

## **INTEGRATED BASIC EDUCATION DEPARTMENT**

### **DISCIPLINE SYSTEM**

#### **RATIONALE**

Discipline is an integral part of the entire teaching experience. Pupils must be taught to make responsible choices and helped to understand that they have some control of the events that happen to them. By fostering critical thinking and promoting shared decision making, teachers and administrators can encourage pupils to be self- responsible and fully functional.

#### **OBJECTIVES**

Develop in the pupils the desire to become moral persons by promoting and strengthening Benedictine values.

Inculcate in the minds and hearts of the pupils the love of God as shown by their concern and responsibility toward all members of the community.

Provide learning experiences that increase the child's awareness of and responsiveness to the just demands of society.

Promote and safeguard the welfare and interests of pupils by defining their rights and obligations.

Encourage pupils to exercise their rights responsibly by making them aware; that they are answerable for any infringement of the public welfare.

Establish sound relationships between pupils and the members of the school community.

### **PERSONS IN AUTHORITY**

All school officials, teachers, special services personnel, and pupil leaders are persons in authority who are duty bound to enforce school policies and rules governing discipline.

### **PREFECT OF STUDENTS**

He/She implements the disciplinary policies of the school,. He/ She decides on any disciplinary cases except when the sanction calls for exclusion or expulsion.

### **BOARD OF DISCIPLINE**

The Board is composed of representatives from the administration,, faculty, and parents. It reviews and decides on all disciplinary cases that merit exclusion or non-readmission and/or non-marching (for graduating pupils). The decision of the Board in such cases is subject to the approval of the Rector.

### **DISCIPLINARY PROCEDURE**

Pupils behaving unsatisfactorily are dealt with any of the following sanctions accordingly:

1. Documented verbal reprimand and counseling.
2. Written warning through the Violation Report of which parents must acknowledge by returning the duly signed reply slip within three days from receipt thereof.
3. Detention - The erring pupil reports to the Prefect of Students and the Level Counselor for formal counseling. He/she, under the supervision of the Prefect of Students will undergo value formation and will perform community service activities.
4. Suspension - The pupil is neither allowed to attend his classes nor participate in any school-related off-campus activities. He/ she will stay at home. Should there be emergency suspension of classes on the date of suspension for whatever reason, such penalty will take effect on the following school day.
5. Probation (Strict Disciplinary Probation or Very Strict Disciplinary Probation) - This is a means of letting the pupil know that the behavior must be corrected within a specified period of time or punishment will follow. If significant progress is made the probation is lifted; otherwise, non-readmission/exclusion/ expulsion may be invoked.
6. Non-readmission/exclusion/expulsion - These cases are referred to the Board of Discipline for evaluation and recommendation.

### **DISCIPLINARY PROBATION CONDITIONS**

1. Strict Disciplinary Probation
  - A pupil may be placed on strict disciplinary probation (SDP) if he/she repeatedly commits less serious offenses and/or accumulates minor offenses.
  - A pupil on strict disciplinary probation (SDP) may be placed on very strict disciplinary probation (VSDP) if he/she commits a less serious offense and/or accumulates minor offenses.
  - Commission of any major offense by a pupil on SDP status may result in the non-readmission the following school year.
  - The SDP status may be lifted or retained based on the performance of the child and/or upon the recommendation of the adviser, all subject teachers and the guidance counselor.
  
- Very Strict Disciplinary Probation

- A pupil may be placed on very strict disciplinary probation (VSDP) if he/she commits a major offense.
- Commission of any offense by a pupil on VSDP status may result in the non- readmission the following school year or exclusion.
- Pupils on VSDP shall not be eligible for any elective and/or appointive positions in any club or organization.
- The VSDP status may be lifted or retained based on the performance of the child and/or upon the recommendation of the adviser, all subject teachers and the guidance counselor.

## OFFENSES AND SANCTIONS

### 1. Minor Offenses

These are acts that unfavorably affect the teaching-learning environment and partly endanger the safety of other pupils in school. Falling under this category are the following:

- Non-observance of the rules on uniform, haircut, and grooming;
- Talking out of turn and giving comments or remarks during class discussions without proper recognition from the teacher;
- Frequent unexcused tardiness;
- Non-submission of the required letter of excuse for absence or tardiness;
- Chasing one another, playing or howling in the classroom, along the corridors, in the prayer room or chapel, during flag ceremony and other school activities;
- Non-observance of deadlines for submission of report cards, reply slips, and other official communications;
- Littering or loitering inside the campus;
- Deliberate nonattendance of masses, assemblies or other school activities;
- Eating in the classroom during class hours;
- Using abusive language and making indecent gesture;
- Other similar offenses.
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### **The sanctions imposed for the commission of these offenses are:**

- 1st violation: Documented verbal reprimand and counseling
- 2nd violation: Written warning through the violation report

3rd violation: Detention

4th violation: Suspension

5th violation: SDP

### 1. Less Serious Offenses

These are acts that considerably damage school property and endanger an individual's safety. Falling under this category are the following:

- Cutting classes or staying out of the designated areas during school activities without permission;
- Leaving the campus during class hours without expressed permission from the Prefect of Students;
- Possessing, distributing, borrowing, or lending of obscene materials;
- Gambling in any form inside school premises;
- Bringing to school prohibited items such as cigarettes, liquor, and beer;
- Publishing or circulating false or malicious information about the school, a teacher, or any school official or pupil;
- Fighting or inflicting injury upon visitors or any member of the school community;
- Threatening, intimidating, provoking, or coercing a schoolmate;
- Smoking on campus or on the school bus;
- Other similar offenses.

### Penalties for the commission of the foregoing offenses are:

1st violation: Written warning through the violation report

2nd violation: Detention

3rd violation: Suspension, SDP

4th violation: Suspension, VSDP 5th violation Exclusion

### 1. Major Offenses

These are acts that greatly endanger the safety of an individual and degrade his dignity and that of the school. Falling under this category are the following:

- Blatant disrespect to, defiance of, or assault on school authorities, including refusal or failure to submit to safety requirements, such as search and seizure procedures;
- Use or possession of prohibited drugs, chemicals, or substances of any form within the premises of the school or at the place where a recognized school activity is held;
- Carrying or possession of any kind of deadly weapon or destructive device within the campus or at the place where a recognized school activity is held;
- Formation of or membership in unrecognized organizations, such as fraternities and sororities;

- Falsifying school documents or forging the signatures of persons in authority or parents in official communication;
- Cheating or encouraging others to cheat;
- Destroying, defacing, or stealing school property or the property of others;
- Willfully inflicting physical injuries upon another within the campus or in any place where approved student activity is held;
- Hazing or participating in initiation practices;
- Shoplifting while in school uniform; and
- Other similar offenses
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**Pupils found to have committed any of the major offenses are placed under Very Strict Disciplinary Probation (VSDP) and meted out any of the following sanctions:**

Suspension

Non-marching (for graduating students)

Exclusion

Non-readmission

Expulsion

The classifications of offenses appearing herein are not all inclusive; therefore, pupils may be given disciplinary sanctions other than those listed in this handbook. The school likewise reserves the right to impose lighter or stiffer penalties for offenses committed depending on the attending circumstances of the case.

## **POLICY VIOLATION**

Reports of infractions are submitted to or filed with the Office of the Prefect of Students by any person in authority. Immediate inquiry is conducted to ascertain the facts so that appropriate action can be taken. The Prefect of Students imposes sanctions on erring pupils and/or refers them to the Guidance Office for counseling. Parents of erring pupils shall be informed of the offense/s and the penalties to be served. Offenses that merit exclusion are, however, referred to the Principal who creates a discipline board with representatives from the administration, faculty, and parents.

The Board of Discipline shall review/evaluate and decide on all disciplinary cases of pupils that merit exclusion/non-readmission which are brought to its attention.

The decision of the Board in such cases is final.