

## PSHS CODE OF CONDUCT

The PSHS students are expected to behave in a manner befitting their status as scholars. This means contributing to a general sense of order, discipline and harmony in the school. This Code is intended to assist the scholars in adjusting to and making the most of PSHS life and to help ensure their safety and well being.

In disciplining scholars, the Code takes into account the special rights of children as embodied in Art. 1, Sec. 2 of RA 7610, to wit;

“The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principles of First Call for Children as enunciated in the United Nations Convention on the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.”

A PSHS scholar demonstrates integrity, respect and loyalty.

Integrity is adherence to the highest principles of honesty in all dealings and situations. Commitment to integrity in words, actions and intentions is a requisite to responsible citizenship and leadership as envisioned for PSHS scholars.

Respect is honor accorded to persons, their rights and property. Recognition of this basic human right is essential to peace and harmony in society. Preservation of school property is evidence of good stewardship of property of the Filipino people.

Loyalty is upholding the good name of the school and the ideals of the Filipino nation. A collective effort by scholars to uphold its honor in word and in deed is critical to the attainment of the mission-vision of the school and the noble aspirations of the Filipino people.

The following are specific manifestations of integrity, respect and loyalty for PSHS scholars.

### **A. Integrity**

1. Honesty in tests and course requirements
2. Truthfulness in one's language at all times
3. Protection of authenticity/validity of documents

### **B. Respect**

1. Courtesy to every person in the school
2. Protection of the well-being of oneself and others
3. Avoidance of any action that maligns the character of a person
4. Compliance with directives of school authorities
5. Respect for property of others
6. Care and maintenance of school property
7. Keeping the school surroundings safe and clean

8. Preserving and contributing to a class/school atmosphere that is conducive to learning
9. Providing fellow students equal access to school facilities
10. Maintenance of peace and order on campus

### **C. Loyalty**

1. Demonstration of respect and integrity outside the school premises
2. Striving for excellence in school and out-of-school activities
3. Wearing the prescribed uniform in school and in off-campus activities
4. Protecting the name/seal/honor of the school
5. Obedience to school rules and regulations

## **VIOLATIONS OF THE CODE OF CONDUCT**

### **A. Minor Offenses**

The following are considered minor offenses.

1. Possession and/or playing of all kinds of cards (B2)
2. Posting, removing and tampering materials and notices without permission from the school authorities (B4)
3. Unauthorized use of electrical outlets (B6)
4. Littering (B7)
5. Disrupting or distracting classroom behavior (B8)
6. Making unnecessary noise and playing along the corridors and staircases (B8)
7. Loitering in corridors, offices, classrooms without classes and other unauthorized areas (B8, B9)
8. Claiming exclusive use of certain school areas such as the front lobby of the cafeteria (B9)
9. Misbehaving during the flag ceremony and other school sponsored activities like seminars, convocations, symposia and contests in school or off campus (C5)
10. Wearing improper or incomplete uniform (C3)
- 11. Using cellular phones during class (A1, B1, B8)**
12. Other offenses not included in the above but resulting in similar moral injuries or material damages

### **B. Major Offenses**

The following are considered major offenses.

1. Unauthorized use of the name or seal of the PSHS or DOST (C4)
2. Cheating during tests and in other course requirements (A1)  
This category includes
  - a) Plagiarism
  - b) Unauthorized possession, use, or distribution of notes and other prohibited materials during tests
  - c) Copying or allowing another to copy one's test paper, report and similar course requirement
  - d) Any form of communication during tests

- e) Fabricating results of any research or experimental data
  - f) Direct or indirect participation in leakage of test questions
  - g) Submission of requirements done by a professional or another person
  - h) Other acts of cheating
3. Giving false testimony (A2)
  4. Tampering with grades and other records or materials (A3)
  5. Forgery or using forged signatures (B1)
  6. Disrespect for school employees and visitors (B1)
  7. Smoking (B2)
  8. Gambling (B2)
  9. Willful possession, use or distribution of alcoholic drinks (B2)
  10. Possession, use or distribution (giving or selling) of unauthorized drugs and other dangerous substances (B2)
  11. Possession or distribution and use of pornographic materials including those accessed through the internet (B2)
  12. Indecent or scandalous behaviour and intimate display of affection which includes but not limited to kissing, necking, petting and other similar acts (B1, B2, B3)
  13. Bullying, extorting, threatening, intimidating, coercing or provoking others (B1, B2, B5, B10)
  14. Fighting on campus and during off-campus activities (B2, B10)
  15. Possession of deadly weapons like knuckles, guns, knives or other bladed and pointed instruments (B2, B10)
  16. Reckless driving and practice driving on campus (B2, B10)
  17. Setting off firecrackers and other explosives (B2, B6m B10)
  18. Hazing or any form of initiation (B2, B3)
  19. Abusive or obscene language (Oral /written) (B3)
  20. Membership in fraternities, sororities, or other unauthorized organizations (B4)
  21. Stealing on or off campus (B5)
    - This includes failure to return lost property to its rightful owner or surrender the same to a school authority within the next working day.
  22. Vandalism on campus and of facilities used during off campus activities (B5, B6)
  23. Deliberately causing damage to the property of another (B5, B6)
  24. Any form of sexual harassment (any action, verbal or non-verbal, that violates the dignity of a person of the same or opposite sex) (B1)
  25. Leaving the school premises without a gatepass (B2, B4, C4)
  26. Entry of externs to dormitory rooms without permission from the dormitory manager (B2, B4)
  27. **Hacking/cracking of computer systems (A3, B5)**
  28. Other offenses not included in the above but resulting in similar moral injuries or material damages

## DISCIPLINARY ACTIONS

Disciplinary actions aim at character formation and values education. These actions are taken to strengthen the students' character training in school in support of their character training at home and to inculcate responsibility and accountability, respect for law and authority and a sense of justice and fairness in general.

Sanctions will be meted out to students who committed offenses on or off campus, when wearing the PSHS uniform or when identified with the school.

Commission of a major offense in the previous or current school year disqualifies a student from representing the school in a competition, holding office in an organization and receiving honors.

A student can only be eligible for the model student and leadership awards if he/she has not committed any offense during his/her stay at the PSHS. ***This fact shall be verified from the records of the Discipline Officer.***

A student shall not be given a certificate of good moral character for gross and willful violation of the Code of Conduct committed within the school year. Gross violations are obvious, glaring and flagrant violations while willful violations are acts which are deliberate and intentional in nature.

Cheating automatically means a zero in the test/requirement.

Mitigating/aggravating circumstances shall be considered in the imposition of sanctions.

## **I. Minor Offenses**

### **A. Procedure for Minor Offenses**

1. Anyone who witnesses or discovers the commission of a minor offense shall file a written Incident Report (IR) before the Discipline Officer preferably within three school days from the commission or discovery of the offense.
2. The Discipline Officer furnishes copies of the IR to the parents of the student involved and informs the parents that their child is being represented by a teacher/adviser.
3. The student named in the Incident Report, accompanied by the adviser or a teacher of his choice shall be given the chance to explain his side. This shall be done within three school days from receipt of the Incident Report.
4. The Discipline Officer imposes the sanction within two school days from the deliberation and evaluation of the case.
5. The Discipline Officer records the action taken and informs the parents for first and second offenses and calls the parents for a conference on the third offense and in multiple cases.
6. The Discipline Officer keeps a record of the Incident Report.

### **B. Sanctions for Minor Offenses**

First Offense:	Oral reprimand Confiscation/restitution in appropriate cases Written apology
Second and Third offense:	Written reprimand, copy furnished the parents through the Guidance Office Confiscation/restitution in appropriate cases Writing of apology/reflection/realization from the incident <b><i>Rendition of special tasks from 1-3 days</i></b>

## II. Major Offenses

### A. Procedure for Major Offenses

#### 1. Filing of the *Incident Report*

Anyone who witnesses or discovers the commission of a major offense shall file ***an Incident Report*** before the Discipline Officer preferably within three school days from the commission or discovery of the offense.

The ***Incident Report*** shall contain the following information:

- a) nature of the offense
- b) date and place where the offense was committed
- c) name (s) of the suspect (s) and witness (es)
- d) name of the complainant
- e) date of filing

The Discipline Officer shall:

- a) Notify students involved and ***their parent(s) or guardian, witnesses, and their parents or guardians and their*** teachers and advisers of the date and place of the preliminary inquiry.
- b) ***Conduct the Preliminary Inquiry within ten (10) school days from receipt of the Incident Report***

#### 2. Preliminary Inquiry

The Discipline Officer shall conduct the Preliminary Inquiry. The Preliminary Inquiry shall be conducted in the presence of the parent (s) or guardian of the student involved, to determine whether there is probable cause as to warrant the filing of a discipline case.

The Discipline Officer takes either one of the following actions within three school days from the preliminary inquiry:

- a) If there is probable cause and there is no admission, refers the case to the Discipline Committee.
- b) If there is admission, calls for a conference with the parents. Upon acceptance of the validity of the admission by the parents, refers the case to the Discipline Committee for appropriate sanctions.
- c) If there is no probable cause, dismisses the case and submits a report to the Campus Director.

***The Discipline Officer shall keep a record of the Preliminary Inquiry Report. Proceedings shall be taped and recorded.***

#### 3. Discipline Committee Meeting

***After the case is referred to the Discipline Committee (DC), the latter meets within three school days. The DC, composed of a Chairperson and two members, who will be drawn from the faculty, shall be constituted by the Campus Director at the beginning of***

***the school year. A member of the DC shall inhibit himself/herself from the proceedings when the student involved in a discipline case is his/her student or advisee during the current school year. The Campus Director shall then designate a replacement upon the recommendation of the Discipline Officer.***

The committee shall:

a) Notify all parties involved.

The notice to the student involved including witnesses shall include the statement, “*You may seek the help of a legal counsel/lawyer during the meeting or you may waive this right in writing and in the presence of a counsel.*”

b) Ascertain the facts and hear the evidence of the complainant/accused.

c) Gather and weigh pieces of evidences presented, both testimonial and documentary. The proceedings shall be taped/recorded.

Parents and advisers shall be present during the proceedings.

d) Recommend sanctions and submit a report of its action to the Director copy furnished the Discipline Officer, stating clearly and distinctly the facts and the rules on which the sanction is based, within three school days from its last meeting.

***The Discipline Officer shall keep a record of the Discipline Committee Report.***

#### 4. Executive Council (EC)/Academic Council (AC) Meeting / MANCOM Meeting

In this meeting, the EC/AC/MANCOM performs the following functions:

a. Review the decision of the Discipline Committee

b. Impose the appropriate sanctions

When the penalty imposed is suspension, the decision of the EC/AC/MANCOM is final. However, if the sanction is termination of scholarship, the recommendation is elevated to the Board of Trustees, ***through the Executive Committee.***

The Director, through the Discipline Officer, informs the student, his/her parents/guardian, advisers, subject teacher, CISD, SSD of the sanctions by providing each one a copy of the decision at least three days before the sanction is served.

The Director through the Discipline Officer, informs the homeroom adviser and the teachers concerned of the dates of suspension of a student. The Discipline Officer sees through the implementation of the decision.

#### 5. Board of Trustees (BOT) Meeting

The Board of Trustees (BOT) reviews the decision of the Executive Committee where the sanction imposed is termination of scholarship. Such power to review may be delegated by the BOT to the Executive Committee.

The Director, through the Discipline Officer, disseminates the BOT decision to all parties concerned. The Discipline Officer sees through the implementation of the decision.

## B. Sanctions for Major Offenses

The range of sanctions which shall be imposed depending upon mitigating and aggravating factors include the following:

### ***Principal Sanctions:***

1. Written reprimand, ***or***
2. Suspension (not exceeding 10 days) ***and rendition of task, or***  
A suspension is an unexcused absence.  
Offenders who are dormers shall be advised to leave the campus and serve the suspension either with his/her parents/guardian.
3. ***Termination of scholarship***

### ***Accessory Sanctions:***

1. Character rating of "Needs Improvement" shall be given during the quarter when the offense was committed / ***resolved***
2. Rendition of special tasks not exceeding 10 days shall be imposed.
3. Restitution in appropriate cases
4. Confiscation in appropriate cases

The faculty and staff confiscating materials/equipment shall issue a receipt. Confiscated materials shall be deposited at the Office of the Director and shall be disposed of as follows:

- a) Cards and toy guns shall be returned to the owners at the end of the schoolyear
- b) Cigarette and pornographic materials shall be burned
- c) Materials like knives, knuckles, bladed and pointed instruments shall be returned to the parents.
- d) Prohibited materials like drugs and guns shall be turned over to appropriate government authorities.

***A principal sanction may be imposed with or without accessory sanctions.***

Non-graduating students involved in disciplinary cases shall be placed under PROBATION based on the circumstances of each case and/or number of offenses committed.

Where suspension is no longer possible as in the case of graduating students, the sanction of rendition of special tasks shall be imposed.

## GRADUATING STUDENTS WITH DISCIPLINE CASES

All disciplinary cases involving graduating students who are suspected of having committed a major offense shall be resolved before graduation. ***However,***

*students with unresolved cases will not be allowed to participate in the graduation ceremony while discipline case proceedings are on-going. In such cases, non-marching shall be viewed not as a sanction, but as part of due process.*

## **EFFECTIVITY**

The revised Code of Conduct shall take effect upon the approval of the Board of Trustees and its registration with the UP Law Center.

## **CODE IMPLEMENTATION AND DISSEMINATION**

1. The Scholar's Pledge shall be signed by enrollees and their parents during registration.  
Upper class students shall receive the Pledge Forms in March.  
The signed form is a registration requirement.
2. Each student shall receive a copy of the Code of Conduct during registration.  
The Code and related materials shall be taken up in the homeroom classes.  
Further discussion shall be held within the school year.  
All faculty members shall undergo an orientation on the Code and related materials.
3. The Student Alliance/Government shall assist in the implementation and the dissemination of the Code and related materials.
4. The school paper shall include the Code as a supplement in its first issue.
5. The Code shall be posted in every classroom and on each floor of the residence halls.
6. This Code of Conduct shall be subject to revision as the need arises.

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