



SAINT JOSEPH COLLEGE SINDANGAN INCOPORATED
Sindangan, Zamboanga del Norte Philippines



OFFICE OF THE GUIDANCE AND COUNSELING

NAME: _____

YEAR/COURSE: _____

SJCSI RULES AND REGULATIONS
COLLEGE DEPARTMENT

COURTESY AND POLITENESS

1. Students are expected to observe established norms of courtesy and politeness in particular, or all the accepted norms of conduct in general, in their everyday dealing with the members of the college as well as outside community. School administrators, deans, and faculty members, and non-teaching staff shall call the attention of students who display unbecoming behavior either on campus or during officially sanctioned off-campus activities.

Any concerned students, particularly students who witness the commission of breach of any of the school rules and regulations by a fellow student, shall call the attention of the latter or report the incident to the Office of the Student Affairs Coordinator.

1.2 Abusive behavior or discourtesy towards any school official, faculty, staff, and students shall be dealt with appropriate disciplinary action.

PROPRIETY AND DECORUM

2. Observance of standards in proper speech, grooming, and behavior is expected to all SJCSI students at all times.

2.1 Uniform, Identification (ID) Card, and Good Grooming.

The school strictly observe the No ID No Entry Policy. Only students wearing their school uniform, together with their identification card (ID), shall be allowed to enter the school gate. They are further expected to wear their ID at all times during their entire stay on campus, whether inside or outside the classrooms or school buildings.

UNIFORM AND GROOMING

Students must wear proper school uniform from Monday to Friday.

2.1.1 **Boys** must wear **black pants (straight cut) white inner shirt, white polo shirt** with **school official seal** in the pocket and **Black leather shoes** (For verification consult the SAO head & staff)

2.1.1.1 These deviations from good grooming in the context of academic propriety or decorum are grounds for refusing male students entrance through the school gate:

2.1.1.1.1 wearing of earrings or any ornaments involving body piercing;

2.1.1.1.2 hair either covering the ears or exceeding the collar line;

2.1.1.1.3 heavily highlighted hair;

2.1.1.1.4 cross-dressing (males wearing female attire)

2.1.2 1.2 **Girls** must wear **green SKIRT, white blouse with white baby collar, official embroidered necktie with letters SJCSI, and black close (leather) shoes**. (For verification consult the SAO head & staff)

2.1.2.1 Any of these deviations from good grooming is a ground for females to be refused entrance to the school:

2.1.2.1.1 heavily made-up faces; heavily highlighted hairs (e.g., pink, green, blue, red, golden)

2.1.2.1.2 too many earrings;

2.1.2.1.3 wearing ornaments involving body (other than ear) piercing;

2.1.2.1.4 spaghetti straps, razor back, tube;

2.1.2.1.5 backless blouses / dresses or with plunging neckline;

2.1.2.1.6 midriffs, hanging blouses, off shoulder blouses and dresses;

2.1.2.1.7 body hugging blouses and skirts/pants;

2.1.2.1.8 haltered blouses and dresses;

2.1.2.1.9 see-through attires;

2.1.2.1.10 all kinds of shorts and torn/worn out jeans;

2.1.2.1.11 skirts more than two (2) inches above the knee; and

2.1.2.1.12 rubber slippers, worn out shoes.

THE WEARING OF UNIFORM SHALL BE PRESCRIBED FOR ALL STUDENTS. SHOES ARE CONSIDERED PART OF THE UNIFORM.

2.1.3 Students with National Service Training Program (NSTP) / Physical Education (PE) classes shall wear their NSTP / PE uniforms only during their schedule of these classes.

2.1.4 Students not wearing their school uniform must present their permit signed by the Student Affairs Coordinator.

2.1.5.1 properly wear their school ID; decent clothes; and

2.1.5.2 present their study load for the term to the security personnel at the school's entrance gate.

2.1.6 Wash Day of school uniform is Friday.

2.2 Public Display of Affection.

Public displays of affection, such as instanced in the list below, are culturally offensive acts that students must avoid at all times:

2.2.1 smacking / kissing lips to lips;

2.2.2 petting;

2.2.3 necking;

2.2.4 sitting on somebody else's lap;

2.2.5 staying with someone in seemingly inconspicuous or dark corners/areas

2.2.6 staying with someone inside parked vehicles with lights off and windows closed

2.3 Posting/Publishing Indecent Remarks and Images.

All students shall avoid posting any indecent, vulgar, or lewd remarks and images on the internet or social media.

RESPECT FOR ANTHEM, FLAG, AND SCHOOL HYMN

3. All students shall stand at attention every time the Philippine National Anthem or the SJCSI School Hymn is sung or played, and every time the Philippine National Flag is either ceremonially raised or taken down with or without the accompanying national anthem.

USE OF SCHOOL LOGO / NAME AND FACILITIES

4. Use of School Logo and Name. All students shall never use the school's logo and name without prior approval from the School's President.

5. Use of Bulletin Boards. SJCSI has two general kinds of bulletin boards: the School Bulletin Board on which all institutional announcements are posted, and the College Bulletin Boards (of each of the school's five colleges) on which are posted college-specific notices or announcements.

5.1 Announcements to be posted on either the School Bulletin Board or the bulletin board of any of the five colleges must be noted and approved by the Student Affairs Office Coordinator.

5.2 All announcements / notices / posters shall be promptly removed after their expiry dates.

6. Use of Other School Facilities. Use of school or college facilities requires the approval of:

6.1 the subject teacher, if facilities are for classroom use;

6.2 the Student Affairs Office Coordinator, if for out-of-classroom use; and

6.3 the Vice President for Academics and the Accounting Office, if requests come from the community at large.

CLEANLINESS AND ORDERLINESS

7. Anti-Littering in Classes and Campus. Students shall place their scratch papers or other waste materials properly in garbage bins placed inside classrooms or in strategic places on campus.

8. Snacks and Meals. In support of the school's continuing campaign for its clean and orderly upkeep, students shall take their snacks or meals only in the school canteen or, in case of canteen space constraints, the canteen's immediate vicinity or other areas, provided that they properly place their snack/meal wrappers, containers, or other disposable eating paraphernalia in trash cans.

9. Streamers. No streamer of any kind shall be placed or hanged anywhere inside the campus nor against campus walls and immediate vicinity without the prior approval of the Student Affairs Office Coordinator.

10. Anti-Vandalism. No school property shall be subjected by students to any act of vandalism, such as:

10.1 tearing pages from books, periodicals, and other informational/ instructional materials;

10.2 writing, underlining, highlighting, coloring, sketching, or painting on any page pages of books, periodicals, and other informational / instructional materials;

10.3 writing, sketching, marking, coloring, carving on tables, chairs, bulletin boards, writing boards, doors, ramps, and walls;

10.4 leaving chairs and tables in classrooms or libraries disarranged after use;

10.5 ruining or destroying official configurations of computer systems, including unauthorized downloading or uploading of materials that wittingly or unwittingly change computer system configurations;

10.6 unauthorized posting or removal of streamers, posters, and other information materials;

10.7 kicking or mutilating any school property whether out of righteous indignation or irrational anger; and

10.8 other acts analogous to vandalism.

11. Smoke-Free Zone. SJCSI being a smoke-free zone, smoking cigarettes or cigars, including unauthorized burning of any material, is not allowed anywhere on campus.

STUDENT DISCIPLINE

MAINTENANCE OF STUDENT DISCIPLINE

1. SJCSI students shall take special care in conducting their life inside and outside of the school, according to the established or normal norms of conduct. They shall not only avoid committing, but also report the commission of, acts delineated by the school as *light or minor* and *grave or major* offenses.

LIGHT OR MINOR OFFENSES

2. Light or *minor offenses* constitute a less grave or less serious breach of school policies, rules, and regulations, although the frequency of commission (such as for three times) makes it a major offense and warrants the imposition of a corresponding major offense sanction. All cases involving minor offenses are submitted to the Office of the Student Affairs Coordinator for review and decision.

<i>Minor Offenses</i>
1. Not wearing the prescribed uniform or deviating from dress code prescriptions
2. Not standing at attention when the National Anthem, or the School Hymn, is sung or played, or when the flag is ceremoniously raised or taken down (with or without the accompanying national anthem)
3. Unauthorized use of school logo, name, bulletin boards, instructional materials, and other school properties
4. Unauthorized posting of any material anywhere on campus, or unauthorized removal of any posted material
5. Using and charging of mobile/cell phones during classes
6. Loitering along school corridors during classes
7. Leaving any form of waste materials in classrooms
8. Coaching a classmate during oral examinations
9. Leaving any instructional setting (classroom/ laboratory room) during examinations without permission
10. Proselytizing
11. Participating in unauthorized school assemblies
12. Complicity with another student in planning to violate, or violating, any of the aforestated prohibitions
13. Committing any other acts analogous to any of the aforestated minor offenses

SANCTIONS FOR LIGHT OR MINOR OFFENSES

3. *Sanctions for light or minor offenses*, with frequency duly noted, include:
- 3.1 First offense: Warning
 - 3.2 Second offense: Reprimand
 - 3.3 Third offense: Confiscation of school ID to be returned on the day after tomorrow.
 - 3.4 Fourth offense: Suspension for three (3) days
 - 3.5 Fifth offense: Suspension for eleven (11) to fifteen (15) days.
 - 3.6 Sixth offense: Suspension for one semester to one year, with the approval of the CHED Regional Office

GRAVE OR MAJOR OFFENSES

4. *Grave or major offenses* constitute a serious breach of school policies, rules, and regulations. All cases involving major offenses are submitted to the School’s Committee on Conflict Management and Resolution for review and decision.

<i>Major Offenses</i>
1. Vandalism in any form and/or destruction of property belonging to the school, or to its administrators, deans, coordinators, faculty, administrative staff, and students.
2. Littering
3. Acts of gross dishonesty; giving false statement to obstruct justice
4. Cheating in any form, including but not limited to: <ul style="list-style-type: none">4.1 Unauthorized possession or use of any notes or materials during quizzes, tests, or examinations;4.2 Deliberately looking at a fellow student’s examination papers despite verbal or written warning from the invigilator;4.3 Copying, or allowing another to copy, from a quiz/test/examination paper4.4 Taking an examination meant for someone else, or having someone else take a test or examination;4.5 Unauthorized talking to another student during a quiz/test/examination;4.6 Passing as one’s own work any written assignment done by another person; and4.7 Committing plagiarism.
5. Tampering with, forging, or falsifying any academic or official records;
6. Using someone else’s ID card or examination permit as one’s own; lending one’s own ID card or examination permit for fraudulent purposes;
7. Stealing, or attempting to steal, money or property;
8. Acts of gross disrespect, in words or deeds, towards any human beings, whether school administrators, deans, coordinators, administrative staff, students, or school guests and visitors;
9. Defaming in pwords/deeds or causing unjust vexations through whatever channel or instrumentality—whether through raw or published acts using the internet or any social media;
10. Acts that malign the reputation of the school and its duly constituted authorities, such as the malicious imputation of a crime, vice or defect whether real or imaginary, or of an act, omission, status, or circumstance tending to cause Dishonour and contempt to the good name or reputation of the school;
11. Deliberate disruption of any activity in school tending to cause disorder, tumult, or breach of peace, security, and order;

12. Threatening another with, or causing the infliction of, physical injuries or similar acts that harm the person and his/her personal belongings or property inside the campus or the school’s immediate vicinity;
13. Assaulting any of the school’s duly constituted authorities, from administrators to support staff, as well as any of its students;
14. Participating in brawls anywhere inside the school campus;
15. Hazing for whatever purposes;
16. Unauthorized possession of deadly weapons, such as firearms, knives and other bladed objects, clubs, and lead pipes, as well as of firecrackers and similar objects within the school campus and its immediate vicinity;
17. Gambling in any form, with the use of money or similar forms, anywhere on campus and immediate vicinity;
18. Smoking anywhere inside the campus;
19. Unauthorized possession of, or drinking whether before entering or while on campus, any alcoholic beverages;
20. Possessing and/or using all forms of illegal or hallucinogenic or regulated drugs in any form (such as but not limited to ecstasy pill/s, heroin, LSD, marijuana; shabu; cough syrups/sedatives without medical prescription; and inhalants like rugby, acetone or thinner for no valid cause) either during entrance at the school gate or anywhere on campus;
21. Unauthorized collection of money or other negotiable instruments, including unauthorized campaigning for fund generation;
22. Acts of subversion or insurgency, including membership in any illegal or outlawed organization seeking to illegally challenge the legitimacy of the State, or cause its citizens to promote/engage in unlawful or immoral acts or practices;
23. Acts of vulgarity or lewdness, such as public displays of affection contrary to established norms of conduct, as well as possessing or distributing pornographic materials within the campus or its immediate environment;
24. Being convicted in any court of any criminal offense involving moral turpitude;
25. Violating conditions relative to probation;
26. Committing any act analogous to any of the aforementioned offenses.

SANCTIONS FOR GRAVE OR MAJOR OFFENSES

5. Sanctions for grave or major offenses include:
- 5.1 First offense: Probation or suspension for three days. The erring student is either allowed to stay in school for a particular period or suspended for three days from school.
- 5.1.1 Graduating student/s who made a violation which is classified as grave or major offenses on the student manual, are not allowed to participate in the commencement rites. Not allowing the erring (graduating student/s) to participate in the graduation rites shall in no way affect the status of either as graduates, including the right to receive diplomas or transcript of records.
- 5.2 Second offense: Suspension or not allowing an erring student to attend classes for four (4) to ten (10) days.
- 5.3 Third offense: Suspension for eleven (11) to fifteen (15) days.
- 5.4 Fourth offense: Suspension for one (1) semester to one (1) year, with CHED Regional Office duly informed.
- 5.5Fifth offense: Non-readmission, Exclusion (immediate removal of an erring student from the school roll), or Expulsion (barring an erring student from all public and private schools), with the approval of the Secretary of Education.

By agreeing below, I acknowledge that I have read, understood, and agree to comply with the student’s general policies outlined in this document. I understand that these rules are in place to ensure a safe and productive learning environment for all students, staff, and faculty members. I further understand that failure to adhere to these rules may result in disciplinary action, including but not limited to warnings, probation, suspension, or expulsion.

☐ I Agree

NAME: _____
Signature Over Printed Name