

MABALACAT CITY COLLEGE STUDENT HANDBOOK (2016)

I. POLICIES ON STUDENT CONDUCT

It is axiomatic that a school should maintain good school discipline inside the school campus as well as outside the school premises when the students are engaged in school-sanctioned activities. The College recognizes the necessity of spelling out the procedures providing for remedies in case of infractions committed by any student against the institution, the employees or co-students.

All students in this College are expected to conduct themselves properly and strictly observe the following policies:

A. On Wearing of ID, School Uniform and Personal Attire

1. All students are required to wear their IDs with the official ID lace inside the school campus, whether or not they have classes. Lost IDs must be reported immediately to the Office of Discipline Services/ODS to obtain an ID pass or permit.
2. All students are required to be in prescribed uniform except on Wednesdays and Saturdays. Wednesdays and Saturdays are wash days to give students a break from wearing their school uniforms. However, modesty and decency should be observed in wearing civilian attire. Shorts, muscle shirts, tattered denims and slippers are not allowed for men. Shorts, sleeveless or hanging blouses, sleeveless dresses, tops with low or plunging neckline, miniskirts, tattered denims and slippers are not allowed for women.
3. Wearing of slippers will only be allowed during floods and other major weather disturbances
4. The prescribed hairstyle for male students is short (exposing the nape) and fringe of banded hairs.
5. Students not in proper uniform will not be allowed to attend their classes and shall be marked absent.
6. Students are not allowed to attend their academic classes in PE or NSTP uniform.
7. All students must refrain from having body piercings and excessive use of accessories and loud or heavy hair coloring. Wearing of dangling or very large earrings for female students. Such accessories will be immediately confiscated

B. On the Use of School Facilities

1. Observe library and computer science laboratory rules and regulations.
2. Conserve water and energy whenever possible. Turn off lights and faucets when not needed.
3. Exert utmost care and concern in handling laboratory equipment.
4. Keep the comfort rooms clean. Close the faucets when not in use.
5. Help keep the campus clean and orderly. Refrain from acts of vandalism.

STANDARDS OF CONDUCT

All students are expected to conduct themselves in a manner befitting a student of the College, and not to violate any of the rules and regulations of the College.

A. Classification of Violations/Offenses

1. **Light Offenses.** Light offenses are punished by fine or warning. Commission of three light offenses aggravates the nature of offense to less grave(moderate) and grave depending on the likelihood of habitual delinquency. The following are considered light offenses:
 - a. Violation of the Policy on ID, school uniform and attire
 - b. Violation of the Policy on the use of school facilities
 - c. Loitering along the hallway during class hours

2. **Less Grave Offenses (Moderate).** Offenses which are not very serious in nature. Suspension from school no to exceed three (3) days may be imposed as a punishment. However, parents must be informed by the Office of the Discipline Services or the Dean of any misconduct on the part of their children for which disciplinary action is necessary.
 - a. Use of curses and vulgar words and roughness in all aspects of behavior.
 - b. Use of cellular phones and other gadgets during classes and/or academic functions. Playing loud music from gadgets inside the classroom or along the corridors during break time.
 - c. Posting of posters, streamer, or banners within school premises without prior permission or approval from the Office of the Student Affairs.
 - d. Public display of intimacy whether inside or outside the college especially while in uniform.
 - e. Deliberate cutting of classes or walking out from classes during class hours.
 - f. Playing loud music from gadgets and performing other disruptive acts during classes.

3. **Grave Offense.** For a persistent offender or one guilty of a serious offense, a suspension for not more than one (1) year may be imposed. The school, however, should forward to the Commission of Higher Education Regional Office concerned within ten (10) days from dissolution of the investigation of the case for its information. The following are considered grave offenses:
 - a. Smoking, gambling, or drinking hard drinks while in school uniform even outside the campus
 - b. Vandalism
 - c. Theft and willful destruction of school equipment and properties
 - d. Hooliganism and brawls on campus
 - e. Violation of the Dangerous Drugs Law and other related laws.
 - f. Forging, falsifying, and tampering of official school documents and records

- g. Carrying of firearms, explosives, and deadly weapons such as ice picks or blades which are more than 1 ½ inches long and other similar objects within the school premises.
- h. Use of offensive words and disrespectful dead towards any members of the faculty, administrators, non-teaching personnel and co-students.
- i. Dishonesty and cheating in any forms
- j. Gross misconduct
- k. Hazing
- l. Drunkenness/Drinking liquor or bringing intoxicating beverages while inside the campus
- m. Assaulting a co-student or school personnel, directly or indirectly, and in relation to the cybercrime law
- n. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
- o. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties
- p. Illegal use of school name, seal and logo for solicitation and other unlawful activities
- q. Any form if cybercrime against co-student, faculty, staff, or the institution.
- r. Performing acts and other offenses putting the name of the College in bad light.
- s. Displaying of obscene and/or sexually-oriented personal photos and videos I n the internet.
- t. Entering movie houses, clubs, bars, and the like while in school uniform.
- u. Any form of extortions, blackmailing, and the like among co-students.
- v. Recruitment of students to join in organizations or clubs or organized groups not accredited by the College.
- w. All other unlawful acts

The College reserve the right to promulgate future rules and regulations for offenses not contemplated in this student manual. In the absence of school rules defining and punishing an unlawful act, the Philippine general laws shall be the basis. Violation of the general laws of the land committed within the campus shall authorize the Committee to impose discipline to erring students.

B. Procedure of Processing of Student Discipline Cases

In the processing of discipline cases, the College strives to provide for expeditious adjudication of student discipline cases, inculcate a sense of justice among students and develop in them self-discipline, maximize student learning experience by establishing a just and humane penalty or sanction, provide for remedied to redress a wrong and, protect the interests of the students.

1. The Committee on Student Discipline (CSD) shall be composed of:
 - a. The Discipline Services Coordinator sitting as the Chairman
 - b. Representative from the School Administration
 - c. Representative from the Institute Student Council
 - d. Representative from the Mabalacat College Student Council
 - e. Representative from the members of the Faculty

C. Jurisdiction of the Committee on Student Discipline (CSD)

The Committee on Student Discipline (CSD) has the jurisdiction to hear and decide the following cases, without prejudice to the complainant's right to seek redress to grievance in proper venue:

1. Violation of the policies in the Student Manual
2. Violation of a School Memorandum
3. Crimes involving moral turpitude
4. Other unlawful acts

D. Filing of a Complaint and Reply Thereof:

A complaint should be in writing, dated, and signed. Oral complaint will not be accepted. The complainant should personally submit the written complaint to the Discipline Services Office in three copies. Additional copies be required if there are more than one erring students.

A complaint should state:

1. The name of the complainant and the name of the other student/s involved (e.g. the offender/s). When the offense is committed by more than one student, all of them shall be included in the complaint.
2. The complaint should specify in details the acts or omissions complained of, the damages it caused the complainant, and the remedy the complainant sought to obtain.
3. If the offense is specified in the Student Handbook or Philippine laws, its designation should be stated.
4. The complaint should also indicate the date of the commission of the offense and the place where it was committed.

The Discipline Services Coordinator shall evaluate the complaint and shall determine whether or not the acts or omissions complained of constitute an infraction of the Student Handbook, standing school memoranda of the laws of the Republic of the Philippines. The Discipline Services Office shall also determine whether there is enough ground to hold the erring student for due process.

If the Discipline Services Coordinator, in a sound exercise of his discretion, finds the complaint to be sufficient in form and substance and that there is a strong possibility that the act complained of which constitutes an offense, had been committed shall convene the Committee on Student Discipline (CSD). CSD shall order the erring student to reply within 48 hours.

The erring student should submit the reply to the CSD in three copies. Additional copies shall be required if there are more than one complaints. If the erring student fails to submit his/her reply within the specified time required, he/she shall be deemed to have waived his/her right to file said reply. Requests for extension of time to file reply shall be allowed at the sound discretion of the Committee.

Upon receipt of the reply, the complainant at his discretion may write a comment to the response withing forty-eight (48) hours from receipt thereof. Upon the receipt of the comment, the erring student at his option may also make a reply to the comment within forty-eight (48) hours from receipt thereof. After the lapse of forty-eight (48) hours without comment or reply filed, the submission of said pleadings shall be deemed waived.

E. Hearing

After the submission of the last pleading, the parties are notified by the CSD of the date and time of hearing. The parties are requested to bring along with them their witnesses and evidence/s to support their claims.

During the hearing, the complainant shall first establish this cause in the presence of the erring student. He shall produce testimonial, documentary and object pieces of evidence to prove his claims. He shall be examined, through questions and answers, either by the CSD or by the erring student himself/herself to ascertain the veracity of his/her claims.

The erring student may, during the same hearing, present testimonials, documentary, and pieces of evidence in defense oof himself/herself. He shall also be examined, through questions and answers, by the CSD to ascertain the veracity of his/her defenses and counterclaims.

Unjustified absence of any party during the hearing shall not postpone the hearing. The absent party's right to present any form of evidence apart from those submitted as part of his/her pleadings shall be waived.

F. Decision and Range of Penalties/Sanctions

Is the erring student pleaded "guilty," the case is immediately decided and the penalty is one step lower.

After thee hearing of a case, the CSD shall release the decision within fifteen (15) days from the last day of hearing. The erring student shall be notified of the decision. If the decision is contested, the erring student may submit an appeal to the Vice-President of Student Affairs and Services (VPSAS) within 15 days from receipt of the decision. If the decision of the VPSAS is still contested, the erring student may submit another appeal letter to the College President withing another 15 days. The decision of the College President is final and executory.

For non-appealed decisions of the CSD, the recommendations become executory.

The list of sanctions/penalties includes but is not limited to the following: verbal reprimand, written undertaking, community service, public apology, suspension, exclusion, and expulsion.