Section A. Coverage

1. This handbook shall apply to and govern all the activities and transactions of Asian College students in the Senior High School as well as their relationships with the other members of the Asian College academic community.

Section B. Asian College as an Educational Institution

1. The Vision and Mission Statement of Asian College of Science and Technology
   a. Vision: To be the leading educational institution of choice dedicated to the success of its graduates.
   b. Mission: To educate and develop globally competitive future leaders.

Section C. The Educational Philosophy of Asian College

Guided by its philosophical framework and in consonance with its vision and mission, Asian College pursues the following objectives:

1. Offer relevant programs, including but not limited to management, sciences, technical courses utilizing global standards in syllabi preparation tailored to address present and future needs of society;

2. Provide opportunities for higher learning;

3. Provide knowledge through extensive research, hereafter ensuring the acquisition of expertise requisite in cultural, social and economic development, promoting and developing scientific and technological research;

4. Promote the understanding, interpretation, preservation, enhancement of national and regional, international and historic cultures;

5. Help preserve and enhance positive Filipino values; and

6. Contribute to the development and improvement of Philippine higher education.

Section D. Asian College Logo

1. The logo takes the shapes of a shield, composed of seven geometric shapes in royal blue, light blue and red triangle in the middle.

2. The shield is bordered in the bottom portion by two branches of ivy leaves in royal blue.

3. The year “1972” is located in the bottom portion of the shield. Verdana font
was used for the logotype “Asian College” and is rendered in red and royal blue.

4. The tagline “Developing leaders in IT and Management” is located on the bottom of the logo.

Section E. Asian College Core Values

1. Self-Leadership
2. Integrity
3. Academic Excellence

Section F. History of Asian College

In the early 1970s, the Dr. Constancio A. Sia and his wife, Gloria Durano Sia were involved in the manufacturing and assembly of stereo systems. Because of the constant need for skilled personnel to work at the manufacturing plant, the couple decided to establish a training center that offered technical and vocational courses. That’s how in 1972, AIE or the Asian Institute of Electronics first began. It was also established to fill the demand for high-quality training and education in electronics and technology. It started with 300 students who had classes in the Prudential Bank Building in Cubao, Quezon City.

Sixteen years later, owing to the exceptional growth it experienced, the AIE expanded to new campuses outside of Metro Manila. The Baliuag branch was the first to be opened in 1988. The Dumaguete branch followed in 1991 and Cagayan De Oro City in 1994. It did not stop there; it also expanded its branches to cover other locations, such as, Novaliches, Caloocan, Alabang, Masinag in Antipolo, and Cabanatuan.

High standards of education and the excellent quality of its graduates kept AIE notches above its competitors. Its graduates consistently emerged as topnotchers in various examinations administered by the National Telecommunications Commission. They also won local and national championships in various Youth Skills Olympics in electronics and computer technology.

The recognition of Asian Institute of Electronics by the then Department of Education, Culture, and Sports came in June 1995. This bestowed AIE with a full-pledge college status necessitating a change in name to Asian College of Science and Technology (ACSAT).

The transition from AIE to ACSAT did not change the founders’ vision of operating a “skill and values-oriented educational institution” committed to help in the national’s development through education using world-class and international standards. It continues with its tradition of training students to acquire ample knowledge and relevant skills that meet the requirements of business and industry.

ACSAT also expanded its curriculum and offered full degree programs like Bachelor of Science in Business Administration (major in Management, Marketing, and Human Resources Management), Hospitality and Tourism Management, Information technology, Computer Science, Computer Engineering, Electronics Engineering and Nursing. The college also offered courses in Health Care Services, Hotel and Restaurant Services and Electronics Computer Technology. Non-degree programs in the field of Business Process Outsourcing
such as Call Center Training, Medical Transcription and 2D Animation are also made available for interested students.

In 2012, to coincide with its 40th founding anniversary, the Board of Trustees made the decision to rebrand the school by adopting the shortened name “Asian College.” The new name ushered in a new era as it strives to continuously evolve with the changing times. From that time on, the school did not only cater to science and technology courses, but also focused on developing professionals in the fields of Information Technology and Management.

Asian College now offers globally relevant and in-demand courses. It has also strengthened the placement program for its graduates and continuously upgraded its facilities, building, curricula, learning guides and the roster of faculty members and trainers. These initiatives form part of Asian College’s progression towards university accreditation.

After its transformation, Asian College continues to honor its commitment to academic excellence by consistently producing top-quality graduates in various fields and continuously maintaining high educational standards. The school’s journey from a technical-vocational school to a world-class college is far from over as it goes through a rebirth and consolidation that aligns its vision. This vision is anchored on its philosophy of transforming people’s lives by providing the next generation of Filipinos quality education and developing them into leaders in business and industry.

### Article II: Admission and Enrollment

**Section A: Basic Admission Requirement**

1. The basic requirement for eligibility for admission of a Senior High School Student to Asian College is the completion of Junior High School level program recognized by the Department of Education (DepEd).

**Section B: Classifications of Applicants**

1. **New Students**
   
   Students who graduated from Junior high school or its equivalent and have not enrolled from any Senior High School program.

2. **Old Students**
   
   Senior High School Grade 11 Students of Asian College who continuously enrolled within the prescribed curriculum until graduation.

3. **Returning Students**
   
   Senior High School students of Asian College who temporarily stopped schooling or took leave of absence and seek readmission for continuance of their studies.

4. **Transferees**
Senior High School students who enrolled from other Senior High School program prior to their enrollment at Asian College.

5. Foreign Students
Applicants/students who are not Filipino Citizen

6. Non-HS Graduates with PEPT/NFE Certificates
Applicants/students who are not Junior High school graduates but have passed the Philippine Educational Placement Test given by the National Educational Testing and Research Center.

Section C: Registration and Enrollment

1. The enrollment of students to Asian College is conducted during the registration days indicated on the approved school calendar in accordance with defined procedures, subject to the following rules:
   a. When students register with Asian College, it is understood that they are enrolling for the entire semester.
   b. Aside from the specified registration period, a student may enroll and be admitted in accordance with the rules of Asian College for late enrollment, which shall not exceed two (2) weeks after the opening of classes.
   c. After the two-week period mentioned above, no further enrolment will be allowed without prejudice to subsequent transfer by an enrolled student to another school during the academic year, provided that consent of both schools are obtained.
   d. A student is deemed officially enrolled in Asian College after he has submitted his appropriate admission or transfer credentials, and has made an initial payment of his school fees which has been accepted by Asian College.

2. School fees are payable either cash or installment in accordance to the approved Asian College payment scheme. Implemented fees and rates are duly approved by the Department of Education.

3. Fees are composed of the following:
   a. Tuition,
   b. Miscellaneous,
   c. and Other Fees.

4. A student transferee is required to submit the Form 138 and Eligibility to Transfer certificate to Asian College upon admission.

5. In case the applicant is unable to submit the required credentials, he may be
admitted for enrolment under probationary status with signed waiver for temporary enrolment approved by the Registrar.

6. No foreign student shall be enrolled without the prior approval of the Department of Education and the Bureau of Immigration.

7. For purposes of enrolment, the name and other personal data of each student as indicated on his birth certificate or alien certificate of registration shall prevail.

Section D: Enrollment Requirements

The following credentials and other enrolment requirements must be submitted to Registrar’s Office upon admission:

1. New students
   a. Grade 10 Report Card (with Learner Reference Number (LRN) if Public Junior High School Students)
   b. Certificate of Junior High School Completion
   c. Certificate of Good Moral Character
   d. 2 copies of recent 1"X 1" photo
   e. NSO – Authenticated Birth Certificate (photocopy)
   f. ESC Certification Letter from Junior High School Principal (ESC Grantees Only)
   g. QVR Certificate (Qualified Voucher Applicants Only)

2. Transferees
   a. Grade 10 or 11 Report Card
   b. Certificate of Good Moral Character (Originating School)
   c. Eligibility to Transfer certificate
   d. Certificate of Release of Voucher Program Beneficiary (Originating School)
   e. 2 copies of recent 1"X 1" photo
   f. NSO – Authenticated Birth Certificate (photocopy)

3. Returning Students
   a. Grade 11/ Grade 12 Report Card

4. Foreign Students
a. Student Visa 9 (f)
b. Special Study Permit (those who are already in the Philippines)
c. 2 copies of recent 1”x 1” photo
d. Scholastic records duly authenticated by Philippine Foreign Service
e. Police clearance certificate issued by the Student country of origin
f. Medical Certificate from an accredited clinic of Asian College
g. Copy of Student Personal History Statement
h. Photocopy of Passport
i. NICA Clearance
j. Duly notarized letter request from applicant
k. Foreign Student Fee

Section E: Changing of Track/Strand

1. Any changes in the track/strand or class schedule must be done through the Office of Registrar before the start of classes. Any unofficial change may result in the outright dropping of the student concerned.

2. A student who transfers or withdraws one (1) week after the start of the class but has already paid the pertinent tuition and other school fees in full will be charged twenty five percent (25%) of the remaining refundable net amount excluding the registration which is non-refundable.

3. A student who transfers or withdraws two (2) weeks after the start of the class but has already paid the pertinent tuition and other school fees in full will be charged fifty percent (50%) of the remaining refundable net amount excluding the registration which is non-refundable.

4. A student who transfers or withdraws at least a day before the start of the class and has already paid the pertinent tuition and other school fees in full will not be charged and can claim the remaining refundable net amount excluding the registration fee which is non-refundable.

5. Registration fee is non-refundable.

Section F: Academic Loads (Student Load and Course Sequence)

1. The subject load and sequence of courses of students shall be in accordance with the approved curriculum for each program.

2. No subject may be taken unless the pre-requisite subject/s have been taken and passed.

3. Failures of 2 units or less shall be readmitted the coming year provided that
the student will enroll the said subject during the summer class.

4. The student shall be considered a repeater if he fails subjects with 3 or more units.

Section G: Back Subjects.

1. As a general rule, a student shall not be permitted to take any advanced course until he has satisfactorily passed the pre-requisite subject or subjects.

2. However, in case of students in the Senior High School level, the following rules shall apply.

3. A student who had failed in any subject must enroll in the subject again, either during summer or in a succeeding school year.

4. A student may enroll in no more than two subjects during the summer, either for the purpose of making up for subjects previously failed, or for earning advanced credits in other subjects.

5. A student shall not be allowed to take any new subjects unless he takes at the same time the prerequisite subject in which he failed.

6. The above restrictions will not apply where the student concerned has reduced or eliminated his back subjects during the summer term.

Section H: Shifting of Track and Strand after the semester

1. For purposes of evaluation, application to shift programs/courses must be filed at least two (2) weeks before the official start of enrollment or classes.

2. The student must submit letter of request (with parent’s/guardian’s consent) to shift a program for approval of the Guidance Counselor, Registrar and School Principal.

Section I: Right to Enroll Until Graduation

1. Asian College accepts all students who are able to meet the qualifying standards, requirements and regulations.

2. Students are encouraged and expected to stay for the entire period in which they are expected to complete their program except in cases of academic delinquency, financial delinquency, and violation of school rules and regulations.

Section J: Withdrawal of Enrollment and Dropping of Subjects

1. A student who withdraws or drops a particular course/s without filing the prescribed dropping form shall be given a failing mark. In addition, the student shall be required to pay in full or the total assessment for the subject/s dropped.

2. Filing of the Official Dropping must be accomplished on the following period:
a. Before first quarter examinations, or

b. Before the student incurs a total of twenty (20%) percent absences in lecture and laboratory class hours for the current semester.

3. Any student who applies for dropping and withdrawal of enrollment shall be interviewed by the Admissions Officers, Guidance Counselor, Registrar and School Principal.

4. Only parents or legal guardian of SHS students are allowed to transact business with the Registrar’s office in case of withdrawal of enrollment.

Section K: Withholding of Credentials

1. The release of transfer credentials of any student may be withheld for reasons of suspension, expulsion or non-payment of financial obligations or other academic related responsibility of the student to Asian College.

2. These credentials shall only be released after full and final settlement of his obligations to Asian College or the penalty of suspension shall have been rendered.

Section L: Transfer to Another School and Issuance of Report Card (Form 138)

1. A student enrolled in Asian College may transfer to another school, provided he has settled all financial and academic obligations with Asian College.

2. Every student who applies for and is eligible to transfer shall be provided by Asian College with the appropriate transfer credentials which will entitle him to admission in another school of his choice provided he follows the following policies and procedures for transfer:

a. Student must secure and fill out application form for Eligibility to Transfer. He must submit a letter of request to transfer signed by the parent and/or guardian.

b. He must proceed to Guidance Counselor for exit interview and clearance.

c. He must proceed to the Cashier for Payment and Registrar’s Office for the schedule of the release of Form 138 and eligibility to transfer.

d. The Form 138 and the Certification of eligibility shall be issued only once unless the student or his parents can show that the original was lost through force majeure and had not been used for enrollment.

e. Asian College shall forward the complete school records (form 137) directly to the school within thirty days from receipt of the request.

Section M: Tuition and Other School Fees

1. Rates for Tuition, Miscellaneous and Other School Fees. Fees are duly approved by the Department of Education which composed of the following:
Section A. Policy Statement

This policy sets out the attendance requirements for students in Asian College.

1. Attendance is a mandatory requirement for all students. All students who are enrolled in Asian College are expected to attend school every day.

2. For reasons of safety, students are not allowed to go out of the school campus. This policy shall be strictly observed and its violation is considered a major offense.

Section B. Tardiness

1. A student is considered late if he arrived at school more than 15 minutes after the start of the first subject.

2. A student may be considered absent if he incurred 3 instances of tardiness in month.

Section C. Absences

1. Excused Absence. The following conditions may be accepted as the only acceptable excuses for a student’s absence from school.

   a. Illness – An absence may be excused due to illness on the part of the student. He must, however, present a letter written by a parent or a medical certificate signed by a Physician, attesting to the illness.

   b. Chronic or Extended Illness – Parents of guardian of a students who is absent for more than ten (10) days because of chronic illness, disability, or is in need of a homebound services or medications, are required to notify immediately the student’s adviser of his medical condition. Upon return for school the student must present a medical certificate duly signed by a physician, certifying the student’s fitness to continue with his academic works, to the School Nurse.

   c. Prearranged Appointments – Official documentation must be presented

Article III: School Attendance Policy
to school authorities if a student would be absent due to appointments with the court or other government agencies and health care providers.

d. Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the parent/guardian must notify the school and provide documentation for the absence.

e. Religious Observances - Absences due to observance of religious holidays should be prearranged by the parent or guardian; the class adviser must be informed ahead of time.

f. Exceptional Circumstances - The Principal may approve prearranged absences in situations for the best interests of the student and his family. Parents or guardians must submit a letter of request stating the reason and the inclusive dates of the absence. No more than five (5) days may be approved by the principal within the school year.

2. Unexcused Absences.

a. If a student fails to report to school and no notice has been received by the adviser that the parent is aware of the student's absence.

b. A student who left school during the regular school day without approval of a school official or other non-emergency situations is also considered absent and will be sanctioned by the ODSS.

c. A student can become truant if a student incurs at least two (2) unexcused absences.

d. After two (2) unexcused absences parents/guardians will receive a call or letter from the adviser.

Section D. Drop-out.

1. A student is considered a "drop out" if he left the school and did not complete the full term for reasons other than transferring to another school.

Section F. Suspension of Classes

1. Classes are automatically suspended only for the following causes:

a. Typhoon Signal No. 2 (per DO 43, s. 2012)

b. Officially declared non-working holidays

c. DepEd official announcement that classes may be declared suspended depending on need which may be given by the directive from authorized Asian College School Officials; when government agencies give Asian College management the discretion whether to hold classes or not during weather disturbances or peace and order situations.

1) On other occasions as announced by proper authority from the Asian College.
Section G. Disciplinary Procedure

1. Violation of this policy is considered a minor offense except in the case of truancy which is considered a major offense. The disciplinary procedure will follow a three (3) step progression:
   a. Short Suspension with community service
   b. Long Suspension (1 week) with community service
   c. Exclusion

Section A. Student Admission Office

1. The Admission Officer handles all the admission concerns at Asian College and provides the necessary information such as entrance examinations, advice, or counsel on the program that best fits to student, scholarship grants available for qualified students, cost of tuition, laboratory and miscellaneous fees and other student concerns.

Section B. The Registrar’s Office

1. The optimum goal of Registrars Office is to provide Quality Service and Excellent Output to Asian College Stake Holders.

2. Its primary responsibility is to provide fast, effective and efficient delivery of services where student records are concerned and provide timely, accurate and responsive services. This office puts premium on preserving and safeguarding the accuracy, integrity, confidentiality and security of the student information system and academic records.

3. This Office facilitate the whole process of enrollment, evaluates records of students and transferees, provides information on admission, course requirements, fees, transfer requirements, graduation and processes documents such as special order numbers, diplomas, CAV certifications, and issuance of official transcript of records and other documents pertaining to academic records.

4. All processes and transactions are guided with its in place operating procedure.

5. The office supports the academic activity and academics initiative to design and create circumstances to facilitate optimal learning and appropriate application of knowledge, skills and attitudes relevant to the program.

6. Registrar’s Office attends to transaction with government offices or agencies on matters related to the functions or requirements from Registrar Office.

7. This office ensures compliance to all regulatory and statutory requirements from the Department of Education, Commission on Higher Education and Technical Education and Skills Development Authority.
Section C. Guidance and Placement Office

1. **Vision:** To achieve utmost cooperation of administrators, teachers and parents in the fulfillment of the Guidance and Placement Offices’ desire for the optimum holistic development of students.

2. **Mission:** To create and implement significant guidance programs which are primarily designed to develop and enhance our students’ total personality as well as to assist them in their educational, emotional, social and personal adjustments in life.

3. **Guidance Services**
   a. **Developmental Programs**
      
      The office provides students with information that is not made available through the classroom process and to further enhance students way of living whether physical, emotional, social and spiritual aspect.
   
   b. **Orientation Service**
      
      The office prepares an orientation program to welcome and inform students regarding important information about the school, its history, the people behind its success, the different student services and school policies that would help them become familiar with Asian College.
   
   c. **Student Inventory Service**
      
      To keep important data/information about the student that will be useful for assessment purposes of the counselor, teachers and school director, to assist them in their academic, recreational, spiritual and emotional needs.
   
   d. **Counseling Service**
      
      To help students develop maturity that will bring them to have a healthy and insightful decision making.

      The parents required to attend the Parent-Teacher conference scheduled on the same day as well as to get the report card of his son/daughter.
   
   e. **Testing, Research and Evaluation Service**
      
      To administer tests applicable to students’ needs that will assist the counselor, teachers and school personnel for assessment purposes, and to conduct a research, based on the results of psychological tests given to students that will help the school personnel and management to address the needs of the learners.
   
   f. **Follow-up and Referral Service**
      
      To determine if there are considerable development in the counselee’s academic, emotional and social life and to coordinate with parents, teachers and other school personnel the students’ attendance, class stand-
ing and behavior.

g. Placement Services

Provides and facilitate career opportunities in order to support student graduating students attain professional growth.

h. Career Counseling

Career Counseling assists the students with career development concerns which include but not limited to career planning, career directions, work performance, handling job stress and adjusting to work environment.

i. Career Development Seminar

This service aims to educate the undergraduate students of Asian College in the areas of self-assessment, career exploration, career planning, job hunting and other related topics.

Section D. Office of the Director for Student Support Services

1. Areas Covered by the Office of the Director for Student Support Services (ODSS):

   a. Guidance and Placement
   b. Discipline
   c. Alumni Relations
   d. Graduates’ Directory

2. The ODSS is in-charge of creating a directory that serves as a database of Asian College graduates. This provides the institution and future prospective employers the basic contact information of the school’s alumni for training and employment purposes.

3. Student Activities

4. Student Academic Organization

Guidelines on the establishment and recognition of student academic and interest-based organizations

   a. No student organization, whether academic or interest in nature, shall exist, hold, manage, or promote any activity, directly or indirectly within Asian College or use its name unless such student organization have been duly recognized.

   b. Interested students who desire to form a student academic-based club must submit the following requirements:

   c. A completely filled out “Application for Recognition” form, duly signed by their chosen adviser, the guidance counselor, department head (for
academic-based organizations), and all incoming set of officers.

d. A copy of the student organizations’ Constitution and By-Laws, signed by the incoming set of officers. All incoming officer must fill out a copy of “Organization Officer’s Information Sheet.”

e. For organizations undergoing RENEWAL: A copy of their Year End Report including the complete audited financial report from the last academic year and a list of proposed projects or activities to be undertaken during the current academic year with corresponding data or timetable. For organizations applying for NEW recognition: a list of proposed projects or activities to be undertaken during the current academic year with corresponding data or timetable.

f. It shall be the responsibility of the adviser to oversee and monitor the organizational activities to provide guidance to ensure attainment of objectives as stated in their Constitution and By-Laws and aligned with Asian College vision and mission.

g. Student organizations that are interested to tie up with a recognized organizations outside the campus, they must submit a photocopy of the external organization’s Constitution and By-Laws, its list of officers, and contact details to the Office of the Director for Student Support Services for evaluation. ODSS will submit application to Campus Administrator who will endorse it to the VP for Academics Affairs for final approval.

h. The student academic-based clubs must submit to the ODSS Coordinator the name of a faculty member as adviser. His term of appointments is for one academic year and is renewable. The faculty adviser shall meet with the ODSS Coordinator at least once a month to discuss plans, projects and concerns.

i. No activity shall be held without prior knowledge of the club adviser and approval of the School Administrator. Any activity must adhere to the student handbook.

j. All recognized student organizations which violate their own statement of purpose or fail to comply with school policies are liable to lose their accreditation any time after an investigation has been conducted.

k. All recognized organizations must renew their accreditation yearly; non-renewal would mean Asian College will deter the student clubs and its officers, members and adviser from conducting programs, projects and activities.

l. The forming, recruiting, and organizing of fraternities and sororities is strictly prohibited.

m. ODSS and Asian College’s top management through the Principal or Campus Administrator has the sole authority to grant recognition to any student academic based club. Recognition is made in writing and must include the following:
5. Co-Curricular and Extra-Curricular Activities
   
a. Co-Curricular and Extra-Curricular Activities, whether inside or outside the campus, may be held, staged, or conducted upon written approval of the School Administrator which shall be issued at least fourteen (14) working days before such activity.

b. The Student Experiential Learning Activity Request Form (SELARF) must be accomplished by the adviser.

c. For outside the school campus, activities must be supported with a waiver to be signed by the parents or guardians of the participating students.

d. No co/extracurricular activities will be allowed one week before any major examination.

e. No student or group of students from Asian College shall be allowed to attend meetings, conventions, or seminars as delegates representing and/or using the name of Asian College without prior authorization and approval of the School Administrator.

f. Any student who competes in any form of contest carrying the name of the institution without a written prior approval of the School Administrator shall be subjected to disciplinary action.

g. Asian College shall not be liable for any co/extra-curricular activities held without the approval of the Campus Administrator.

6. Fund Raising
   
a. A student or a group of students cannot engage in any activity involving collection of cash and other donations for whatever purpose, such as, but not limited to, production of yearbooks, souvenir programs, and other activities without proper authorization.

7. Use of Facilities
   
a. School facilities may be used by any recognized student organization, subject to rules and regulations prescribed by Asian College and provided that said facilities shall be used only for the purpose indicated in the activity proposal letter.

b. Any requisition for the use of any school facility must be filed in writing
by the president and secretary of the recognized student organization, endorsed by the Adviser and approved by the Property Custodian.

c. Liability for Use: Officers of the organization will be held liable for any loss, damage or destruction of any school facility.

d. Posting, distributing or circulating within the school premises of any literature, posters, handbills, and the like, whether commercial or otherwise, shall be first noted by the adviser, checked and reviewed by ODSS and approved by the Campus Administrator. Such materials should indicate clearly the name of the sponsoring person or student organization.

Section E. Health Services

1. Medical and dental clinics are provided for and are open during official school days. These services cover the following:

a. Dental Services
   • Dental Hygiene Program (DHP) which consists of the following services: Dental Hygiene Orientation
   • Annual Oral Examination
   • General dentistry services (oral prophylaxis, tooth filling, tooth extraction) can be availed at the school clinic for up to 50% off the actual price.
   • The dental services (e.g. dentures, orthodontic treatment) can be availed for up to 30% off the actual price.

b. Free dental consultation

c. Medical Services
   • Medical Health Program consists of the following services: Health education including personal hygiene, safety and accident prevention
   • Annual Physical Examination

b. Free medical consultation

First Aid Services
   • Taking of vital signs (BP, Temperature, Pulse Rate, Respiratory Rate)
   • Wound dressing
   • Application of hot/cold compress
   • Administration of available first aid medicine available in the school clinic
   • Referral to the nearest hospital during emergency cases
LIBRARY RULES AND REGULATIONS

1. Student are required to apply for Library Borrower’s Card for them to avail of library privileges.

2. Books borrowed must be returned within two days.

3. A fine of P20.00 for the first day and P10.00 for the succeeding days will be imposed if not books borrowed are returned on due date.

4. Habitual delinquency, i.e., repeated refusal to return the books or any reading materials after further notification is punishable by cancellation of library privileges for one semester.

5. Defacing, tearing, stealing and mutilating of reading materials are serious infractions of the library rules and regulations and are considered major offenses. Offenders will be meted serious disciplinary action as stated in the Student’s Code of Conduct.

6. Lost, misplaced or damaged books or any library materials must be reported immediately to the school librarian in order to avoid accumulation of fines.

7. Lost, misplaced, or damaged books must be replaced with a brand new book of the same author, title and year of publication or its latest edition, within but not to exceed a 30-day period.

8. Replacement of lost Library Borrower’s Card is P150.00.

9. Asian College owned magazines, periodicals, newspapers and vertical file materials should be read only inside the library.

10. Intellectual property books, such as, but not limited to thesis, dissertations and term papers should be kept and read only inside the library premises.

11. Silence must be observed at all times. Library users are expected to respect the right of other students to study in a quiet atmosphere.

12. Sleeping, eating, and by-standing inside the library are not allowed.

13. Mobile phones and other electronic gadgets that will disrupt the privacy of the library must be turned off or put into silent mode. In case a library user needs to answer an emergency call, he must step out.

14. The librarian and other library staff are authorized to suspend or cancel the library privileges of any library user who frequently disobey the rules and regulations of the library.

15. Any discourtesy towards the school librarian or library staff implementing the library rules and regulations will be considered offenses and reported to the Prefect of Discipline for appropriate action.
Section G. Security Services

1. Security services are provided for the safety and protection of all students, employees as well as school property.

2. Security personnel who are tasked to ensure the protection and safety of every individual in the Asian College campuses must be treated with courtesy and respect.

3. To avoid injury or damage to life and property, all students are required to be familiar with the security and safety rules, including provisions on the “Wearing of the Asian College Uniform and ID.”

4. Students will be subjected to body search and bag inspection, if necessary and this will be done with utmost courtesy and respect. Any student who refuses to be subjected to this procedure, if warranted, will be properly dealt with.

5. No clearance for the release of school records or documents will be signed for graduating students and for those applying for transfer credentials who failed to surrender their school ID’s to the Registrar’s Office.

6. Asian College exercises due diligence in the selection and supervision of its academic and non–academic personnel, but beyond this duty, it shall not be held liable for injuries to persons and damage to property on the occasion of activities not sanctioned in writing by the proper school authorities.

7. Students are strictly prohibited from loitering along corridors or hallways while classes are going on. When classes are not in session, students must keep away from laboratories or similar places, especially where inflammable and dangerous substances are stored or electrical devices are set.

8. To prepare and acquaint the students and personnel on safety rules during fire or earthquake, fire and earthquake emergency drills will be done every semester. Non-participation and making light of this exercise shall be considered major offenses and erring students would be sanctioned accordingly.

9. Aid and Assistance—In case of imminent danger to life or property from any cause, any student may ask for aid or assistance from any school personnel or use the school facilities. All school personnel must assist students in case a situation arises.

10. In case of illness or accident, the faculty member must notify the Program Chair or School Administrator and the parents, if they can be contacted. The student must be taken immediately to the school clinic or the nearest hospital whenever treatment other than first aid is needed.
Section A. Laboratory Guidelines (Hotel Suites/Bedroom)

1. Students are not allowed to enter the laboratory during non-laboratory hours and without faculty in—charge.

2. Bags and personal belongings are not allowed inside the hotel suite, they should be deposited in the students’ lockers.

3. Students are not allowed to sit or lie down on the bed, sit on the couch nor use the bathroom facilities in the hotel suite unless required as part of class discussions.

4. Eating, drinking or chewing gum is not allowed in the hotel suite.

5. The hotel suite must be used for training purposes only.

6. Students must return the furniture and equipment in its proper position and condition after using the laboratory.

7. Students are only allowed to utilize the kitchen laboratory equipment with the full supervision of the professor in charge to prevent accidents.

Section B. Rules and Regulations in the Kitchen Laboratory

1. Tools and equipment needed for the laboratory work must be requested a day ahead using the “Requisition Slip” which must be filled out and submitted to the property custodian.

2. Personal belongings are not allowed inside the kitchen but must placed in lockers. The school is not responsible for any loss or damage to these personal belongings.

3. Students must wear the prescribed uniform during laboratory hours: chef jacket, chef pants, non-skid shoes or clogs, apron, hairnet, and toque.

4. Jewelries and other accessories must be removed before entering the laboratory.

5. For hygiene reasons, students must wash their hands before performing any laboratory work and as often as needed. Furthermore, they must avoid preparing food with wounded hands.

6. Always have clean dishtowels, dishcloths, potholders, and oven mitts made available for any laboratory work.

7. Students must ensure that counter tops and tables are kept clean at all times.

8. Stoves, ovens and faucets must be turned off when not in use.

9. Avoid handling foods when you have colds, coughs, and other communicable diseases.
10. Always claim your equipment and utensil from the HRS/HRM Custodian or faculty in-charge before the start of your class.

11. Have the ingredients ready and complete before the start of the laboratory activity, otherwise students will not be allowed to use the laboratory.

12. Kitchen knives and other tools must be properly used.

Section C. Standard Operating Procedures for the Requisition of Kitchen Tools and Equipment

1. The borrowing and using of kitchen laboratories, tools and equipment is made possible only for the students, faculty, staff and administrators of the above mentioned College provided that they strictly follow the proper procedures for its use.

2. Two copies of requisition form available at the CTHM stockroom must be accomplished and submitted to the CTHM Custodian at least a day before use.

3. The student who borrowed tools and equipment must return them on the date stated on the requisition form.

4. The student must double check the borrowed kitchen tools and equipment. Missing, damaged or broken items must be reported immediately.

5. In case of loss, damage or breakage of borrowed material, the student must replace the same item or pay for its replacement based on the current market price.

6. Borrowed materials must be returned to the CTHM Custodian, free from grease, clean, and wiped dry.

7. Students who fails to compensate for lost or damaged laboratory equipment or tools will not be cleared at the end of the semester.

Section D. Computer on the CoE and ECT Laboratory

The computer laboratory is designed to enhance students’ knowledge and skills. As part of the measure to maintain and organize laboratory facilities, policies and guidelines are hereby enforced:

1. Students are required to wear complete uniform, this excludes PE uniform, Chef uniform, Org shirts and other civilian outfits when using the laboratory.

2. No jewelries or accessories must be worn while inside laboratory.

3. Bags are allowed inside the computer laboratory provided that they are secured under the chairs or one area of the laboratory room.

4. Students are expected to be responsible for their personal belongings and valuables (i.e., cell phones, wallets, and other electronic gadgets). The school will not be held liable for the loss and damage of personal belongings.
5. Cellular phones and other distracting electronic gadgets must be set in silent mode while inside the computer laboratory.

6. Each student will be provided with a computer terminal. Swapping, transferring of equipment, or removing any part thereof is a minor offense. In case of problems with these computer units, students should report these to their respective instructor.

7. Students are prohibited from installing any application in any unit in the computer laboratory. Likewise, the browsing in social media and gaming sites is strictly prohibited during class.

8. Students prohibited to access or alter system settings, including wallpapers, screensavers, restrictions, passwords, BIOS set-up, and etc. Offenders will be subjected to appropriate disciplinary action.

9. Students are prohibited to access files and application not required by the instructor.

10. Faculty members who wish to install applications for purposes of academic instructions must submit a written request to the Program Chair. Once approved, it will be forwarded to the Technical services Group (TSG) who will install said applications.

11. Installing of any malicious or counterfeit software is not allowed and will subject offenders to appropriate disciplinary action.

12. Accessing of pornographic sites in school computers is strictly prohibited.

13. Eating, drinking, smoking, chewing gums, and any form of vandalism, is strictly prohibited inside the computer laboratory. Any loss or damage to laboratory properties caused by the violation of the aforementioned rule will be charged to the offending party in addition to appropriate disciplinary sanction.

14. No students will be allowed inside the laboratory without the authorization of the faculty in charge.

15. No OJT or seat-in is allowed inside the laboratory without the permission of proper school authority.

16. The floor area around the laboratory work space must always be kept areas clear for easy passage; unused stool or chair must be kept under the laboratory benches when not in use.

17. All computers must be properly shut down after use.

18. Precautionary measures on use of materials and other equipments must be strictly observed to avoid injury and damages.

19. Lost or damaged tools and equipment inside the laboratory will be automatically charged to the user (student, instructor, property custodian).
20. “Octopus connections” or overloading of electrical extensions must be avoided.

21. Use extension cords if convenient outlets are too far from your working area.

22. For emergency situations, students must be familiar with the location of safety switches and circuit breaker in the Laboratory Room.

23. All materials must be returned properly after use.

24. All tools and equipment must be properly labeled as per TESDA and CHED guidelines.

25. Students and other laboratory users must follow the following procedures in borrowing tools or equipment:
   a. Fill-out the borrower slip and leave an ID.
   b. Present the accomplished borrower’s slip to the assigned tool keeper.
   c. Return the borrowed tools/equipment after use or 15 minutes before the laboratory period ends.

Reminders:
   a. Except on official school activities or functions, the bringing home of the borrowed tool or equipment or taking them outside the school premises is strictly prohibited.
   b. In case of damage, tool or equipment it must be returned immediately to the TSG.
   c. Tool or equipment damages under any given circumstances, it must be replaced.

Section A. Examination

1. Examination refers to the appraisal and evaluation conducted by faculty member on a periodic basis to monitor students’ progress in their academic pursuit.

2. The result of this appraisal should serve as the basis of reflection for each faculty member in order to assess his teaching effectiveness and help them carry out remedial measures to improve teaching – learning processes.

Section B. Schedule of Examinations

1. The school requires the administration of (2) quarterly examinations in each term.

2. 1st and 3rd Quarter Examinations—These exams cover topics from week one
to week ten. The scheduled exam falls on the 10th week of the semester.

3. 2nd and 4th Quarter Examinations—These exams cover topics from week eleven to week twenty. The scheduled exam falls on the 20th week of the semester.

4. Field trips, educational tours, culminating activities (parties, etc.), watching of theatrical plays in lieu of written examinations are not allowed.

5. There will be no regular classes during scheduled examinations.

Section C. Examination Guidelines

Students must abide by the following guidelines:

1. Students must place their bags and other personal belongings infront of the classroom, except the required examination materials such as pen, pencil, calculator, and etc.

2. Mobile phones and other electronic gadgets must be turned-off during examination. Using them during examination is considered cheating.

3. Students must take their restroom break before the exam begins. No student will be allowed to go out once the exam has started.

4. Examination papers are NOT to be brought out of the examination room by the students.

5. Test paper must be submitted to the Instructor after answering it or upon hearing the signal from the proctor.

6. No extension will be given to students who come in late for the examination.

7. Students must leave the room immediately after the exam.

8. During examination, the following activities are strictly prohibited. Any violations shall be subject to disciplinary sanctions:

   a. Possession of notes or any review materials.
   b. Deliberately looking at seatmate’s examination booklet.
   c. Copying or allowing another to copy from one’s examination booklet.
   d. Having somebody else take the examination for another.
   e. Talking with another student.

9. Correction of Examination Papers

   a. All periodical examination papers must be checked personally by the faculty member.
   b. No student is allowed to correct examination papers.
c. Corrected midterm examination papers are returned within the week after each periodical examination.

d. One copy of the corrected test booklet shall be submitted to the Principal.

Section D. Special Examination

1. For failure to take the quarter exam, the students shall be given examination scheduled by the Principal’s Office.

2. A student will be given a grade of 50% for his failure to take the scheduled special examination.

Article VII: Grading System

Section 1. Grading System

a. The grading system is averaging and designated by numerical equivalents. The passing grade for each subject is 75%. The basis for the computation of grades is as follows:

\[
\text{Average Final Grade} = \frac{\text{First Quarter Grade} + \text{Second Quarter Grade}}{2}
\]

Transmutation of Grades

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Table 1.2
Weight of the Components for (Senior High School) SHS

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Senior High School Handbook
Article VIII: Code of Conduct and Discipline

Section A. Observance of Rules and Regulations

1. Asian College students assume the obligation of helping the institution in maintaining and improving the academic standards, protect the property, safety and good name of Asian College and its community.

2. They have to conduct themselves responsibly and should likewise demonstrate mutual respect towards members of Asian College family.

3. They are required to strictly observe rules and regulations and policies that may be introduced from time to time by authorized school officials or anybody that concerns the maintenance of peace and order.

Section B. Authority to Maintain Discipline

1. Asian College reserves the right to maintain discipline inside the campus, as well as, outside its premises when students are engaged in authorized school activities.

Section C. Wearing of Uniform, I.D. and Proper Grooming

Wearing of Uniform

1. Asian College students are expected to demonstrate personal grooming standards of cleanliness and to wear suitable clothing while inside the school premises, during educational exposure trips, and during official off-campus events.

2. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Grooming, Standard of Decency and Personal Disposition policies.

3. Students must observe following provisions when wearing the school uniform:

   a. Uniforms should be kept buttoned and properly worn.

   b. The school ID must be worn at all times within the school premises.

   c. The hairstyle for both male and female should be simple and well kept. The hair should be neatly combed and must be off the eyebrows and collar.

   d. Moustache and side beards are not allowed.

   e. Hair color may be allowed provided that it is not vulgar.

   f. Sporting long hair (hair touching the collar and hair covering the ears or eyes) and sporting of man-buns for the male students inside the school campus and during practicum are prohibited.

   g. Eyebrow cuts are not allowed.
h. Both male and female students should have their fingernails kept short and without nail polish.

i. Female students are prohibited from wearing heavy make-up. Likewise, cosmetics for male students are strictly prohibited.

j. Wearing of earrings for boys, caps or hats (worn inside the classrooms or offices), anime inspired looks or clothing, wearing of colored or contact lenses with designs, body piercing (in any form) and body tattoo is prohibited.

k. Students must refrain from displaying body tattoo and/or body piercing while inside the school premises.

l. Cross dressing is strictly prohibited.

4. All Asian College students are expected to wear the proper uniform neatly at all times either inside or outside the school campus.

5. The prescribed uniforms for both male and female students, must be; Red Asian College polo shirt, blue denims and white rubber shoes.

6. PE uniform and other sports gears must be worn only during PE or Interschool sports fest.

7. Modesty and simplicity must be strictly adhered to. The following attire and accessories are not allowed:

For male students
a. Hat, caps, and other headgears
b. Earrings and body piercings
c. Shorts
d. Sando/ razor back shirt
e. Slippers
f. Tattered denims (holed and patched)

For female students
a. Shorts
b. Body piercings
c. Sleeveless or hanging blouse or dress
d. Micro mini skirt
e. Slippers and wooden shoes
f. Tattered Denims (holed and patched)
g. Leggings

8. No student will be allowed entry into the school premises or the classroom when not in complete uniform.

9. Questions of interpretations of the uniform should be addressed to the Office of Director for Student Services (ODSS).

School I.D.

1. “No ID- No Entry” policy shall be strictly implemented.

2. The student ID is non transferrable. He is prohibited from illegally allowing anyone other than himself to use this.

3. Lost ID card must immediately be reported to the ODSS. The following procedure must be observed when reporting and replacing a lost ID:
   a. Fill out the ID Replacement Form from the ODSS.
   b. Secure a temporary gate pass from the ODSS. It shall be good only for 48 hours and is non-renewable.
   c. Secure a clearance from the ODSS after submitting a notarized Affidavit of Loss then proceed to the Cashier to pay P300.00 for the issuance of a new ID.
   d. Present receipt to ODSS and a new ID will be issued.

4. No student will be allowed replacement of ID more than twice within the school year.

5. If a student loses his ID card three (3) times within the school year shall be subjected to a disciplinary action.

6. In case a student ID cards is confiscation due to a violation, the student must redeem the ID from the ODSS within the day.

7. Students who claim to have forgotten their IDs will be given only three (3) occasions to commit such act after which he may be barred from entrance in the College.

Section D. On Orderliness, Cleanliness and Proper Use of School Facilities

1. Maintaining the school’s cleanliness is everybody’s responsibility.

2. Students are expected to keep the school premises clean and orderly through proper disposal of trash and proper use of facilities. Students should:
   a. Turn off lights, electric fans, and faucets when not in use, especially at dismissal time or during the last period.
   b. Exert utmost care and concern in handling and using laboratory equip-
ment. Breakages, losses or damages, whether or not accidental or willful, shall be charged to the student concerned.

c. Refrain from unauthorized pulling out or taking chairs and tables out of classrooms.

d. Refrain from sitting on tables, stepping on chairs, benches, tables, and toilet bowls.

e. Eating is not allowed in classrooms, laboratories, corridors, and study areas.

f. Properly dispose of trash in the trash cans.

g. Turn off all electronic gadgets during classes unless allowed by the teacher in-charge.

1. Students are required to observe the practice of “Clean as You Go” (CLAYGO) when taking meals in the school canteen.

Section E. Decency

1. Proper conduct and behavior is expected from all students at all times. They should:

   a. Refrain from cursing, using vulgar words, and acting rowdily within the school premises.

   b. Refrain from malingering in secluded and unoccupied areas within the campus.

   c. Refrain from making public display of affection (PDA), whether inside or outside the school campus and specially while in school uniform.

   d. Report cases of harassment and bullying, including cyberbullying, to the ODSS.

   e. Refrain from wearing expensive jewelry or immodest fashion accessories.

   f. Refrain from staying unnecessarily in the campus outside school hours unless approved by the ODSS.

   g. Avoid any display of bizarre and sexually provocative behavior in any context and any medium including social networking site.

       Bizarre behavior is defined as markedly strangeness in appearance and style, or general character and often involving unbecoming or unexpected elements; outrageously or whimsically strange; odd including unusual clothing (Fundukian & Wilson, 2008)

Section F. Relationship with the Administration, Faculty, and School Personnel

1. Students must always treat members of the Administration, Faculty, and other
school personnel with respect akin to a second parent who have only their welfare in mind and to whom they can entrust their academic-related needs.

2. Students must observe the usual norm of good moral conduct in dealing with the School Officials, teachers and personnel at all times. School authorities have the right to confiscate the I.D. of any student who displays disrespectful behavior.

3. Students must likewise give the respect due to the school officials, teachers and personnel even outside the school premises.

Section G. Relationship with Peers

1. Students must always regard each other as brothers and sisters in the Asian College Family.

2. Quarrels between or among students are strictly prohibited and must always be avoided.

3. Students should avoid cracking jokes, giving unwanted comments, and mongering and poking fun that are offensive to any person’s sensibilities,

4. Spreading of false or malicious rumors against any members of the AC community are strictly prohibited.

5. Warm and collegial atmosphere demonstrated by respect, peace and unity for all members of the Asian College family, i.e., students, teachers, personnel and administrators must prevail at all times.

Section H. Other Punishable Behaviors

The following acts constitute offenses that are punishable in accordance with the provisions of this Code:

1. Those acts against campus peace, order, security and safety;

2. Those acts that are offensive to public decency, good customs and morals;

3. Those acts that endanger health and sanitation;

4. Those acts that are detrimental to the property rights and interests of the institution and the academic community;

5. Those acts that are against the inviolability of school records, official papers, certificates and other documents;

6. Those actions that are considered academic dishonesty and;

7. All other offenses against good moral conduct and behavior, against the law and all other which are detrimental to the school, faculty, owners, and/or representative of the owner and any person.
Section I. Categories of Administrative Sanctions

1. Disciplinary administrative sanctions may be imposed on a student for the commission of any offense listed in this rules and regulations.

2. Such sanctions may take the form of:
   a. Verbal Reprimand
   b. Written Warning
   c. Suspension
      - Short—suspension of not more than three (3) days with community service
      - Long—suspension of three (3) days or more
   d. Disciplinary Probation subjects a student to a brief or prolonged suspension may be placed on Disciplinary Probation for a definite period of time.
      A Disciplinary Probation constitutes a post-suspension status and will be required to sign a waiver that the erring student will not be incurring any offense for the rest of his stay in ASIAN COLLEGE.
   e. If a student who is on disciplinary probation is found guilty or admits guilt for another offense, he shall be meted a penalty that is one step higher than the one indicated in this code for the said offense.
   f. Non—Readmission is a disciplinary measure which allows erring student to finish the semester or term but is thereafter excluded from returning to ASIAN COLLEGE, or where the penalty of expulsion cannot for any reason, extraneous or otherwise, be enforced.
   g. Exclusion is a disciplinary measure which automatically concludes the students’ enrollment in Asian College anytime in the semester.
   h. EXPULSION is the supreme disciplinary measure on erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Department of Education (DepEd).
   i. Special Cases: This may be in the form of RESTITUTION, etc. Restitution means payment of incurred damages by the erring student.
   j. The student disciplinary board is the proper venue for hearing all cases pertaining the violations by the students of any provisions on this code of conduct.

Section J. Preventive Suspension

1. A student under investigation may be placed under preventive suspension as a...
restriction against the disruption of normal ASIAN COLLEGE operations that may be caused by the continued presence of a student–offender on campus.

2. Preventive suspension may also be imposed to protect the student–offender from acts of vindictiveness.

Section K. Imposition of Disciplinary Administrative Sanctions

1. In the table below, the corresponding administrative disciplinary sanction shall be imposed on the first, second, and third offense.

2. There shall be a progressive imposition of disciplinary actions on succeeding offenses.

3. Should three or more infractions be committed within a school term, each offense meriting reprimand, censure or warning, a cumulative basis of imposing disciplinary actions shall be implemented.

4. A student may therefore be suspended or excluded on the grounds of gross misbehavior on the principle that multiple and repeated infractions of various policies shall be taken as gross misbehavior.

5. If a student voluntarily admits his guilt or there is the presence of mitigating circumstances, the disciplinary actions which are a degree lower than what is stipulated in this Code may be imposed upon proper investigation.

6. On the other hand, the stiffer disciplinary action may be imposed if aggravating circumstances accompany the offense committed.

7. The school, in the exercise of its prerogatives and inherent authority, may impose disciplinary actions to offenses analogous to or not stated in the table of offenses.

### Article IX: Anti-Bullying Policy

Section A. Policy Statement

1. This is pursuant to Republic Act 10627 or the Anti-Bullying Act of 2013 which requires all elementary and secondary schools in the country to adopt an anti-bullying policy.

2. The Asian College educational community rejects all forms of bullying.

3. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

4. The policy applies to all Asian College educational community.

5. The policy applies to all student bullying behavior, including cyberbullying, that occurs in Asian College campus and off school premises and outside of
school hours where there is a clear and close relationship between the school and the conduct of the student

Section B. Context

1. Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

2. Cyberbullying refers to bullying through information and communication technologies including social media.

3. Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, ethnicity, disability, homosexuality or transgender.

4. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

5. Conflict or fights between equals or single incidents are not defined as bullying.

Section C. Responsibilities and Delegation

1. All members of the school community contribute to the prevention of bullying by modelling and promoting appropriate behavior and respectful relationships.

2. The Senior High School Principal must ensure that the school implements an Anti-bullying Plan that is developed collaboratively with students, school staff, parents, caregivers, and the community.

3. Students have a responsibility to:
   a. behave appropriately, respecting individual differences and diversity;
   b. behave as responsible digital citizens;
   c. follow the school Anti-bullying Plan;
   d. behave as responsible bystanders;
   e. report incidents of bullying according to their school Anti-bullying Plan.

4. Parents and guardians have a responsibility to:
   a. support their children to become responsible citizens and to develop responsible on-line behavior;
   b. be aware of the school Anti-bullying Plan and assist their children in understanding bullying behavior;
c. support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan;

d. report incidents of school related bullying behavior to the school; and

e. work collaboratively with the school to resolve incidents of bullying when they occur.

Section D. Disciplinary Procedure

1. Bullying is considered a major offense and the disciplinary procedure will follow a two (2) step progression:
   a. Long Suspension
   b. Exclusion

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ARTICLE X: DRUG AND ALCOHOL POLICY

Section A. Policy Statement

1. The purpose of this policy is to:
   a. show our responsibility and commitment to ensure a safe and healthy academic environment for all students of the Asian College;
   b. ensure that the Asian College educational community can work in an environment free of alcohol and drug use or abuse;
   c. outline the school’s expectations and requirements for creating and maintaining an alcohol and drug free academic environment, and for dealing with substance abuse; and
   d. provide an opportunity to all students with substance use problem to get well rather than provide grounds for exclusion or expulsion.

2. This policy applies, within or outside the school campus during Asian College-sponsored, to all students, inside and outside of normal scheduled school hours.

3. Off and on campus involvements with alcohol or drugs can have adverse effects upon the school, the integrity of the student’s work, the safety of other members of the Asian College community, the wellbeing of our families, and the ability to accomplish the goal of an alcohol and drug free work environment.

4. The Asian College Management therefore wants to emphasize that it has zero tolerance for students who arrive at work under the influence of alcohol or drugs, and/or whose ability to study is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs in school property.
Section B. Context

1. Pursuant to the Comprehensive Dangerous Drugs Act of 2002, Asian College strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on school property and during school-sponsored activities off campus.

2. To this end, School Management reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on school property or off-campus during school-sponsored activities.

3. It also reserves the right to conduct random drug testing at the school’s expense.

4. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment, without prejudice to the filing of appropriate criminal charges in proper courts.

Section C. Roles and Responsibilities

1. It is the responsibility of all members of the educational community to identify concerns about an individual’s immediate ability to perform their stated responsibilities, and take appropriate steps.

2. Where necessary, they will advise a team leader who will remove a student who is suspected of breaching this policy from School premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Section D. Disciplinary Procedures

1. Violation of this policy is considered a major offense. The disciplinary procedure will follow a two (2) step progression:

   a. Long Suspension (1 week)

   b. Exclusion

Article XI: ANTI-SMOKING POLICY

Section A. Policy Statement

1. Pursuant to Republic Act No. 9211, otherwise known as the “Tobacco Regulation Act of 2003” Asian College forbids smoking anywhere in the school building, substantially enclosed and vehicles, and anywhere within ten (10) meters of the school entrance.

2. This Smoking Policy also applies to the use of electronic cigarettes, the use of which is prohibited wherever smoking is prohibited.
3. Smoking areas will not be provided.

4. Smoke free premises and vehicles must display signage as required by the regulations.

5. Class Advisers must take steps to ensure that this policy is complied with in areas under their control.

Section B. Disciplinary Procedure

1. Violation of this policy is considered a major offense. The disciplinary procedure will follow a three (3) step progression:

   a. Short Suspension with community service
   
   b. Long Suspension (1 week)
   
   c. Exclusion

### Table of Offenses

<table>
<thead>
<tr>
<th>Offenses Against Campus Peace, Order, Security, and Safety</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disorderly Conduct: Acting in a manner, in school premises or during school-sponsored activities that unreasonably disturbs the peace and tranquility of the school, including but not limited to, throwing objects from balconies and windows and</td>
<td>3p</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>False Alarm: Intentionally initiating or causing any false report, warning or threat of fire, explosion or other emergency in school fire, explosion or other emergency in school or school-sponsored activities in the premises;</td>
<td>3p</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Carrying explosives, including but not limited to, fireworks, homemade bombs, dynamite, etc., firearms, knives or other deadly weapons of whatever kind within ASIAN COLLEGE premises or during off campus, official activities;</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assaulting, challenging, or committing physical abuse or any act of gross disrespect directed against fellow students, faculty members, personnel or threatening to do any of the aforementioned acts. Threatening, intimidating, coercing, harassing or provoking an employee, administrator, student or parents at any time;</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Conviction of final judgment by any competent court of any criminal offense;</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Distributing any written or printed literature derogatory to the school;</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Membership in fraternities, sororities and in any unauthorized and illegal organizations;</td>
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<td></td>
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<tr>
<td>Any form of hazing</td>
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</tr>
<tr>
<td>Preventing, in any manner, school officials, faculty members, school personnel, or fellow students from performing their duties or exercising their rights;</td>
<td>3p</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Offenses Against Campus Peace, Order, Security, and Safety</td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
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</tr>
<tr>
<td>Lending, borrowing, and tampering with school ID’s for the purpose of entering the school premises; or misrepresentation;</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
<tr>
<td>Failure or refusal to wear the required ID within the school;</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
<tr>
<td>Loitering during school hours.</td>
<td>1 s</td>
<td>2 s</td>
<td>3 s</td>
</tr>
<tr>
<td>Taking of still pictures and videos from cell phones, digital camcorders, and cameras during classes, or at school sponsored activities without permit or authorization from the teacher or School Administrator; and if these photos are used for malicious intentions.</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
<tr>
<td>Skipping and/or making light calamity drills.</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offenses Against Public Decency, Good Customs and Morals</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indecent exposure, gross immorality and other acts constituting scandalous and reprehensible conducts; Acts of lasciviousness; immoral or disgraceful conduct within campus, internet or any form of social media.</td>
<td>4 s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any misconduct done outside the ASIAN COLEGE premises which tarnishes his status as a student or the good name or reputation of the institution;</td>
<td>4 s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extortion or “blackmailing” a student, faculty members, school personnel, whether or not the purpose or objective is achieved;</td>
<td>4 s</td>
<td></td>
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</tr>
<tr>
<td>Use, possession, or trafficking in, prohibited drugs or illegal substances;</td>
<td>4 s</td>
<td></td>
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</tr>
<tr>
<td>Possession of alcoholic beverages in the school premises. Entering the school premises under the influence of liquor and intoxicating beverages.</td>
<td>3 s</td>
<td>3p</td>
<td>4 s</td>
</tr>
<tr>
<td>Resorting to invectives, personal insults, black propaganda, or malicious imputations, oral, written, or online in the internet in order to discredit or ridicule school officials, personnel, faculty members or fellow students;</td>
<td>4 s</td>
<td></td>
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</tr>
<tr>
<td>Unauthorized solicitation or business transaction;</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
<tr>
<td>Possession of obscene or pornographic materials in any form</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
</tr>
<tr>
<td>Discourtesy and disorderly conduct towards fellow students, school employees, and administrators;</td>
<td>1 s</td>
<td>2 s</td>
<td>3 s</td>
</tr>
<tr>
<td>Gambling, maintaining, or participating in any game of chance within the school premises;</td>
<td>2 s</td>
<td>3p</td>
<td>3p</td>
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<tr>
<td>Public display of affection in school.</td>
<td>1 s</td>
<td>2 s</td>
<td>3 s</td>
</tr>
</tbody>
</table>
### Offenses Endangering Health and Sanitation

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clogging of toilet bowls, urinals and lavatories or causing the spillage of waste and the likes;</td>
<td>3p</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Deliberate concealment of a serious communicable disease which may endanger fellow students, employees and administrators;</td>
<td>4</td>
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<tr>
<td>Smoking in prohibited areas anywhere in the campus or off-campus during school-sponsored activities;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Spitting on floors or walls;</td>
<td>2</td>
<td>3s</td>
<td>3p</td>
</tr>
<tr>
<td>Littering of paper or any form of waste within the classrooms or other parts of the school premises;</td>
<td>2</td>
<td>3s</td>
<td>3p</td>
</tr>
<tr>
<td>Non-practice of the “Clean as You Go” policy inside designated areas.</td>
<td>2</td>
<td>3s</td>
<td>3p</td>
</tr>
</tbody>
</table>

### Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Faculty, and Students

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misappropriation of or failure to account for funds belonging to Asian College or any of its recognized organizations;</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Unauthorized distribution within the school premises of subversive materials, leaflets, handbills or other printed material whose authorship could not be ascertained nor specifically stated therein;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Robbery, theft, and acts of malicious mischief involving, but not limited to school property or that of the members of the Asian College academic community, including guests and callers;</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malversation of funds under one’s care;</td>
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<td>4</td>
</tr>
<tr>
<td>Gross disobedience or willful disregard of a lawful order of any faculty member or school authorities;</td>
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<td>3p</td>
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</tr>
<tr>
<td>Acts of vandalism, such as:</td>
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<tr>
<td>1. defacing and/or writing on walls, paintings, doors, desks, tables, chairs, etc.;</td>
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<td>3p &amp; R</td>
<td>4 &amp; R</td>
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<tr>
<td>2. tearing of books, notices or circulars;</td>
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<tr>
<td>3. destruction of window panes, toilet bowls, fans, laboratory equipment, water fountains, air-conditioning units, clocks and other school equipment or furnishings;</td>
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<tr>
<td>4. unauthorized removal or removal or alteration of equipment tags, labels, signboards, etc.;</td>
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</tr>
<tr>
<td>Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Faculty, and Students</td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
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<tr>
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<tr>
<td>Solicitation of money or in kind, for donation or contributions without the prior approval of Asian College, DEPED or TESDA</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Use of the name, logo, facilities, and property of Asian College without permission from its management.</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Careless, improper, or incorrect use of school materials and equipment;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offenses Against the Inviolability of School Records and Official Papers and Documents</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroying, tampering with, or falsifying school or student records;</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowingly using tampered or falsified documents in school transactions;</td>
<td>4</td>
<td></td>
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<tr>
<td>Falsification through forgery certificates of matriculation, clearance certificates, or other school documents.</td>
<td>4</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.4.5 Offenses Against Academic Honesty</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating in any form during quizzes and examination which may include but is not limited to the following actions:</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>1. Copying or looking into someone else’s test or examination paper;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Allowing another student to copy from one’s test paper;</td>
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<tr>
<td>3. Standing up or moving around without permission from the instructor during examinations;</td>
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</tr>
<tr>
<td>4. Using electronic materials, such as, cell phones, tablets, calculator, during any electronic test or any other form of academic evaluation which have not been authorized by the instructor;</td>
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</tr>
<tr>
<td>5. Talking, whispering and other forms of communications without permission from the instructor;</td>
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</tr>
<tr>
<td>Attempting to influence or change an academic evaluation, grade, or record by unfair means. This may include changing or altering grades on grade sheets or on the transcript of records;</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stealing, giving or receiving advance copies of test questions, whether in totality or just a portions thereof, whether in photocopies or draft of the said test itself;</td>
<td>4</td>
<td></td>
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</tbody>
</table>
10.4.5 Offenses Against Academic Honesty

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitting another student to substitute for one’s self in an examination or any academic evaluation;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Submitting material in whole or part for academic evaluation that has been prepared by another individual;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Submitting data which have been altered or contrived in such a way as to be deliberately misleading;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
<tr>
<td>Plagiarism which is submitting written materials without the proper acknowledgement of the source;</td>
<td>3s</td>
<td>3p</td>
<td>4</td>
</tr>
</tbody>
</table>

Any offense not listed above but are nonetheless punishable acts shall be meted a penalty to be determined by the Student Board of Discipline (SBD) after observing due process.

LEGEND:

- a. Verbal Reprimand or Censure
- b. (2) Written Warning
- c. Suspension with community service
  - (3s) Brief Suspension (not exceeding 3 days)
  - (3p) Prolonged Suspension (3 class days or more)
- d. (4) Exclusion (Non-readmission may also apply depending on the seriousness of the offense)
- e. (5) Expulsion
- f. (R) Reparation or Restitution

Article XII. PROCEDURES AND DISPOSITION OF DISCIPLINE CASES

Section A. Reporting of Cases

1. All cases of misconduct or violations of provisions in the Student Handbook are reported to the Office of the Director for Student Support Services or to the Security staff who will report the same to the ODSS as soon as possible by:
   - a. Any member of the Asian College community who has witnessed the violation. He may write and file an incident report to the ODSS; or
   - b. The aggrieved party files a written complaint to the ODSS.
c. Once the violation report is received by the ODSS, in consultation with the Class Adviser, and the Department Head will categorize the violation as either minor or major offense.

d. A minor offense is meted with a sanction of not higher than a written reprimand while a major offense is one that carries a sanction of suspension and higher.

e. In case of minor offenses or if the incident or complaint is unfounded and warrants no formal action, the Director of the ODSS will give proper counseling to the respondent and will require the signing of an undertaking which is accordingly recorded for future reference.

f. A mediation procedure is also applied for cases that do not warrant formal hearing.

g. If the case conference classifies it as major offense, the Student Board of Discipline (SBD) composed of the Class Adviser, Department Head, and a Student Representative, shall be convened by the Director for ODSS who is also its chairman.

h. Hearing by the SBD is required with the consequent imposition of appropriate action on the erring student.

i. In case the complainant decides to withdraw the case at any stage of the process, the SBD is empowered to pursue the case to its conclusion.

2. The Student Board of Discipline may initiate a separate discipline case against any student who, in the process of investigating a case, is found to be guilty of a major offense. However, the usual due process must be applied to this offshoot case.

3. The school takes every discipline case seriously to ensure that due process is observed, a fair trial is conducted, justice is served, and valuable life lessons are learned by all parties involved.

Section B. Notification of Parties Involved

1. A student charged with a breach of the school rules and regulations is entitled to a written notice at least three (3) days prior to the scheduled investigation and a formal hearing.

2. The ODSS shall notify the student’s parents or legal guardians through a call slip, text message, or a telephone call to get the Written Complaint from the ODSS. The office shall notify the parent or the legal guardian of the details.

3. The student must submit a written account of the incident (explanation report) within 48 hours upon receipt of notice.

4. Upon receipt of explanation report, the ODSS will then send a Notice of Hearing which indicates the date time and place of hearing to the following:

   a. Complainant (either through personal delivery in the classroom, through
text message, telephone call, or registered mail).

b. Student/Respondent (either through personal delivery in the classroom, through text message, telephone call, or registered mail)

Section C. Composition of the Student Board of Discipline

1. The Board of Discipline shall be convened by the ODSS to hear major offenses, not later than one (1) week after submission of complaint.

2. Below is the composition of the board:
   a. Class Adviser
   b. Senior High School Coordinator
   c. A student representative (to be nominated by the Principal)
   d. Director for Student Services who will act as the Chairperson of the Board.

3. Responsibilities and Authority of the Student Board of Discipline:
   a. To summon the respondent, complainant and witnesses as well as invite persons of authority to assist in arriving at a conclusion of the case;
   b. To have access to all information relevant to the case;
   c. To uphold the right to due process of the student subject of the complaint;
   d. To recommend appropriate disciplinary measures consistent with its findings in the case;
   e. To subject all records (evidences, copy of the complaint, attachments, pleadings, decisions and other document) to the Office of Student Affairs; and to preserve the confidentiality of the investigation and as much as possible, protect the privacy of all parties involved.

4. The Guidance Counselor must also be present during the hearing to ensure that due process is observed for both parties.

5. He shall not directly participate in the proceedings of the Board, but only advise and take notes for future counseling purposes.

Section D. Hearing Procedure

The Student Board of Discipline should observe the following procedure for the hearing of a case:

1. The Chairman of the Student Discipline Board leads the members in reviewing the case through the documents submitted by both parties in the case.
2. The complainant with his parents or guardian and the respondent with his parents or guardian are called in by turns to answer clarificatory questions regarding their written testimonies; lawyers, if any, are allowed to come in but only as observers.

3. Both complainant and respondent are called in together for the testimony of witnesses for the complainant followed by testimony of witnesses for the respondent.

4. By turns the complainant and the respondent are asked to give their final statements, after which they shall leave the room to allow the Student Discipline Board to deliberate.

5. Where the respondent fails to answer in writing, or attend the hearing, the BOD has the power to declare the absences as waiver of the respondent’s right to present evidences and or witnesses. The case will then be heard and resolved based on available evidences.

6. The Board shall base its decision solely on evidence presented; it shall submit its decision to the School Principal, who may consult with the Chair or summon the respondent and/or the complainant before affixing his signature on the decision.

7. The decision will then be submitted to the Office of the Campus Administrator who will also review the case.

8. If he finds it satisfactory the decision will be submitted to the VP-AA for approval and confirmation.

9. Once the final decision is reached, the ODSS shall summon the complainant and the respondent for the announcement of the verdict.

Article XIII: Graduation

Section A. Pre-requisites for Graduation

1. Compliance with all the necessary requirements set by the Senior High School Program is a pre-requisite for graduation.

2. These requirements include subject courses taken throughout the entire program and other requirements specified by the program.

Section B. Graduation Exercises

1. The Senior High School graduation day is normally held one to two weeks after the last day of academic calendar or at the discretion of the top management and Academic Council.

2. As a general rule, no student shall be allowed to join the graduation exercises unless he complies with all the academic requirements, obtaining passing grades in all academic subjects in the curriculum compliance in Immersion and NC requirements, and other requirements imposed by the institution.
Section C. Special Orders.

1. Special orders are required for the graduation of students, except as may be provided for by DepEd and TESDA in connection with accreditation.

2. Special orders shall not be required for the graduation of a student or trainee, if no academic credit is given.

Section A. Selection of Awardees

1. Awards are given by Asian College to deserving students in recognition of exemplary performance.

2. The selection of honor students/awardees shall be deliberated by the Honors and Awards Committee composed of Class Advisers, SHS Principal, SHS Academic Coordinator and Registrar.

Section B. Academic Awards given for Grade 12

1. Candidates for honors must not have been subjected to suspensions or any other disciplinary actions.

2. They must have conducted themselves in conformity with the standards, regulations and policies set by the Asian College.

3. Candidates for honors shall be drawn from the top ten (10) pupils/students per class and will be awarded the following:

<table>
<thead>
<tr>
<th>With Highest Honors</th>
<th>94.01 and above (GWA) with no grade below 85</th>
</tr>
</thead>
<tbody>
<tr>
<td>With High Honors</td>
<td>90.01 to 94 (GWA) with no grade below 85</td>
</tr>
<tr>
<td>With Honors</td>
<td>88-90 (GWA) with no grade below 85</td>
</tr>
</tbody>
</table>

Section C. Scholastic Awards

1. Students with grades no less than 88 and the highest GWA in English, Mathematics, Filipino and Science will be awarded the following:
   a. Best in English
   b. Best in Math
   c. Best in Filipino
   d. Best in Science

Section D. Graduation Honors

1. To determine the top ten (10), students shall be ranked using the 7-3 point
scheme (7 points for academic performance and 3 points for co-curricular activities) as mandated by DepEd Memo no. 92 series of 2009.

2. There shall be one valedictorian and one salutatorian for each graduating batch. The Valedictorian must have the highest grade weighted average (GWA) in the batch, and the student who has met the requirements with the second-highest GWA in the senior class will be the Salutatorian.

3. The maximum number of students to be declared honorable mention shall be ten percent of the totality of graduating students.

4. A graduating student is eligible to be a candidate for honor if he/she possesses the following qualifications:
   
a. Must have no grade lower than 85% in any subject during his Grade 11 and Grade 12 years as reflected by forms 137 and 138.
   
b. Must have completed the SHS curriculum within the prescribed academic year.
   
c. The student must have been enrolled in Asian College as a student for 4 consecutive semesters.
   
d. Must have never been subjected to suspensions or any other disciplinary actions.

Section E. Special Awards for Graduating Students

1. Best in Animation—This award is given to a graduating student who has achieved the highest grade weighted average in animation subjects and has demonstrated exceptional skills in basic and advanced animation.

2. Best in Programming—This award is given to a graduating student who has achieved the highest grade point average in programming subjects and has demonstrated exceptional skills in basic and advance programming language.

3. Best in Computer Hardware—This award is given to a graduating student who has achieved the highest grade point average on related subjects in computer hardware and has demonstrated exceptional skills in hardware application.

4. Best in Bookkeeping—This award is given to a graduating student who has achieved the highest grade point average on related subjects in accounting and has demonstrated exceptional skills in bookkeeping and has passed bookkeeping NCII.

5. Maître d’ Hotel Award—This is awarded to a graduating student with exemplary academic standing in Food and Beverage Service Procedure and has consistently demonstrated exceptional knowledge and practical skills.

Section F. Merit Awards

Attendance Award
1. The student should have a perfect class attendance (no lates, no absences) during the school year.

2. The student should have a perfect attendance in all co-curricular and extra-curricular activities sponsored by the school for the entire Academic Year.

Sports Award

1. The student should be a member of a Champion team that joined school sponsored athletic competition.

2. The student should be a winner (1st, 2nd, 3rd) of an approved athletic competition held outside of the school, and;

3. The student should be recommended by the athletic coach for excellent performance.

Section G. Service Award

1. A student who consistently volunteered services to the department for the benefit of the students and success of school activities.

Section H. Leadership Award

1. This award recognizes a graduating student who demonstrates leadership and advocacy for the school through his/her involvement in school organizations and his/her distinguished service.

Article XV: ASIAN COLLEGE ALUMNI ASSOCIATION

Section A. Alumni Association

1. Asian College shall handle the Alumni Association Membership Monitoring and Applications in order to provide opportunities for the Alumni to gather and organize enrichment or networking programs in direct coordination with the Office of Student Affairs.

2. These shall include Alumni Association activities such as Alumni Homecoming. School services and benefits shall be provided accordingly by the school to successfully registered Alumni.

Section B. Membership

1. Membership shall be exclusive to graduates of the Asian College Senior High School Program.

2. To apply for membership, the applicant may claim a membership form from ODSS, or register online at http://www.asiancollege.edu.ph.

Section C. Benefits

1. Members will be continuously notified and updated on school events either via email or text messages.
2. Members will be allowed entry to school premises upon presentation of their Alumni ID to the security personnel.

3. Members are invited to participate in school events.

4. Members shall be provided the Asian College Alumni ID card.

5. Members shall be entitled benefits from external partners, such as restaurants or merchandise discounts, as directed by the Office of Director for Student Support Services.

Article XV: Miscellaneous Provisions

Section A. Application of Sanctions

1. The application of sanctions and penalties against erring students for violations of this Code shall be consistent with the offenses made.

Section B. Separability Clause

1. Any part or provision of this Code which may be held invalid or unconstitutional shall not affect the affectivity and efficiency of operation and implementation of its remaining parts or provisions.

Section C. Repealing Clause

1. Any existing policies, rules and regulations which are contrary to or inconsistent with any provision of this Code shall be deemed repealed or modified accordingly. Any provision or regulation contained in the previous Student Manual, which is not mentioned in this Code and which does not form part of existing law shall be considered repealed.

Section D. Amendments

1. This Student Code may be amended, modified or changed in the interest of academic excellence and/or discipline or as changing circumstances require.

Section E. Effectivity

1. This Student Code shall take effect on June 13, 2016.
ASIAN COLLEGE ALMA MATER HYMN

Hail Asian College!
Our Alma Mater Dear
You’re the cradle of our dreams
and destiny
This is our life’s quest
to excel and be the best
touching lives we’ll build
our nation with our God

Our heart’s desire
Is to see you soar on high
Our home our pride our heritage
Our beloved Asian College
Our home our pride our heritage
Our beloved Asian College

Hail Asian College!