

# PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM CODE OF CONDUCT

## PART I RATIONALE

The Philippine Science High School provides its scholar a positive and nurturing learning environment. The achievement of this goal depends largely on the scholar's attitude towards learning and his/her adherence to high standards of behavior. This Code serves as a guide for a PSHS scholar to behave in a manner befitting him/her.

To ensure safety and well-being of the scholar, a general sense of order, discipline, and harmony must be established; thus, this Code requires a PSHS scholar to demonstrate:

- Pursuit of **TRUTH**. A scholar seeks true knowledge and wisdom, and is always honest and respectful.
- Passion for **EXCELLENCE**. A scholar goes beyond what is expected, does his/her best at every opportunity, and commits to achieving outstanding performance in all undertakings.
- Commitment to **SERVICE**. A scholar uses his/her talents and resources to render service to God, country, and fellowmen for the betterment of the society.

The implementation of this Code of Conduct takes into account the special rights of children as embodied in Paragraph 2 of the United Nations Declaration of the Rights of the Child, to wit:

*“The child shall enjoy special protection, and shall be given opportunities and facilities, by law and by other means, to enable him to develop physically, mentally, morally, spiritually and socially in a healthy and normal manner and in conditions of freedom and dignity. In the enactment of laws for this purpose, the best interests of the child shall be the paramount consideration.”*

Section 13, Article II of the 1987 Constitution also provides that:

*“The State recognizes the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs.”*

Section 6 of Rule VI of the Implementing Rules and Regulations of Republic Act No. 8496 as Amended by Republic Act No. 9036 (both known as the PSHS System Laws) states:

*“The philosophy of the rules of discipline for students is character formation for scholars of the nation. The PSHS System Code of Conduct shall form part of this Implementing Rules and Regulations.”*

This code, thus, encapsulates the aspiration of PSHS to provide an academic environment conducive to the holistic formation of each scholar. It recognizes the shared responsibility among the stakeholders – scholars, personnel, and parents – in the development of positive scholar behavior.

PART II  
**PSHS CORE VALUES**

The Philippine Science High School, in fulfilment of its vision and mission, upholds the core values that serve as guiding principles in the lives of a PSHS scholar. These core values are established to inculcate in the scholar the right attitudes and desirable behaviors for his/her welfare, others, and country. In addition, these values are intended to mold him/her into a citizen imbued with positive character as the scholar embarks on his/her respective chosen career.

**2.1 Pursuit of Truth**

A PSHS Scholar seeks the truth in all undertakings. Truth implies and encompasses the values of integrity and respect. It is an intrinsic part of the “scientific mind” that inspires personal and intellectual humility, leading to a realization that the quest for truth is the pursuit for knowledge and wisdom. A PSHS scholar, then, upholds the following values:

**2.1.1 Integrity.** A scholar who has integrity values honesty and truth in the pursuit of knowledge. He/She is true to his/her words, actions, and intentions. A scholar also demonstrates the value of academic integrity with respect, fairness, and responsibility in all actions.

**2.1.2 Respect.** A respectful scholar recognizes individual differences and shows understanding and appreciation of the unique persons. A PSHS scholar is objective and fair in his/her consideration and regard for his/her rights, values, beliefs, and property of all people.

**Respect for Oneself.** A respectful scholar is accountable for his/her behavior and well-being; manages his/her emotions; uses resources effectively and responsibly; and values excellence and industry. He/She takes pride in being a PSHS scholar.

**Respect for Others.** A respectful scholar places high regard for authority and every member of a community. He/She is observant of school rules and policies. He/She is trustworthy, fair, patient, helpful, courteous, kind, generous, compassionate, cooperative, sensitive, and empathetic with others.

**Respect for property and environment.** A respectful scholar makes use of all resources and facilities with care, foster environmental conservation and preservation, and advocates waste management strongly.

**Respect for Country.** A respectful scholar imbues love of country and the willingness to serve their country and countrymen, upholds the laws, and honors the Philippine flag.

**2.2 Passion for Excellence**

A PSHS Scholar continuously and tenaciously strives to attain excellence in all undertakings. This excellence goes beyond what is expected, surpassing what is usual, and achieving the highest possible quality of performance. A PSHS scholar, then, espouses the following values:

- 2.2.1 **Scientific Mind.** He/She develops critical and creative thinking imbued with right attitudes. He/She is objective, open-minded, and intellectually honest.
- 2.2.2 **Creativity and Resourcefulness.** He/She continuously seeks innovation and uses available resources well for the betterment of the society.

### 2.3 **Commitment to Service**

A PSHS Scholar dedicates himself/herself to the service of God, country, and fellowmen. This means using one's God-given talents with compassion and dedication. Through the spirit of service, a PSHS scholar adheres to the following values:

- 2.3.1 **Responsibility.** He/She takes the initiative to do what needs to be done with less prodding. He/She is accountable for his/her actions.
- 2.3.2 **Commitment.** He/She puts into practice the values learned by helping individuals and the community. Their commitment involves willingness and determination to use their mind, heart, and strength for the good of others and the nation.

PART III  
**SCHOLAR'S RIGHTS AND RESPONSIBILITIES**

Anchored on the principle that the best interest of scholar is of paramount consideration in all actions concerning him/her, the PSHS fosters an environment where scholar's rights as individual are duly recognized and respected. In the exercise of these rights, the scholar keeps in mind that he/she has a responsibility to ensure that the learning environment of the PSHS is conducive and holistic.

- 3.1** The scholar has the right to equal educational opportunity and the freedom from discrimination. The scholar is admitted to PSHS regardless of his/her socio-economic status, sex, political or religious belief and ethnic origin. As such, a scholar has the responsibility to consistently meet the scholarship requirements stipulated in the contract signed upon admission to the school and pursue the mandate to take up any mandated Science and Technology course after graduation.
- 3.2** The scholar has the right to quality education provided by competent and committed school personnel. Accordingly, the scholar has the responsibility to put forth his/her best efforts during the educational process, as well as show respect for the rights of all persons in the educational community.
- 3.3** The scholar has the right to academic information. Accordingly, the scholar has the right to know his/her class performance and to access his/her academic records. In doing so, the scholar has the responsibility to abide by legitimate policies and procedures set by the school regarding this right.
- 3.4** The scholar has the right to be provided with a copy of the Student Handbook upon enrolment to PSHS. He/She has the responsibility to be aware of the existing school policies, rules, and regulations governing his/her scholarship.
- 3.5** The scholar has the right to be provided with adequate, clean and well-maintained school facilities, a safe and secure environment to guarantee total development, and an academic atmosphere conducive to learning. He/She has the responsibility to take care of the school facilities, and to take an active role in ensuring safety and security of the environment.
- 3.6** The scholar has the right to be involved in any school activity for the promotion of his/her holistic development. While participating in such activities, he/she has the responsibility to protect the good name and reputation of the school.
- 3.7** The scholar has the right to due process with respect to the application of interventions and disciplinary sanctions. He/She has the responsibility to know, understand, and abide by the PSHS Scholar's Code of Conduct, and to recognize the legal authority of the PSHS to implement rules and regulations for the orderly operation of the school.
- 3.8** The scholar has the right to join organizations that develop harmonious relationships and promote the scholars' well-being. He/She has the responsibility to observe the guidelines and policies set by the school regarding this.
- 3.9** The scholar has the right to free inquiry and expression. He/She has the responsibility to observe courtesy and respect in the exercise of such right.

PART IV  
**BEHAVIOR EXPECTED OF A PSHS SCHOLAR**

The PSHS scholar is expected to behave in a manner befitting his/her status as scholar. This means contributing to a general sense of order, discipline, and harmony in the school. He/She knows and adheres to the contents of the PSHS Scholar's Code of Conduct.

Ignorance of this Code does not exempt a scholar from being sanctioned. The Code is intended to assist every scholar in adjusting to and making the most of PSHS life and to help ensure his/her safety and well being.

**4.1 On attendance**

The PSHS Scholar attends classes promptly, regularly, and diligently. Any scholar who comes to class every day learns more, earns better grades, and achieves greater success. In establishing patterns of regular daily attendance, it is important to avoid tardiness, the scheduling of appointments during a school day, and having extended vacations during the school year.

**4.1.1 Absences**

4.1.1.1 A scholar is considered **absent for a whole** day if he/she:

- a.) misses all classes in a school day; or
- b.) is not present in a school-organized activity held in or off campus.

4.1.1.2 A scholar exhibits **absenteeism** if he/she is absent in school at least four (4) days in a quarter.

4.1.1.3 **Excused Absences.** The following are considered as valid reasons for being absent. Any other reason not included below must have a special approval, in advance, by the campus director or any authorized school official:

- a.) If the scholar officially represents the school in any off-campus activity;
- b.) If the scholar is sick or has a medical emergency; or
- c.) If there is death of an immediate family member (parent, sibling, grandparent); or
- d.) Any other reason deemed similar in nature to those mentioned above.

4.1.1.4 **Unexcused Absences.** An absence is **unexcused** if:

- a.) it is not covered by any of the provisions under *Excused Absences*; or
- b.) the scholar fails to obtain an excuse slip from the Registrar's Office within two (2) days of their return to school.

4.1.1.5 **Grounds for Intervention/Disciplinary Action**

- a.) Having three (3) unexcused absences (in a quarter) is subject to intervention.
- b.) Absenteeism is subject to intervention/disciplinary action.

#### 4.1.2 Tardiness

4.1.2.1 A scholar is considered tardy if:

- a) he/she is not in line formation at the start of the Flag Ceremony; or
- b) he/she enters the classroom ten (10) minutes after the designated start of a class period; or
- c) he/she is not in the designated venue ten (10) minutes after the start of any class activity in lieu of a regular class period (i.e., field trips, seminars, contests, symposia, etc.).

#### 4.1.2.2 Grounds for Intervention

Appropriate intervention shall be done when a scholar incurs five (5) counts of tardiness.

#### 4.1.3 Cutting Classes

4.1.3.1 The scholar is considered to have cut class/es if, for no valid reason,

- a.) he/she is known to be on campus but is not in the classroom during a class period; or
- b.) he/she leaves the class and does not return after ten (10) minutes.

#### 4.1.3.2 Grounds for Intervention

Appropriate intervention shall be done the moment a scholar incurs five (5) counts of cutting classes.

### 4.2 On School Attire and Grooming

The PSHS uniform identifies a PSHS scholar. He/She is expected to dress appropriately and observe proper grooming at all times.

4.2.1 **Wearing of Uniform.** Proper and complete school uniform must be worn during class hours and in official off-campus activities unless otherwise prescribed.

4.2.2 **Proper Grooming.** A scholar is expected to exemplify neatness, cleanliness, appropriateness, and decency at all times.

#### 4.2.3 Grounds for Intervention/Disciplinary Action

4.2.3.1 Incomplete uniform

4.2.3.2 Inappropriate attire

4.2.3.3 Improper grooming

### 4.3 Proper Behavior

A scholar is expected to behave appropriately at all times in a manner befitting his/her status as PSHS scholar. A scholar values the pursuit of truth, passion for excellence, and commitment to service. As part of the community, the PSHS scholar carries the name of the school at all times. Proper decorum in and outside the campus is called for.

4.3.1 **Pursuit of Truth.** A scholar is always honest in thoughts, words, and deeds. He/She demonstrates:

- 4.3.1.1 honesty;
- 4.3.1.2 responsibility;
- 4.3.1.3 humility;
- 4.3.1.4 self-respect; and
- 4.3.1.5 modesty and decency.

4.3.2 **Commitment to Service.** A scholar uses his/her talents to render service to God, country, and fellowmen for the betterment of the society. He/She exhibits:

- 4.3.2.1 generosity and compassion
- 4.3.2.2 courtesy and respect for others;
- 4.3.2.3 respect for property;
- 4.3.2.4 loyalty to the school; and
- 4.3.2.5 stewardship.

#### 4.3.3 **Grounds for Disciplinary Action**

- 4.3.3.1 All forms of academic dishonesty;
- 4.3.3.2 Disrespect for authority and others;
- 4.3.3.3 Possession, use, and/or distribution of prohibited/controlled/dangerous materials and substances as enumerated in the Annex of Republic Act No. 9165 otherwise known as the Comprehensive Dangerous Drugs Act of 2002 including any subsequent amendment, or those substances that are deemed dangerous by the PSHS Board of Trustees;
- 4.3.3.4 Disruptive behaviour during class hours or official activities inside and outside the PSHS campus;
- 4.3.3.5 Failure to observe the established PSHS rules and regulations;
- 4.3.3.6 Indecent or lewd conduct;
- 4.3.3.7 Any act that endangers life and/or disregards the safety of oneself and/or others;
- 4.3.3.8 Any act that results to damage to property; and
- 4.3.3.9 Any act that constitutes a crime or offense under Philippine law.

#### 4.4 **Security and Safety**

The school shall ensure the safety of the PSHS community as well as the security of facilities.

4.4.1 A scholar observes the security and safety measures instituted by the school.

#### 4.4.2 **Grounds for Intervention/Disciplinary Action**

Violations to security and safety measures may include, but are not limited to:

- 4.4.2.1 Non-observance of security and safety measures instituted by the school;
- 4.4.2.2 Causing damage to or loss of property;
- 4.4.2.3 Reckless or negligent behavior that endangers oneself or others; and
- 4.4.2.4 Other acts not included in the above but resulting in physical injuries and/or material damages.

PART V  
**VIOLATIONS OF THE CODE OF CONDUCT**

A PSHS scholar conducts himself/herself in an appropriate manner, with proper regard for the rights and welfare of self, others, and for the care of property. He/She assumes and accepts responsibility for his/her behavior, as well as the consequences of his/her misbehavior.

Any violation of the PSHS Scholar's Code of Conduct is considered as an offense. Levels of offenses pertain to the nature, gravity, and scope of the offense committed. School authorities are expected to intervene and/or use disciplinary action only when necessary to establish and maintain order in school, to protect the good name and reputation of the school, and most importantly, to develop the students' self-discipline and character.

Interventions are actions taken by school personnel in order to call the attention of erring students, prevent them from repeating the offense, or committing further offenses. Upon discovery of or witnessing an offense, confiscation<sup>1</sup> may be done when necessary.

Disciplinary actions are sanctions meted out by school personnel in order to inculcate responsibility and accountability, respect for law and authority, and a sense of justice and fairness in general. The disciplinary action is determined by a designated authority, depending on the gravity of the offense.

**5.1 Level I Offenses**

5.1.1 A Level I offense is defined as an act that is either (1) contrary to the rules and regulations of the PSHS or (2) while not resulting to any physical injury or damage to property, is inherently disruptive in nature.

5.1.2 The following acts constitute Level I offense:

- *absenteeism;*
- *bringing visitors to school without following the proper procedure for entry of visitors;*
- *cutting classes;*
- *disobedience to directives issued by teachers and other school authorities;*
- *excessive teasing or taunting that degrades or humiliates another person;*
- *littering;*
- *leaving school without permission;*
- *loitering or being in an area designated for authorized personnel only*
- *tardiness;*
- *unauthorized use of skateboard, bikes, skates, and the like;*
- *unauthorized use of gadgets during class hours (paging devices, cell phones or other electronic communication devices);*
- *violation of the dress code;*
- *violation of safety rules; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.1.3 Interventions shall be done when a scholar commits a Level I offense. Interventions may be in the form of any one or combination of the following:

- a.) verbal correction/warning;
- b.) teacher/counsellor-student conference;
- c.) teacher-parent conference; and
- d.) letter to parents/guardian.

---

<sup>1</sup> A receipt of confiscation should be issued to the student by the confiscating personnel.



- 5.1.4 Special tasks in the form of activities that are commensurate to the offense committed may also be required.
- 5.1.5 The sixth time that a Level I offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.1.2, shall be treated as a Level II offense.

## 5.2 Level II Offenses

5.2.1 A Level II offense is defined as any act that is a wilful disregard of school rules and regulations that results to less serious physical and/or material injury.

5.2.2 The following acts constitute Level II offense:

- *academic dishonesty;*
- *bullying;*
- *disobeying school rules and regulations while riding the school bus;*
- *engaging in lewd or inappropriate conduct towards other scholars, faculty members or employees of PSHS;*
- *falsification of school ID or school pass;*
- *fighting or inciting another to fight;*
- *gambling (first commission);*
- *possessing or consuming any alcoholic drink or beverage while in school premises or outside the campus while on official school activity;*
- *possessing or using any type of weapon or dangerous item such as, but not limited to, firearms, bladed instrument, and explosive weapons or substances;*
- *possessing pornographic materials;*
- *using or possessing any type of tobacco product or paraphernalia connected with the use thereof;*
- *using profanity or vulgar, racist, or sexually inappropriate language to verbally abuse another scholar, faculty member or an employee of the PSHS;*
- *violating acceptable technology-use policy as defined by the DOST/PSHS;*
- *committing, for the sixth time, an act or a combination of acts enumerated as a Level I offense; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.2.3 The following disciplinary actions may be imposed for Level II Offenses:

- a.) written reprimand;
- b.) execution of behavior contract;
- c.) restitution; and
- d.) reparation.

In such cases, the Discipline Committee shall determine and directly impose on the erring scholar, through the Discipline Officer, the disciplinary actions mentioned above. The said actions may be imposed alternatively or simultaneously. However, in no case shall restitution and reparation be imposed simultaneously. Disciplinary actions may only be imposed on an erring scholar at the discretion of the Discipline Committee.

5.2.4 A character mark of “Needs Improvement” shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

- a.) Integrity;
- b.) Observance of School rules and regulations; and
- c.) Respect for Others and Others' Property.

5.2.5 Interventions in Section 5.1.3 of this Code, as well as special tasks related to the offense may be required by the Discipline Officer.

5.2.6 The sixth time that a Level II offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.2.2, shall be treated as a Level III offense.

5.2.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Discipline Committee/Officer may modify the penalty to be imposed.

### 5.3 Level III Offenses

5.3.1 A Level III offense is defined as any act that is a gross and wilful disregard of PSHS rules and regulations that may result to serious physical and/or material injury.

5.3.2 The following acts constitute Level III offense:

- *academic dishonesty;*
- *assaulting or assisting in the assault of a school employee or volunteer;*
- *committing theft or assisting in the perpetration thereof;*
- *committing extortion/blackmail against a fellow scholar;*
- *engaging in any form of voyeurism which includes the posting of indecent or lewd photos or videos on the internet;*
- *falsification of school documents other than the ID and school pass;*
- *gambling (second and successive commissions);*
- *membership in any organization, group or association that espouses violence or any illegal or criminal activity;*
- *possessing or using, without school authority, any type of fireworks or pyrotechnic device;*
- *selling, possessing, or being under the influence of any illegal or controlled drugs or substances or possessing paraphernalia in connection with the use thereof;*
- *tampering of a fire extinguisher, fire alarm and other emergency devices;*
- *committing, for the sixth time, an act or a combination of acts enumerated as a Level II offense; and*
- *any other circumstances of a similar nature and analogous to those mentioned above.*

5.3.3 Disciplinary actions for Level III offenses require the approval of the Management Committee before implementation. The sanctions that may be applied, whether simultaneously or alternatively, are the following:

- a.) reparation or restitution whenever applicable to the offence committed;
- b.) suspension of privileges commensurate to the offense committed, such as but not limited to: usage of ICT resources; borrowing of book/s for home use; issuance of leave pass in the case of dormers; assuming positions in organizations or school representation; and
- c.) suspension from classes, not exceeding ten (10) school days.

- 5.3.4 A character mark of ***“Needs Improvement”*** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:
- a) Integrity;
  - b) Observance of School Rules and Regulations; and
  - c) Respect for others and others’ property.
- 5.3.5 Additional actions may be implemented for Level III offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.
- 5.3.6 The sixth time that a Level III offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.3.2, shall be treated as a Level IV offense.
- 5.3.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Management Committee may modify the penalty to be imposed.

#### **5.4 Level IV Offenses**

- 5.4.1 A Level IV offense is the wilful commission of a crime which endangers life or results to considerable damage to property.
- 5.4.2 Disciplinary actions for Level IV Offenses require the approval of the PSHS Board of Trustees before implementation. They may be in the form of any of the following sanctions:
- a.) Termination of Scholarship;
  - b.) Expulsion; and
  - c.) Non-graduation.
- 5.4.3 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the BOT may modify the penalty to be imposed.
- 5.4.4 A character mark of ***“Needs Improvement”*** shall be given for one or a combination of any of the following areas for the quarter the offense was committed:
- a.) Integrity;
  - b.) Observance of School rules and regulations; and
  - c.) Respect for Others and Others’ Property.
- 5.4.5 Additional sanctions may be implemented for Level IV offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.

## PART VI PROCEDURES

The PSHS, in accordance with its vision and mission, establishes disciplinary procedures that ensure the protection of the scholar's right to due process. Interventions and disciplinary actions are given after an evaluation not only of the nature, gravity and scope of the offense committed, but also of the circumstances surrounding the scholar and the incident. Accordingly, mitigating and aggravating circumstances are duly considered in giving out sanctions to erring scholar.

Disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

The right to appeal decisions made in the course of disciplinary proceedings is available to the aggrieved party, the scholar under investigation, as well as school personnel other than the investigating authority.

### **6.1 The Discipline Officer**

The Discipline Officer (DO) is a faculty member designated by the Campus Director to carry out programs for maintaining discipline in the campus. The DO reports directly to the Campus Director.

### **6.2 The Discipline Committee**

The Discipline Committee (DC) is composed of a Chairperson and a pool of members, drawn from the faculty. The composition of the DC is constituted by the Campus Director at the beginning of the school year.

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

### **6.3 Situational Assessment**

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

6.3.1 If a Level I offense is determined, appropriate intervention(s) should be implemented immediately.

6.3.2 If a higher-level (II, III or IV) offense is determined, the incident is referred to the Discipline Officer for proper action.

6.3.3 If the possible offense cannot be classified immediately, the case is referred to the Discipline Officer for proper action.

### **6.4 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.

6.4.1 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.

- 6.4.2 The anecdotal report should be submitted to the Discipline Office within three (3) school days from the commission or discovery of the incident.
- 6.4.3 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.

## **6.5 Anecdotal Report Evaluation**

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

- 6.5.1 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.
- 6.5.2 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.
- 6.5.3 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.

## **6.6 Conduct of Preliminary Inquiry**

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

- 6.6.1 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.
- 6.6.2 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 a misconduct shall be given the opportunity to defend himself/herself by presenting written and/or oral evidence. Witnesses may also be called to provide more details on the case.
- 6.6.3 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.

- 6.6.4 After ascertaining the facts of the case, the Discipline Officer determines the level of the offense.
- 6.6.5 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.
- 6.6.6 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.

## **6.7 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.

- 6.7.1 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.
- 6.7.2 A formal inquiry where a scholar is involved must be conducted in the presence of an adult and counsel (as observer), if desired.
- 6.7.3 A representative of the Student Body shall also sit and observe during formal inquiry, but without any right to vote thereat.
  - a.) 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.
  - b.) 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.
- 6.7.4 The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.
- 6.7.5 After the Formal Inquiry:
  - 6.7.5.1 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.
  - 6.7.5.2 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.

6.7.5.3 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.

6.7.5.4 The findings of the formal inquiry shall be given to the scholar through the parent/s.

## **6.8 Determination of Sanctions**

6.8.1 The determination of appropriate interventions and/or sanctions shall depend on the level of the offense committed.

6.8.1.1 Interventions for Level I offenses are determined by a teacher, school personnel, or the Discipline Officer.

6.8.1.2 Sanctions for Level II offenses are determined by the Discipline Committee.

6.8.1.3 Sanctions for Level III offenses 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.

6.8.1.4 Sanctions for Level IV offenses are determined by the Discipline Committee, and submitted to the Management Committee for review and recommendation. 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.

6.8.2 In the determination of sanctions, mitigating and aggravating factors may be considered.

## **6.9 Implementation of Interventions**

6.9.1 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 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.

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

## **6.10 Implementation of Disciplinary Actions**

6.10.1 The Discipline Officer carries out the sanctions for Levels II and III.

- 6.10.2 In case of termination of scholarship or expulsion, the decision of the Board of Trustees shall be carried out by the Campus Director.
- 6.10.3 One count of a Level III offense will automatically place a student on probationary status for the succeeding school year.
- 6.10.4 Two counts of a Level III offense within a school year shall be a ground for termination of scholarship.
- 6.10.5 In the case of a graduating scholar involved in a Level III or IV case:
- 6.10.5.1 If suspension is no longer possible, a sanction of rendition of special tasks shall be imposed.
- 6.10.5.2 All efforts shall be exerted in resolving pending cases of graduating scholar before graduation without compromising the substantive and procedural aspects of due process.

## **6.11 Appeal Procedures**

- 6.11.1 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.
- 6.11.2 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.
- 6.11.3 Decisions of the Discipline Officer shall be appealable to the Discipline Committee.
- 6.11.4 Decisions of the Discipline Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Management Committee.
- 6.11.5 Decisions of the Management Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Board of Trustees.
- 6.11.5 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.



PART VII  
**EFFECTIVITY**

This set of guidelines shall take effect 15 days following publication in the Official Gazette of the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center, in the Official Campus Newspaper of the Philippine Science High School, and in the PSHS website.