**List of Minor offenses for SHS:**

***Committing ten (10) similar minor offenses within a semester will equal to 1 major offense. ( see Major Offense number 25)***

**The following MINOR OFFENSE 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, schools vision and mission, etc.

2. Tardiness

3. Failure to submit reply slips.

4. violation of the policy on proper attire and grooming; the use of jewelries, slings or any faddish accessories which are not part of the schools prescribed uniform will be confiscated.

5. Littering and improper disposal of trash;

6. Occupying empty lockers or unofficially assigned lockers

7. Violation of off-limits policy.

8. Violation of curfew policy.

9. Playing outdoor games without a shirt.

10. Violation of transportation guidelines prescribed by the OSS.

11. Not wearing a helmet when riding a motorcycle.

12. Using cellular phones or other gadgets during class hours or school

functions without permission of school authority. Gadgets will be

confiscated and turned over to the OSS. Only the parent/legal guardian can

claim confiscated items

13. Playing computer games, using chat software, and accessing the Internet

without authorization during class.

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

15. Playing with and throwing pieces of chalk.

16. 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

17. Any form of fighting - verbal, physical, or virtual.

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

19. Eating inside the classroom during class or during school functions such as

masses, programs, assemblies, and the like;

20. Spitting inside the classroom, corridors, lobby, stairways, library, school

offices, cafeteria, and other school facilities

21. Changing seats without the teachers permission;

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

teacher or any school official;

23. Loitering on the hallway while classes and school functions such as masses

programs, assemblies, and the like are going on;

24. 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:

25. Using school facilities without permission. Additional reparation is imposed

if there are damages to school facilities:

26. Intentional inappropriate use of comfort rooms or male students using

female CRs and vice versa;

27. 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;

28. Littering and/or failure to keep the cleanliness and order of the classroom:

29. Failure to submit homework or accomplish assigned tasks.

**Major Offenses for SHS**

**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 (OSS) Office for Student Services)**

1) Tampering of bulletin boards, drawing or writing on the school uniform  
2) Tampering and exchanging of Identification (ID Cards;  
3) Committing or inciting any form of vandalism;  
4) Disrespect to school authority and/or school staff (e.g. administration staff, cafeteria personnel, security guards, janitors, etc.)  
5) Causing harm or injury to self and others through ones actions or words  
6) Uttering or posting in social media slanderous words that cause emotional harm to others;

7) Using foul, vulgar, and abusive language and action;  
8) Bearing false witness, and/or not being truthful on matters of consequences;  
9) Violation of NO SMOKING and/or NO DRINKING rule of the school in and out of the campus;  
10) Truancy - staying out of school without valid reason or leaving the show!  
premises without permission from a school official;  
11) All forms of gambling:  
12) 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:  
13) Sending vulgar and/or abusive language through SMS, chat, or any other electronic devices;  
14) Excessive display of affection or intimacy (PDA/PDI) such as kissing on the  
lips, sitting on the lap of the opposite sex and other such acts that are offensive to the sensibilities of members of the community.  
15) 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:  
16) Bearing intentional body marks such as tattoos, henna, or marks by pens  
including body or ear piercing:  
17) 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;  
18) Bringing to school, possessing, and/or using bladed or blunt objects and  
other dangerous weapons and toys;  
19) Stealing;  
20) Committing any form of academic dishonesty;  
21) Intentional damage of other students work/s and/or output/s;  
22) Accessing off-limit areas without proper permission from the school  
authority;  
23) Tampering of school equipment such as but not limited to alarms, bells,  
bulletin boards;  
24) Forgery - Submitting correspondences written and signed by students or  
another individual without the authorized signature of parent/guardian or  
school authority; and  
25) **Committing ten (10) similar minor offenses within a semester (e.g. 10 times  
late in class or in general assembly for one semester).**

**List of Serious Offenses FOR SHS**  
  
The following offenses are sanctioned by **DISMISSAL or EXPULSION**:  
1) Two (2) probationary status for the entire duration of ones stay in the  
ADZU-SHS;  
2) Academic Dishonesty (Refer to Section 11 of Article V of this Handbook):  
3) Plagiarism-taking ideas, writings, etc. from another and passing them off  
as ones own;  
4) Forgery or tampering with school records and other documents;  
5) Securing or using forged school records, forms, and/or other documents;  
6) Defiance of school authority. The student deliberately or willfully  
disobeys school authority after having been given a warning:  
7) Serious and deliberate injury to persons;  
8) Fighting that result to physical injury or psycho-emotional damages;  
9) 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;  
10) Forming, joining, recruiting, or being involved in any way in fraternities,  
sororities, notorious gangs, secret societies, or any organization not  
authorized by the school;

11) Hazing;

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

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

14) 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; 15) Carrying and/or possession of deadly weapons/explosives;

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

17) Bringing, possessing, using, peddling, and/or endorsing prohibited drugs

18) Theft or robbery;

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

20) Guilty of sexual offenses such as sexual assault, battery, etc, or obscenity (e.g. indecent exposure, use or promotion of sex paraphernalia, etck);

21) 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;

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

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

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