

LA VERDAO CHRISTIAN COLLEGE

Mc Arthur Highway, Sampaloc, Apalit, Pampanga

OFFICE OF THE REGISTRAR

The Office of the Registrar is a vital arm of the institution. It is the official recorder and keeper of records of the students. As official recorder, it serves as Secretariat in different administration departments and committees, such as the Executive Department, the Curriculum & Development Department, Office of the Student Affairs, Guidance Office and others. It also acts as steering committee during council meetings

Its service to its clientele, which includes the processing of papers, can be further enhanced by a website that is proactive as provider of information and interactive in its network with other offices. These services must reflect efficiency, economy, facility, responsibility and accountability in work.

As a repository of decades of student records, the Office of the Registrar is both a source and resource of data that can be used for various researches. In order to improve the systems of acquiring, recording, storing, and retrieving information, full computerization of records, admission, registration, and other procedures are in order.

PROCESSING AND SELECTION OF SCHOLARS

Step 1: Application for Scholarship

Step 2: Evaluation of submitted documents and scheduling of Qualifying Examination Date

Step 3: Qualifying and Psychological Exam

- Verbal Ability
- Numerical Ability
- Logical Reasoning
- Social Awareness
- Reading Comprehension
- Aptitude Exam/Suitability Test *(Program of choice for college)*

Step 4: Releasing of Results and schedule of Academic Interview

Step 5: Academic Interview

Step 6: Releasing of the Official List of Qualified Scholars

Step 7: Orientation for Qualified Scholars

Step 8: Enrollment

SCHOLARSHIP APPLICATION REQUIREMENTS

- Application Form (Downloadable)
- 2" x 2" Recent Formal picture **(White Background with Name tag)**
- Photocopy of report card at least with second grading grades or class cards or certification of grades.
- Photocopy of electric bills for previous 3 months.
- **For Grade 11 & College Students:** Photocopy of NCAE Result
- For Academic Scholar : Certificate of being a 1st or 2nd honor

ELIGIBILITY

- With good moral standing
- Must be a Filipino citizen
- 35 years old and below
- Physically and mentally fit
- High School Graduate and ALS Graduate *(for incoming College students)*

QUALIFICATION STANDARD FOR COLLEGE SCHOLARSHIP APPLICATION

COURSE	MINIMUM QUALIFICATION	SPECIAL QUALIFICATION
5-Year Bachelor of Science in Accountancy	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 60% of the entrance examination• Must have maintained a grade of 85% in Math and English subjects from 1st year to 4th year HS as recorded in the submitted Form 137
4-Year Bachelor of Science in Accounting Technology	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have maintained a grade of 83% in Math subjects from 1st year to 4th year HS as recorded in the submitted Form 137• Must be computer literate
Bachelor of Arts in Broadcasting	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have maintained a grade of 85% in English subjects from 1st year to 4th year HS as recorded in the submitted Form 137• Must be computer literate• Must be able to converse in English fluently
Bachelor of Science in Social Work	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have the passion to serve the people• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have maintained a grade of 85% in English subjects from 1st year to 3rd year HS as recorded in the submitted Form 137• Must be computer literate
Bachelor of Science in Information System	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have maintained a grade of 85% in Math subjects from 1st year to 3rd year HS as recorded in the submitted Form 137

	<ul style="list-style-type: none">• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must be computer literate
2 Year Associate in Computer Technology	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have a grade of not lower than 82% in Math subject• Must be computer literate
2 Year Mass Communication Technology	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have a grade of not lower than 82% in English subject• Must have the ability to express himself in English• Must be computer literate
2 Year Office Management	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must be computer literate
1 Year International Cookery	<ul style="list-style-type: none">• Must be Filipino citizen• Must be a high school graduate• Must be 35 years old and below• Physically and mentally fit• Must have completely accomplished the application form for scholarship grant• Must have submitted the complete documents needed	<ul style="list-style-type: none">• Must pass at least 50% of the entrance examination.• Must have experience in home cooking

ACADEMIC INFORMATION

1. Academic Calendar and Class Size

The academic year is divided into semester of approximately consists of not less than thirty-six (36) weeks; or eighteen (18) weeks a semester , or its equivalent of normally 6 school days each week, exclusive of registration, approved vacations and inclusive of legal and special holidays and days for special activities. The college maintains a schedule for enrollment so that students can enroll or start his first term without any problems.

The first semester usually begins at June while the second semester begins on October. The summer term shall consist of hours per unit a prescribed by the Commission on Higher education.

The standard period of every subject shall be one hour. A one-hour lecture or recitation or discussion each week or a total of not less than seventeen hours in a semester, shall be equivalent to one unit of college credit.

The class size in LVCC is consisting of 40 to 50 number of officially enrolled student in each subject depending on the nature of the subject (if it is minor or major subject), the difficulty of the subject and the other factors that will promote a conducive teaching-learning process.

2. Academic Load

The subject load is in accordance with the approved curriculum for each degree program by the Commission on Higher Education Region 3. Reasonable exceptions may be permitted taking into account the best interest of the student and the objectives of the educational system.

For an undergraduate student, the academic load is a maximum of twenty-four (24) units. However, students with a very good academic record and/or graduating students may be allowed to carry a heavier subject load upon the Registrar's approval or as stated in the policy for honor students.

As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the pre-requisite subject or subjects. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes if when the pre-requisite is a repeated subject and the student has superior scholastic standing; the student is a graduating at the end of the school term and when it is approved by the any authorized academic official.

Upon the discretion of the Registrar, a graduating student may be allowed additional subjects-loads of not more than (6) six academic units in excess of the normal load prescribed by the LVCC Administration for the last school term. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses in a semester.

3. Medium of Instructions

English is generally used as a medium of instruction.

ADMISSION REQUIREMENTS

General Requirement

A. For Freshmen Students

- The original copy of the applicant's high school diploma presented upon enrollment; a photocopy shall be authenticated by the registrar and kept in the school files.
- The original copy of FORM 138 or report card shall be surrendered to the registrar upon enrollment and shall be kept in the school files.
- Photocopy of birth certificate
- Passing of the LVCC entrance examination

- Four (4) copies of 2x2 size recent photo
- Six (6) copies of 1x1 size recent photo
- PEP Result / NCAE Result
- Good Moral Character
- Form 13

B. For Transferees Students

- Photocopy of birth certificate
- Passing of the LVCC entrance examination
- Four (4) copies of 2x2 size recent photo
- Six (6) copies of 1x1 size recent photo
- Honorable Dismissal / Transfer Credential
- Official Transcript of Records
- Good Moral Character

STUDENT ADMISSION

A student who graduates from the secondary level from the Department of Education shall be eligible for admission to any degree program of LVCC. However, a student who has not finished or completed the secondary level, but who has qualified in the Philippine Education Placement Test (PEPT) or passed the Alternative Learning System and Accreditation and Equivalency (ALS A&E) of the Department of Education may be eligible for admission.

The enrollment or registration of a student in LVCC shall be held during the registration days as indicated in the approved school calendar.

A student must be officially registered in order to receive credit for course work. The official registration form which is a record of classes for which the student has enrolled is filed in the Office of the Registrar.

No student shall be registered in any subject after the first two weeks of regular class meetings have been held, unless the Registrar, on the basis of the student's scholastic records, permit his/her registration.

No student shall be accepted for enrollment unless he presents the proper school credentials on or before the end of the enrollment period for the school term.

A student is deemed **OFFICIALLY ENROLLED** after he has submitted his appropriate admission or transfer credentials; made an initial payment of his miscellaneous fee (Partial Scholar only) and was allowed to attend classes by the institution.

In recognition of the Constitutional guarantee of the institutional academic freedom, admission to any higher education is open to all students not otherwise disqualified by law or by the policies and rules of the Commission and the policy standard set by the Administration of this institution.

Except in the case of delinquency, violation of rules and regulations of the institution; failure to settle due miscellaneous fee and other obligation; sickness or disease that would prevent the student to handle the normal pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and the closure of the program by this institution or the closure of the institution itself, a student who qualifies for enrollment shall qualify to stay for the entire period for which he is expected to complete the program of study in this institution, without prejudice to his right to transfer to institutions within the prescribed period.

Changing of Classes

Transfer to other classes shall be made only for valid reason. No change of subjects shall be allowed after one (1) week from the first day of school and only

Dropping of Courses

A student may, with the consent of the instructor and the Registrar, drop a course by filling out the prescribed Official Dropping form.

Any student who does not attend classes for a total of four (4) class sessions is automatically Dropped Unofficially (DU).

A student who does not attend sessions prior to or immediately after four (4) class sessions but prior to or immediately after his absence notifies the Office of Student Services or the professor concerned of the reason for his absence (i.e. sickness or personal crisis) shall be considered Dropped Officially (DO).

Cross Enrolment

Cross enrollment is discouraged by this institution. However, for valid reason as determined by, and with the written request by the student and parent to this institution, a student may be permitted to cross enroll in other institution in subject load not normally offering in that particular semester or term.

SCHOOL RECORDS ND TRANSFER OF STUDENT

The school record of every student contains the final rating in each subject with the corresponding credits, or the action thereon.

A student enrolled in LVCC may be allowed to transfer in other institution, provided, that he has no unsettled obligation to this institution, or is not under suspension or expulsion imposed by the Commission.

LVCC shall provide any eligible student to applies for transfer with transfer credentials appropriate for admission in other institution, subject to the latter's policies and regulation on the admission of transfer students. Transfer credential is duly signed the School Registrar, and will be issued not later than two (2) weeks after the filing of the application for transfer.

It is the duty of the this institution to release the school records of a student who has no outstanding property and/or financial obligations to this institution, or is not under penalty of suspension or expulsion.

LVCC Administration at our discretion may withhold the release of the transfer credentials of a student who has outstanding financial or property obligations to this institution, or is under penalty or expulsion. The transfer credentials shall be released upon settlement of the obligation, or after the penalty of suspension is served or expulsion lifted.

CLASS ATTENDANCE

1. A student is required to attend all scheduled classes and take all scheduled examinations. When a student is absent from a class, the student's shall not be re-admitted unless he presents an admission slip from the Office of Student's Service Office. The slip however, does not excuse the student from being marked absent.
2. A student should not incur absences of more than twenty-percent (20%) of the required total number of class and laboratory period in a given semester.
 - For subjects held once a week, a maximum of 3 absences.
 - For subjects held 2 times a week, a maximum of 5 absences.
 - For subjects held 3 times a week, a maximum of 7 absences.
 - For subjects held 4 times a week, a maximum of 10 absences.

- For subjects held 5 times a week, a maximum of 12 absences.
3. A student who incurs more than the allowed number of absences in any subjects shall be given a mark of “FAILED” as a final rating for the semester regardless of his performance in the class.
 4. Late enrollees are considered absent at the official start of the regular classes and their absences are counted against the allowable number of absences.
 5. Excused absences such as attendance to departmental meetings, conferences, athletic activities and the like where the student is sent as school representative are not counted against the allowable number of absences.
 6. Absences due to sickness that needs medical attention requires the students to submit medical certificate with the admission slip.

GRADING SYSTEM

The grading system of LVCC is based on existing institutional academic policies. The final grade or rating to any student should be based solely on his scholastic performance in any subject or course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall be allowed, as provided in the institutional academic policy of LVCC. And that the adjustment should be relevant to the subject content and requirements.

Any final grade given to student maybe reviewed in accordance with the LVCC institutional academic process.

All students, in order to continuously avail the privilege of being a PRESIDENTIAL SCHOLAR should maintain a grade of 2.25 in all subjects and with a general average of not lower than 2.00 at the end of the year.

All students, in order to continuously avail the privilege of being a PARTIAL SCHOLAR should maintain a grade of 2.50 in all subjects and with a general average of not lower than 2.25 at the end of the year.

LVCC adopts the system of grading as follows:

GRADE	PERCENTAGE	EQUIVALENT
1.00	100 - 97	Excellent
1.25	96 - 94	Outstanding
1.50	93 - 91	Very Good
1.75	90 - 88	Good
2.00	87 - 85	Satisfactory
2.25	84 - 82	Sufficient
2.50	81 - 79	Fair
2.75	78 - 76	Fair
3.00	75	Passing
4.00	74 - 73	Conditional
5.00	72	Failed
DO		Dropped Officially
DU		Dropped Unofficially
INC		Incomplete
DA		Dropped Due to Absences

Grades are computed as follows:

- a. Class Standing - 60%
The breakdown of the 60% class standing depends on the subject instructor. However, the following breakdown may be adopted:

Recitation	-	10%
Attendance	-	5%
Project	-	15%
Output/Research Work	-	10%
Quizzes	-	20%
TOTAL	-	60%

- b. Examination - 40%
- c. To get the Final Grade of the students, grades are computed as follows:

PRELIMS + MIDTERMS + FINALS / 3 = Final Grade

- 2. The Final rating is given to the 3rd decimal place and rounded off to the 2nd decimal place. For example: 79.768 is rounded off to 79.77
- 3. A mark DROPPED is given to a student who officially drops the subject before the Midterm Examination.
- 4. Official dropping of subjects shall be considered withdrawn, likewise unofficial dropping shall be considered 5.0.
- 5. Incomplete grade should be completed within one (1) semester from the date the grade was received, otherwise, it shall be considered 5.0, a failed mark.

GRADUATION

Special Orders

As per required by the Commission on Higher Education, all graduates of LVCC form any degree program will be applied for a Special Order within at least sixty (60) calendar days before the end of academic year.

Graduation Honors

LVCC adopts its own policy and criteria for the selection of students who shall be awarded graduation honors. The policy and criteria were been discussed to students and parents during Student-Parent Orientation. The following criteria as follows:

- a. A candidate for graduation honors should complete a minimum of 75% of the required subjects of the program in LVCC which will award the degree or diploma;
- b. A candidate should not have a grade lower than 2.00
- c. A candidate must be with good moral standing; and
- d. A candidate must be considered for the following Latin honors in any of the degree program, provided, he must achieve the required final average rating:

Summa Cum Laude	-	95% to 100% with no failing grades
Magna Cum Laude	-	90% to 94% with no failing grades
Cum Laude	-	85% to 89.9 % with no failing grades

CONDUCT ON CAMPUS

Proper conduct and behavior is expected for all students at all times and in all places as befitting their students of LVCC. Students must refrain from uttering curses and vulgar words and roughness in all aspects of behavior. Thus, horse playing, bullying, laughing boisterously, uttering obscene and foul language are not allowed inside the school premises. Students must refrain from public display of intimacy.

CLASS ROOM BEHAVIOR

1. A student must always be courteous and respectful towards his instructors.
2. A student shall stand when called upon to recite or when asking questions to the instructor.
3. A student must not solicit help from his classmate during the examination. He may leave the room only upon permission by the instructor.

USE OF NAME OF THE SCHOOL

The use of the name of the school in academic or non-academic competition, student conferences and other activities off campus is allowed with the

IDENTIFICATION CARD

1. The Identification Card (ID) shall be worn at all times while inside the school premises.
2. In case of loss, request for the replacement is made with the Office of Student Services by accomplishing appropriate form, noted by the College Director, after paying the Cashier.

UNIFORM

1. Married female students are exempted from wearing the prescribed uniform when pregnancy becomes evident. A waiver should be secured from the Office of Student Services.
2. Students in their PE uniform will not be allowed to attend academic classes.
3. Student not in proper uniform will not be allowed to enter the campus.

RESPECT FOR FLAG / ANTHEM / COLORS

When the National Anthem is being played or sung, or when the flag is on parade, everyone should stand at attention and give due respect.

USE OF BULLETINE BOARD

1. All posters and streamers must be submitted to the Office of Student Services for approval for hanging, including the content and the message.
2. Each approved poster shall have a limited effectivity period to be indicated on the approval stamp. It is the obligation of the poster's sponsor to remove the poster on the day of the lapse.
3. Memos posted on the bulletin board should bear the signature of the Administrator.
4. The Office of the Student Services shall not be responsible for poster/streamer that are torn, vandalized, destroyed or stolen, although anybody caught doing so shall be penalized according to the provision of the student manual.
5. Leaflets and other materials shall not circulate on campus unless the sponsors submit the sample to the Office of Student Services for approval prior to circulation.
6. Students caught writing unauthorized announcement and greetings on bulletin boards shall be penalized.

USE OF TELEPHONES

The office telephone is strictly for official use only.

USE AND CARE FOR SCHOOL PROPERTY

Students are expected to cooperate in securing school property, in the care and upkeep of the building and campus so that they stay neat and clean and conducive to learning.

1. Turn off lights, electric fans and faucets when not needed especially at dismissal time or during the last period.
2. Exert utmost care and concern in handling and using laboratory equipment.
3. Flush the toilet bowl after every use.
4. Students are enjoined to refrain causing damage to school properties, such as writing on the walls, vandalism, littering, etc. and should report such damages to the faculty and to the Office of the Student's Services.
5. School property may be availed of for school related activities by accomplishing proper forms with the office concerned.

USE OF LIBRARY

Library rules and procedures

1. Observe silence at all times inside the library. Chatting and laughing are strictly prohibited.
2. Eating, chewing of gums, sleeping, smoking and littering are strictly prohibited.
3. Courtesy must be practiced in the library at all times when borrowing books or library materials.
4. Arrange the chairs before leaving. Lift the chair to avoid noise or disturbance to other students studying in the library.
5. Students applying for library card must submit 2 pcs. 1x1 photograph.
6. Lost library card should be reported immediately to the librarian and a payment of 10.00 for the issuance of another card.
7. Library cards are non-transferable. A student caught using somebody's library card will be deprived of his privilege to use the library.
8. The owner of the library card is responsible for all the books issued in his name.
9. A general reference book, magazine, newspaper will be read inside the library only.
10. Overnight books issued at 4:00 P.M. must be returned not later than 8:00 A.M. the following day.
11. Fine of overdue books: Five pesos (P5.00) per day including Sundays and holidays.
12. When a student loses a book, he should report to the librarian immediately for replacement payment of the corresponding fines.
13. A student caught mutilating or defacing a book, magazine, newspaper will be deprived of his privileges and must replace or pay the destroyed material. He will be suspended from using the library for two (2) months.

SMOKING AND CHEWING GUMS

Smoking and chewing gums are strictly prohibited inside the campus. This is to safeguard the students, faculty, and personnel from fire and health risk as well as to keep the school area and properties clean. Anyone caught shall be dealt with accordingly. This includes the school canteen and the school service.

CAMPUS ORGANIZATION, ACTIVITIES & OPERATIONAL PROCEDURES

The LVCC encourages co-curricular and extra-curricular activities of a constructive nature.

- The activities must be designed to help develop the total person of the students and provide them the avenues for a constructive self-expression.

- Participation in co-curricular and extra-curricular activities is by qualifications set by the organization concerned, however, the following serve as guidelines:

A. CAMPUS ORGANIZATION

1. Recognition of Student Organization. An organization to be official, must apply for recognition with the office of Student Services who after study will endorse the application to the College Director for final approval. The organization’s objectives must be in consonance with the goals and ideals of the institution. Application must be properly accompanied by the recommendation of the organization advisers.
2. Authority to Supervise. The organizational advisers shall have the authority to regulate the establishment and supervise the management and operation of any co-curricular organization in the campus. Application must be properly accompanied by the recommendation of the said adviser.
3. Revocation. The Office of the Student Services reserves the right to cancel the authority granted to any organization for cause, for and in behalf the President.

B. STUDENT ACTIVITIES

1. Holding of activity inside or outside the campus shall require written permission from the Office of the Student Services duly signed by the organizational adviser concerned at least 2 weeks before it is held.
2. Excursions and field trips must have prior permission from the Office of Student Services concerned. It is the responsibility of the organizers to ensure safety and security of the students joining the trip. It is required that the organizers ask the students to secure written consent from their parents or guardian and which likewise absolves the organizers and the school in the general from blame in case of unwarranted incidents.
3. Collection of Funds:
 - a. Any activity which required collection or solicitation of financial assistance from students or outside school personalities must seek a formal approval from the Office of the Student Services through the organizational advisers concerned. The application shall contain the following:
 - Nature and purpose of the activity
 - Date
 - Time (opening and closing hour)
 - Venue
 - b. Any fund raising activity such as raffle draw, advertisement and the like, shall likewise follow the above stated requirements, inclusive of the beneficiary of the activity, the manner by which funds shall be raised, prices, cost of tickets / advertisement and other information as my be required by the Office of Student Services.
 - c. Financial reports of all organizations must be submitted to the Office of Student Services with support documents duly noted by the organizational adviser within 10 days after the affair.

CODE OF DISCIPLINE, RULES AND REGULATIONS

The school provides an atmosphere conducive to elevate ethical, educational moral conduct and effective instruction in harmony with the objectives and Philosophy of the School. For the reason the Committee on Discipline and Evaluation (CSDE) of the La Verdad Christian College has revised and has promulgated the following Code of Discipline for the information and guidance of the students and all concerned:

- a. Students should be courteous, respectful, and orderly in their behavior inside and outside the campus especially when they use the name of the institution;
- b. They should conduct themselves with dignity and decorum and shall refrain from committing acts that may discredit the school.
- c. They should at all times be neat, clean and decent in their clothing and appearance. College students should always wear their complete uniform. Students who will not comply with the wearing of the prescribed uniform will be subject to disciplinary action as follows:
 - First Offense - Oral / Written reprimand
 - Second Offense - Suspension for one week
 - Third Offense - Denied admission for the next term

- d. They should always wear their school ID while inside the school premises.
- e. They should attend their classes regularly and with punctuality to be entitled to credits in the course in which they enrolled;
- f. They should attend not less than 80% of the total number of recitation hours in the subjects in which they desire credits;
- g. They should present an admission slip from the Office of Students Services, in case of absences or tardiness of more than 15 minutes with a written explanation as to the cause of absence signed by the parents or protracted absences may be excused for justifiable reasons. However, absence does not excuse the student from doing assignment missed and of being held responsible for lessons taken during his/her absence.
- h. They should follow existing rules and regulations of La Verdad Christian College.

DISCIPLINARY ACTION

Students are enjoined to refrain from committing any of the following acts which are categorized as:

MAJOR OFFENSES

The following are considered major offenses:

- a. Violation of dangerous drugs law and other related laws.
- b. Carrying of firearms, lead pipes, ice picks, or blades which are more than 1 ½ inches long and explosives (including firecrackers and pyrotechnics) within the school premises.
- c. Deliberate disruption of academic functions like classes, convocations, seminars, symposia and other school activities, which tends to create public disturbance and disorder.
- d. Brawl on campus or at school uniform.
- e. Drinking intoxicating wine, liquors, and beverages on campus or entering the campus in the state of intoxication or under the influence of prohibited drugs regulated by law.
- f. Disrespect, whether in words or in deeds towards any member of the faculty, administration or non-teaching staff.
- g. Direct assault upon another student.
- h. Vandalism or any willful and deliberate destruction of school property, including defacing fixtures such as tables and chairs in the libraries, canteens, etc.
- i. Theft of school and personal properties or loss due to negligence and failure to replace lost item.
- j. Forcible entry to LVCC premises.
- k. Unauthorized use of facilities and services including classrooms, during or between classes.
- l. Engaging in lewd, indecent, obscene, or immoral conduct including scandalous display of intimacy, inside and outside the school while in uniform.
- m. Acts that place the name of the school in bad light such as public malicious imputation of acts of omission, condition, or status or circumstances which tend to cause dishonor, discredit or contempt to the name of the school.
- n. Acts that prevent, coerce, force or intimidate others from entering the campus or attending classes of the school function.
- o. Violation of Republic Act 8044 known as ANTI-HAZING LAW either inside or outside the school premises.
- p. Inflicting physical injuries whether serious upon a person or during initiations conducted either inside or outside the school premises of school.
- q. Forging of falsifying and/or tampering with academic or official records or school documents of any kind of possessions of falsified or tampered documents.
- r. Gambling in any for within the campus or within a radius of 50 meters outside the campus.
- s. Lending/borrowing an ID card/registration form to another student or to an outsider.
- t. Unauthorized possession of test questions (unauthorized possession means that student is in possession of test question in any subject whether he enrolled in it or not, prior to the date of the examination shall be given).
- u. Commission of three (3) minor offenses.
- v. Distribution of printed matter and/or posting within school property without prior permission from the Office of Student Services.

- w. Putting up. Manning or maintaining a barricade in order to prevent entry or exit from the school premises.
- x. Malversation of any funds intended for class, organization, council or publication, whether offender is a member, staffer or not.
- y. Smoking while inside the classroom, library, laboratory during class hours and anywhere within the school premises.
- z. Cheating: The following acts shall constitute cheating and shall be punishable hereunder:
 - 1. Unauthorized possession of notes or any material relative to the examination whether the student actually uses them or not.
 - 2. Copying from another to copy from one's examination paper.
 - 3. Talking with another student without permission during the examination.
 - 4. Passing as one's work any assigned report term paper and the like, copied from another.

Steps in reporting any cheating cases:

- a. The faculty administering the examination will immediately report to the Office of the Student Services the incident / case of cheating.
 - b. If, after the investigation, the student is found guilty, he will receive a failing grade in the examination/test/quiz.
 - c. If the same student repeats this major offense of cheating, the student will be given a failing grade in which he was caught cheating, the case will be deliberated on by the Board of Discipline for another necessary sanctions.
- aa. Viewing of pornographic pictures in the internet or audio visual room
- bb. On Sexual harassment.

Sexual harassment is committed by any person who having authority, influence moral ascendancy or physical superiority over another in a work educational environment demands, request or requires any sexual favor from another, whether or not the other person accepts the demands, request or requirement.

Forms of sexual harassment include:

- 1. Unwelcome sexual advances
 - 2. Repeated sexually oriented kidding, teasing, joking or flirting
 - 3. Verbal abuse of a sexual nature
 - 4. Graphic commentary about an individual's body, sexual prowess or sexual deficiencies
 - 5. Leering, whistling, pinching or brushing against another body.
- cc. Non-compliance with the school rules and regulation, open refusal to accept corrective and disciplinary measures, non-compliance with signed agreements and not believing in the aims, philosophy, and ideals of the La Verdad Christian College are subject to disciplinary actions.

PENALTY

The above major offenses shall vary the penalty of any of the following, depending on the decision of the Board of Discipline, the composition of which is provided in this manual:

- 1. Suspension – The board may suspend an erring student during the school year or term for a period not exceeding 20% of the prescribed school days.
- 2. Dismissal – Termination of student's relation with the school
- 3. Expulsion – Debarring a student from enrolling in any school whether public or private, subject to the approval of CHED/DepEd/TESDA.

MINOR OFFENSES

The following shall be considered as minor offenses:

- 1. All offenses not falling within the category of major offenses
- 2. Entering any class or school function without authority or permission

3. Entering the campus without an ID
4. Such other acts inconsistent with the proper behavior defiling that of an educated person
5. Shouting or making unnecessary noise along corridors or near classroom
6. Sitting on the ledge of the corridors
7. Littering
8. Cutting of classes, leaving school premises during an official school activity.
9. Bullying, excessive teasing, name calling, use of foul and abusive language or any form of obscenity.
10. Rudeness or insubordination to school administrators, teachers, fellow students and other school personnel such as disobedience, discourtesy, impoliteness, etc.

Penalty

The above minor offenses shall carry the penalty of:

1. Written warning or admonition for the first offense.
2. Summoning of parent and erring student to appear before the Office of the Students Services to sign an undertaking for the second offenses.

Penalty Common to Major and Minor Offenses

In addition to the foregoing prescribed sanctions, in case of damage to properties the party involved shall be liable for the restitution, reparation and payment of the value of the property destroyed.

COMPOSITION OF COMMITTEE ON DISCIPLINE AND EVALUATION

The Committee on Discipline and Evaluation shall be composed of the following:

1. Three (3) from the school administration who are duly appointed by the LVCC President
2. One (1) faculty member
3. The subject instructor/lecturer

The undesirability of the students shall be determined by the Committee on Discipline and Evaluation.

PROCEDURES FOR THE IMPOSITION OF DISCIPLINARY SANCTIONS FOR THE MAJOR OFFENSES

1. The respondent and his parent or guardian will be informed in writing of the nature and cause of the accusations against him will be required to attend the Committees' hearing.
2. During the hearing, the student will be informed of the evidences against him. He may answer the charges by presenting counter evidences and witnesses in his behalf.
3. No postponement of hearing date will be allowed. Failure of the respondent to answer in writing or attend the hearing shall be constructed as waiver to present evidences and the case will be resolved based on existing evidences.
4. The Committee shall consider all the evidences presented by the student and shall deliberate before the imposition of sanction/disciplinary actions.
5. The suspension, the decision of the Committee will be reviewed by the Office of the Students Services and will be endorsed by the President for Head of the Office of Student Services and will be endorsed to the President for approval.
6. Upon the approval of the President as the case may be, the Committee shall promulgated the decision not later than 72 hours from the conclusion of the investigation.
7. The concerned student and his parent/guardian shall be furnished a copy from the conclusion of the investigation.