places of ill-repute;

3.8) Getting pregnant or impregnating someone;

3.9) Engaging in Sex-related offenses such as sexual assault, battery, or obscenity (e.g Indecent exposure, sex paraphernalia, etc)

3.10) Serious and deliberate damage to school facilities and properties such arson, total destruction of classroom, laboratory, furniture, fixtures and like;

3.11) Desecration of sacred places such as the chapel and ecumenical prayer rooms and instruments. Desecration means unauthorized display pictures, symbols and articles that maliciously insinuate mock, mislead, and dishonor religious beliefs; vandalizing religious images and other items or other forms of desecration that regard such places other than its prescribed purpose;

3.12) Hooliganism. Preventing or threatening personally or wally or through a third party, a student or a school official from discharging his/her duties, from entering school premises, or from attending classes;

3.13) Forgery or tampering with school records and other documents;  
3.14) Bringing, possessing, using, peddling, and/or endorsing prohibited drugs;

3.15) Participation in rumbles; fighting or bringing outsiders to school for this purpose or bringing Ateneo students to other schools to fight.

3.16) Theft or robbery;

3.17) Bringing, possessing, using peddling, and/or endorsing firecrackers or any other pyrotechnic wares;

3.18) Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage or disrupting classes

3.19) Misusing and/or abusing Information Technology (IT) resources

3.20) Misusing and/or abusing the Communication Technology (ICT) resources

3.21) Committing Academic Dishonesty (10.2)