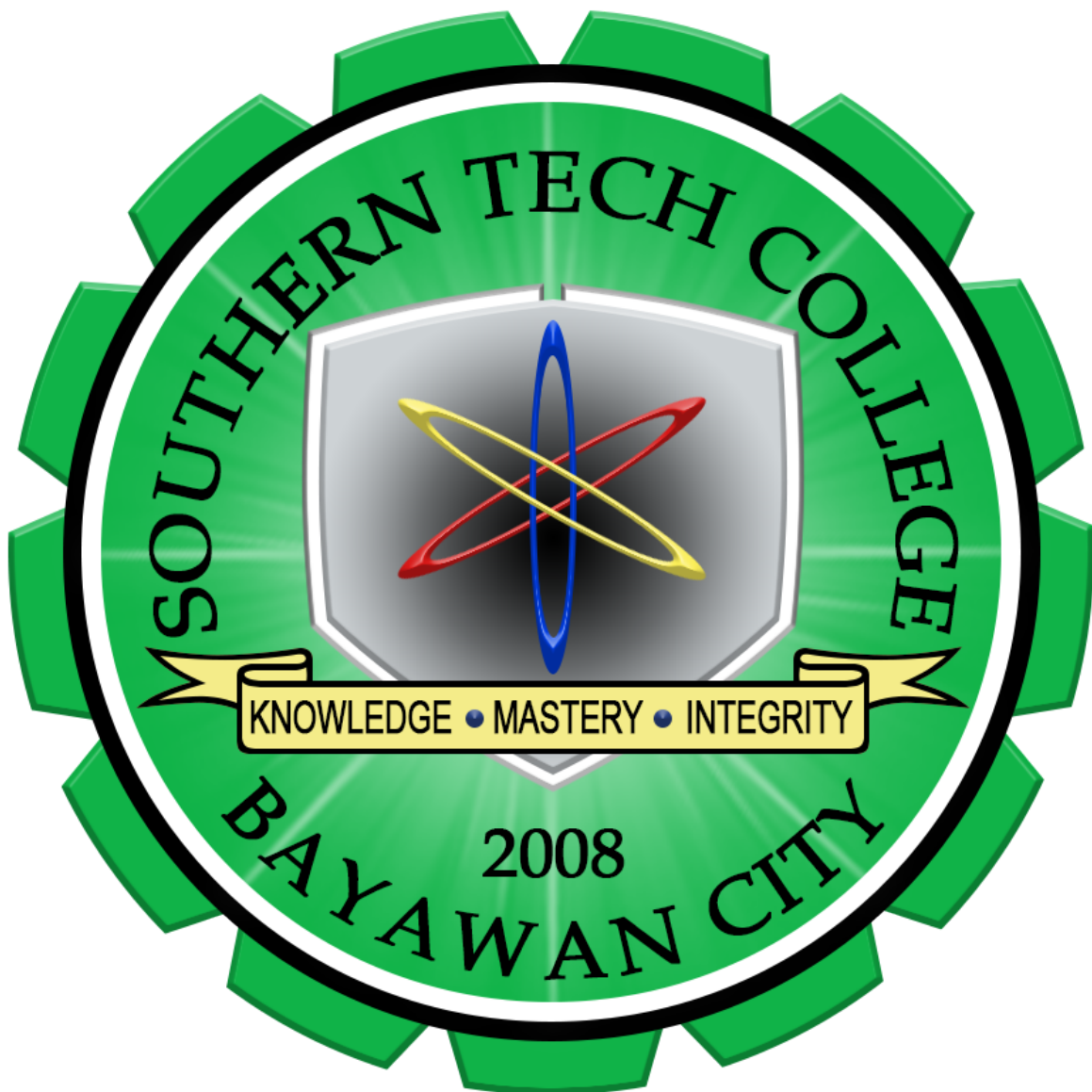


SOUTHERN TECH COLLEGE FOUNDATION INCORPORATED

National Highway, Villareal, Bayawan City, Negros Oriental



SENIOR HIGH SCHOOL STUDENT HANDBOOK

Revised 2024

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Foreword

The **Southern Tech College Foundation, Incorporated Student Handbook** provides comprehensive information on school policies, student duties, responsibilities, and the privileges to which students are entitled. It outlines the fundamental principles that guide every STCnian in their academic and personal development.

The handbook details various school policies, offering clear guiding principles for different areas of school life and specifying the corresponding sanctions for policy violations. These policies are designed to maintain a safe, respectful, and productive learning environment.

Serving as the cornerstone of disciplinary actions, the handbook provides a framework for fair and consistent enforcement of rules and regulations. It is the primary reference for any disciplinary measures that the school may implement.

The contents of the handbook may be updated and modified as necessary to reflect changes in school policies, societal norms, or other relevant circumstances. This ensures that the handbook remains current and continues to meet the evolving needs of the Southern Tech College community.

Student's Signature over Printed Name and Date

Course

Article I.

PRELIMINARY MATTERS

Section 1. Title

This book shall be called “THE STCNIAN MANUAL”

Section 2. Coverage

This Manual shall serve as the guiding framework for all activities and procedures conducted by the school. It applies to and must be adhered to by the Board of Directors (BODs), faculty, staff, and students. These guiding principles ensure consistency, integrity, and excellence in the actions and behavior of all members of the Southern Tech College Foundation, Incorporated community.

Article II.

THE 3 PILLARS OF EDUCATION, MISSION, VISION AND THE SCHOOL OBJECTIVES

Section 1. VISION

To be a leading academic institution in the 3rd Congressional District of Negros Oriental, providing accessible, quality education that is recognized and accredited by TESDA, DepEd and CHED.

Section 2. MISSION

It is the mission of STCFI to provide accessible, high-quality education in the 3rd Congressional District of Negros Oriental, offering accredited programs and fostering skills, values, and community partnerships for academic and professional excellence.

Section 3. PHILOSOPHY

Southern Tech College Foundation, Incorporated believes in the holistic (mental, physical and spiritual) approach in molding STCnians to achieve their fullest potential through embracing and practicing its core values: Knowledge, Mastery and Integrity.

Section 4. The Three Pillars of STCFI

1. **KNOWLEDGE.** Knowledge represents the state of awareness and understanding of one's environment. It is the foundation upon which all learning is built, serving as the essential first step in the educational journey. Developing a deep sense of awareness and comprehension enables individuals to move forward to the next fundamental pillar.
2. **MASTERY.** Mastery is the practical application of the knowledge acquired. It signifies the ability to effectively utilize and apply what has been learned to real-world situations. Achieving mastery in a chosen field requires access to appropriate resources, tools, and facilities within a supportive learning environment. Mastery is the result of rigorous practice and dedication, guided by effective instruction and continuous improvement.
3. **INTEGRITY.** Integrity is the core of our values foundation. It emphasizes the importance of ethical behavior, honesty, and moral principles in all aspects of life. A well-rounded education not only focuses on the acquisition of knowledge and the development of skills but also on fostering integrity. Every learner must integrate these values into their personal and professional actions, ensuring that their journey towards knowledge and mastery is guided by a strong ethical compass.

Together, these three pillars—Knowledge, Mastery, and Integrity—form the cornerstone of education at Southern Tech College Foundation, Incorporated, shaping well-rounded individuals who are prepared to contribute meaningfully to society.

Section 5. Objectives

With the stated MISSION and VISION of the school, the objectives shall be stated as follows:

1. **Deliver High-Quality Education and Training.** To provide a comprehensive and innovative curriculum that equips students with the knowledge and skills needed to excel in their fields and compete globally.

2. **Promote Ethical Values and Leadership.** To foster a culture of integrity and ethical behavior, preparing students to be responsible leaders who make positive contributions to society.
3. **Integrate Technology in Learning.** To utilize the latest technologies to enhance learning experiences, ensuring students are proficient in using modern tools and methodologies relevant to their industries.
4. **Support Personal and Professional Growth.** To offer programs and resources that encourage personal development and career readiness, helping students achieve their goals and succeed professionally.
5. **Engage with the Community and Industry.** To build strong partnerships with local communities and industries to provide real-world learning opportunities and ensure that education aligns with market needs and societal challenges.

Article III.

ADMISSION AND ENROLLMENT

Section 1. Admission for New Students

All students who have completed Grade 10 are eligible for admission to STCFI, provided they meet the necessary requirements and adhere to the school's policies and guidelines.

Section 2. Admission Requirement for New Students

New students are required to submit the following documents to the Registrar's Office upon enrollment:

1. **Junior High School Report Card.** A copy of the latest report card from the student's Junior High School, indicating successful completion of Grade 10.
2. **Photocopy of PSA/NSO Certified Birth Certificate.** A photocopy of the student's birth certificate, certified by the Philippine Statistics Authority (PSA) or the National Statistics Office (NSO).
3. **Certificate of Good Moral Character.** A certificate from the previous school attended, attesting to the student's good moral standing and behavior.
4. **ID Pictures:** Two recent 2x2 ID pictures with a white background, taken within the last six months.
5. **NCAE Result (if available).** The National Career Assessment Examination (NCAE) result, which, while not mandatory, can be submitted if available to assist in course placement and career guidance.

Section 3. Admission for Transferees and Admission Requirements

1. Students transferring from other institutions may be admitted to Southern Tech College Foundation, Incorporated (STCFI) upon submission of the following documents:
 - a. **Grade 11 Report Card.** A copy of the latest report card from the student's Senior High School, indicating successful completion of Grade 11.
 - b. **Photocopy of PSA/NSO Certified Birth Certificate.** A photocopy of the student's birth certificate, certified by the Philippine Statistics Authority (PSA) or the National Statistics Office (NSO).
 - c. **Certificate of Good Moral Character.** A certificate from the previous school attended, attesting to the student's good moral standing and behavior.
 - d. **ID Pictures:** Two recent 2x2 ID pictures with a white background, taken within the last six months.
2. Transferees will be admitted temporarily until all required credentials are submitted and verified by the Office of the School Registrar. Full admission will be granted once all necessary documents are reviewed and approved, ensuring that the student meets the academic and ethical standards of STCFI. Failure to provide complete documentation within the stipulated timeframe may affect the student's enrollment status.

Section 4. Admission Requirements for Returnees and Old Students

To be eligible for re-enrollment, returning and continuing students must meet the following requirements:

1. All obligations from the last semester of attendance must be fully settled. These include, but are not limited to:
 - **Academic Requirements:** Any incomplete or pending grades, backlogs, or other academic-related issues must be resolved and recorded.
 - **Financial Obligations:** All tuition fees, miscellaneous fees, and any other financial responsibilities owed to the school must be paid in full.
 - **Property-Related Responsibilities:** Any school property (such as books, laboratory equipment, or other borrowed materials) must be returned or accounted for, and any damages or losses must be compensated.
2. Returning and old students must submit all necessary documents for re-enrollment, including:
 - Clearance forms from the relevant departments (e.g., library, accounting, or academic department) indicating no pending issues.
 - A copy of their latest academic records or transcript of grades, if applicable.
3. Returnees and continuing students must adhere to any changes in school policies, procedures, or curriculum updates implemented during their absence. They are required to familiarize themselves with any new guidelines and ensure compliance.
4. Depending on the student's duration of absence or other factors, the school may require returnees to attend a re-orientation session to reacquaint them with school policies, procedures, and updates.

Failure to meet any of these requirements may result in the inability to proceed with re-enrollment until all obligations and conditions are satisfied.

Section 5. Registration

Registration at Southern Tech College Foundation, Incorporated (STCFI) constitutes formal enrollment in the school. The registration process must be completed on the dates specified by the School Administration. The procedure for registration and enrollment is as follows:

1. **Evaluation.** Old and returning students, as well as transferees, must present themselves along with their academic records for evaluation. This step ensures that prior coursework and grades are reviewed and appropriately credited.
2. **Filling Out Enrollment/Registration Forms.** Following evaluation, students will request and complete Registration Forms (R.F.). It is essential that these forms are filled out accurately and honestly to ensure proper enrollment.
3. **Scheduling.** The Office of the School Registrar shall assign class schedules based on the date of enrollment, the availability of schedules, and the student's enrolled strand. All assigned schedules will follow the approved program and class offerings authorized by the School Administration. The official class schedules will be posted in a designated area of the school for the information and guidance of all students.
4. **Assessment.** Students should visit the School Cashier for a detailed assessment of their fees for the semester. The Cashier will provide a breakdown of the costs involved.
5. **Payment.** For paying students, after receiving the assessment, students must proceed to the Cashier's window to make the necessary payment.
6. **Submission of Registration Form and Final Checking.** Students must submit their completed Registration Forms, along with their class cards and the attached list of subjects, to the School Registrar. The Registrar will review the submission, approve the subjects, and stamp the class cards.
7. **Official Enrollment.** Students will be officially enrolled only after completing the entire registration procedure and submitting all required documentation. Full enrollment status will be granted once all requirements are met and verified.

Section 6. Loading and Sequence

Subject loading and sequence for each course will adhere to the approved curriculum established by the school. The following guidelines govern the registration of subjects:

1. **Regular Load.** The standard subject load per student is 9 subjects, including both laboratory and non-laboratory classes. Students are not allowed to take advanced subjects unless they are underloaded due to an irregular schedule—such as being a transferee or having back subjects.
2. **Graduating Students.** Graduating students may be allowed to enroll in additional subjects, provided that the total does not exceed 3 non-academic subjects beyond the prescribed limit. This flexibility accommodates the need to complete all necessary coursework before graduation.
3. **Cross-Enrollment.** Cross-enrollment is generally discouraged. However, in exceptional cases, particularly for graduating students with urgent and essential needs, cross-enrollment may be permitted for a maximum of one subject. This exception is granted under strict conditions and requires prior approval.

Section 7. Change of Strand or Track

Students may request to change or shift courses under the following conditions:

1. **Submission of Request Letter.** Students must submit a formal Letter of Request to Shift addressed to the School Head. This letter should clearly state the reason for the desired strand change and must be signed by a parent or guardian to provide proof of consent.
2. **Document Submission.** The Letter of Request to Shift must be presented to the Office of the School Registrar. This document initiates the process and ensures that the request is officially recorded.
3. **Evaluation of Scholastic Records.** The student's academic records will be reviewed by the School Registrar to assess eligibility for the new strand. This evaluation ensures that the student's academic history supports the requested change.
4. **Payment of Fees.** For paying students, any additional fees associated with the change of strand must be paid to the School Cashier. The amount required will be determined based on the specific details of the strand.
5. **Proof of Payment.** For paying students must present proof of payment to the School Registrar before they are permitted to join any new classes. This step confirms that all financial obligations related to the course change have been fulfilled.

Section 8. Withdrawal of Enrollment

Students who are enrolled at Southern Tech College Foundation, Incorporated (STCFI) under the Senior High School (SHS) Voucher Program and choose to withdraw their enrollment must adhere to the following guidelines:

1. **Official Withdrawal Process.** Withdrawal of enrollment must be done through a formal written request submitted to the Office of the Registrar. The withdrawal shall only be considered official once it has been reviewed and approved by the Registrar and other relevant offices.
2. **Voucher Accountability.** The SHS Voucher Program is a government subsidy intended to support a student's education. If a student **withdraws from enrollment after the second (2nd) week from the start of the opening of classes**, and has not paid any fees, the **student and/or parent or guardian shall be held financially responsible** for the equivalent amount of the voucher as billed by the school. If the student withdraws **before the start of classes**, only the **enrollment fees** stated in the Enrollment Registration Form will be charged.
3. **Financial Obligation.** The student or guardian must settle the full amount of the voucher subsidy granted, as the government does not cover students who withdraw beyond the allowable period. This amount will be treated as a financial obligation to STCFI and must be paid before any credentials, documents, or future enrollment requests are processed.

4. **Effectivity and Enforcement.** This policy is applicable to all SHS voucher recipients beginning the current academic year. The school reserves the right to enforce this policy to ensure accountability and prevent abuse of the government subsidy.
5. **Advisory.** Students and parents are strongly advised to consider the implications of withdrawing after the second week of classes. For any concerns regarding the voucher or withdrawal process, they may consult the Registrar's Office or the SHS Coordinator.

Section 9. Issuance of Credentials for Transfer to Other School

Students officially enrolled at Southern Tech College Foundation, Incorporated (STCFI) have the right to transfer to another institution. However, the issuance of transfer credentials shall be subject to the following conditions and procedures:

- **Settlement of Obligations.** Students must first settle all financial and institutional obligations with STCFI. These obligations include, but are not limited to, unpaid tuition and other school fees, fines, penalties, and any responsibilities related to the return or replacement of school property (e.g., books, equipment, or materials).
- **Request for Transfer Credentials.** Once all obligations are settled, students may file a formal request for transfer credentials with the Office of the School Registrar. The request must include the student's full name, student number, program of study, and the name of the institution to which the student intends to transfer.
- **Processing Time.** Transfer credentials will be processed and released within thirty (30) working days from the date the request is received, provided all requirements and obligations have been met. This timeframe allows for the completion of the necessary administrative and verification procedures.
- **Withholding of Credentials.** STCFI reserves the right to withhold the release of transfer credentials in the following cases:
 - Unsettled financial or institutional obligations
 - Disciplinary cases with pending resolution
 - Sanctions such as suspension or expulsion
 - Unreturned school property or documents
- **Release of Credentials.** Credentials will be released only after the student has fulfilled all obligations and secured necessary clearances from relevant offices (e.g., Accounting, Library, Property Custodian, and Student Affairs). This ensures the integrity of records and accountability of departing students.
- **Non-Processing During Peak Periods.** To ensure smooth operations during peak academic periods, **no release or processing of student credentials shall be conducted during official graduation and enrollment periods.** Students are advised to plan their requests accordingly and to process their transfer documents before or after these peak times.

Section 10. Non-Admission and Readmission Policy

Southern Tech College Foundation, Inc. (STCFI) is committed to fostering a learning environment that promotes academic excellence, responsible behavior, and personal growth among students. The school recognizes that learners may encounter academic or personal challenges; thus, a range of interventions and support mechanisms are in place to assist students in overcoming difficulties. However, when a student consistently fails to meet academic and behavioral expectations despite these interventions, the school reserves the right to deny readmission in the succeeding academic term.

A student may be denied readmission for the following reasons:

1. **Chronic Absenteeism.**
 - Accumulation of unexcused absences equivalent to **20% or more** of total class days in a semester or term, as per DepEd guidelines.

- Continuous disregard for the school's attendance policy despite repeated reminders and interventions.
2. **Persistent Academic Non-Performance.**
 - Consistent failure to meet minimum academic requirements, such as failing core subjects for **two or more consecutive grading periods or terms**.
 - Lack of participation in class activities, refusal to comply with academic responsibilities, and frequent non-submission of outputs or requirements.
 3. **Irresponsible Behavior and Lack of Commitment.**
 - Demonstrated pattern of irresponsibility and indifference towards school rules, values, and learning opportunities.
 - Failure to show improvement despite counseling, monitoring, and parental involvement.
 4. **Intervention Process and Documentation.** Prior to any recommendation of non-readmission, the following steps must be undertaken and documented:
 - **Parent-Teacher Conferences:** At least two formal conferences must be held to discuss academic or behavioral concerns.
 - **Guidance and Counseling Sessions:** A minimum of three individual sessions with the Guidance Counselor must be completed, focusing on student support, behavior improvement, and goal-setting.
 - **Home Visit:** A home visitation must be conducted to assess the student's learning environment and explore support systems.
 - **Monitoring and Probation:** The student must be placed under **Academic and/or Behavioral Monitoring or Probation**, with specific improvement plans and timelines.
 5. **Evaluation and Notification Process.**
 - The **Academic and Disciplinary Committee**, in coordination with the Guidance Office, shall evaluate the student's record and determine whether non-readmission is necessary.
 - A formal **Notice of Non-Readmission** will be issued in writing, stating the reasons and interventions made. A final dialogue with parents/guardians may be scheduled for clarification.
 - The decision of the committee is final and shall be implemented at the start of the following term or school year.
 6. **Considerations and Exceptions.**
 - Students facing temporary personal, health, or family challenges may be considered for special support plans or referral to partner agencies instead of immediate non-admission.
 - The school reserves the right to apply compassion where warranted, without compromising standards of accountability.

Article IV.

SENIOR HIGH SCHOOL VOUCHER PROGRAM

Section 1. General Questions

1. What is the SHS Voucher Program?

The Voucher Program is intended for Grade 10 (Junior High School) completers who wish to pursue Senior High School (SHS) education in non-DepEd Schools such as Private High Schools, Colleges, and Universities; Local Universities and Colleges (LUC); State Universities and Colleges (SUCs); and Technical and Vocational Schools, starting SY 2016-2017.

Through the Voucher Program, students and their families are able to exercise greater choice in deciding the Senior High School program that is most relevant to their needs and career goals.

The voucher enables students to claim a “discount” or a deduction from the cost of tuition and other fees charged by a non-DepEd SHS where he or she will enroll. The voucher subsidy is not given to students directly in the form of cash but will be disbursed by DepEd to the non-DepEd SHS where he or she enrolls.

2. Who are the recipients of SHS Voucher Program?

Public Grade 10 completers and Grade 10 completers who are Education Service Contracting (ESC) grantees in private JHS are automatically qualified voucher recipients and need not apply for an SHS Voucher.

Automatically qualified voucher recipients:

- a) Public JHS students – will receive 100% of the voucher amount*
- b) ESC JHS students – will receive 80% of the voucher amount*

Note: These students have been pre-identified through the Learner Information System (LIS), which is linked to the SHS Voucher Management System. Therefore, these students need not present a voucher certificate when they enroll in a non-DepEd SHS. Instead, their names will be automatically recognized by the SHS Voucher Management System as voucher recipients. The SHS Voucher Management System is an online system accessed only by DepEd and non-DepEd SHS to facilitate enrollment, billing and submission of reports pertaining to the Voucher Program.

3. How much is the value of the SHS Voucher?

Voucher recipients from public/DepEd JHS who will enroll in a non-DepEd SHS located in cities and municipalities outside NCR and that are not HUCs will receive a full voucher amount of P17,500. Voucher recipients from private JHS will receive 80% or P14,000 while those enrolling in SUCs/LUCs, regardless if they completed JHS in a public or private school, will receive 50% or P8,750.

Note: Cash is NOT given to the student directly instead the subsidy is remitted to the Senior High School where he/she will enroll.

Section 2: Disqualification of SHS Voucher

The voucher must be used in the school year immediately following the year of JHS completion. A voucher program beneficiary (VPB) may only be able to avail of the voucher subsidy for two (2) successive years.

A VPB who passed Grade 11 but was not able to enroll the next school year because of medical reasons will still be able to avail the Voucher Program, provided that the medical period is not more than one school year.

A VPB shall be disqualified from further participation in the SHS Voucher Program for any of the following reasons:

- a) VPB drops out in the middle of the school year
- b) VPB does not re-enroll the following school year
- c) VPB is retained in the same grade level due to having three (3) subjects with failing grade
- d) VPB transfers to another SHS provider within the school year
- e) VPB transfers to a DepEd SHS provider

Article V.

SCHOLARSHIPS AND DISCOUNTS

Section 1. Scholarships

Southern Tech College Foundation, Incorporated (STCFI) offers the following scholarship opportunities:

1. Academic Scholarships

- **Class Valedictorian**
 - **Award:** Full academic scholarship.
 - **Requirements:** Maintain a grade of no less than 2.0 in each subject and a Quality Point Average (QPA) of no less than 1.75.
 - **Eligibility:** Granted to the valedictorian of any school, provided the graduating class consists of at least 60 students.
- **Class Salutatorian**
 - **Award:** Half academic scholarship.
 - **Requirements:** Maintain a grade of no less than 2.0 in each subject and a QPA of no less than 2.0.
 - **Eligibility:** Granted to the salutatorian of any school, provided the graduating class consists of at least 60 students.

2. Community Scholarships

- **Award:** 100% tuition fee exemption for any currently offered course at STCFI.
- **Eligibility:** High school graduates with no previous college background, as recommended by Barangay Captains and Municipal Mayors of Sta. Catalina, Bayawan, and Basay.
- **Guidelines for Community Scholarship Applicants:**
 - Must have grades of no less than 85 in all subjects and an average grade of at least 85.
 - Must be a bona fide resident of the barangay. If no resident applies, the Barangay Captain may recommend a qualified candidate who may not be a resident.
 - Must present an endorsement letter from the Barangay Captain upon enrollment.
 - Must enroll in the full regular load of units each semester.
 - Must maintain a grade of no less than 85 in all subjects and a general average of at least 85 to retain the scholarship.
 - Scholarship provides 100% tuition fee exemption each qualifying semester.
- **Discontinuation of Scholarship:**
 - Scholarship will be discontinued if the scholar fails to maintain a minimum grade of 85 in all subjects or a general average of 85.
 - Scholarship will be terminated if the scholar withdraws enrollment, either officially or unofficially.
 - Scholarship will be discontinued if the scholar fails to enroll in the subsequent semester.
- **Additional Information:**
 - The scholarship is non-transferable.
 - Scholarship guidelines may be updated to reflect policy changes as needed.

3. Scholarships from the Government and Private Institutions

- A range of scholarships provided by government and private entities, each with its own set of criteria and benefits.
- These scholarships require formal endorsement from the relevant government or private institution, affirming STCFI as an eligible participating institution.

4. BOT Scholarship

The BOT (Board of Trustees) Scholarship is a prestigious scholarship awarded to select students who demonstrate exceptional potential, leadership, and commitment to the school's values. Recipients of this scholarship are chosen based on criteria established by the Board of Trustees.

- **Selection Process:** Scholars are identified and selected by the Board of Trustees based on a rigorous evaluation of their academic performance, leadership qualities, and overall contribution to the school community. The selection process ensures that only the most deserving students receive this honor.
- **Scholarship Benefits:** Recipients of the BOT Scholarship will enjoy a 100% waiver of all miscellaneous fees. This comprehensive coverage allows scholars to focus on their studies and personal development without the financial burden of these additional costs.

Section 2. Discounts

Southern Tech College Foundation, Incorporated (STCFI) offers the following tuition fee discounts for non-scholar students:

1. Bring-a-Friend Discount

- A 10% discount on tuition fees for any student who refers a new student to enroll at STCFI.
- Available to currently enrolled students who successfully refer a friend who completes enrollment.

2. Employee Relative Discount

- **First-Degree Relatives:** 50% discount on tuition fees for immediate family members (spouse, children, parents, siblings) of STCFI employees.
- **Second-Degree Relatives:** 25% discount on tuition fees for extended family members (1st cousins, nieces and nephews who are children of one's siblings, and aunts and uncles who are children of one's grandparents) of STCFI employees.

3. Student Relative Discount

- **Brothers/Sisters Enrollees.** Each sibling enrolled at STCFI will receive a 10% discount on tuition fees.

4. BOT Student Discount

- **Eligibility:** Students eligible for this discount are identified by the Board of Trustees based on specific criteria, which may include academic performance, financial need, leadership potential, or other merits deemed important by the Board.
- **Discount Details:** Eligible students will receive a 25% discount on their total tuition fees. This discount helps reduce the financial burden on students and their families, making education more accessible and affordable.

Additional Information:

- The scholarships and discounts outlined above are available until further notice or discontinuation. The school administration will inform students of any new or updated scholarships and discounts as they become available.

Article VI.

CLASS ATTENDANCE

Section 1. Rules on Attendance

1. **Attendance Monitoring.** Attendance will be recorded at each class meeting. Students who enroll late will be marked absent for any classes held prior to their enrollment.
2. **Waiting Period for Teachers.** Students are permitted to wait for their teachers for a specified period, which is outlined as follows:

Class Hours	Number of Minutes for Students to Wait
1 hour	15 minutes
1 ½ hour	20 minutes
2 hours	30 minutes
2 ½ hours	35 minutes
3 hours	45 minutes

3. **If a faculty member fails to arrive within the specified waiting period, the class will be considered dismissed. The missed session will be rescheduled for a make-up class at a later date.**

Section 2. Tardiness and Cutting Classes

1. **Tardiness.** A student arriving late to class will be marked as “tardy.” Three instances of tardiness will be counted as one full day of absence.
2. **Cutting Classes.** A student who leaves the classroom and remains outside for the remainder of the class period without the instructor’s permission will be considered as “cutting classes.” Cutting classes will result in disciplinary action in accordance with the school’s policies.

Section 3. Suspension of Classes

Classes will be automatically suspended only under the following circumstances:

1. **Typhoon Signal No. 3.** Classes will be suspended when Typhoon Signal No. 3 is issued by the relevant weather authorities.
2. **Declared Non-Working Holidays.** Suspension of classes will occur on days officially declared as non-working holidays.
3. **Official Announcements from TESDA/CHED/DepEd/LGU.** Classes may be suspended based on official announcements from TESDA (Technical Education and Skills Development Authority), CHED (Commission on Higher Education), Department of Education (DepEd) or the Local Government Unit (LGU) as needed.
4. **Announcements from STCFI Management.** Additional suspension of classes may be declared by STCFI’s top management due to specific circumstances or unforeseen events.

Section 4. Sanctions for Non-Compliance

The following sanctions will be applied for excessive unexcused absences or violations of the attendance policy:

1. **First Offense (3 unexcused absences):**

- The student will receive a formal verbal and written warning, reminding them of the importance of class attendance.
- A letter will be sent to the student's parents or guardians.
- 2. **Second Offense (3 or more unexcused absences):**
 - A meeting with the student, their parents/guardians, and a school administrator will be required to discuss the student's attendance issues.
 - The student may be required to follow an attendance improvement plan, outlining strategies to prevent further absences.
- 3. **Third Offense (3 or more unexcused absences):**
 - A final written warning will be issued, with a notice that further violations may lead to more severe consequences.
 - The student may be restricted from participating in extracurricular activities and school events until their attendance improves.
- 4. **Fourth Offense (3 or more unexcused absences):**
 - The student may receive a failing grade in the subject(s) where attendance has been a consistent issue.
 - If absenteeism continues, the school reserves the right to consider the student for expulsion in extreme cases, subject to review by the school administration and board.

Appeals Process:

- Students and their parents/guardians have the right to appeal sanctions to the school administration. Appeals must be submitted in writing within five business days of receiving the sanction. The school administration will review the appeal and issue a final decision.

Additional Notes:

- **Make-Up Work:** In the case of excused absences, students are responsible for catching up on any missed work and communicating with their teachers to ensure they remain on track academically.
- **Special Considerations:** Students facing prolonged medical or personal issues may be eligible for special accommodations upon approval from school administration.

Article VII.

EXAMINATION AND GRADING SYSTEM

Section 1. Major Examination

The school will administer four major examinations each semester. These examinations are as follows:

1. **1st Unit Test.** Conducted early in the semester to assess initial understanding and progress.
2. **1st Quarter Exam.** Held midway through the semester to evaluate ongoing performance and comprehension.
3. **2nd Unit Test.** Administered towards the end of the semester to gauge cumulative knowledge before final assessments.
4. **2nd Quarter Exam.** Conducted at the end of the semester to assess overall understanding and mastery of the course material.

Section 2. Examination Policy

1. **Account Settlement (Paying Students)**
 - Students must settle all accounts with the School Cashier prior to taking any major examination.
 - **Note:** No student will be permitted to take a major examination without a valid permit from the School Cashier. Failure to present a permit will result in the denial of entry to the examination.
2. **Examination Conduct**
 - During the examination, students are not allowed to leave the room until they have submitted their examination booklet to the proctor.
 - Once an examination booklet has been submitted, it is understood that the student has completed the exam and cannot retrieve the booklet.
 - Students who leave the room without permission or attempt to retrieve a submitted examination booklet will receive a **score of zero** for the examination.
3. **Dress Code**
 - Students must wear the prescribed school uniform to be eligible to take the examination.
 - Students not in the proper uniform will not be permitted to take the examination until they are in compliance with the dress code. **No extra time** will be given to make up for the delay in starting the exam.
 - Continued non-compliance will result in **suspension from further exams** until the dress code is followed.
4. **Prohibited Items**
 - Cellular/mobile phones and other electronic devices are prohibited during examinations.
 - The proctor has the authority to confiscate phones, which will be returned after the examination period.
 - If a student continues to use a mobile phone after receiving a warning, they will receive a score of zero for the examination.
 - The student may face suspension from taking future exams.
5. **Late Arrival**

- Students arriving after the examination has started may be permitted to take the exam; however, they will only be allowed to answer questions from the point of their arrival onward. They will not have the opportunity to access or answer any questions missed prior to their arrival. Therefore, students will be marked zero for the items they missed.

6. Submission of Examination Booklets

- All examination booklets must be submitted to the proctor at the end of the exam, regardless of whether the student has completed the examination. Late submissions will not be accepted.
- Students failing to submit their booklet on time will receive a **score of zero** for the examination. No exceptions will be made.
- Repeated violations may result in **suspension from further examinations**.

7. Academic Integrity

- Cheating is strictly prohibited.
- Any student caught cheating will receive a score of zero for the exam.
- The proctor will confiscate the examination booklet and the student will be suspended from taking the examination.
- The student will receive a **formal verbal and written warning**.

Section 3. Special Examination

Students who miss a major examination on the scheduled date may be eligible for a special examination under the following circumstances:

1. Reasons for Special Examination

- **Outstanding Balance.** Failure to settle the balance/payment by the examination date.
- **Health Issue.** Unable to attend the exam due to health problems, with a valid medical certificate required.

2. Score Deduction.

A deduction of 20-25% from the total score will be applied to special examination results.

3. Scheduling and Permits

- The school registrar will determine the schedule for special examinations. Failure to attend the special exam at the scheduled time will result in the loss of the privilege to take the special exam.
- Students must obtain a special examination permit from the cashier before taking the exam. This permit must be attached to the examination booklet.

4. Permit Acquisition.

Students are advised to secure the special exam permit from the cashier at least one hour before the scheduled time of the special examination.

Section 4. Grading System

The K-12 school program uses a competency-based grading system to give grades based on how well you understand the lessons. The rules for this system are in booklets that explain how it works. All schools follow these rules from the Department of Education (DepEd).

(SHS Grading System) use a mix of different component weights. This table shows which subjects have what weight for each component. If you are a high School Student So it is essential to know How to Compute GWA in SHS.

Understanding the Importance of Components in Senior High School (SHS).

Core Subjects	Academic Track for All other subjects	Academic Track for Research, Work immersion, Performance, Exhibit	TVL/ Arts & Design Track, Sports for all other Subjects	TVL/ Arts & Design Track, Sports for Research, Work immersion, Performance, Exhibits
Quarterly Assessment	25%	30%	25%	20%
Performance Task	50%	45%	40%	60%
Written Work	25%	25%	35%	20%

Section 5. Conversion table

Student’s initial grade goes through a change to become the Quarterly Grade (QG). The process depends on the conversion table:

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100		
98.40 – 99.99	99	66.40 – 67.98	79
96.80 – 98.39	98	64.81 – 66.39	78
95.21 – 96.79	97	63.21 – 64.79	77
93.60 – 95.19	96	61.60 – 63.19	76
92.00 – 93.59	95	60.01 – 61.59	75
90.40 – 91.99	94	56.00 – 59.99	74
88.80 – 90.39	93	52.01 – 55.99	73
87.20 – 88.79	92	48.00 – 51.99	72
85.60 – 87.19	91	44.00 – 47.99	71
84.00 – 85.59	90	40.01 – 43.99	70
82.40 – 83.99	89	36.00 – 39.99	69
80.80 – 82.39	88	32.00 – 35.99	68
78.20 – 80.79	87	28.00 – 31.99	67
77.60 – 79.19	86	24.00 – 27.99	66
76.00 – 77.59	85	20.00 – 23.99	65
74.40 – 75.99	84	16.00 – 19.99	64
72.80 – 74.38	83	12.00 -15.99	63
71.20 – 72.79	82	8.00 – 11.99	62
69.61 – 71.19	81	4.00 – 7.99	61
68.00 – 69.59	80	0 – 3.99	60

Section 6. Completion of Incomplete Grades

An **incomplete grade** is issued when a student has not fulfilled all course requirements within the prescribed academic period due to **valid and justifiable reasons**, such as illness, personal emergencies, or other circumstances approved by the instructor. Incomplete grades are not a substitute for failing performance but serve as a **temporary mark** pending the completion of remaining requirements.

Grade compliance is extended by teachers to allow students to meet these missed academic requirements. However, **submitting compliance work does not guarantee a passing grade**. The final grade will depend on the quality and completeness of the submitted work. If the student's output fails to meet the minimum academic standards or passing criteria, a failing grade may still be given. **Compliance is a privilege and a chance to fulfill requirements, not an automatic pass.**

To resolve an incomplete grade, students must follow these steps:

1. Obtain and Complete the Grade Completion Form

- Secure the official Grade Completion Form from the Office of the School Registrar.
- Accurately fill out the form with the required information, including the subject, course code, teacher's name, and reason for the incomplete grade.

2. Submit to Instructor for Endorsement

- Present the completed form to the subject teacher.
- The teacher will review the form, confirm eligibility for completion, and provide instructions for completing the pending requirements (e.g., missed exams, projects, or activities).

3. Payment Processing

- A payment of **₱100 per subject** will be charged for processing the completion of an incomplete grade.
- A copy of the official receipt must be attached to the completion form before the teacher processes and evaluates the submitted work.
- *Note: This policy is intended to encourage students to complete their academic requirements on time and to instill in them a sense of responsibility and discipline.*

4. Final Submission to Registrar

- Return the completed and endorsed form, along with the payment receipt (if applicable), to the Office of the School Registrar.
- The Registrar will process the documents and update the student's records upon confirmation of the final grade from the teacher.

Following these procedures ensures that incomplete grades are resolved in a timely and official manner, preserving the integrity of academic records and allowing students to maintain satisfactory academic standing.

Section 7. Failing Grades

A failing grade will be assigned under the following circumstances:

1. When a student receives a grade lower than 75 in a particular subject.
2. If a student fails to complete the required course work **within the deadline mutually agreed upon by the instructor and the student**, the incomplete grade shall automatically be converted to a failing grade, in accordance with school policy.

These criteria ensure that academic performance standards are maintained and that students fulfill all course requirements to complete their studies.

Article VIII.

HONORS AND AWARDS

The school recognizes outstanding students each semester and during graduation exercises with the following awards and guidelines:

Section 1. CLASSROOM AWARDS

1. Conduct Awards

Conduct Awards will be given at the **end of the school year**. This will be based on the **evaluation of the adviser and subject teachers**, using the guidelines stipulated in Section VI of DepEd Order No. 8, s. 2015. Awardees must have consistently and dutifully carried out the core values of STCFI as indicated in the report card. They must have obtained a rating of at least 80% “Always Observed” (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). **They also must have not been sanctioned with offenses punishable by suspension or higher sanction** within the school year according to the service manual and child protection policies.

2. Academic Excellence Award

The Award for Academic Excellence **within the quarter** is given to learners who have attained an average of at **least 90 and no grades below 80 all learning areas**.

Table 1. Academic Excellence Award

Academic Excellence Award	Average Grade per Quarter
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98–100
2. With High Honors/ <i>May Mataas na Karangalan</i>	95–97
3. With Honors/ <i>May Karangalan</i>	90–94

3. Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off campus activities) may also qualify for this award.

Section 2. GRADE-LEVEL AWARDS

1. Academic Excellence Award

At the **end of the school year**, the Academic Excellence Award is given to who have attained a General Average of at **least 90 and no grades below 80 in all learning areas**.

Table 2. Academic Excellence Award

Academic Excellence Award	General Average
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98–100
2. With High Honors/ <i>May Mataas na Karangalan</i>	95–97
3. With Honors/ <i>May Karangalan</i>	90–94

2. Leadership Award

The leadership award is given to learners in **grade 12** who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

- a. Have no failing grades in any of the learning areas.
- b. Have not committed any offense punishable by suspension or higher sanction according to the Department’s service manual and child protection policies in the current school year.
- c. Be a class officer or an active member/officer of any recognized school club, team, or organization.

Table 3. Criteria for Leadership Award

Criteria	Weight	
	Advisers	Peers
1. Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and/or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/or uses resources wisely	24%	16%
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
Total	60%	40%

3. Award for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are **Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences,** and **Technical-Vocational Education (Tech-Voc)**. These awards also value the learner’s achievement in a specific discipline that has contributed to the school and/or community.

a. Athletics

This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through **participation and victories in competitions**, as well as discipline in training and sportsmanlike conduct and character. **The academic rating that will be considered for this award would be the student’s final grade in Physical Education.**

b. Arts (e.g., visual, media, music, or performing arts)

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school’s various functions and events. **The academic rating**

that will be considered for this award is the final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS).

c. Communication Arts

This award is given to learners who have demonstrated proficiency in any language (**Filipino, English**, or other foreign languages), in **written or in oral communication**, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community. **The academic rating that will be considered for this award is the student's final grade in Filipino, English**, or other foreign-language subjects and related learning areas in Senior High School specific to the award.

d. Science

This award is given to learners who have high academic standing in **Science**, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur. **The academic rating that will be considered for this award is the student's final grade in Science** for the two core Science subjects in SHS.

e. Mathematics

This award is given to learners who have high academic standing in **Mathematics**, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class. **The academic rating that will be considered for this award is the student's final grade in Mathematics** for the core Mathematics subjects in SHS.

f. Social Sciences

This award is given to learners who have high academic standing in **social sciences**. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and/or community above and beyond their personal good. **The academic rating that will be considered for this award is the student's final grade in for the core Social Science subjects Personal Development and Understanding Culture, Society, and Politics in SHS.**

g. Technical-Vocational Education

This award is given to learners who have consistently exhibited exemplary skills and achievement in their area of specialization in **technical-vocational (Tech-Voc)** education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/or community. The academic rating that will be considered for this award is the student's final grade for the specialized **Tech-Voc subjects in SHS** specific to the award.

Table 4.Criteria for awards for outstanding performance in specific disciplines

Criteria	Weight
1. Academic Rating Final grade in the learning area or average of the final grades in subjects specifically related to the award	20%
2. Skill in the Discipline As shown through: a. Output (oral or written work, projects, etc., if applicable) b. Membership in a club/team (if applicable) c. Class or school representation d. Winnings and awards	40%
3. Attitude toward the Discipline a. Peer evaluation (if applicable) b. Commendation from coach/adviser	20%
4. Contribution to the School related to the Discipline In any of the following: a. Tutorials/Coaching b. Performance in school's various functions and events c. Products d. Projects e. Volunteer work	20%

Note: Peer evaluation is only applicable to disciplines that involve collaborative work.Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.

h. Award for Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program. **Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded.** This rating in the report card consists of the learner’s performance and/or output during the Work Immersion.

i. Award for Research or Innovation

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students – individuals, pairs, or groups of **not more than four members** – must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings **can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.**

Table 5.Research criteria and weights

Criteria	Weight
1. Research Grade	20%
2. Output a. Usefulness / Significance of Research Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study b. Rigor Soundness of methodology (research design, data collection, and data analysis)	35% 30%
3. Research Presentation Presentation and defense of research output	15%

Table 6. Innovation criteria and weights

Criteria	Weight
1. Output a. Originality or novelty of the product or service b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community	15% 25%

c. Cost-effectiveness, efficiency, and/or practicality	20%
d. Environmentally safe	10%
2. Delivery or Presentation	
a. Clarity of the product development process and the innovative features shown during presentation	10%
b. Acceptability of the innovation to the target beneficiaries	5%
3. Study or Research	
Research basis of the service or product	15%

Section 3. SPECIAL RECOGNITION

- Learners who have **represented and/or won in competitions** at the **district, division, regional, national, or international** levels will be recognized. These awardees have demonstrated their exemplary performance in **academics, athletics, and the arts**, and/or **represented the school in DepEd-recognized activities**.
- In addition to the above awards, the schools may give due recognition to **learners who have brought honor to the school**.

Section 4. STCFI SPECIAL AWARDS

The school will recognize exemplary graduating students with the following awards. The Department Heads, Registrar, and School Head will conduct a thorough deliberation to determine the deserving awardees.

- STCFI Service Awards.** The STCFI Service Awards recognize graduating students who have made significant contributions to the school community through meaningful service and leadership roles. This includes participation in school activities, leadership in clubs or committees, volunteer work, mentoring, and other community-enhancing efforts.

General Qualifications. To be considered for this award, the student must:

- Be a graduating student in good standing (academic and disciplinary).
- Have rendered at least **30 hours** of verified service to the school or its programs.
- Have actively participated in **school-based leadership, volunteerism, or student organizations** during their stay in STCFI.
- Be endorsed by at least one faculty member or student organization adviser.

Evaluation Criteria and Scoring Rubric (100 points)

- Service Contributions (quantity and impact) – 40%
 - Active involvement in meaningful projects (10 pts)
 - Initiated or led projects with positive school/community impact (15 pts)
 - Quality and depth of contribution (15 pts)
- Reliability and Commitment – 30%
 - Consistently shows up and completes assigned tasks (10 pts)
 - Demonstrates professionalism and responsibility (10 pts)
 - Long-term commitment (10 pts)
- Peer and Staff Endorsements – 20%
 - Positive feedback from 2 or more peers (5 pts)
 - Positive feedback from at least 1 faculty member (10 pts)
 - Endorsement from adviser or head (5 pts)
- Number of Hours Rendered – 10%
 - 30–39 hours (5 pts)
 - 40–49 hours (8 pts)
 - 50+ hours (10 pts)

Awards:

- Gold:** 95–100 points
- Silver:** 90–94 points
- Bronze:** 85–89 points

2. **Outstanding SG Awards.** The Outstanding SG Awards recognize graduating students who have shown exceptional leadership, commitment, and performance in their roles within the Student Government. These students have actively contributed to the success of school activities, inspired their peers, and upheld the values of responsible leadership and service.`

General Qualifications. To qualify for this award, the student must:

- Be a **graduating student** who served in the **Student Government (SG)** for at least one full academic year.
- Have no record of serious disciplinary infractions.
- Be officially endorsed by the **SG adviser and at least one faculty member.**
- Have **spearheaded, co-led, or significantly contributed** to one or more major SG projects or school initiatives.

Evaluation Criteria and Scoring Rubric (100 points)

- Leadership in SG Projects – 40%
 - Took initiative and led significant school-wide projects/events (15 pts)
 - Demonstrated proactive problem-solving (15 pts)
 - Inspired and mobilized others effectively (10 pts)
- Execution and Documentation of Initiatives – 25%
 - Projects were successfully implemented (10 pts)
 - Clear, organized documentation and reporting of activities (15 pts)
- Teamwork and Collaboration – 20%
 - Worked well with peers and advisers (10 pts)
 - Actively contributed to a supportive SG environment (10 pts)
- Feedback from Student Body and Advisors – 15%
 - Positive feedback from fellow SG members (5 pts)
 - Positive evaluation from the adviser and at least one faculty/ staff (10 pts)

Awards:

- **Gold:** 95–100 points
- **Silver:** 90–94 points
- **Bronze:** 85–89 points

Section 5. Disqualifications of Honors and Awards

A student may be disqualified from receiving honors or awards under the following conditions:

1. **Disciplinary Action.** A candidate will be disqualified if they have been subjected to intensive disciplinary action due to repeated offenses, including second, third, or fourth sanctions.
2. **Incomplete Grades.** A candidate will be disqualified if they have an Incomplete (INC) grade in any of their officially enrolled subjects at the time of the award deliberation.

Article IX.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Section 1. Purpose and Importance

Co-curricular and extracurricular activities are an integral part of the student experience and are designed to complement academic learning by fostering personal growth, leadership, and social responsibility. These activities provide students with opportunities to explore their interests, develop skills, and contribute to the school community.

Section 2. Eligibility

1. All students are encouraged to participate in co-curricular and extracurricular activities provided they maintain satisfactory academic performance and adhere to the school's behavior standards.
2. Students must meet specific eligibility requirements set by each activity, club, or organization, which may include minimum grade point averages or attendance records.
3. Students on academic probation or disciplinary action may have restricted participation based on the discretion of the school administration.

Section 3. Categories of Activities

1. **Co-Curricular Activities:** These are activities related to the academic curriculum and are typically integrated into the learning experience, such as academic clubs, student government, debates, and school publications.
2. **Extracurricular Activities:** These are optional activities not directly related to the academic curriculum but are vital for personal and social development, such as sports teams, performing arts, cultural clubs, and special interest groups.

Section 4. Student Conduct

1. Students are expected to uphold the school's values and code of conduct while participating in any co-curricular or extracurricular activity.
2. Participation in activities is a privilege, and any behavior that reflects poorly on the school may result in suspension or removal from the activity.

Section 5. Attendance and Commitment

1. Students must demonstrate commitment and responsibility by attending meetings, practices, and events regularly and punctually.
2. Students who repeatedly miss scheduled activities without valid reasons may be removed from the activity.
3. Students involved in multiple activities must manage their time effectively to ensure that their academic responsibilities are not compromised.

Section 6. Health and Safety

1. The health and safety of students is a priority in all co-curricular and extracurricular activities.
2. For physical activities, such as sports or outdoor events, students must follow all safety guidelines, including the use of protective gear.
3. Parental consent and medical clearance (if required) must be provided before participating in physically demanding activities.

Section 7. Supervision and Sponsorship

1. Each co-curricular or extracurricular activity must have a designated faculty advisor or coach to oversee its operations.
2. Faculty advisors are responsible for supervising student activities, providing guidance, and ensuring that the activity aligns with school policies.
3. Advisors and coaches must enforce safety standards and address any concerns regarding student welfare.

Section 8. Supervision and Sponsorship

1. Some activities may require financial contributions from participants for materials, uniforms, or event participation. The school will ensure that these costs are communicated transparently.
2. Financial assistance or sponsorships may be available for students who demonstrate financial need, subject to school policies and resources.

Section 9. Awards and Recognition

1. Students who demonstrate excellence in co-curricular and extracurricular activities may be recognized through awards, certificates, or special acknowledgments.
2. Criteria for awards will include dedication, leadership, teamwork, and contributions to the school community.

Section 10. Off-Campus and Special Events

1. Participation in off-campus events, competitions, or conferences requires prior approval from the school administration and written parental consent.
2. Students must represent the school with integrity and professionalism during off-campus activities.
3. All school rules and policies apply to students during off-campus events.

Section 11. Disciplinary Measures

1. Any violation of school policies, including poor conduct or neglect of academic responsibilities, may result in the suspension or termination of a student's participation in co-curricular or extracurricular activities.
2. Disciplinary actions will be taken in accordance with the school's behavior guidelines.

Section 12. Equal Opportunity

1. The school is committed to providing equal access to all co-curricular and extracurricular activities regardless of race, gender, religion, or socio-economic status.
2. Activities will be inclusive and accessible to all students, ensuring diverse participation across the school community.

Article X.

STUDENT CLUB ORGANIZATION

Section 1. Purpose and Rationale

The school encourages the formation of student clubs to promote student engagement, leadership, and community building. These clubs provide opportunities for students to explore their interests, develop talents, and contribute to the school's overall culture and objectives.

Section 2. Club Formation

1. **Eligibility for Club Formation:** Any group of students may propose the formation of a club if they share a common interest that aligns with the values and mission of the school.
2. **Proposal Requirements:** To form a new club, students must submit a formal proposal to the school administration, including:
 - Club name and description
 - Purpose and objectives of the club
 - Membership eligibility and structure
 - List of founding members (minimum of 5 students)
 - Proposed activities and events
 - Name of a faculty advisor willing to sponsor the club
3. **Administrative Approval:** All club proposals must be approved by the school administration to ensure that the club's objectives align with school values and policies. Approval is contingent on the availability of resources, faculty sponsorship, and student interest.

Section 3. Faculty Advisors

1. **Role of Advisors:** Every student club must have a designated faculty advisor who will provide guidance, supervision, and support. The advisor is responsible for ensuring that the club's activities align with school policies and that members adhere to expected standards of behavior.
2. **Selection of Advisors:** Faculty advisors are selected by club members and approved by the school administration.

Section 4. Membership and Participation

1. **Open Membership:** All clubs must be open to any interested students, provided they meet any specific eligibility criteria set by the club, such as academic standing or relevant skills.
2. **Inclusive Participation:** Clubs must promote inclusivity, respecting all students regardless of race, gender, religion, or socio-economic background.
3. **Commitment:** Members are expected to participate actively in club meetings, events, and activities. Clubs may set attendance and participation requirements, as long as they are fair and transparent.

Section 5. Club Activities and Events

1. **Approval of Activities:** All club activities, meetings, events, and trips must be pre-approved by the school administration. Clubs are required to submit an activity plan, including event details, objectives, and safety considerations.

2. **On-Campus Events:** Clubs are encouraged to hold events that enrich the school community, such as educational workshops, cultural events, social activities, and fundraisers. Clubs must reserve school facilities for on-campus events in advance.
3. **Off-Campus Events:** Off-campus activities require additional approvals, including parental consent and adherence to the school's safety and supervision policies. Faculty advisors or designated staff must accompany students for off-campus activities.

Section 6. Code of Conduct

1. **Student Behavior:** Club members must adhere to the school's code of conduct at all times during club activities, both on and off-campus. Any behavior that violates school rules may result in disciplinary action and possible suspension of the club's activities.
2. **Respect for Diversity:** Clubs are expected to promote a respectful and inclusive environment for all members and participants. Discrimination, bullying, or exclusionary behavior will not be tolerated.

Section 7. Club Meetings

1. **Scheduling:** Club meetings must be held during designated times that do not interfere with regular academic activities unless otherwise approved by the administration.
2. **Location:** Meetings should be held in approved on-campus locations. Clubs must request permission to use school facilities and ensure that these facilities are treated with respect and left in good condition after use.
3. **Documentation:** Clubs are encouraged to maintain meeting minutes and attendance records, which may be requested by the school administration.

Section 8. Financial Management

1. **Funding:** Clubs may be funded through school grants, membership fees, or fundraising activities approved by the administration. Clubs are encouraged to maintain a transparent financial system to manage their funds.
2. **Fundraising:** All fundraising activities must be approved by the school administration. Clubs are prohibited from engaging in fundraising activities that conflict with school values or that target external organizations without prior consent.
3. **Financial Accountability:** Clubs must keep accurate records of any financial transactions, including receipts for expenses. These records may be subject to review by the school administration.

Section 9. Club Sustainability and Renewal

1. **Annual Review:** Each club will undergo an annual review process to evaluate its activities, membership engagement, and overall contribution to the school community. Clubs that are inactive or fail to meet the school's standards may be dissolved.
2. **Club Renewal:** Clubs must submit a renewal application at the beginning of each school year, providing updated member lists, planned activities, and the confirmation of a faculty advisor.
3. **Inactive Clubs:** Clubs that do not meet minimum membership or fail to carry out approved activities for an extended period may be dissolved by the school administration.

Section 10. Dissolution of Clubs

1. **Voluntary Dissolution:** If club members decide to disband the club, they must inform the school administration and submit a final report summarizing the club's activities and finances.

2. **Administrative Dissolution:** The school administration reserves the right to dissolve any club that violates school policies, fails to maintain active membership, or does not contribute positively to the school community.

Section 11. Awards and Recognition

1. Clubs that demonstrate outstanding contributions to the school or community through service, leadership, or innovation may be recognized with special awards or certificates. Criteria for recognition will be based on the club's impact, sustainability, and member participation.

Article XI.

USE OF SCHOOL FACILITIES

Students officially enrolled at STCFI are granted access to various school facilities and are expected to adhere to the policies and guidelines specific to each facility. Below are the detailed rules for the use of the **Computer Laboratory**, emphasizing responsibility, proper use, and respect for school property.

Section 1. Use of the Computer Laboratory

The following rules and regulations apply to the use of the computer laboratory:

I. General Guidelines

1. **Authorized Access:**
 - Only students with a valid class schedule and dressed in the complete uniform are allowed to enter the computer laboratory.
 - Students without proper authorization or valid identification may not use the laboratory facilities.
2. **Instructor Presence:**
 - Students are not permitted to enter or remain in the computer laboratory unless the Computer Instructor is present.
 - Unauthorized entry may result in disciplinary action, and students may be marked absent or considered as engaging in unauthorized activities.

II. Facility Care and Management

3. **Equipment Care:**
 - Handle all computers, peripherals, furniture, and other laboratory equipment with care.
 - Any damage, loss, vandalism, or littering, including chewing gum, will be the financial and disciplinary responsibility of the student.
 - Computers, tables, and chairs are tagged with serial numbers and must not be moved, rearranged, or transferred to other locations.
4. **Cleanliness:**
 - Keep workstations clean and free of clutter.
 - Food and beverages are strictly prohibited in the laboratory. Students wishing to eat or drink must do so outside the computer room.
5. **Return of Borrowed Items:**
 - Any items borrowed, such as keyboards, mouse, printed, cords, headphones or other accessories, must be returned promptly and in their proper place after use.
6. **Personal Belongings:**
 - Students are responsible for their personal items. The school is not liable for the loss, theft, or damage of personal belongings within the laboratory.

III. Rules for Computer and Internet Use

7. **Appropriate Internet Use:**
 - Internet access is provided strictly for educational purposes.
 - Browsing or viewing pornographic or inappropriate sites is strictly prohibited and will result in severe disciplinary action.
 - Only websites that support the comprehension of the subject matter and are approved by the Computer Instructor may be accessed.
8. **Software and File Management:**
 - Do not install, uninstall, or modify software without prior approval from the Computer Instructor.
 - Only licensed and pre-approved software is allowed.
 - Avoid downloading large files or engaging in bandwidth-heavy activities without permission.

- Save your work frequently, delete temporary files after use, and refrain from storing personal data on laboratory systems.

IV. Class Conduct and Behavior

9. **Adherence to Instructor Guidelines:**

- Follow all instructions given by the Computer Instructor regarding class activities, laboratory use, and workstation assignments.
- Leaving the laboratory during class time is at the instructor's discretion. Unapproved departures may result in being marked absent or considered as cutting classes.

10. **Respect for Others:**

- Maintain a quiet and respectful environment conducive to learning and productivity.
- Avoid disruptive behavior, loud conversations, or misuse of laboratory resources.

V. Shutdown and Security Procedures

1. **Proper Shutdown:**

- a. Shut down computers properly after use and turn off monitors, power strips, and other devices.
- b. Ensure the laboratory is secure by switching off lights and ensuring all equipment is in its proper place before leaving.

2. **Reporting Issues:**

- a. Report any technical issues, damaged equipment, or suspicious activity immediately to the Computer Instructor or laboratory supervisor.

Section 2. Use of the School Library

Only officially enrolled students of STCFI are permitted to use the STCFI Library and its resources. All users must adhere to the following policies:

1. **Library Card:** A valid STCFI Student Library Card must be presented when borrowing books or using library facilities.
2. **Overnight Borrowing:** Books may not be taken home overnight. A fine of Php 50.00 per day will be imposed for each day a book is kept beyond the return date.
3. **Damage or Loss:** In the event of damage or loss of a borrowed book, the borrower is responsible for replacing the damaged or lost item.
4. **Permission for Borrowing:** Always seek permission or approval from the library staff before borrowing any item or using library facilities.
5. **Quiet Environment:** The library is intended for study and research. Maintain silence and respect others by avoiding disruptive behavior.
6. **Food and Beverages:** Eating and drinking are strictly prohibited inside the library. Please consume food and beverages outside.
7. **Research Materials:** Books and research materials should be used responsibly. Take only one item at a time and return it to its proper place after use.
8. **Cleanliness:** Before leaving, clean and arrange your study area. Ensure that all research materials are returned to their designated locations.
9. **No Vandalism:** Do not deface or write on library materials or property. Respect the library environment.

Section 3. Use of the Electronic Tools and Equipment

1. **Identification and Borrowing:** Always present your borrower's card with a photo when borrowing any electronic tools and equipment. Ensure that the equipment is only used within the designated computer electronics room.

2. **Inventory and Responsibility:** The person in charge will conduct a daily inventory of the tools and equipment on the electronic shelves. Borrowers are responsible for any damage or loss. They must replace any damaged or lost items at their own expense.
3. **Usage Guidelines:** Handle all electronic tools and equipment with care. Misuse or careless handling can lead to damage or safety issues. Use the tools and equipment for their intended purpose only. Avoid any form of horseplay or inappropriate use.
4. **Maintenance:** Report any malfunction or issues with equipment immediately to the person in charge to prevent further damage. Ensure that all equipment is returned in the same condition as it was borrowed.
5. **Conduct:** Maintain a respectful and focused attitude while using the equipment. Distractions or disruptive behavior are not permitted.

Section 4. Use of Computer Laboratory

1. General Guidelines:

- The computer laboratory is accessible to students, faculty, and staff during scheduled class times and designated open lab hours.
- A teacher or authorized lab supervisor must be present during lab use to ensure adherence to the rules.
- Students must sign in and out when using the lab, noting the time of use.
- All users must treat computers, peripherals, and other equipment with care.
- Eating, drinking, and placing any liquids near computers are strictly prohibited to prevent damage.
- Users must report any malfunctioning or damaged equipment to the lab supervisor immediately.
- Each user must log in with their assigned school username and password. Users are responsible for all activity on their account.
- Personal software, applications, or hardware modifications are not permitted unless authorized by the school's IT department.
- Users must log out and shut down the computers after use to conserve energy and secure the system.

2. Laptop Use

- Laptops provided by the school can only be used with prior authorization from the teacher or lab supervisor.
- Students must sign out and return laptops after use, ensuring they are properly accounted for.
- Laptops must be used under the supervision of a teacher or lab supervisor. Students should not take laptops out of the laboratory without permission.
- Handle laptops carefully and use them on flat, stable surfaces. Avoid moving them while in use.
- Do not place food, drinks, or any liquids near the laptop to prevent spills or damage.
- Always carry laptops with both hands and avoid placing heavy objects on top of them.
- Students should ensure laptops are fully charged before use, as access to power outlets may be limited.
- If a laptop battery runs low during use, students must inform the lab supervisor for assistance in locating a charging station.
- Do not overload power strips or create hazards with charging cables in walkways.
- Use laptops for their intended academic purposes only. Any misuse, such as horseplay or distracting behavior, is prohibited.
- Do not tamper with laptop hardware, including keys, screens, and ports.

3. Use of Personal Laptop

- Students may use personal laptops in the computer laboratory with prior approval from the lab supervisor or instructor.
- Personal laptops must connect to the school's network following IT department security protocols.
- Any files or programs installed on personal laptops that violate school policies will be subject to removal or action.

- Power outlets are available for laptop use, but users must bring their own chargers and be mindful of the limited availability of sockets.
- Ensure that cables do not create tripping hazards or obstruct pathways.

4. Internet and Software Usage:

- Internet access is provided for academic purposes only. Personal browsing (e.g., social media, gaming, or streaming) is not allowed during class hours unless approved by the instructor.
- Access to inappropriate websites (e.g., those containing explicit content, violence, or promoting illegal activities) is strictly prohibited. Violations will lead to disciplinary action.
- Downloading or uploading unauthorized files, especially pirated software or illegal content, is forbidden.
- Only school-approved software and applications may be used in the lab.
- Installing, copying, or distributing unauthorized software is not permitted.
- Any student or staff found using illegal or pirated software will face disciplinary measures in line with the school's policy on intellectual property rights.

5. Behavior and Conduct

- Students are expected to maintain a quiet and focused atmosphere while in the computer lab to ensure it remains conducive to learning.
- Any form of horseplay, loud conversations, or distracting behavior is prohibited.
- To ensure equal access to computers, students may be assigned specific time slots or time limits, especially during peak periods.
- Priority will be given to users working on school projects, research, or assignments.

6. Data Security and Privacy

- Students must save their work on personal storage devices (e.g., USB drives) or cloud storage. The school is not responsible for files left on lab computers, which may be deleted regularly.
- It is recommended that students regularly back up their work to prevent data loss.
- Users must not attempt to access other students' or staff's files or personal data without permission.
- Respect for privacy is expected, and misuse of confidential information or data will result in disciplinary actions.

7. Disciplinary Measures

- Failure to follow these policies may result in restricted access to the lab, disciplinary action, or compensation for damages caused by negligence or intentional misuse.
- In cases of severe violations (e.g., hacking, unauthorized access, or property damage), students may face suspension or expulsion, depending on the gravity of the offense.

Section 5. Use of Free Internet Access

1. Each student is entitled to 30 hours of free internet access every semester.
2. Unused hours will be forfeited and will not be carried over to the next semester.
3. Students must provide a username and password to the person in charge to create their personal account, which will be used for logging in.
4. Students must be in STCFI uniforms when logging in.
5. Proper netiquette (etiquette on the internet) must always be observed.
6. Viewing of pornographic sites is strictly prohibited.
7. Students are encouraged to use their free internet access hours responsibly.

Section 6. Use of Comfort Rooms

1. Always clean up after yourself before leaving the comfort room.
2. Use the toilet bowl properly: do not urinate on the floor. Use toilet paper or squat as needed.

3. Flush or pour water after using the toilet bowl or urinal.
4. Never leave the faucet unattended. Always ensure faucets are fully turned off after use.
5. Dispose of trash properly in designated receptacles.
6. Report any maintenance issues or concerns to the school administration promptly.

Section 7. Use of Health Consultation Services and Accident Insurance

1. Each student is entitled for an unlimited dental and medical consultation services in every school year provided by the School Dentist and School Doctor.
2. A student who wishes to avail of the health consultation services must book an appointment to have a smooth scheduling and to avoid conflicting of schedules with the health practitioners and other students.
3. In case of immediate health attentions such as emergencies, the student will immediate be taken to the nearest emergency facility in the city.
4. For situations where the student's health conditions have triggered due to school or class activities where student have refused to divulge his/her condition to the school and its teachers, the school and its personnel shall not be held liable.
5. Students with known health conditions must keep themselves responsible of their health and safety by avoiding situations which triggers their conditions.
6. Each student is covered by an accident insurance provided by the school's contracted insurance company for the entire school year.

Section 8. Use of Guidance and Counseling

The Guidance and Counseling Services aim to support students' academic, personal, emotional, and social development through professional counseling and guidance activities. To ensure the efficient use and accessibility of these services, the following policies are established:

1. Eligibility for Services:

- All enrolled students have the right to access the school's guidance and counseling services. These services are provided to assist with personal concerns, academic difficulties, career planning, and social or emotional challenges.
- Referrals may also be made by teachers, school staff, or parents if they believe a student would benefit from counseling.

2. Scheduling Appointments:

- Students can request appointments with the guidance counselor by visiting the Guidance Office or through an online booking system (if available).
- Walk-in sessions are permitted for urgent or immediate concerns, though availability may be subject to the counselor's schedule.
- For non-urgent matters, students are encouraged to schedule their appointments in advance to ensure adequate time for their session.

3. Confidentiality:

- All discussions between the student and the guidance counselor are strictly confidential. Information shared during counseling sessions will not be disclosed to third parties without the student's consent, except in cases where there is an immediate threat to the student's safety or the safety of others, or when required by law.
- Students will be informed of confidentiality limits at the start of their counseling relationship.

4. Parental Involvement:

- In cases where a student's issue may benefit from parental involvement, the counselor may recommend a parent conference. However, parental involvement will only be pursued with the student's consent unless the situation warrants urgent intervention (e.g., significant mental health concerns).

5. Referrals and Specialized Support:

- If a student's needs exceed the scope of the school's guidance and counseling services, the counselor may refer the student to external specialists (e.g., psychologists, psychiatrists, or social workers) for further support.
- The school will assist in facilitating these referrals but is not responsible for any external services or fees that may be incurred.

6. Guidance Activities and Programs:

- The Guidance and Counseling Office will offer periodic programs, workshops, and group sessions addressing topics such as stress management, career development, conflict resolution, mental health awareness, and interpersonal skills.
- Participation in these programs is strongly encouraged, as they provide valuable tools for personal and academic growth.

7. Use of Facilities:

- The Guidance Office is a safe and supportive space dedicated to students seeking assistance. The space is open during school hours, and students are welcome to visit for consultation, counseling, or simply for a quiet space to reflect.
- Any misuse or disruption of the space (e.g., loitering, creating disturbances) will result in restricted access to the facility.

8. Counseling for Behavioral Concerns:

- Students referred to the Guidance Office for behavioral concerns (e.g., disciplinary actions or violation of school rules) will be required to attend counseling sessions as part of their corrective measures. These sessions aim to provide students with the necessary support to improve behavior and decision-making.
- Failure to attend mandatory counseling sessions may result in further disciplinary actions as outlined in the school's code of conduct.

9. Counselor Availability:

- The school will ensure that qualified guidance counselors are available to meet the needs of the student population. Office hours will be posted outside the Guidance Office, and additional time may be allotted during peak periods such as examination seasons or major school events.

10. Emergency Counseling:

- In the event of a school-wide crisis or individual emergencies (e.g., traumatic events, grief, or emotional distress), the Guidance Office will provide immediate support to students in need.
- Special arrangements will be made to accommodate group counseling or debriefing sessions if necessary.

11. Feedback and Evaluation:

- Students and parents are encouraged to provide feedback on the guidance and counseling services to help improve the quality and relevance of the support provided.
- Periodic evaluations of the services will be conducted to ensure they are meeting the students' needs and aligned with best practices in guidance and counseling.

12. Consequences of Non-Compliance:

- Students who misuse or fail to adhere to the proper procedures when accessing the guidance and counseling services may face restrictions in their future access to the service, subject to the discretion of the Guidance Counselor.
- Any violation of the confidentiality of others within the context of counseling sessions will be dealt with seriously and may result in disciplinary measures.

This policy is intended to ensure that guidance and counseling services are accessible, confidential, and supportive to all students, fostering their holistic development in both academic and personal areas.

Section 9. The Use of STCFI Official Online Platforms

STCFI Administration uses the online platform, and web or internet tools for the purpose communications and information dissemination. The students can freely express their thoughts, provided they will observe the following online decorum guidelines:

Here are some things to keep in mind when posting:

1. **Online courtesy.** Please treat STCFI, its faculty, staff, students, Board of Trustees and other members of the online platform or community with courtesy and respect.
2. Foul language and obscene images will not be tolerated. All posts must conform to a family-friendly standard and must act accordingly.
3. Personal attacks and inflammatory behavior will not be tolerated. If you want to praise or criticize, give examples as to why it is good or bad. General attacks on a person or idea will not be tolerated.
4. Sock puppet accounts are not permitted. A sock puppet is an account made on an internet message board by a person who already has an account for the purpose of posting anonymously. Use your own account for posting personal opinions. Posts from known sock puppet accounts will be deleted and both the puppet and actual account may be banned from using the services of STCFI.
5. Keep on topic. Responses to a particular thread or post should be on-topic and pertain to the discussion. Threads or post that veer off topic may be closed by a moderator.
6. Sometimes, a discussion thread or post strays off into a friendly dialogue or a heated debate among a very small number of users. For these exchanges, we ask that you please use the Private Messages.
7. Posting the same message, or an unsolicited commercial message to one of our officially used online platforms is considered spam. Moderators can delete a thread or post when inappropriate.
8. Commerciality and postings with a larger agenda. It is STCFI's desire to maintain the official online platforms for the purpose of promoting the activity of STCFI and its online community information drive. As a result, we intend to limit thread or post discussions that promote a commercial, social, political or charitable agenda insofar as the agenda does not reasonably relate to the activity of STCFI. Therefore, threads or posts perceived to have been made with the intent of promoting any of the above agendas will not be permitted. Please note that the assigned Online Moderators are authorized to exercise their discretion in providing some reasonable latitude for forum discussion postings relating to local events and issues in local discussion forums. Notwithstanding the above, STCFI reserves the right to include or permit the inclusion of limited commercial content in this forum, in its sole discretion.
9. We generally do not allow surveys to be conducted using these officially online platforms. Special requests for permission to survey the forum members should be sent to STCFI prior to publicizing the survey.
10. Any messages you post will remain available to the public for as long as the platform is active online. Once you have posted your message, it will stay online. Please post carefully and with due consideration to the content of your post. We will not edit the content you wrote unless it does not conform to the online courtesy guidelines. In the unlikely event that we do edit your post and you do not like the changes, we can delete the message at your request.
11. If someone has posted copyrighted material or otherwise illegal material, please notify STCFI so that we may take appropriate action.
12. Abuse of the use of the online platforms will be not be tolerated.

Section 10. The Use of STCFI Information Board

STCFI Administration provided a writing board where students can freely express their thoughts, provided they will observe the following guidelines:

1. Use of profane languages will not be tolerated.
2. Any personal remarks which may cause moral damages of any person is strictly prohibited.
3. Use the board to express your gratitude, comments, suggestions, and maybe, complains.
4. STCFI Admin shall decide as to when will the writings be deleted.

Article XII.

SAFETY AND SECURITY

Section 1. Safety and Security

1. Students are required to familiarize themselves with the school's rules and policies to prevent damages, injuries, and other untoward incidents.
2. All students must wear their ID badges and be in proper uniform while on school premises.
3. Visitors are not allowed to roam the campus. They must proceed directly to the office for proper registration and accommodation.
4. In case of emergencies, students should remain calm and use designated fire exits. Fire extinguishers are available for use to control small fires and prevent their spread.

Section 2. Loitering

1. Loitering in hallways during class hours is strictly prohibited, as it disrupts ongoing classes.
2. Students must avoid lingering near classrooms and laboratories, especially those storing flammable or hazardous materials, to ensure safety and minimize distractions.

Section 3. Use of Stairways

1. Always keep to the right side when using stairways and hallways to promote smooth and safe movement.
2. Refrain from running, horseplay, or any behavior that may cause accidents, falls, or injuries.

Section 4. Use of Pedestrian Lane

This policy is to ensure the safety of students while crossing streets and navigating traffic areas, promoting responsible pedestrian behavior and adherence to road safety laws.

1. **Use of Pedestrian Lane:**
 - Students must always use designated pedestrian lanes when crossing the street within or outside the school premises (at least within 50 meters).
 - Crossing at any other point other than the marked pedestrian lane is strictly prohibited.
2. **Observance of Traffic Signals:**
 - Students are required to wait for the pedestrian or traffic enforcers to signal "walk" before crossing and must walk fast.
 - If there are no pedestrian or traffic enforcers, students should ensure it is safe to cross by looking both ways and only crossing when the road is clear.
3. **Group Crossing:**
 - Students should cross in groups, whenever possible, to enhance visibility to motorists and to follow traffic rules collectively.
4. **Prohibited Actions:**
 - Running, playing, or engaging in distractions (e.g., using mobile phones or listening to music with earphones) while crossing the pedestrian lane is strictly prohibited.
 - Reckless behavior that may endanger the student or others is not allowed.
5. **Assistance for Younger Students:**
 - Older students are encouraged to help younger or less able peers cross the street safely, especially near school zones.
6. **Motorist Awareness:**
 - Students must make sure they are visible to motorists and ensure that vehicles have come to a complete stop before crossing.

- They should avoid stepping onto the pedestrian lane if a vehicle is approaching quickly and may not stop in time.
7. **Compliance with Authorities:**
- Students should follow instructions from traffic enforcers, school security personnel, and other authorities directing pedestrian movement.

Section 5. Vehicle Rides

This policy applies to all students, faculty, staff, parents, guardians, and visitors who use vehicles to drop off or pick up students or to participate in school activities.

1. **Drop-off and Pick-up Zones:**
 - Designated areas for student drop-off and pick-up will be clearly marked within the school premises.
 - Vehicles must use these zones and avoid unauthorized or unsafe areas, such as street corners or across busy roads, for drop-offs or pick-ups.
 - Parents and guardians must ensure students are safely dropped off or picked up in these designated areas.
2. **Speed Limits and Traffic Rules:**
 - A strict speed limit of **10 kph** must be observed within the school premises.
 - All drivers are required to follow traffic signs, directions from school security personnel, and designated traffic flow.
 - Reckless or negligent driving is strictly prohibited.
3. **Student Drivers:**
 - Students who drive to school must secure a school-issued parking permit by submitting proof of a valid driver's license and vehicle registration.
 - Student drivers must park only in designated student parking areas.
 - Transporting other students without parental and school administration approval is prohibited.
 - Students found driving recklessly on or near school premises will have their parking privileges revoked and may face further disciplinary action.
4. **Parking Regulations:**
 - Motorcycles must be parked only in areas specifically designated for motorcycle parking.
 - Parking outside designated areas, including pedestrian walkways, entrances, fire lanes, or unauthorized spaces, is strictly prohibited.
 - Motorcycles must be parked in a manner that does not obstruct other vehicles or pedestrian pathways.
 - Motorcycle owners are encouraged to use anti-theft devices, such as locks or alarms, when parking on school property.
 - The school is not liable for any theft or damage to motorcycles parked on the premises; however, CCTV cameras and security patrols will monitor parking areas.
 - Any suspicious activity in the parking area should be reported to school security immediately.
 - Students riding motorcycles to school must have written parental consent and adhere to all school parking policies.
 - Student riders must wear appropriate safety gear, including helmets, as required by law.
 - Motorcycle maintenance or repairs (e.g., oil changes, tire repairs) are not permitted within the school parking areas.
 - Motorcycles leaking oil or fluids must be repaired immediately to avoid creating hazards for other vehicles or pedestrians.
5. **Safety and Security Measures:**
 - The school security team will monitor vehicle movement and parking areas to ensure compliance with this policy.
 - CCTV cameras will be installed in key areas to enhance security.
 - Any incidents involving vehicles must be reported immediately to school security.

6. Outdoor School Activities

- Students must board and alight from vehicles in a safe, organized manner, using designated pick-up and drop-off zones when available.
- Wait for the vehicle to come to a complete stop before entering or exiting, and avoid rushing or crowding to prevent accidents.
- Seatbelts must be worn at all times during travel when available. For open vehicles or other specialized transportation, any provided safety gear (helmets, harnesses, etc.) must be used correctly.
- Students must remain seated and avoid moving around while the vehicle is in motion.
- Appropriate behavior is expected during all vehicle rides. Any form of disruption, shouting, or activities that distract the driver are strictly prohibited.
- A teacher or designated chaperone must be present to supervise students and ensure compliance with safety rules throughout the journey.
- Vehicles must not exceed their designated passenger capacity. Students should not stand or sit in unauthorized areas (e.g., the back of pickup trucks) unless designed for that purpose and properly equipped.
- Students are prohibited from sticking their hands, heads, or any objects outside the windows or over the sides of open vehicles.
- All transport providers must comply with safety standards, including vehicle maintenance, appropriate driver qualifications, and emergency preparedness.
- Students must follow the specific safety instructions provided by the driver or accompanying staff and comply with school-approved protocols for outdoor trips.
- In case of an emergency during travel, students must remain calm and follow the directions of the supervising adult or driver.
- Emergency exits or safety equipment should only be used when absolutely necessary and under guidance.
- Parental consent is required for participation in outdoor school activities involving transportation.
- Parents should ensure that their children understand the importance of following all safety guidelines during vehicle rides.
- For outdoor trips using non-standard vehicles (e.g., boats, all-terrain vehicles, or open-air transport), additional safety instructions specific to the vehicle type will be provided by the school.

7. Emergency Situations:

In cases where a student's behavior poses an immediate threat to the safety and security of the school community, the school administration reserves the right to take immediate disciplinary action, including suspension or expulsion, without prior warning.

Article XIII.

RULES OF STUDENT DISCIPLINE

STCFI is committed to maintaining a safe, respectful, and productive learning environment. To achieve this, all students are expected to adhere to the following Code of Conduct. The practices outlined below are strictly prohibited on campus, and any violations will result in corresponding sanctions, which may include disciplinary action, suspension, or expulsion, depending on the severity of the offense.

Section 1. Drunkenness and Drug Abuse

To maintain a safe, healthy, and conducive learning environment, STCFI strictly prohibits any form of drunkenness and drug abuse on campus. Adherence to the following guidelines is mandatory for all students. Violations of these rules will result in severe disciplinary actions, including possible suspension or expulsion. The specifics of these prohibited practices are as follows:

1. Prohibited Substances:

- **Illegal Drugs:** The use, possession, or distribution of any illegal drugs, including but not limited to marijuana, shabu (methamphetamine), hallucinogens (e.g., LSD, magic mushrooms), and other controlled substances is strictly forbidden on school premises. This includes carrying any form of illegal drugs in bags, lockers, or personal belongings.
- **Prescription Drugs:** The use or possession of prescription drugs not prescribed to the individual student, especially those containing banned substances (e.g., certain painkillers, stimulants), is prohibited. Students are required to submit a doctor's note to the school administration if they need to carry and use prescribed medication.
- **Over-the-Counter Medications:** The possession or use of over-the-counter medications that contain banned substances, such as cough syrups with codeine or other narcotics, is also prohibited. Students must ensure that they only use these medications under proper medical supervision.

2. Alcohol Use:

- **On Campus:** Students are not allowed to consume, possess, or distribute alcoholic beverages on school property under any circumstances. This includes classrooms, dormitories, cafeterias, school grounds, and any school-sponsored events.
- **Influence of Alcohol:** Entering the campus or attending any school-related activities while under the influence of alcohol is strictly forbidden. This applies to all students, whether they are on school premises, during school hours, or representing the school at any external event.
- **In School Uniform:** Students must not consume alcohol or appear intoxicated while wearing the school uniform, regardless of whether they are on or off-campus. The school uniform represents the institution, and inappropriate behavior while wearing it reflects poorly on the entire school community.

3. Smoking and Related Activities:

- **Smoking Prohibition:** Smoking cigarettes, vaping, or using any tobacco products is strictly prohibited on school property. This ban applies to all indoor and outdoor areas of the campus, including classrooms, restrooms, hallways, and open spaces.
- **In School Uniform:** Engaging in smoking or using any tobacco products while wearing the school uniform is prohibited. Students are not allowed to be seen smoking or holding tobacco products while in uniform, whether they are on campus or outside school grounds.

4. Engaging in Related Activities:

- **Paraphernalia:** The possession of drug-related paraphernalia, such as pipes, bongs, rolling papers, and e-cigarettes, is prohibited on school premises. These items are not permitted in student lockers, bags, or personal areas.
- **Promotion of Substance Use:** Any form of promoting, encouraging, or normalizing the use of alcohol, drugs, or tobacco products is prohibited. This includes wearing clothing, accessories, or using items that display images or slogans related to substance use.

Section 2. Forgery and Misuse of Documents

STCFI places a high value on honesty, integrity, and academic excellence. To maintain these standards, any form of forgery, misuse of documents, cheating, or theft is strictly prohibited. Violations will result in serious disciplinary actions, which could include suspension, expulsion, or legal action. Below are the detailed policies regarding forgery, misuse of documents, and related offenses:

1. Forgery and Tampering with Documents:

- **School Documents:** The creation, alteration, or use of false school documents is strictly prohibited. This includes, but is not limited to, transcripts, report cards, admission forms, certificates and letters of recommendation. Students found guilty of forging these documents will face severe disciplinary measures.
- **Academic Records:** Altering grades, exam scores, or any other academic records through forgery or unauthorized access is a serious offense. This includes hacking into the school's database or using someone else's login credentials to alter information.
- **Transfer Credentials:** Forging or tampering with transfer credentials, such as those required for transferring to another school or educational institution, is prohibited. Students must provide accurate and truthful information during transfer processes.
- **Clearance Forms:** Tampering with or forging clearance forms, which are vital for completing academic or administrative processes, is strictly forbidden. Students are required to obtain legitimate signatures and ensure the authenticity of the document. Violation of this rule will lead to disciplinary consequences.

2. Misuse of School Identification:

- **Tampering with IDs:** Forging, altering, or tampering with school identification cards (IDs) is strictly forbidden. This includes changing the photo, name, expiration date, or any other details on the ID card.
- **Lending or Borrowing IDs:** Students are prohibited from lending their school ID to another person or borrowing another student's ID. Each student is responsible for their own ID, which serves as a key security measure for accessing school facilities and services.
- **Exemption IDs:** Misuse of exemption IDs, such as those issued for special access or privileges, is prohibited. Students must not lend or borrow these IDs under any circumstances. Misuse of such IDs can lead to immediate revocation of the exemption and further disciplinary action.

3. Cheating and Academic Dishonesty:

- **Examinations and Tests:** Cheating in any form during examinations, quizzes, or tests is strictly prohibited. This includes, but is not limited to, copying from another student's paper, using unauthorized notes or devices, and communicating with others during the test.
- **Assignments and Projects:** Plagiarism or copying someone else's work and presenting it as one's own is considered cheating. All assignments, projects, and research papers must be the original work of the student, with proper citations and references.
- **Collusion:** Engaging in collusion with other students to cheat or gain unfair academic advantage is prohibited. This includes sharing answers, allowing

others to copy one's work, or collaborating on assignments meant to be completed individually.

4. Theft and Stealing:

- **School Property:** Theft of school property, such as books, equipment, supplies, or any other items belonging to the institution, is strictly prohibited. Students found stealing school property will face disciplinary action and may be required to make restitution.
- **Personal Property:** Stealing personal belongings of other students, faculty, or staff is not tolerated. This includes, but is not limited to, items such as wallets, bags, electronics, and personal documents. The school will take appropriate disciplinary action, and stolen items must be returned or replaced.
- **Misappropriation of Funds:** Any form of theft involving school funds, such as embezzling money from student organizations, fundraisers, or school events, is strictly prohibited and will result in severe disciplinary action, including possible referral to law enforcement.

Section 3. Vandalism

STCFI is committed to maintaining a clean, safe, and welcoming environment for all students, faculty, staff, and visitors. Vandalism disrupts this environment and shows a lack of respect for the school community. Therefore, any acts of vandalism are strictly prohibited and will result in serious disciplinary actions. Below are the detailed guidelines and examples of what constitutes vandalism and the consequences of such actions:

1. Willful or Malicious Destruction of School Property:

- Any intentional act that causes damage to school property, whether physical or digital, is considered vandalism. This includes actions that result in the destruction, alteration, or impairment of the property.
- **Examples:** Breaking windows, damaging doors, smashing equipment (computers, projectors, lab equipment), or intentionally causing damage to school vehicles or other infrastructure.

2. Writing Graffiti on School Buildings:

- Writing, painting, or scratching graffiti on any part of the school's buildings, walls, bathrooms, or other surfaces is strictly forbidden. Graffiti not only defaces school property but also can create an unwelcoming environment.
- This includes, but is not limited to, spray-painting, drawing, etching, or carving words, symbols, images, or slogans on any surface within the school premises.

3. Unauthorized Removal of Official Notices and Posters:

- The school places notices, announcements, posters, and other important information on designated bulletin boards to keep students and staff informed. Removing or tampering with these notices without authorization is prohibited.
- Unauthorized removal can lead to misinformation, confusion, and disruption of school activities or events. Students must respect these communications and leave them undisturbed.

4. Improper Disposal of Waste:

- Disposing of trash, food wrappers, bottles, or any other waste by throwing it on the floor, in hallways, or outside designated trash bins is prohibited. Littering shows a lack of respect for the school environment and contributes to pollution and unsanitary conditions.
- Spitting on school property, including in hallways, classrooms, sports facilities, and other areas, is strictly prohibited. This behavior is unhygienic and disrespectful.

5. Destruction or Defacement of Classroom Furniture and Fixtures:

- Students are expected to treat classroom furniture, such as desks, chairs, and tables, with care. Writing on, carving into, or otherwise damaging these items is considered vandalism.
- This includes any fixed items within the school, such as light fixtures, bulletin boards, lockers, and doors. Damaging or defacing these items disrupts the learning environment and can lead to costly repairs.

6. Damage to Educational Resources:

- Damaging, tearing pages from, or marking on library books, textbooks, and other educational resources is strictly prohibited. These resources are for the benefit of all students, and their preservation is essential.
- Mishandling or purposefully damaging laboratory equipment, chemicals, or other materials used in scientific studies is considered a serious offense. Such actions not only waste valuable resources but also pose safety risks.

Section 4. Defamation and Obstruction

STCFI is committed to fostering a respectful, productive, and harmonious environment for all its community members. Defamation and obstruction disrupt this environment, negatively impacting the learning and working atmosphere. Therefore, any actions that defame others or obstruct school activities are strictly prohibited. The following outlines what constitutes defamation and obstruction, and the consequences for engaging in such behavior:

1. Making or Circulating Defamatory Information:

- Defamation involves making false or malicious statements that harm the reputation of individuals or the institution. This can include spreading rumors, slander, or libel about the school, its staff, faculty members, or students.
- **Examples:**
 - **Verbal Defamation:** Spreading false rumors or making harmful statements about a teacher, student, or staff member that damage their reputation.
 - **Written Defamation:** Posting defamatory comments on social media platforms, sending malicious emails or messages, or writing defamatory content on school forums or notice boards.

2. Possessing or Distributing Subversive or Libelous Materials:

- Possession, creation, or distribution of materials that are subversive or libelous is prohibited. Subversive materials are those intended to undermine or disrupt the authority or functioning of the school. Libelous materials contain false statements that damage someone's reputation.
- **Examples:**
 - **Subversive Materials:** Flyers, pamphlets, or digital content that encourage rebellion against school policies, incite unrest, or promote illegal activities.
 - **Libelous Content:** Any written material that falsely accuses individuals of misconduct, incompetence, or unethical behavior.

3. Obstructing or Disrupting Teaching, Administrative Work, or Other School Activities:

- Any behavior that intentionally disrupts or hinders the normal operations of the school, including teaching, administrative tasks, or organized activities, is considered obstruction.
- **Examples:**
 - **Classroom Disruption:** Interrupting a teacher during a lesson, causing distractions that prevent others from learning, or using electronic devices inappropriately during class.
 - **Administrative Obstruction:** Interfering with the work of school administrators, such as by refusing to follow procedures, or causing disturbances in administrative offices.

4. Loitering in Corridors, Hallways, or Stairways During Classes:

- Loitering refers to hanging around or lingering in areas without a legitimate purpose, especially during times when students should be in class.
- **Examples:**
 - **Corridor Loitering:** Standing in hallways, blocking traffic flow, or engaging in loud conversations that disrupt ongoing classes.
 - **Stairway Loitering:** Sitting on or blocking stairways, preventing easy movement and posing safety hazards.

5. Creating Disturbances within the School Premises:

- Creating disturbances involves any behavior that disrupts the peace and order of the school environment. This includes making excessive noise, engaging in disruptive actions, or behaving in a manner that draws unnecessary attention.
- **Examples:**
 - **Excessive Noise:** Shouting, playing loud music, or engaging in noisy activities in areas designated for quiet study, such as the library or study rooms.
 - **Disruptive Reactions:** Overreacting to situations, causing scenes, or behaving in a way that disrupts the normal flow of activities within the school.

Section 5. Social Media Misrepresentation and Fraudulent Identity

Creating a false identity on social media, impersonating another person (student, faculty, staff, or any member of the school community), and disseminating misleading or harmful information are strictly prohibited. Such acts undermine trust, violate ethical standards, and can cause reputational damage to individuals and the institution. The following are considered to be prohibited acts:

1. **Impersonation.** Creating a social media account, email, or online profile that falsely represents another individual, whether a student, teacher, staff member, or any affiliated person.
2. **Dissemination of False Information.** Posting, messaging, or sharing fabricated, misleading, or malicious content under a false or real identity with the intent to deceive, manipulate, or cause harm.
3. **Harassment and Defamation.** Using a fake identity to send offensive, defamatory, or threatening messages to individuals or groups within or outside the school.
4. **Unauthorized Use of School Name and Logo.** Using the school's name, logo, or related branding in a misleading manner to spread false information or conduct unauthorized activities.
5. **Failure to Report Violations.** Any student who becomes aware of a classmate or peer engaging in social media misrepresentation, fraudulent identity use, or online misconduct but does not report it to school authorities will be considered complicit in the violation.

The school reserves the right to investigate all reported cases of social media misrepresentation and take appropriate disciplinary action to uphold integrity, safety, and ethical digital behavior among students.

Section 6. Unauthorized Use of the School's Name and False Information for Financial Gain

Students are strictly prohibited from misusing the school's name, misrepresenting school-related activities, or spreading false information to parents, guardians or other people for personal financial gain. Any attempt to collect money under false pretenses using the school as a reason is a serious violation of ethical conduct and school policies. The following are considered to be prohibited acts:

1. **Unauthorized Use of the School's Name:**
 - Claiming that an activity, trip, or event is school-sanctioned when it is not.
 - Using the school's name, logo, or official documents without proper approval.

2. **False Information for Financial Gain:**

- Providing misleading or fabricated information to parents, guardians or other people about school-related expenses.
- Soliciting money from parents, guardians or other people under the false pretense of needing funds for a school activity, trip, or project.

3. **Failure to Report Violations:**

- Any student who has knowledge of another student engaging in unauthorized use of the school's name or soliciting money through false information but fails to report it to school authorities will be considered complicit in the violation.

Section 7. Physical Assault and Threats

STCFI is dedicated to providing a safe and secure environment for all students, staff, and visitors. Acts of violence, threats, or any behavior that endangers the well-being of individuals are strictly prohibited. This policy outlines the types of physical assault and threats that are not tolerated within the school premises, along with the consequences of such actions.

1. **Inflicting Physical Harm on Any Person within the School Premises, Including Hazing:**

- Physical harm refers to any act that causes physical injury or pain to another person. Hazing includes any initiation or activity that subjects an individual to physical abuse, humiliation, or harassment.
- **Examples:**
 - **Physical Assault:** Hitting, punching, kicking, or any form of physical attack on another person.
 - **Hazing:** Forcing students to participate in physically painful or humiliating activities as a form of initiation into a group, team, or organization.

2. **Engaging in Verbal Altercations or Slander:**

- Verbal altercations involve arguing, shouting, or using offensive language in a confrontational manner. Slander refers to making false spoken statements that damage someone's reputation.
- **Examples:**
 - **Verbal Altercations:** Yelling insults, engaging in shouting matches, or using aggressive language towards others.
 - **Slander:** Spreading false and harmful statements about another individual, which could lead to damage to their reputation or emotional distress.

3. **Participating in Brawls or Fistfights:**

- A brawl or fistfight involves a physical fight between two or more individuals. It typically includes exchanging punches, kicks, or other forms of physical combat.
- **Examples:**
 - **Brawls:** Group fights that involve multiple students engaging in physical combat, often in common areas such as hallways, cafeterias, or playgrounds.
 - **Fistfights:** Physical fights between two individuals, often resulting from personal disputes or conflicts.

4. **Threatening or Using Deadly Weapons within the School:**

- A deadly weapon is any object capable of causing death or serious bodily harm. Threatening involves using language, gestures, or actions that suggest an intention to cause physical harm.
- **Examples:**
 - **Threatening with Weapons:** Displaying or brandishing knives, firearms, or any object intended to intimidate or harm others.
 - **Using Weapons:** Any attempt to use a weapon to injure, intimidate, or threaten another person.

Section 8. Gambling and Smoking

STCFI is committed to promoting a healthy, productive, and distraction-free learning environment. Engaging in activities such as gambling and smoking is strictly prohibited on school premises. These behaviors are not only illegal and harmful to health but also undermine the moral and ethical standards upheld by the school community. This section outlines the specific rules regarding gambling and smoking, along with the consequences for violations.

1. Engaging in Gambling Activities on School Premises

- Gambling refers to participating in games of chance or betting, where money or other valuables are wagered with the hope of winning more. This includes card games, sports betting, lotteries, and any other form of betting or wagering.
- **Examples:**
 - **Card Games:** Playing card games like poker, blackjack, or any other game for money or valuables.
 - **Sports Betting:** Placing bets on sports events, whether they are local or international, through any medium including cash, online platforms, or physical betting slips.
 - **Lotteries and Raffles:** Organizing or participating in lotteries, raffles, or any game of chance where money is exchanged for the chance to win a prize.
 - **Online Gambling:** Accessing gambling websites or apps via school computers, personal devices, or the school's internet connection.

2. Smoking Anywhere Within School Property

- Smoking refers to the act of inhaling and exhaling smoke from tobacco or any other substance, including the use of cigarettes, e-cigarettes, vaping devices, cigars, or pipes. It also covers the possession of smoking paraphernalia on school grounds.
- **Examples:**
 - **Cigarettes and Cigars:** Smoking traditional tobacco products such as cigarettes or cigars within any part of the school premises, including classrooms, restrooms, corridors, and outdoor areas.
 - **E-Cigarettes and Vaping:** Using electronic nicotine delivery systems (e-cigarettes, vaping pens) that produce vapor instead of smoke. These devices are also prohibited, regardless of whether they contain nicotine.
 - **Smoking in Uniform:** Smoking while wearing the school uniform, even if off-campus, as it reflects on the school's reputation and violates school policies.
 - **Possession of Smoking Materials:** Possessing cigarettes, e-cigarettes, lighters, or any smoking-related materials on school property.

Section 9. Bribery

Bribery undermines the integrity of the educational process and the values upheld by STCFI. The following policies are established to prevent any form of bribery and to ensure a fair and honest academic environment:

1. Prohibition of Bribery to Influence Grades

- Any form of bribery or attempted bribery, where students offer or attempt to offer gifts, money, services, or other incentives to teachers, staff, or administrators to influence their grades or academic outcomes, is strictly prohibited. This includes both direct offers and indirect suggestions or insinuations.
- Bribery can take various forms, including:
 - Offering cash or expensive gifts to a teacher in exchange for a higher grade.
 - Promising favors or services (e.g., personal errands, free services) to staff in return for academic leniency.
 - Offering non-material benefits, such as social connections or career opportunities, to influence academic evaluations.

2. Prohibition of Accepting or Soliciting Bribes

- Teachers, staff, and administrators are strictly prohibited from accepting or soliciting any form of bribes from students or their families. This includes requesting gifts, money, or

favors in exchange for altering grades, exam scores, attendance records, or any other academic assessment.

- Soliciting bribes by explicitly asking for or implying a need for gifts, money, or services in exchange for academic favors is considered a severe violation of ethical standards.

Examples include:

- Hinting at the need for a "gift" to secure a better grade.
- Suggesting that extra credit or special consideration will be given in exchange for personal favors or gifts.

3. Reporting and Handling Instances of Bribery

- Any student, teacher, or staff member who is aware of or involved in an act of bribery is required to report the incident immediately to the school administration. This includes situations where:
 - A student is approached by another student or individual offering bribes.
 - A teacher or staff member is offered a bribe by a student or their family.
 - A teacher or staff member solicits or accepts a bribe.
- To encourage reporting, STCFI will provide confidential channels for reporting bribery incidents. Reports can be made anonymously if necessary, and the identity of the reporter will be protected to the fullest extent possible.
- Upon receiving a report of bribery, the school administration will conduct a thorough investigation to verify the facts. If evidence of bribery is found:
 - **For Students:** Disciplinary actions will include, but are not limited to, suspension, expulsion, and notification of the student's guardians. A record of the incident will be kept in the student's permanent file.
 - **For Teachers/Staff:** Disciplinary actions will include suspension, termination of employment, and potential legal consequences. The incident will be reported to the appropriate educational authorities and may lead to professional disqualification or sanctions.

4. Educating the School Community on Bribery

- STCFI will provide regular training sessions for students, teachers, and staff on the importance of academic integrity, the ethical standards expected, and the dangers of engaging in bribery. These sessions will include:
 - Definitions and examples of bribery.
 - The long-term consequences of bribery for individuals and the school community.
 - The correct procedures for reporting suspected bribery.
- The school will actively promote a culture of honesty and integrity, where achievements are based on merit and hard work. Posters, campaigns, and discussions will be used to reinforce the message that bribery has no place at STCFI.

5. Commitment to a Fair and Honest Academic Environment

- STCFI maintains a zero-tolerance policy towards bribery. Any attempt to engage in bribery will be met with strict and immediate disciplinary action. This policy applies equally to students, teachers, and all staff members.
- Every member of the STCFI community has a role to play in upholding the integrity of the school. By refusing to engage in or tolerate bribery, we ensure that all students have an equal opportunity to succeed based on their merit, effort, and dedication.

Section 10. Non-Compliance and Misconduct

STCFI maintains a strict code of conduct to ensure a respectful and orderly learning environment. Non-compliance and misconduct undermine this goal and are not tolerated. This section outlines the prohibited behaviors related to non-compliance with authority and misconduct, detailing the expectations for student behavior and the consequences of violating these standards.

1. Ignoring or Rejecting Summons from Faculty or Staff

- Ignoring or rejecting summons refers to the act of failing to respond to or intentionally avoiding requests, instructions, or orders given by faculty or staff members. This

includes not attending scheduled meetings, disciplinary hearings, or failing to comply with direct instructions.

- **Examples:**
 - **Failing to Attend Meetings:** Not showing up for a scheduled meeting with a teacher, counselor, or administrator when summoned for academic or disciplinary reasons.
 - **Avoiding Direct Orders:** Refusing to follow a teacher's instructions in class or disregarding requests made by staff for cooperation in school activities.
 - **Ignoring Written Notices:** Not responding to written summons or notices left in lockers, classrooms, or sent via email.

2. Tampering with Board Announcements or Information

- Tampering refers to the unauthorized alteration, removal, or destruction of official school announcements, notices, or any posted information on bulletin boards or digital platforms.
- **Examples:**
 - **Alteration of Notices:** Changing the content of official announcements, such as dates, times, or other important details.
 - **Removal of Official Information:** Taking down notices, posters, or other informational material without authorization.
 - **Destruction of Posted Materials:** Damaging or defacing announcements, such as tearing, scribbling, or writing over them.

3. Posting False, Defamatory, or Profane Language on Bulletin Boards

- Posting false information, defamatory statements, or using profane language on school bulletin boards or any public space within the school premises is strictly prohibited. This includes both physical and digital platforms.
- **Examples:**
 - **False Information:** Posting misleading or incorrect information that can cause confusion or harm to the school community.
 - **Defamatory Statements:** Writing or posting statements that harm the reputation of the school, its staff, or students.
 - **Profane Language:** Using vulgar, offensive, or obscene language in public postings.

4. Committing Immoral Acts, Including Indecent Exposure, Obscene Behavior, or Possession of Pornographic Materials

- Immoral acts refer to behaviors that violate societal and school moral standards, including acts of indecent exposure, engaging in obscene behavior, or possessing, distributing, or displaying pornographic materials.
- **Examples:**
 - **Indecent Exposure:** Exposing one's private parts in public, on school grounds, or in a manner that is offensive and inappropriate.
 - **Obscene Behavior:** Engaging in lewd acts, gestures, or conversations that are sexually explicit or offensive.
 - **Possession of Pornographic Materials:** Having or sharing explicit sexual content, whether in physical form, on electronic devices, or through online platforms.

5. Molesting or Engaging in Vulgar Acts Towards Students, Staff, or Faculty

- Molesting or engaging in vulgar acts refers to any form of sexual harassment, inappropriate touching, or conduct that is sexually suggestive or offensive. This includes making vulgar comments, unwanted physical contact, or displaying sexually explicit behavior.
- **Examples:**
 - **Sexual Harassment:** Making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
 - **Inappropriate Touching:** Unwanted physical contact such as groping, fondling, or touching someone inappropriately.

- **Vulgar Acts:** Engaging in behaviors or using language that is sexually explicit, suggestive, or offensive to others.

Article XIV.

CODE OF CONDUCT FOR STUDENTS

At STCFI, we believe that a college is a community of learners where effective learning depends on the shared commitment to certain standards of behavior. Adhering to these guidelines is essential to maintaining a productive, respectful, and harmonious environment for all students, faculty, and staff.

Section 1: Attendance and Punctuality

Attendance and punctuality are fundamental to academic success and maintaining a disciplined learning environment at STCFI. Students are expected to attend all scheduled classes and activities, arrive on time, and participate fully.

1. **Importance of Attendance:** Regular attendance is a fundamental requirement for all students. It ensures that students can fully participate in learning activities, discussions, and collaborations that are critical to their academic success. Absences not only affect the student's learning experience but also disrupt the flow of the class for other students.
2. **Excused Absences:** Students may be excused from classes for specific purposes such as conducting research, engaging in library work, or participating in other learning-related activities. However, such absences require prior approval. Students must seek permission from both the Dean and their Instructor, providing valid reasons and necessary documentation to justify their absence.
3. **Punctuality Expectations:** Being on time for classes and other scheduled activities is a sign of respect for both instructors and fellow students. Punctuality demonstrates a student's commitment to their education and their consideration for the time of others. Habitual tardiness is unacceptable as it disrupts the learning environment and reflects poorly on a student's academic discipline and professionalism.
4. **Tracking Attendance:** Attendance will be monitored closely by instructors. Students are responsible for ensuring that their attendance is recorded accurately. If a student is absent, it is their responsibility to catch up on missed work and stay informed about any announcements or assignments made during their absence.
5. **Truancy Report:** Truancy is defined as any unauthorized or unexcused absence from school or a specific class without prior permission or a legitimate reason. A student is considered habitually truant if they accumulate three (3) or more unexcused absences within a month. In such cases, parents or guardians will be notified through a formal letter sent by mail, detailing the unexcused absences and the school's concerns regarding the student's attendance.

Section 2. Conduct in School Uniform and/or In and Outside the Campus

Wearing the school uniform represents STCFI and signifies a commitment to the school's values and standards. Students must maintain appropriate conduct and adhere to school policies while in uniform, both on and off-campus. The following guidelines outline the expectations for student behavior when wearing the school uniform:

1. Appropriate Behavior in Uniform

- Students are ambassadors of STCFI when wearing the school uniform. They are expected to exhibit behavior that reflects the school's values of respect, integrity, and responsibility. This includes being polite, courteous, and respectful in all interactions, whether with teachers, staff, fellow students, or members of the public.
- Students should avoid engaging in any behavior that could harm the reputation of STCFI. This includes refraining from:

- Engaging in excessive physical displays of affection or public display of affection (PDA) while in uniform whether inside the campus or outside the campus is considered inappropriate. Students should maintain professionalism and decorum.
- Shouting, using offensive language, or causing disturbances in public places while in uniform is not allowed.
- Actions such as loitering in public spaces, engaging in arguments, or behaving rudely are strictly prohibited.

2. Adherence to School Policies

- All school policies apply to students at all times while they are in uniform. This includes:
 - Strictly no smoking, alcohol consumption, or use of prohibited substances while in uniform, regardless of location. This policy applies both on and off-campus.
 - Students must respect and follow the instructions of teachers, staff, and school authorities at all times. Ignoring or defying authority while in uniform will result in disciplinary action.
 - Adherence to the school's mobile phone policy is required, which includes keeping phones off or in silent mode and only using them with permission for educational purposes.

3. Off-Campus Behavior in Uniform

- Even when students are off-campus, wearing the school uniform extends the school environment. Therefore, students are expected to:
 - Adhere to school rules and conduct themselves appropriately in public spaces such as malls, public transportation, and community areas.
 - Refrain from vandalism, littering, or causing any form of property damage while in uniform.
 - Maintain respectful and positive interactions with the public. Any complaints regarding a student's behavior off-campus will be investigated, and appropriate action will be taken.
 - Wear the prescribed uniform properly and without alterations.

4. Reporting Misconduct

- Students who witness misconduct by their peers while in uniform are encouraged to report such incidents to school authorities. Maintaining the integrity of the school community is a collective responsibility.
- Reports of misconduct can be made confidentially. The school will protect the identity of individuals who come forward with information regarding breaches of conduct in uniform.

5. Uniform Appearance and Maintenance

- Students must wear the complete and proper uniform at all times, ensuring it is clean, well-maintained, and worn appropriately. Any modifications that do not comply with school standards are not permitted, including the addition of unauthorized clothing such as jackets, overcoats, sweatshirts, and similar items.
- When in public places or off-campus, students must wear the prescribed uniform as required, without any alterations.
- School IDs must be worn visibly at all times when in uniform. This aids in identification and reinforces the security and accountability of students.

Section 3: Prescribed School Uniform

All students are required to adhere to the prescribed school uniform and should not alter its style or design.

1. For Ladies:

- **Skirt:** Must be knee level or at least 1 inch above the knee.
- **Shoes:** Black and closed-toe.
- **Blouse:** Must be tucked in and worn with a necktie.
- **Blazer:** Must be buttoned and worn with belt.
- **Stockings:** Wearing stockings is advised.

2. For Gentlemen:

- **Polo Barong:** Should be worn with a plain white undershirt with sleeves no longer than those of the polo barong.
- **Slacks:** Should be worn with black or dark brown leather shoes.

3. General Guidelines:

- No additional accessories, garments, or shoes that are not explicitly stated in the prescribed uniform policy may be worn. This includes non-uniform jackets, caps, sandals, or any other non-approved items.

Section 4: Exemption from Wearing the School Uniform

In recognition of the potential delays in the availability of school uniforms, the following policy outlines the temporary exemption for students who have not yet received their school uniforms. This policy ensures students maintain proper attire while waiting for their uniforms to become available.

1. Temporary Exemption Guidelines

Students who have not yet received their school uniforms due to supply unavailability are temporarily exempt from wearing the standard school uniform. However, the following conditions must be met:

- **Students with PE or NSTP Uniforms:**
 - Students who possess either their Physical Education (PE) or National Service Training Program (NSTP) uniforms are required to wear these uniforms during regular school days until their standard school uniforms become available.
 - PE uniforms should be worn according to the designated PE schedule, but may be worn on other days as a temporary substitute for the standard school uniform.
- **Students Without PE or NSTP Uniforms:**
 - Students who do not yet have their PE or NSTP uniforms, in addition to not having the standard school uniform, will be exempted from wearing a uniform. However, they must adhere appropriate dress code.

2. Documentation and Approval Process

- Students who require a temporary exemption must secure approval from the school administration. They must submit a formal request, stating the reason for the exemption (i.e., delayed supply of uniforms) and providing proof of purchase or order from the official supplier.
- The exemption will only be valid for a limited period, and students are expected to wear the school uniform once it becomes available.

3. Duration of Exemption

- The exemption is strictly temporary and will only be granted until the student's school uniform order is fulfilled. Once the uniform becomes available, students are required to immediately comply with the school's standard dress code.

4. Monitoring and Compliance

- The school administration, in collaboration with the class advisers, will monitor compliance with this temporary exemption policy.
- Failure to wear the PE or NSTP uniform when available, or repeated non-compliance with the casual dress code, may result in disciplinary action.

5. Enforcement of Modesty and Decorum

- While temporarily exempt from wearing the school uniform, students are still expected to dress in a manner that reflects the values of the institution. Clothing should be respectful, decent, and non-disruptive to the learning environment.

- The school reserves the right to send students home or take appropriate disciplinary measures if they are found to be wearing attire that violates the school's standards of modesty or professionalism.

6. Special Considerations

- Students facing financial hardships or other special circumstances that prevent the timely acquisition of uniforms may approach the school's administration to discuss alternative arrangements or support options.
- Students with documented medical conditions requiring modifications to their attire must submit a formal request with medical documentation for approval.

Section 5: Dress Code and Grooming

Students are expected to dress appropriately and maintain a standard of decency in their attire at all times while on campus or participating in school-related activities. The following guidelines must be observed:

1. Prohibited Clothing:

- Sleeveless tops, including tank tops, spaghetti straps, halter tops, crop tops, and any other tops that expose the shoulders or midriff, are not allowed.
- Shorts of any kind, including gym shorts, athletic shorts, or any shorts that are above knee length, are not permitted for both males and females.
- Clothing that is excessively tight, transparent, or revealing is prohibited. This includes clothing that exposes undergarments or is deemed inappropriate by school staff.
- Clothing with offensive, discriminatory, or inappropriate graphics, text, or slogans is not allowed.

2. Footwear:

- Footwear should be appropriate for a school environment. Slippers, flip-flops, and open-toed sandals are discouraged for safety reasons. Closed-toe shoes are recommended.

3. Headwear:

- Hats, caps, and other head coverings are not allowed inside classrooms, administrative offices, or during formal school events unless for religious or medical reasons.

4. General Appearance:

- Students should maintain a neat and clean appearance. This includes being well-groomed and avoiding excessive or distracting hairstyles, jewelry, or makeup.
- Torn, ripped, or damaged clothing is not permitted.
- Nose piercings and other facial piercings are prohibited. Men should not wear earrings.

5. Personal Hygiene:

- Proper dental care, including brushing teeth regularly, must be observed to maintain fresh breath and overall hygiene.
- Students should use deodorant or antiperspirant as needed to prevent body odor. Clothing should be washed regularly to maintain cleanliness.
- Hands should be washed frequently, especially before meals and after using the restroom. Fingernails must be kept clean and trimmed.
- Hair must be clean, neatly groomed, and styled according to school regulations.
- The presence of cigarette odor on clothing, breath, or belongings is strictly prohibited, as smoking is not allowed on or off-campus while in uniform. Students violating this policy will be subject to disciplinary action.
- While light fragrances are acceptable, students must avoid overpowering scents that may cause discomfort to others.
- Students are encouraged to carry personal hygiene essentials such as tissues, hand sanitizers, and breath mints to maintain freshness throughout the day.

6. Dress Down Days:

- On designated dress-down days (Saturdays) or events, students may be allowed more casual attire. However, the standards of decency and appropriateness still apply.
- Exceptions may be made for cultural or religious attire, provided they adhere to the school's standards of decency.

7. **Enforcement and Consequences:**

- Students found in violation of the dress code will be asked to change into appropriate attire. If they do not have suitable clothing, they may be provided with a temporary alternative or sent home to change.

Section 6. Unacceptable Reasons for Non-Wearing of School Uniform & for Not Following the Dress Code

The following reasons are deemed unacceptable and will not qualify for an exemption from wearing the uniform:

1. **Personal Preference:** Choosing not to wear the uniform because of personal fashion choices or trends is not permitted.
2. **Negligence:** Forgetting to wear the uniform or failure to wash/prepare the uniform in time is not a valid excuse.
3. **Lack of Clean Clothes:** Inadequate preparation of uniforms for the school week is not a valid reason for failing to wear the proper attire.
4. **Non-Uniform Events:** Attending non-school-related events before or after class does not excuse students from wearing their uniform during school hours.

Section 7. Monitoring and Enforcement

Class advisers and school staff will regularly monitor student compliance with the uniform policy. Any violations observed will be immediately reported to the appropriate school authorities for immediate action.

Students are expected to strictly adhere to the prescribed school uniform guidelines. Non-compliance will result in the following actions:

1. Students found in violation of the uniform policy will not be permitted to attend classes for the day.
2. The student will be sent home to change into the correct uniform.
3. If a student is allowed to remain on campus despite being out of uniform, they will still be marked absent for the day.
4. Any academic work, including quizzes, tests, or graded activities, completed during the violation will not be recorded, and the student will receive no credit for the day's work.
5. All instances of non-compliance will be recorded in the school's monitoring system. Repeated violations will be subject to review, and further disciplinary actions may follow, depending on the severity and frequency of the offenses.

This policy ensures that all students consistently present themselves in the prescribed school attire, promoting a culture of discipline and respect for school regulations. Repeated failure to comply with the uniform policy, without valid justification, will not be tolerated and may result in escalating consequences, such as suspension or exclusion from school activities.

Section 8. Communication Etiquette

Effective communication is key to fostering a respectful, inclusive, and professional environment at STCFI. The following guidelines outline the standards expected from all members of the school community, including students, teachers, staff, administrators, and visitors. By adhering to these principles, we can ensure that our interactions are positive, productive, and respectful.

1. **Respectful Addressing:**

- When communicating with teachers, staff, administrators, fellow students, and visitors, always use formal titles such as *Mr.*, *Miss*, *Ma'am*, or *Sir*. This practice conveys respect and professionalism, which are fundamental to maintaining a

harmonious educational atmosphere. For example, when addressing a teacher, say, "Good morning, Mr. Smith," instead of using informal language.

2. Use of Polite Expressions:

- Incorporate polite expressions such as “good morning,” “thank you,” and “sorry” in everyday interactions. These phrases help to create a courteous and friendly environment. Saying “good morning” when entering a room, or “thank you” when receiving assistance, shows appreciation and respect for others. Apologize sincerely by saying “sorry” when a mistake is made, demonstrating accountability and humility.

3. Clear and Respectful Communication:

- Whether in spoken or written communication, always strive to be clear and respectful. Use appropriate language, avoid slang, and refrain from using offensive or derogatory terms. In written communications, such as emails or notes, ensure that correct spelling, grammar, and punctuation are used. A well-written message reflects professionalism and attention to detail. For example, instead of writing a casual text, compose a proper email with a salutation, body, and closing.

4. Appropriate Tone of Voice:

- The tone of voice used in communication should be considerate and appropriate for the context. Speak calmly and politely, even when addressing disagreements or conflicts. Avoid raising your voice or using a sarcastic tone, as this can be perceived as disrespectful or confrontational. When providing feedback or criticism, do so constructively and kindly.

5. Timely Communication:

- Asking questions or seeking information should be done in a timely manner, allowing others adequate time to respond. This shows respect for their time and workload. Avoid last-minute requests or questions, especially those that require immediate attention. Plan ahead and communicate needs or concerns well in advance.

6. Respecting Working Hours and Personal Space:

- Be mindful of the working hours and personal time of teachers, staff, and administrators. Avoid contacting them outside of their designated work hours unless it is an emergency. This respect for personal boundaries helps maintain a healthy work-life balance for all members of the school community.

Section 9. English Only Policy

The English Only Policy requires all students to use English exclusively while on school premises, including in classrooms and across the campus. This policy is designed to create an immersive environment that encourages the natural acquisition and fluency of the English language. By consistently using English, students will enhance their communication skills, improve their academic performance, and gain confidence in both written and spoken English. This policy supports the development of essential language skills that will benefit students in their future academic and professional endeavors.

1. Classroom Use:

- All verbal and written communication during class sessions must be conducted in English.
- Students are encouraged to engage in discussions, ask questions, and express their thoughts solely in English.

2. School Premises:

- English should be used in all interactions within the school grounds, including hallways, common areas, and during school-related activities.
- Students must use English during informal gatherings, group work, and interactions outside of class.

3. **Purpose:**

- **Linguistic Proficiency:** The policy is designed to enhance students' linguistic skills by integrating English into their daily routines.
- **Fluency Improvement:** Regular use of English in various contexts supports the development of fluency and comfort with the language.
- **Academic and Professional Growth:** By becoming more proficient in English, students better prepare themselves for academic success and future career opportunities.

4. **Enforcement:**

- Faculty and staff will monitor adherence to the policy during classes and throughout the campus.
- Students requiring additional assistance with English are encouraged to seek help from language support resources provided by the school.

Section 10. Use of Mobile Phones

Mobile phones have become an integral part of daily life, but their use in the school setting must be carefully managed to maintain a focused and productive learning environment. The following guidelines are established to ensure that mobile phone use is appropriate and does not disrupt the educational process at STCFI. All students are expected to comply with these policies, and any violations will result in disciplinary action.

1. General Rules for Mobile Phone Use

- All mobile phones must be turned off or set to silent mode (no sound or vibration) before entering the classroom. This prevents interruptions during lessons and maintains the flow of teaching.
- Students are required to keep their mobile phones inside their bags or backpacks during class and examination periods. Phones should not be visible or accessible on desks, in laps, or in pockets.
- Mobile phones are not allowed to be used or accessed during any examinations. They must be switched off and stored securely in bags. Any student found with a phone during an exam will face disciplinary action as it constitutes a breach of exam protocols.

2. Use of Mobile Phones for Educational Purposes

- Mobile phones may only be used for educational purposes if explicit permission is given by the teacher. Acceptable uses include:
 - Accessing educational websites or apps relevant to the lesson.
 - Taking notes or pictures for academic projects when instructed by the teacher.
 - Using calculators or other applications as part of classroom activities.
- When allowed, mobile phones should be used strictly for the specified educational purpose. Any other use, such as browsing social media, gaming, or texting, is prohibited and will result in the immediate revocation of phone privileges for the remainder of the class period.

3. Emergency Use of Mobile Phones

- In case of emergencies, students may use their mobile phones to contact family members or emergency services. However, this should be done outside of the classroom and only after informing the teacher of the emergency situation.
- Students must notify their teacher if they need to step out of the classroom to make an emergency call. The phone call should be made in a designated area, such as the hallway or school office, to ensure minimal disruption to other students.

4. Teacher Authority to Set Additional Rules

- Teachers have the authority to establish additional rules and guidelines for mobile phone use based on the needs of their classroom. For example:
 - A teacher may prohibit mobile phone use during specific activities, such as group discussions or presentations.

- Rules may vary depending on the nature of the subject being taught and the specific classroom dynamics.
- Teachers will inform students of any additional mobile phone rules at the beginning of the term or as necessary. Students are expected to comply with these classroom-specific guidelines without exception.

5. Maintaining a Respectful Learning Environment

- Students must be aware of the impact that mobile phone use can have on their learning and the learning environment of others. Responsible use of technology is expected, and students should be mindful of their behavior and the school's policies at all times.
- STCFI will support students in understanding and adhering to these mobile phone policies through ongoing communication, education, and awareness programs. The goal is to foster a respectful and focused educational environment where technology enhances rather than disrupts learning.

Section 11: Use of Social Media

The use of social media by students must reflect responsible behavior and protect the integrity of STCFI. All students are expected to maintain respectful, appropriate, and ethical online interactions that align with the values of the school.

1. Respectful Interaction

- Students must maintain a respectful and professional tone when posting or interacting online. Content that is disrespectful, discriminatory, or inflammatory towards others, including classmates, faculty, staff, or the school, is prohibited.
- Students must not share personal information, photos, or details about others without their consent.

2. Academic Integrity

- Any academic-related content shared on social media must adhere to academic integrity standards. Students must properly attribute all sources and avoid posting work that is not their own.
- Discussions of confidential academic matters, such as exam content or grades, are not permitted on social media.

3. Responsible Use

- Students should share content that reflects positively on the school and the educational environment. Offensive, harmful, or inappropriate material that goes against STCFI's values and policies is not allowed.
- **Refrain from posting content that is defamatory, malicious, or negative about STCFI, its staff, or the community.** Any posts or comments that disrespects or discredits the school, its administration, or the community will be subject to disciplinary action.
- Social media should not be used to promote behavior that disrupts the school environment or negatively impacts the community.

4. Compliance with School Policies

- Social media activities must comply with all STCFI policies and the student code of conduct. Students are expected to follow the school's ethical standards both online and offline.
- Any instances of online harassment, bullying, or inappropriate content involving members of the STCFI community should be reported to school authorities for proper action.

5. Educational Use

- Social media can be used for academic discussions, study groups, or sharing educational resources, provided these activities are respectful and aligned with the school's values.

6. Social Media Etiquette

- Students must use polite language and engage constructively in online discussions, reflecting the values of the STCFI community.
- Posting on social media during class or school activities is prohibited unless it is for educational purposes and approved by a teacher.

7. General Policy on Social Media Use

- While students may use social media personally, they must recognize that their online actions may impact STCFI. If identified as an STCFI student, they are expected to ensure their posts do not damage the school's reputation.
- Students must not use social media to post complaints about others, including peers, staff, or administrators. Complaints should be reported to the appropriate school authorities for resolution. Posting such content may result in legal or disciplinary action.
- Students are personally responsible for the content they post in a personal capacity. If unsure, they should seek guidance from school officials.

8. Responsibilities as an STCnian

- When identified as a student of STCFI, you must:
 - Only share publicly available information.
 - Ensure that all published content is accurate, not misleading, and adheres to STCFI policies.
 - Clarify that any personal opinions shared do not represent STCFI.
 - Be respectful to everyone you interact with online.
- As an STCFI student, you must NOT:
 - Post offensive, obscene, defamatory, threatening, harassing, or discriminatory material.
 - Imply that you speak on behalf of STCFI or represent the institution.
 - Use another person's identity or likeness without permission.
 - Disclose confidential information obtained as a student of STCFI.
 - Use STCFI logos or insignia in ways that suggest official support for personal opinions.
 - Post unverified or false information, hate speech, rumors, or content that damages STCFI's reputation or undermines its values.

Section 12: Group Chat Policies and Guidelines

Group chats are created to enhance communication, foster collaboration, and ensure timely dissemination of information within the organization or school. These policies aim to promote responsible and respectful use of group chats.

1. Creation of Group Chats

- All official group chats must be approved by the designated authority (e.g., department head, class adviser, supervisor).
- Group names should reflect the purpose or members (e.g., "Grade 11 STEM Class 2025" or "Marketing Team 2025").
- Avoid duplicate groups for the same purpose to prevent confusion.

2. Membership and Access

- Only relevant members should be included (e.g., students in a class, members of a team/project).
- Admins must seek permission before adding a person to a group chat.
- Members must inform the admin when they leave the organization, project, or class, so they can be removed.

3. Group Chat Etiquette

- **Be respectful:** Avoid rude, offensive, or discriminatory language.
- **Use appropriate tone:** Avoid all caps, sarcasm, or humor that may be misunderstood.
- **Keep messages relevant:** Only send messages related to the group's purpose.

- **Avoid spamming:** Refrain from sending excessive, repeated, or unrelated messages, memes, or stickers.
- **Use emojis and stickers in moderation.**

4. Posting Guidelines

- Post only during appropriate hours (e.g., 7:00 AM to 9:00 PM), unless urgent.
- Verify information before sharing to avoid spreading false information.
- Confidential or sensitive matters must not be discussed in group chats unless the group is designated as secure for such conversations.
- Always check if your question has already been answered to avoid repetition.
- **To avoid overloading the chat with unnecessary messages,** members are requested to **acknowledge official posts from the school, teachers, or officers by simply reacting with a 👍 (thumbs-up).**
 - Avoid sending replies such as “noted,” “okay,” or similar confirmations unless a response is specifically required.
 - This helps keep the conversation thread clean and allows those who check messages late to view important announcements without scrolling through multiple acknowledgments.

5. Admin Responsibilities

- Moderate discussions and ensure policies are followed.
- Remove inappropriate messages and warn members when necessary.
- Add or remove members as needed and with notice.
- Remind members of group rules when needed.

6. Disciplinary Actions. Violations of group chat policies may result in:

- A verbal or written warning
- Temporary or permanent removal from the group
- Referral to a higher authority for further action (e.g., school administrator, HR department)

7. Examples of Prohibited Behavior

- Cyberbullying or harassment
- Sharing of inappropriate content (e.g., violent, sexual, or offensive media)
- Use of group chat for personal or commercial gain
- Disruptive behavior (e.g., arguing, excessive off-topic chatting)

8. Use of Group Chats for Announcements

- Only designated persons (e.g., advisers, teachers, staff, officers) may post official announcements.
- Avoid replying to announcements unless a response is requested.
- Use “thumbs up” or short confirmations instead of long reply threads.

9. Privacy and Data Protection

- Do not share screenshots or messages from the group outside without consent.
- Personal contact information shared in the group should be treated with confidentiality.

10. Termination of Group Chats

- Once the group chat has served its purpose, it should be archived or deleted by the admin with prior notice to members.

Section 13: Classroom Behavior

Students are expected to maintain a respectful and conducive learning environment in all classrooms. Proper behavior is crucial for effective learning and ensuring that all students and teachers can focus on their educational goals without distractions. The following guidelines must be adhered to:

1. **Noise Control:**
 - Students must keep noise levels to a minimum during class sessions. This includes refraining from talking out of turn, whispering, or engaging in side conversations.
 - Cell phones and other electronic devices must be set to silent mode or turned off to avoid disruptions. These devices should only be used for educational purposes and with the teacher's permission.
 - Avoid creating unnecessary noise by tapping on desks, shuffling papers loudly, or moving chairs noisily.
2. **Disruptions:**
 - Disruptive behaviors, such as shouting, laughing loudly, or calling out inappropriately, are not allowed. Such actions distract others and show a lack of respect for the teaching process and fellow students.
 - Students must wait their turn to speak and raise their hands to ask questions or make comments. Speaking out of turn or interrupting the teacher or classmates is considered disrespectful and disruptive.
3. **Respectful Interactions:**
 - Address teachers and classmates respectfully. Use polite language and avoid using offensive or inappropriate words or gestures.
 - Respect others' opinions and contributions during discussions. Listen attentively when others are speaking and do not interrupt.
4. **Behavior Outside the Classroom:**
 - While moving through the hallways, students should maintain low noise levels to avoid disturbing ongoing classes. Running, shouting, or playing in hallways is strictly prohibited.
 - Loud talking, loitering, or any form of disruptive behavior is not acceptable in common areas, such as corridors, libraries, or study areas.
5. **Personal Conduct:**
 - Students are expected to remain seated and attentive unless instructed otherwise by the teacher. Wandering around the classroom without permission is disruptive.
 - Eating, drinking, or chewing gum in the classroom is not allowed unless there is prior approval from the teacher for special occasions.

Section 14: Campus Movement

Effective movement through the campus is essential to maintain order, ensure safety, and create a pleasant environment for all students, faculty, and staff. The following guidelines are established to facilitate smooth traffic flow and prevent congestion in common areas:

1. **Keep to the Right:**
 - All students, faculty, and staff must walk on the right side of hallways, corridors, and staircases. This practice helps to streamline movement and prevents overcrowding, especially during busy times such as class transitions and lunch breaks.
 - When entering or exiting buildings, use the doors designated for entering and exiting to avoid collisions and confusion.
2. **Avoid Congestion:**
 - Do not stop, loiter, or congregate in hallways, doorways, or stairwells, as this can block the path for others and create bottlenecks. If you need to have a conversation or wait for someone, move to the side to allow others to pass freely.

- Students should move quickly and efficiently between classes to avoid being late and to reduce hallway congestion.
3. **Staircase Etiquette:**
 - Use the handrails for safety and walk in a single file line when using the stairs, especially during peak times. Running on the stairs is strictly prohibited to prevent accidents.
 - If there are designated "up" and "down" staircases, use them as indicated to maintain order and prevent accidents.
 4. **Use Designated Paths:**
 - Follow any marked pathways or directional signs on campus to help manage traffic flow. Do not create shortcuts or walk on grass or landscaped areas not intended for foot traffic, as this can damage school property and disrupt the orderly movement.
 - Use specific entry and exit points when accessing buildings to ensure a systematic flow of foot traffic.
 5. **Respect Personal Space:**
 - Be mindful of personal space when walking in crowded areas. Avoid pushing, shoving, or bumping into others, as this can cause accidents or discomfort. Maintain a reasonable distance from others to ensure a smooth flow of movement.
 - When carrying large bags or items, be aware of your surroundings and avoid blocking the way for others.
 6. **Emergency Situations:**
 - In case of an emergency, such as a fire drill or evacuation, follow the posted evacuation routes and the instructions of faculty and staff promptly and calmly. Do not run or push, and assist others who may need help.
 - Always be aware of emergency exits and never block these exits with personal items, furniture, or other obstructions.
 7. **Queueing Protocol:**
 - When waiting in line for services (e.g., the cafeteria, administrative offices, or restrooms), stand in a single file and avoid cutting in line. Adhere to the "first come, first served" rule to ensure fairness and order.
 - Maintain patience and courteous behavior while waiting in queues, respecting those ahead and behind you.

Section 15: Utilizing Free Time

Students are encouraged to use their free time productively to enhance their learning experience and contribute positively to their academic and personal development. The following guidelines are established to help students make the most of their extra time while on campus:

1. **Study and Academic Preparation:**
 - Use free time to review and reinforce material covered in classes. This can include reading textbooks, reviewing notes, or completing assignments. Consistent review helps improve understanding and retention of course material.
 - Prepare for upcoming classes or exams by organizing study sessions, either individually or with classmates. Use this time to clarify doubts, practice problem-solving, or engage in discussions about the subject matter.
2. **Library Utilization:**
 - The library is a designated space for quiet study and reading. Take advantage of the resources available, such as books, journals, and online databases, to supplement classroom learning.
 - Use library computers and internet access for research purposes. Ensure that your activities are focused on educational content, and refrain from using these resources for non-academic purposes, such as social media or gaming.
3. **Engage in Reading:**
 - Develop a habit of reading not only textbooks but also other literature that interests you, such as novels, biographies, or scientific journals. Reading

broadens your knowledge, improves vocabulary, and enhances critical thinking skills.

- Explore different genres and topics to diversify your understanding and perspectives. This can be particularly beneficial in developing well-rounded knowledge and insight into various subjects.

4. Participate in Clubs and Organizations:

- Join student clubs or organizations that align with your interests or academic goals. Participation in these groups provides opportunities for personal growth, leadership development, and networking with peers.
- Engage in activities and events organized by these clubs, as they can provide practical experience, enhance skills, and offer a break from the routine academic environment.

5. Skill Development:

- Use free time to learn new skills that can benefit your academic or career goals. This could include learning a new language, developing computer programming skills, or exploring creative pursuits like writing, art, or music.
- Attend workshops, seminars, or training sessions offered by the school or external organizations to expand your knowledge and skill set.

6. Physical Activity and Wellness:

- Incorporate physical activity into your daily routine. Use free time for exercise, such as walking, jogging, or participating in sports. Physical activity is essential for maintaining physical health and reducing stress.
- Practice mindfulness or relaxation techniques to improve mental health and well-being. This can include activities such as meditation, yoga, or simply taking time to relax and unwind.

7. Volunteer and Community Service:

- Use your free time to give back to the community through volunteer work or community service projects. Volunteering helps develop empathy, social responsibility, and leadership skills.
- Look for opportunities within the school or in the local community where you can contribute your time and effort to help others.

8. Career and Personal Development:

- Utilize free time to explore career interests and opportunities. This could include researching potential career paths, attending career fairs, or seeking mentorship from teachers or professionals in the field.
- Reflect on personal goals and aspirations. Set short-term and long-term goals, and use free time to plan steps towards achieving them.

Section 16: Campus Cleanliness

Maintaining a clean and hygienic environment is essential for the well-being of the entire school community. All students are expected to contribute to campus cleanliness by adhering to the following guidelines:

- 1. Waste Disposal and Proper Segregation:** All students are required to adhere to proper waste segregation practices to ensure effective recycling and waste management. This involves:
 - a. Waste Sorting:** Students must sort their waste into designated categories: recyclables (such as paper, plastic, glass, and metal), non-recyclables (such as food scraps and non-recyclable plastics), and hazardous waste (such as batteries and chemicals). Clear and labeled bins for each category are provided throughout the campus.
 - b. Correct Disposal:** Ensure that all items are placed in the correct bins. For example, paper and cardboard should be placed in the recycling bin, food waste should go into the compost or non-recyclable bin, and hazardous materials should be disposed of in the specially designated containers.
 - c.** Under no circumstances should waste be thrown on the ground, in hallways, or in other non-designated areas.

2. **Spitting:** Spitting on floors, walls, sidewalks, or any other surfaces is strictly prohibited. If spitting is necessary for health reasons, students should use the toilet bowls in restrooms. This practice helps maintain a clean and sanitary environment for all.
3. **Restroom Hygiene:** Students are responsible for maintaining cleanliness in restrooms. This includes flushing toilets after use, disposing of toilet paper in the appropriate bins, and ensuring sinks are left clean after washing hands. Any misuse or damage to restroom facilities should be reported to the school administration immediately.
4. **Personal Responsibility:** Students are encouraged to take personal responsibility for the cleanliness of their immediate surroundings. This includes picking up after oneself, cleaning up any spills, and properly disposing of any materials used during meals or breaks.

Section 17: Handling Complaints

To maintain a constructive and respectful school environment, students must address their complaints directly to the School Head. Students are required to refrain from discussing or posting complaints about classmates, teachers, staff, or school-related issues on social media or other public forums. This approach ensures that issues are managed confidentially and effectively within the school premises. When raising complaints, the following guidelines must be observed:

1. **Direct Communication with the School Head:**
 - Students should promptly bring their concerns or complaints directly to the School Head. This ensures that the issue is addressed by the appropriate authority in a timely manner.
 - Complaints should be submitted formally, either through a scheduled meeting or a written document. Clearly detail the nature of the complaint, including relevant facts, dates, and supporting evidence.
2. **Confidentiality and Professionalism:**
 - Complaints should be handled confidentially. Discussions or complaints about school matters should not be shared publicly or on social media to prevent unnecessary escalation and maintain the privacy of all parties involved.
 - Maintain a professional and respectful tone when addressing complaints. Avoid making public statements or engaging in social media discussions that could exacerbate the issue or damage reputations.
3. **Social Media and Public Forums:**
 - Students are strictly prohibited from posting or discussing complaints about school-related matters, including issues with classmates, teachers, or staff, on social media or any other public platform.
 - Address all complaints internally through the appropriate channels within the school to ensure they are resolved efficiently and constructively.
4. **Effective Resolution:**
 - Engage in discussions with the School Head to explore and implement potential solutions. Provide all necessary information and be open to feedback and proposed resolutions.
 - Allow time for the School Head to review and address the complaint. Ensure that follow-up actions are completed as per the agreed timeline.

Section 18: STCFI Identity Policy

As a member of the STCFI community, students are expected to uphold the highest standards of integrity and embody the core values of being an STCNIAN. This involves consistently demonstrating knowledge, mastery, and respect in all aspects of their academic and personal conduct. By adhering to these principles, students contribute to a positive and respectful environment that reflects the esteemed reputation of STCFI.

1. **Commitment to Integrity:**
 - **Academic Honesty:** Maintain the highest level of honesty in all academic endeavors. This includes avoiding plagiarism, cheating, and any form of academic dishonesty.

- **Ethical Behavior:** Act with integrity in all interactions and decisions, ensuring that personal and academic actions reflect the ethical standards of the institution.
2. **Demonstrating Knowledge and Mastery:**
 - **Academic Excellence:** Strive for excellence in academic pursuits by actively engaging in learning, seeking to deepen understanding, and applying knowledge effectively.
 - **Skill Development:** Continuously work on developing and refining skills and competencies relevant to your field of study and beyond, contributing to personal and professional growth.
 3. **Respect and Professionalism:**
 - **Respect for Others:** Show respect for classmates, faculty, staff, and the broader school community. Engage in interactions with courtesy and consideration for diverse perspectives and backgrounds.
 - **Professional Conduct:** Exhibit professionalism in behavior, communication, and attire. Adhere to the school's standards and expectations for conduct both within and outside the classroom.
 4. **Contribution to the STCFI Community:**
 - **Positive Representation:** Represent STCFI positively in all settings, including academic, social, and extracurricular activities. Your behavior should reflect the values and mission of the institution.
 - **Active Participation:** Engage actively in school activities, contribute to school projects, and support initiatives that enhance the overall learning environment and community spirit.
 5. **Adherence to School Policies:**
 - **Policy Compliance:** Follow all school policies and guidelines to maintain consistency and uphold the institution's standards.
 - **Feedback and Improvement:** Be open to receiving and providing constructive feedback aimed at continuous improvement of personal and institutional practices.

Remember: OU ARE AN STCNIAN. **Integrity** should be your obsession, **Knowledge** and **Mastery** your weapons.

Article XV.

ACCOUNTABILITY FOR CONSEQUENCES

STCFI upholds a strong sense of accountability and responsibility among its students. When students violate school policies, they are expected to accept the consequences of their actions as part of the learning process. Attempting to blame the school or shift responsibility for these consequences undermines the integrity of the institution and the purpose of disciplinary measures.

Section 1: Policy Overview

This policy outlines the expectations for students who have violated school rules and are attempting to hold the school responsible for the consequences of their actions. Students must acknowledge that the enforcement of sanctions is based on their conduct and in accordance with established school policies.

Section 2: General Principles

1. **Personal Accountability:** Students are expected to take full responsibility for their actions. Violating school policies results in clearly outlined consequences that are not the fault of the school, but rather the result of the student's choices.
2. **Fair Process:** STCFI ensures that all disciplinary actions are carried out fairly, transparently, and in accordance with its rules and procedures. The school cannot be held liable for any distress or negative outcomes arising from the fair enforcement of its policies.
3. **Consequences Are Self-Determined:** Students must recognize that by violating school rules, they are willingly accepting the associated consequences. Attempting to shift blame to the school after facing penalties is unacceptable and will be considered an additional violation of this policy.

Section 3: Specific Violations

Students who attempt to pin the school for consequences following violations may engage in behavior such as:

- Publicly blaming or criticizing the school, faculty, or administration for disciplinary actions.
- Refusing to acknowledge personal responsibility for their actions.
- Using social media, emails, or other communication channels to deflect blame.
- Encouraging parents or guardians to dispute sanctions that were clearly outlined in school policies.

Section 4: Parental and Guardian Cooperation

Parents and guardians are key partners in helping students learn from their mistakes and take responsibility for their actions. In cases where parents attempt to dispute the school's actions on behalf of their child without legitimate cause, the school will:

- Engage in a **formal meeting** to explain the school's policies and provide evidence of the student's violation and the fairness of the penalty.
- Issue a **reminder to parents** that supporting their child's personal accountability is essential for their growth and development.

Section 5: Reinforcing a Culture of Responsibility

STCFI promotes a culture of responsibility, where students learn from their mistakes and grow from the disciplinary process. Students are encouraged to:

- Reflect on their behavior and how their actions impact others.
- Understand that the disciplinary process is part of their personal development.

- Embrace the consequences of their actions as opportunities for growth.

STCFI's policies are designed to foster accountability, respect, and responsibility. Any attempt by students to pin the school for the consequences of their actions will not only undermine the disciplinary process but also hinder their personal growth. By taking ownership of their actions and the resulting penalties, students can learn valuable life lessons and contribute positively to the STCFI community.

Article XVI.

GENERAL SANCTIONS FOR VIOLATIONS AND PENALTIES FOR NON-COMPLIANCE

To maintain order, discipline, and the highest standards of conduct, STCFI enforces a system of sanctions and penalties for students who fail to comply with the school's policies. This article outlines the general consequences for violations, ensuring that penalties are applied fairly, consistently, and with the goal of fostering student accountability and growth.

Section 1: General Guidelines on Sanctions

- **Proportionality:** Penalties will be proportionate to the severity of the violation, considering the nature of the offense, its impact on others, and the student's disciplinary history.
- **Progressive Discipline:** Sanctions will escalate with repeat offenses. Minor violations may initially result in warnings or counseling, while repeated or severe violations will lead to harsher penalties.
- **Educational Focus:** Where possible, sanctions will include corrective measures aimed at helping students understand the impact of their actions and develop better decision-making skills.
- **Parental Involvement:** For more serious violations, parents or guardians will be involved in disciplinary actions, with mandatory meetings or written notices for severe cases.

Section 2: Types of Violations and Corresponding Penalties

1. Minor Violations

Minor violations are infractions that do not seriously disrupt the school environment but still go against established policies and standards of behavior. Examples include, but are not limited to:

- Failure to follow dress code and grooming standards
- Minor disruptive behavior in class or school activities
- Unauthorized use of school facilities (without causing damage)
- Tardiness or unexcused absences

Sanctions for Minor Violations:

- **First Offense:** Verbal warning and a counseling session with 1 hour in-school community service.
- **Second Offense:** Written warning with notification to parents/guardians with 4 hours in-school community service.
- **Third Offense:** Detention, temporary exclusion from non-academic school activities (e.g., sports, clubs) with 8 hours in-school community service.

2. Moderate Violations

Moderate violations involve behaviors that negatively impact the school community, disrupt the educational environment, or violate the rights of others. Examples include:

- Disrespect towards faculty, staff, or fellow students
- Moderate damage to school property (vandalism)
- Misuse of social media in ways that harm the school or individuals
- Unauthorized absence from school or major events
- Unauthorized use of the school's name, logo, or official branding in any context without prior approval

- Social media misrepresentation, including creating fake accounts or impersonating school personnel or students

Sanctions for Moderate Violations:

- **First Offense:** Written warning, notification to parents, and community service or restitution (e.g., repairing damage)
- **Second Offense:** Suspension of up to three days, mandatory counseling, and a behavior improvement plan
- **Third Offense:** Suspension for up to five days, loss of privileges (e.g., participation in school events)

3. Major Violations

Major violations are serious infractions that endanger the safety, security, or well-being of others, or significantly disrupt the educational environment. Examples include:

- Bullying, harassment, or discriminatory behavior (verbal, physical, or online)
- Cheating, forgery, plagiarism, or other forms of academic dishonesty
- Engaging in fights or causing physical harm to others
- Possession of prohibited items (e.g., weapons, illegal substances)
- Severe vandalism or destruction of school property
- Repeated defiance of school rules or authority

Sanctions for Major Violations:

- **First Offense:** Suspension for up to one week, mandatory meeting with parents/guardians, and required participation in a rehabilitative or counseling program
- **Second Offense:** Suspension for two weeks, loss of privileges for the remainder of the school year (e.g., participation in extracurricular activities)
- **Third Offense:** Expulsion, depending on the severity and impact of the violation

4. Critical Violations

Critical violations are the most severe infractions and may include criminal behavior, actions that seriously endanger others, or continuous disregard for school policies after multiple disciplinary actions. Examples include:

- Engaging in illegal activities (e.g., drug use, theft, assault)
- Endangering the safety of others (e.g., tampering with fire alarms or security equipment)
- Repeated major violations despite prior disciplinary measures

Sanctions for Critical Violations:

- Immediate expulsion
- Referral to law enforcement or legal authorities (where applicable)
- Permanent ban from attending any school events or re-enrollment at STCFI

Section 3: Appeal Process

Students or parents/guardians who believe a sanction has been unfairly applied may appeal the decision through the following process:

- Submit a written appeal to the school's disciplinary committee within five days of receiving the penalty.
- The committee will review the appeal, taking into account the circumstances of the violation and any evidence presented.
- A decision on the appeal will be provided within 10 working days, and the committee's decision will be final.

Section 4: Restorative Measures and Rehabilitation

Where appropriate, STCFI encourages restorative justice and rehabilitative measures as part of its sanctions. This includes:

- Counseling sessions aimed at addressing the root causes of behavior
- Restorative conversations between offenders and those affected by their actions
- Involvement in community service projects to rebuild trust and accountability within the school community

Section 5: Enforcement and Monitoring

- The implementation of sanctions and penalties will be carried out by the school administration, with oversight by the disciplinary committee.
- Regular monitoring of student behavior will ensure that violations are addressed promptly and that sanctions are applied consistently across the school.
- Students with a history of repeated violations will be closely monitored to prevent further infractions and offer support for positive behavior change.

By adhering to these sanctions and penalties, STCFI ensures that all students are held accountable for their actions, fostering a respectful and safe learning environment for everyone.

Article XVII.

WHO IS AN STCNIAN

A well-rounded individual grounded with the right values.

A civilized-educated individual, endowed with sound judgment and common sense.

A disciplined individual with a strong sense of responsibility.

An individual who knows when, where, how, and to whom to voice their concerns.

Who is cooperative, constructive, and never destructive.

Who acts according to what is expected of them.

Who earns respect because they know how to respect others.

Who is faithful, trustworthy, and reliable.

Who is objective, not swayed by personal bias.

Who exercises their freedom responsibly.

An STCnian is someone who can rise to the challenges of a changing world, as their school has instilled in them the quality of being flexible.

Someone who leads by example, for their school has cultivated in them the qualities of being a leader.

Above all, an STCnian is someone who is equipped with **Knowledge, Mastery, and Integrity**.

You are an STCnian – walk, talk, and act as an STCnian.

Article XVIII.

STCFI HYMN

Verse 1

I'm grounded in values, standing tall,
With wisdom and grace, I answer the call.
Disciplined, responsible, I know my way,
With respect in my heart, every single day.

Pre-Chorus

I know where to go, when to take a stand,
With faith in my soul and trust in my hand.
I act with honor, but I stay humble too,
For an STCnian is always true.

Chorus

I am an STCnian, walking with pride,
With knowledge, mastery, and honor as my guide.
I lead with heart, but I stay low,
Humble in spirit, letting my actions show.
I am an STCnian, proud to be,
A light in the world, for everyone to see.

Verse 2

Adapt to the changes, rise to the test,
With the strength within, I'll give my best.
I'm faithful and true, through night and day,
Leading with kindness in every way.

Pre-Chorus

I know where to go, when to take a stand,

With faith in my soul and trust in my hand.
I act with honor, but I stay humble too,
For an STCnian is always true.

Chorus

I am an STCnian, walking with pride,
With knowledge, mastery, and honor as my guide.
I lead with heart, but I stay low,
Humble in spirit, letting my actions show.
I am an STCnian, proud to be,
A light in the world, for everyone to see.

Bridge

Through every challenge, I stand strong,
With integrity, I belong.
I rise as a leader, with courage and grace,
But humbleness is my resting place.

Chorus

I am an STCnian, walking with pride,
With knowledge, mastery, and honor as my guide.
I lead with heart, but I stay low,
Humble in spirit, letting my actions show.
I am an STCnian, proud to be,
A light in the world, for everyone to see.

Outro

You are an STCnian, just like me,
Walk, talk, and act with dignity.
With pride and honor, yet humble and true,
An STCnian in all you do.

Article XIX.

PROVISIONS

Section 1. Effectivity

The rules and policies outlined in the STCFI Students Manual will become effective immediately upon distribution to students and the collection of their signatures. Each student must acknowledge receipt and understanding of these policies by signing the designated acknowledgment form.

Section 2. Amendments

Policies outlined in this manual are subject to change if they become outdated or irrelevant.

Students have the right to challenge any policy they believe to be unlawful or unjust. To initiate such a challenge, students must present substantial evidence or reasoning demonstrating the policy's unlawfulness or irrelevance. Upon review of such evidence, the school administration may modify or revise the policy as necessary to ensure it remains fair, applicable, and in alignment with the school's standards and objectives.

1st Amended on June 2024 to take effect for the school year 2024.

2nd Amended on March 2025 to take effect for the school year 2025.

STCnian Pledge

(Student's Copy)

I, _____, a bona fide student of Southern Tech College Foundation, Incorporated (STCFI), hereby solemnly pledge my full commitment to uphold and abide by all the rules, regulations, and policies set forth by the institution.

I affirm that I have been **oriented on, have read, understood, and fully agree** with the provisions stated in the Student Manual. I recognize that these policies are in place to promote discipline, excellence, integrity, and the holistic development of every STCnian.

With this pledge, I commit to:

- Actively perform my duties and responsibilities as a student;
- Conduct myself in a manner that reflects the values and ideals of STCFI;
- Contribute to the positive growth and betterment of the institution and my fellow students;
- Cooperate fully in the achievement of the vision and mission of the school.

I further acknowledge that any violation of these policies may subject me to appropriate disciplinary action, in accordance with institutional procedures, which I accept with accountability.

As a proud STCnian, I will strive to **stand out and walk with honor**, upholding the values of our institution in all that I do.

Student's Signature over Printed Name

Attested by:

Student's Signature over printed Name

Date Signed

STCnian Pledge

(School's Copy)

I, _____, a bona fide student of Southern Tech College Foundation, Incorporated (STCFI), hereby solemnly pledge my full commitment to uphold and abide by all the rules, regulations, and policies set forth by the institution.

I affirm that I have been **oriented on, have read, understood, and fully agree** with the provisions stated in the Student Manual. I recognize that these policies are in place to promote discipline, excellence, integrity, and the holistic development of every STCnian.

With this pledge, I commit to:

- Actively perform my duties and responsibilities as a student;
- Conduct myself in a manner that reflects the values and ideals of STCFI;
- Contribute to the positive growth and betterment of the institution and my fellow students;
- Cooperate fully in the achievement of the vision and mission of the school.

I further acknowledge that any violation of these policies may subject me to appropriate disciplinary action, in accordance with institutional procedures, which I accept with accountability.

As a proud STCnian, I will strive to **stand out and walk with honor**, upholding the values of our institution in all that I do.

Student's Signature over Printed Name

Attested by:

Student's Signature over printed Name

Date Signed

Parent/Guardian Commitment Pledge

I, _____, the parent/guardian of _____, a bona fide student of Southern Tech College Foundation, Incorporated (STCFI), hereby affirm that I have been oriented on, have read, understood, and fully agree with the policies, rules, and regulations stated in the STCFI Student Manual.

I acknowledge and support the school’s efforts in promoting discipline, academic excellence, and values formation among its students. As a parent/guardian, I commit to:

- Support and guide my child in complying with all school policies and requirements;
- Cooperate and communicate with the school in matters concerning my child’s behavior, academic progress, and overall well-being;
- Uphold the values of respect, responsibility, and integrity that STCFI instills in its students;
- Accept the consequences that may arise if my child is found violating any of the school’s policies, as stated in the Student Manual.

I understand that this pledge is a sign of my partnership with Southern Tech College Foundation, Incorporated in ensuring a safe, respectful, and quality learning environment for all students.

With this, I express my full commitment to support my child and the STCFI community in the shared mission of academic excellence and character development.

Parent/Guardian’s Signature over Printed Name

Relationship to the Student

Date Signed

Attested by:

Witness/Faculty/Administrator's Signature over Printed Name (Date)