



DEPARTMENT OF EDUCATION  
REGION XI (DAVAO REGION)  
SCHOOLS DIVISION OFFICE OF DAVAO DEL SUR  
BRGY. NORTHERN PALIGUE, DAVAO DEL SUR

# LEARNERS' DISCIPLINE MANUAL

*A practical guide to understanding and managing learner behaviour within the school context*



# PREFACE

The Department of Education - Division of Davao del Sur recognizes the importance of instilling discipline in our learners. It is a responsibility to guide and mold our students into responsible and well-behaved individuals. The Learners' Discipline Manual is

created to serve as a guide for both teachers and learners in maintaining a positive and conducive learning environment. This

manual aims to provide a comprehensive set of rules and regulations that promote discipline, respect, and accountability among our learners. It is our hope that through this manual, we can

work hand in hand with parents and guardians in shaping the character and behavior of our learners, ultimately preparing them to become productive members of society.

The Department of Education - Division of Davao del Sur believes that by instilling discipline the learners, we are equipping them with important life skills that will help them succeed not only in academics but also in their personal and professional lives.

# MESSAGE

Greetings in the name of MATATAG public service!

In order to foster a successful learning environment, it is imperative that we lay a solid groundwork in our schools. One crucial aspect of this is maintaining discipline within the classroom. To facilitate this, the Learners' Discipline Manual provides a comprehensive framework for appropriate behavior and conduct in both public and private elementary and secondary schools.

This manual, designed to be your ultimate resource for grasping the significance of discipline for learners. Within these pages, you will discover how discipline plays a vital role in fostering a positive learning environment. It is essential for learners to comprehend that discipline is not a way of administering penalties, but rather a tool for fostering a secure and supportive space for academic growth.

The discipline manual serves as a guide for learners, laying down the essential rules of behavior both inside and outside the classroom. It places great emphasis on the significance of treating teachers, fellow learners, and school resources with respect. Additionally, it stresses the importance of managing time effectively and being punctual. By adhering to these guidelines, learners not only improve their own learning journey but also foster a positive and beneficial learning environment for their peers.



The discipline manual serves as a valuable tool for teachers, offering a structure for effectively managing classroom behavior. It assists in creating a system of consequences for disruptive actions and urges teachers to keep lines of communication open with their learners. Additionally, the manual highlights the significance of using positive reinforcement and fostering a positive relationship with learners to cultivate a sense of respect and empathy.

By incorporating the Learners' Discipline Manual into our schools, we are confident that a culture of responsibility and accountability will take root among our learners. This invaluable resource not only fosters self-discipline, but also equips them with the necessary skills to tackle future obstacles. As teachers, it is our duty to not only cultivate our learners' academic abilities, but also to guide and nurture their personal growth and development.

We implore all learners and teachers to acquaint themselves with the Learners' Discipline Manual and uphold its values not only inside the classroom but also beyond. By working together, we can establish a conducive and fruitful learning atmosphere where everyone can flourish and achieve their utmost capabilities.

Para sa isang MATATAG na edukasyon, na may Bansang Makabata at Batang Makabansa!



**DR. LORENZO E. MENDOZA, CESO V**  
Schools Division Superintendent

# MESSAGE

We must constantly keep in mind the vital role discipline plays in our learning environment. The Learners' Discipline Manual serves as a thorough and informative resource which outlines the necessary guidelines and policies that govern our schools. This manual is designed not as a list of inflexible rules, but as a valuable tool to ensure a secure and successful educational experience for everyone.

For learners, the Discipline Manual serves as a crucial reminder of our obligations. It clearly defines the expected conduct both within and beyond the classroom, along with the potential consequences for disregarding these expectations. Moreover, it offers valuable resources for acquiring assistance and support in case of any challenges. By adhering to the guidelines and regulations set forth in this manual, we can cultivate a positive and inclusive learning community for all.

Furthermore, it is important to recognize the pivotal role teachers play in maintaining discipline within the school. As educators, we have the vital duty of shaping and mentoring our learners to not only excel academically, but also to become responsible and respectful individuals in society. This is where the Discipline Manual serves as a valuable resource for teachers. This guide not only provides a systematic approach for addressing disciplinary concerns, but also equips us with effective techniques for fostering positive conduct in the classroom. By adhering to these principles and ensuring consistent discipline, we can cultivate an optimal learning atmosphere that enables learners to thrive.

We recognize that discussing discipline can be uncomfortable at times. However, we strongly believe that fostering open communication and teamwork between learners and teachers is crucial for its effective implementation. That's why we urge both parties to familiarize themselves with our comprehensive Learners' Discipline Manual and have candid discussions about its guidelines.

We cannot stress enough the significance of discipline within our school and the crucial role that each individual plays in upholding it. By adhering to the guidelines set forth in the Learners' Discipline Manual, we can all contribute to creating a positive, respectful, and MATATAG learning environment.

  
**MARILYN V. DEDUYO, CESO VI**  
Asst. Schools Division Superintendent



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The Department of Education (DepEd) – Division of Davao del Sur issues this Learners' Discipline Manual which shall serve as the basis of all public and private schools, operating under the direct supervision and monitoring of the Schools Division Office of Davao del Sur, in operations in facilitating their concerns relevant to the learners' character development. This policy is based on the different DepEd issuances and existing Philippine Laws.

## **LEARNERS' DISCIPLINE MANUAL**

### **I. BACKGROUND**

The Department of Education - Division of Davao del Sur's Learners' Discipline Manual is a comprehensive guide that outlines the rules, regulations, and procedures for maintaining discipline and promoting positive behavior among learners in the division. It is a crucial document that serves as a reference for teachers, administrators, and learners in ensuring a safe and conducive learning environment in schools.

The manual is a product of the collaborative efforts of the Department of Education and various stakeholders in Davao del Sur Division. It was developed with the aim of instilling discipline and promoting responsible behavior among learners, thereby contributing to their holistic development.

One of the key objectives of the Learners' Discipline Manual is to establish a culture of discipline and respect for authority in schools. This is achieved through a set of rules and regulations that are designed to guide learners in their conduct and interactions with others. The manual also emphasizes the value of self-discipline and personal responsibility, encouraging learners to take ownership of their actions and their impact on the school community.

The manual also highlights the importance of a positive school climate and the role of teachers and school administrators in creating and maintaining it. It provides guidelines for addressing and preventing disruptive behavior, as well as effective strategies for promoting positive behavior and fostering a safe and inclusive learning environment.

Moreover, the Learners' Discipline Manual also includes procedures for handling disciplinary cases, ensuring that due process is followed and learners are given fair treatment. It also outlines the consequences for violating the rules and regulations, with the goal of promoting accountability and helping learners

understand the consequences of their actions. In addition to promoting discipline and responsible behavior, the manual also addresses important issues such as bullying, cyberbullying, and substance abuse. It provides guidelines for preventing and addressing these issues, as well as resources for learners who may need support in dealing with these challenges.

The Department of Education - Division of Davao del Sur through the schools, shall maintain discipline inside the school campus as well as outside the school premises when learners are engaged in activities authorized by the school. The School Head shall have authority, accountability, and responsibility for creating an environment within the school that is conducive to teaching and learning processes. Teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities, and shall, therefore, be accorded due respect and protection. Further, the learners, as the primary clients of the Department, should also give utmost reverence to his/her fellow learners. Thus, the school shall impose appropriate and reasonable disciplinary measures in case of offenses or infractions of good discipline without violating learners' rights. The manual serves as a testament to the commitment of the Department of Education and stakeholders in the division to provide the best possible education for all learners in Davao del Sur.

## **II. RIGHTS, RESPONSIBILITIES, AND OBLIGATIONS OF THE LEARNERS**

The following Rights, Responsibilities, and Obligations of the Learners as outlined in *Batas Pambansa Bilang 232* and *DepEd Order No. 40, s. 2012* shall be observed in the schools:

- The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his/her potentialities.
- The right to access to his/her school records, the confidentiality of which the school shall maintain and preserve.
- The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty days from request.
- The right to publish a learner newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature.

- The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.
- The right to form, establish, join, and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join, and maintain organizations and societies for purposes not contrary to law.
- The right to be free from involuntary contributions, except those approved by their organizations or societies.
- Learners, faculty, personnel, and staff who were involved in extracurricular activities have the right to do remedial work to compensate for absences, within the bounds of school rules and regulations without their grades being affected, or with no diminution in their salaries or leave credits or performance evaluation/assessment.
- All other rights as specified in *Batas Pambansa Bilang 232* and *DepEd Order No. 40, s. 2012* and other issuances which are not specified herein are included as rights of learners and shall also be applicable.

Duties and Responsibilities of Learners – in addition to those provided for under existing laws, every learner shall:

- Exert his/her utmost effort to develop his/her potential for service, particularly by undergoing an education suited to his/her abilities, so that he/she may become an asset to his/her family and society.
- Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his/her academic responsibilities and moral integrity.
- Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow learners, the teaching and academic staff, and other school personnel.
- Participate actively in civic affairs and the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate, and orderly society.
- Exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.

The following Rights and Responsibilities of Learners as outlined in *DepEd Order No. 40, s. 2012* shall be observed in the schools:

1. Comply with the school's regulations, as long as they are in harmony with their best interests. Learners shall refrain from:
  - Engaging in discrimination, or leading a group of learners or learners to discriminate against another, concerning one's physical appearance, weaknesses, and status of any sort;
  - Doing any act that is inappropriate or sexually provocative;
  - Participating in the behavior of other learners that is illegal, unsafe, or abusive;
  - Marking or damaging school property, including books, in any way;
  - Engaging in fights or any aggressive behavior;
  - Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes, and pornographic material; and
  - Performing other similar acts that cause damage or injury to another.

*(An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of DepEd Order No. 40, s. 2012.)*

2. Conduct themselves under their levels of development, maturity, and demonstrated capabilities, with proper regard for the rights and welfare of other persons;
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, or religion, as well as everyone's moral and physical integrity; and
4. Observe the Code of Conduct learners.

### **III. NON-DISCIPLINARY CASES (ATTENDANCE; UNIFORM & I.D.; HAIRCUT)**

For Public Elementary and Secondary Schools, the following guidelines in attendance and punctuality as stated in *Paragraph 1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual* shall be observed:

- Regularity of attendance and punctuality are required in all classes. A learner who has been absent or has cut classes is required to present a letter of explanation from his/her parents or guardians or to bring them

to school for a short conference with the section adviser or guidance counselor as the case may be.

- Attendance of learners in special holidays, and activities relative to their religions shall be allowed provided permission from the school head is sought.
- Habitual tardiness especially during the first period in the morning and in the afternoon shall not be allowed. Teachers concerned shall call for the parents of the learner concerned or visit him/her at home.

Pursuant to *DepEd Order No. 45 s. 2008* and *DepEd Order No. 46 s. 2008*, wearing of school uniform is not mandatory. To increase school participation of all learners, it is important to remove any and all obstacles, particularly financial, to their enrolment in public schools. Accordingly:

- The wearing of a school uniform shall not be required in public schools; and
- Identification (ID) cards may be provided to learners at no cost to them. The school administration shall fund these from their MOOE and other school funds.

While the general policy is that the wearing of a school uniform shall not be required in public schools (*as embodied in DepEd Order No. 45 s. 2008*), it is necessary to provide guidance on what constitutes proper school attire. The following principles should serve as a guide:

- Learners' basic right to go to school, study and learn is of paramount importance and should be respected and promoted at all times;
- Learners' attire should reflect respect for the school as an institution for learning;
- Learners' attire should not become a cause for discrimination particularly for learners belonging to a lower socio-economic status; and
- Promoting physical hygiene and proper school decorum is part of the teaching-learning process in schools, thus a learner's attire and physical appearance should manifest learnings from this process.

Given the above principles, the suggested attire for elementary and secondary learners may be:

<b>For Male Learners</b>	<ul style="list-style-type: none"> <li>• Polo shirt/T-shirt with sleeves – any plain color, with minimum prints</li> <li>• Pants (long or below-the-knee shorts) – any color</li> <li>• Slacks</li> <li>• Footwear - any</li> </ul>
<b>For Female Learners</b>	<ul style="list-style-type: none"> <li>• Dress, skirt and blouse</li> <li>• Pants – any color, print</li> <li>• Footwear - any</li> </ul>
<b>For Learners Who Are Members of the LGBTQIA+</b>	<ul style="list-style-type: none"> <li>• Any attire that they prefer that best represents their gender identity or gender expression (<i>until and unless approved by the Schools Division Superintendent and/or Regional Director providing corresponding documents as specified in Annex A - Format for Letter of Intent and Annex B - Format for Parental/Legal Guardian Consent</i>)</li> </ul>

Learners with existing uniforms may continue using these if they so desire, to avoid incurring additional costs for new attire.

Wearing of accessories for learners is **NOT PROHIBITED** as long as it does not reflect any explicit offensive content, pose a safety risk, or disrupt the normal functioning of the school environment. Learners may choose to have **ANY HAIRSTYLE OR HAIRCUT** as long as it does not violate any hygiene standards outlined in the school's grooming policies.

Learners are discouraged from wearing expensive (signature or designer brands) or flashy clothes, tight-fitting pants/blouses/dresses, mini-skirts, above-the-knee shorts, blouses with plunging necklines as well as other forms of attires and outfits analogous to skimpy clothing, hip-hop pants for boys, and sleepwear.

The school should encourage learners to express their style within the established school guidelines and foster a respectful and inclusive atmosphere. In such cases, the learner shall provide corresponding documents as specified in Annex C - Format for Letter of Intent and Annex B - Format for Parental/Legal Guardian Consent subject to the approval of the school head, SDS, RD, or Secretary as the case may be.

A learner who violates the above guidelines is required to present a letter of explanation from his/her parents or guardians or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be.

Pursuant to *DepEd Order No. 88 s. 2018*, Private Schools shall abide to the following:

- *Section 133. Absences.* A learner or learner in every private school who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern the absences of its learners or learners who belong to the upper half of their respective classes.
- *Section 157. Attendance and Punctuality.* Regularity of attendance and punctuality are required in all classes. A learner who has been absent or has cut classes is required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be. Attendance of learners/learners in special holidays, and activities relative to their religion, e.g. Ramadan, shall be allowed provided permission of the school head is sought.
  - *157.1 Absences.* A learner who incurs absences of more than twenty percent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. Furthermore, the school head may at his/her discretion and in the individual case exempt a learner who exceeds the twenty percent limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the learner concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a learner nor granted by a faculty member without the consent of the school head. Habitual tardiness especially during the first period in the morning and in the afternoon shall not be allowed. Teachers concerned shall call for the parents of the learner concerned or visit him at home.
  - *157.2 School Uniform.* A school uniform shall be prescribed for all learners/learners. Shoes are considered part of the uniform.

All learners shall be required to wear the official school uniform on the school campus. Violations on attendance, punctuality, uniform and ID, and haircut are not subject to administrative discipline warranting penalty/ies.

#### **IV. DISCIPLINARY CASES**

Considering the foregoing, the following are the infractions, violations, or offenses of the learners that may be subjected to interventions and penalties as warranted:

- Any form of cheating/dishonesty in any school-related activities (*e.g. examinations, quizzes, assessments, contests, etc.*)
- Stealing/Theft - any actions taking another person's property without permission or legal right, having no intention of returning it
- Assaulting a teacher, or any other school authority, its agents, or another learner/s
- Sharing, distributing, selling, and bringing cigarettes (*any forms and kind of tobacco products*), vapes (*whether nicotine or non-nicotine delivery system (ENDS/ENNDS)*), inside the school premises, or within any point of the 100-meter perimeter of the school (*it shall be subject to the Guidelines prescribed by DO 48 s. 2016 entitled Policy and Guidelines on Comprehensive Tobacco Control*)
- Vandalism – writing on or destroying school property like chairs, tables, windows, books, laboratory equipment and others
- Gambling of any activity that involves betting or staking of money (*e.g. betting on mobile games, playing cards, “hantak”, etc.*)
- Bringing and/or drinking liquor, intoxicants, and any kinds of alcoholic beverages inside the school premises, and/or within any point of the 100-meter perimeter of the school, and/or entering the school premises under the influence of the aforementioned substances
- Carrying and concealing deadly weapons or instruments
- Extortion or vehemently asking for any form of money otherwise an approved request letter signed by the school administration is presented to certify the validity of the request
- Any form of physical harm causing injury to others
- Involvement of learners in hazing of any form or manner whether inside or outside the school premises
- Sexual abuse and immoral behavior regardless of nature whether online or in-person act
- Indecent display of affection between learners; and learners and DepEd personnel within the school premises (*e.g. kissing, inappropriate touching, sitting on the lap, etc.*) and shall exercise professional discretion
- Instigating, leading, or participating in concerted activities leading to the disruption of classes

- Preventing or threatening learners, faculty members, or school authorities from discharging their duties, attending classes, or entering school premises
- Forging or tampering with the school records or transfer forms
- Patronizing prostitution den/s and pornographic places
- Bringing, accessing and selling pornographic materials including but not limited to the dissemination of any form of explicit materials
- Selling stolen goods in school
- Absenteeism, cutting of classes, and tardiness
- Littering or improper disposal of any waste (*plastic cups, bottles, or candy wrappers*) inside the school campus, classrooms, and corridors
- Loitering outside the school campus during class hours except for activities with authorization letters from any school personnel involved in the said activity
- Unruly behavior inside the classroom or school premises, during assemblies, school activities, etc.
- Uttering profanities/swear words and non-verbal offensive actions inside the school campus
- Going to restricted places identified by the school administration
- Exchanging/swapping of ID between learners
- Gender-based sexual harassment
- Failure to give letter released from school administration to parents
- Drug dependency or drug use, possession, and sale of prohibited drugs such as marijuana, ecstasy, shabu, etc. (*it shall be subject to the Guidelines prescribed by DO 40 s. 2012 entitled Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools, and RA 9165 and its IRR*)
- Involvement of learners in fraternities, sororities, and gangs
- Bullying acts – physical, emotional, mental, verbal, gender-based discrimination and cyber-bullying (*Bullying cases or offenses shall be handled in accordance with Republic Act 10627 and DepEd Order No. 55, s. 2013*)
- Other analogous acts that may endanger/threaten any learner, school personnel, or the school (*e.g. blackmailing, etc.*)

To effectively conduct the overall function and operations parallel to the Projects, Programs and Activities (PPAs), the Learner Government Organizations (SSLG, YES-O, BKD+, etc.) may assist to the conduct of certain measures but should only be limited to surprise bag inspection(s) which shall be left in the jurisdiction of the designated school personnel (*e.g. school security guard/s, teachers/s, etc.*) so long as it does not violate the learner's rights, regarding any disciplinary cases, parallel to any legal references that mandate lawful, ethical and standard operating procedures during the conduct of such inspection(s). Prior to its implementation, the School Head should coordinate with the School's Parents-Teachers Association (PTA) to ensure that all parents/guardians are thoroughly informed about the inspection(s) process/es and sign a letter of

consent indicating their approval that their child/ren's bag will be subjected to inspection(s) whenever they enter the school premises. These actions will be under the supervision and approval of the School Head. The School Head is directed to spearhead such inspection(s) and may collaborate with the Learner Government Organizations in the school for its implementation. This special provision ensures a safe educational environment, while simultaneously taking into consideration each learner's right to privacy.

The school may add to the list above as long as it is presented and approved by the GPTA, and the Schools Division Office subject to existing laws, rules, and regulations.

## V. PENALTIES AND PROHIBITED ACTS

The violations are clustered/categorized to identify the strength and/ or gravity of the indicated offenses committed by the learner/s. However, it may vary depending on the weight of the violations that the learners are involved in. The following are categorized as:

### **Minor Offense**

- Gambling of any activity involving or that involves betting or staking of money (*e.g. betting on mobile games, playing cards, "hantak", etc.*)
- Indecent public display of affection between learners, learners and DepEd personnel within the school premises- (*e.g. kissing, inappropriate touching, sitting on the lap, etc.*) and shall exercise professional discretion
- Instigating, leading, or participating in concerted activities leading to the disruption of classes
- Selling stolen goods in school
- Absenteeism, cutting of classes, and tardiness
- Littering or improper disposal (*plastic cups, bottles, candy wrappers or any waste*) inside the school campus especially inside the classroom and corridors
- Loitering outside the school campus during class hours except for activities with authorization letters from any school personnel involved in the said activity.
- Unruly behavior inside the classroom or school premises, during assemblies, school activities, etc.
- Uttering profanities/swear words and non-verbal offensive actions inside the school campus
- Going to restricted places identified by the school administration
- Tampering with school ID such as placing stickers and other objects on the school ID
- Exchanging/swapping of ID between learners
- Failure to give letter released from school administration to parents

- Stealing/Theft - any actions taking another person's property without permission or legal right, having no intention of returning it.
- Vandalism – writing on or destroying school property like chairs, tables, windows, books, laboratory equipment, and others.

### **Less Grave Offense**

- Assaulting a teacher, or any other school authority, its agents, or another learner/s
- Sharing, distributing, selling, and bringing *cigarettes (any forms and kind of tobacco products), vapes (whether nicotine or non-nicotine delivery system (ENDS/ENNDS)*, inside the school premises, or within any point of the 100-meter perimeter of the school *(it shall be subject to the Guidelines prescribed by DO 48 s. 2016 entitled Policy and Guidelines on Comprehensive Tobacco Control)*
- Drinking liquor and intoxicants entering the school premises under the influence of liquor, or bringing alcoholic beverages
- Any form of physical harm causing injury to others
- Preventing or threatening learners, faculty members, or school authorities from discharging their duties, attending classes, or entering school premises
- Patronizing suspected prostitution dens, gambling, and pornographic places
- Bringing, using, and selling pornographic materials including but not limited to dissemination of any form of explicit materials
- Joining fraternities, sororities, and gangs
- Bullying acts – physical, emotional, mental, verbal, gender-based discrimination and cyber-bullying *(Bullying cases or offenses shall be handled in accordance with Republic Act 10627 and DepEd Order No. 55, s. 2013)*
- Gender-based sexual harassment

### **Grave Offense**

- Carrying and concealing deadly weapons or instruments
- Involvement of learners in hazing of any form or manner whether inside or outside the school premises
- Sexual abuse and immoral behavior regardless of nature whether an online or in-person act
- Extortion or vehemently asking for any form of money otherwise an approved request letter signed by the school administration is presented to certify the validity of the request.
- Any form of cheating/dishonesty in any school-related activities (*e.g. examinations, quizzes, assessments, contests, etc.*)
- Forging or tampering with the school records or transfer forms
- Drug dependency or drug use, possession, and sale of prohibited drugs such as marijuana, ecstasy, shabu, etc. *(it shall be subject to the Guidelines*

*prescribed by DO 40 s. 2012 entitled Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools, and RA 9165 and its IRR)*

- Other analogous acts that may endanger/threaten any learners), school personnel, or the school (*e.g. blackmailing, etc.*)

The aforementioned charges of each categorized offense, whether part or whole, **MAY BE CHANGED** particularly by the **LEVEL OF OFFENSE** where it is specified depending on the intensity, frequency, duration of the committed violation, which shall be determined by the School Head or any of the designated prefect(s) of learner formation.

The school may categorize the offenses as minor, less grave, and grave offenses. In case of doubt as to the category, it shall be the lesser offense. The penalty shall be commensurate to the offense committed. The following are corresponding penalties that shall be given to a learner:

#### **Minor Offense**

1 <sup>st</sup> Offense	Reprimand with coaching with the class adviser
2 <sup>nd</sup> Offense	Reprimand with coaching along with the class adviser and counseling with the guidance designate
3 <sup>rd</sup> Offense	Shall be treated as a less grave offense, thus reprimand and counseling with parents

#### **Less Grave Offense**

1 <sup>st</sup> Offense	Reprimand and counseling with parents with community service for five (5) hours
2 <sup>nd</sup> Offense	Formative suspension for more than one (1) day but not more than five (5) days, with community service for three (3) hours
3 <sup>rd</sup> Offense	Shall be treated as a grave offense, thus formative suspension for seven (7) days

#### **Grave Offense**

1 <sup>st</sup> Offense	Formative suspension for seven (7) days
2 <sup>nd</sup> Offense	Formative suspension for more than seven (7) days but not more than one (1) year – refer to the SDS for approval
3 <sup>rd</sup> Offense	Formative suspension for one (1) year or more – refers it to the Secretary for approval
4 <sup>th</sup> Offense	Preventive Suspension (Public Schools), Expulsion (Private Schools) – refer to the Regional Director or Secretary of Education for approval

Pursuant to *DepEd Order No. 88 s. 2010*, expulsion is only applicable in Private Schools and shall only be imposed for grave offenses. The following are **PROHIBITED SANCTIONS** or actions by the school:

- Transfer as a penalty in the guise of expulsion;
- Manual labor detrimental to the health and safety of the learner or that demeans the well-being of the child;
- Fines/Contributions in cash or in kind, except for restitution in cases of vandalism;
- Amicable settlement as prescribed by law, rules and regulations
- “Pahak” for improper haircut
- Non-return of confiscated items except for illegal drugs, weapons or any illegal item, which shall be turned over to appropriate authorities;
- Corporal punishment;
- Barring entry to the school during class hours for whatever reason except when the learner is under preventive suspension.
  - A learner under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the learner or learner during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school;
- Sending out learners outside the classroom or school premises;
- Demerits in grades/deductions of scores; and
- Deprivation in any school activity except in sports and other competitions where banning the participant is justified under existing policies;

## **VI. PROCEDURE IN LEARNER DISCIPLINE**

For amicable settlement, the following requirements of due process shall be complied with:

- a. Call the attention of the concerned learner(s) and class-adviser(s)
- b. Verbal discussion shall be conducted by the Guidance-Designate/Prefect of Discipline (POD)
- c. The class-adviser(s) shall inform the parents of the concerned learner(s) regarding the misconduct
- d. All the discussions must be put into anecdotal record (*class-adviser(s)*) or logbook (*Guidance-Designate, POD*)
- e. A written agreement must be reached and signed by all members present

Pursuant of *DepEd Order No. 55, s. 2013*, For **MINOR OFFENSES** where a penalty is imposed, and with the presence of proper complaint, the following minimum requirement of due process shall be complied with:

- a. The learner and the parents or guardians shall be informed of the complaint in writing from the classroom adviser(s);
- b. The learner shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardians;
- c. The Office of the School Head shall be the disciplining authority, the decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
- d. The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

For **LESS AND GRAVE OFFENSES**, the standard procedure of the Schools Division Office shall be followed.

## **VII. DEFINITION OF TERMS**

For this purpose, the following shall have the corresponding definitions:

- **Amicable Settlement** - refers to reaching a peaceful resolution.
- **Anecdotal Record** - refers to a detailed and descriptive narrative that is recorded after a specific incident or important discussion for documentation.
- **Child Protection Committee (CPC)** – is a school committee of assigned individuals that ensures the safety and well-being of all learners and inside the school.
- **Class-Adviser** - refers to the teacher in authority of a classroom.
- **Coaching** - A single or series of facilitated non-punitive formative activity/ies and/or session/s accorded to a learner with the chief aim of helping the learner develop their personal capabilities, interpersonal skills and capacity to understand and empathize with others which in turn helps them to understand the situation that they had been involved in, their own challenges and make informed choices about their future decisions and endeavors.
- **Community service** – is a form of voluntary work within the school premises.
- **Counseling** - is a profession that involves the use of an integrated approach to the development of a well-functioning individual primarily by helping him/her potentials to the fullest and plan him/her to utilize his/her potentials to the fullest and plan his/her future in accordance with his/her abilities, interests and needs. It includes functions such as

counseling subjects, particularly subjects given in the licensure examinations, and other human development services.

- **Disciplining Authority** – shall refer to the Principal or School Head of the School.
  - **School Head** - refers to the chief executive officer or administrator of a public or private school or learning center.
- **Exclusion** – a penalty in which the school is allowed to exclude or drop the name of the erring learner from the school rolls.
- **Expulsion** – an extreme penalty in which the erring learner is excluded from admission to any public or private school in the Philippines which requires the prior approval of the Secretary.
- **Formative Suspension** – A form of suspension where the learner is not allowed to attend regular classes, but necessary to go to school only to the office of the guidance counselor/designate, and subject to an activity advised by the guidance counselor/designate.
- **Grave Offense** – a grievous misconduct that greatly violates the law of the land, in which serious punishment can be subjected to the learner.
- **Hazing** – the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.
- **Hygiene/Grooming (Policy)** - a set of guidelines instilled by an institution on the proper standard of cleanliness and appearance.
- **Identification (ID) Card** - a piece of overlaid paper/polyvinyl chloride (PVC) that certifies the enrolment of a learner in an educational institution. It must include the full name of the learner, the Learner's Reference Number (LRN), the learner's written signature, the full name of the registered parent/guardian, the parent/guardian's emergency contact information, and the signature of the School Head.
- **Learner** – shall refer to the female or male learner at any age duly enrolled in any educational institution.
- **Less Grave Offense** – misconduct(s) for which the law, rules, and regulations of an institution can serve as disciplinary measures for their action(s).
- **Logbook** - refers to a registry of recorded incidents and reports.
- **Minor Offense** – refers to the lowest class of offense and the most common form of misconduct.
- **Offense** – refers to any case of misconduct the learner has committed that violates and infractions the code of good learner conduct.
- **Parent/Guardian** – shall refer to the mother and father identified in the Certificate of Live Birth of the learner. Guardian is defined as:
  - *An individual authorized by the biological parent/s whom the care and custody of the learner has been entrusted;*
  - *Relative of the learner within the 4th degree of consanguinity or affinity provided that said relative has care and custody of the child;*
  - *An individual appointed by a competent court as the legal guardian of the learner;*

- *In case of an orphan, the individual/institution who has the care and custody of the learner.*
- **Prefect of Discipline** - refers to a person appointed to a position of authority in matters pertaining to order and discipline.
- **Preventive Suspension** - a form of suspension/disciplinary measure that is taken to prevent a learner from engaging in further misconduct within the school while an investigation is ongoing; based on the approval of the Regional Director or the Secretary of Education.
- **Profanities/Swear Words** - refers to verbal and non-verbal language that is considered rude and inappropriate.
- **Reprimand** - a verbal discussion between the disciplining authority and the learner in regard to the misbehavior or misconduct.
- **Schools Division Superintendent (SDS)** - refers to the highest positioned/seated individual of authority in the respective Schools Division Office of the Department of Education.
- **Stolen Goods** - refers to the items that have been taken away from the rightful owners without their permission and without the intention of returning it.
- **Teacher/s** - refers to teaching and non-teaching personnel of the Department of Education (DepEd).

## VIII. GENERAL PROVISIONS

Paramount in the formulation of the Learners' Discipline Manual is to highlight the concept of "Positive and Non-Violent Discipline of Children." Positive Discipline is a way of thinking and a holistic, constructive, and proactive approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term, and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their learners' adult lives and using everyday situations and challenges as opportunities to teach life-long skills and values to learners.

Therefore, it is emphasized that the Department has a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.

For information and strict compliance.

## IX. REFERENCES

- *2000 Department of Education, Culture and Sports (DECS) Manual*
- *Batas Pambansa 232*
- *DepEd Order No. 26 s 2023 (Amendment to DepEd Order No. 88, S. 2010, As Amended by DepEd Order No. 11, S. 2011 And DepEd Order No. 041, S.*

*2022 (2010 Revised Manual of Regulations for Private Schools in Basic Education)*

- *DepEd Order No. 32, s. 2017 (Gender-Responsive Basic Education Policy)*
- *DepEd Order No. 40 s 2012 (DepEd Child Protection Policy)*
- *DepEd Order No. 40, s 2017 (Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools)*
- *DepEd Order No. 45 s. 2008 (Learner Uniforms not required in Public Elementary and Secondary Schools)*
- *DepEd Order No. 46 s. 2008 (Proper School Attire)*
- *DepEd Order No. 48, s. 2016 (The Policy and Guidelines on Comprehensive Tobacco Control)*
- *DepEd Order No. 54, s. 2009 (Revised Guidelines Governing Parents-Teachers Associations at the School Level)*
- *DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of RA 9155 – Anti Bullying Act of 2013)*
- *DepEd Order No. 55, s. 2013 (the Implementing Rules and Regulations (IRR) of the Anti-Bullying Law)*
- *General Register No. 217453*
- *Republic Act No. 11900 (Vaporized Nicotine and Non-Nicotine Products Regulation Acts)*
- *Republic Act No. 9003 (Ecological Waste Management Act of 2002)*
- *Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002)*
- *Republic Act No. 9211 (Tobacco Regulation Act of 2003)*
- *Republic Act No. 9258 (Guidance and Counseling Act of 2004)*
- *Resolution No. 435, s. 1998 (Code of Ethics for Professional Teachers)*

**Annex A. Letter of Intent for Wearing of Opposite Sex Attire****LORENZO E. MENDOZA**Schools Division Superintendent  
Division of Davao Del SurDear **SDS MENDOZA**,

Subject: Permission to Wear [Boys/Girls] Attire

I trust this correspondence reaches you in good health. I am reaching out to formally seek approval for my request to wear the prescribed [Boys/Girls] attire, deviating from the conventional dress code aligned with my assigned sex. Currently, I am a [Grade Level] student enrolled in [School Name], under the jurisdiction of the [District], Schools Division Office of Davao del Sur.

After thorough consideration and dialogues with my parents, [Name of Parents], we firmly believe that this adjustment would significantly enhance my overall well-being and academic journey. We acknowledge the importance of upholding a respectable appearance within the school community and assure you that our plea is presented with the utmost regard for the school's principles and regulations.

I am dedicated to maintaining compliance with the school's dress code, emphasizing modesty, cleanliness, and overall presentation. We are receptive to any guidelines or conditions you may impose to accommodate this request.

Thank you for taking the time to evaluate our request. We value your attention to this matter and are available for further discussion if necessary.

We look forward for your positive response.

Sincerely,

**[YOUR FULL NAME AND SIGNATURE]**Learner  
[School Name]

**Annex B. Format for Parental/Legal Guardian Consent****LORENZO E. MENDOZA**Schools Division Superintendent  
Division of Davao Del SurDear **SDS MENDOZA**,

Subject: Parental Consent for Learner Expression Style

I, [Full Name], the legal guardian of [Learner's Full Name], who is enrolled in [Grade Level] at [School Name], [District], Schools Division Office of Davao del Sur, hereby grant my consent for [him/her] to wear the prescribed attire designated for the opposite sex/fashion style.

I have discussed this matter with him/her and understand that this choice is a personal expression of [his/her] identity, comfort, and well-being. I believe that supporting [him/her] in this decision is for [his/her] overall development and self-esteem.

I assure the school administration that [Learner's Full Name] will continue to adhere to the dress code standards outlined by the school, maintaining the required level of modesty, cleanliness, and overall presentation.

I appreciate the school's commitment to fostering an inclusive and respectful environment, and I am confident that this decision will contribute positively to [Learner's Full Name] educational experience.

Thank you for your understanding and cooperation.

Sincerely,

**[FULL NAME AND SIGNATURE]**

Parent (Legal Guardian)

**Annex C. Letter of Intent for Fashion Style****LORENZO E. MENDOZA**Schools Division Superintendent  
Division of Davao Del SurDear **SDS MENDOZA**,

Subject: Expression of Style in the School

I trust this correspondence reaches you in good health. I am reaching out to formally seek approval for my request to allow expressing my fashion style: *(described your style)*. Currently, I am a [Grade Level] student enrolled in [School Name], under the jurisdiction of the [District], Schools Division Office of Davao del Sur.

After thorough consideration and dialogues with my parents, [Name of Parents], we firmly believe that this adjustment would significantly enhance my overall well-being and academic journey. We acknowledge the importance of upholding a respectable appearance within the school community and assure you that our please is presented with the utmost regard for the school's principles and regulations.

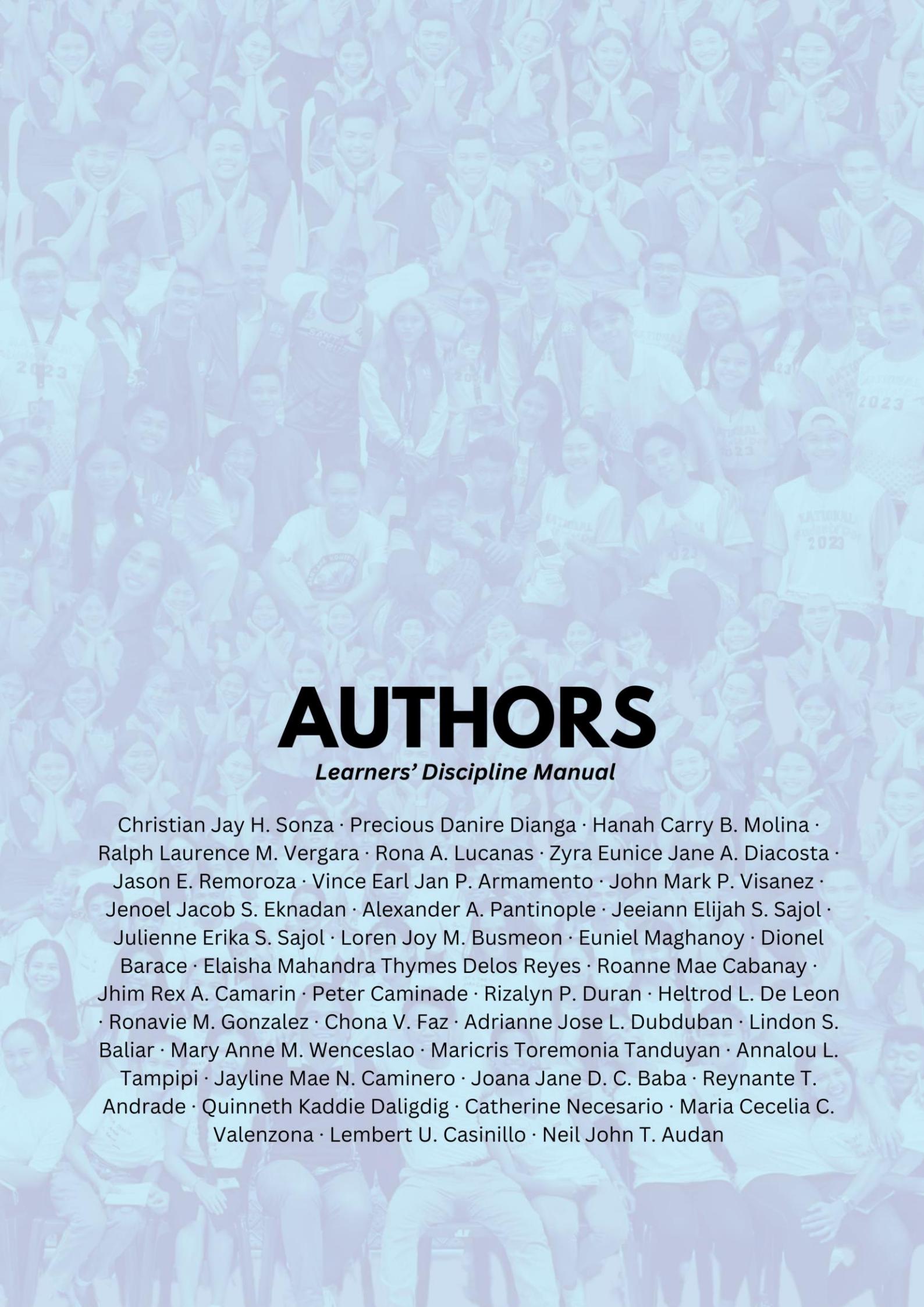
I am dedicated to maintaining compliance with the school's dress code, emphasizing modesty, cleanliness, and overall presentation. We are receptive to any guidelines or conditions you may impose to accommodate this request.

Thank you for taking the time to evaluate our request. We value your attention to this matter and are available for further discussion if necessary.

We look forward for your positive response.

Respectfully,

**[YOUR FULL NAME AND SIGNATURE]**Learner,  
[School Name]



# AUTHORS

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