

ABOUT

At the end of each semester, students are required to settle their violation fines—a task made more difficult by the already heavy academic workload and extracurricular responsibilities during this timetable—the student’s inability to pay their violation fees on time within the given timeframe means that they must look for alternative time schedules for their payment, thereby putting back their enrollment for the next semester. Meanwhile, the ACC-SHS Supreme Secondary Learner Government (SSLG) manually inputs, calculates, and collects violation fees individually, creating a time-consuming and inefficient process.

Due to these highlighted issues, DisciPay: A Kiosk-Based Digital e-Payment System for Managing School Fees is developed. It is a product made by STEM 12 students that features a touchscreen interface wherein the ACC-SHS SSLG officers can input violations, and students can enter their ID numbers to view balances and settle it via e-payment and/or cash payment. As a result, managing and paying violation fees has never been easier!

SCHOOL MANUAL

SECTION 2:

Policy on Wearing of School Identification Cards & Uniform

1. Students are required to wear their school ID's at all times within the school premises. The ID card is needed for the following purposes:
 - A. For security reason
 - B. For identification purposes
 - C. For enrolment
 - D. For claiming personal letter
 - E. For official function of the school
2. The NO ID-NO UNIFORM NO ENTRY policy shall be strictly observed in the school.
3. The ID card is strictly non-transferable and must not be altered or mutilated. If the ID card cannot be read or mutilated, the student is required a replacement.
4. All Faculty Members are deputized to enforce strictly the rules and regulations regarding the uniform and ID inside and outside the classrooms.
5. A student who is not wearing his/her school uniform or Identification Card due to unavoidable circumstances must present an excuse letter written inside the student manual duly signed by Parent or Guardian to be allowed to enter the school premises. Admission slip must be secured from the Asst. Principal to be admitted in the classroom.
6. Two hours extra work will be imposed to students who are caught violating the above provisions (for High School only).

SECTION 3:

Prescribed Uniforms

ACC-BED students are expected to wear their complete uniform during school days except Wednesday which is considered as P.E. Day. The complete uniform includes the student's school ID.

1. The cut and style for all types of uniform should follow the standard set by the school.
2. The school uniform must bear the authentic official school logo which is available only in school.
3. Strict implementation of the official school uniform is a part of school discipline and such shall be observed accordingly.
4. A student who wears an incomplete uniform has to present to the Asst. Principal/Principal an explanation duly signed by his/her parent or guardian for which he/she is given an admission slip.

5. For Senior High School

- 5.1. The official school uniform for male students includes:
 - A. Black slacks
 - B. White polo shirt jack with school logo on the pocket on the left chest breast and must be worn with plain white undershirt
 - C. Black school shoes and black socks
- 5.2. The official school uniform for female students includes:
 - A. Black and white checkered skirt, white material blouse with checkered lining on the waistline, and cravat with official school logo.
 - B. Closed black shoes with not more than 1 inch heels
 - C. The use of sandals, slippers, clogs or step-ins, high-cut boots and black shoes with more than one-inch heels is not allowed.
6. The Gate Keepers are authorized to disallow entry of any student who is not in proper uniform.

SECTION 4: Attendance

1. Attendance should be treated as a matter of discipline and not as a factor affecting scholarship or academic ratings.
2. If a student is unable to do required work because of his irregular attendance, this deficiency becomes evident in his tests, quizzes, and recitations and shall eventually affect his grade; in this case, teachers shall not make any stipulated deductions from the student's over-all performance in class.
3. In compliance with DepED policy, a student who incurs absences of 20% or more of the prescribed number of classes or laboratory periods during the term or school year is to be given a failing grade and will receive no credit for the course or subject.
4. On the first day a student reports to school after an absense and befoe class hours start, he/she must present an excuse letter written in the student manual signed by his/her parent or guardian to be noted by the Assistant Principal/Principai or Homeroom Adviser. Thereafter, he/ she must present the excuse letter to all his/her subject teachers.
5. If a student needs to leave the school before dismissal time, a gate pass-noted by the Class Adviser and approved by the Assistant Principal, Principal, or Guidance Counselor —must be secured. The student must be accompanied by a parent or guardian upon leaving the school premises.

6. Attendance of students in special holidays, activities related to their religious affiliation (e.g. Ramadan), shall be allowed provided that permission is sought from the School Head.
7. In case of prolonged absence due to illness, a doctor's certificate indicating that treatment has been conducted and the student is fit to return to school must be presented to the Principal.
8. Absence from classes for an anticipated period of time should obtain permission from the Principal.
9. Students with successive absences will only be readmitted upon the Principal's approval.
10. Attendance of the students shall be checked by their respective Homeroom Adviser daily, during the recitation of the Holy Rosary and the conduct of Flag Ceremony every Monday at 7:15 AM.

Unexcused Absences

11. Unexcused absences are considered a breach of school discipline and carry corresponding disciplinary sanctions.
12. To ensure the safety and security of the students, the policy for the schedule of the opening and closure of the main gate will be strictly imposed:
Monday
Morning: 6:00 to 8:00 A.M.
Afternoon: 12:00 to 1:15 P.M.
Tuesday- Friday
Morning: 6:00 to 8:00 A.M.
Afternoon: 12:00 Noon to 1:15 P.M
13. Any student who has incurred 20% unexcused absences or more than the prescribed number of classes or laboratory periods shall be dropped automatically from the roll.

Excused Absences

14. Excused absences do not exempt the student from the obligation of submitting required academic works like assignments, book reports, term papers, etc. and from taking written or oral examinations the first day he/she reports to school after his/her absence.

Tardiness

15. When tardiness is habitual, it becomes detrimental not only to the growing process of the student but also sets a bad example to his classmates.
16. A student is considered absent fifteen minutes after the bell has rung for every class period.
17. If a student has been late for three consecutive times in a week, he/she must obtain an admission slip from the Assistant Principal to be re-admitted in class.

Cutting Classes

18. A student cuts class when he/she is absent from any or all other subjects after having reported to a single class and marked present. He will not be readmitted in his class without an admission slip from the Assistant Principal.

SECTION 6:
Norms on Campus Behavior

A student's registration at Aklan Catholic College automatically binds him/her to all rules, regulations and traditions of the institution.

The school reserves the right to dismiss a student anytime if his/her scholastic record and moral conduct prove that he/she will not profit from the education offered by the school.

1. The following are restricted areas for students:

A. Administrative Offices

B. Faculty Room

C. Corridors and stairways during class hours except when passing through them.

2. Every Monday at 7:15 in the morning, the recitation of the Holy Rosary and the Flag Ceremony will be at the ACC Covered Court. The students together with their first period teachers must be in their respective classrooms when weather does not permit to do so. The Flag Retreat is held every Friday after the last period in the afternoon in their respective classrooms.

3. It is prohibited for the students to leave the school premises during class hours and break time without the permission of the Assistant Principal/ Principal.

4. Solicitations of any kind, spearheaded by students, are subject to the approval of the school authorities.

5. In respect of religious freedom, non-Catholic students are not required to practice Catholic teachings and traditions, such as making the sign of the cross, kneeling, and similar expressions of faith. However, as members of a Catholic institution, they are expected to abide by school rules, including participation in school events, which may include religious activities.

6. Prompt, exact and courteous obedience is expected of a student at all times. He/she should obey authority rather than the person exercising authority; hence, even a student to whom authority has been delegated should be obeyed.

7. Although the school cannot be held responsible for a student's conduct done outside the school premises, his/her undesirable conduct may be a cause for disciplinary action.

8. If a student is proven guilty of serious moral faults, or if his/her conduct is found harmful to the interest of the school, or if he/she has an unwholesome influence on fellow students, or if he/she is incorrigible, he/she will be subjected to strict disciplinary action.

9. A student who violates the rules and regulations of the school will be subjected to disciplinary action. The disciplinary action will depend on the nature, gravity, and/or frequency of the offense.

10. Students are not allowed to loiter in the corridors or near the classrooms while classes are going on. Students are expected to behave like Christian gentlemen and ladies and hence, improper behavior such as yelling, cursing are unbecoming and will be subjected to appropriate disciplinary action.

11. Conduct unbecoming of a lady or gentlemen, like running, boisterous talking, using improper language, shouting, etc. will be subject to appropriate disciplinary action (for High School only).

12. ACC-Basic Education is a no-smoking zone and no-vaping. Hence, students are not allowed to smoke/vape in the campus.

13. The school imposes the lunch-in policy. However, an emergency Gate Pass will be issued by the Assistant Principal/ Principal for emergency cases only.

SECTION 7: Norms of Behavior in the Classroom

1. Order and silence are to be strictly observed in the classroom. When the subject area teacher is outside or absent, any class officer should inform the Subject Area Coordinator or the Assistant Principal/ Principal. The rest should stay in the classroom and study their lessons.

2. Students are encouraged to keep their classroom clean by refraining from disarranging the chairs, making unnecessary markings on the walls, chalkboard and chairs.

3. Students should remain in the classroom during class hours. Going to the lavatories during class hours is strongly discouraged. They may go to the lavatories only before the start of classes, during recess time, lunch time, and dismissal time.

4. Eating in the classroom during class hours is strictly prohibited.

5. Students must use with extreme care the school properties and facilities such as library holdings, furniture, laboratory and instructional equipment, lavatories, etc. Any student who breaks or damages any property or facility of the school is obliged to replace or pay for it.

6. Students are discouraged to leave their textbooks and other learning materials inside the classroom after class hours.

7. Students should demonstrate respect and courtesy in the campus. When teachers, school authorities or visitors enter or leave classroom, the students should rise, stand in quiet attention and with "Good Morning/Good Afternoon Ma'am/Sir (Name)" and "Goodbye slight bowing of the head, give the corresponding courteous greeting, and Thank you Ma'am / Sir (Name)". "Praise be Jesus and Mary" the reply "Now and Forever".

8. The students should be conscientious in switching off the lights and ceiling fans, and in erasing the chalkboard.

9. When called for oral recitation, the students should stand erect and answer in a clear voice. Prompting and disturbing reciting students by fellow students are strictly prohibited.

10. Respect should be upheld in the classroom. Hence, students should not ridicule, mock or laugh at the mistakes of others.

11. Practical jokes or pranks played by students which may endanger not only the physical safety of the students, but also school properties or belonging to the students will be subjected to appropriate disciplinary action.

12. Personal visits of the students, borrowing books, and the like from other students in other classrooms are prohibited during class hours.

13. A class cannot be interrupted by announcements, notices, campaigns, etc, unless there is an official announcement from the school authorities.

Lesser Offenses

A. Threats against the person, honor and property of another.

B. Acts of disrespect in words or in deeds, ridiculing and putting into contempt any member of the Administration, Faculty, or Non-academic Personnel (clerical staff, security guards, and maintenance personnel).

C. Unauthorized monetary solicitations in the name of the school and extortion or asking money from others.

D. Possession or drinking alcoholic beverages within the campus or off-campus activities or entering the school in the state of intoxication.

E. Gambling of any sort within the school premises.

F. Cheating during examinations, quizzes or tests, plagiarism for written reports, assignments, projects and research papers.

G. Attending classes without admission letter from the Principal, cutting classes, truancy (missing/escaping classes without permission from parents, guardian and proper school authorities.)

H. Disregard of the date of return of report cards, return slips, and other school official correspondence.

I. Leaving the school premises during class hours without permit from authorized school authorities.

J. Bringing cigarettes and smoking inside the campus or during off-campus school or class activities.

K. Entering the campus without identification card or using the ID of others.

L. Wearing of caps under shaded areas and covered buildings.

M. Wearing of sleeveless shirts, navel-revealing shirts, backless shirts and above the knee skirts/shorts for female students and tattered, patched pants or pants with holes for both male and female students.

N. Chewing gums and eating inside the classrooms during class hours.

O. Staying inside the school campus after class or holidays without a written permission from school authorities.

P. Playing of billiards, drinking of liquors, smoking and vaping in school uniform.

Q. Wearing earrings for male students, more than a pair of earrings for female students.

R. Wearing of excessive rings, bracelets, anklets, bangles, necklaces, chains, earrings and piercing and the like, which are unnecessary and inappropriate.

S. Wearing of make-up, outlandish nail polish and hairdo.

T. Public display of romantic affection such as:

1. Holding hands between two persons who are romantically involved

2. Embracing of any kind.

3. Caressing of any kind.

4. Sitting on the lap or in between the legs.

5. Kissing of any kind between a boy and a girl.

6. Necking and petting.

U. Improper use of uniform and unauthorized haircut and hairstyle for male students.

V. The proper haircut for the boys is Barber's Cut with 2x3 measurement. The front must not touch the eyebrows.

W. Wearing T-shirts, caps, and other accessories such as necklaces, pendants, bracelets, pins, earrings, and handkerchief with marijuana leaf, satanic, and suggestive symbols.

- X. Using vulgar, indecent, foul, obscene, profane or improper language.
- Y. Littering inside the school campus.
- Z. Destruction of school properties and of others.
- AA. Cutting classes.

Serious Offenses

- Offenses Punishable by Exclusion
 - A. Gross misconduct
 - B. Dishonesty
 - C. Hazing
 - D. Carrying a deadly weapon
 - E. Immorality
 - F. Selling and/or possession/use of prohibited drugs
 - G. Stealing, distributing, and using stolen examination papers
 - H. Drunkenness
 - I. Hooliganism
 - J. Vandalism
 - K. Assaulting school personnel
 - L. Boycotting classes or other similar concerted activities affecting the normal operation of the school.
 - M. Forging or tampering school records or school forms; and
 - N. Securing or using forged school records, forms and documents.
 - O. Sexual Misconduct
 - P. Joining, organizing or recruiting for membership in any unauthorized groups such as fraternities, sororities or street gangs in or outside the school.

Jurisprudence states that the following offenses if committed within the campus, may justify the imposition of serious penalties:

- A. Attempting to bribe the Principal, Teacher and Co-academic Personnel
- B. Disrupting classes and barricading the school entrance
- C. Assaulting the athletes, students and officials of another school.
- D. Falsely accusing another student

IMPERSONATION AND MISUSE OF SCHOOL STAFF IDENTITIES

Students are strictly prohibited from impersonating or misusing the names, images, or identities of teachers, administrators, or any other school staff. This includes creating fake profiles, sending messages, or using school staff information-such as email addresses or names - without their clear and explicit permission.

Such behavior, whether done in person, through social media, or on any digital platform, is a serious violation of school rules. It undermines trust within the school community and can cause harm or confusion.

Any student found engaging in this conduct may face disciplinary action and appropriate consequences.

Respect for the privacy, identity, and professional roles of school staff is a fundamental expectation at our school.

CYBERETHICS AND COMMUNICATIONS TECHNOLOGY

ACC students have the responsibility to protect the integrity of the school. Behavior, in whatever form including abuse and misuse of Internet technology, that damages the school's reputation or a person belonging to the school community, is considered a serious offense.

ACC encourages the use of gadgets in the classroom and in school functions for "ACADEMIC PURPOSES ONLY". The school will not be held liable for the damage or loss of personal gadgets and valuables.

1. Misuse and/or abuse of Information Technology (IT) resources is a serious offense. Misuse and/or abuse of IT may come in the form of, but not limited to, accessing without proper authorization the school's computer server, workstation, an associated peripheral computer network; disclosing the password or similar information that allow access to the school's computer system, altering information such as changing the password of someone else's account, using another student's account, introducing viruses, and other such acts that may endanger and/or degrade the performance of the school's IT resources; using IT to threaten, malign, or extort from other persons; and using without proper authorization the name of the school or of school authorities or any person in the school for any purpose, and any other activity analogous to the aforementioned.

2. Misuse and/or abuse of Communication Technology (CT) resources is a serious offense. Misuse and/or abuse of CT includes, but not limited to, accessing, producing, participating, and/or transmitting pornographic materials and images and those that pertain to radical terrorism that bring or cause dishonor or disrepute to self, to others, and to the name of the school; using CT to threaten, malign, or extort from other persons; and using without proper authorization the name of the school or of others for any purpose, and any other activity analogous to the aforementioned.

3. Cyber-bullying. An act is considered cyber-bullying when a student, through the use of communication technology or information technology, does or says things to have power over another person. The act is deliberate, repeated, and causes harm or hurt to another person/s. It may be direct or verbal like name-calling, insulting, or making racist remarks. It may also be indirect or cause emotional degradation like rumor-mongering or spreading stories whether true or not, and excluding from groups.

SEXUAL MISCONDUCT

Sexual misconduct is defined as any act of sexual nature committed by a student against/with him/herself or another person, considered vulgar or offensive in nature.

Sexual misconduct may include but is not limited to:

- Acts of Lewdness
- Public Display of Affection (PDA)
- Sexual Advances
- Request for sexual favors or sexual propositions, invitations, or other forms where one person pressures another to engage in sexual acts
- Sexual harassment, including implied or overt threats of a sexual nature
- Gestures of sexual nature
- Sexual remarks pertaining to clothing, body, or objects, and humor and jokes about sex that denigrate and degrade women or men in general

Sexual misconduct constitutes a form of sexual assault occurring without consent. To constitute lack of consent, the act committed must be characterized either by intimidation, threat, force, bullying or

imposing dominance, or taking advantage of a person's physical or mental inability to understand the situation, or to express his/her desires or refusal to take part in the sexual act in both words or actions. Sexual assault is a grave offense.

Complaints must be written and filed with the Prefect of Discipline. If there is no formal complaint, the school has the right to unilaterally pursue any case against a student suspected of committing sexual misconduct or assault. Cases of sexual misconduct and/or sexual assault will follow the due process adopted by the school. Guidelines and procedures govern the conduct of all enrolled students both in and out of the campus.

ACADEMIC DISHONESTY

ACC regards honesty and integrity as two important values in the development of the adolescent's character. Therefore, acts of academic dishonesty are regarded as serious offenses and are subjected to academic and disciplinary sanctions.

When a student is caught cheating in quarter tests, quizzes, long tests, periodical examinations, and other academic requirements such as projects, seat works, and reflection papers, he/she is automatically given a score of zero (0). A narrative report of the incident is immediately submitted to the Prefect of Discipline by the teacher.

1. The following are forms of academic dishonesty that warrant community service and/or suspension according to the nature, gravity and circumstances of the act:

- 1.1 Possessing or using scribe notes written on any material/ instrument, or on a person's paper during the exam;
- 1.2 Copying or looking at another student's paper;
- 1.3 Allowing another student to copy from one's paper;
- 1.4 Sending signals or any form of communication which may be interpreted as giving or soliciting answering during tests;
- 1.5 Using any other means or devices to act dishonestly during exams/tests;
- 1.6 Violating test/exam protocol.
- 1.7 Doing for another student the academic requirements such as projects, homework, seatwork, or answering quizzes, or allowing another student to copy one's academic requirement. These forms of academic dishonesty involve the offender and the recipient or the student/s who benefits from the act.

2. The following are forms of Academic Dishonesty that warrant Expulsion/Dismissal:

- 2.1 Plagiarism-taking ideas, writings, etc. from another and passing them off as one's own.
- 2.2 Stealing or giving, receiving or obtaining test papers and/or other test materials or parts of it through fraudulent means such as a leakage.
- 2.3 False identity- taking for another student exam such as long tests and periodical examinations.
- 2.4 Cheating three (3) times for the duration of his/her stay at the High School Department.

STUDENTS' CONDUCT OUTSIDE THE SCHOOL

1. **OFF-CAMPUS AND NON-SCHOOL DAYS.** Reported misbehavior committed outside the school campus or during non-school days that violates the objectives, philosophies, values, or mission and vision of the school, will be dealt with accordingly once classes resume and/or during enrollment period when the student returns to school to enroll. Depending on the nature, gravity, circumstances of the offense, the student may be denied enrollment in the current year or the preceding school year.

2. FIGHTING AND ASSAULT. Students are strictly prohibited from assaulting anyone or engaging in a fight on or off campus unless in self-defense. It is further prohibited for students to intimidate, threaten or coerce anyone to perform any act contrary to public morals, customs, or school policy; to cause others to be alienated from their friends; to humiliate or ridicule others on account of their religious beliefs, regional affiliation, lowly status in life, physical defect, or other personal condition. Students are also not allowed to bring in an individual or group of students to get involved in a fight.

3. MEMBERSHIP IN ORGANIZATIONS. Students are prohibited to join and/or form fraternities/sororities, notorious gangs, and other secret societies that engage in hazing or cruel initiation, extortion, harassment, vandalism, and other similar activities. Furthermore, students are not allowed to recruit or assume positions as officers of these organizations that are not officially recognized by the school.

3.1 Hazing is an initiation rite that is a pre-requisite for admission and membership in a fraternity, sorority or organization that puts the recruit, neophyte or applicant in embarrassing or humiliating situations such as forcing him/ her to perform menial or foolish tasks, or similar activities, or otherwise subjecting him/her to physical or psychological injury or suffering. Participation in or mere presence in hazing constitutes an offense punishable by expulsion or dismissal.

DEADLY WEAPONS AND PYROTECHNIC MATERIALS. Students are not allowed to bring deadly weapons (guns, bolos, knives, ice picks, chains, steel knuckles and the like) and pyrotechnic materials inside the campus.

NO SMOKING CIGARETTES, NO VAPING, NO DRINKING LIQUOR, AND NO ILLEGAL DRUGS. Bringing in, possessing, using, buying, selling, and/or endorsing the use of cigarettes, vapes, liquor, and illegal drugs are strictly prohibited.