

SJCSI College Department – Key Rules & Regulations

Courtesy & Decorum

- Be polite and respectful to **administrators, faculty, staff, students, and community**.
- Abusive behavior or discourtesy = **disciplinary action**.

Uniform & Grooming

- **No ID, No Entry Policy** – Students must wear their **school uniform with ID** at all times inside the campus.
 - **Shoes are part of the uniform** (no slippers).
 - **Wash Day (casual attire): Friday only** (must still wear ID and decent clothing).
 - **NSTP / PE Uniforms** – To be worn **only during scheduled classes**.
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For Boys

Required Uniform:

- Black straight-cut pants
- White inner shirt
- White polo shirt with **school official seal** on the pocket
- Black leather shoes

Not Allowed:

- Earrings or body piercings
 - Long hair (covering ears or collar line)
 - Heavily highlighted hair
 - Cross-dressing (male wearing female attire)
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For Girls

✓ Required Uniform:

- Green skirt
- White blouse with **baby collar**
- Official embroidered **SJCSI necktie**
- Black closed leather shoes

✗ Not Allowed:

- Heavy makeup / heavily highlighted hair (pink, green, blue, red, golden, etc.)
- Too many earrings / body piercings other than ears
- Revealing tops (spaghetti straps, razor back, tube, backless, plunging neckline, off-shoulder, halter, midriffs, see-through)
- Body-hugging blouses / skirts / pants
- Shorts, torn/worn-out jeans
- Skirts more than **2 inches above the knee**
- Rubber slippers / worn-out shoes

Behavior

- Public Display of Affection (PDA): kissing, petting, necking, sitting on laps, staying in dark corners/vehicles = prohibited.
- Online Conduct: No indecent/vulgar remarks or images on social media.
- Respect: Stand at attention for National Anthem, Flag, and School Hymn.
- Cleanliness: No littering, vandalism, eating only in canteen areas, no unauthorized posters/streamers.

- Smoke-Free Zone: No smoking anywhere on campus.


Discipline & Sanctions

Minor Offenses (e.g., no uniform, loitering, littering, using phones in class, unauthorized postings, etc.)

- 1st – Warning
- 2nd – Reprimand
- 3rd – ID confiscation
- 4th – Suspension (3 days)
- 5th – Suspension (11–15 days)
- 6th – Suspension (1 semester–1 year)

Major Offenses (e.g., vandalism, cheating, stealing, gross disrespect, threats, fighting, hazing, gambling, drugs, alcohol, smoking, PDA, pornography, defaming the school)

- 1st – Probation or 3-day suspension
- 2nd – Suspension (4–10 days)
- 3rd – Suspension (11–15 days)
- 4th – Suspension (1 semester–1 year, CHED informed)
- 5th – Non-readmission / Expulsion (DepEd approval required)

 **Graduating students** committing major offenses: not allowed to join commencement rites (but still graduates).