

# BROKENSHERE COLLEGE STUDENT HANDBOOK 2016 Edition

## A WARM WELCOME!

“We create fate everyday... most the ills we suffer from are directly traceable to our behavior..” –Henry Miller

As Brokenshire College turns 62 years old in July 15, 2016, we offer you the 2016 Student Handbook, a product of dedicated and concerted effort of the Committee that aimed to revised the previous handbook in order to be attuned to the changes of the times.

This Handbook is designed to orient you as you begin your academic journey in the College. You will find that it contains information, expected behaviors and procedures on how to do and deal with things we share responsibility in upholding the values and standards of the College as church institution. The handbook also provides you with the opportunities to enhance your academic, social, physical and personal development with the many curricular and extra – curricular activities that are available for you. Your journey in Brokenshire College will be worth it if you make use of these to connect and reach out to diverse people who have embarked on the same journey as you.

So, go-on, read... and may this Handbook become a tool in a life experience that may be comparable to other...

Godspeed!!!

Linell G. Malimbag, RN, MAN, PhD  
President  
June 2016

## ACKNOWLEDGMENT

The President of Brokenshire College, Linell G. Malimbag, PhD. would like to express her gratitude to the following people for taking time to scrutinize and update these policies and guidelines, to wit;

Felix C. Chavez Jr. PhD	Chairperson, Academic and Support Services Committee
Lelis, Christoffer P. PhD	Chairperson, Handbook Committee
Besa, Lourdes G. MSND	Chairperson, Foreign Student Committee
Deocadiz, Cherrie Gil	Chairperson, Budget Committee
Lumasag, Vivian Mary Ann I. MN	Chairperson, Honors and Awards Committee
Angelo, Jennelou N. PhD	Chairperson, Student Discipline Committee
Baslot, Rodne T.	President, BCFASU -ADLO
Nalla, Glene A.	Representative of the BCSSC
Jasa, Joyce Canastra MAEd	Ex – officio, Handbook Committee/ Unit Head, Office of the Student affairs

### DEANS & UNIT HEADS

Dumanig, Josabeth M. PhD	Principal, Basic Education Department
Remerata, Carolina I, CPA, PhD	Dean, School of Business & Management
Salvador, Melchorita S., PhD	Dean, School of Arts & Sciences
Uy, Ruby M. PhD	Dean, School of Nursing & Allied Health
Nemeño, Josielyn A. MAEd-LS	Unit Head, LRMC
Encabo, Henry C. MSEDMEV	Director, Office of Planning & Development
Tupas, Agni K., MS Psy, RGC	Unit Head, CPWC

This handbook is another expression of Faith and Service.  
*To God be the Glory!*

27<sup>th</sup> July 2016  
Madapo Hills, Davao City, Philippines

## TABLE OF CONTENTS

The BC Life Purpose, Vision and Mission .....	4
The BC Quality Policy and Core Values .....	4
The BC Seal .....	4
The History of Brokenshire College .....	6
The BC Educational Objectives and Credo.....	8

### ARTICLE I ACADEMIC PROGRAMS AND POLICIES

Section 1 Departments .....	
1.1 School of Arts and Sciences .....	10
1.2 School of Business Administration .....	10
1.3 School of Nursing & Allied Health .....	11
1.4 Graduate Studies Program .....	11
Section 2 Academic Policies .....	
2.1 Academic Load .....	11
2.2 Class Attendance .....	11
2.3 Academic Probation and Dismissal .....	12
2.4 Grading System .....	12
2.5 Weighted Percentage Average (WPA).....	13
2.6 Dean's List and Academic Scholarship Policy .....	14
Section 3 Graduation Policies .....	14
3.1 Graduation with Honors .....	14
3.2 Incomplete Grade .....	14
3.3 Application for Graduation .....	15
3.4 Residency Requirement .....	15
3.5 College Terms and Examination .....	15
3.6 Certificate of Transfer Credentials .....	16
3.7 Transcript of Records (TOR) .....	16
Section 4 Awards and Recognition .....	16
4.1 Guidelines in granting the Awards .....	16
4.2 The Non-Academic Awards and its Criteria .....	17

### ARTICLE II STUDENT WELFARE

Section 5 Information and Orientation .....	
5.1 Student Orientation Program .....	
5.2 Publicity on Campus .....	
Section 6 Library Multi-media Resource Center (LMRC) .....	
6.1 Circulation Policies and Guidelines .....	
6.2 Internet Policies .....	
6.3 LRMC Use and Conduct Policy .....	
6.4 Control Procedure .....	
6.5 Use of Resources .....	
6.6 General Policies for Alumni Users .....	
Section 7 Counseling and Psychological Wellness .....	
Section 8 Career and Job Placement .....	
Section 9 Economic Enterprise Development .....	
Section 10 Student Handbook Development .....	

### ARTICLE III STUDENT DEVELOPMENT

Section 11 Student Activities .....	
-------------------------------------	--

- 11.1 Programs/Seminars and Trainings
- 11.2 Field Trips
- 11.3 Educational Tour
- 11.4 Retreats
- 11.5 Requirements for Off – Campus Activities

#### Section 12 Student Organizations

- 12.1 Right to Organize
- 12.2 Criteria for Recognition
- 12.3 Requirements for Recognition
- 12.4 Requirement for Renewal
- 12.5 Qualification of Student Leaders
- 12.6 Treatment and Approval
- 12.7 Privileges
- 12.8 Duties and Responsibilities of Student Organization

#### Section 13 Leadership Training

#### Section 14 Brokenshire College Supreme Student Council

#### Section 15 Student Conduct

- 15.1 Student - Faculty Relation
- 15.2 School Uniform
- 15.3 RLE Uniform
- 15.4 Related Learning Experiences (RLE-Nursing)
- 15.5 Requirements in RLE
- 15.6 Rules during RLE
- 15.7 School ID

#### Section 16 Student Discipline

- 16.1 Procedure for filing a complaint
- 16.2 Grounds for Disciplinary Actions
- 16.3 Sanctions
- 16.4 Procedures of the Conduct and Disciplinary Committee:

#### Section 17 The Lamp Publication (Official Publication)

#### Section 18 The Brokenshirian (College Yearbook)

### **ARTICLE IV INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

#### Section 19 Admission and Retention Policies

- 19.1 Criteria for the Admission of Freshmen Students
- 19.2 Criteria for the Admission of Professionals and Transferees
- 19.3 Criteria for the Admission of Foreign Students
- 19.4 Criteria for Admission in the Professional Phase in Nursing
- 19.5 Criteria for the Retention of Continuing Students
- 19.6 Other Admission and Retention Policies
- 19.7 Late Enrollment
- 19.8 Cross Enrollment

#### Section 20 Financial Policy

- 20.1 Rules in Transacting Business in College Offices
- 20.2 Tuition and Other Fees
- 20.3 Pre – Registration
- 20.4 Terms of Payment
- 20.5 Dropping and Refund

#### Section 21 Scholarship and Financial Assistance

- 21.1 Discount
- 21.2 Scholarships and Student Assistance
- 21.3 Faculty and Staff Discount
- 1. UCCP Discount

2. Pastor's Child Discount
3. CREATE-UCCP Discount
4. Family Discount
5. Rules on discount
6. Recruitment Discount

Section 22 Brokenshire Canteen

Section 23 Health and Wellness Center

23. 1 Medical and Dental Clinic

Section 24 Safety and Security

24.1 Security in the Campus

24.2 The Campus Curfew

24.3 Activity done beyond the Campus Curfew

24.4 Policy of Lost and Found Item/s

Section 25 Dormitories

25. 1 Women and Men Dormitory

25.2 Dormitory Checklist

Section 26 Multi – Faith Services

26. 1 Chaplaincy Office

26. 2 The Chapel

26. 3 Rules in the use of the Chapel

26. 4 Religious Convocation

Section 27 International Students

Section 28 Services for Students with Special Needs (PWD)

Section 29 The Likha

Section 30 Sports and Development

Section 31 Community Extension Programs

Section 32 Facilities

32.1 Computer Laboratory

32.2 Audio Visual Center (AVC)

32.3 The Baldomera Sexon Auditorium

32.4 The Robert Black Covered Court

32.5 Rules when Auditorium/ Amphitheater is used

32.6 The Student Center

32.7 Rules for Student Center

32.8 Rules for Corridors and Lobby

32.8 Rules in the use of Stairs

32.10 Science and Nursing Skills and Nutrition Laboratories

32.11 Auxiliary Service Center

**ARTICLE V**

**APPENDICES**

A. The College linkages

B. Excerpts from Anti – Violence Against Women and Children (RA 9262)

C. Excerpts from Comprehensive Dangerous Drugs Act of 2002

D. Magna Carta for Disabled Persons (RA7277)

E. Excerpts Rules and Regulations for RA 7079 "Campus Journalism Act"

Learning Contract

ALMA MATER SONG

BROKENSHERE HYMN/CREDO

References:

CMO 9 Series of 2013

BC – Rules and Regulations for the International Students

MRPS

## **THE LIFE PURPOSE, VISION AND MISSION, QUALITY POLICY AND CORE VALUES OF BROKESHIRE COLLEGE**

### **LIFE PURPOSE**

Brokenshire College fulfills the Evangelical Christian Teaching Ministry of the Church.

### **VISION STATEMENT**

Brokenshire College is the leading learning and transforming Evangelical Christian institution enabling learners to make a difference in the world

### **MISSION STATEMENT**

Brokenshire College is a learning organization engaged in the pursuit and diffusion of knowledge through the highest standards of instruction, research and extension. It leads a life of faith, learning and action that develop people to become intellectually competent, sensitive, spiritually mature, aware and responsive to the needs and aspirations of the community. It manages and develops wisely all resources to ensure sustainable growth of the institution as responsible stewards of God and contributes to the realization of a just, free and responsible Christian social order.

### **QUALITY POLICY**

Brokenshire College is committed to provide value-oriented quality Christian education through continuous improvement and total involvement for customer satisfaction.

## THE SCHOOL SEAL



Figure 1

The seal is the symbol of the principles which the institution stands for. The cross indicates the commitment of the College to a solid and strong Christian foundation of its educational thrusts dedicated to service. The open book which serve as the light of the lamp, a flame for study and search of knowledge, faith and wisdom so that all who go through the portals of Brokenshire College will go out to the world with faith, personal discipline, and service, characterized by integrity, competence and social responsibility. Further it is based in the Latin words *Fides et Servitium* (Faith and Service), in the year 1954, when the school of nursing was first established in Davao City.

## CORE VALUES

**FAITH** is the relationship with God manifested through action with utmost confidence that God is always present in all human activities and life's circumstances. (Hebrews 11:1 NIV)

**EXCELLENCE** means to stand out in everything by being the best and doing the highest quality of work not only for oneself but for others. (2 Timothy 2:15 NIV)

**COMPASSION** is a sincere and genuine love in action by being sensitive to the needs, feelings and sufferings of others. (Matthew 25:35 & 45 KJ)



**Figure 2**

INTEGRITY refers to ones commitment to be consistent in words, actions, beliefs, and values anchored in the life and teachings of the Lord. (Philippians 4:8 NIV)

JUSTICE values fairness by considering the welfare of others and doing things justly for fellow humans and for God. (Micah 6:8 NIV)

SERVICE refers to ones sensitivity and responsive-ness to the needs of others by offering and sharing our time, talents and treasures without expecting something in return. (Galatians 5:13 KJ)

TRANSFORMATIONAL LEADERSHIP is an act to develop leaders who can influence their followers with a high level of commitments to perform their duties and responsibilities in accordance with the standard of the institution and responsible stewards God's creation. (Romans 12:2 KJ)



## **BROKENSHERE COLLEGE HISTORY**

Brokenshire College is a microcosm of the vision, dreams and labors of a lot of people.

In 1903, the Board of Commissioners for Foreign Mission of the Congregational Churches in the United States of America, now the United Church Board for World Ministries (UCBWM), sent the Rev. and Mrs. Robert Black as missionaries to Davao. They saw the tremendous need for medical service in the area. Mrs. Mary Matthewson an American Red Cross nurse set up the first medical clinic at the bank of The Bankerohan River. The clinic expanded through the work of Dr. and Mrs. Charles Sibley, and become the Davao Mission Hospital.

In 1926, a young and adventurous American medical doctor came and administered with extraordinary zeal the hospital for 15 years until the outbreak of World War II. Dr. Herbert Brokenshire, in whose Honor the hospital and the college were named, died during WWII a prisoner of war.

In response to the need for trained nurses, the Brokenshire School of Nursing was established in 1954 with 28 students. Mrs. Herminia Reyes was the first principal of the school. In 1957 the Brokenshire School of Nursing was registered as non-stock, non-profit educational corporation, related with the United Church of Christ in the Philippines. The Brokenshire School of Nursing continued its growth as more students enrolled in the graduate nursing (GN) course. The College produced 23 students as its first batch of graduates. The school and later the college was administered by Ms. Herminia Reyes (1954-1957) and Ms. Desposoria Magdamo (1957-1970).

In 1965 the hospital and the student were distressed with fire and on the following year they were transferred to its present site in Madapo Davao city with a Five (5) hectare area allotted for the school. In 1978, the Board of Trustees decided to expand its program by offering Liberal Arts, and phased out the Graduate Nurse (G.N.) for the Bachelor of Science in Nursing (BSN) and changed its name to Brokenshire College. Meanwhile, the Liberal Arts program was administered by Mrs. Phoebe Reyes (1970-1985) who was succeeded during the year 1985-1986 by Mrs. Delia E. Dango.

In response to the request from the members of UCCP community, the High School program was added in 1984 during the time

of the first President Dr. Marcelo P. Satentes with the late Mr. Cresenciano Mosot as the principal. The Preschool and Elementary programs were opened in 1989 as a separate unit of the college and named as Child Development Center with the program in Nursery, Kindergarten, and Elementary.

In 1993 three(3) programs were added, the Bachelor of Science in Business Administration (BSBA), Bachelor in Elementary Education (BEED) and Bachelor in Secondary Education (BSED). In 1995 the Nursing, Liberal Arts and High School programs were accredited level 1 by ACCSCU-AAI. Government recognition to offer Bachelor of Science in Business Administration was granted in 1996.

On June 7, 1997, Atty. Samuel R. Matunog was installed as the Second President of the College. Under his Administration, the AB Psychology was changed to BS Psychology, and three new courses were added in the field of Information Science (Bachelor of Science in Computer Science, Bachelor of Science in Information Technology and Bachelor of Science in Information Management). The Pag-asa School of Theology was merged with the curriculum of the college, and offered Bachelor of Arts (AB) in Theology and Christian Education. Likewise in 1998, the secondary curriculum was enhanced particularly in the field of science, mathematics technology and research, and this led to the establishment of the Brokenshire Science High School.

In the academic year 2001-2002, Rev. Dr. Leopoldo R. Naïve was installed as the third President of the College. In 2006, through the adherence of having a Quality Management System and to her Quality Policy of providing value oriented quality education through continuous improvement and total involvement for customer satisfaction and to become globally competitive the school applied for ISO Certification, with perseverance, determination and hard work, Brokenshire College was granted ISO 9001; 2008 certification under TUV SUD Philippines Inc. On the same year, the Upward Mobility Program (UMP) or weekend college was offered to cater to the needs of the working class for non-nursing course. In 2008, the Bachelor of Science in Business Administration major in Microfinance was offered in partnership with the Center for Agriculture and Rural Development (CARD) Mutually Reinforcing Institution (MRI). In 2009, the Commission on Higher Education (CHED) granted the permit to offer Bachelor of Physical Education (BPE) major in Sports and Wellness Management and School Physical Education and (BSBA) major in Entrepreneurship.

In 2011, two (2) Graduate Programs were offered, Master of Arts in Theology (MAT) AND Master of Arts in Nursing (MAN). In 2012, new programs were offered namely; Bachelor of Science in Accountancy, Bachelor of Science in Accounting Technology, and Bachelor of Science in Midwifery. In 2012-2013, the BPE program was granted government recognition by CHED.

The college has several programs with Level III accreditation status granted by the Association of Christian Schools Colleges and Universities- Accrediting Agency Inc. (ACSCU-AAI). These programs are Bachelor of Science in Nursing (2013-1017), BS in Education, BS in Psychology and AB Theology (2013- 2018).

In June 8, 2015, Brokenshire College appointed her 4<sup>th</sup> President, Dr. Linell G. Malimbag. She became the VP for Academic Affairs since 2012 and the first woman President of the College. In her first year, she embarked on the repainting of the building façade, construction of the covered pathwalk, increasing internet speed to 500mbps, and opening of the BC-TESDA Assessment Center (Aug.2015), among others. In the effort to open the School of Medicine, the College was evaluated in October 16, 2015 by a combined team of CHED Manila, Technical Panel for Health program (TPHP), and Technical Committee for Medical Education (TCME) and the Board of Medicine. With a target to be able to open the Medical Degree Program by SY 2016 – 2017 , the prospects are hopeful and positive. In May 12, 2016, “by virtue of Government Permit # 002 series of 2016 and Resolution No.216-2016, the Commission on Higher Education granted Brokenshire College the permit to conduct and operate the First and Second Year levels of the Medicine Program...” Brokenshire College now becomes the 2<sup>nd</sup> school to offer a M.D. Program in Davao City. In the same school year, the following Master's Degree Programs were also granted as Approved Programs under Delivering Higher Education Institution (DHEI) in the K to 12 Transition Period; Master of Arts in Nursing major in Nursing Administration; Government Recognition No.005, Series of 2013, Master of Arts in Theology; Government Recognition No.004, Series of 2011, MA Education major in Early Childhood Education, MS in Psychology major in Counseling and Clinical Psychology and the Senior High School were also fully implemented.

## **THE EDUCATIONAL OBJECTIVES AND CREDO**

The charter of Brokenshire College and the 1987 Constitution of the Philippines provide the impetus, substance and shape of the thought and action of the college.

A. The charter of Brokenshire College commits its educational efforts:

1. To the cause of Christian education, the development of Christian character and values and personal discipline among students;
2. To provide training for the development of the physical, mental, emotional skills;
3. To assist individuals in attaining their potentials as human beings in order to enhance the range and quality of life; and,
4. To train students in rudiments and functions of a democratic society in order to be socially responsible.

B . Brokenshire College shall work and live to develop students:

1. Who are informed and aware of the social, political, economic and cultural forces dynamically working in society;
2. Whose potentials for critical thinking and research are fully developed;
3. Who are intellectually and professionally competent and honest; and
4. Who are morally and ethically sensitive to social concerns.

C. To realize these educational objectives, the college shall pursue towards;

1. An administration, faculty, staff and students who are:
  - a. Knowledgeable of the best thoughts and values of humankind;
  - b. Conversant with the economic, political, social and cultural heritage in relation to the realities of Philippine life, in particular, and of the world, in general; and
  - c. Observant with the Core Values such as integrity, justice, service, excellence, compassion transformational leadership and faith.
2. A methodology of teaching, a system of learning and valuation that will:
  - a. Recognize the dignity of every person;
  - b. Develop one's capacity to critical thinking and research; and
  - c. Cultivate social responsibility and action guided by Christian values;

3. A decision-making process that will:
    - a. Make use of the fullest contribution of various sectors; and
    - b. Develop the capabilities for reflection and action in the college community.
  4. A curriculum and co-curricular program that foster development towards:
    - a. Creative thinking;
    - b. Human dignity, responsibility and values;
    - c. Social awareness; and
    - d. Involvement.
- D. A policy of service that will:
- a. Reflect the values of justice and equality;
  - b. The dignity of labor, and
  - c. The development of commitment to duty, competence and excellence;
- E. Academic-community actions that are actively involved in solidarity with the marginalized in society for their authentic development and liberation.

## **ARTICLE I**

### **ACADEMIC PROGRAMS AND POLICIES**

#### **SECTION 1. DEPARTMENTS**

##### **1.1 School of Arts and Sciences(SAS)**

The School is responsible for the general education curriculum of all the students in whatever field of specialization they intend to pursue. This takes place during the first two years of college education.

Programs under the SAS;

*A. Bachelor of Science in Psychology (BS Psych) - Accredited Level III-5 years by the ACSCU-AAI*

B. *Bachelor in Secondary Education (BSED)* with majors in Mathematics and English - Accredited Level III 5 years by the ACSCU-AAI

C. *Bachelor of Elementary Education (BEED)*, with majors in Pre-School Education and Generalist; Accredited Level III 5 years by the ACSCU-AAI

D. *Bachelor of Arts (AB) in Theology and Christian Education* Accredited Level III 5 years by the ACSCU-AAI

E. *Bachelor of Physical Education (BPE)* with majors in Sports and Wellness Management and School Physical Education; Government Recognition No.007, Series of 2012

F. *Bachelor of Science in Computer Science (BSCS)*; Government Recognition No.016, Series of 2002

G. *Bachelor of Science in Information Technology (BSIT)*; Government Recognition No.017, Series of 2002

## 1.2 School of Business Administration

A. *Bachelor of Science in Business Administration (BSBA)*, with majors in Marketing Management & Microfinance; Accredited Level II-5years, by the ACSCU-AAI

B. *Bachelor of Science in Accountancy (BSA)*; Government Recognition No.003, Series of 2016

C. *Bachelor of Science in Accounting Technology (BSAT)*; Government Recognition No.005, Series of 2016

D. *Bachelor of Science in Hotel and Restaurant Management (BSHRM)*; Government Recognition No.002, Series of 2010

## 1.3 School of Nursing and Allied Health

A. *Bachelor of Science in Nursing (BSN)* - Accredited Level III- 5years, by the ACSCU-AAI

B. *Bachelor of Science in Midwifery (BSM)*; Government Recognition No.001, Series of 2016

## 1.4 School of Medicine

A. Doctor of Medicine; Government Permit No.002, Series of 2016

### 1.5 Graduate School

A. Master of Arts in Nursing major in Nursing Administration;  
Government Recognition No.005, Series of 2013

B. Master of Arts in Theology; Government Recognition No.004,  
Series of 2011

Approved Programs under Delivering Higher Education  
Institution (DHEI) in the K to 12 Transition Period;

C. MA Education major in Early Childhood Education

D. MS in Psychology major in Counseling and Clinical  
Psychology

## **SECTION 2. ACADEMIC POLICIES**

### 2.1 Academic Load

No student, unless given permission by the Dean, is permitted to take more than the required load as prescribed by the curriculum in a semester for any course. An extra load is granted to the requester if he is a candidate for graduation but only during the regular semester.

### 2.2 Class Attendance

Students are expected to attend their classes in which they are officially enrolled.

Activities covered during the absence of the student, whether excused or unexcused, must be made up.

Only three (3) unexcused absences are allowed. In excess of this would be a ground for dismissal from the class.

To bridge the knowledge gap in professional nursing subjects, a student is required to undergo make-up session and pay corresponding charges.

Request for excused absences must be made from the Dean of the College and must be processed within a period of three (3) days after the last day of absence.

Excessive absences beyond 20% of the total number of hours for a course in a semester or a summer subject will cause the student to be dropped regardless of reasons.

Tardiness beyond 15 minutes or leaving the class after the checking of attendance and not returning is considered absent.

In the event that an instructor does not arrive on time, the student will have to wait for 15 minutes, after which the student shall inform the Dean for further instruction.

## 2.3 Academic Probation and Dismissal

It is the student's responsibility to meet the academic standards of the college.

A student shall be placed under academic probation when;

- A) a student has a WPA lower than 80% in his 1<sup>st</sup> year and 2<sup>nd</sup> year
- B) a student has grade lower than 85% in professional subjects in board courses during his 3<sup>rd</sup> year and 4<sup>th</sup> year

Academic probation is only allowed up to one (1) School Year;

A student under academic probation;

- A) may be required to repeat a certain subject and/or carry a reduced load in order to improve performance.
- B) will not be allowed any unexcused absences; and,
- C) is ineligible to present the College in any public appearance, activity or office, without permission from the Dean.
- D) If the student still fails to attain the required WPA, he is barred from further enrollment in the same program. However, he/ she maybe allowed to enroll in another program.

## 2.4 Grading System



The grading system of the college for all courses is numerical, ranging from 65% to 100%. A student who obtains a grade lower than 75% will be required to repeat the course to earn credit.

Computation of ratings to represent student performance in any subject is criterion-referenced. "Criterion reference measure" means that student performance is taken by itself without comparing him with other students. To validate the student assessment, the following components shall be taken into consideration in both lecture and laboratory:

Exams	40%
Quizzes	40%
Other Course Requirement	20%
	<hr/>
	100%

Overall Grade of a Student for a Subject with Laboratory:

Lecture	60%
Laboratory	40%
	<hr/>
	100 %

Note: Related Learning Experience is computed separately.

Final grades will be the average of Prelim, Midterm, Pre-final and Final.

A student is given five (5) working days after the final examination to settle an incomplete requirement in the given subject; otherwise, the student will be given a failing grade.

## 2. 5 Weighted Percentage Average (WPA)

Weighted Percentage Average (WPA) is the average of the sum of the ratings multiplied by the number of units, represented by the following formula:

$$\text{WPA} = \frac{\text{Sum of (R x U....)}}{\text{Total Number of Units}}$$

Where: R – Rating; U – Units

For example:

Eng 1	93 x 3	=	279
Hist 1	90 x 3	=	270

TFN	90 x 3	=	270
Ana & Physio	89 x 5	=	445
PE	95 x 2	=	190
	16 units		1445
	WPA = $\frac{1,445}{16}$ = 90.31		

National Service Training Program (NSTP) rating is not included in the computation of the WPA.

## 2. 6 Dean's List and Academic Scholarship Policy

Every end of semester, the Dean through the Registrar, shall publish a list of honor students for the particular semester (Dean's List).

Criteria:

- A) The student must be enrolled with a minimum load of 21 units for the semester; and
- B) Has earned a WPA of 90% or above provided that the student has no grade lower than 86% in any subject enrolled.

## 2.7 Academic Scholarship

Academic scholarship is awarded to continuing college students with the following requirements/qualifications:

- a. Must be a Dean's Lister
- b. For tuition discount: A student must earn a WPA of:

95-100% - one hundred (100%) percent/full tuition discount/scholarship  
 90-94.99% - fifty (50%) percent/ half tuition discount/scholarship.

## SECTION 3. GRADUATION POLICY

### 3. 1 Graduation with Honors

Must be a consistent Dean's Lister with a cumulative WPA of 90% or above of the senior year with no grade lower than 86% shall be qualified with honors.

The specific cumulative WPA required to graduate with honors is:  
 90.00% - 93.99% Cum Laude

94.00% - 95.99% Magna Cum Laude  
96.00% - 100.00% Summa Cum Laude

To qualify for honors, the students must have completed four full semesters residency at Brokenshire College.  
In exceptional cases, however, the Honors Committee may recommend to award appropriate recognition to deserving students.

### 3.2 Application for Graduation

Any student desiring to graduate at the end of a semester must apply for graduation at the Registrar's Office two weeks after the beginning of the semester preceding his graduation. Application forms for graduation are available at the Registrar's Office or may be downloaded from the college website ([www.brokenshire.edu.ph](http://www.brokenshire.edu.ph)). Where a thesis is required, a student will only be allowed to graduate upon submission of two (2) approved hardbound copies to the Dean.

### 3.3 Residency Requirement

A two-year residency is required for a student to qualify for graduation. Exceptions to the policy shall be approved by the VPAA in accordance with the CHED Policies.

### 3.4 College Terms and Examinations

An academic year consists of two (2) semesters and one (1) summer. Semestral work is divided into four (4) grading periods. Periodical examinations are: Preliminary, Midterm, Prefinal and Final. No student will be allowed to take the examination without an examination permit. A duly accomplished clearance slip is required in order to obtain a final examination permit.

The examination permit must be presented before the administration of the periodical examination. In case of loss, a duplicate copy may be obtained from the Business Office. Special examination in any grading period may be given to students within a week only on the following grounds:

- A) Illness, in which case a medical certificate must be presented; and

- B) Death of an immediate member of the family, i.e., spouse, parents, brothers, sisters or children, a photocopy of the death certificate should be presented.

A student is given three (3) days grace period to apply for special examination. A special examination fee of P100.00 per subject shall be assessed. After paying the required fee, the student has given seven (7) calendar days within which to take the special examination.

### 3.5 Certificate of Transfer Credential (CTC)

A transfer credential is given to student with good standing and who has voluntarily severed his connection with Brokenshire College. Upon written request of the student or his authorized representative the transfer credential will be issued by the Office of the Registrar. Forms are available at the Registrar's Office. A fee is required for the issuance of a CTC and TOR. A student found guilty of gross violation of the Honor Code shall not be issued a Good Moral Character which is also a component of the CTC issuance.

### 3.6 Transcript of Records (TOR)

College students desiring to have a transcript of their grades and credits are required to file a written request with the Office of the Registrar. A duly accomplished clearance form is required before the Transcript of Records and diploma shall be released.

- A) Transferring to another school:
- B) The College will forward the requested Transcript of Records (TOR) to the school where the student intends to transfer.
- C) Applying for a job: The requested TOR will be marked "FOR EMPLOYMENT PURPOSES ONLY".

## 4 NON ACADEMIC AWARDS

### 4. 1 Guidelines in granting the Awards

All applications for any awards shall be submitted and validated by the OSA Director and the result will be endorsed to the Honors and Awards committee. The committee will determine the granting of awards and must consider the following;

- A) The facts and/ or documents presented as reason for the endorsement with due consideration as to the approved tools.
- B) He/ she must have a WPA of 85% with strictly no failing grades.
- C) Of good Moral Character.
- D) And others as maybe prescribed by the committee either to break the tie or to insure that only those worthy can receive the award.
- E) In case of tie, the committee will consider the WPA

It is the duty of the student-awardee to submit all pertinent documents as proof of all his or her accomplishment. Form for award application is available at the OSA.

Further, the student-awardee before being considered for an award, must have settled or been cleared of any obligations as an officer of the student organization, otherwise, endorsement or application shall be considered forfeited.

The College reserves the right to grant any other awards not mentioned but is considered worthy of recognition.

## **4.2 The Non-Academic Awards and its CRITERIA**

A. *Dr. Herbert Brokenshire Leadership Award* is given to an outstanding student who has shown leadership skills leading to a school or community project worthy of emulation by the students while serving officer/ member of the student organization.

- 1) The candidate must have established a four (4) year residency status.
- 2) Such residency could mean being a full time student or with at least 15 units load in a semester.
- 3) He/ she must be an elected or appointed member of a duly recognized student organization or a campus student organization.
- 4) The candidate is or must be a graduating student.

B. *Presidential Citation Award* is the highest award given to a student who brought honor to the College.

- 1) The candidate must be a student of the College.
- 2) He or she has brought honor to the College by: noble deeds, winning a national or international contest or competition, inventing a highly acclaimed product or thing.

C. *Community Service Award* is given to a student who has been a consistent volunteer to any Community Extension projects organized by the school for at least three (3) consecutive years, of which service is exemplary.

- 1) The candidate must at least be a third year student of Brokenshire College.
- 2) Such residency could mean being a full time student or with at least 15 units load in a semester.
- 3) The candidate has officially organized any project activities either school or community-based.
- 4) He/ she got the highest rank or point in the evaluation tool.

D. *The Lamp Award* is given to a member of the editorial staff who actively and consistently contributes written articles which has shown strong positive impact to the school and to the community.

- 1) The candidate must at least be a third year student of Brokenshire College.
- 2) The candidate must be a staff of the official student publication for at least three (3) years.
- 3) He/ she has not violated the Honor Code and the Code of Ethics in Journalism.
- 4) He/ she got the highest rank or point in the evaluation tool.

E. *Ambassador of Goodwill Award* is given to a student who has demonstrated a consistent and excellent performance in any contests/ competitions represented by him/ her either inside or outside the campus.

- 1) The candidate must have established a four (4) years residency status.
- 2) Such residency means being a full time student in the school year.
- 3) He/ she must possess a good moral character.
- 4) Must have won in at least Eight (8) contests, competitions or conferences.

- 5) Have demonstrated a consistent and excellent performance on any contests or competitions represented by him/ her either inside or outside the campus.

*F. Outstanding Student Organization Award* is given to an individual or to a recognized student organization whose service is exemplary.

- 1) The student organization must be a recognized organization.
- 2) Has rendered service beyond what is expected of them as required in the functions and duties of any student organization.
- 3) Such service could be a research or a community project recognized by the College.
- 4) The research or community project undertaken is considered to be exemplary based on its ranking or points in the evaluation tool.

*G. Athletic Award* is given to an athlete who participated and brought awards in the various sports program in the local, regional/national competitions.

1. Must be a bonafide student of the College participating in a particular sport event
2. Satisfy his/her coaches and teammates including attendance in all games and training sessions, appearance and behavior on and off the field and to satisfy stipulated requirements)
3. Academic general average must be 80% and must maintain good academic standing.

*H. Dr. Marcelo P. Satentes Award* is given to an outstanding student assistant who has shown excellent performance in both SA evaluation and academic performance while serving the College as working student.

- 1) The candidate must have established a four (3) year residency status as SA with at least 21 units load in a semester.
- 2) Must maintain good academic standing with a general weighted average of 85%
- 3) Has rendered service beyond what is expected of them as reflected in the evaluation tool of 90%.

## **ARTICLE II**

### **STUDENT WELFARE**

#### **Section 5 STUDENT INFORMATION AND ORIENTATION**

##### **5.1 Student Orientation Program**

Orientations for the regular students are scheduled every June and November while for foreign students are in July and November. This is to ensure that all of the students are informed of the dos' and don'ts' of the College. Orientation is a mandatory activity for all students to participate or cooperate would mean dropping from the roster of students and submission of name to the foreign affairs office or the like as undesirable alien.

##### **5. 2 Publicity on Campus**

Student organizations are urged to use the school's bulletin boards for any announcements. Unauthorized bulletin boards and billboards are not allowed.

Posters must bear the approval of the Office of the Student Affairs and must be removed by the concerned organization immediately after the conclusion of the announced activity.

Failure to remove the posted announcement requires the officers of the organization to explain in writing, with the assurance that the same will not happen again.

#### **Section 6 LIBRARY MULTI-MEDIA RESOURCE CENTER (LMRC)**

One of the objectives of the LRMC is to see to it that the optimum use of its collection is made by guiding the researcher to have an easy access to the materials they need. To facilitate easier location of the books on shelves and easy retrieval of the materials, the LRMC adopted the Dewey Decimal Classification System. The DDC has 10 major classes from 000 – 999.



## 6.1 Circulation Policies and Guidelines

- A) Students can borrow two (2) books at a time and may renew it if no one has placed a reservation.
- B) Loaning period – 8:00 am – 7:00 pm
- C) Loaning and Returning Procedures
- D) Using identification card or borrowing by authorizing others in his/her behalf is not allowed.
- E) Penalties and Fines will be implemented to all overdue materials. (see Library Manual)
- F) Books in the reserve section and General reference section shall be read in the library.
- G) Magazines, newspaper, journals and other periodicals and rare collection shall not be taken out of the library.
- H) When book is lost, the borrower may be given one (1) week after notifying the librarian to replace or pay for the lost material/s according to prevailing price plus current expenses for ordering/purchasing. After the lapse of one (1) week and nothing is done, a fine of Php 12.00 a day shall be charged until the borrower complies with his/her obligations. In a case when a book that is reported lost is found and returned to LRMC, the cost of the book will be refunded but there will be a surcharge of 10%.

Clearance from the LRMC shall be secured: one (1) week before the final examination and before the release of the Transcript of Records, certifications and other school documents.

All LRMC materials should be recorded out at the charging counter.

Borrowed materials are subject to recall upon expiration of the loan period. Borrowers with overdue accounts and unreturned materials will not be allowed to borrow until such obligations are settled.

## 6.2 Internet Policies

- A) Internet in the library is exclusively for college student of Brokenshire College.
- B) Each student is entitled to an unlimited access per semester.
- C) Students must present his/her identification card to the internet in-charge for proper documentation.
- D) The internet is only used for surfing and research. Chatting is discouraged.
- E) Students are allowed to bring USB for de loading. They can ask the in-charge for assistance.

- F) Viewing slut websites or sex sites is absolutely prohibited. Students caught will be penalized according to approved policy.
- G) One computer one student should be implemented.
- H) First come, first serve basis. No reservation is allowed.

### 6.3 LRMC use and Conduct Policy

- A) To fulfill its purpose as a learning center, the LRMC must provide a quiet surroundings conducive for learning. Hence, SILENCE must be observed. The library staff has the right to impose the rule and regulations and are authorized to confiscate identification card of the students who are doing inappropriate behaviors and will be asked to leave the area.
- B) Using mobile phone in the library is strictly prohibited. This communication device should be in silent mode when entering the premise.
- C) Leaving waste paper and other scrap materials on the tables and floor is forbidden. Trash cans are provided.
- D) LRMC reserves the right to exclude from the premise those who have ignored verbal warning from the staff. Further, disciplinary action like suspension of library privileges will be undertaken for serious offenses. (e.g., refusing to present ID upon entrance, refusing to submit things for inspection upon exit, indecorous behavior).

#### Violations defined:

- A) Deface, mutilate, or otherwise damage LRMC property.
- B) Ignore or fail to respond to overdue or recall notices.
- C) Removing or attempting to remove LRMC property without proper authorization.
- D) Stealing and knowingly possess stolen LRMC materials.
- E) Refuse to show identification upon request of the LRMC personnel
- F) Writing, tearing, cutting out of any page from a book, magazines, journals, newspapers.
- G) Playing audio equipment that can disturb others.
- H) Creating disturbance by making noise, talking loudly or engaging in other disruptive behavior.

#### Disciplinary Procedures:

Violations listed are subject to probation, reprimand, penalties, suspension or dismissal through college judicial system. Mild cases will be handled by the LRMC Director and Library Committee. Serious cases will be referred to the Office of Student Affairs/Conduct and Discipline Committee.

The Learning Resource and Multimedia Center considers all offenses listed sufficiently serious to warrant disciplinary action, regardless of the monetary value of the property involved. The LRMC will closely work with the concerned office/s to assure prompt and equitable adjudication.

#### 6.4 Control procedure

- A) LRMC users should leave their bags, packages, etc., except other valuables at the baggage counter.
- B) Students, Faculty and Staff should wear their validated BC Identification Card upon entering and during stay in the LRMC.
- C) LRMC users are required to show the contents of their folders, envelopes and other kinds of receptacles to checker. This is a normal operating procedure in an open stack system. Failure to do so will merit disciplinary action.
- D) LRMC installed security system at exit. Any LRMC materials not properly checked out will be kept by library the personnel and they are authorized to ask you for your identification and to search bags, knapsacks, envelopes, folders or other receptacles, containers that you are bringing.
- E) Penalty will be imposed to all unclaimed items at the baggage counter. (see library manual)

#### 6.5 Use of Resources

The student;

- A) must leave the borrowers card at the charging counter together with the title card.
- B) should check the title of the book written on the book card.
- C) should not fold the pages or place pen or even sharp object in between pages.
- D) must refrain from eating, drinking and sleeping inside the premise.
- E) under the influence of liquor, prohibited drugs shall not be allowed to enter.
- F) Doing homework and assignments (e.g. solving problems, performing laboratory experiments and write ups, class project,

preparing visual aids, group study that requires discussion are absolutely prohibited in the premises.

- G) Users must handle LRMC materials carefully so that they will not defaced or damaged in any way. Writing, tearing, cutting out in any page from a book, magazines, journals, newspapers, etc. or destruction of any materials is strictly prohibited. Any violators to this rule shall be obliged to pay a sum equal to the full value of the materials and all library privileges shall be suspended for one (1) semester commensurate to the offense.
- H) LRMC materials must not be concealed in the LRMC for the exclusive use of individuals or groups.
- I) LRMC materials must not be taken from the LRMC premise without proper checkout. All materials must be returned on or before the expiration of the loan period. See the Circulation Policies and Guidelines
- J) Books should be placed at the book track provided beside the charging counter.

#### 6.6 General Policies for alumni Users

- A) Alumni user/s shall be allowed to enter and use any LRMC facilities upon presentation of validated Brokenshire Alumni ID;
- B) Alumni not wearing appropriate dress code will not be allowed to enter the premise;
- C) Students currently enrolled will be given priority thus, Alumni will be accommodated and allowed to use LRMC facilities provided if there is available or vacant seats;
- D) Alumni are allowed to use reading materials within the LRMC premises;
- E) Alumni will not be allowed to borrow any reading materials for home use;
- F) All reading materials are for within the premises use only;
- G) Photocopying of manuscript such as thesis, case presentation are not permitted;
- H) Clearance from the LRMC shall be secured before the release of Transcript of Records, certifications and other school documents.

### **Section 7 COUNSELING AND PSYCHOLOGICAL WELLNESS**

Serves as the College Guidance Center catering to all students enrolled at Brokenshire College. It aims to assist the students' need to develop their

psycho-social being and support their academic endeavors. CPWC offers the following services:

- A) Counseling (walk-in, call-in, referral, interviews)
- B) Individual Inventory
- C) Psychological Testing (entrance exam, educational, psychodiagnostic)
- D) Career Information Service (group guidance, seminar-workshop)

"PEERlink", the Peer Facilitators Guild or student organization supervised by the guidance center empowers students to be advocates of healthy psychological being.

## **Section 8 CAREER AND JOB PLACEMENT COUNSELLING**

The CPWC has a program that is designed for the graduating students for them to be exposed to the changing needs of the industry. Students are required/encouraged to attend sessions like career counseling & placement to discuss updates, issues or problems encountered. A bulletin board is also provided for job opportunities which is posted at CPWC.

## **Section 9 ECONOMIC ENTERPRISE DEVELOPMENT**

Pursuant to the desire of the student organizations/student government in partnership with the Office of the Student Affairs, the undersigned hereby carry out a particular project in the acquisition of lockers to generate funds for the students' welfare and to manage the resources wisely.

### **9.1 Handling of the Lockers and the Funding it will generate.**

- A) The locker renter will file an application at the OSA. Locker renter means any student or pupils who wish to avail of the locker amenity after paying the full amount of the rent and signing the right to occupy.
- B) The lockers will be acquired through the allotted budget and/or savings of the student organization headed by the BCSSC and BC Counterpart.

- C) In order to secure the generated income from the rents paid by the locker occupants the sharing shall be in the following; The sharing of the income shall be 70 – 30, 70 percent shall go to the student fund and 30 percent shall go to the School (Administrative Cost).
- D) The amount of rent must be paid directly to the Business office and the receipt shall bear the name of the renter and the purpose of the payment.
- E) The student fund shall be put in separate account where the signatories are the Director of Student Affairs, the Finance Officer and the Prime Minister of the BCSSC or its equivalent official.
- F) The funding shall be exclusively used for scholarship, projects, seminars and research or others as maybe determine by the committee.

## **Section 10 STUDENT HANDBOOK DEVELOPMENT**

It is important that all provisions of the Student Handbook are updated and constantly reviewed by the committee in order to provide information and reference guide not only to all students but to parents as well. It is re-emphasized that every provision of student handbook may be subject to change every two years or as the need arises.

## **ARTICLE III**

### **STUDENT DEVELOPMENT SERVICES**

## **Section 11 STUDENT ACTIVITIES**

The mission of the college is expected to be realized not only in academic activities but also in areas such as: athletics, social, cultural, religious and civic activities initiated or participated by students (Appendix F).

Thus, students are encouraged to:

- A) Participate in the annual intramural and other athletic activities. However, class hour should not be sacrificed for practice;
- B) Join at least two school organizations;

- C) Attend fellowship activities such as balls and dances held inside or outside the campus ;
- D) Be actively involved during foundation day, orientation program, literary and musical program, cultural and peace forum meetings, student convocation, baccalaureate and graduation ceremonies;
- E) Other activities and assemblies called by the school officials
- F) Student sponsored activities may be suspended if they interfere or are detrimental to a student's class schedule or welfare; and
- G) Students with special needs such as Persons with Disabilities (PWDs) shall be given due consideration in all activities (Appendix D- RA7277).

11. 1 *Seminars and Trainings* are defined as an organized activity aimed at imparting information and/or instructions to improve the student's performance or to help attain a required level of knowledge or skill within or outside the campus.

11. 2 *Field Trip* is an educational activity involving the travel of students and supervising faculty outside the school campus usually last for one day and with fewer places of destination.

11.3 *Educational Tour* is an extended educational activity involving the travel of students and supervising faculty outside the school campus which is usually lasting of more than one day and relatively more places of destination.

11.4 *Retreats* are activities that extends to spiritual growth and maturity of students organized and conducted by the Chaplain.

#### 11. 5 *Off Campus Activities Policy*

Off campus activities should be scheduled at the beginning of the semester and distributed evenly throughout the term. No field trips or retreats should be allowed a week before the examination.

Excursion, outings, and other extra-curricular activities should not be compulsory and should not be considered substitute for final examination or basis for additional credit for grading purposes.

The Dean shall have supervision and control of all off campus activities of his academic unit and shall keep a calendar thereof. Before endorsing

the off campus activity to the OSA for the release of the parental consent, the Dean shall look into matters such as:

- A) Curriculum/Calendar of Activities
- B) Minutes of consultation such as chosen destination, cost, safety, benefit requirements with attendee's signature;
- C) Acknowledged/Approved letter from LGU/NGO destination.
- D) Risk assessment plan and preventive measures
- E) Medical clearance signed by the parent or physician
- F) The specific academic objectives of the field trips or tour;
- G) Reasonable Expenses (transportation, accommodation and meal arrangements included)
- H) Duration of the trip will take and the number of classes that will be missed;
- I) Safety consideration with respect to transportation and prevailing peace and order situation in the place/s to be visited;
- J) The adequacy of appropriate chaperonage and/or guidance for the number of students involved;
- K) The written approval or invitation of offices/factories to be visited.

The teacher concerned shall be responsible in securing parental consent from the OSA. The return slip attached to the parental consent form must be returned to the OSA at least a week prior to the activity. The adviser in charge of the activity is expected to give a briefing to the group before departure. Besides the academic objectives of the activity, all students should also be reminded of the following matters:

- A) Student behavior during the trip especially while visiting homes or offices;
- B) Expectations from the places or firms to be visited; and
- C) Should always project themselves as, "ambassadors of goodwill" of Brokenshire College.

## **Section 12 STUDENT ORGANIZATIONS**

### **12. 1 Right to organize**

Every student has the right to organize or form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and



development under the law. Only bonafide Brokenshire students are qualified to become members of student organizations. The Office of the Student Affairs (OSA) undertakes the supervision and coordination of student organizations. Appropriate penalty shall be imposed upon the officers or leaders of any organizations, which shall function without the recognition of and prior approval from OSA after due process has been observed.

## 12. 2 Criteria for Recognition

Student organizations should meet the following criteria:

- A) Uphold the ideals and traditions of the college as embodied in the College ,Mission Statement and Credo;
- B) Promote academic excellence in the campus;
- C) Develop campus-wide friendships and fellowships, which transcend discrimination;
- D) Course-related groups that encourage scholarship and further the academic interest and excellence along particular fields.

## 12. 3 Requirements for Recognition ;

New organizations shall be on trial period during the first semester of existence.

- A) Letter of application
- B) Constitution and By-Laws or History of the Organization
- C) Program of Activities or Projects
- D) One-year Operational Plan
- E) List of Officers and Members
- F) 5's Program
- G) Evaluation
- H) One (1) full time faculty or regular staff of the College to serve as adviser

## 12. 4 Requirements for Renewal

Renewal of recognition of student organizations shall be by school year and based on performance.

- A) Letter of intent for renewal of commitment;

- B) A copy of amendments to its Constitution and by laws (if there is any);
- C) Program of Activities or Projects;
- D) One-year Operational Plan;
- E) List of Officers and Members; and
- F) 5's Program
- G) Evaluation
- H) One (1) faculty or staff members to serve as adviser.

Deadline for renewal of recognition shall be until August 5 of each school year.

## 12. 5 Qualification of Student Leaders

Student who wants to become an officer of the student organization must possess the following:

- A) Good Moral Character;
- B) With Weighted Percentage Average (WPA) of at least 82% and strictly no failing grades as a regular student;
- C) One (1) school year residency status as a student;
- D) Must swear to protect and preserve the welfare of Brokenshire College;
- E) The term of office in any of the institutional student organization must be one (1) term only. In no case shall the officer be allowed to serve another offices so as to give chance to other would be officer;

## 12. 6 Treatment and Approval

The student committee shall review all applications for renewal and recognition of student organization during 2<sup>nd</sup> Friday of August. The committee should come-up with a recommendation for approval of the Director for Student Affairs; The list of the approved student organization will be posted on the bulletin board. The status of the student organization shall indicate the following:

- A) RECOGNITION means it has completed the requirements and may operate for one school year with all the privileges and supports granted to it to conduct a community project or use the facilities of the school;
- B) PROBATIONARY means an organization has not completed the requirements for recognition. Under this circumstance, non-

compliance will automatically make the organization's status as probationary. Such status may last from one to two semesters. However, failure or non-compliance of the conditions will cause the withdrawal of such recognition.

- C) NON-RECOGNITION means failure to comply all the requirements

## 12. 7 Privileges of a Recognized Student Organization

- A) To be considered an awardee for having contributed the most to campus life (i.e research and extension).
- B) To be included in the official College publication and/ or in the official Website of the College;
- C) May be authorized to raise funds, solicit prizes, sponsors or patrons.
- D) All applications for fund-raising project must state the following: Budget of expected income and expenses, and objective/s or purpose/s for holding the fund-raising activity which must be for a worthy cause, upon the approval of the committee.
- E) To hold social functions, and other activities during the semester; The following conditions must be complied if the activity is sponsored by recognized student organizations;
  - 1. A letter- request duly signed by the adviser must be submitted to the Dean for approval;
  - 2. The approved letter must be forwarded to the OSA for the release of parental consent;
  - 3. The return slip attached to the parental consent form must be returned to the OSA at least three (3) days prior to the activity;
  - 4. The adviser must also accompany the group, otherwise the activity will not be allowed;

## 12. 8 Duties of Student Organizations

The following are the documents to be submitted by the officers every last Friday of February to OSA;

- A) Accomplishment Report signed by the adviser
- B) Evaluation Result of Activities. Evaluation tool is available at the OSA.
- C) Audited Liquidation Report signed by the adviser

For departmental/ religious and other student organizations

- A) (Budget depends on the will of the constituents however solicitation and fund raising requires approval from the concerned offices.
- B) Provision of budget should also be stated in the Constitution and By Laws and the specific items where it will be taken, e.g. membership due, etc.
- C) In all budgets (general/ special), the objectives or purposes must be stated and such will be one of the basis in checking the liquidation report.

### **Section 13 LEADERSHIP TRAINING**

The Office of the Student Affairs conducts annual leadership training to all student leaders from different organizations to develop leaders to translate Core Values of the College and to enhance their leadership skills and become effective and efficient servant leaders of tomorrow.

### **Section 14 STUDENT COUNCIL AND GOVERNMENT**

There shall be one and only student government that shall have jurisdiction over the whole studentry and it shall be officially known as the Brokenshire College Supreme Student Council. (BCSSC). A membership fee of P100.00 shall be collected upon enrollment however the amount is subject to change upon the approval of the executive council. The collected money shall be used only for projects that would benefit the studentry. (BCSSC-CBL)

### **Section 15 STUDENT CONDUCT**

Each student shall abide the Honor Code. The honor system is based on the philosophy that honor and self-discipline are attributes of an educated person. The code states that each student pledges to:

- A) Behave with decorum in and out of the campus;
- B) Do academic work with integrity;
- C) Respect the rights of others; and

- D) Protect the property of the college.

Any violation of the Honor Code shall be heard and decided by the Conduct and Disciplinary Committee, the composition and function of which are defined in the College Code.

### 15. 1 Student-Faculty Relation

Relationships between students and faculty must be formal and one that accord due respect to both. Each faculty has allotted time for student consultation in the faculty lounge or any offices available.

### 15. 2 School Uniform

The college prescribes the following to be worn on Monday, Tuesday, Thursday and Friday.

For female students:

- A) White pants
- B) Blouse with BC pin logo, baby collar, and five (5) small pleats on the left side, and five (5) pearl buttons; and
- C) White socks and white shoes.

For male students:

- A) White polo shirt with BC pin logo,;
- B) White pants; and
- C) White socks and white shoes.

### 15. 3 Rules in wearing the uniform (school or clinical uniforms) or civilian clothes

- A) The uniform must be worn within the school premises and during school functions, unless otherwise specified.
- B) Exception to the wearing of uniform shall be in a case to case basis and subject to prior consent or recommendation by the Dean or Director of Basic Education;
- C) Students are strictly prohibited in wearing the prescribed uniform in shopping, watching movies, and meeting or during sendoff of relatives, and attending social functions wearing the prescribed uniform.
- D) Students should come to school well-groomed and properly dressed. Grooming includes short hair (2x2 inches), no hair

color, no earrings among male students and no extra earrings for females.

- E) Only students wearing school uniform on the prescribed days or properly dressed during civilian days are allowed to enter the school premises and use the school facilities.
- F) Only decent (civilian) clothes are allowed. Decent means:

FOR FEMALE: no plunging necklines, spaghetti straps, see-through apparels, hanging blouses, very short skirts, athletic or city shorts, tattered jeans, sleeveless blouse/ shirts, bakya, rubber sandals, flip-flops, slippers or slips-on; and

Allowed: formal sandals, closed shoes, peep toe sandals, sneakers

FOR MALE: no sleeveless T-shirts, walking/ city shorts, wearing of sandals and slippers. Further, men must not go out the campus without under shirts.

#### 15. 4 Related Learning Experiences (RLE-Nursing)/ Clinical Practicum (Midwifery)

##### Type A (Ladies only)

- A) Green dress with white apron, pin and a cap for Nursing and Green dress with gray apron and pin for midwifery;
- B) White thick stocking; and
- C) White nurse's shoes.
- D) This will be used in most hospital-based related learning experiences.

##### Type B

- A) Scrub suit with BC logo; green and white for nursing and gray for midwifery
- B) For Nursing, white head cap and mask to be worn in the Operating, Delivery Rooms and other area units required by the institution; and for midwifery, gray head cap and mask
- C) With a long smock gown at knee level over it when outside the unit but within the hospital premises. This should never be worn elsewhere unless the situation demands its use. Type C uniform is to be worn in going to hospital special areas.

##### Type C

- A) White pants with white prescribed upper suit for men;
- B) White prescribed blouse for ladies with white pants as prescribed;

C) White nurse's shoes and white socks.

This will be used exclusively for community health nursing experience and psychiatric nursing affiliation or as required in a particular RLE/CP. Students are responsible for checking changes in their related learning experience assignments. These are posted on the bulletin boards specifically designated for this purpose.

Comply all RLE / CP Requirements

### 15. 5 Paraphernalia in RLE/CP

The students must be equipped with the following:

- A) Name plate and school ID
- B) Wrist watch with second hand
- C) Paraphernalia bag containing the following:
  - (1) Ball pen (blue, black and red)
  - (2) Pocket notebook and ruler 6 inches long
  - (3) Small Bible
  - (4) Needle thread (green and white)
  - (5) Bandage scissors
  - (6) Nail cutter
  - (7) Sphygmomanometer and Stethoscope
  - (8) Pen light
  - (9) Medicine glass and medicine tray
  - (10) Thermometers (oral, rectal, auxiliary)
  - (11) Others deemed necessary in the area of exposure
  - (12) Handbook in clinical practice, clinical case record, records of clients, and exhibits of cases

### 15. 6 Rules during RLE

- A) An Instructional Plan serves as guide in implementing the program of instruction in RLE.
- B) A student is expected to report to the clinical area.
- C) Female married/unmarried students are advised to take a leave or stop schooling when pregnancy
- D) Make-up and extension duties must be rendered within the grading period the absence took place.
- E) RLE clearance is required during enrollment in the succeeding semester or summer.
- F) Only the prescribed clinical area uniform is allowed.

- G) Ladies are expected to wear light make-up and tie their hair with a hair net all the time while in uniform.
- H) All cases of negligence and violations shall be dealt with accordingly.
- I) In case of an out of town RLE, students are required to stay in the designated and/or pre-arranged dormitory or houses for security reason, unless a duly approved letter of request from the guardian addressed to the Dean is presented. A copy of such letter must also be furnished to the OSA.
- J) RLE extension due to absences and on-call duties for case completion are not covered in the assessment of fees and such will require additional payment.
- K) Students are also required to strictly observe and follow the policies of affiliated hospitals and other health institutions.
- L) Tardiness and/or leaving the assembly area before the time shall be considered as an unexcused absence.
- M) Punctuality calls for the presence of the student 15 minutes before the time set.
- N) Absences are made up for:
  - (1) completion of the required clinical experience based on the rules set by the College;
  - (2) An excused absence is made up on a 1:1 ratio;
  - (3) An unexcused absence is made up on a 1:3 ratio, meaning, one (1) day unexcused absence requires a three (3) days make-up.
  - (4) The student is expected to report during the scheduled date for make-up/extension; otherwise, another extension in addition to the scheduled make-up shall be imposed.
  - (5) An amount corresponding to the number of days for make-up/extension will be required;
  - (6) A student will be cleared from RLE only upon completion of make-up/extension form.

#### 15.7 Guidelines regarding tardiness

- A) Fifteen (15) minutes tardy – one (1) hour extension.
- B) Over fifteen (15) minutes but not exceeding thirty (30) minutes – one (1) – day extension.
- C) Beyond thirty (30) minute tardy is equivalent to one (1) day unexcused absence – three (3) days extension.

#### 15.8 Rules in Wearing Identification Card (ID)



- A) A student who has NO ID could not enter the campus.
- B) If the ID is lost a duly notarized Affidavit of Loss is required for the issuance of another ID.
- C) The students are required to wear their ID's with official sling all the time.
- D) The ID card is valid for four years provided it is validated every semester and/or summer.
- E) Nameplate, is not a substitute for the ID.
- F) Only bonafide students with validated ID cards can use the school facilities.

## **Section 16 STUDENT DISCIPLINE**

The college emphasizes the importance of discipline incorporated in its academic thrust. The following biblical passages serve as guide in effectively implementing its rules and regulations, to wit:

- A) To those whom I love I rebuke and discipline. So be earnest and repent (Revelation 3:19)
- B) Train a child in the way he should go, and when he is old he will not turn from it (Proverbs 22:6)
- C) Whoever loves discipline loves knowledge, but he who hates correction is stupid (Proverbs 12:1)
- D) He who ignores discipline despises himself, but whoever heeds correction gains understanding (Proverbs 15:32)
- E) The rod of correction imparts wisdom, but a child left to himself disgraces his mother (Proverbs 29: 15)
- F) Discipline your son, and he will give you peace; he will bring delight to your soul (Proverbs 29:17)
- G) Discipline your son, for in that there is hope; do not be a willing party to his death (Proverbs 19:18)
- H) A fool spurn his father's discipline, but whoever heeds correction shows prudence (Proverbs 15:5)
- I) Do not withhold discipline from a child; if you punish him with the rod, he will not die. (Proverbs 23:13)
- J) Punish him with a rod and save his soul from death (Proverbs 23: 14)

### **16. 1 The Procedure for filing a complaint:**

- A) Violation of the HONOR CODE and others shall be reported in writing to the Program Head for possible mediation.
- B) If the complaint is not resolved, the case will be elevated to the Dean or Basic Education Director.
- C) Should there be a need to elevate the complaint to the Conduct and Discipline Committee, a formal endorsement from the Dean, Principal, or Prefect of Discipline is required and copy furnished the OSA Director. The endorsement should be in writing with all the pertinent documents such as: the recommendation of the adviser and/ or other evidences fully attached thereof.
- D) No endorsement of cases shall be done by the Dean/ Prefect of Discipline to the disciplinary committee if the case has not been validated such as but not limited to the following: incident report, written acceptance, witness/es account/s, etc., otherwise the committee shall dismiss it. Once endorsed, the parties, Dean or the Prefect of Discipline shall make no compromise agreement or avoid discussing the case to avoid preempting the decision of the Committee.
- E) The committee has 10 working days to act on the endorsement with due consideration of the pertinent facts, witnesses and evidences at hand.
- F) Should there be a need for further clarification, the committee may on its own, ask the opinion of any person or institution, whose education, technical skill or expertise could help in solving the case at hand.
- G) The Committee may also request the parents, guardians, adviser, the dean and/ or the prefect of discipline to be present.
- H) The Conduct and Discipline Committee's decision shall state the facts, the policy or rule violated, and the penalty or disciplinary action to be imposed.
- I) If the penalty or sanction as recommended by the committee is less than that of exclusion or expulsion, such shall be considered as deemed final decision and must be forwarded to the Dean, Basic Education Director or Prefect of Discipline for execution. Subject, however, for reconsideration as mentioned in items (k) and (l).

- J) However, should the case merits higher sanction such as exclusion, expulsion or non-readmission, the recommendation is forwarded to the President of the College for approval.
- K) The parties after receipt of the decision of the committee or President have five (5) working days to seek reconsideration.
- L) If no reconsideration is filed and the period has elapsed, the decision becomes final and executory. The President or committee may remand it back to the office/s concerned for execution of the judgment.

16. 2 Grounds for Disciplinary Actions - Depending upon the gravity of the offense and the participation of the student, the following acts may result in the following disciplinary actions:

### **Suspension**

- A) Dishonesty.
- B) Vandalism.
- C) Cheating during examination.
- D) Insubordination to authorities.
- E) Taking part in brawls inside and outside the campus;
- F) Smoking within the school premises, within 100 meters from the school, and in Uniform.
- G) Threatening and or preventing any student and/or teacher, personnel from entering the school premises or attending classes.
- H) Extortion e.g. collecting money from the students in and outside the campus without permission from the duly authorize persons;
- I) Refusing/ Failure to appear without valid reason before a school official or a duly constituted body when asked to do so;
- J) Publishing or circulating false information or posting malicious remarks in social network about the College, its officials or faculty member;
- K) Lending one's ID to another and the willful possession of two or more ID's and use of fake and barrowed examination permits. Both the barrower and the lender shall be made liable.
- L) Causing public and campus disturbances e.g. causing panic or confusion, harassment, throwing of any object in the gathering,

disturbing/disrupting authorized practices and performance, symposia, lecture;

- M) Playing/ bringing gambling paraphernalia inside/ outside the school
- N) Theft, robbery, physical injuries and/or death committed inside the campus to any student, official, or employee of the College.
- O) Computer security breach: accessing a computer network without authority or beyond authorized access, which includes; altering information, preventing authorized use of information, preventing normal operation, hacking or cracking.
- P) Other matters, actions or behaviors not herein mentioned but is considered to be in violation of the Honor Code and Manual Rules for Private Schools is analogous thereof.

## Exclusion

- A) Gambling in any form inside and outside the campus.
- B) Trafficking "mind altering" drugs within the school campus.
- C) Assaulting physically personnel or student within the campus.
- D) Strikes/demonstration resulting to damage of school property.
- E) Killing a person within the school campus except for self-defense.
- F) Drunkenness and possession of liquor, e.g. entering the campus under the influence of liquor of any amount or dosage; bringing liquor inside the campus.
- G) Hazing, initiation rites resulting to serious physical injury or death, whether inside the campus.
- H) Stealing of school property. Securing or using forged and faked schools, terms, and documents and misrepresentation of facts.
- I) Hooliganism (thievery, bullying, cyber bullying, initiating a rumble or fight, etc in a group of not less than three students.
- J) Instigating or engaging in activities resulting to damage of property vital to school's operation
- K) Doing actions that are contrary to good morals in the classrooms, in the offices of the campus clubs/organizations i.e. petting, necking orgies, sexual acts, and other indecent acts offensive to public laws.
- L) Indulging in drugs using and possessing narcotic and prohibited drugs such as marijuana, methamphetamine hydrochloride

(shabu), prohibited cough syrup or any halogenic agent (Appendix C, R.A.9165).

- M) Misappropriation of funds of student organization or programs. Any student who fails to account for or turn over funds to his/her care or custody, without any satisfactory explanation, shall be deemed to have misappropriated those funds.
- N) Throwing of stones or using of other hard objects with the intention either annoying and harming a person or destroying the property of the school, the employees, the students and any official of the College.
- O) Other matters, actions or behaviors not herein mentioned but is considered to be in violation of the Honor Code and Manual Rules for Private Schools is analogous thereof.

## Expulsion

- A) Killing a person within the school campus except for self-defense
- B) Hazing, initiation rites resulting to serious physical injury or death, whether inside or outside the campus
- C) Strikes/demonstration, resulting to any injury to life.
- D) Immorality or actions resulting to public scandal.
- E) Rape or attempted rape.

## 16. 3 Sanctions

- A) **Suspension** - a penalty that deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term (MRPS,p.39)
- B) **Exclusion**- a penalty that exclude or drop the name of the erring student from the roll of students immediately upon the resolution for exclusion was promulgated. Transfer of credentials shall be issued upon promulgation (MRPS,p.39).
- C) **Expulsion**- a penalty wherein an erring student disqualified for admission or any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission (MRPS,p.39)

All mentioned offenses shall be elevated to the Conduct and Disciplinary Committee and all recommendations for expulsion, exclusion, and non-readmission shall be submitted before the CEO or President of the College for approval.

#### 16. 4 Procedures of the Conduct and Disciplinary Committee:

- A) The student and the parents/ guardians will be informed in writing of the alleged violation committed;
- B) The student and the parents/ guardians will be required to appear before the Conduct and Disciplinary Committee;
- C) The students will be given the opportunity to explain his/ her side of the alleged violation committed;
- D) After due consideration of the case, all parties of the case must be informed about the decision of the committee;
- E) The parties are given at least 5 school days to file reconsideration before the Committee or the President of the College upon receipt of the decision.
- F) If after the given period no reconsideration has been filed by aggrieved party, the decision shall become final and executory.
- G) The proceedings in the Disciplinary Committee are purely administrative in nature and not a court of justice. As such, to secure the services of a lawyer is the student's prerogative.

Restitution requires the student to reimburse or pay for damage, destruction of school property, in addition to the other penalties, which may be imposed. In addition to the above sanctions the student shall also be subjected to the following:

- A) Cancellation of school scholarship;
- B) Disqualification from holding or seeking any position either by appointment or election;
- C) Stripping of honors and awards/ Disqualification from honors and awards;
- D) Invalidation of a quiz, examination, subject requirements or any other class work, in case of cheating or dishonesty confiscations or forfeiture of prohibited item/s.

## **Section 17 THE LAMP**

The Brokenshire College student shall have an official publication which shall be called "THE LAMP". The Lamp shall published at least one tabloid per semester. The student publication ensures the student's to expression and access information.

The Lamp operates to serve as a forum wherein the students can freely express themselves and shall advance their level of consciousness on significant issues and on matters of general concern. It serve as vehicle of idea between the students, the faculty and administration, and between the academe and the larger societal milieu and vice versa.

The Lamp develops the students' potentials and skills in journalism without prior censorship provided if preserves and promotes the ethics of journalism (Appendix E-RA7079).

## **Section 18 THE BROKENSHIRIAN**

The Brokenshire College Yearbook shall have an official publication which shall be called "THE BROKENSHIRIAN".

The office strive for excellence in all its endeavors, specifically in the field of yearbook making and shall strive to produce an annual souvenir that will best embody the school's character and atmosphere for the particular year.

## **ARTICLE IV**

### **INSTITUTIONAL STUDENTS PROGRAMS AND SERVICES**

#### **Section 19 ADMISSION AND RETENTION POLICIES**

Brokenshire College welcomes qualified applicants with good moral character, regardless of sex civil status, religious affiliation, ethnic group or nationality.

College courses are designed for students who have the ability and who show promise of success in study beyond the secondary level. They should have sufficient maturity to give them some degree of independence, and whose objective is the completion of a college program.

#### 19.1. Criteria for the Admission of freshmen students in all courses:

- A. A graduate of any public or private secondary school recognized by the government or accelerated by the Department of Education with PEPT certificate (placement examination for over-aged students).
- B. With a general average grade of 80% (For courses with licensure examination)
- C. Had satisfactorily passed the College Entrance Examination conducted by the College Counseling and Psychological and Wellness Center and for student taking the course with licensure examination shall have the stanine score of 4 or above.
- D. Had satisfactorily passed the Nursing Series Test. (for BSN)
- E. Had satisfactorily passed the interview conducted by the Dean or their representatives.
- F. Had been recommended by the school physician to be physically fit to study based on the laboratory test results, and physical examination. However, for Nursing, Midwifery and HRM students an additional Hepa A screening is needed.
- G. Has satisfactorily passed the Physical Criteria(for BSN Applicants):

- Height:

	Female	Male
Below 20 years old	4'10"	5'0"
20 & above years old	5'0"	5'2"

- Student applicant with visible tattoo will not be accepted.



- Obese nursing student applicant shall not be accepted. Obese means beyond 20% of ideal body weight.
- Female student applicant with hair streaks and vulgar hair color will not be accepted.
- Male student applicant is required to have a barber's haircut.
- Female student applicant with more than one earring hole per ear and or with piercing in other parts of the body will not be accepted.
- Male student applicant with any pierced body part will not be accepted.
- Nursing student applicant who is cross-eyed will not be accepted.
- Nursing student applicant with physical deformities (e.g. polio, limping, lacking finger/s) will not be accepted.
- BSN applicant with harelip will not be accepted.
- BSN applicant with dental carries will only be accepted provided he/she is willing to have them repaired before enrollment.
- Incoming student who is pregnant will not be allowed to enroll under the professional nursing subjects due to the risk of pregnancy brought by the exposures to various clinical areas for Related Learning Experiences (RLE).

H. Had submitted all the needed basic documents on time as specified:

Basic Requirements:

- A) Report Card (Form 138)
- B) Good Moral Certificate from Previous School
- C) Medical and Dental Certificates
- D) Birth Certificate (NSO Security Paper)
- E) 3 copies 2x2 and 1x1 latest ID picture
- F) Marriage Contract (if married)
- G) Long Brown Envelope

#### 19.2 Criteria for the admission of Professionals and Transferees

A transferee who fails in 30% or more of the subjects in the Transcript of Record will not be accepted.

A transferee must have a WPA of at least 80% in all the subjects credited for the program.

I. Others

Applicants needing remediation based on the result of their entrance exam may be required to undergo other academic requirements.

In the event that the student has passed the exam, the Admission Officer or any authorized representative should immediately give a list of requirements to comply and other specific instructions prior to enrollment.

#### J. Requirements for enrollment of continuing students

- A) Clearances
- B) Duly signed print-out grades from previous semester with the computed WPA
- C) Program of study (Yellow Card)
- D) Approval to enroll from the Dean
- E) Laboratory and Physical examination for the Nursing Students
- F) And other requirements deemed necessary

#### 19.3 Criteria for the Admission of Foreign Students (SSP)

- A) Foreign student follows the admission procedure for enrollment.
- B) It is the responsibility of the foreign students to update and/ or submit all of the required documents as mandated by law and/ or related policies.
- C) Documents to be submitted may change from time to time depending on the requirements imposed by law or College.

#### Basic Requirements:

##### For Minors- below 18 years old (SSP)

- A) Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence.
- B) Certificate of Acceptance from School
- C) Visa and Passport (photocopy)
- D) Affidavit of support (Guardianship)
- E) Letter of Request to the Bureau of Immigration
- F) Affidavit of Appointment of Guardian from parents
- G) Local Bank Certificate
- H) CRTS/ACR
- I) Test Result
- J) Medical and Dental Certificates from School Clinic

- K) Long Brown Envelope
- L) Birth Certificate (NSO Security Paper)
- M) 3 copies 2x2 and 1x1 latest ID picture
- N) Marriage Contract (if married)
- O) Permit to study
- P) Personal History with 2x2ID picture

For Adults Above 18 years old (Student Visa)

- A) Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence.
- B) Certificate of Acceptance from School
- C) Visa and Passport (photocopy)
- D) Personal History Statement with 2 x2ID picture
- E) Proof of adequate financial support
- F) Police clearance form country of origin duly authenticated by the Philippine Foreign Post having consular jurisdiction for students who resided in the Philippines for less 59 days.
- G) Police clearance from country of origin and PNP/NBI clearance for students who resided in the Philippines for more than 59 days.
- H) Diploma (photocopy) for professionals
- I) Quarantine Medical Clearance Certificate by the National Quarantine Office
- J) Test Result
- K) Medical and Dental Certificates from School Clinic
- L) Long Yellow Envelope
- M) 3 copies 2x2 and 1x1 latest ID picture
- N) Marriage Contract (if married)
- O) Permit to study

#### 19.4 Criteria for admission to Professional Phase

- A. The commutative WPA should be 80% and above
- B. All the required subjects in the preceding (two) semesters and (one) summer should have been completed.
- C. In the case of irregular students, promotion is possible provided that there is only a maximum of 9 units of non-prerequisites subjects lacking and a minimum of 9 units taken in advance

### 19.5 Retention Policy

- A. A student with a WPA lower than 80% in a semester shall be placed under academic probation. Academic probationary status is allowed up to two (2) semesters. In the event that the required WPA is not attained, the student will be barred from further enrollment.
- B. A student under academic probationary status may be required to carry a reduced load of at most 70% of the current semester load.
- C. A student under academic probationary status will not be allowed to incur 3 consecutive unexcused absences.
- D. A student under academic probationary status will not be allowed to represent the school in any public appearance, gathering, activity or office without permission from the dean. (E.g. beauty pageant, dance competition, etc.)
- E. Students must take pre-requisite subjects first.
- F. If a student fails in the pre-requisite subject/s he/ she will be referred to the (Dean).
- G. Continuing BSN student who is pregnant will not be allowed to enroll in subjects which require exposure to various clinical areas for Related Learning Experiences (RLE) for purposes of protecting the mother and the fetus.
- H. Both married and unmarried students who are later found to be pregnant during or after enrollment will be referred to the Dean. Subject, however to related laws and other policies, the Dean may take appropriate actions.

Barred means that a student cannot be readmitted when:

- A. He/ she fails in a repeated subject three (3) times will be barred from further enrollment. This policy shall be strictly implemented in all courses.
- B. A freshman fails in 50% or more of the course offering for the semester will be barred from further enrollment.
- C. Officially dropped subjects are excluded from the percentage of the failed subjects. In the TOR, it will be reflected that they dropped the subject.
- D. These policies will be strictly implemented in all courses.

Officially dropped means:

- A. The student went through the process of dropping the subject.
- B. The student has not attended classes before the midterm.

Unofficially dropped means:

- C. The student incurred 3 consecutive absences or 20% absences of the total attendance.
- D. The student has not attended classes after the midterm.
- E. Unofficially dropped subject will be included in the percentage of failed subjects; thus, will be considered failed. However, the teacher is required to reflect the grade in the grading sheet.

### 19.7 Late Enrollment

No student will be enrolled 2 weeks after the start of regular class specified in the Annual College Calendar without the approval of the Dean.

A late registration fee of P100.00 per day of delay will be charged to the enrollee who failed to observe the scheduled date of enrolment per year level.

### 19.8 Cross Enrollment

The Dean may authorize graduating students to cross-enroll, provided that subject load and pre-requisites are observed, such the school which student is of the same level of accreditation of the College.

The total number of credit hours in both colleges must not exceed the normal load per semester or summer of Brokenshire College.

No cross- enrolment is allowed for all major cognate subjects.

## Section 20 FINANCIAL POLICY

### 20. 1 Rules in Transacting Business at Any of the College Offices

- A) No student shall transact business at any of the school's office/s if he/she is not wearing the prescribed uniform or is not decently dressed (during civilian day) or not wearing a school issued ID.
- B) Student must be prudent, formal, and observe proper decorum while transacting business in such offices.
- C) Students must secure prior appointment or visit in a "first come come first serve basis" before it can be entertained
- D) Student must refrain from loitering or staying at any of such offices if he/she has no other official business transaction.

## 20. 2 Tuition and Other Fees

Tuition and other fees are subject to change yearly but in accordance to the rules and regulations set by the Commission on Higher Education (CHED). Solely at its discretion, the Administration may prescribe a pre-registration prior to the enrollment proper of the incoming school year and require a down payment fee set by the management..

## 20.3 Terms of Payment

Student shall only be allowed to take the scheduled examination if the amount due for the examination is paid. Promissory note is discouraged in all scheduled examinations. Those who pay on installment are subject to the following rules:

- B) An initial payment identified by the institution of the total assessment for the semester or term upon enrollment is required.
- C) The second installment will be paid a week before the preliminary examination.
- D) The third installment will have to be paid a week before the midterm examination.
- E) The full payment of the balance will be paid a week before the final examination.

## 20.4 Dropping and Refund

Should a student decides to drop out within the period prescribed by the Registrar, he/she should formally notify through writing the Dean, Registrar, and the Business Office and immediately file a drop card within 7 days . The date of dropping out shall be the date upon which the drop card and the notification was received.

Pre-registration fees and down payments are not transferable or refundable regardless of reason or circumstances.

Refund on tuition shall be granted to those who paid in full and on the following instances: eighty percent (80%) if the student drops out within a week after the date of registration; and fifty percent (50%) if the student drops out after a week but not more than a month from the date of registration; beyond the given period, student will be required to pay the balance for the entire school term.

If the student enrolls after the start of scheduled class, the date of his/her registration shall be the first day of class schedule according to the calendar of activities.

## **Section 21 SCHOLARSHIP AND FINANCIAL ASSISTANCE**

Brokenshire College offers scholarship grants to students who excel in both academic and non-academic fields as well as those who are poor but deserving ones.

### **21 .1 Discounts**

All discounts must be applied for within the prescribed period. Discounts not applied for during the said period are forfeited in favor of the administration. Application forms for discounts are available at the Cash and Management Department (CMD).

No student will be allowed to enjoy two or more discounts/scholarships granted by the College except when the student avails from other agencies. In the event that a student is qualified for more than one discounts/scholarship he must select the one which can give him the maximum benefit.

All discounts will be within the four year degree program.

Application for discounts should be filed upon enrollment.

- A. *Valedictorian* - is awarded to entering freshmen graduating valedictorians (full tuition)
- B. *Salutatorian* – is awarded to entering freshmen salutatorians (half tuition)
- C. *Faculty and Staff Discount* - All employees under the collective bargaining unit shall enjoy 100% discount on tuition fees for the first two (2) children and 50% for the third and fourth children. (CBA, Section 1.1)
- D. *UCCP Discount* - Students who are UCCP members in good standing as certified to and endorsed by the local church pastor

are entitled to a 20% discount on tuition, provided that the beneficiary is not already enjoying or qualified to enjoy other scholarship. A WPA of 80% is required with no failing grade per semester. This discount is subject to verification from the Conference Minister.

- E. *Pastor's Child Discount* - Children of Pastors of UCCP who are in active service are entitled to a 75% discount on the tuition fee of the first child, 50% discount for the 2<sup>nd</sup> child and 25% for the 3<sup>rd</sup> child. Certification from the Conference Minister is required to avail of the discount.
- F. *Family Discount* - A 50% tuition fee discount given to the student in the lowest curriculum year or educational level for every third child studying at Brokenshire College and supported by one and the same parent or guardian. Other relatives supported by the same parent or guardian and those receiving scholarships or assistance are excluded.
- G. Children of pastors of NCCP member churches shall be entitled to a 20% tuition discount.
- H. *CREATE-UCCP Discount* - Children of members of the Faculty of CREATE Schools in Southeastern Mindanao Jurisdiction (SEMJUR) are granted one hundred percent (100%) discount on tuition for the first child only.
- I. *Full Payment Cash Discount* – a 10% discount is given to those who will pay in cash and in full upon enrolling.
- J. *UCCP Affiliate School* –students from UCCP Affiliated School can enjoy a 20% discount on Tuition Fee. Certification from the affiliated school is required.

**Procedure:**

- A) Submit credentials through the Scholarship Coordinator at the Office of the Student Affairs.
- B) All the necessary documents or forms to be filled-up must be presented, submitted or complied in the mentioned office.
- C) Further, no application will be processed unless a certificate of compliance duly issued by SOGA/Scholarship Coordinator is attached in the application form.



- D) The college reserves the right to withdraw scholarship anytime for unsatisfactory performance, serious violations of school policies, and inability to maintain academic grades.
- E) Discounts shall be forfeited once the student failed in any subjects of the given year.

**Requirements:**

1. Letter of Application w/ Parent Consent
2. Latest Income Tax Return
3. Good Moral Certification
4. Result of Entrance Test
5. Form 138/Grades
6. Barangay Clearance
7. Filled-up Application Form

**Type of Scholarships**

21.2 . *Academic scholarship* - is awarded to continuing and college dean's lister students who earned a WPA of 90-95% - fifty (50%) percent/ half tuition scholarship and 96-100% - one hundred (100%) percent/full tuition scholarship.

21.3 *Student Assistants* – offered to the less fortunate but deserving students can avail of the grants-in-aid/ designated scholarships program as working students up to the maximum authorized amount prevailing at the time of application. Said program will cultivate in them positive work ethics and values. A WPA of 83% is required with satisfactory performance.

21.4. *Brokenshire Alumni International Nursing Scholarship (BrAINS)* – is granted to deserving and qualified student exclusively enrolled in Bachelor of Science in Nursing with a WPA of 86% and above is required with no failing grade per semester.

21.5 *Dance Troupe/Choir/Marching Band* – these are talented students who passed the criteria and audition and maintained their membership in good standing. A WPA of 80% is required with satisfactory performance.

21.6 *Varsity* – refers to a student athlete who is enrolled in any degree for the current academic semester under the Sports or Cultural Scholarship Program of the school to compete at the highest competition available in the tertiary level under the various sports program.

- A) The College level player shall carry a load of not less than fifteen (15) units nor more than eighteen (18) units per semester except if the player or member is a graduating student. He/ she will be allowed up to the maximum load, provided he/ she shall enjoy only half of the scholarship grant.
  - B) To maintain scholarship grant the grantee must not have more than two (2) failing subjects per semester.
  - C) A player or member authorized to participate in any meet, game, or competition must be given an opportunity to make-up for any academic deficiency in subjects he is officially enrolled with no corresponding conditions other than submission or passing the requirement. Such opportunity must be done within a week after the representation.
  - D) In case any untoward incident happened to a player or member while participating to any authorized meet, game, competition by the College, the institution shall be liable to take care of the medical expenses beyond what the insurance can provide. Thus, when as a result of which the player or member drops out or is marked as dropped, he or she shall not be liable to refund fees in the tuition or privileges enjoyed including school records.
- 
- (1) The above scholarship grants shall be given provided the student player and/or member maintains his/her status in good standing as evaluated and or recommended by the Scholarship Screening Committee. In no case shall such scholarship be extended to a player or member who has already earned one academic degree.
  - (2) The discount rate shall be determined by the Management thru the recommendation of the Committee composed of the VPFA, VPAA, OSA, LIKHA Artistic Director, Coaches and the Sports and Athletics In Charge considering the financial capability of the College
  - (3) The screening shall be per semester and such decision shall take effect immediately.
  - (4) In case of suspension or expulsion due to disciplinary action, the grantee shall refund all school fees or privileges enjoyed before any clearance/ certificate of transfer shall be issued.
  - (5) Scholarship may be suspended or discontinued at any time upon violation of the honor code, school rules and regulations, performance on the event specified below par, and/or non fulfillment of academic responsibilities after observance due process.

Any previous provision contrary to these guidelines are hereby declared null and void and without effect.

Application form may be obtained from the Business Office, or downloaded from the college website ([www.brokenshire.edu.ph](http://www.brokenshire.edu.ph)).

## **Section 22 BROX CANTEEN**

A school canteen is available in the campus to provide comfortable, affordable and fast food service to the students.

## **Section 23 HEALTH AND WELLNESS CENTER**

The clinic is maintained to promote the health and well being of the Brokenshire College community. It performs both preventive and curative functions to students and employees. A full time physician, dentist and a nurse cater to the needs of the College community. Medical and dental examinations are yearly undertaken as part of its services to students.

## **Section 24 SAFETY AND SECURITY**

### **24.1 Security in the Campus**

- A) The College has a security force to help in securing the whole campus.
- B) An official ID to be worn during the duration of their stay is issued for visitors on official business. They are allowed to enter the school premises and/ or visit the office, provided a representative of the school accompanies them or upon verification by the guard on duty the administrator, faculty or personnel of the College acknowledged or consented to his/ her entry.
- C) No visitors shall be allowed inside the campus during school hours except for valid reasons. They shall be required to sign in the logbook of the security service.
- D) No students or visitors shall be allowed inside the school building and the premises after the last class period has ended, except if there is an approved letter request or the purpose is to fetch the pupil child or ward enrolled in the basic educations of which instance shall only be allowed after confirmation by the security with the basic education faculty, Director or Dean of such scenario.

- E) In case of on the spot security concerns, such as: lost items, fighting in the campus, threat, accident, etc., where immediate attention are required the following offices may be informed verbally: the security officer, the OSA and the Clinic.
- F) Complaints affecting security matter must be in writing and filed at the Security Officer's office copy furnished the Student Affairs Office.

## 24.2 The Campus Curfew.

The Campus gate opens at 6:00AM and closes at 10:00PM. Students are prohibited from staying inside the campus beyond the closing hour except during approved activities.

## 24.3 Rules during Activity beyond the Campus Curfew

- A) The request must be in writing duly signed by the teacher and is accompanied by a parental consent.
- B) Reasons, objectives, number of participants, specific venue of the activity must be stated in the request.
- C) The teacher/ student leader concerned must police his/ her rank (students) and is responsible in briefing the participants to confine themselves in the designated place and avoid loitering in the campus.
- D) The teacher/ student leaders must be responsible in restoring the designated area immediately after the activity

## 24.4 Policy on Lost and Found item/s

All lost items found inside the campus by any constituent of Brokenshire College are required to be surrendered to the Office of the Student Affairs.

The Lost and found item/s shall be in the custody of the OSA only for one (1) year.

For turning over of the lost and found item/s, the finder must:

- A) Surrender the items to the Office of the Student Affairs for safekeeping;
- B) Voluntarily endorse the items by writing his/ her name in the log book for inventory and/or documentation;

- C) Allow the posting of the lost and found item/s for at least One (1) year;
- D) Show his/ her intentions to claim the lost and found item/s a day after the lapse of the given period. If no claimant would come, the item/s shall be auctioned (the proceeds will go to the Student Reserved Funds)
- E) Failure to surrender the item/s to the OSA would create a presumption that the finder has the intention to treat it as his/ her possession, even if found inside/ outside the campus. Such presumption would warrant a disciplinary action against the finder after due process.

For claiming the lost and found item/s, the claimant must:

- A) Fill-up the request form to show his/ her intention to claim the lost and found item/s;
- B) Show proof of ownership of the lost and found item/s;
- C) Be able to show cause how and why it was lost; and
- D) Identify some important mark/s or distinguishing sign/s to prove his/ her claim;
- E) If all the requirements are complied with, the claimant must sign in the logbook that he/ she had claimed and received the item/s in good faith. Further, the claimant must observe the "where is, as is" basis in claiming the item/s. The OSA will not be held liable for whatever condition the item was found.

## **Section 25 STUDENT HOUSING**

The dormitory is provided by the College for students who wish to avail its in-house service.

It can accommodate eighty (80) female occupants; while there are more or less thirty (30) occupants available for males. Reservation maybe coursed through the Dormitory Manager.

The dormitory manager shall be responsible in maintaining order in the dormitory. The occupants must observe the rules and regulations imposed by the College relative to its in-house service.

## **Section 26- MULTI FAITH SERVICES**

**26.1 Chaplaincy Office.** The Chaplain of the College heads this office, which caters to the faith component of the life of the school. It adopts programs and activities which will develop and promote in the students a deeper awareness of one's office and instill higher level of commitment to the education credo

**26. 2 The Chapel.** The chapel is built in order to strengthen the college's vision and mission being an evangelical institution.

**26.3 Rules in the use of the Chapel**

- A) The chapel is open for all employees and students of Brokenshire College. However through pre-arranged agreement the UCCP members or other activities organized by it may use such.
- B) All activities that need the use of the chapel must be coordinated with the Chaplain's Office.
- C) The Chapel's surrounding being a place for worship must be solemn and student should refrain from disturbing its peace and serenity.
- D) During religious services students must observe silence.

**26.4 Campus Ministry.** The campus ministry program caters with the spiritual activities of the students. Activities may include religious convocations, devotions, retreats and others. It aims to promote spiritual growth of the school and to promote interfaith understanding and cooperation

**26.5 Monthly Convocation.** This will be scheduled every last Thursday of the month for the elementary and last Friday of the month for the high school students. College Department every last Thursday of the month from 4:30 to 5:30 in the afternoon. Sunday Classes are obliged to attend Worship Service every Sunday at 7:00 to 8:00 in the morning. If there are changes of dates, students are notified by their respective teachers. Students will be requested to preside, give testimonies, and help with praise with the help of their respective advisers. Attendance is a must and to be checked by their respective advisers.

**26. 6 Religious Life Emphasis Week.** This will be conducted during Advent season. (The month of December) The whole week celebration basically focuses on the spiritual aspect of a person. Its main objectives are to familiarize the book of the Bible, its character, event and to learn cooperation towards the other. The whole community will meditate, reflect and activities are grounded biblically. Students are required to bring bible for the different activities.

26.7 Family Ministry. The family ministry program deals with the relationship between the home and the school. Activities in the ministry include the promotion of the parental involvement in the study habits and lifestyle of the students. It aims to promote partnership between home and the school towards a holistic development and students and to promote strong family ties.

## **Section 27 INTERNATIONAL STUDENTS**

Brokenshire College establish guidelines for the use of the admission office, foreign desk unit, all concerned offices and hereby promulgates the rules and regulations to effectively and conscientiously carry out the acceptance, treatment and handling of foreign students while enrolled.

- A) Foreign Desk Unit (FDU) is a unit task to accept, check, monitor, coordinate, preserve, guide, spokes group and report to any related activities of the foreign student;
- B) Functions of Foreign Desk Unit (FDU);
  - 1. To observe and implement CHED Memo Order No. 53, Series of 1997, particularly on submitting reports to Bureau of Immigration copy furnished CHED through the HERO and NICA;
  - 2. To check all the necessary documents of the foreign students seeking admission in the College;
  - 3. To monitor all activities and needs of the foreign students with emphasis on government concerned;
  - 4. To coordinate with other offices in the College and government offices regarding the plight of the foreign students;
  - 5. To keep and preserve the above necessary documents and information for the college;
  - 6. To provide assistance to foreign students.
- C) Specific Guidelines for Foreign Students – In furtherance of the Declaration of Policy, the following standards and guidelines shall be observed by the College

:

1. In case, a complaint is filed against foreign students that would require the court intervention of other quasi-court outside the jurisdiction of the College, it shall be the duty of the FDUI to inform the Dean, the VPAA, the Embassy where they are citizen and the other government offices concerned and other government agencies as mentioned in the CHED memo No. 53, series of 1997. The assistance shall only be in referring them to the concerned offices or persons.
2. The same assistance will be given in letter A, if the foreign students are the one filing the case.
3. However, if the violation/s involved the policy of the college and the section is non-readmission, exclusion or expulsion the assistance mentioned in letter A again applies.
4. The college may randomly visit and check into their respective abode or dormitory to check their well being and safety.

## **Section 28 SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

Brokenshire College respect the rights of persons with disability (PWD, indigenous people, and solo parents, thus, academic accommodation shall be made through testing and endorsement from the Counseling and Psychological Wellness Center (CPWC).

## **Section 29 THE LIKHA DANCE TROUPE**

Brokenshire College develop and enhance talents, abilities and values for appreciation and conservation of national culture and multi – cultural heritage through the art of dancing. The Likha dance troupe promotes expression of Filipino history, culture and music by actively participating in school activities.

## **Section 30 SPORTS AND DEVELOPMENT PROGRAM**

The College promotes the physical and skills development of the students through various sports activities. It is designed to inculcate the values of fair play, teamwork and sportsmanship. This is realized through the annual intramurals and participation in PRISAA, DACS and other meets. Courts and playground for basketball and volleyball are available within the campus. Academic integrity is one of the basic element in the conduct



and performance of the student-athlete. This will ensure that educational values set are complied with to produce a disciplined, scientific and academically responsible athlete. Thus, all student-athletes shall exhibit attitudes of responsibility, commitment and integrity and shall be accountable for his own actions.

## **Section 31 COMMUNITY EXTENSION PROGRAMS**

This office facilitates the effective collaboration and implementation of service – learning projects in the community. Community extension services are; literacy programs, health programs, environmental programs,

## **Section 32 FACILITIES**

**32.1 Computer Laboratory.** The computer laboratory provides students with opportunities to learn and apply computer skills.

**32.2 Audio Visual Center (AVC) .** The center is equipped with television sets, CD & Video Players, Audio Recorders, LCD, overhead and slide projectors. The Property Custodian has to be notified a week prior to the availment of the audio-visual services.

**32.3 The Baldomera Sexon Auditorium.** The auditorium has 500 seating capacity and is equipped with sound system to cater big gatherings and other school functions. The property custodian has to be notified a week before the use of the facility.

**32.4 The Amphitheater/ The Robert Black Covered Court .** The amphitheater and the covered court have a seating capacity of 2,000 and 1,000, respectively. It is equipped with sound system to cater big gatherings and other school functions. Reservation must be made with the Business Office at least a week before the event or activity.

Brokenshire Community may use the above-stated facilities to stage any activity. A formal letter-request to the Dean is a requisite if it is a bonafide student activity. The Dean or its equivalent officer, before endorsing the activity should take in consideration the following:

- A) Letter-request;
- B) Specific academic or non-academic objectives of the activity;

- C) The number participating students;
- D) Briefing done by the adviser relative to student's behavior on the use of said facilities;
- E) Parental consent is needed should the activity fall beyond school hours.

#### Rules in the use of the auditorium/ amphitheater/ covered court

- A) If the activity is beyond school hours, the guard on duty must be furnished with the noted letter-request for security reason.
- B) Outsiders may use the covered court for a fee. Reservation may be made with the General Service Office (GSO).

32.6 *The Student Center.* The student center is where the student Council, the student publication and other student organizations hold office.

- A) It is an ideal place where students can stay either to watch TV, play indoor games, interact with each other, discuss important issues, etc.
- B) It is required, however, for all students to refrain from creating too much noise that would disturb the serenity of the area and of the campus.
- C) The Student Center was conceptualized primarily to be used as an alternative area where the students may meet and do the following:
  - (1) Office area for the BCSSC and other student organizations;
  - (2) Study Center;
  - (3) Meetings;
  - (4) Seminars (for small activities); and
  - (5) Others for the welfare of the student and not in contrary to the Rules and regulation of the College and the Manual Rules for Private School (MRPS).

32.7 Rules in the use of the Student Center. Students are expected to observe the following:

- A) SILENCE;
- B) Tables and chairs must be returned to its proper place;
- C) Use the appliances properly (refrain from stepping on the sala set, using it as a mattress or bed, etc.);
- D) Strictly no dating/ sleeping;
- E) Maintain cleanliness; and
- F) Proper decorum, the Core Values and the Honor Code
- G) Failure to observe the above rules would give the institution the discretion to stop any activities inside the student center and impose disciplinary sanctions deem appropriate against the responsible student/s.

### 32.8 Rules in the use of the Corridors and Lobby

- A) Student must at all times refrain from staying in the corridors or in the lobby while classes or activities are going on.
- B) If queuing cannot be avoided, students must refrain from creating noise or any form of behavior that could disturb the serenity of the College
- C) As an alternative, the students can stay in areas such as: study table booth, student park field (near the basketball court or clinic), amphitheater or in the student center.

32.8 Rules in the use of Stairs. Students either going down or going up the stairs must always keep himself/ herself at the right side. Stairs must be free from any barriers such as crowding and loitering. Students must refrain from running down, making it as playground, creating too much noise and making it as a meeting place.

32.10 Science and Nursing Skills and Nutrition Laboratories. Well-equipped laboratories for science, nursing skills and nutrition subjects are provided for students' experiments and other laboratory activities. Rules and regulation for the use of these laboratories must be strictly observed

32.11 Auxiliary Service Center. The College has an ASC which caters the following services such as: bookstore, photocopying and releasing area for other student materials or equipment.

# APPENDICES

## APPENDIX A

### LINKAGES

The college is a member of the Association of Christian Schools, Colleges, and Universities, Inc. (ACSCU), the Church Related Educational Action Towards Empowerment of the United Church of Christ in the Philippines (CREATE-UCCP), the Coordinating Council of Private Educational Association (COCOPEA R-XI), Davao Association of Colleges and Schools (DACS), Davao Association of Colleges and Universities Network (DACUN), Association of Private and State Colleges and Universities in Region XI (APSCU) and the Consortium of Christian Organizations in Urban Development (CONCORD). It is also an educational partner of the United Board for Christian Higher Education in Asia (UBCHEA), United Church Board for World-Ecumenical Scholarships Program (ESP), Brokenshire Alumni International Foundation, Carl's Deusberg of Germany (CDG), Okumenisches Studienwerk (OSW) – Germany and the International Christian Scholarship Foundation (ICSF).

## APPENDIX B

### **Excerpts from Anti – Violence Against Women and Children Act (RA9262)**

Sec. 5. Acts of Violence Against Women and Their Children.- The crime of violence against women and their children is committed through any of the following acts:

- ( a) Causing physical harm to the woman or her child;
- (b) Threatening to cause the woman or her child physical harm;
- (c) Attempting to cause the woman or her child physical harm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compellharm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:

- (1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
- (2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing

the woman's children        insufficient financial support;

(3) Depriving or threatening to deprive the woman or her child of        a legal right; and

(4) Preventing the woman in engaging in any legitimate        profession, occupation, business or activity or controlling        the victim's own money or properties, or solely controlling the conjugal or common money, or properties.

f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;

(g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;

(h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:

(1) Stalking or following the woman or her child in public or private places;

(2) Peering in the window or lingering outside the residence of the woman or her child;

(3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;

(4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and

(5) Engaging in any form of harassment or violence.

(i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman's child/children.

**"VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW."**

**Sec. 44. Confidentiality.** – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter's consent, shall be liable to the contempt power of the court.

Approved: March 08, 2004

## APPENDIX C

### EXCERPTS FROM THE IMPLEMENTING RULES AND REGULATIONS (IRR) OF [REPUBLIC ACT NO. 9165](#), OTHERWISE KNOWN AS THE “COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002”

#### ARTICLE IV

Participation of the Family, Students, Teachers and School Authorities in the Enforcement of the Act

**SECTION 42.** Student Councils and Campus Organizations. — All elementary, secondary and tertiary schools’ student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence. The student governments/councils and legitimate school organizations of all private and public schools shall:

- a) include dangerous drug abuse awareness and prevention in the objectives, programs and projects provided for in their respective Constitution and By-Laws;
- b) have detailed plans of action of their projects duly approved, with the implementation of the same, monitored and evaluated by the school heads/teacher-advisers;
- c) participate actively in drug abuse prevention programs and training activities initiated by government organizations (GOs) and non-government organizations (NGOs) in the community; as part of their extension services/co-curricular activities;
- d) implement programs/projects focused on, but not limited to, information campaigns, peer counseling, life skills and leadership trainings; and
- e) coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

**SECTION 43.** School Curricula. — Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- a) Adverse effects of the abuse and misuse of dangerous drugs on the person the family, the school and the community;
- b) Preventive measures against drug abuse;
- c) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- d) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- e) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid

confusion and accidental stigmatization in the consciousness of the students.

The Department of Education (DepEd) shall:

- 1) integrate drug abuse prevention concepts into such subjects as, but not limited to, Science and Health and Makabayan at the elementary level, and Science and Technology and Makabayan at the secondary level;
- 2) integrate such concepts in the Non-Formal Education Program, particularly functional education and literacy, continuing education and values education;
- 3) continuously develop, update and adopt learning packages to support the existing drug education concepts/contents in the textbooks and other instructional materials;
- 4) support the National Drug Education Program (NDEP), with the school head fully responsible for its effective implementation; and
- 5) mobilize the school health and nutrition personnel to supplement and complement classroom instruction by communicating drug abuse prevention messages to the students, teachers and parents.

The Commission on Higher Education (CHED) shall continue to enrich and update the integration of dangerous drug prevention concerns, in the general education components of all higher education course offerings, as well as in the professional subjects particularly that of Health-related, other Science and Teacher Education courses.

The Technical Education and Skills Development Authority (TESDA) shall:

- 1) integrate drug abuse prevention concepts in the technical, vocational and agro-industrial courses; and
- 2) include such concepts in appropriate instructional materials for technical education and skills development.

**SECTION 44.** Heads, Supervisors, and Teachers of Schools. — For the purpose of enforcing the provisions of Article II of the Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

- a) The school heads, supervisors and teachers:
  - a.1) shall effect the arrest of any person violating Article II of the Act inside the school campus and/or within its immediate vicinity or in other places as provided for in Section 44 of the Act, and turn over the investigation of the

case to the PDEA;

- a.2) may summon the services of other law enforcement agencies to arrest or cause the apprehension or arrest of persons violating Article II of the Act;
- a.3) shall be trained on arrest and other legal procedures relative to the conduct of arrest of violators of the Act along with student leaders and Parents Teachers Association (PTA) officials; and
- a.4) shall refer the students or any other violators found to be using dangerous drugs to the proper agency/office.
- b) A Special Unit or Task Force from existing school personnel, student leaders and PTA officials shall be organized in every school and trained to assist in the apprehension or arrest of violators of Article II of the Act within their areas of jurisdiction.
- c) Appropriate protection of the concerned school officials shall be put in place to ensure personal security and peace of mind among them, such as free legal assistance, police protection and any other assistance as may be deemed necessary.

## **APPENDIX D**

### **REPUBLIC ACT NO. 7277 - Magna Carta for Disabled Persons**

Section 1. Title. — This Act shall be known and cited as the "Magna Carta for Disabled Persons."

Sec. 2. Declaration of Policy — The grant of the rights and privileges for disabled persons shall be guided by the following principles:

Sec. 3. Coverage. — This Act shall cover all disabled persons and, to the extent herein provided, departments, offices and agencies of the National Government or nongovernment organizations involved in the attainment of the objectives of this Act.

Sec. 4. Definition of Terms. — For purposes of this Act, these terms are defined as follows:

- a) Disabled persons are those suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being;
- b) Impairment is any loss, diminution or aberration of psychological, physiological, or anatomical structure or function;
- c) Disability shall mean 1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment;
- (d) Handicap refers to a disadvantage for a given individual, resulting from an impairment or a disability, that limits or prevents the function or activity, that is considered normal given the age and sex of the individual;



Sec. 12. Access to Quality Education. — The State shall ensure that disabled persons are provided with access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability.

The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration.

The State shall also promote the provision by learning institutions, especially higher learning institutions of auxiliary services that will facilitate the learning process for disabled persons.

Sec. 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.

Sec. 14. Special Education. — The State shall establish, maintain and support complete, adequate and integrated system of special education for the visually impaired, hearing impaired, mentally retarded persons and other types of exceptional children in all regions of the country. Sec. 15. Vocational or Technical and Other Training Programs. — The State shall provide disabled persons with training in civics, vocational efficiency, sports and physical fitness, and other skills. The Department of Education, Culture and Sports shall establish in at least one government-owned vocational and technical school in every province a special vocational and technical training program for disabled persons. It shall develop and implement sports and physical fitness programs specifically designed for disabled persons taking into consideration the nature of their handicap.

Sec. 16. Non-Formal Education. — The State shall develop non-formal education programs intended for the total human development of disabled persons. It shall provide adequate resources for non-formal education programs and projects that cater to the special needs of disabled persons.

Sec. 17. State Universities and Colleges. — If viable and needed, the State University or State College in each region or province shall be responsible for (a) the development of material appliances and technical aids for disabled persons; (b) the development of training materials for vocational rehabilitation and special education instructions; (c) the research on special problems, particularly of the visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students, mentally retarded, and multi-handicapped and others, and the elimination of social barriers and discrimination against disabled persons; and (d) inclusion of the Special Education for Disabled (SPED) course in the curriculum.

The National Government shall provide these state universities and colleges

with necessary special facilities for visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students. It shall likewise allocate the necessary funds in support of the above.

## **APPENDIX E**

Excerpt Rules and Regulations for the Implementation of Republic Act No.  
7079

Pursuant to Section 9 of Republic Act No. 7079, otherwise known as the "Campus Journalism Act of 1991," the following rules and regulations for the effective implementation of the said Act are hereby promulgated;

### **Rule IV. Student Publication**

**SECTION 4. Aims and Purposes of Student Publications** - Student publications shall be utilized to train interested students in (a) the application of the communication arts in journalism; (b) the basic mechanism and technical skills in journalism; (c) the responsibilities and privileges in journalism relation with the contents of articles to be published; (d) the use of the student publication in support of the educational development of the learner/ student, the school, the community and the country; (e) train interested students in the application of the art and science of journalism for the technological advancement; (f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society; (g)

serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; (h) serve as a pool of all learning experiences of student journalists; (i) advocate social consciousness and uphold the interests of the Filipino people; and (j) advance students' rights and responsibilities as well as promote their general welfare.

## Appendix F

### Guidelines for Checking of Attendance during School Activities



#### CHECKING OF ATTENDANCE IN SCHOOL ACTIVITIES GUIDELINES

##### BACKGROUND:

Extracurricular school activities are important to students. It is an opportunity for them to grow and mature. The effects of the activities can be found in areas of non-academic achievement, health, self-esteem and behavior.

Participating in extracurricular activities allows students to interact with others or people and create camaraderie hence helping to their social and personal growth. It also encourages academic achievement. It can develop their self-esteem and self worth thus will promote the students' ability to achieve and influences him/her to be more competitive in their field of studies.

##### IMPLEMENTATION:

As school activities are privileges to students, the BCSSC made a policy to ensure full support and participation of the students in school activities.

- **Checking of Attendance:**
  - Schedule: Time-in and Time-out
  - Arrival beyond 60 minutes from the start of the program is considered absent
- **Penalty:**
  - Half-day absence-PhP. 50.00 and 2 hours community service
  - Whole day- PhP. 100.00 and 4 hours community service
- **Exemptions:**
  - UMP: during weekday activities
  - Working students: submit a letter duly signed by the employer
  - RLE duty (nursing): submit a letter signed by the level chair
  - Health reasons: excused letter with medical certificate
- **Proceeds:**
  - Funds collected will be added to Student Development Fund to support student activities such as;
    - Seminar and conferences
    - Trainings and sponsorships for students' competitions
    - Financing for BCSSC initiated activities

These guidelines shall take effect on September 10, 2012.

Prepared by:

*Fhan Chyn A. Pagulong*  
Fhan Chyn A. Pagulong  
Secretary, BCSSC

Noted by:

*Joyce C. Josa*  
Joyce C. Josa, MAEd  
OSA Coordinator

*Ralph Anthony S. Singco*  
Ralph Anthony S. Singco  
Prime Minister, BCSSC

Recommending Approval:

*Linell G. Malinbag*  
Linell G. Malinbag, RM, Ph.D  
VP for Academic Affairs

Approved by:

*Rev. Leopoldo R. Naive*  
Rev. Leopoldo R. Naive, Ph.D  
President

### LEARNING CONTRACT

I, \_\_\_\_\_, a bonafide student of the College of \_\_\_\_\_, Brokenshire College, Madapo, Davao City, for the school year \_\_\_\_\_, do hereby acknowledge and affirm that my being a student of this institution is a matter of privilege. I also agree that my continued schooling in this institution shall be based on my faithful observance of the policies, rules and regulations of the College, **Honor Code and Core Values** and other related laws and policies.

Further, I also recognize the authority of the College to bar or not to allow me from entering the school campus and attending my classes in case I fail to pay two (2) consecutive installments of the due and demandable tuition and other school fees as indicated in the current schedule of payment and that I shall only be readmitted as soon as the tuition and other fees are paid; provided however, that I will be solely responsible in keeping up with lessons, assignments and taking examinations given during the school days I was not allowed to enter and attend classes.

Thereof, should I show lack of interest in my work as a student or by repeated failures in my subject, or when, in the judgment of the **Disciplinary Committee** I bring discredit upon the Department or College or otherwise violate its policies, rules and regulations, then college authorities shall have the right to recommend for my non-readmission, suspension, exclusion, or expulsion, as the case may be, or take such other disciplinary measures as in their judgment the surrounding circumstances warrant.

I hereby accept the policies, rules and regulations promulgated by the college.

---

Signature of Student above printed name

### **ALMA MATER SONG**

Brokenshire College, our Alma Mater dear  
 From our voices united, evermore thy praises hear  
 Where'er the Lord will lead us, In all thy coming days  
 Thy dear name will guide us Through duty's winding ways  
 Thy dear name will guide us Through duty's winding ways  
 When service draws us, by feverish bed of pain  
 Oh may though gladly find us, With no thoughts of prize or gain  
 To mankind's succor our footsteps guided be  
 When in vision of labor, thy cherish name we'll see  
 When vision of labor, thy cherish name we'll see

### **Brokenshire Hymn/CREDO**

Brokenshire College seeks a life of faith, learning and action  
 That shall develop people into becoming  
 intellectually competent and honest  
 Morally and ethically sensitive  
 Creatively aware and responsive  
 To the needs aspiration and realization of a just,  
 free and responsible social order.  
 (Repeat)