

Along the Corridors

- a) Students are not allowed to loiter or huddle in groups along the corridors and stairways. These areas should be kept free from traffic and any obstructions.
- b) Shouting, running, playing loud instruments, giggling and the like that would disrupt/disturb ongoing classes are strictly prohibited. Students should greet teachers and superiors properly as a sign of respect and courtesy.

In the Gymnasium

- a) The Gymnasium is designed to hold any activity, most especially sports activity, for the conduct of the College's affairs. Students should enter these places correctly and maintain cleanliness at all times.
- b) Students are discouraged from standing up, transferring seats, or leaving the premises while a program is going on.
- c) Students must listen attentively. Cell phones and beepers should be turned off or set to silent mode while inside the gymnasium Center to avoid disrupting the performance, presentation, or program.

In the Campus Grounds

The campus must be kept clean at all times. Students must exhibit appropriate behavior on the campus ground to show respect for the institution it represents. Students should take good care of school facilities. The whole campus is a non-smoking area.

In the Learning Resource Center

Students are required to keep their silence in the library. Cellular phones should be turned off or set to silent mode to avoid disrupting the quiet environment conducive to study. No prolonged or loud conversations should be held on the library premises.

Section 3. Offenses and Violations

3.3.1 Inappropriate Behavior and Language

Indecent, foul, or abusive language and unbecoming behavior that reflect adversely on the image of the College should be avoided at all times. These are not tolerated in the College and are subject to sanctions.

3.3.2 Sexual Harassment

The College is committed to maintaining a learning, research, living, and work environment free of sexual harassment. This policy statement expresses that commitment in unequivocal terms, defining prohibited conduct more clearly than in the past and offering a more integrated approach to violations. However, the specification of prohibitions, cautions, and remedies in this document should be read in light of the College's basic commitment to preventing sexual harassment through education. Sexual harassment corrodes the values most central to the mission of this College. Avoiding its occurrence is of the highest priority.

Republic Act No. 7877 or the Anti-Sexual Harassment Act of 1995 defines sexual harassment as committed by an employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

Moreover, the College defines sexual harassment as unwelcome behavior of a sexual nature that relates to an individual's gender or sexual identity, which has the purpose or effect of creating an intimidating or hostile environment for study, work, or social living. The policy covers activity both on campus and off.

Sexual harassment as a concept encompasses the full range of coercive, unwelcome behavior, from subtle psychological force to gross physical abuse. These acts may be visual (such as leering, ogling, and physical gestures conveying a sexual meaning), verbal (e.g., sexual innuendoes, suggestive remarks, sexually derogatory jokes), or physical (such as pinching or fondling). Sexual harassment also includes a request for sexual relations combined with threats of adverse consequences if the man or woman refuses. These behaviors have in common that they focus on men's and women's sexuality rather than on their contributions as students or employees in the College.

The College prescribes policies and guidelines for the prevention and investigation of sexual harassment cases. These can involve suspension or dismissal depending upon the gravity of the offense. Appendix C details the Republic Act No. 7877 or the Anti-Sexual Harassment Act of 1995.

3.3.3 Misconduct in Research or Creative Activity

Misconduct in research, research training, or creative activity is defined as the *fabrication or falsification of data* (such as deceptively selective reporting, including the purposeful omission of conflicting data with the intent to falsify results); *plagiarism* (the misappropriation of the ideas or works of others, including the unauthorized use of privileged information, however, obtained); or other *unethical practices that seriously deviate from those that are commonly accepted in the scholarly community* for proposing, conducting, or reporting research or other scholarly or creative activity. It does not include honest errors or honest differences in interpretations or judgments of data.

Material failure to comply with legal requirements for the protection of researches, human subjects, or the public, or for ensuring the welfare of laboratory animals, is also considered misconduct under the government regulations governing the conduct of research; offenses of this type may also be investigated using the procedures in this Section.

3.3.4 Tutoring by Faculty Members

Students should refrain from asking teaching staff members to tutor them for pay or buy educational materials from faculty.

3.3.5 Inquiries and Questionnaires

Students who wish to answer questionnaires from external agencies or businesses concerning the College should consult the Office of the Vice President for Academic Affairs. If they complete the questionnaire without consultation, they should refer to that office for approval. All financial data on the operations of the College intended for publication must have the approval of the College President.

3.3.6 Solicitations

Students should not directly purchase books, classroom materials, or other merchandise from faculty or staff. College employees may not act as representatives or agents for any manufacturer, publisher, business house, or corporation that manufactures, promotes, or sells a product designed for purchase by students. Neither should students engage in solicitations of any form from other students.

Solicitors and sales personnel of products other than textbooks, classroom materials, and school supplies are not permitted to solicit faculty or staff on College property. The presence of unauthorized sales personnel should be immediately reported to the Administration.

3.3.7 Unauthorized Student Activities

No student activity shall be held without prior approval from the Administration of the College and endorsed by the Vice President for Academic Affairs. Whether involving fees or not, all student activities are approved by the College President through the Student Activity Concept Paper and signed by authorized signatories. Individual students and members of student organizations must take time and effort to ensure the quality of their student activities.

3.3.8 Fund-Raising Activities

The purpose of student activities is student development. Fund-raising is only incidental to this purpose. The College discourages holding student activities for fund-raising because we are losing sight of our responsibilities, goals, and objectives, not to mention unduly burdening parents and students with more expenses.

3.3.9 Collection and Sales of Tickets

Republic Act No. 4026 as amended by Republic Act Nos. 4725 and 5546, unless otherwise provided, prohibits the “sale of tickets and/or collection of contributions in any form, whatsoever, by any person for any project or purposes, whether voluntary or otherwise.”

Only activities approved through the Student Activity Concept Paper and under existing College procedures and regulations may be the basis of collection from students, payment of which should be made on or before the activity date and coursed through the Cashier only. Under no circumstances shall any faculty, officer, staff, or (co-) student be allowed to collect and handle any payment made by students.

3.3.10 Unauthorized Use of the College Name, Seal, and Letterhead

No one may use the name of the College to recommend any commercial product or service. The College letterhead may not be used for non-College matters; its seal may be used only on official College publications and documents.

No revisions, tampering, or changes in the College seal are allowed. Artistic license may not be used as an excuse for any alteration.

As individuals or groups, students may use the seal and/or the name of the College only when duly authorized. As a matter of procedure, any individual or entity should secure approval from the Board of Trustees before using the College name and seal. Failing this, the use of the name and seal of the College is considered unauthorized and shall be deemed actionable by the College as the circumstances may warrant. All persons or entities utilizing the name and seal of the College without appropriate approval from the Board of Trustees should cease and desist from using the same. Otherwise, the College shall be constrained to adopt necessary measures to protect its name and interest.

As illustrated by the artist, the original design of the College Seal must be used only for official purposes. No alterations whatsoever will be permitted in the original design.

Departments, units, or employees of the College should desist from using any unauthorized insignia or seal to represent themselves. This is out of loyalty to the emblem that embodies the ideals of the College. No unit, department, or employee may use any other version or reworked copy of the College seal for whatever purpose.

However, where essential to the pursuit of the objectives of the College or when the use of the College seal is impracticable, the design of a different seal may be allowed, provided the President or his authorized representative has approved this. This seal shall not in any way supplant or take the place of the College seal.

3.3.11 Responsibility for Laboratory Equipment

The responsibility of taking care of equipment resides in users, e.g., turning computers off after use, ensuring that equipment parts are left in the same state as before, properly using equipment, etc. Users or their supervisors or teachers shall be accountable for losses of equipment or parts incurred during their use of the equipment.

Losses in science, speech, computer, or laboratories of any kind or nature should be reported in writing within twenty-four (24) hours to the Laboratory Technician or else the faculty member in charge and the student(s) involved shall be liable and will be dealt with according to existing school rules and policies.

Transfer of computer equipment or any of its contents or parts shall be made only with the written approval of the head of the IT Department or his designated representative.

Section 4. Procedures for Disciplinary Action

4.1 Observance of Due Process

A student who commits any acts or infractions considered a violation of the Code shall be given adequate due process.

4.2. Procedures

A student who commits any act/s considered as an offense, whether minor or major, shall be reported to the Head of Student Services.

4.2.1 Procedure for Minor Offenses and Major Offenses. *See Article II Section 3,3.6.*

4.2.2 Procedures for Misconduct in Research

Allegations of misconduct should be made directly to the Vice President for Academic Affairs who shall be responsible for determining that the procedures utilized and the reports made comply with regulatory and sponsor guidelines.

If the Vice President for Academic Affairs determines that the allegations fall within the definition of misconduct, he/she will immediately initiate an inquiry in consultation with the Academic Council. A panel will be formed in consultation with the Vice President for Academic Affairs and the Academic Council. The panel shall elect its chair. The concerned student shall be notified of the proceedings through the appropriate

Head/Dean or responsible administrative officer. The decision will then be submitted to the Vice President for Research and Linkages and approved by the College President.

A preliminary inquiry shall be conducted by an *ad hoc* panel composed of three members appointed. The purpose of this inquiry is to establish whether an allegation or apparent instance of misconduct warrants an investigation. The panel's membership should include sufficient expertise to assure an understanding of the issues involved in the allegations. The panel may include one or more individuals from other institutions. Members of the panel shall be appointed mindful of the need to avoid any real or apparent conflict of interest. The inquiry will be carried out in a manner that affords the respondent notice of the charges and an opportunity to be heard while at the same time seeking to preserve the confidentiality of the inquiry proceedings. The respondent is expected to permit access to appropriate documents that are relevant to the proceedings. Within sixty (60) days after the date of the complaint, the panel will prepare a written report that details the evidence reviewed, summarizes relevant interviews and presents the conclusions reached. The report will be given to the Vice President for Academic Affairs. The respondent will also be given a copy of the report. The respondent may make written comments on the report, which will become part of the record.

Suppose the inquiry panel concludes, by majority vote, that a full investigation is warranted. In that case, such an investigation will be initiated within 30 days of the completion of the inquiry, and any sponsoring agency or agencies will be notified of the decision to proceed. The Vice President for Academic Affairs will appoint a new panel of five members in consultation with the Academic Council. The panel shall elect its chair. The guidelines for membership of the new panel shall be the same as for the inquiry committee, but there should be no overlap of membership. The investigation will typically include examination of all documentation, including, but not limited to, relevant research data and proposals, publications, correspondence, and memoranda of telephone calls. Wherever possible, interviews should be conducted with all involved in making the allegation(s) or against whom allegation(s) are made and with others who might have relevant information. All parties shall have the right to be accompanied by an advisor or attorney. The investigation need not be limited to examining the particular research or scholarship alleged to have been fraudulent but, with prior notice to the respondent and opportunity to be heard, can be broadened to include other research or scholarship. Within 60 days after initiation of the investigation, the panel will submit, to the Vice President for Academic Affairs, detailed documentation to substantiate the investigation findings.

As soon as the alleged misconduct is either substantiated or is found to have no basis, any agency or agencies sponsoring the research or scholarly activity must be notified by the Vice President for Academic Affairs. If the investigation determines that misconduct did not occur, efforts must be made to restore the respondent's reputation. If the investigation determines that misconduct did occur, the panel may make recommendations as to the disposition of the matter. The Vice President for Academic Affairs shall notify all journals in which fabricated, falsified, or misappropriated data have been published, or such data have been submitted. If disciplinary action is recommended,

the Vice President for Academic Affairs will forward these recommendations to the President, who will determine the final disposition.

Any member of the College found to have taken retaliatory action against any person making an allegation of misconduct in good faith, whether substantiated or not, will be subjected to disciplinary action. Should either the inquiry or the investigation shows that the allegations of misconduct were not made in good faith, those making the allegations may be subject to disciplinary action.

Section 5. Offenses, Disciplinary Action/Sanctions

5.1 Minor Offenses

Minor Offenses and Its Sanctions

Except for left/lost ID which requires an Affidavit of Loss, the following are the sanctions for violation of minor offenses:

1st Offense – verbal reprimand and written notice of 1st warning.

2nd Offense - written notice of 2nd warning and three (3) hours of community service.

3rd Offense - written notice of 3rd warning and six (6) hours of community service. The student/offender shall be referred to the Guidance Office for counseling.

An accumulation of four (4) minor offenses of any nature within one semester of the school year shall be considered a major offense.

The following constitute students' minor offenses:

1. Wearing inappropriate attire, such as but not limited to shorts, *sando*;
2. Failure to conspicuously wear College issued ID while inside the campus;
3. Improper use of facilities such as laboratories, library, canteen, etc.;
4. Entering the classroom without permission from the professor;
5. Disruptive use of mobile phones, or other similar communication devices during classes;
6. Use of mobile phones and other similar communication devices during an examination;
7. Running, loitering, or huddling noisily in groups, conversing in a boisterous manner, or any act which would disrupt ongoing classes, presentations, or performances;
8. Misbehavior during school programs, activities, or competitions;
9. Spitting or littering;
10. Petting and/or necking and other public display of affection anywhere within the campus premises;
11. Use of electronic cigarettes/vape anywhere on the College premises;
12. Possession of any gambling materials while inside the vicinity of the College;
13. Violations of parking regulations; and

14. Any other acts unbecoming of a student (e.g. disrespect to the person of authority).

5.2 Major Offenses

For the complete list of Major Offenses, refer to the Table of Offenses and Sanctions in Appendix A.

Major Offenses and Its Sanctions

Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

- a) Suspension for a period of six (6) days, with or without community service
- b) Suspension for a period of ten (10) days or more but not exceeding twenty (20%) percent of the prescribed school days for the year or term, with or without community service
- c) Non-readmission to the College
- d) Dismissal from the College
- e) Expulsion

Suspension: a penalty by which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year or term

Non-readmission: a penalty that allows the institution to deny admission on enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated.

Dismissal: a penalty by which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable and issue transfer credentials immediately. A summary investigation shall have been conducted, and no prior approval by the CHED is required to impose the penalty.

Expulsion: an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the CHED.

5.3 General Procedures for Suspension or Dismissal

A penalty of suspension or dismissal shall not be enforced against any erring student without the approval of the President. In case of an adverse decision without appeal, the Head of the Student Discipline Unit shall submit a report to the Dean of ISACEC endorsed to the President through the Vice President for Academic Affairs, outlining the findings of facts and the corresponding conclusions warranting the imposition of the penalty of suspension or dismissal. Upon approval of the recommendation, the department or unit

concerned shall be notified of such fact and directed to carry out the penalty as approved under the strict norms of due process.

5.4 Disciplinary Action for Prohibited Conduct

The following rules, regulations, and enforcement procedures are adopted to maintain public order on the College-owned or controlled premises.

5.4.1 Removal from Premises

While on College-owned or College-controlled premises, anyone who refuses the request or command of an authorized College official to desist in any prohibited conduct may be ejected from such premises where such conduct constitutes a substantial danger to public order or safety on such premises.

5.4.2 Sanctions

A student charged with violating the prohibitions listed under Prohibited Conduct will be subject to the disciplinary sanctions and procedures outlined in the Student Manual. At the same time, faculty and staff are guided by the Faculty Manual and the Administrative Manual.

5.4.3 Penalty for Other General Prohibitions

All other violations under the general prohibitions may be treated as minor or major offenses depending upon the gravity of the actionable conduct.

Appendix D
Major Offenses and Sanctions

Legend:

- a. Suspension for a period of six (6) days, with or without community service
- b. Suspension for a period of ten (10) days or more but not exceeding twenty (20%) percent of the prescribed school days for the year or term, with or without community service
- c. Non-readmission to the College
- d. Dismissal from the College
- e. Expulsion

OFFENSE	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Any violation of the College's Academic Integrity Policy and/or dishonesty, such as but not limited to the following:				
1.1. Cheating in online or physical examinations, unauthorized possession/use of notes or any materials relevant to the examination during the exam	a	B	c/d	
1.2. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials	a	B	c/d	
1.3. Communicating (through any medium) with another student/any other person (inside or outside examination room) during examination, without permission from the professor or proctor	a	B	c/d	
1.4. Recording and saving copies of exam questions or answers, or answer keys for distribution; receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it	a	B	c/d	

1.5. Massive premeditated, organized cheating using any means including online cheating using instant messaging/email during a quiz or exam	b	D		
1.6. Asking or hiring someone else to take their online exams, do their homework, Coursera course, papers, projects, or other academic requirements	a	B	c	
1.7. Using another KLD email address to login to any of the College's officials and/or accredited platforms whether with or without permission	a	b/c		
1.8. Plagiarism or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work; or submitting another person's work as one's own	b/c/d			
1.9. Any other form of dishonesty or cheating in any assessment or course requirement, examination, submission of homework, assigned projects or any other academic work	a	B	c/d	
Falsification of documents, forgery and/or any similar acts of alteration but not limited to:				
1.10. Alteration or misuse of school documents in connection with official matters	b/c/d			
1.11. Submission of false or fraudulent information and/or documents to the College in connection with official matters	b/c/d			

1.12. Publication or dissemination of false information about the school administration, its officials, faculty members, or students	b/c/d			
1.13. Forging of security stamp to gain entry to the College	a/b	c/d		
2. Unauthorized use of the College Name, Seal, and Letterhead	a/b	c/d		
3. Lending or borrowing of school ID, official receipt, certificate of matriculation, or other official documents and/or presenting another person's documents as one's own; tampering of school ID and using it to gain entry the College	a	B	c	
4. Accumulation of any four (4) minor offenses of any nature within one (1) semester of the school year	a	B	c	
5. Physical injury/assault upon any member of the faculty, administration, staff; or any student, personnel, or visitor of the College	b/c/d/e			
6. Any acts of threat either physical or by means of any medium of communications including but not limited to: oral, through social media, and using any electronic gadget against any school officials, faculty member, employee, student and/or any visitor of the College	b/c/d/e			
Discourtesy in any form (physical/oral, written) by means of any medium of communication, such as, but not limited to:				
6.1. Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student	a/b	c/d		
6.2. Disrespect toward any faculty member, or any official of the College or his authorized representative	a/b	c/d		

6.3. Willful failure to comply with directives of College officials or law enforcement officers acting in the performance of their duties, such as but not limited to: officials of the College, faculty member, and security personnel	a/b	c/d		
6.4. Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for commission of any of the minor offense unless justified	a	B	c	
7. Detention or any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside Kolehiyo ng Lungsod ng Dasmariñas premises	a/b/c/d			
8. Illegal possession of firearm, bladed or deadly weapon of any kind and or use of explosives, incendiary devices, and/or any other similar devices unless such objects are to be utilized in connection with any experiment or laboratory work. In such case, a permit to effect entry of such objects should be secured from the Director of Academics and Research or Department concerned.	b/c/d/e			
9. Forcible entry into the campus	b/c/d			
Unauthorized use of KLD facilities and services, including but not limited to:				
9.1. Unauthorized use of rooms	a	B	c	
9.2. Tampering with or misuse of computer applications, software, programs, and other IT systems of the College, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, and student records, or	a/b	c/d		

any willful or negligent act resulting in computer security breach				
10. Any form of bribery (attempted or consummated) of any faculty member or personnel of the College	b/c/d			
11. Stealing, attempting and/or facilitating to steal	b/c/d			
12. Vandalism, or the willful or negligent destruction of any property of the College which includes, but is not limited to such acts as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices; unauthorized removal of official notices and posters from bulletin boards and other damage to any property of the College	a	B	c/d	
13. Unauthorized/misuse of emergency switches such as but not limited to fire alarms, activation of water sprinklers, and the like	a/b/c/ d			
14. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injuries, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the College	c/d/e			
15. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Services or not listed in the official list of organizations	c/d/e			

16. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and/or banned substances but not limited to: Lysergic acid diethylamide (LSD), marijuana, heroin, shabu, amphetamines, barbiturates or opiates in any form within the premises or immediate vicinity of the College	c/d/e			
17. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the College whether or not in connection with an official school activity approved by the Office of Students Service; drinking outside the premises of the College in connection with an official school activity approved by the Office of Students Services; or entering the campus under the influence of alcohol	a/b	c/d		
18. Public Display of Affection (PDA), which offends or tends to offend the sensibilities of Academic community or inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying/leaning on another person, etc. within the school premises or at any school-sponsored activity	a	b	c/d	
19. Gender based sexual harassment committed within College premises or online including as but not limited to: catcalling, wolf-whistling, unwanted invitations sexual in nature, misogynistic, transphobic, homophobic, and sexist slurs; Persistent uninvited comments or gestures on a person's appearance; relentless requests for personal details; statement of sexual comments and suggestions; groping or making offensive body gestures at someone, and other similar lewd actions; any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering and intrusive gazing, and taunting; Persistent telling of sexual jokes, use of sexual names; and stalking.	a	B	c/d	

20. Engaging in lewd, obscene, or immoral conduct; public masturbation or flashing of private parts within the campus	b/c/d			
21. Bringing obscene or pornographic materials	a	B	c/d	
22. Engaging in any form of gambling within the premises of the College	a/b	c/d		
23. Smoking at any time within the school premises	a/b	c/d		
24. All forms of student protest whose distinctive characteristics are physical force, violence, threat, and intimidation	b/c/d			
25. Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of Students Services	a	B	c/d	
26. Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of Students Services or Academic Council through the Student Activity Calendar and signed by authorized signatories through the Student Activity Request Form	a	B	c/d	
27. Instigating or leading an illegal assembly or similar activities resulting in disruption or stoppage of classes	b/c/d			
28. Unauthorized solicitation, collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the College	b/c/d			
29. Embezzlement of funds of a student organization or student council	b/c/d			

30. Refusal to comply with instruction (either oral or written), summons and/or notices given/issued for purposes of investigation conducted in connection with discipline related offenses, or any matters related/in connection to the official function of the College in accordance with law of the land	a	B	c/d	
31. Perjury/lying or giving false statements in any administrative proceeding and/or presenting false documents to mislead an investigation during the administrative proceedings	b/c/d			
32. Any act constituting a crime or offense violating Penal Laws of the country	a/b/c/d			
33. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	b/c/d			
34. Any other acts that which involve his status as a student or is prejudicial that compromise the name and reputation of KLD as a premier educational institution	b/c/d			
35. Aiding any other person to engage in any act or conduct herein proscribed.	a/b	c/d		