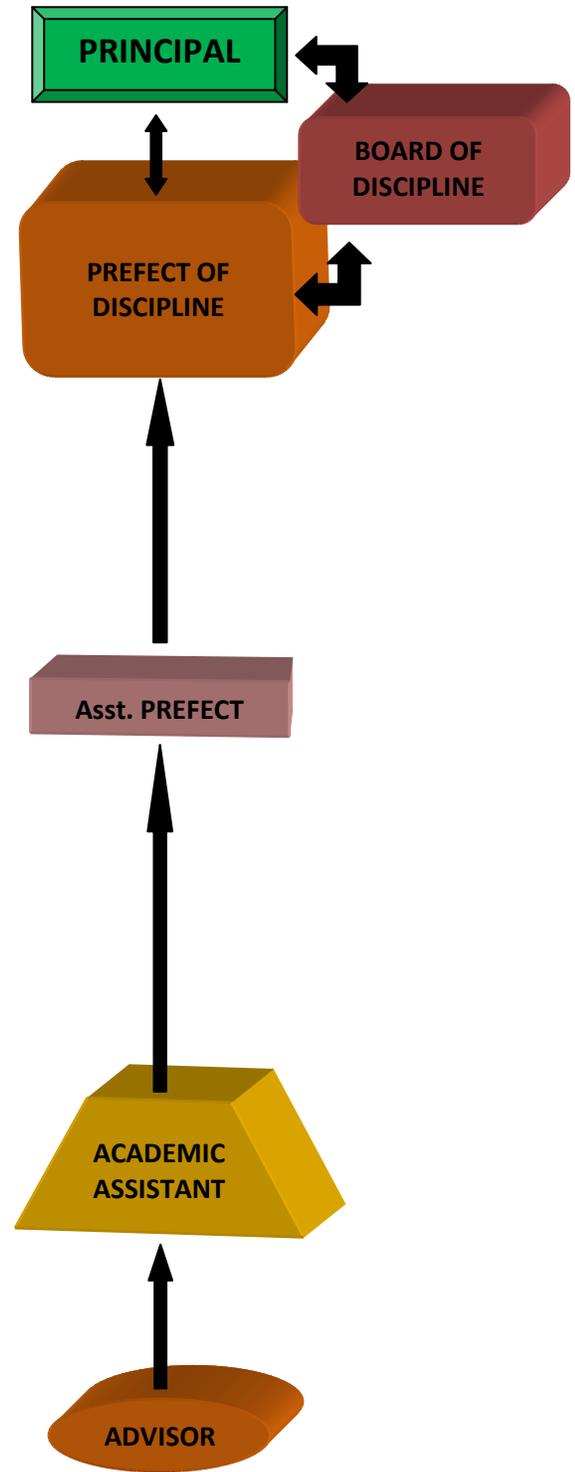




DISCIPLINARY PROCEDURE

COMPETENT AUTHORITY ON CASES

- competent to handle serious cases
- On all cases, under the competence of the Prefect of Discipline, he/she may handle it alone or, preferably, work together with the Board of Discipline to investigate and judge on the case.
- together with the Board, he/she accurately weighs all
- on all penalties the Office of the Prefect of Discipline will impose, consent and approval of the Principal is required
- handles the forwarded case.
- handles the forwarded case
- gathers necessary reports or data, study it and make recommendation
- after accomplishing the procedures, forwards all gathered documents together with the written recommendation to the Prefect of Discipline
- handles minor cases beyond 3 offenses, where he/she will conduct a conference with parents
- competent to handle major cases committed as 1st Offense
- subsequent major offenses will be forwarded to the Office of the Prefect of Discipline
- handles minor cases if three different minor cases are committed by the student, he/she may seek assistance from the ACADEMIC ASSISTANT
- beyond 3 minor offenses the teacher-advisor will bring the case to the ACADEMIC ASSISTANT.





GUIDELINES FOR OFFENSES

MINOR OFFENSES

1. Improper Uniform
2. No I.D./Placing stickers on it
3. Coloring of Hair and using colorful accessories
4. Dirtying places
5. Noisy in the classroom, chapel, canteen, library, corridors, stairways and programs
6. Tardiness
7. Misbehaving during Flag Ceremony
8. Failing to give PTA letters to Parents
9. Unexcused absences
10. Unsigned diary/letter
11. Spoken Filipino outside Filipino Class
12. Wearing of Printed T-Shirt, Black Sacks
13. Improper haircut and hairstyle
14. Wearing scandalous attire during School activities/Feasts
15. Staying in the School within the prescribed curfew time without permission any valid reason

MAJOR OFFENSES

1. Unauthorized use of School Name, Seal, ID and School Uniform
2. Leaving the campus without permit during class hours, or after class hours while leaving their bags still inside
3. Copying from others or from the book
4. Selling or collecting money
5. Inviting or forcing Catholics to join sects
6. Refusing to be educated in the Catholic way
7. Inappropriate public display of affection, exclusive pairing
8. Circulating or inserting in the computer pornographic/indecent literature
9. Bringing electronics gadget or musical instruments without permission
10. Over speeding and racing or parking in restricted areas
11. Lending ID or using another person's ID
12. Bringing Firecrackers
13. Littering
14. Loitering



SERIOUS OFFENSES

1. Vandalism
2. Damaging of School's, others', and personal properties
3. Stealing or shop lifting in and outside
4. Tampering with school records, signatures and all other official forms
5. Using offensive language
6. Smoking, gambling, drinking, using drugs or possessing these inside or outside the school premises
7. Bullying
8. Cutting classes/truancy
9. Improper/scandalous behavior
10. Participation in fraternities/sororities and other unauthorized and exclusive grouping
11. Bringing firearms/dangerous weapons
12. Assault of persons in authority/personnel (worker, teacher, academic assistant , prefects , student prefects and administration

CLASSROOM DISCIPLINE

- Pray Reverently
- Speak English
- Practice courtesy
- Keep clean the classroom
- Stand straight when called upon
- Raise hand when you wish to answer
- Have your textbooks and school materials
- Work independently when it concerns assignments
- Avoid borrowing
- Do not write or erase on the blackboard without due permission
- Follow official announcements; copy down if needed
- Take care of yours' and others' properties
- Care for classroom property
- Report to subject teachers and do not cut classes
- Buy only during recess
- Keep the classroom in order. See that the classroom is neat and the chairs are pushed in when you leave
- Pay or replace when a good is damaged
- Never smoke or gamble
- No birthday parties
- Keep away any electronic gadget and all forms of distractive materials
- Be on time and produce excuse letter if you were absent
- Stand and greet when a sister, teacher or visitor enters the room



DISCIPLINE INSIDE THE SCHOOL

- Speak English
- Practice courtesy. Speak politely and gently
- Greet the sisters, teachers, school personnel and visitors
- Walk on sidewalk and cross on pedestrian lines
- Take a good care of School property, including plants and animals
- Stay in your own building. Do not pass in to another, without prior permission
- Return "lost and found" items to the proper authority
- Relay to parents all announcements
- Go promptly to the cars and buses once dismissed
- Avoid blowing of horns or engines on, for long
- Stay within the school until dismissal
- Use pass slip if any urgency occurs
- Keep away from any form of electronic gadgets and distractive materials
- Never smoke or gamble
- Visit the chapel and pray in silence. Don't play inside
- No blow-out
- Know your "Off Limit" and observe
 - Administration building and its premises
 - Faculty rooms
 - lawns
 - Convent and its premises
- Profit your time and speak well of the school and education
- Pay or replace when a good is damaged

DISCIPLINE OUTSIDE THE SCHOOL

Every Pilarian is expected to behave well, in and off campus. Any action that comprises the good name of the school is considered a serious offense and will be dealt with. Even more if an offense is committed wearing the school uniform, it will be considered exactly as it is done inside the school. No student should be found in theaters wearing school uniform.

Any activity undertaken outside the school should be made part of the student record and submitted in writing to the Principal.

The name of the school may not be used for any activity whatsoever without the permission of the Principal.