



S.1.3. student discipline; and



**SURIGAO STATE COLLEGE OF TECHNOLOGY
SURIGAO CITY**



**STUDENT
HANDBOOK**

2018 EDITION

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FOREWORD

This handbook serves as a guide of every student of the Surigao State College of Technology (SSCT). It contains information on the basic policies, guidelines and procedures covering enrolment, curricular offerings and requirements, grading system and the rules of conduct. It intends to inform parents on the school's philosophy, vision, mission and goals; historical background, administration and staff; facilities and services; and other information relevant to the academic and vocational programs of the school.

It presumes that enrolling at SSCT means willful acceptance of the total program of education of this college by the students and parents and the commitment of the college to render the highest quality of service. Hopefully, the students are expected to make an extensive use of this information for their welfare, transformation and development of their personality.

Section 3. Special Grants / Assistance**Student Assistants**

The college offers assistance to financially challenged students who will be assigned in offices to render service for a maximum of 20 hours per week.

Section 4. Scholarship Services**7.1. Academic Counseling**

Academic Counseling is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

7.2. Career Planning

Career planning is a process that can help student in managing their learning and development.

7.3 Orientation

Students are given information about scholarships and financial grants guidelines and student responsibilities to maintain the availed scholarship / grants.

ARTICLE IV**STUDENT CONDUCT AND DISCIPLINE**

The college intends to develop and maintain a healthy atmosphere to promote and preserve academic freedom therefore, they are expected to observe proper behavior and decorum such as refined manners, discipline, courtesy, observing silence, proper attire, refined speech, honesty, poise, and respect for authority at all times.

The right of the College to impose sanctions against uncalled for conduct of students rests on its inherent and primary obligation to:

- Exemplify moral values, ethics and ideals;
- Protect government and private properties;
- Protect the health of the people in the academic community;
- Preserve peace and order;
- Protect its good reputation as an educational institution;
- Maintain and strengthen student's morale.

The students shall at all times abide by all laws of the country, all memoranda issued by the Commission on Higher Education (CHED) and Technical Education Skills and Development Authority (TESDA), as well as directives issued by the Student-Personnel-Services Office.

Section 1. School Uniform**A. Prescribed Uniform for College Students**

- Male** – White short-sleeve polo with college logo complemented with black long pants and black-leather shoes. "Maong" pants are not allowed except during washdays. Only white undershirt recognized.
- Female** – checkered green pencil-cut skirt at knee level with white collared short-sleeve blouse with necktie embossed with college logo and with at least one-inch heel black shoes to be worn on Monday and Thursday.
A – checkered green slacks with white collared short-sleeved blouse with necktie embossed with college logo and with at least one-inch heel black shoes to be worn on Tuesday and Friday.

B. Prescribed Uniform for High School Students

- Male** – White short-sleeve polo with college logo is prescribed and must be complemented with black long pants and a leather shoes. "Maong" pants are not allowed. Only white sando or plain white T-shirt is permitted as an inner shirt and should be tucked-in.
- Female** – checkered green box-pleated skirt; white collared short-sleeve blouse with belt and necktie, embossed with the college logo. Shoes must be black with at least one-inch heel (for Monday and Thursday).
– checkered green slacks with white collared short-sleeve blouse with necktie embossed with college logo and with belt and paired with one-inch heel black shoes. (For Tuesday and Friday)
– Washday is every Wednesday.
– Boots are not allowed when used with uniforms.

C. Wearing of school ID is a MUST.

- During school days, all students must wear their school uniform from Monday to Friday except on Wednesday, which is declared as "Wash Day". Exempted from these rules are married students on their family way.
- Other Uniforms**
Practice Teachers uniform may be allowed as substitute to the school uniform upon prior approval by the school head. Likewise, shop teachers may prescribe working uniform of students that shall be worn during shop classes but in no case shall be allowed as a substitute for the prescribed uniform. This rule is also applicable to P.E. students.

Section 2. Unauthorized Attire in the Campus

- Sleeveless shirts, short pants and short skirts.
- Bare-midriff blouses, plunging necklines, and exposed torso, or spaghetti straps;
- Body-hugging tops with scandalous prints;
- Wearing of slippers;
- Wearing of para-military uniform during ROTC activities.

Section 3. Haircut

Minimum allowable length of haircut should be "barely touching the normal collar line with ears closely exposed".

For Male only: Dyeing of hair with attractive colors is discouraged.

Section 4. Wearing of Earring

Wearing of earrings by male students is discouraged.

Section 5. Vandalism

It is a policy of the College to maintain a clean campus, as such, the following are prohibited:

- Writing graffiti using pentel pen, ballpens, paint, chalk on walls, chairs, and tables;
- Throwing of chewed gums everywhere, especially under the table and armchairs;
- Destroying chairs, tables and other property of the State College; and
- Playing with electrical appliances such as electric fans, TV sets, sound systems, and air-conditioning units.
- Improper use of restroom facilities like flushing papers and other items into the toilet bowls
- Posters and tarpaulins which are not granted permit by the proper authorities.

Section 6. Smoking

The College is a non-smoking institution, therefore, smoking is prohibited.

Section 7. Sanctions

1. Reprimand – a warning issued when an offense is committed for the first time and the act is less serious in nature.
2. Suspension – a penalty imposed where the offender is not allowed to attend his/her class.
3. Expulsion – the highest penalty imposed on the offender under the acts committed is or/are grave in nature. Imposition of this sanction must be approved first by the Commission on Higher Education before it is implemented.
4. Payment for damages- the student-offender will be compelled to pay the equivalent of any property damaged, whether intentional or not.

Section 8. Classification of Offenses

1. Offenses are classified into three (3) categories
 - a. **Light Offenses:** The following are considered light offenses:
 1. Loitering;
 2. Not wearing the prescribed school uniform during school days (except Wednesday);
 3. Not wearing of official school ID and/or not using the proper sling (e.g. ID slings of other schools/organizations) inside the school campus;
 4. Spitting in public areas inside the campus;
 5. Improper use of urinals and comfort rooms facilities;
 6. Defacing posters and bulletin of information materials;
 7. Creating unnecessary noised where such disturb classes and meetings;
 8. Habitual tardiness;
 9. Sitting on the railings;
 10. Wearing of earrings (male students)

Sanction for Light Offenses

- 1st offense.....warning or reprimand
 2nd offense.....dialogue with parents
 3rd offense.....suspension for one week

b. Serious Offenses:

1. Using another student's ID for official transactions and entry into the campus.
2. Tampering of school ID and library card by using another picture
3. Vandalism
4. Insubordination/ defiance to school authorities
5. Destruction of school properties causing major damages
6. Cheating during examination
8. Acts of dishonesty (i.e. forging teacher's signatures, etc.)
7. Highly intoxicated when attending classes.
6. Gambling
9. Manifests scandalous attitude inside the campus.
10. Vulgarity and any acts that displays personal affection towards opposite sex; i.e. embracing tightly, kissing, etc.
11. Bullying

Sanction for Serious Offenses:

- 1st offense.....suspension for (3) days
 2nd offense.....expulsion

c. Grave Offenses:

1. Willful destruction of school properties resulting to serious damages.
2. Illegal possession of firearms and carrying of deadly weapons such as guns, explosive, knives, etc.
3. Possession of prohibited drugs, i.e. Marijuana, shabu, etc.
4. Falsification of documents, tampering of academic or official record of any kind.
5. Engaged in drug pushing inside the campus.
6. Hazing which results in death, mutilations, injuries, and physical disability of a fellow student.
7. Staging a strike resulting to loss of life or major damages to school properties.
8. Theft.
9. Creating serious trouble while intoxicated.
10. Deliberately insulting persons in authority.
11. Publishing or circulating false and destructive information about the university and its officials or faculty members in the social media.
12. Viewing pornographic materials, movie inside the campus.

Sanction for Grave Offenses:

- 1st offense.....expulsion

Section 9. Disciplinary Procedure and Due Process

- A. Members of the Committee on Student Discipline may imposed disciplinary measures on light offenses on the offender even without a formal complaint.
- B. Observance on Due Process:
 1. A formal complaint duly notarized shall be submitted to Disciplinary Committee. A copy of which shall be furnished to the offender, compelling him to file his/her answer within a specified period.
 2. Failure on the part of the offender- student to answer the complaint would mean a waiver of his/her right to answer the allegations.
 3. If an answer is submitted, the Committee shall call a preliminary investigation where all the parties, including their witnesses and evidences are presented.
 4. Lawyer's presence is only needed when so desired by the party.
 5. The hearing shall be attended composed of members of the committee, the complainant, the respondent-student, the witnesses they will present, their counsel, parents or guardians.

6. The Committee shall immediately give their decisions; the parties must be furnished of this copy.
7. If the decision is not acceptable to the parties, the Committee may entertain this in the form of an appeal, after which the former may consider or reject the grounds.
8. A copy of the Committee's decision shall furnish the Office of the President. Should the decision is expulsion, members of the BOT shall have the final say, where it becomes final and executor.

Section 10. Disciplinary Committee

The committee on Student Discipline is composed of:

Chairperson: College Legal Officer

Members: Class Adviser, Division Chair, The SSG President, The Student-Personnel Services Officer

Section 11. Security Measures in the Campus

11.1. Security guards from private agencies are tasked to secure the premises, and the properties of the college. They are also required to protect the lives of the college personnel against any incidence that may endanger their well-being. As such, the following shall be made:

1. Checking on visitor's identity and their belongings, as well as their purpose(s).
2. Incoming and outgoing vehicles and/or motorcycles can be checked at random to ensure no properties are brought outside without the necessary permit.
3. Visitors and students may be prohibited to enter the campus during CS exams, election period, meetings, among others.

Section 12. Campus Curfew

- 12.1. Campus curfew is at 9:30 PM. No student or student organization even with the moderator/adviser may stay after curfew hour without a written permission from the College President.
- 12.2. No student or student organizations with or without their adviser/instructor may stay during SUNDAYS and HOLIDAYS. Exception to this maybe done provided the purpose is clearly specified.

ARTICLE V RIGHTS OF THE STUDENTS

Section 1. Academic Freedom

1. The students have the right to receive, competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.
2. The right to choose their field of study and to continue their course therein without any interference except in academic deficiency.
3. Freedom of expression shall not be curtailed, whether in writing or verbal as long as it is exercised within the bounds of law.

Section 2. Due Process

The Students have the right to be heard before being condemned

The right to have a legal counsel of their own choice

The right to be heard by competent authorities

The right to appear to an impartial Committee on Students' Discipline.

The right to be presumed innocent until proven otherwise.

Section 3. Right against Self-incrimination

The students have the right against being forced, intimidated, and persuaded and other means to be witness against themselves.

Section 4. Access to School Records

Students have the right to have access to their own school records; which are deemed confidential in nature. Release of student's records shall not be allowed unless a written authorization is presented and after a clearance is secured.

Section 5. Association

The students have the right to form; join or not to join any association to which they are qualified based on the Constitution and By-laws of the association. The following are considered mandatory:

Section 6. Compensation

The students have the right to be compensated for services rendered subject to the agreement entered into.

ARTICLE VI STUDENT DEVELOPMENT AND SERVICES

Section 1. Student Organization and Activities

Students are encouraged to participate and join in co-curricular and extra-curricular activities, which provide opportunities to increase their understanding on contemporary social, political, moral, economic, and other problems. These activities are likewise offered to students to develop leadership, teamwork, sportsmanship, social dynamism, community involvement, loyalty and sense of responsibility.

Every student is required to attend any school activities except for religious activities which are optional.

Section 2. General Policies

As a general rule, only bona fide students of the State College can join student/campus organization;

1. To participate in any elective student organization, one must be currently enrolled in at least 18 units, and have no failing grades and no subject dropped in the previous semester;
2. Campus organization must be duly accredited by the Student Personnel Service Office;
3. Every organization must have a Constitution and By-Laws which gives a clear, define reason for its formation, a list of objectives and purposes which should conform to the objectives of the Philippine Constitution, CHED Orders, and other laws issued by duly constituted authorities;
4. Action Plan of the organization must cover a semester or academic year;
5. List of officers with ID picture, school ID number, address and contact number of the organization for the current school year must be submitted to the SPSO;
6. Fieldtrips, as a general rule, shall only be allowed if they are part of the syllabi and the necessary guidelines are observed and provided that permission has been secured from the Office of the Dean, noted by the SPSO and duly approved by the College President;
7. Performance/accomplishment Report and Financial Statement prior to the application for recognition must be submitted;

Section 3. Recognition of Campus Organization

Recognition of campus organization shall be done annually, based upon the previous year's performance, considering the following criteria for evaluation.

1. Submission of all necessary requirements for recognition;
2. Eighty percent (80%) organization's Action Plan for the year must have been accomplished;
3. Service to the college must be determined from the performance report.

Section 4. Supervision and Coordination

All student organizations are directly under the general supervision of the SPSO. Campus organizations, which are duly recognized, are allowed to:

1. Hold social functions, benefits or social activities during the semester/year;
2. Enjoy free use of school facilities (quadrangle and the academic center);
3. Compete for the College Outstanding Student Organization Award for organization that has contributed most to campus and student life during the current academic year.