


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 9.0</b>
	DOCUMENT NAME  <b>STUDENT DISCIPLINE MANAGEMENT</b>	REVISION NO. <b>0</b>
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## 1.0 OBJECTIVES

- 1.1 To provide the scholars a positive and nurturing learning environment.
- 1.2 To ensure safety and well-being of the scholars and to establish a general sense of order, discipline, and harmony.
- 1.3 To take into account the special rights of children as embodied in Paragraph 2 of the United Nations Declaration of the Rights of the Child.
- 1.4 To implement the policies as stipulated in the PSHSS Code of Conduct.

## 2.0 SCOPE


This procedure covers the following and the measures necessary to ensure that appropriate procedures are taken and such actions are in consonance to the PSHSS Code of Conduct:

- Filing of Anecdotal Report
- Anecdotal Report Evaluation (All Levels)
- Conduct of Preliminary Inquiry (All Levels)
- Conduct of Formal Inquiry (at least Level II offense)
- Determination of Sanction(s)
- Implementation of Intervention(s)
- Implementation of Disciplinary Action(s)
- Appeal Procedures

## 3.0 POLICIES

- 3.1 The PSHS System Code of Conduct shall govern the implementation of the policies and procedures on student discipline.
- 3.2 The Discipline Officer (DO) shall be a faculty member designated by the Campus Director to carry out programs for maintaining discipline in the campus. The DO shall report directly to the Campus Director.
- 3.3 The Discipline Committee, composed of a Chairperson and a pool of members, shall be constituted by the Campus Director at the beginning



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of the school year. The Chairperson and two members of the committee shall be designated to handle each case elevated to the Committee.

### 3.4 Situational Assessment

Situational assessment is done by any school personnel who discovers, witnesses, or is informed of a possible offense.

1. If a Level I offense (as defined in the PSHSS Code of Conduct Part V Section 5.1) is determined, appropriate intervention(s) shall be implemented immediately.
2. If a higher-level (II, III or IV) offense (as defined in the PSHSS Code of Conduct Part V Sections 5.2, 5.3 and 5.4 respectively) is determined, the incident shall be referred to the Discipline Officer for proper action.
3. If the possible offense cannot be classified immediately, the case shall be referred to the Discipline Officer for proper action.


### 3.5 Filing of an Anecdotal Report

An anecdotal report is a narrative account of the incident, detailing the date, time, place, persons involved, and interventions or actions done, if any, by the one filing the report.

1. Any member of the school community who witnesses, discovers, or learns of the occurrence of a possible violation of the PSHS Scholar's Code of Conduct may file the report. The person filing the report must affix his/her signature on the report.
2. The anecdotal report should be submitted to the Discipline Office within three (3) school days from the commission or discovery of the incident.
3. If an intervention is done, as in the case of Level I offenses, details of the intervention(s) should be indicated in the anecdotal report. The report is signed by the school authority who implemented the intervention(s) and is filed with the Discipline Office.





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### 3.6 Anecdotal Report Evaluation

The Discipline Officer reviews the anecdotal report and determines the nature of the offense.


1. If there is no indication of a violation of the Code of Conduct, the Discipline Officer disregards the report and submits his/her findings to the Campus Director.
2. If there is indication of a Level I violation of the Code of Conduct, the Discipline Officer shall make the necessary intervention(s), unless such intervention has already been imposed pursuant to Sections 6.3.1 and 6.4.2 of the Code of Conduct.
3. If there is indication of a Level II, III or IV violation of the Code of Conduct, the Discipline Officer shall conduct a preliminary inquiry.

### 3.7 Conduct of Preliminary Inquiry

A preliminary inquiry is a fact-finding exercise where the Discipline Officer gathers information relevant to the case.

1. All scholars involved in a case, through their parent(s)/guardians, shall be notified in writing of the details of the incident and the schedule of inquiry. The written notice may also be given to the scholar, and the scholar shall require his/her parent(s)/guardian to sign the same. Should the parent(s)/guardian fail to respond within five (5) school days after the notice is sent with reasonable efforts exhausted, the notice of the preliminary inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar.
2. Any preliminary inquiry where a scholar is involved must be conducted in the presence of an adult (i.e. parent/guardian/designated representative by the parent/s) and counsel (as an observer), if desired. During the inquiry, a scholar accused of misconduct shall be given the opportunity to



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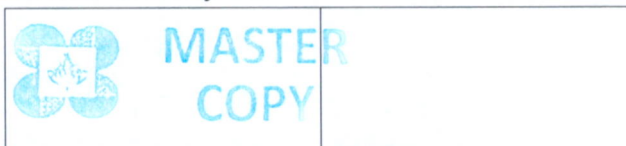
defend himself/herself by presenting written and/or oral evidence. Witnesses may also be called to provide more details on the case.

3. The inquiry should be conducted within ten (10) school days from the receipt of the anecdotal report, but in no case earlier than five (5) school days from receipt by the scholar/s involved of the notice of such preliminary inquiry. The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.
4. After ascertaining the facts of the case, the Discipline Officer determines the level of the offense.
5. If there is admission of a Level II, III or IV offense, the Discipline Officer shall elevate the case to the Discipline Committee to determine or recommend the appropriate sanction. Otherwise, if there is no admission, the Discipline Officer will elevate the case to the Discipline Committee for formal inquiry within three (3) school days from the conclusion preliminary inquiry.
6. After the preliminary inquiry, the Discipline Officer informs in writing, all scholars involved in a case, through their parents/guardians on the results of the preliminary inquiry.


### 3.8 Conduct of Formal Inquiry

A formal inquiry is further investigation to determine and/or ascertain the facts of a discipline case. It is conducted by the Discipline Committee if more information is needed.

1. The process of inquiry must commence within five (5) school days upon receipt of the report from the Discipline Officer, but in no case earlier than three (3) school days from receipt by the scholar/s involved of the notice of such formal inquiry.
2. A formal inquiry where a scholar is involved must be conducted in the presence of an adult and counsel (as observer), if desired.
3. A representative of the Student Body shall also sit and observe






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during formal inquiry, but without any right to vote thereat.

4. A formal notice of inquiry shall be served to the parent(s) or guardian. The written notice may also be given to the student, and the student shall require his/her parent(s)/guardian to sign the same.
5. Should the parent(s)/guardian fail to respond within ten (10) school days after the notice is sent with reasonable efforts exhausted, the notice of the formal inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar. The proceedings shall commence no less than five (5) school days from receipt of notice of such adult.
6. The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.
7. After the Formal Inquiry:
  - 7.1 For Level II offenses, the Discipline Committee shall submit its report and decision within three (3) school days from the conclusion of the formal inquiry to the Discipline Officer for implementation.
  - 7.2 For Level III and IV offenses, the Discipline Committee shall submit its report and recommendations to the Management Committee within three (3) school days from the conclusion of the formal inquiry. A copy of the report shall be furnished to the Discipline Officer.
  - 7.3 If the Discipline Committee determines that the act(s) complained of is a Level I offense, it shall refer the same back to the Discipline Officer within three (3) school days from the conclusion of the formal inquiry for imposition of the appropriate intervention.
  - 7.4 The findings of the formal inquiry shall be given to the scholar through the parent/s.



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### 3.9 Determination of Sanctions


1. The determination of appropriate interventions and/or sanctions shall depend on the level of the offense committed.
2. Interventions for Level I offenses (as stipulated in the PSHSS Code of Conduct Part V Sections 5.1.3 to 5.1.4) are determined by a teacher, school personnel, or the Discipline Officer.
3. Sanctions for Level II offenses (as stipulated in the PSHSS Code of Conduct Part V Sections 5.2.3 to 5.2.5) are determined by the Discipline Committee.
4. Sanctions for Level III offenses (as stipulated in the PSHSS Code of Conduct Part V Sections 5.3.3 to 5.3.5) are determined by the Discipline Committee and are submitted to the Management Committee for review and approval. If after review, the Management Committee finds that the offense is either a Level I or Level II offense, it shall refer the implementation of the intervention to the Discipline Officer/Discipline Committee.
5. Sanctions for Level IV offenses (as stipulated in the PSHSS Code of Conduct Part V Section 5.4.2, 5.4.4 to 5.4.5) are determined by the Discipline Committee, and submitted to the Management Committee for review and recommendation to the Executive Committee. This is elevated to the Board of Trustees, through the Executive Committee, for final approval. If after review, the Board of Trustees finds that the offense is either a Level I, Level II or Level III offense, it shall refer the implementation of the intervention to the Management Committee, Discipline Committee or Discipline Officer, as the case may be.
6. In the determination of sanctions, mitigating and aggravating factors may be considered.

### 3.10 Implementation of Interventions

1. Any teacher or school personnel may implement interventions of a Level I offense only within five (5) school days from the commission. However, maintenance and





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security personnel shall not implement interventions; the Discipline Officer shall carry out the appropriate interventions on their behalf within five (5) school days from the filing date.

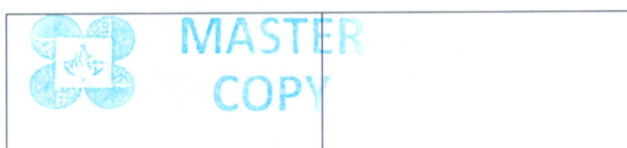
2. An anecdotal report on the intervention undertaken should be furnished to the Discipline Officer immediately.


### 3.11 Implementation of Disciplinary Actions

1. The Discipline Officer carries out the sanctions for Levels II and III.
2. In case of termination of scholarship or expulsion, the decision of the Board of Trustees shall be carried out by the Campus Director.
3. One count of a Level III offense will automatically place a student on probationary status for the succeeding school year.
4. Two counts of a Level III offense within a school year shall be a ground for termination of scholarship.
5. In the case of a graduating scholar involved in a Level III or IV case:
  - 5.1 If suspension is no longer possible, a sanction of rendition of special tasks shall be imposed.
  - 5.2 All efforts shall be exerted in resolving pending cases of graduating scholar before graduation without compromising the substantive and procedural aspects of due process.

### 3.12 Appeal Procedures

1. A party who wishes to appeal a decision rendered pursuant to this Code of Conduct shall signify his/her intent to do so by simply filing a written notice of appeal to the authority which rendered such decision within five (5) days from receipt thereof.



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2. It shall be the responsibility of the authority which rendered the decision to forward the records of the case to the reviewing authority within five (5) days from receipt of the written notice of appeal.
3. Decisions of the Discipline Officer shall be appealable to the Discipline Committee.
4. Decisions of the Discipline Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Management Committee.
5. Decisions of the Management Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Board of Trustees.
6. Decisions of the Board of Trustees shall be final, unless the party aggrieved by such decision wishes to appeal the same to the proper authority, in accordance with law.

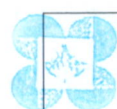
## 4.0 PROCEDURES

### 4.1 Filing of Anecdotal Report

<b>Responsibility</b>	<b>Activity</b>
Any member of the School Community	1. Files an Anecdotal Report and submits the same to the Discipline Officer, within 3 school days, from the commission or discovery of the incident.


### 4.2 Anecdotal Report Evaluation

<b>Responsibility</b>	<b>Activity</b>
Discipline Officer	1. Reviews the Anecdotal Report and determines the nature of the offense.



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2. If there is no indication of a violation of the Code of Conduct, disregards the report and submits findings to the Campus Director.
3. If there is no indication of a Level I violation of the Code of Conduct, makes necessary intervention(s) unless such intervention has already been imposed pursuant to Sections 6.3.1 and 6.4.2 of the Code of Conduct.
4. If there is an indication of a Level II, III or IV violation of the Code of Conduct, conducts a preliminary inquiry.

#### 4.3 Conduct of Preliminary Inquiry for Level II, III and IV Offenses

<b>Responsibility</b>	<b>Activity</b>
Discipline Officer	<ol style="list-style-type: none"> <li>1. Notifies, in writing, all scholars involved in the case, through their parent(s)/guardian(s), of the details of the incident and the schedule of the inquiry.</li> <li>2. Conducts the Preliminary Inquiry with the scholar(s) involved and the designated adult representatives within ten (10) school days from the receipt of the Anecdotal Report, but in no case earlier than five (5) school days from receipt by the scholar/s involved of the notice of such preliminary inquiry.</li> <li>3. Documents and/or records proceedings.</li> <li>4. Submits report stipulating the intervention(s) and recommended sanction(s) to the Discipline Committee.</li> </ol>
Discipline	<ol style="list-style-type: none"> <li>5. If there is admission of a Level II, III or IV</li> </ol>

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Committee

offense, determines or recommends the appropriate sanction, otherwise if there is no admission, conducts formal inquiry within three (3) schooldays from the conclusion of the preliminary inquiry.


#### 4.4 Conduct of Formal Inquiry for Level II, III and IV Offenses

<b>Responsibility</b>	<b>Activity</b>
Discipline Committee	<ol style="list-style-type: none"> <li>1. Notifies, in writing, all scholars involved in the case, through their parent(s)/guardian(s), of the details of the incident and the schedule of the Inquiry.</li> <li>2. Notification must commence within five (5) school days upon receipt of the report from the Discipline Officer, but in no case earlier than three (3) school days from receipt by the scholar/s involved of the notice of such formal inquiry.</li> <li>3. Conducts the Formal Inquiry with the scholar(s) involved with their designated adult representatives within five (5) school days upon receipt of the report from the Discipline Officer but in no case, earlier than three (3) school days from receipt by the scholars involved of the notice of such Formal Inquiry.</li> <li>4. Documents and/or records proceedings.</li> <li>5. For level II offenses, submits report and decision within three (3) schooldays from the conclusion of the Formal Inquiry to the Discipline Officer for</li> </ol>



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implementations.

6. For level III and IV offenses, submits report and recommendation(s) to the Management Committee within three (3) schooldays from the conclusion of the Formal Inquiry. A copy of the report shall be furnished to the Discipline Officer.


<b>Responsibility</b>	<b>Activity</b>
Discipline Committee	7. If determined that the act(s) complained of is a Level 1 offense, refers the same back to the Discipline Officer within three (3) schooldays from the conclusion of the Formal Inquiry for imposition of appropriate intervention.
Discipline Officer	8. Informs the scholar/s through the parent(s) of the findings of the Formal Inquiry.

#### 4.5 Determination of Sanctions

<b>Responsibility</b>	<b>Activity</b>
Discipline Officer	1. Determines interventions/disciplinary actions for Level I Offenses.
Discipline Committee	2. Determines the sanctions for Level II offenses.
	3. Submits recommended sanctions for Level III and IV offenses for the approval of the Management Committee.
Management Committee	4. Reviews the recommendations of the Discipline Committee and approves the sanctions for Level III offenses.
	5. Reviews and recommends sanctions for Level IV



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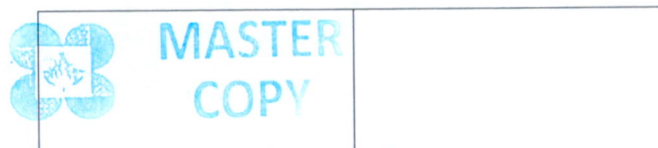
offenses and elevates them to the Board of Trustees through the Executive Committee for final approval.

#### 4.6 Implementation of Intervention(s)


<b>Responsibility</b>	<b>Activity</b>
Any member of the school community except for the security guards and maintenance personnel Discipline Officer	<ol style="list-style-type: none"> <li>1. Implements interventions for Level I offense within five (5) school days from the commission of the offense.</li> <li>2. Implements interventions for Level I offenses reported by security guards and maintenance personnel.</li> </ol>

#### 4.7 Implementation of Disciplinary Action(s)

<b>Responsibility</b>	<b>Activity</b>
Any member of the school community except for the security guards and maintenance personnel Discipline Officer	<ol style="list-style-type: none"> <li>1. Carries out the sanction(s) for Level I offense.</li> <li>2. Carries out the sanction(s) for Level I, II, and III offenses.</li> </ol>
Campus Director	<ol style="list-style-type: none"> <li>3. Carries out the decision of the Board of Trustees in case of termination of scholarship or expulsion.</li> </ol>






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#### 4.8 Appeal Procedures

<b>Responsibility</b>	<b>Activity</b>
Discipline Officer/Discipline Committee/Management Committee	<ol style="list-style-type: none"> <li>1. Receives (the authority who issued the decision) the written notice of appeal from any party who wishes to appeal.</li> <li>2. Forwards the records of the case, together with the notice of appeal, to the Reviewing Authority within five (5) days from the receipt of the written notice of appeal.  *Reviewing Authority – The next higher level than the authority who issued the decision.</li> </ol>
Discipline Committee	<ol style="list-style-type: none"> <li>3. Reviews the appeal to the decisions of the Discipline Officer.</li> </ol>
Management Committee	<ol style="list-style-type: none"> <li>4. Reviews the appeal to the decisions of the Discipline Committee.</li> </ol>
Board of Trustees	<ol style="list-style-type: none"> <li>5. Reviews the appeal to the decisions of the Management Committee.</li> <li>6. For Level IV offenses, renders final decision unless the party aggrieved by such decision wishes to appeal to the same to the proper authority, in accordance with law.</li> </ol>



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## 5. LIST OF FORMS AND REPORTS

### 5.1. Forms

#### 5.1.1. Student Discipline Anecdotal Report

### 5.2. Reports

None

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