



SAINT JOSEPH COLLEGE OF SINDANGAN INCORPORATED

Sindangan, Zamboanga del Norte

Philippines

Tel. No. (065) 224-2710

Cell # 09202283359



SENIOR HIGH SCHOOL DEPARTMENT

SCHOOL RULES FOR SHS STUDENTS

The Josephians are expected at all times on and off campus to conduct themselves in accordance with the moral, ethical and standards of their Alma Mater.

The following are the school rules for every senior high school student to observe inside and outside the school campus.

1. Students behavior within school premises (*based on DepEd order no. 88 2010-sec. 156*)

- 1.1 respect the authority of the teachers, student teachers, staffs, guards, and elders
- 1.2 respect visitors
- 1.3 respect co-students
- 1.4 respect the Philippine Flag
- 1.5 no loitering while classes are going on
- 1.6 all school properties should be handled with care (e. g., vandalism, destroying school property and others with intention motive)
- 1.7 no posting of any material or removal of any posted material without consent from school authorities
- 1.8 no using of school properties without proper consent (e.g., television, sound system, projector, rooms and with similar characteristics)
- 1.9. no display of affection
 - 1.91 smacking / kissing someone on the lips/allowing someone to kiss one's lips
 - 1.9.2 petting;
 - 1.9.3 necking;
 - 1.9.4 sitting on someone's lap/allowing someone to sit on one's lap;
- 1.10 observe courtesy during classes or any school activity
- 1.11 no unauthorized assemblies
- 1.12 no littering
- 1.13 no acts of gross dishonesty, such as giving false statement to obstruct justice
- 1.14 no tampering with, forging, or falsifying any academic or official records
- 1.15 no stealing or attempting to steal, another's money or property
- 1.16 no brawling or any violent behavior that may physically hurt other student
- 1.17 no use of threatening words to any member of the school community
- 1.18 no possession of illegal drugs and alcoholic beverages
- 1.19 no gambling in any form
- 1.20 hazing is prohibited
- 1.21 unauthorized collection of money
- 1.22 no smoking
- 1.23 possession of deadly weapon is prohibited

2. Students behavior inside the classroom. (*DepEd order no .88 2010-sec. 156f*)

- 2.1 respect the authority of teacher and student teachers
- 2.2 respect co-students
- 2.3 no using of cellular phone and pagers during class hours (*DepEd order no.83 s.2023, DECS order no.70s.1999 and DECS order no 26 s.200*) or gadgets that can distract the class and hinders the student from listening to the lesson.
- 2.4. no cheating
 - 2.4.1 unauthorized possession or use of any notes or materials during quizzes, tests, or examinations.
 - 2.4.2 deliberately looking at a fellow students work or test answers despite verbal or written warning from the teacher;

- 2.4.3 copying, or allowing another to copy, from a quiz/ test / examination paper
- 2.4.4 taking an examination meant for someone else, or having someone else take a test or examination,
- 2.4.5 unauthorized talking to another student during a quiz/ test /examination; and
- 2.4.6 passing as one’s own work any write assignment done by another person

3. School Uniform and Grooming

- 1. Students must wear proper school uniform from Monday to Friday.
 - 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 teacher adviser)
 - 1.2 **Girls** must **wear green checkered side pleat skirt (bias cut), white long sleeve with white baby collar, official embroidered necktie with letters SJCSI, white knee-sock and black leather.** (For verification consult the adviser)
- 3.2 All student must wear school ID at all time in the school campus.
- 3.3 boys must have proper haircut. The acceptable haircut for boys shall be at least one (1) Inch above the ear and three (3) inches above the collar line (*DepEd* order no.88 s 2010-sec.157.2)
- 3.4 Girls should fix their hair in accordance to proper grooming
- 3.5 No wearing of earrings for the boys and more than a pair of earrings for the girls
- 3.6 No coloring for Hair for boys and girls, over accessories and body piercing

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

4. Student’s Attendance/tardiness

- 4.1 Student should attend the flag ceremony (based on *DepED* order no 88 s 2010-sec 4 no 60).
- 4.2 A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or Laboratory periods during the school year or team should be given a failing grade and given no credits for the course or subject. Furthermore, the school head may at his/ her discretion and in the individual case except, a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the students concerned from responsibility of keeping up with lessons and talking assessments. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head. (Based on *DepEd* order no. 8s. 2015
- 4.3 Habitual tardiness especially during the first period in the morning and the afternoon, is discouraged. (Based on *DepEd* order no 8 s 2015).

5. Student behavior outside the school

- 5.1 Defaming in words/deeds or causing unjust vexations through whatever channel or instrumentally whether through raw or published acts using the internet or any social media to the school and members of the school community is prohibited.
- 5.2 Acts that malign the reputation of the school and its duly constituted authorities, such as the malicious imputation of a crime, or an act tending to cause dishonor and contempt to the good name or reputation of the school is prohibited.
- 5.3 Act of subversion or insurgency, including membership illegal or outlawed organization is prohibited.

Any act committed by the student not found in the school rules that challenge the school the school’s Vision and Mission, accepted norms of the society and conduct of proper behavior, shall be discussed with parents/guardians and school community.

We have read and understood the school rules, and being one of the stakeholders, we will able with the school to maintain discipline and order so that its Vision and Mission will be realized.

Name of Student	<div style="margin-bottom: 5px;"></div> Signature over printed Name	Date:
Parents/Guardians	<div style="margin-bottom: 5px;"></div> Signature over printed Name	Date:



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SENIOR HIGH SCHOOL DEPARTMENT

STUDENT DISCIPLINARY MEASURES

MAINTENANCE OF STUDENT DISIPLINE

1. SJCSI student shall take special care in conducting their life inside and outside of the school according to established or normal norms of conduct. They shall not only avoid committing, but also report the commission of act delineated by the school as light, less serious and serious offenses.

LIGHT OFFENSE

2. Light offense constitutes failure to attend the flag ceremony (flag raising and flag retreat). This act shall be dealt with position Behavior Support (PBS) agreed by the parents –Teacher Association (PTA).

LESS SERIOUS OFFENSES

3. Less serious offenses constitute a less grave or less serious breach of school rules, and regulations although the frequency of commission (such as for three times) makes it a serious offense and warrants the imposition of a corresponding serious offense sanction. All cases involving minor offences are submitted to the Committee of School Discipline for review and appropriate action shall be undertaken.

Less Serious Offenses
1. Not wearing the prescribed uniform or deviating from dress code prescriptions.
2. Not wearing/not properly wearing the school ID.
3. Not standing at attention when the National Anthem is sung or played, or when the flag is ceremoniously raised or taken down (Based on <i>DepEd</i> Order No. 88 S. 2010- sec 4).
4. Unauthorized use of school properties.
5. Unauthorized posting of any material anywhere on campus, or unauthorized removal of any posted material.
6.1 Display of affection, such as: 6.1 Smacking / kissing someone on the lips/allowing someone to kiss one’s lips.
6.2 Petting
6.3 Necking
6.4 Setting on someone ‘s lap / allowing someone to sit on one ‘s lap;
7. Disrupting class sessions
8. Loitering along school corridors during classes
9. Participating in unauthorized school assemblies
10. Committing any other acts analogous to any of the aforementioned minor
11. Using of cellular phone, pagers gadgets that can distract the classes (<i>DepEd</i> Order NO.83 S.2023
12. NO proper haircut

LESS SERIOUS OFFENSES

- 1. Sanction for less serious offenses, with frequency duty noted, include:
 - 3.1 First offense: warning
 - 3.2 Second offense: Call/Inform parent /guardians
 - 3.3 Third offense: Positive Behavior Support
 - 3.4 Fourth offense: Suspension for 4 to 10 days
 - 3.5 Fifth offense: Suspension for six months to one year, with the approval of the DepEd Regional Office
- 3. 6 Sixth offense: Non –readmission or Exclusion or Exclusion, with the approval of the Secretary of Education

SERIOUS OFFENSES

- 2. Serious offenses constitute a serious breach of school policies, rules, and Regulations. All cases involving serious offenses are submitted to the School’s Committee on Conflict Management and Resolution for review and decision

Serious Offenses
1. Vandalism in any form and/or destruction of property belonging to the school, or to the principal, faculty, staff, administrative and student.
2. Lettering
3. Habitual or frequent tardiness
4. Acts of gross dishonesty, such as giving false statement to obstruct justice
5. Cheating in any from, including but not limited to:
6. Unauthorized possession or use of any notes or materials during quizzes, tests, or examination;
6.1 Deliberately looking at a fellow students’ s work or test answers despite verbal or written warning from the teacher;
6.2 copying, or allowing another to copy, from a quiz/test/examination paper.
6.3 taking an examination meant for someone else, or having someone else take a test or examination,
6.4 Unauthorized talking to another student during a quiz/test/examination;
6.5 passing as one’s own work any written assignment done by another person
7. Tampering with, forging, or falsifying any academic or official records;
8. Stealing, or attempting to steal, another’ s money or property;
9. acts of gross disrespect, in words or deeds, toward any human being whether school administrators, deans, coordinators, non-teaching staff, students, or school visitors;
10. Defaming in words/deeds or causing unjust vexations through whatever channel or instrumentality- whether through raw or published acts using the internet or any media;
11.Acts what 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 dishonor and contempt to the good name or reputation of the school;
12. Deliberate disruption of any activity in school tending to cause disorder, tumult, or breach of peace, security, and order;
13. Threatening another with, or causing the infliction of, physical injuries or similar act that harm the person and his/her personal belongings or property inside the campus or the high school’ s immediate vicinity;
14.Assaulting, or bullying in any form, any of the school’s duly constituted authorities, from administrator to supports staff, as well as any of its students;
15. Participating in brawls anywhere inside the school campus.
16. hazing for whatever purposes;
17. Unauthorized possession of deadly weapons, such as firearms, knives and other bladed objects, clubs, and lead pipes, as well as of firecrackers and similar objective within the school campus and its immediate vicinity;
18.Gambling in any form, with the use of money or similar forms, anywhere on campus and immediate vicinity;
19. smoking anywhere inside the campus;
20.Unauthorized possession of, or drinking whether before entering or while on campus, any alcoholic beverages.

21. 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, LCD, 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;
22. Unauthorized collection of money or other negotiable instruments, including unauthorized campaigning for fund generation;
23.Membership in any illegal or outlawed organization
24. Violating conditions relative to probation;

SANCTIONS FOR SERIOUS OFFENSES

1. Sanctions for grave or serious offenses include:

- 5.1 First offense: positive behavioral support
- 5.2. Second offense: probation or suspension for three days. The erring student is either allowed to play in school during probation for a particular period or suspended for three days from school.
- 5.3 Third offense: Suspension or not allowing an erring student to attend classes for four (4) to ten (10) days
- 5.4. Fourth offense: Suspension for eleven (11) to fifteen (15) days.
- 5.5. Fifth offense: Suspension for six months to one (1) year, with *DepEd* Regional Office duly informed.
- 5.6 Sixth offense: Non-readmission, Exclusion (immediate removal of an erring student from the school or expulsion (barring an erring student from the all public and private schools), with the approval of the Secretary of Education.

The Positive Behavioral Support (PBS) will be formulated with the parents and the School Discipline Committee according to the nature of the offense.

All less serious and serious offense shall be dealt with proper procedure.

We have read and understood the school disciplinary measures and being one of the stakeholders, we will abide with the school’ s disciplinary measures.

Name of Student:

Signature over printed Name

Date:

Parent/Guardian:

Signature over printed Name

Date: