

Policy No:	ACA-POL-0025
Policy Title:	Policy on Student Discipline
Implementation Procedure:	Student Discipline Implementation Procedure (procedure number here)
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Office of Origin: (Policy Expert)	Office of Student Services and Cultural Affairs (OSACA) Director, OSACA
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the handling of student discipline geared to maintain an orderly, efficient, and effective school environment conducive for learning. Policies stated herein shall cover maintenance of discipline inside as well as within the immediate surroundings of the school premises. This also includes the Colegio's authority to exercise disciplinary action over students outside the campus, and beyond school hours, term or year.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Student disciplinary authority shall be exercised in the instances as follows: <ul style="list-style-type: none"> • When school policies or regulations were violated; and • Where the misconduct involves or affects a student's status, or the good name and reputation of the Colegio. 2. Administration of student discipline shall be based in the rules and regulations contained in the promulgated and published student handbook. However, student's liability shall not be confined to the offenses specifically identified and defined in the student handbook or other rules of regulations because several offenses may be so generally worded as to encompass a number of related wrongdoings. 3. A school official or personnel shall have the right to impose appropriate and reasonable disciplinary measures for minor offenses or infractions of good discipline committed in their presence, provided, that no cruel or physically harmful punishment shall be imposed upon any erring student. 4. Any administrative action filed against any student must comply with the standards of due process prescribed herein as follows: <ul style="list-style-type: none"> • The student must be informed in writing of the nature and cause of any accusations against him, and required to answer the accusation in writing. If the student is a minor, the parent or the guardian shall be furnished with a copy of the show cause letter; • If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a board of discipline to hear and receive evidence; (members of the board of discipline shall be based on what is stipulated in the student handbook) • In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice; • The student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the board of discipline, and to present evidence on his behalf; • The members of the board of discipline must consider the pieces of evidence presented, and received the proceedings; • The student shall be informed in writing of the decision promulgated in his case; and, • If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of offense.

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	<p>5. A student under investigation may be preventively suspended from entering the school premises and from attending classes under the following circumstances;</p> <ul style="list-style-type: none"> • when the evidence of guilt is strong, and • when the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the Colegio, and • when the student under investigation would impose real or imminent threat or danger to persons and property inside the Colegio’s premises <p>6. Administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations, are provided and categorized as follows:</p> <p>Suspension – a penalty that deprive or deny the erring student from attending classes for a period not exceeding twenty (20%) percent of the total prescribe total class days for the school term.</p> <p>Non-readmission – a penalty that deprive or deny the erring student for admission or enrollment immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated.</p> <p>Exclusion – a penalty that excludes or drops the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated.</p> <p>Expulsion – a penalty that declares the erring student disqualified for admission to 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 CHED.</p>
Applicability:	Applicable to all students
Policy Approval Authority:	Director for Student and Cultural Affairs (OSACA)
Related Policies or References	<ul style="list-style-type: none"> • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	<p>Board of Discipline (BOD) – a fact-finding body tasked to hear, investigate, and recommend sanctions for major or any other offense as may be determined by the Board.</p> <p>CHED – Commission on Higher Education</p>
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Ms. Edna Marco</p>
Date Approved:	

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