

## **STUDENT CODE OF CONDUCT**

The term “student” refers to an individual to whom SISFU maintains record and who:

- a. Is enrolled in or registered in an academic program of SISFU.
- b. Has completed the immediately preceding semester or term and is eligible for re-enrolment, including the break between academic terms.
- c. Has not filed a Leave Of Absence (LOA)

In order to carry out its work of teaching, nurturing, character building, research and public service, SISFU has an obligation to maintain conditions under which the school can work freely, with full recognition by all concerned of the rights and privileges, as well as the responsibilities and accountabilities, of those who compromise the Southville Community.

Students are members of both society and the academic community with inherent rights and responsibilities. Students are expected to comply with the general laws, school policies and campus regulations.

Students’ behavior not only projects their upbringing but also their education, hence, SISFU wants to uphold academic and values excellence among students to continue the tradition of academic and values excellence among the students to continue the tradition of academic and values excellence in Preschool, Lower School and Upper School. Therefore, SISFU students are expected to exhibit good behavior at all times.

### **Jurisdiction**

This Discipline Policy covers ALL students of SISFU.

Southville has jurisdiction over student conduct committed on school property and within its immediate vicinity or in connection with official school functions whether on or off campus.

Although SISFU will not routinely invoke its disciplinary processes over student conduct that occur off-campus except in connection with official school functions, Southville shall have discretion over conduct that occurs off-campus if the alleged misconduct affects the good name and reputation of the school or affects his/her status as a student.

### **MAJOR OFFENSES**

#### **27.1.1.1 Vandalism**

Vandalism or the destruction of property belonging to the school and/or any school administrator, faculty member, staff, another student or to a visitor while in campus or in any school function.

#### **27.1.1.2 Destruction of Property**

Damage to or destruction of any property of Southville or its employees, students, visitors, or the neighboring community.

### 27.1.1.3 Cheating

Cheating in any form of assessment, which includes but is not limited to the following: Prelim, Midterm and Final Exams, reaction papers, case analysis, experiments or assignments required.

27.1.1.3.1 Unauthorized possession of any material relative to the assessment or test whether the student actually uses them or not.

27.1.1.3.2 Copying or allowing another student to copy. In this case, both parties are liable.

27.1.1.3.3 Looking at (allowing someone to look at) another student's (one's) examination paper. In this case, both parties are liable.

27.1.1.3.4 Unauthorized communication in any form with another student or any person in any form during an examination or test.

27.1.1.3.5 Having somebody else take an examination or test for oneself. If in case, both parties will be liable.

27.1.1.3.6 Plagiarism and other forms of academic dishonesty.

### 27.1.1.4 Physical Abuse

Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault, threats of violence or conduct that threatens the health and safety of any person.

### 27.1.1.5 Use of Fighting Words and Fighting Gestures

“Fighting words” and fighting gestures are personally abusive words, while fighting gestures are actions which, when directly addressed to any person are, in the context used and as a matter of common knowledge, will most likely provoke a violent reaction. Such words include but are not limited to terms widely recognized to be derogatory references to race, religion, sex, sexual orientation, and other personal characteristics.

“Fighting words” and gestures constitute “harassment” when the circumstance of their utterance creates a hostile and intimidating environment.

### 27.1.1.6 Engaging in Fights

Fights within SISFU premises or outside the school during an academic function and or school activity.

### 27.1.1.7 Inflicting Physical Injury

Inflicting physical injury on another inside or outside SISFU premises during an academic function or school activity.

### 27.1.1.8 Physical Confrontation/Aggravation

Any kind of aggravation that results in heated verbal or physical confrontation between or among students.

### 27.1.1.9 Threatening Resulting to Crime

Threatening another, regardless of his position in the institution, with any act amounting to a crime or with the infliction of any injury or harm upon the person, honor or integrity.

27.1.1.10 Unauthorized Possession and/or Use of Prohibited Drugs and/or Drug Paraphernalia

Unauthorized bringing in, carrying, possession or using of prohibited or regulated drugs or chemicals without proper prescription and/or drug paraphernalia, inside SISFU premises or outside the institution during any academic function or school activity, and any other violation of the provision or R.A. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”.\*

27.1.1.11 Positive of Prohibited Drugs and/or Regulated Drugs

Tested positive of THC (marijuana), benzodiazepine (valium), methamphetamine (shabu), ecstasy, cocaine, and any other prohibited and/or regulated drugs during the routine drug test.\* Please see “Comprehensive Dangerous Drugs Act of 2002”.)

27.1.1.12 Possession of Deadly Weapon

Bringing in, carrying or possession of a deadly weapon inside SISFU premises or outside the school during an academic function or activity without the approval of any of the following directly concerned: Head of Student Relations, Head of School, Dean/Chairperson.

27.1.1.13 Deliberate Disruption Resulting to Serious Disturbance

Deliberate disruption resulting to serious disturbance of any academic function or school activity.

27.1.1.14 Unauthorized Bringing of prohibited items/Drinking of Alcoholic Beverages

Unauthorized bringing in, possession of items such as cigarette and e-cigarette or drinking of liquor or alcoholic beverages inside SISFU premises or outside the institution during an academic or school activity, or entering SISFU premises or attending academic functions or school activity under the influence of liquor or alcoholic beverages.

27.1.1.15 Smoking

Smoking inside the campus and smoking outside the school during academic functions or school activities is also prohibited. (Please see Appendix F - NO SMOKING POLICY AND CORRESPONDING PENALTIES.)

27.1.1.16 Deliberate Act to Malign Resulting to Contempt

Deliberate act to malign (in any form) any SISFU administrator, faculty, staff, security guards, maintenance personnel, students, and visitors resulting to ridicule or contempt.

27.1.1.17 Direct Assault upon the Person

Direct assault upon the person of any member of the administration, faculty, staff, or any student or person vested with authority.

27.1.1.18 Act of Profanity

Acts of profanity that include but is not limited to the display or distribution of pornographic materials inside SISFU which includes accessing internet sites not related to any academic course within the school.

#### 27.1.1.19 Acts that Bring the Name of the School into Disrepute

Acts that bring the name of the school into disrepute such as public and malicious imputation or a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit, or contempt to the name of SISFU.

#### 27.1.1.20 Unjust Enrichment or Stealing

Unjust enrichment or stealing whether attempted, frustrated or consummated.

#### 27.1.1.21 Unauthorized Collection or Exaction of Money

Unauthorized collection or exaction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the school.

#### 27.1.1.22 Habitual Disregard or Willful Violation of Policies

Habitual disregard or willful violation of established policies, rules or regulation consisting in the commission of three minor offenses of the same kind or nature, or five minor offenses of different kinds or nature.

#### 27.1.1.23 Forgery, Falsification of Official Records or Documents

27.1.1.23.1 Forging, falsifying or tampering with academic or official records or document of any kind, or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the SISFU.

27.1.1.23.2 Using fake ID or another Student's ID.

#### 27.1.1.24 Gambling

Any form of gambling or games of risk where items of value are involved or wagered.

#### 27.1.1.25 Acts of Subversion or Insurgency

Any act of sedition or act of rebellion. An insurgency is an armed rebellion against a constituted authority.

#### 27.1.1.26 Membership with and/or organizing a Fraternity or a Sorority

Membership with and/or organizing a fraternity, sorority or any organization not sanctioned by the school.

#### 27.1.1.27 Involvement in Hazing or any Form of Physical Injuries

Involvement in hazing or any form of physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members involved shall be liable whether they actually participate in the hazing or not. The officers of the organization, society or group, shall also be liable, whether or not they were present during the hazing incident.

#### 27.1.1.28 Being Convicted in Court for a Criminal Offense

Conviction in any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.

#### 27.1.1.29 Sexual Harassment

Making sexual advances in words or deeds to another student or to any member of the academic community and any other violations of RA 7877 also known as the Anti-Sexual Harassment Act of 1995.

#### 27.1.1.30 Public Display of Physical Intimacy

Public display of affection or intimacy while inside the premises of the school or even outside the school during school activities or outside the school wearing the school uniform.

#### 27.1.1.31 Perjury

Willful giving of false, misleading or making verifiably false statements or incomplete testimony to any authority, verbal or otherwise.

#### 27.1.1.32 Computer Security Breach

Accessing an institution computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:

##### 27.1.1.32.1 Altering Information

Altering information(changing passwords or any school person or altering of information beyond one's authorized access, etc) damaging or destroying information (deleting someone else's file, etc.).

##### 27.1.1.32.2 Introducing False Information

Any act to mislead by giving false information.

##### 27.1.1.32.3 Preventing Authorized Use of Information

Preventing authorized use of information that may lead to non-productivity and inefficiency.

##### 27.1.1.32.4 Preventing Normal Operations

Preventing normal operations of computers or computer networks of SISFU.

#### 27.1.1.33 Possession and Use of any Explosive Device

Possession or use of explosive device legal or otherwise inside the school or outside the school during academic or school activity.

#### 27.1.1.34 Failure to Present or Lending an I.D. to Another

Failure to present an I.D. card upon entry and other official school transactions or lending an I.D. to another/using someone else's I.D.

#### 27.1.1.35 Disrespect to authority

Students are expected to show respect to everyone – teachers, staff, aides, maintenance personnel, school officials, parents, visitors as well as their co-students who have been given the authority to lead. Respect for others should be manifested in words, thoughts, and actions.

#### 27.1.1.36 BULLYING

#### 27.1.1.36.1 Real Time

Wilful aggressive behaviour that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable.

#### 27.1.1.36.2 Cyber Bullying

Cyber bullying is any conduct mentioned above of which are through electronic devices, such as, but are not limited to, texting, instant messaging, chatting, internet and social networking websites.

#### 27.1.1.37 Analogous Acts to Previously Cited Cases and Circumstances

Other acts analogous to the aforementioned, which may be determined by the school authorities.

27.2.1 Consequences for Major Offenses will be any or a combination of the following:

a. Restitution

Reimbursement, which may be in the form of monetary payment or appropriate service to repair for the damaged property.

b. Community Service

All those who were suspended will be required to render two (2) days of community service.

c. Probation

The student will be placed under strict disciplinary probation from the time the offense was committed until the following semester.

d. Suspension

The student will not be allowed to attend classes for a maximum of 5 days. The student will be held responsible for all the lessons he/she will miss during his/her suspension.

e. Non re-admission

The student will be allowed to finish the semester but will not be allowed to re-enroll the following semester.

f. Dismissal

Permanent termination of student status in the school.

## **MINOR OFFENSES**

#### 27.1.2.1 Entering Any Restricted Area

Entering any restricted area within the campus without prior authority.

#### 27.1.2.2 Loitering

Going into another campus or building (SISC, Luxembourg, Munich, Tropical, Yokohama and Elizalde Campuses) without any official business. The act of loitering results to the disruption of classes and/or destruction of properties.

#### 27.1.2.3 Habitual and Willful Failure to Comply with Summons or Notices

Habitual and willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses.

#### 27.1.2.4 Willful Disregard of the Summons or Notices

Willful disregard of the summons or notices issued for purposes of Routine Urine Test, and case conferences.

#### 27.1.2.5 Using Mobile Phones and Other Electronic Gadgets

Use of cellular phones and other electronic gadgets during academic time or class hours or during school convocations or program is strictly prohibited.

#### 27.1.2.6 Acts which Disturb Peace and Order

Acts which disturb peace and order such as disrupting classes and academic related activities or school function.

#### 27.1.2.7 Non-Wearing/ Inappropriate Wearing of Prescribed School Uniform

#### 27.1.2.8 Littering

This includes littering and not doing 5S. Violators are bound by the Anti Littering Policy of SISFU.

#### 27.1.2.9 Eating in Non-Eating Places

Eating in areas designated as non-eating places such as classrooms

#### 27.1.2.10 Bringing Food in the Classrooms.

This is highly discouraged to maintain a clean and healthy academic-friendly environment.

#### 27.1.2.11 Selling/Engaging in Business and Soliciting Donations

Selling items, engaging in business or soliciting contributions or donations in campus without prior approval or authority by the Office of Student Affairs.

#### 27.1.2.12 Preventing the Circulation of School Publication

Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.

#### 27.1.2.13 Violating any Policy of the Management Information System

Violation of any policy of the MIS such as but not limited to playing of any form of computer games, chatting and using of cellular phones and other electronic communication devices in computer laboratories.

#### 27.1.2.14 Use of Classrooms and other Facilities without Reservation

Use of classrooms and other school facilities for any purpose without any reservation or proper authority.

27.1.2.15 Uttering and Writing Derogatory Remarks

Uttering or writing derogatory remarks, profane, obscene words/phrases and/or making indecent, obscene gestures.

27.1.2.16 Violating the Speak English Drive Policy

Violating the policy on the Speak English Drive by not interacting and communicating in correct English.

27.1.2.17 Analogous Acts to Previously Cited Cases and Circumstances

Other acts analogous to the aforementioned, which may be determined by the school authorities.

27.1.2.18 Other offenses deemed Minor by the Office of Discipline