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ASIAN COLLEGE

SHS STUDENT HANDBOOK 2020



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**SENIOR HIGH SCHOOL
STUDENT HANDBOOK**

**ARTICLE I
PRELIMINARY MATTERS**

COVERAGE

This handbook shall apply to and govern all the activities and transactions of the Senior High School students of Asian College of Science and Technology Foundation, Inc. (Asian College) as well as their relationships with other members of the Asian College academic community.

**Article II
ASIAN COLLEGE AS AN
EDUCATIONAL INSTITUTION**

Section 1. The Vision and Mission Statement of Asian College of Science and Technology Foundation, Inc. (Asian College)

VISION

“To be the leading educational institution of choice; dedicated to the success of its graduates.”

MISSION

“To educate and develop globally competitive future leaders”

Section 2. 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 in management and information technology utilizing global standards in curriculum and instruction tailored to address present and future needs of society;
2. Provide opportunities for higher learning;
3. Provide knowledge through extensive research and gaining expertise relevant to cultural, social and economic development;

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 secondary education

Section 3. Asian College Logo



The logo takes the shape of a shield, composed of seven geometric shapes in royal blue, light blue and a red triangle in the middle. The shield is bordered in the bottom portion by two branches of ivy leaves in royal blue. The founding 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.

Section 3.1 An optional tagline “Developing leaders in IT and Management” is located at the bottom of the logo.

Section 4. Asian College Core Values (include definition; get from CSL)

Self-Leadership

Integrity

Academic Excellence

Section 5. History of Asian College

The Asian College first came to existence as the Asian Institute of Electronics (AIE), founded in 1972 by Dr. Constancio A. Sia and Gloria Durano Sia. Back in the early '70s, the Sias were involved in the manufacturing and assembly of stereo systems. In those days, stereos were huge pieces of furniture as big as cabinets. The company was called United Audio, Inc. Dr. Sia was no stranger in the manufacturing field, having held high-level positions at companies like Mariwasa Manufacturing Inc., Honda Motor Co., and La Tondeña Distillers, Inc.

Because of the constant need for skilled personnel to work at the United Audio manufacturing plant, the couple decided to establish a training center that offered technical and vocational courses. That’s how AIE first began.

Incorporated that same year, AIE tried to fill the demand in high-quality training and education in electronics and technology in the Philippines. It opened its doors to 300 students in 1973, in a few rooms of the Prudential Bank Bldg., in Cubao, Quezon City.

Within 15 years, it managed to expand to new AIE campuses outside Metro Manila. The Baliuag branch was opened in 1988, followed by Dumaguete in 1991, and then Cagayan de Oro City in 1994. Over the years, AIE experienced exceptional growth, with the opening of other campuses in strategic locations

across the country: Novaliches, Caloocan, Alabang in National Capital Region; Masinag, Antipolo in Region 4; Baliuag and Cabanatuan in Region 3. Six (6) franchised campuses were subsequently established, namely Carriedo, Manila and Mandaluyong in the National Capital Region; Sta Maria, Bulacan and Pampanga in Region 3; Calamba, Laguna in Region 4 and Sorsogon in Region 5.

During its time, AIE gained several honors and awards for its high standard of education and excellent quality of its graduates. AIE graduates consistently emerged as topnotchers in various examinations administered by the National Telecommunications Commission. Its students have also won both local and national championships in various Youth Skills Olympics in electronics and computer technology.

In 1993, AIE won the National Championship in the electronics division in the National Youth Skills Olympics sponsored by the National Manpower and Youth Council. The following year, it captured the National Capital Region Championship in the same division and received a Rotary Club award for outstanding community service. After two years, it again emerged champion in the Computer Servicing Category in the Metro Manila Youth Skills Olympics.

In June 1995, AIE was accredited by the Department of Education, Culture and Sport (DECS) as a full-fledged college, precipitating its evolution to Asian College of Science and Technology Foundation Inc. (ACSAT).

The transition from AIE to ACSAT did not alter the founders' compassionate vision of operating a "skill and values-oriented educational institution" committed to help in the nation's development through education using world-class and international standards. ACSAT continued with its tradition of training students to acquire adequate knowledge and relevant skills that meet the requirements of business and industry.

ACSAT expanded its curriculum to offer full degree programs like Bachelor of Science in Business Administration (major in Management, Marketing, and Human Resource Management), Hospitality and Tourism Management, Information Technology, Computer Science, Computer Engineering, Electronics Engineering and Nursing. The college also offers diploma 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 offered.

In 2012, the Board of Trustees decided to change the short name of the school to "Asian College" in time for its 40th anniversary. The rebranding involved a period of consolidation of campuses and a realignment of program offerings. The new name ushered in a new era for the school as it strives to continuously evolve with the changing times; not merely catering to science and technology courses, but also focused on developing professionals in the fields of business and management.

Today, the Asian College campuses are located in Aurora Blvd., Quezon City and in Dumaguete City, Negros Oriental. The campuses provide a conducive learning atmosphere with modern facilities such as air-conditioned classrooms, updated computer laboratories, LED projectors, SMART TV monitors, learning resource centers, electronic testing tools and equipment, high-speed internet access, audiovisual rooms, gymnasium, simulated hospital and professional kitchen and tourism laboratories. Its faculty and administrative staff are professionals in their fields, well-motivated, and devoted to providing high-quality education.

In the area of technical vocational education, Asian College provides various training programs accredited by the Technical Education and Skills Development Authority (TESDA). The Asian College Quezon City campus serves as the largest TESDA-accredited Training and Assessment Center in the Quezon City district.

Asian College is also authorized by the Department of Education (DepEd) to implement Senior High School in various tracks and strands. Senior High School graduates obtain National Certification II (NCII) levels in their specialization.

In the area of science and technology, Asian College provides globally relevant and in-demand courses, strengthening the placement of graduates, and continuously upgrading its facilities, buildings, curricula, learning guides and the roster of faculty members and trainers. These initiatives form part of Asian College's drive towards constant innovation.

As it anticipates almost 50 years as a learning institution, Asian College can look back at its storied past and its journey from a technical-vocational training center to a world-class college.

Asian College is committed to academic excellence by continuously producing top-quality graduates in various fields and maintaining high standards of teaching as well as achieving a high rate of graduating students each year. This vision is anchored on its philosophy of transforming people's lives through the provision of quality education, thereby developing leaders in business and industry for the next generation of Filipinos.

ARTICLE III ADMISSION AND ENROLMENT

Section 1: Basic Admission Requirement.

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 2: Classifications of Incoming Students:

1. New Student

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

2. Old Student

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 a 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:

Students who are not Filipino citizens.

6. Non-HS Graduates with PEPT/NFE Certificates: (check if still applicable)

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 3: Registration and Enrollment

The enrollment of students in Asian College is conducted during the registration days indicated on the approved school calendar in accordance with defined procedures, subject to the following rules:

1. When students register in Asian College, it is understood that they are enrolling for the entire academic year.
2. Aside from the specified registration period, a student may enroll and be admitted in accordance with the rules of Asian College for late enrolment, which shall exceed two (2) weeks after the opening of classes.
3. After the two-week period mentioned above, no further enrollment will be allowed. Students will be allowed to enroll in another school during the academic year, provided that consent of both schools are obtained. As a general rule, inter-school transfer after the enrollment period is discouraged, especially in the case of students who are expected to graduate during the academic year.
4. No student shall be considered officially enrolled unless they submit all pertinent admission requirements and academic credentials on or before the end of the enrollment period for the school term.
5. A student is deemed officially enrolled in Asian College after submission of appropriate admission or transfer credentials, and has made an initial payment of their school fees duly received by Asian College.
6. School fees are payable in full or installment basis, in accordance to the approved Asian College payment scheme. Implemented fees and rates are duly approved by the Department of Education.
7. Student transferees are required to submit the Form 138 or Eligibility to Transfer form to Asian College upon admission. In case the applicant is unable to submit the required credentials, they may be admitted for enrolment under probationary status with a signed waiver for temporary enrolment approved by the Registrar.

8. No foreign student shall be enrolled without the prior approval of the Department of Education and the Bureau of Immigration.
9. Enrolment, the name and other personal data of each student as indicated on the student's birth certificate or alien certificate of registration shall prevail.

Section 5: Enrollment Requirements

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

A. New students:

Grade 10 Report Card (with Learner Reference Number if from Public Junior High School)
 Certificate of Junior High School Completion
 Certificate of Good Moral Character
 Two (2) copies of recent 1"x 1" photo and 2"x 2" photo
 PSA – Authenticated Birth Certificate (photocopy)
 ESC Certification Letter from Junior High School Principal (ESC Grantees Only)
 QVR Certificate (Qualified Voucher Applicants Only)

B. Transferees:

Grade 11 Report Card
 Certificate of Good Moral Character
 Certificate of Release of Voucher Program Beneficiary
 Two (2) copies of recent 1"x 1" photo and 2"x 2" photo
 PSA – Authenticated Birth Certificate (photocopy)

C. Returning Students:

SHS Report Card

D. Foreign Students:

Student Visa 9 (f)
 Special Study Permit (those who are already in the Philippines)
 Two (2) copies of recent 1"x1" photo and 2"x2" photo
 Scholastic records duly authenticated by Philippine Foreign Service
 Police clearance certificate issued by the Student country of origin
 Medical Certificate
 Copy of Student Personal History Statement
 Photocopy of Passport
 NICA Clearance
 Duly notarized letter request from applicant
 Foreign Student Fee

Section 6: Changing or Dropping of Track/Strand:

1. Any changes in the track/strand or class schedule must be done through the Office of the Registrar within two (2) weeks after the start of classes.
2. Filing of the Official Dropping Form must be accomplished on the following period:
 - a. before 1st quarter examinations, or
 - b. before the student incurs a total of twenty (20%) percent absences in lecture and laboratory class hours for the current academic year.
3. Any student who applies for Dropping and Withdrawal of enrollment shall be interviewed by the Principal, Guidance Counselor and Registrar.
4. The official Dropping Form must be duly signed by the Parent/Guardian, Adviser, Principal and Registrar.
5. A student who withdraws or drops a particular track/strands without filing the prescribed Dropping Form shall be given a failing mark. In addition, the student is obligated to pay the total assessment of fees.

Section 7: Academic Loads (Student Load and Course Sequence)

1. The subject load and sequence of subjects of students shall be in accordance with the approved curriculum for each track/strand. Reasonable exemptions to this rule may be permitted taking into account the best interest of students and the objectives of the educational institution.
2. No subject may be taken unless the pre-requisite subject/s have been taken and passed.
3. Upon the discretion of school authorities, a graduating student may be allowed additional subject/s in excess of regular load indicated in the curriculum.
4. Upon the discretion of the school authorities (principal and Registrar), non-graduating students may be allowed additional load of not more than three (3) subjects in excess of the regular load if the purpose of such overload is to make up for a previously failed subject/s or to grant the student regular status upon passing the subject.
5. As a rule, laboratory subjects paired with academic subjects must be taken during the same semester even if separate grades are given to both. **(not applicable to SHS; for deletion)**
6. All students under Tech Voc track must take the TESDA National Certification (NC) , if applicable.

Section 8: Advanced Subjects and Back Subjects

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

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

- a. A student who has failed in any subject must take the subject again, either during summer or in a succeeding school year.

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

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

Section 9: Changing of Class Schedules.

Any change in tracks/strands or class schedules must be done through the Office of the Registrar within two (2) weeks from the official start of classes. Change of subject load is only allowed based on the following circumstances:

- a. Conflict from his present work, in the case of working student
- b. Working scholars and,
- c. Other similar reasons

After two (2) weeks from the official start of classes, the course subjects and assessment of the student is considered final and may be charged for the total tuition fee computation.

Any unofficial change may result in the outright dropping of the student concerned.

Section 10: Excess Load for Graduating Students

A graduating student may be permitted to have an excess load upon the discretion and approval of the Principal and the Registrar, an additional subject load of not more than three subjects, in excess of the normal load specified in the school year or term. In recognition of academic freedom, Asian College may consider to have more than three (3) subjects overload for graduating students, if justifiable circumstances warrant.

Section 11: Shifting of Track and Strand

For purposes of evaluation, application to shift track/strand must be filed at least two (2) weeks before the official start of classes. The student must submit a letter of request (with parent's/guardian's consent) to shift a track/strand for approval of the Guidance Counselor, Registrar and School Principal.

Section 12: Right to Enroll Until Graduation

Asian College accepts all students who are able to meet the qualifying standards, requirements and regulations. Students are encouraged and expected to stay for the entire period in which they are expected to complete their track/strand except in cases of academic delinquency, violation of school rules and regulations.

Section 13: Deferments.

A student, who fails to attend a single day of classes and, for valid reasons, could not continue his schooling for the semester may apply for a deferment. In case no refund is claimed, the student may apply the payment made for the current term as advanced payment for the next semester. Registration fee shall be deducted from the total deferred amount. The student will have to pay the difference in tuition fee and other charges. In case the student will not be able to continue schooling in the following term, the deferred payment is automatically forfeited.

Section 14: Withholding of Credentials

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. 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 15: Transfer to another School and Issuance of Report Card (Form 138)

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

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 policies and procedures for transfer.

1. The student must secure and fill out an application form for Eligibility to Transfer. He must submit a letter of request to transfer signed by the parent and/or guardian.
2. He must proceed to Admissions Officer, Guidance Counselor, School Principal and Registrar for exit interview and clearance.
3. 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.
4. 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.

Upon submission of the transfer credential, the school to which the student has transferred shall request in writing for the complete school records (form 137) of the student from Asian College. Asian College shall forward such records directly to the school within thirty days from receipt of the request.

ARTICLE IV SCHOOL FEES

Section 1. Tuition and Other School Fees

1. Rates for Tuition, Miscellaneous and Other school fees are open to all students, parents and or guardians. Fees are duly approved by the Department of Education which composed of the following:
 - a. Tuition Fee
 - b. Laboratory Fee
 - c. Miscellaneous Fee
2. Modes of Payment
 - 2.1 A student may opt to pay his tuition either in cash or in installment in accordance with the approved payment scheme of Asian College.

2.2 Approved deadline of payments of tuition for every school year will be posted at the Cashier's office.

2.2.1 Conversion to Cash. A student may opt to change the manner of paying tuition fees from installment to cash basis on or before the approved deadline.

2.2.2 A student who decided to pay in cash basis during reservation or enrollment period but **failed to pay** his entire tuition fee on or before the Cash conversion deadline, shall automatically be re-assessed under installment basis.

3. Payments can be made in the following forms:

3.1 Cash

3.2 Check

3.2.1 For security reasons, payment using the manager's check is encouraged instead of personal checks. Post-dated checks are not accepted. The following information should be written correctly on the back of the check: student's full name, ID number, section, telephone/mobile number, and home address.

3.2.2 The Cashier will issue an acknowledgement receipt for check payments. Upon clearance of check, official receipt will be issued.

3.3 Credit Card Payment. Any Mastercard, VISA or JCB card are accepted as a mode of payment. Payment can be made only to the Cashier Office.

3.4 Over - the-Counter Collection Facility (OCF) with any BPI and PNB (Allied) Branches nationwide. Only cash payments are accepted.

- Online banking at BPI. Log on at <https://www.bpiexpresslink.com>
- Direct deposit or payment at any Cebuana Lhuillier branches
- Direct deposit or payment at any Bayad Center branches or outlets
- Direct deposit or payment at any Mlhuillier (ML Kwarta Padala)

4. Validated Slips shall be presented at the Cashier's Office for the issuance of the Official Receipts.

5. Returned Checks

5.1. The responsibility of ensuring that the check is well-funded rests with the students. Students who paid his tuition by issuing checks and subsequently dishonored by the bank due to insufficiency of funds will no longer be entitled to make check payments.

5.2. Students whose checks have been dishonored once during their entire stay at Asian College may no longer make subsequent payments using checks.

5.3. Replacement for returned or dishonored checks shall be in cash, credit card or manager's check and shall be paid to the Cashier Only.

Section 2. Outstanding Balances

1. A student with outstanding balances from previous year will not be accommodated for current transactions unless they settle their previous account balances. Application of payments made will be credited to their previous balances.
2. A student paying on installment basis and fails to pay the entire balance on the stipulated deadline will be allowed to complete the remainder of the school year. However, such student will not be allowed to enroll for the next school year and their permanent record, transfer credentials, certifications and other documents will be withheld until the balance is fully paid.

Section 3. Charges and Refund

1. Registration Fees are non-refundable.
2. A student who transfers or withdraws one (1) week after the start of the class but has already paid the 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 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 school fees in full will not be charged and can claim the remaining refundable net amount excluding the registration which is non-refundable.
5. All refunds shall be in the form of checks and will be payable to the parent or guardian on record.

Section 4. Other School Fees

Payment for other school fees intended for school activities are non-refundable. In case the student withdraws, his payment shall be charged a twenty percent (20%) admin fee. Any net amount shall be applied to his current tuition fee account balance or as advance tuition fee payment for summer or the next school year.

Section 5. Authorized Personnel to Receive Payments

1. The Cashier is the only authorized personnel by Asian College to receive payments.
2. In the absence of the cashier, any authorized personnel will temporarily take charge.
3. Payments made to any unauthorized person/s will not be honored.
4. Only transactions with an Official Receipt issued by Asian College's authorized personnel are considered valid and will be honored.

**ARTICLE V
CLASS ATTENDANCE**

Section 1. Absences

A student enrolled in the Senior High School program who incurs absences of more than twenty (20) percent of the prescribed number of class or laboratory periods during the school year may be dropped from the official list.

Section 2. Tardiness and “Leaving the Classroom without Permission”

A student who comes late to class shall be marked “tardy”.

Three instances of tardiness are equivalent to one day of absence. A student who leaves the classroom and stays out for the duration of the class period without the teacher’s permission shall be subjected to disciplinary action.

Late students shall not be refused entry to class .

Section 3. Suspension of Classes

Classes are automatically suspended only for the following causes:

- a. Typhoon Signal No. 2
- b. Declared non-working holidays
- c. Government official announcement
- d. When government agencies give Asian College management the discretion whether to hold classes or not during weather disturbances, calamities or peace and order situations.
- e. Other occasions are per announcement of Asian College top management.

**ARTICLE VI
Student Service**

Section 1. Registrar’s Office

1. Provides information on admission, course requirements, transfers and graduation, issuance of transcript of records, certifications pertaining to academic records.
2. Handles all the students' concerns about admission to Asian College.
3. Provides the necessary information on scholarships available for qualified students, cost of tuition, laboratory and miscellaneous fees and other student concerns.

Section 2. Guidance and Counseling

1. Counseling Service: the heart of guidance and counseling is to help students develop maturity that will bring them to have a healthy and insightful decision making. Part of this is the Follow-up and Referral Service which determines if there are considerable development in the counselee’s academic, emotional and social life and coordinates with parents, teachers and other school personnel the students’ attendance, class standing and behavior.

2. Information Service: 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.
3. 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.
4. 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.

Section 3. Student Services Coordinator (SSC)

1. 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 relevant career- related topics.
2. Industry-Academe Partnerships: This initiative endeavors to establish, foster and maintain relationships with employers and offer assistance to facilitate their connection to students and alumni who are in search of employment opportunities.
3. On-the-Job Training (OJT) Assistance: The Practicum or On-the-Job Training is an academic requirement for all Asian College students which aims to assist them in integrating classroom learning with real-world experiences. The office assists students who are looking for prospective company for the office training.
4. Job Placement: The Placement service aspires to help prospective graduates and alumni look for employment. Information about job opportunities is made available to students and graduates. The Student Services Coordinator provides and facilitates career opportunities to support student graduates attain professional growth.
5. Graduates' Directory: This directory will serve as a database of Asian College graduates which aims to provide the institution and prospective employers about the basic contact information of the alumni for training and employment purposes.
6. Student Academic Organization Monitoring: The office evaluates Application Form, which includes among others the organization's Constitution and By-Laws, its list of officers, and contact details for the approval of the Campus Administrator. The organization's objectives should always be aligned with Asian College vision and mission. Application guidelines and other organizational guidelines are as follows:
 - a. The student academic-based clubs must submit to the Student Services Coordinator the name of a faculty member as adviser. His term of appointment is for one academic year

and is renewable. The faculty adviser shall meet with the Student Services Coordinator at least once a month to discuss plans, projects and concerns.

- b. No activity shall be held without prior knowledge of the club adviser and approval of the Campus Administrator. Any activity must adhere to the student handbook.
 - c. 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.
 - d. All recognized organizations must renew their accreditation yearly; non – renewal would mean Asian College will deter the student clubs and its officers, members and advisers from conducting programs, projects and activities.
 - e. Forming, recruiting, organizing of fraternities and sororities is strictly prohibited.
 - f. Student Services Coordinator and Asian College’s top management thru the 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: name of club, club objectives and by-laws, date of recognition, list of officers and other pertinent documents
 - g. Fund Raising: 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.
 - h. Use of Facilities: 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. Any requisition for the use of any school facility must be filed in writing by the president and secretary of the recognized student organization approved by the Property Custodian (MIS STAFF).
 - i. Liability for Use: The officers of the organization will be held liable for any loss, damage or destruction of any school facility.
 - j. Posting of Announcements: Posting, distribution or circulation 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 Student Services Coordinator and approved by the Campus Administrator. Such materials shall indicate clearly the name of the sponsoring person or student organization and be posted only on the designated spaces.
7. **Co-Curricular and Extra-Curricular Activities** Monitoring: whether inside or outside the campus, may be held, staged, or conducted upon written approval of the Campus Administrator which shall be issued at least fourteen (14) working days before such activity. Other guidelines are as follows:

- a. The Student Experiential Learning Activity Request Form (SELARF) must be accomplished by the adviser.
- b. For outside campus activities must be supported with a consent/waiver signed by the parents or guardians of the participating students.
- c. No co/ extracurricular activities will be allowed one week before any major examination.
- d. 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 Campus Administrator. Any student who competes in any form of contest carrying the name of the institution without a written prior approval of the Campus Administrator shall be subjected to disciplinary action.
- e. Asian College shall not be held liable for any untoward event/incident arising from co/extra-curricular activities held without the approval of the Campus Administrator.

8. Rationale of the Students' Activities

- a. Leadership Training: Students' Leadership Training is intended to help students become effective and efficient leaders in the campus. It embodies the underlying value of Self Leadership, Integrity and Academic Excellence. The training or series of training is designed to bring out the best in every student as they lead others in the organization that they belong to.
- b. Freshmen Orientation: Normally, this is done (**during the first days**) at the beginning of classes. This will make the new ACER get acquainted with the rules, regulations and policies of the school. The program will make every new student feel comfortable and ready for the assumption of a new role as Asian College student.
- c. Annual Acquaintance Party: This activity is aimed at making every freshman feel the pride of being part of the Asian College family. This will give the opportunity of the "old students" to welcome their new brethren as they interact during the program. Organized by the Office of the Student Affairs the annual Acquaintance party is almost a year-to-year tradition that's fun-filled and entertaining and showcases students' talents and skills in artistic performances.
- d. College week: A weeklong activity that showcases the various course' offering of the Asian College departments. The students through their various organizations are given the chance to exhibit their courses' outputs; projects, new inventions, innovations and business plans and implementations.
- e. Sports fest: Activity that will promote sportsmanship and camaraderie among ACERS through competition with other students.

9. Additional Guidelines for OFF CAMPUS ACTIVITIES

- a. A Letter with a reply sheet shall be sent to the parents or guardians to advise them of the proposed activity, date, time, location and the possible fees to be incurred.
- b. Reply slips duly signed by the parent or guardian shall be collected at least two days prior to the start of the activity.
- c. Faculty Advisers concerned must conduct a briefing prior to the departure or formal start of the Off campus event to orient students on the expected behavior and the rules and regulations that govern the said activity.

10. Guidelines on the creation of the Annual Yearbook.

- a. After due evaluation by the Principal and the SHS Coordinator, all SHS students enrolled in the terminal year are candidates for graduation.
- b. All candidates for graduation shall de-facto become members of the graduating batch.
- c. The members of the graduating batch are part and parcel of the graduating class and hence obligated to become part of the Batch Annual Yearbook.
- d. Every member of the graduating batch shall take part in the creation of the Annual Yearbook starting from the individual picture taking, group picture taking and possible re-taking until the materials for the compilation of the Batch album will be finalized for printing.
- e. The members of the graduating batch shall pay for the cost of the Yearbook.
- f. The Student Services Coordinator shall spearhead the creation of the Annual Yearbook for both SHS and College. There shall be a committee that will be created for this purpose. The members shall be appointed by the Student Services Coordinator with the approval of the Campus Administrator.

Section 4. Clinic

1. Dental Services consist of the following: Dental Hygiene Orientation & Annual Oral Examination
2. 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 25% off the actual price.
3. Free dental consultation
4. Medical Services consist of the following: Health education including personal hygiene, safety and accident prevention and Annual Physical Examination
5. Free medical consultation

6. First Aid Services

- a. Taking of vital signs (BP, Temperature, Pulse Rate, Respiratory Rate)
 - b. Wound dressing
 - c. Application of hot/cold compress
 - d. Administration of available first aid medicine available in the school clinic
 - e. In case the student is advised to go home, the parents/guardian will be informed and are expected to fetch their child
7. Referral to the nearest hospital during emergency cases
- a. Parents/guardians will be informed and are to fetch their child in the hospital
 - b. Parents/guardians will initially pay for the hospital expenses but will be reimbursed coming from the School's insurance; all receipts are to be kept/secured

NOTE: Parents/guardians' contact number from the Registrar's records must be correct and updated.

Section 5. Learning Resource Center (LRC/Library)

1. Library Services are as follows:

- a. Circulation/book loan service where students are allowed to borrow 3 books at most;
 - b. Internet access where students may use the library computers for academic and research purposes;
 - c. Referral where students can be referred to other libraries
 - d. Use of library area; and
 - e. Reference service where students may use the library magazines, newspapers, periodicals.
2. Online access to "starbooks" resources is also available as an added source of information for students and faculty research.

2.1 Library rules and regulations are as follows:

1. Silence should be observed all the time. Library users are expected to respect the right of other students to study in a quiet atmosphere.
2. Courtesy to the person in authority such as librarian, library clerk or student-assistant should be observed.
3. 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.
4. 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.
5. No food and drinks are allowed inside the library.

6. Logging in the daily monitoring form, use of computer form and reservation form should be observed and monitored all the time.
7. No charging of laptops or phones in any plugs inside the library. However, if the laptop/gadget will be used for research purposes, the student or faculty may ask permission to the librarian or library assistant.
8. Bags should be kept in the baggage counter before entering the books area of the library.
9. Asian College library card will be used for borrowing books. If lost, a student should pay Php150.00 at the cashier then get the new card in the library.
10. Students are required to apply for Library Borrower's Card for them to avail of library privileges.
11. Each student is allowed to borrow at least 3 books at a time and should be returned after 3 days. If not, a fine of P10.00 per day including weekends and holidays will be charged.
12. 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.
13. 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.
14. Lost, misplaced or damaged books or any library materials must be reported immediately to the school librarian in order to avoid accumulation of fines.
15. 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.
16. Asian College owned magazines, periodicals, newspapers and vertical file materials should be read only inside the library.
17. Intellectual property books, such as, but not limited to thesis, dissertations and term papers should be kept and read only inside the library premises.
18. 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.
19. Library computers are for research purposes only.
20. Social media, pornographic sites and the like are not allowed.
21. Reference materials are in-house or for library use only.

22. All violations of the library policies are to be processed by the Prefect of Discipline.

Section 6. Security

Security services are provided for the safety and protection of all students, employees as well as school property. 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. To avoid any injury or damage to life and property, all students are required to be familiar with the security and safety rules, including provisions of Article IX section 2: Wearing of the Asian College Uniform and ID

1. Inspection: Students will be subjected to bag inspection and body search, if necessary. This procedure will be done with utmost courtesy and respect.
2. Visitors Pass: A visitor must secure a visitor's pass from the security guard before entering the school. The pass must be returned after the transaction.
3. For any untoward incident, accident and the like, report immediately to school authorities.
4. CCTV footage viewing may be allowed provided it follows proper protocol. Only designated school authorities are permitted to view, unless otherwise instructed by the Top Management. No footage will be released, unless otherwise enforced legally.
5. Off-campus activities: Only the school-sanctioned off-campus activities such as, but not limited to, field trip/educational tours are allowed, provided that all attendees secured their permission with waiver. In cases when the school transportation will not be provided for some valid reasons, commuting will be done in groups.
6. Emergency Measures: In case of emergency such as fire or earthquake, and other similar cases, students must keep calm, and stay alert. Safely evacuate and do head count to be reported to school authorities for proper response. Proper collection systems should be observed. In case of the "Big One," the evacuation site is at Camp Aguinaldo.
7. Fire and Earthquake: To prepare and familiarize the students and personnel on safety rules during fire or earthquake, fire and earthquake emergency drills are done at least (once) annually. Every evacuation drill should be taken seriously.
8. Suspension: When (already in class,) in class already, students must wait for formal announcement of class suspension from Asian College school officials. If classes have been suspended, students should leave the school only when it is safe to do so.
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. The student must be taken immediately to the school clinic or the nearest hospital whenever treatment other than first aid is needed.
10. Anti-drug Measure: In pursuant to Article 3, Section 36 of Comprehensive Dangerous Drugs Act of 2002 which mandates that students of tertiary and secondary schools to undergo drug testing, the school reserves the right to conduct random drug tests to students.

ARTICLE VII EXAMINATION

Section 1. Examination

Examination refers to the appraisal and evaluation conducted by faculty members on a periodic basis to monitor students' progress in their academic pursuit. 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 2. Quarterly Examination

The school requires the administration of two (2) quarterly examinations in each semester: first /second quarter and third/ fourth quarter.

2.1 First/ Third Quarter Examination

This exam covers topics from week one to week ten. The scheduled exam falls on the 10th week of the semester.

2.2 Second/ Fourth Quarter Examination

This exam covers topics from week eleven to week twenty. The scheduled exam falls on the 20th week of the semester.

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

Section 3. Special Schedule during Examinations

The students will have a special schedule during examinations as determined by the SHS Principal.

Section 4. Examination Guidelines

A. Students must abide by the following guidelines:

1. Present exam permit and have it signed by the teacher/proctor before taking the exam.
2. Bags and other personal things must be placed in front of the classroom except the required examination materials such as pen, pencil, calculator, etc.
3. Mobile phones and other gadgets must be turned-off during examination. Using such items is considered cheating.
4. Students must have had their restroom break before the exam begins. No student will be allowed to go out once the exam has started.
5. Exam papers are NOT to be brought out of the examination room by the students.

6. Submit the test paper to the teacher/proctor after answering it or upon hearing the signal from the teacher/proctor.
7. No extension will be given to students who come in late for the examination.
8. Students must leave the room immediately after the exam.

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

1. Possession of notes or any review materials
2. Deliberately looking at seatmate's examination booklet
3. Copying or allowing another to copy from one's examination booklet
4. Having somebody else take the examination for another
5. Talking with another student

C. Correction of Examination Papers

1. All periodical examination papers must be checked personally by the faculty member.
 - 1.1 No student is allowed to correct examination papers.

Section 5. Special Examination

Special examinations are arranged for and administered in place of examinations which should have been taken during a regular examination period within the semester.

Special examinations are given to students who are absent from regular examinations because of sickness, death in the family and other untoward incidents.

5.1 Procedure for requesting a special examination

5.1.1 The student shall submit an excuse letter with special exam form and supporting documents.

5.1.2 These shall be submitted to the faculty for approval of SHS Principal a week before the scheduled special exam.

5.2 . A special examination permit will only be granted when all obligations to the institution shall have already been paid.

5.3 The schedule for the administration of special examinations in place of quarterly examinations shall be two weeks from the scheduled examination or as determined by the SHS Principal.

5.4 A different set of exams will be administered for the special exam.

5.5 The highest possible grade a student can receive on a special examination is 90%.

**ARTICLE VIII
GRADING SYSTEM**

Section 1. Grading System

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:

$$\text{Average Final Grade} = \frac{(\text{First Quarter Grade} + \text{Second Quarter Grade})}{2}$$

2

Table 1: New K to 12 Grading System

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100		
98.40-99.99	99	66.40-67.99	79
96.80-98.39	98	64.80-66.39	78
95.20-96.79	97	63.20-64.79	77
93.60-95.19	96	61.60-63.19	76
92.00-93.59	95	60.00-61.59	75
90.40-91.99	94	56.00-59.99	74
88.80-90.39	93	52.00-55.99	73
87.20-88.79	92	48.00-51.99	72
85.60-87.19	91	44.00-47.99	71
84.00-85.59	90	40.00-43.99	70
82.40-83.99	89	36.00-39.99	69
80.80-82.39	88	32.00-35.99	68
79.20-80.79	87	28.00-31.99	67
77.60-79.19	86	24.00-27.99	66
76.00-77.59	85	20.00-23.99	65
74.40-75.99	84	16.00-19.99	64
72.80-74.39	83	12.00-15.99	63
71.20-72.79	82	8.00-11.99	62
69.60-71.19	81	4.00-7.99	61
68.00-69.59	80	0-3.99	60

COMPUTATION OF GRADES

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

		Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL)/ Sports/ Arts and Design Track	
			All other subjects	Work Immersion/ Research/Business Enterprise Simulation/ Exhibit/Performance	All other subjects	Work Immersion/ Research/ Exhibit/ Performance
11 to 12	Written Work	25%	25%	35%	20%	
	Performance Tasks	50%	45%	40%	60%	
	Quarterly Assessment	25%	30%	25%	20%	

**Article IX
CODE OF CONDUCT / DISCIPLINE**

Students who are enrolled in Asian College of Science and Technology assume the obligation of helping the institution in maintaining and improving the academic standards, protect the property, safety and good name of the institution and its members. They have to conduct themselves properly and in a manner that befits a member of the Asian College Academic Community.

Section 1. Authority to Maintain Discipline

Asian College shall maintain good discipline inside the campus as well as outside its premises when students are engaged in authorized school activities.

Section 2. Wearing of Uniform, I.D. and Proper Grooming

1. Wearing of Uniform

- a. All students are required to wear the prescribed school uniform on regular school days. The school shall set the standard for the uniform and the schedules of wearing it.

- b. Footwear in general should be white shoes. For TRS and FBS students, black, closed toe shoes with at least 1-inch heel is required. Wearing of stockings is encouraged but should be skin-toned only. Deliberate refusal to wear prescribed footwear without any just cause may subject the student violator to section 9.4.5
- c. PE or Laboratory uniform must be worn during P.E. and Laboratory classes only.
- d. Cross dressing is prohibited.

Guidelines on Non Uniform Days/Semestral breaks/Wash Days

Generally, the minimum requirement is any Asian College shirt or Org shirts, decent T-shirts with appropriate jeans or pants and closed shoes when they come inside the school, unless stated otherwise by the school authorities. The Asian College ID should also be worn. The following are some of the attires not allowed inside Asian College campus.

- 1. Sandos
- 2. T-shirt with indecent prints/pictures.
- 3. plunging neckline shirts
- 4. bicycle shorts, walking shorts
- 5. leggings, jeggings
- 6. slippers, open sandals without back strap or sling
- 7. micro/mini skirts
- 8. spaghetti straps/sleeveless (without blazer or cardigan)
- 9. pants with holes, ripped jeans

2.School I.D.

- a. The Asian College official I.D. and lace are required upon entering the school and within the school premises at all times.
- b. Lending of other student's I.D. card is strictly prohibited and will subject the violators to penalty.
- c. Lost I.D. card must be reported to the Prefect of Discipline (POD) immediately and a temporary pass will be given for a specified period of time.
- d. Replacement of the School ID will be processed at the Registrar's Office.
- e. Requirements for ID replacement are the following:
 - * Notarized Affidavit of Loss (Minors may make an oath at the Prefect of Discipline/Director for Student Services)
 - * Replacement Fee
- f. Procedure for Replacement of the lost ID.
 - 1. Submit an affidavit of loss to the Registrar. Provide a photocopy of the receipt of payment for ID replacement.

2. Wait for the schedule of photo capturing and ID printing.

3. Re-update temporary pass as necessary while awaiting the release of the replacement ID.

g. Asian College students without an ID may avail the use of a temporary ID for a day at the POD. Use of the temporary ID is managed and controlled by the Prefect of Discipline.

3. Grooming

- a. Male students are strictly required to have a clean-cut (barbers cut) hair. Failure to comply with this policy after repeated instruction shall subject the student to disciplinary sanction for “deliberate refusal to obey a lawful order” as per section 9.4.5
- b. LGBT/Gender-influenced choice of hair style shall be subject to approval by the Student Disciplinary Board (SDB).
- c. Strange or unusual hairstyle (ie. skinheads, mohawks, punk, ponytails etc) are considered violations.
- d. Female students’ hair should be devoid of non natural hair coloring or shades thereof.
- e. No obnoxious cosmetic facial make ups and nail polish.
- f. Earrings, nose rings, or other body-pierced rings and paraphernalia are prohibited to be worn inside the campus. Female students are only allowed to wear a pair of simple, non-dangling earrings.
- g. Hats, caps and other headgears are not allowed and subject to confiscation by the security personnel/faculty members and to be turned over to the POD.
- h. Asian College does not encourage tattoos.

Section 3. Relationship with the Administration, Faculty and Personnel

1. Students must always treat the Administration, Faculty and other school personnel as their second parents 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. The school authorities have the right to confiscate the I.D. of any student who displays disrespectful behavior. Students must likewise give the respect due to the school officials, teachers and personnel even outside the school premises. Confiscated IDs must be turned over to the POD for processing before it is returned to the student-owner.

Section 4. Relationship with Peers

1. Quarrels between/ among students are strictly prohibited and shall be dealt with accordingly.
2. Throwing jokes, comments and poking fun that are offending to any person’s sensibilities must be avoided by students at all times.
3. Warm and collegial atmosphere demonstrated by respect, peace and unity for all members must prevail in the family of students, teachers, personnel and administrators in Asian College.

4. The school promotes and recognizes academic and co-curricular organizations in the pursuit of holistic development of students. However, fraternities and sororities are not allowed.
5. On Bullying: 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.
 - a. Cyber bullying refers to bullying through information and communication technologies including social media.
 - b. Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, ethnicity, disability, homosexuality or transgender.
 - c. Conflict or fights between equals or single incidents are not defined as bullying.
 - d. All cases construed as bullying shall be referred to the Student Disciplinary Board (SDB) after preliminary proceedings at the Prefect of the Discipline (POD).

Section 5. Maintaining the School Cleanliness

1. Eating inside the classrooms, library, AVR and laboratories is not allowed. However, students are allowed to bring drinks in non-spill containers.
2. Littering is strictly prohibited. Students are directed to segregate their trash properly.
3. Loitering in faculty rooms, computer laboratories, offices and stairways is strictly prohibited. There are designated areas for students to do off-classroom activities.
4. Obey the "Clean As You Go" rule in the cafeteria and student lounge.
5. Proper disposal of waste, such as napkins and soiled tissue, must be strictly observed in the comfort room.

Section 6. Categories of Administrative Sanctions

Disciplinary administrative sanctions may be imposed on a student for the commission of any offense. Such sanctions may take the form of:

1. **Oral Reprimand/Warning/Censure.** Admonishing the erring student.
2. **Written Warning.** A written admonition with a warning that repetition of the offense would subject him/her to a stiffer penalty.
3. **Retribution.** Recompense for the misbehavior done, this may be in the form of special works or community service either for a short period or longer period not exceeding 5 days (40 hours). This can be imposed in conjunction with other sanctions.

4. **Suspension/** Penalty imposed for offense/s committed for which a student is barred from entering the school or a particular class for a certain period of time not exceeding 20% of the total number of class hours.

***Preventive Suspension.** A student under investigation may be placed under preventive suspension as a restriction to avoid the disruption of normal school operations that may be caused by the continued presence of a student/suspected offender on campus. It may also be imposed to protect the suspected student – offender from acts of vindictiveness.*

5. **Non – readmission.** A disciplinary measure which allows an erring student to finish the present semester or term but is thereafter excluded from re-enrollment to Asian College. Transfer credentials are issued after settling the fees.
6. **Exclusion.** A disciplinary measure which automatically terminates the students’ enrollment in Asian College anytime in the semester.
7. **Expulsion.** The supreme disciplinary measure on an erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of DepEd.

Section 7. Disciplinary Probation.

Withholding of certain privileges and rights accorded to an AC student during a specific period of time. During a probationary period, a student is disqualified from any elective or appointive post in the school or student organization. He is ineligible to represent the school in outside functions and activities. He is not qualified to enjoy further grants of scholarships from the school during the probationary period. Another infraction of school policy within the probationary period will make the student liable for suspension or non-readmission, depending on the gravity of the offense. This may be imposed as a supplement to other sanctions. A *contract of behavior* shall be executed between the erring student and the POD.

Section 8. Restitution

A reimbursement or payment for damages, loss, destruction of school property by any student. This can be imposed as a supplement to other sanctions.

Section 9. Application of the Disciplinary Sanctions

1. Verbal Reprimand
2. Written Warning
3. Community Service (Brief or Prolonged)
 - a. 3B or brief which is for 24 hours
 - b. 3P or prolonged 40 hours
4. Suspension (not to exceed 20% of class hours)
5. Non – readmission
6. Exclusion
7. Expulsion

Offenses Against Campus Peace Order, Security and Safety	First Offense	Second Offense	Third Offense
9.1 Disorderly Conduct			
<p>9.1.1a Acting in a manner in school premises or at 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 disruptive noise making;</p> <p>9.1.1b Acts unbecoming of a decent student that disturb the peace and disrupt the flow of a school solemn activity like graduation rites, religious rites and the likes. This includes the following but not limited to unwarranted bodily gestures, verbal remarks and use of any visual materials or gadgets.</p>	3P	4	5
<p>9.1.2 False Alarm</p> <p>Intentionally initiating or causing to initiate any false report, warning or threat of fire, explosion or other emergency in school premises or school sponsored activities;</p>	3B	3P	4
<p>9.1.3 Carrying, bringing or possessing deadly weapons or explosives, including but not limited to: fireworks, homemade bombs, IED, dynamite, etc., firearms, knives, brass knuckles or other deadly weapons of whatever kind within the school premises or during off campus, official activities.</p>	3P	4	5
<p>9.1.4 Physical Assault. Challenging or provoking a fight that led to physical injury of any degree to anyone in campus or off campus school activities.</p>	4	5	
<p>9.1.5 Psychological assault done to a student or school personnel by the use of social media in the cyberspace that threatens, terrorizes and torments causing distress and feeling of no security in the campus.</p>	3P	4	5

9.1.6 Conviction of final judgment by any competent court of any criminal offense.	5		
9.1.7 Fake News or Unfounded write ups. Initiating, distributing, spreading malicious literature derogatory to any individual or group or the school either in print, soft copy or internet sites.	3B	3P	4
9.1.8 Any psychological, emotional and physical harm/damage done to any Asian College member caused by membership in Fraternities, Sororities and in any unauthorized organizations.	4	5	
9.1.10 Preventing, in any manner, school officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights;	3P	4	5
9.1.11 Lending, borrowing and tampering of School ID's for the purpose of entering the school premises or misrepresentation intended to acquire favor from any sources.	3B	3P	4
9.1.12 Deliberate refusal to wear the required ID within the school after receiving initial reprimand.	3B	3P	4
9.1.13 Loitering during school hours.	1	2	3B
9.1.14 Deliberate and unauthorized entry into classrooms, offices, school facilities and other off-limit areas with or without unjust utilization of school resources.	3B	3P	4
9.1.15 Classroom Mischief after receiving due reprimand; 9.1.15.a Failure to turn off cellular phone or put it into silent mode 9.1.15.b Taking still pictures and videos from cell phones, digital camera and video camera during classes or in school sponsored activities without permit or from teacher or Campus authorization Administrator; and if used for malicious intentions.	3B	3P	4

9.1.16 Willful disregard to cooperate and participate in an official school safety and security drills; mediocrity in behavior, playful, deliberate act of separating oneself from the group without due notice to the authorities.	3B	3P	4
9.2 Offenses Against Public Decency, Good Customs and Morals			
9.2.1 Indecent exposure, gross immorality and other acts constituting scandalous and reprehensible conducts; acts of lasciviousness; immoral or disgraceful conduct; willful sexual deviant acts.	3B	3P	4
9.2.2. Any misconduct done outside the school premises which involves his status as a student or prejudice the good name or reputation of Asian College.	3P	4	5
9.2.3 Extortion or “blackmailing” a student, faculty members, personnel, whether or not the purpose or objective is accomplished.	4	5	
9.2.4 Use, possession, or traffic of prohibited drugs or illegal substances.	4	5	
9.2.5 Entering the school premises under the influence of liquor or prohibited substances or being drunk.	4	5	
9.2.6 Resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, in order to discredit or ridicule school officials, personnel, faculty members or fellow students; deliberate utterance of obscene language/vulgar/foul/ against fellow student or the school.	3P	4	5
9.2.7 Unauthorized solicitation, fund raising or business transaction.	3B	3P	4

9.2.8 Possession of obscene or pornographic materials in any form.	3B	3P	4
9.2.9 Unjust Vexation. Disorderly conduct towards fellow students, Asian College employees or administrators.	3P	4	5
9.2.10 Unauthorized gambling, maintaining or participating in any game of chance within the school premises.	3B	3P	4
9.2.11 Public display of affection (necking, petting, kissing, lying on other person's lap and other indecent physical acts)	2	3B	3P
9.2.12 Any form of electronic aggression such as but not limited to; sexting, impersonation, spreading gossip, trickery, blackmail and hacking	3P	4	5
9.2.13 Initiating the posting or promoting by deliberate liking or any acts of affirmation the insulting remarks/words/characters in the internet that malign or smear the integrity of fellow students or any members of Asian College community.	3B	3P	4
9.3 Offenses Endangering Health and Sanitation			
9.3.1 Clogging of toilet bowls, urinals and lavatories or causing spillage of waste and the like;	3B	3P	4
9.3.2 Deliberate concealment of a serious communicable disease which may endanger fellow students, employees and administrators;	4	5	
9.3.3 Possession and bringing of cigarettes and its complements including e-cigarettes.	3S	3P	4
9.3.3 Smoking anywhere in the campus or within 100m from the perimeter of the school, including e-cigarettes.	3P	4	5
9.3.4 Spitting on floors or walls;	3P	4	5

9.3.5 Deliberate failure to segregate waste. Littering of paper or any form of waste within the classrooms or other parts of the school premises, deliberate failure to perform CLAYGO	3B	3P	4
9.4 Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Personnel, Faculty Members and Students			
9.4.1 Misappropriation of or failure to account for funds belonging to Asian College or any recognized organizations.	3P	4	5
9.4.2 Unauthorized distribution within the school premises of subversive materials, leaflets, handbills or other printed material whose authorship is not clearly or specifically stated therein.	3P	4	5
9.4.3 Theft, Robbery, stealing and acts of malicious mischief involving school property or that of the members of the academic community, including guests.	4	5	
9.4.4 Malversation of funds under one's care or deliberate failure to liquidate an organization's funds.	4	5	
9.4.5 Gross disobedience to or willful disregard of a lawful order by Asian College school officials.	3B	3P	4
9.4.6 Acts of vandalism such as; a) defacing and / or writing on walls, paintings, doors, desks, tables, chairs, etc.; b) tearing of books, notices or circulars; c) destruction of window panes, toilet bowls, fans, laboratory equipment, water fountains, air conditioners, clocks and other school equipment or furnishings; d) unauthorized removal or alteration of equipment tags, labels, signboards, posting in bulletin boards etc.;	3P	4	5

9.4.7 Unauthorized use of the name, logo, facilities and property of the school without official permission from the Asian College management;	3B	3P	4
9.4.8 Carelessness, improper or incorrect use of the school's materials and equipment that caused damage.	3B	3P	4
9.5 Offenses Against the Inviolability of School Records and Official Papers and Documents			
9.5.1 Destroying, tampering with or falsifying school or student records;	4	5	
9.5.2 Knowingly using tampered or falsified documents;	3P	4	5
9.5.3 Forging of certificates of matriculation, class cards, clearance certificates or other school documents;	4	5	
9.6. Offenses Against Academic Honesty – Academic dishonesty is the giving, taking, or presenting of information or material by a student that is unethically or fraudulently aids oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of the student's record or academic career.			
9.6.1 Cheating in any form during examination, these may include but is not limited to the following actions: 9.6.1. a. Copying or looking into someone else's test or examination paper; 9.6.1.b. Allowing other student to copy from one's own test paper; 9.6.1.c. Standing up or moving around without permission from the instructor; 9.6.1.d. Using materials (crib notes) or any electronic gadgets (cell phones, calculators, etc.) during a test or any other academic evaluation which have not been authorized by the instructor. 9.6.1.e. Talking, whispering and other forms of communications without permission from the	4	5	6

faculty; 9.6.1 f. Taking or posting of pictures/videos in any forms of media of any part of the test questionnaire/s.			
9.6.2 Attempting to influence or change an academic evaluation, grade, or record by unfair means. This may include changing or altering grades on grade sheet forms or on transcript of records;	3P	4	5
9.6.3 Stealing, giving or receiving advance copies of test papers, whether in totality or portions thereof, whether photocopies or draft of the said test;	4	5	
9.6.4 Permitting another student to substitute for one's self in an examination or any academic evaluation;	4	5	
9.6.5 Submitting of material in whole or part for academic evaluation that has been prepared by another individual;	4	5	
9.6.6 Submitting data which have been altered or contrived deliberately misleading;	4	5	
9.6.7 Plagiarism- Submitting written materials without proper citation of the source;	4	5	
9.6.8 Submission of final paper including all forms of research works but not limited to thesis, business plans, term papers using fraudulent or falsified data.	4	5	

Rationale of the imposition of penalty.

- 1.The penalties are given with the primary intention of students' learning and eventual transformation or change in behavior and not for the reason of revenge or to persecute.
- 2.Any offense not listed above shall be subject to penalty determined by the Prefect of Discipline or the Student Disciplinary Board (SDB) after due process. The List of penalties in Section 9 serves as a guide for initial imposition of sanction and may be subject to increment or decrement as deemed appropriate by the POD or Student Disciplinary Board.
- 3.Retribution are well defined works or activities that shall be imposed in conjunction with the minimum penalty when there is sufficient reason that a violator is deemed needing further follow up and intervention through activities that promote learning and growth.

4. Restitution is imposed in conjunction with the minimum penalty when there is a need to restore, replace or replenish a thing lost or broken.
5. A student who refuses to cooperate with the school authorities in any investigation involving violations of this Code (e.g., refusing to identify the student who violated a school regulation when he knew the offending student) shall be subjected to the imposition of serious penalties as stated in Manual of Regulations for Private Schools and / or Remedial Actions indicated herein.

Section 10. Imposition of Disciplinary Administrative Sanctions

1. There shall be a progressive imposition of disciplinary actions on succeeding offenses. Should there be three or more infractions committed within a school term, each offense meriting reprimand, censure or warning, a cumulative basis of imposing disciplinary actions shall be implemented. 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.
2. Any school authority, faculty members, non-teaching staff, security guard or fellow students are given the power to identify erring students and report them to the proper office for appropriate action. Concern personnel must submit a written/ incident report to the POD.

Procedures

- a. Filing a complaint at the POD. This can be in an incident report form or a written narrative of a personal experience containing the following:
 - a.1 Name, course, year level of the students involved.*
 - a.2 Date, time and place of the incident.*
 - a.3 Detailed narration of the circumstances.*
 - a.4 Signature of the complainant and witnesses (if available)*
- b. The respondent/s is/are notified of the complaint/s through a Call Slip from the POD. Personal appearance during preliminary investigation is required and a written reply to the complaint/s to explain his side shall be submitted within the stated period of time.
- c. The POD may elevate the case to the Student Disciplinary Board (SDB) if there is a further need to establish guilt and corresponding accountability and responsibility.

Section 11. Summary Procedure

1. The Prefect of Discipline is the person in-charge of processing complaints related to disciplinary concerns of the students. After studying the complaints, the parties involved will be summoned either separately or together to reach an amicable settlement.
2. The POD is empowered to summon students involved in a disciplinary case. After due notice has been served, students can be pulled out from their classes any time for a hearing. Such students should not be marked absent.

3. Deliberate failure or refusal of the student/s without just cause to appear on a summon by the POD shall be construed as waiving their rights to be heard and in this case the POD will proceed with the processing of the case of guilt and may give outright sanction.
4. Deliberate failure of the respondents to appear or respond to a complaint/s within a reasonable period of time shall not deter the POD or SDB from pursuing their tasks in hearing or series of hearing to determine guilt and accountability while observing due process.
5. For offenses punishable with Suspension and below, the POD shall conduct preliminary investigations and give sanction after observance of due process. The POD may give an outright sanction if there is an admission of guilt. If there is a “deadlock” or respondent/s denies the charge/s or there is failure to arrive at a resolution, the case filed shall be elevated to the Student Disciplinary Board.
6. Cases that are punishable with Non-readmission, Exclusion and Expulsion shall be heard by the Student Disciplinary Board after the POD conducted the Preliminary investigations. The members of the SDB will render the decision after obtaining a simple majority vote from its members.

Section 12. Student Disciplinary Board (SDB).

1. The Student Disciplinary Board shall consist of the Student Services Director, Class Adviser/s of the involved students, Student representative appointed by the POD and the SHS Coordinator and/ or non-teaching personnel. The presiding officer shall be the Student Services Director. The Student Mentor will act as a non-voting observer during the course of the investigation and to take note of the minutes of the proceedings.
2. During the proceedings, both complainant/s and respondent/s may have the counsel (optional) of their own choice. Legal counsels are barred from the actual proceedings but maybe called in for consultations at the discretion of the members of the SDB.
3. The SDB will arrive at a resolution of a case based on a simple majority vote, within 14 working days from date of receipt of the complaint or the case-file forwarded by the POD.
4. The Student Disciplinary Board shall submit to the VP for Academics the case resolution for review and approval.
5. After review and approval, the decision of the Office of the VP for Academics shall be final and executory.
6. The POD implements the Case Decision immediately.

Section 13. Right to Appeal

1. An appeal from a disciplinary decision must be filed within three days from the date of receipt of the decision.

2. Appeal arising from the decision of the POD shall be addressed to the Campus Administrator as head of the SDB. Appeal arising from the decision of the Student Disciplinary Board shall be addressed to the VP for Academic Affairs.

3. Grounds for appeal may be;

- a. *Absence of due process*
- b. *Grave abuse of discretion of the Discipline Officers*
- c. *Failure to appreciate relevant evidence*
- d. *Discovery of new material evidence*

4. The VP for Academic Affairs may re-affirm, modify or reverse the decision of the investigating entities related to student discipline.

Section 14. Extent of Jurisdiction

The school shall exercise its power over its students for acts committed outside the school and beyond school hours in the following circumstances:

1. In cases of violations of school policies or regulations occurring in connection with school – sponsored activity off – campus; an
2. In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

Section 15. Student Grievance

Grievance is defined as any dispute or controversy including a violation of school policies and regulations where the complainant is a student and the respondent is either an Asian College Employee (Teaching or Non-teaching) or those non employees working in the campus as outsourced personnel like in the canteen and other student related services.

A grievance becomes a formal complaint when it is expressed in writing and duly signed by the complainant. Students' formal complaints should be filed within the semester when the conflict took place.

1. All complaints shall be filed in writing at the Office of the Prefect of Discipline (POD), in cases stated below;
 - a. Student against student;
 - b. Student against group of students;
 - c. School personnel against students.
 - d. Students' infraction of school policies
2. Complaints that are directed against non-teaching school personnel shall be filed at the office of the Campus Administrator of Asian College for immediate action.
 - a. Any appeal for the decision or indecision of the Campus Administrator is directed to the HR department of Asian College.

3. Grievance against teaching personnel with regard to their performance, classroom management and attitudinal problems may be referred to the immediate head/Program Chair where the faculty belongs, for possible counseling, performance coaching or punitive action
 - a. A dialogue between the student and the academic personnel must be facilitated in the presence of the Program Chair.
 - b. In case of failure of dialogue, the Program Chair shall create an ad hoc committee that will hear and decide the case and the decision is final and executory.
 - c. Any further appeal shall be addressed to the Human Resources Department (HR)

4. Parties concerned in a dispute should be open to arbitration and amicable settlement of conflicts and seek remedies through counseling at the Guidance Counselor's Office as necessary. It is always the aim of the school to restore the impaired human dignity and where necessary, restoration of material damages as applicable. Sanctions and punishment shall be applied, taking into consideration the capacity to learn from their mistakes.

Section 16. Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995

Sexually oriented acts or sex-based misconduct have absolutely no place in the Asian College academic community. Pursuant to the provision of Section 4 (b) of the Anti-sexual Harassment Act of 1995, a committee on Decorum and Investigation (CODI) was created and permanently constituted for the purposes of this law.

The Committee on Decorum and Investigation (CODI)

The Asian College Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995, in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

1. Powers and functions

The Committee shall have the following powers and functions:

- a. Implementation of the Anti-Sexual Harassment Act of 1995.

- b. Undertakes activities of information dissemination, consciousness raising and overall better appreciation by the academic community of the issues relating to sexual harassment.

- c. Constitutes the proper committee for the investigation and hearing of a sexual harassment case involving students of Asian College.

- d. Exercise other powers as may be necessary to implement the Act.

2. Composition

The CODI which shall report to the Campus Administrator, shall be composed of:

- a. Director of Student Services as the Chairperson

- b. Representative of Human Resources Department (HR)
- c. SHS faculty Coordinator
- d. The President of the Student Government/Representative as appointed by the OSA
- e. Prefect of Discipline

3. Powers and Specific Functions

The Subcommittee, in accordance with existing policies and guidelines, shall have jurisdiction over the proceedings and resolution of sexual harassment complaints. Maintaining confidentiality and respect for privacy, the members shall ensure that the complainant shall not be subjected to further harassment or retaliation by the respondent. The following are the specific functions:

- a. Investigates, hears, and decides on sexual harassment cases over which the Committee has jurisdiction.
- b. Summons or issues Notice of hearing and compels the appearance of all individuals under the jurisdiction of the College.
- c. Renders the corresponding decisions and appropriate penalties based on factual and administrative findings.
- d. Exercises other powers deemed necessary to implement the Anti-Sexual Harassment Act of 199

4. Acts Constituting Sexual Harassment

(see Appendix A on this Handbook)

5. Place or Condition of Commission

Sexual harassment may be committed on- or off- in activities sanctioned by the College/School such as, but not limited, to the following:

- 5.1. Asian College-initiated educational activities (both curricular and extra-curricular)
- 5.2. Student-initiated social, cultural, ad spiritual activities approved by the school.

6. Forms of Prohibited Acts

Physical assaults of a sexual nature such as, but not limited to:

6.1 Rape, sexual battery, molestation, or attempts to commit these assaults.

6.2 Intentional physical conduct, which is sexual in nature such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.

6.3 Unwanted sexual advances, propositions, or other sexual comments such as, but not limited to:

6.3.1 Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

6.3.2 Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.

6.3.3 Subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct, or intentionally making the performance of the complainant's tasks more difficult because of the complainant's refusal to accept the offender's advances.

6.3.4 Overt sexual advances such as, but not limited to, requests or demands for sexual favors, i.e., going on dates, outings or the like for the same purpose.

6.3.5 Asking questions or giving comments with sexual undertones.

6.3.6 Sexually discriminatory displays or publications such as, but not limited to:

- i. Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials, or any other material that may be sexually suggestive, demeaning, or pornographic.
- ii. Reading or otherwise publicizing in the study environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.
- iii. Displaying signs or other materials for the purpose of discriminating or segregating the complainant
- iv. Communicating, in whatever form, any obscene or sexually suggestive or demeaning message.

7. Retaliation for sexual harassment complaints such as, but not limited to:

- 7.1 Disciplining, using schoolwork or assignment as leverage, providing inaccurate information, or refusing to cooperate or discuss school-related matters with complainants because of their grievance on harassment, discrimination, or retaliation.
- 7.2 Intentionally pressuring, falsely denying, lying or otherwise covering up or attempting to cover up conduct such as described in any aforementioned item
- 7.3 Other acts that may be construed as related to the above, as the aforementioned shall not be taken as an all-inclusive list of prohibited acts under these policies and guidelines.

7. Procedures for Reporting Prohibited Acts

7.1. Complaint

Complaints must be in writing, filed to the Office of POD by the aggrieved party or by any member of the community who has direct knowledge of the commission of the act by a student. In any event, the victim of the aggrieved party shall be the principal witness.

The written complaint shall contain the following information:

1. Subject of the complaint, name of the person or persons against whom the complaint is file
2. A narrative incident report detailing all pertinent and relevant acts of the case; and
3. Sworn affidavits of witnesses, if any.

The POD shall send to the respondent a written notification of the complaint filed against him or her. The notification should be attached at least five (5) days before the scheduled hearing.

7.2 Response

1. The respondent shall be required to answer the complaint in writing and under oath within five (5) working days from the receipt of the complaint.
2. The respondent waives his or her right to defense if s/he fails to file a response within the stipulated period. Not responding to the complaint shall likewise be taken as an admission of the allegation.

7.3 Notice of Hearings

Notification and hearings are mandatory in any adjudication involving sexual harassment. The case shall be scheduled for hearing whether or not the respondent files an answer. The corresponding notice of hearing shall be issued by the Subcommittee to the parties concerned. Hearing shall be governed by the following provisions:

1. The right to administrative process of complainants and respondents shall be respected and safeguarded.
2. The Chair of the committee shall exercise complete control over the proceeding at all stages.
3. The amount of evidence required adjudicating the complaint will be substantial evidence accordance with law and jurisprudence. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
4. The case shall be dismissed should the complainant fail to appear during the scheduled initial hearing despite notice. On the other hand, should the respondent fail to appear to the initial hearing despite due notice and without sufficient cause, this shall be put on record, and the hearing shall proceed without prejudice to the right of the respondent to be present in and to be notified of subsequent hearings.
5. Any party may avail himself of counsel or a lawyer. But it shall be the full responsibility of the parties to inform their legal counsel of the schedule of hearings. In any event, the Chair shall exercise full control on the proceeding of all stages, and parties involved, including their respective counsels, should adhere strictly to administrative rules. The Chair may choose not to allow counsels to speak in the proceedings. The Chair and the members may interpolate and raise clarificatory questions, but counsels for each party shall be discouraged from engaging in cross-examinations. Parents of the parties present during the hearing shall be admitted as observers.
6. The CODI shall have the option of having complainants, respondents, and witnesses confront each other to determine the veracity of the complaint. However, this option shall be taken only when necessary to resolve the complaint.

6.1. Witness shall testify under oath.

6.2 Hearings shall be conducted on the scheduled dates. Postponements shall not be allowed except meritorious cases.

7. Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted.

The CODI shall proceed to receive evidence for the complainant. In the event that no additional evidence is submitted, the committee shall render judgment based on the merits of the evidence presented and admitted.

7.4 Decisions

The CODI shall make decisions regarding the complaint within five (5) working days from the time the hearing is terminated.

7.4.1 The decision must be in writing, clearly stating the facts of the case, the law is applicable, and the disposition of the complaint.

7.4.2 The decision must be approved and signed by a majority of the Subcommittee members who heard the case. Dissenting members must briefly state the basis of their opinion.

7.4.3 The POD shall distribute copies of the resolution to the parties involved and furnish the President with copy.

7.4 .4 Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense, the applicable penalties in cases of proven sexual harassment may be as follows:

- a. Community Service/Task Performance
- b. Suspension
- c. Non Readmission

7.5 Appeal

1. The party aggrieved by the decision of the subcommittee may file an appeal to the Campus Administrator through the POD within five (5) working days upon receipt of the decision.
2. The appeal of a decision does not delay the execution of a sanction meted by the said decision, unless the CA—in the exercise of discretion and considering the gravity of the offense and the circumstances of the case and/or the complaint—orders the suspension of the execution of the penalty until a decision on the appealed has been reached.
3. The decision shall become final and executory if the appeal is not received within the indicated period of time.
4. The Campus Administrator shall render a decision on the appeal within reasonable time from receipt of the records or submission of the last required pleading. Such decision will be immediately applicable, final, and executory.

7.6 Resort to the Courts

1. All complainants, respondents, and witnesses upon submission to the jurisdiction of the Committee on Decorum and Investigation (CODI) on Sexual Harassment, shall be bound to respect the proceedings therein and required to wait for final termination thereof, including appeal proceedings, before resorting to the courts.
2. Nothing herein, however, shall be interpreted, construed or deemed to diminish the rights of the parties as provided by law.

Section 17. Policy on Anti-Bullying

Bullying refers to any severe or repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another student that has the effect of actually causing or placing the other in reasonable fear of physical or emotional harm to his property; creating hostile environment at school for other student; infringing on the rights of

another at school or materially and substantially disrupting the education process or the orderly operation of a school such as but not limited to the following;

- A. Any unwanted physical contact between the bully and the victim like punching, pushing shoving kicking slapping tickling headlocks inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- B. Any act that causes damage to a victim psyche and/or emotional well-being;
- C. Any verbal statement or accusations exposed in public that causes the victim undue emotional distress like directing foul language or profanity at the target name calling, tormenting and commenting negatively on the victim's looks, clothes and body.
- D. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation or humiliation through the use of other forms of technology such as but not limited to texting email, viber , instant messaging, chatting internet social media groups online games or other platforms or formats. (See Appendix F)

Section 18. Guidelines for the conduct of drug testing and handling drug-related cases (see Appendix C)

1. Objectives:

- a. To identify and help students who are victims of illegal drugs.
- b. To deter or discourage the use of illegal drugs.
- c. To ensure that Asian College is a drug-free campus.
- d. To complement the Government's effort to solve the drug problem in the country.

2. Definition of Terms

For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulation No. 6 series of 2003, as implemented by CHED Memorandum Order (CMO) No. 19 series of 2003, shall be adopted.

3. Laboratory to Conduct the Drug Screening

Family Clinic Incorporated – P Tuazon Blvd. Cubao QC, shall be the designated drug testing laboratory for this program to ensure the integrity of the results.

4. Conduct of Drug Testing

The following procedure is patterned after the DDB Board Regulation No. 6 s. 2003 with some modification:

4.1. Notification

- a. Randomly selected students will be given a notice letter on the day of the Random Drug Testing. Concerned faculty will likewise be notified through email and formal letter.
- b. Random drug testing will be done anytime during the semester. The POD is mandated to monitor the compliance students.

4.2. Selection Technique (Random Drug Testing for College)

- a. The Selection Board shall be convened by the POD within seven (7) working days prior to the drug testing.
- b. The POD in coordination Selection Board shall conduct the random procedure based on the sample target.
- c. The Selection Board, shall ensure the integrity and confidentiality of the random selection process.
- d. The selection shall be randomly made through lottery, which may be computerized or in any other manner that shall be agreed upon by the Board.
- e. Prior to the collection of urine samples, students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The POD shall keep the listing and utilize this as the evaluation of the confirmatory drug test.
- f. The officer/staff assigned to ensure the integrity of the collection process should be of the same sex as the student. The same principle will be used during the body frisking of students prior to the collection of samples.
- g. The urine collection shall be done in Asian College and conducted by FCI laboratory. The school, through its respective health personnel, shall assist the FCI personnel in the conduct of the specimen collection.

5. Treatment of Results

- a. The results of the test shall be strictly confidential. AC shall not publish nor post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws, including administrative sanctions as per the Asian College Handbook and Employees' Manual.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver it via personal service to the Prefect of Discipline. The students shall be informed personally of the results of the test.
- d. In case the test results are positive, the drug testing laboratory shall conduct a confirmatory test on the same sample to verify a positive result. The POD as the Drug Testing Coordinator shall inform in writing that students and his/her parents or legal guardians that a confirmatory test shall be conducted. The student shall be advised to refrain from revealing the test results to other persons.
- e. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and submitted directly to the POD-Drug Testing Coordinator.

- f. If the confirmatory test yields a true positive results, the POD-Drug Testing Coordinator shall set a conference with the parent and the student concerned to inform them in writing of the results. The Drug Testing Coordinator shall not delegate such task to any other person.
- g. After a positive confirmatory test, the student concerned shall be advised to undergo a counseling program or the POD may refer the student and his/her parent to an accredited facility/physician of Asian College to determine the student's Drug Dependency level.
- h. In the event that it is determined that the student is drug dependent, s/he will be required to undergo a rehabilitation program.
- i. Students who refuse to undergo drug testing shall be charged with a major offense and may be barred from further enrollment in the next semester.
- j. If proven that Drug Dependency level is minimal and does not warrant a rehabilitation program, a certification of fitness to continue studying may be asked by the school as a requisite to continue enrollment.

Section 19. Preventive Measures against on Fraternities and Sororities in Campus

1. Hazing

- 1.1 Hazing is defined as any act causing physical injury or violence to an individual; any affront to personal dignity, whether or not such an act results in death, insanity, or psycho-emotional suffering, for the purpose of admission or maintenance of membership in any organization, whether recognized or unrecognized, overt or covert.
- 1.2 Individuals involved in hazing or any form of initiation rites that have caused physical and/or psychological suffering to individuals shall be liable as one of the following:

Principals are:

- a. Those with full knowledge and direct participation in the planning of the initiation process.
- b. Those who actually participated in the initiation rites.
- c. Those that witnessed the initiation rites and made no attempt to end such activities.
- d. Those who were involved at any stage of the planning process but were not physically present at the initiation rites.
 - i. Accomplices are individuals who facilitated the activity by providing or securing the venue, transportation, or initiation paraphernalia with full knowledge of their use or purpose.
 - ii. Accessories are those who have knowledge of the initiation rites and attempted to suppress or cover up any information relevant to the case.

- e. In all the aforementioned cases, the individuals responsible as principals, accomplices, or accessories will be immediately sanctioned after due process and given Exclusion after it has been clearly established that they have, in fact, been involved in such cases.

2. Fraternity or Sorority Brawls or Altercations On or Off Campus

- 2.1 Students who initiate or participate in any fraternity or sorority brawls in the form of physical or verbal altercations on or off-campus will be immediately expelled as soon as it has been clearly established that they have, in fact, been involved in such cases.
- 2.2 Students involved, but not currently enrolled at the time of the incident, will not be admitted or readmitted to the College.
- 2.3 All individuals, including alumni, who have been involved in cases of fraternity- or sorority-related violence resulting in injury or death shall not be allowed entry into the College.

Section 20. Technology Utilization

Asian College recognizes the importance of information technology, which adds value to teaching, learning, research, and administration by providing new ways of accessing information, improving communications, and strengthening collaborations in the College.

1. Conditions for Use of AC Internet-Network Platform.

- 1.1 **Unlawful Activities.** Use of the AC Internet –Network system is granted as a privilege and on the condition that it will not be used for activities that are against the Law, College rules and regulations, social norms, and/or common decency. Users should not encourage or tolerate such unlawful activities and should immediately report it to the TSG.
- 1.2 **Infringement.** Users must not infringe on the copyright, patents, and other property rights covering software, databases, and all other materials such as but not limited to texts, images, icons, music or other recordings, motion pictures or videos retrieved from or through the Internet. The user agrees to indemnify and keep indemnified Asian College and each and every member of its personnel against all actions, claims, and demands for infringement of patent and/or breach of copyright that may be brought or made against the school or any member of its personnel arising out of, or in connection with, the use of AC Internet system.
- 1.3 **Unauthorized Access.** Student users should not exceed the approved level of access unless with written permission and approval. Accessing or an attempt to access the AC Network (i.e. computer, computer network, or any IT services provided by the College) without authority or beyond the authorized access is a violation of this policy and is subject to disciplinary action.

1.4 **Denial of Service.** Users should not disrupt normal operating conditions of the AC Internet-Network which could affect or encroach on other user's access through unacceptable practices such as but not limited to:

i. Sending chain-letters, spamming, repeated cross-posting of the same message on mailing lists, emails with attached large or unnecessary files, or similar practices that will deny the user's access to his or her email.

ii. Modifying the configuration, parameters, options, or settings (either hardware or software) of a computer system in offices, computer laboratories, library which will prevent other from using the computer system. Only authorized TSG personnel can change the configuration and settings.

iii. Intentional or deliberate introduction of malicious software (malware) or programming code that will cause breakdown, or hamper the operations, of the AC Internet-Network or any other information system of the College.

iv. Use of software, applications, games , services, facilities, or devices identified by the TSG as the cause for excessive network traffic or bandwidth utilization, server load, data storage, or disruption of other Internet services.

e. **Offensive Content.** Users should not send or publish offensive content such as but not limited to those that are fraudulent, malicious, harassing, threatening, obscene, pornographic, abusive, racist, or libelous in nature. Users should not produce, disseminate, or display offensive content using the AC Internet Network.

f. **Academic Honesty.** Users are given privilege to access the Internet Network for teaching, learning, research, and administration but the Internet must not be used or cheating, plagiarism, or any acts of academic dishonesty.

g. **Emergency Cases. Asian College** reserves the right to take emergency action to ensure the effectiveness, efficiency, security, and reliability of the Internet, including but not limited to the following:

i. Termination of a computer program or process or an online session.

ii. Temporary alteration of (or disabling) the user's Internet account or credentials.

iii. In case of an investigation, and with written authorization, the TSG may access user data files, including private files, stored within the AC Internet-Network system, without the consent of the user/s when there are reasonable

grounds to believe that a violation of Philippine and/or International laws, other IT policies, or relevant policies, rules and regulations of the College.

h. **Data Loss.** Users must understand that the Ac Internet-Network is not perfect, and the College will not be liable to the user in the event of data loss because of hardware or software failure.

Section 21. Guidelines for CCTV review, retrieval of lost and found items and confiscated belongings of the students.

1. The Asian College QC campus is equipped with functional CCTV in strategic locations. The CCTV footages are stored momentarily. Managed by the TSG department the files may be reviewed for purposes that are legal and beneficial to individual stakeholders and the institution as well.
2. Request/s for review of the CCTV footage may be processed at the Prefect of Discipline (POD). CCTV review request form shall bear the endorsement of a faculty/school personnel who has direct knowledge or can vouch the students' concern. The office of the TSG will then facilitate the review of the CCTV footage in accordance with the policy of the school.
3. Lost and Found items are surrendered to the ODSS department through the OSA.
4. All items confiscated by the security personnel or the faculty members or any school authorities due to disciplinary cause/s shall be turned over to the POD. The release of these item/s shall be managed and controlled by the POD.
5. All lost and found items or confiscated items not claimed during the whole school year shall be disposed of by the school fifteen (15) days after the end of the school calendar.

ARTICLE X Graduation

Section1. Prerequisites for Graduation

Compliance with all the necessary requirements set by the Senior High School Program is a prerequisite for graduation. As a general rule, no student shall be allowed to join the graduation exercises unless he complies with

- a. all the academic requirements and obtain passing grades in all academic subjects in the curriculum including thesis defense
- b. the Work Immersion requirements (80 hours for Home Economics and ICT Strands only),
- c. the Research Project/Culminating Activity requirements (for Academic Track and Digital Arts strands) and ;
- d. other requirements imposed by the institution.

Section 2. Graduation Exercises

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

Section 3. Special Orders

Special orders are required for the graduation or students, except as may be provided for by (Department of Education) DepEd.

ARTICLE XI

Policy on Academic Honors, Awards and Student Recognition

Section 1. Academic and Non-Academic Awards

These awards are given by Asian College to deserving students during the Academic Year in a ceremony held on Recognition Day for the undergraduates or during the graduation exercises for the graduating students. The selection of honor students/awardees shall be deliberate upon by a committee of Class Advisers, SHS Principal, POD, SHS Academic Coordinator and Registrar.

Candidates must never have been subjected to suspensions or any other disciplinary actions. They must have conducted themselves in conformity with the standards, regulations and policies set by the Asian College.

.Section 2. Academic Honors

2.1 Candidates for honors shall be drawn from qualified students per class and will be awarded the following:

With Highest Honors	98 to 100 (GPA) with no grade below 85
With High Honors	95 to 97 (GPA) with no grade below 85
With Honors	90 to 94(GPA) with no grade below 85

Section 3. Scholastic and Special Awards

3.1 The following are the awards for Academic Subjects:

- Best in Communication Arts (English and Filipino)
- Best in Math
- Best in Arts
- Best in Science
- Best in Social Science
- Best in Research (per strand)
- Best in Work Immersion (per strand)
- Best in Accountancy

3.2 Technical- Vocational

This award is given to students who have consistently exhibited exemplary skills and achievement in their special subjects in technical-vocational (Tech-Voc) education.

- Best in Cookery

- Best in Bread and Pastry
- Best in Food and Beverage
- Best in Tour Guiding
- Best in Computer Programming
- Best in Animation
- Best in Computer System Servicing
- Best in Electronic Product Assembly Servicing

3.3 Attendance Award

This award is given to student/s who have perfect class attendance (no late, no absences) during the school year, including curricular and extra-curricular activities.

3.4 Sports Award

This award is given to student/s who is/are a member of a Champion team that joined a school sponsored athletic competition. The student/s should be a winner (1st, 2nd,3rd) of an approved athletic competition held outside of the school.

3.5 Award for Club or Organization Achievement

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

3.6 Service Award

This is given to the student who rendered services to the department tirelessly and not expecting anything in return for the benefit of the students and success of school activities.

3.7 Leadership Award

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. A nominee should be chosen among the graduating students.

3.8 Special Awards

This award recognizes the talents showcased by students during special events and activities conducted by the school.

- **Singer of the Year**
- **Dancer of the Year**
- **Performer of the Year**

3.9 Special Recognition

This recognition is given to students who have represented and/or won in competitions at the district, division, regional, national or international levels. In addition, the school may give due recognition to student/s who have brought honor to the school.

Section 6. Graduation Honors

1. 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 Dep Ed 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 point average (GPA) in the batch, and the student who has met the requirements with the second-highest GPA in the senior class will be the Salutatorian.
3. The maximum number of students to be declared with honors shall be ten percent of the totality of graduating students.
4. A graduating student is eligible to be a candidate for honor if he possesses the following qualifications:
 - a. He must have no grade lower than 85% in any subject during his Grade 11 and Grade 12 years as reflected by form 137 and 138
 - b. He must have completed the SHS curriculum within the prescribed lengths of years. The student must have been enrolled in Asian College as a student for 4 consecutive semesters.
 - c. He must have never been subjected to suspensions or any other disciplinary actions.

ARTICLE XII
Asian College Alumni Association

Section 1. Alumni Association.

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. 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.

A. Membership

- Only graduates of Asian College are qualified to apply for membership.
- To apply for membership, the applicant may claim a membership form at the school itself, or apply online at <http://www.asiancollege.edu.ph> .

B. Benefits

- Members will be continuously notified and updated on school events either via email, text messages or social media platforms.
- Members shall be provided Asian College Alumni ID card.

- Members will be allowed entry on school premises provided that they are able to present their Alumni ID to the security personnel
- Members may be invited to join school events.
- Members shall be able to avail of benefits from external partners, such as restaurants or merchandise discounts, as directed by the Office of Student Affairs.

ARTICLE XIII Miscellaneous Provision

Section 1. Application of Sanctions

The application of sanctions and penalties against erring students for violations of this Code shall be consistent with the gravity of the offense.

Section 2. Separability Clause

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

Section 3. Repealing Clause

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 4. Amendments

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

Section 5. Effectivity

This Student Code shall take effect starting the first semester of the academic year 2020-2021.

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
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!

STUDENT COMMITMENT FORM

Office of Student Affairs

I, _____ a bona fide student of Asian College of Science and Technology hereby agree to abide by Asian College’s policies, procedures and regulations set forth as a condition of my admission/readmission to and continuance in Asian College of Science and Technology.

If found violating any provisions thereof, I am fully aware that I shall be held liable and shall be subjected to the disciplinary actions stipulated in the Asian College Student Guide.

I also understood that Asian College Administration reserves the right to amend any provision, statement of portion of the handbook (through the issuance of memos and/or full revision) as circumstances warrant and accept that previous policies shall immediately be suspended by new amendments.

Therefore, it is my personal commitment and responsibility to know and understand the content of this Student Guide and comply in the issuance.

Student’s Signature over Printed Name

Student Number/Course/Year & Section

Date Received

Letter to the Students and Parents/Guardians

July 15, 2020

From: Asian College Campus Administrator

Subject: Addendum/Repealing Phrases to the School Rules, Policies and Regulations during this time of Pandemic (COVID 19). SY 2020-21

In the midst of the ongoing pandemic due to the escalating Covid-19 infection, the Department of Education (DepEd) mandated that schools shall adopt learning delivery mode that will best lessen if not totally prevent the spread of the virus among students and stakeholders without sacrificing learning and development.

Asian College adopts a system called AC FLex that intends to continue students' learning the safest and the best way it can using innovative tools and methodology that are suitable to the needs of its enrollees.

In this regard, the following items may alter the actual application of the policies, rules and regulations of the Handbook during this time of pandemic but they do not render the application of the existing rules, policies of regulation outright ineffective or the entirety of the Handbook.

Section 9. Application of the Disciplinary Sanctions

1. Verbal Reprimand
2. Written Warning
3. Community Service (Brief or Prolonged)
 - a. *3B or brief for 24 hours*
 - b. *3P or prolonged not more 40 hours*
4. Suspension (not to exceed 20% of class hours)
5. Non – readmission
6. Exclusion
7. Expulsion

Section 9 will now become:

1. Written reminder and elucidation of the offense through personal email.
2. Strong Abomination and Warning sent through personal email.
3. Community Service:
 - a. ***Brief Community Service- Personal Learning Tasks to be done at home with output-evidence***
 - b. ***Prolonged Comm Service- Family or Community oriented tasks with output evidence.***
4. Suspension: To be monetized and the amount shall be determined by the SDB resolution. This is without prejudice to other transforming mechanisms that the SDB deemed necessary for the student to fulfill
5. Non-readmission
6. Exclusion
7. Expulsion

Teaching and Learning Modality

FLex is a combination of Remote Learning (Online-Asynchronous) and Remote Learning (Module). This is the school's initiative to cope with the rapid changes in the educational system due to the COVID19 pandemic. Moreover, this program also addresses the needs of working students, this will allow working students to meet the demands of their job while still being able to develop themselves as professionals in their respective fields. **FLex** promotes self-leadership through self-education which builds their confidence as lifelong learners.

Grading system

70% - Written Output (quizzes, written activities, chapter test, etc.)

30%- Term Assessment (e-portfolio, research paper, case study, feasibility study, etc)

MS. REA O LAMBRENTO, LPT, MAEd

Campus Administrator