



**SYSTEMS PLUS**  
**COMPUTER COLLEGE**

# **STUDENT HANDBOOK**

**SYSTEMS PLUS  
COMPUTER COLLEGE**

**2024 Edition**

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## Part One

# INTRODUCTION

### **Vision**

A leading and globally competitive institution of learning through service and innovation.

### **Mission**

Systems Plus College Foundation is committed to provide liberal, quality, transformative and relevant education towards the holistic development of all stakeholders through excellence in instruction, research and extension services.

### **Philosophy**

Commitment to excellence, to serve God, and the community

### **Goal**

1. Demonstrate excellence in the practice of one's profession.
2. Communicate innovativeness with precision and cohesion expressing an awareness of global educational trends and reforms.
3. Think critically to evaluate disciplinary ideas and to develop practical solutions that arise in the institution and the community it serves.
4. Internalize and exhibit socio-ethical values that address respect for diversity.
5. Use lifelong learning competencies including, but not limited to information and media literacy, communication and career skills to become globally competitive professionals.

## **Core Values**

### **Service Oriented**

Engage in school activities, community partnership, outreach endeavors, and social advocacies.

### **Professionalism**

Demonstrate and assume responsibility of actions.

### **Competence**

Develop and pursue high standards of quality and superior performance.

### **Fellowship**

Cooperate, collaborate and communicate effectively, treat each other with respect and fairness, and foster camaraderie.

## **Brief History of Systems Plus Computer College Quezon City**

### **1989**

Systems Plus Computer College Cubao was first established under the name Systems Plus Computer Institute. It is the second branch of Systems Plus Computer College Foundation Inc., located in Balibago Angeles, Pampanga. It started offering software package courses for students and professionals who wanted to learn computer education.

### **1995**

The school was renamed Systems Plus Computer College in preparation for becoming a four-level education institution. During this year, the school broadened its offered courses to Bachelor degree programs and one of the first programs it offered is Bachelor of Science in Computer Science. During this year, Systems Plus Computer College was one of the pioneers in Quezon City that offered computer programs. This

was the school's contribution to the increasing global demand for IT professionals.

### **1996-1998**

During this period, the institution saw a significant growth in enrollment of 34% which brought with it the need for additional facilities, instructors, professors, and practitioners in various disciplines. Moreover, during this year, the construction for the RBJ building started as part of the expansion program.

### **2001**

Aside from computer related programs, hotel and restaurants service courses and business programs were also offered during this year.

### **2016**

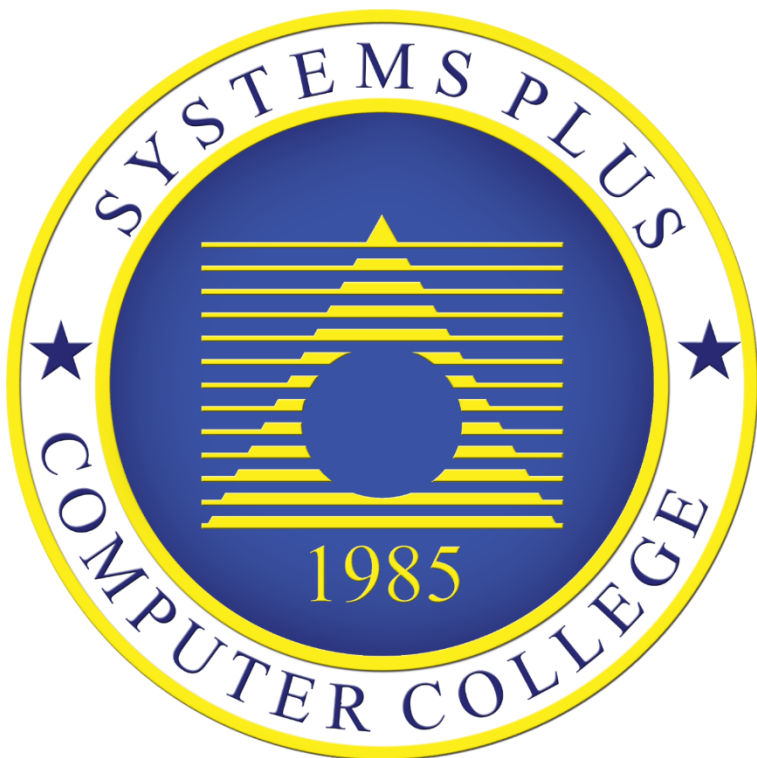
The Senior High School Department was opened. Systems Plus Computer College started accommodating its pioneer Senior High School students. It started to offer academic strands for Senior High School.

### **2020**

The school strives to impart a well-rounded education by providing alternative ways of learning to students. Due to the pandemic, the school changed their curriculum delivery to flexible learning. To adapt to the current situation, the school provided two learning modalities to deliver their curriculum in ways that are suited to the needs of the students.

To date, Systems Plus Computer College offers programs in College and Senior High School. The Senior High School Department currently offers four strands: Accountancy, Business, and Management; General Academic; Information Computer Technology; and Humanities and Social Sciences. The College Department focuses on two programs: Bachelor of Science in Business Administration, major in Management; and Bachelor of Science in Information Technology.

## School Seal



## **Student's Rights, Responsibilities, and Social Obligations**

### **STUDENT RIGHTS**

Students have the right

- to pursue their education in an environment that is safe, secure and conducive to learning.
- to be recognized as persons with identity and dignity to be created as such
- not to be subjected to harassment, sexual harassment, bullying or discrimination, indignity, injury or violence
- to voice their opinions and ideas within the acceptable standards of communication and rules of court and decorum
- to express their views on matters that affect the quality and content of their education
- to be informed of the rules and regulations of the school
- to physical safety and protection of their personal property, including the right to safe and sanitary school buildings and facilities
- to adequate consultation with teachers, counselors, administrators, and other school personnel
- to free election of their peers in student organizations and student government
- to present petitions, complaints, or grievances to school authorities and the right to receive prompt official replies from school authorities regarding the disposition of their petitions, complaints or grievances.
- to form clubs and committees to associate with other organizations to promote common interests.

### **STUDENT RESPONSIBILITIES**

Students shall be responsible for their own conduct and for providing a positive and healthy environment for others by maintaining good order, self-discipline, and consideration for others' rights and property.



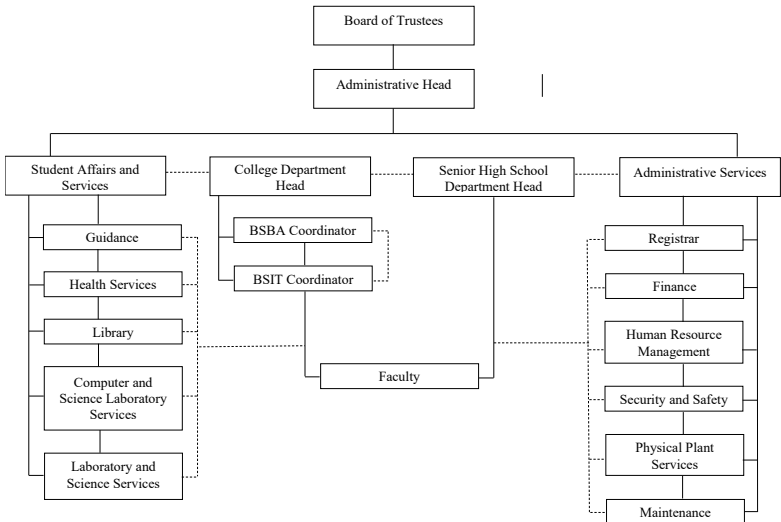
All students should exercise responsibility through the following:

- understanding and abiding all the school's policies, rules, and regulations
- respect the dignity and right of others
- maintaining neatness and cleanliness in all aspects
- respecting the property of others and keeping the resources, facilities, and materials used in the school in good condition
- contributing to making the SPCC community safe, respectful, and inclusive.
- refrain from conduct that threatens or endangers the health, safety, well-being, or dignity of any person caring for one's health and that of others by avoiding the use, possession, or trafficking of alcohol or dangerous drugs
- cooperate with the administration and faculty in preserving peace and order in campus and promoting pleasant atmosphere for learning.
- cooperate in school activities not only to carry out academic curriculum but also to help themselves become active member of the society which they belong
- developing integrity and good work ethic by refraining from intentional or habitual tardiness, unexcused absences, or acts that can affect the rights and opportunities of others to receive a good education

## Part two

# SCHOOL ORGANIZATION AND GOVERNANCE

## INSTITUTIONAL ORGANIZATIONAL CHART



## **Organizational Chart**

An organizational chart is a diagram of responsibility, authority, and communications relationships in an institution. It is an important guide for an efficient and effective operation of the school. School organizational chart shows the general pattern of the role and staff position.

### **School Governance**

#### *Board of Trustees*

The Board of Trustees is the highest policy-making of the school and is responsible for establishing and seeing for the implementation of the goals and objectives of Systems Plus Computer College. It is also vested with responsibility of administering and managing its assets and liabilities.

### **Institutional Administrators**

#### *School Administrator*

The School Administrator is the chief executive officer of the institution and is responsible for the attainment of the school's mission and goals through the supervision of day-to-day operations and long-and-short range budgeting and planning.

#### *Academic Services Head*

The Academic Services Head is the administrative officer delegated with authority and responsibility of coordinating and evaluating the operation of the academic departments in the lights of the school vision-mission and philosophy.

#### *Student Affairs and Services Head*

The Student Affairs and Services Head have the authority and responsibility of coordinating and evaluating the operation and activities of the student services department which includes the guidance, library, laboratories, health and food services.

### *Administrative Services Head*

The Administrative Services Head is vested with the responsibility of implementing the financial and business policies of the institution administering its physical assets and revenues and directing all business activities.

### *Registrar*

The Registrar is vested with the authority and responsibility of planning, organizing, supervising, and evaluating the operations of the Office. He/she is the custodian of the students' records and acts as the liaison officer between the school and the DepEd and CHED.

### *Accounting Officer*

The Accounting Officer is responsible for the physical control of collections and disbursement of funds. The Accounting Officer is directly responsible for the administration of the physical assets, revenues, and expenditures of the school.

## **Departmental Administrators**

### *Department Coordinator*

The Department Coordinator exercises general academic supervision over curriculum and instruction and is responsible for planning, developing, and upgrading the school's academic and instructional programs and monitoring the performance of the school's teaching personnel. The Department Coordinator also acts as the school's Registrar.

### *Student Affairs and Discipline Coordinator*

The Student Affairs and Discipline Coordinator is responsible for the coordination of all co-curricular activities and the operation of the different student services. He/she is also responsible for the good behavior of the student body through the enforcement of school rules and regulations.

### *Club Moderator*

The Club Moderator is responsible for the direct organization and implementation of the activities of the club of which he/she is the adviser.

#### *Homeroom Adviser*

The Homeroom Adviser is tasked to supervise class activities and to guide and counsel members of his/her class in matters pertaining to their studies, attendance, discipline, or personal life. He/she takes charge of good classroom discipline. He/she takes appropriate action concerning all minor offenses.

#### *Faculty*

It is a group of professional educators who are directly responsible for facilitating the learning process and growth of the students. They carry out the attainment of the school's vision-mission and philosophy through their teachings and examples.

#### *Guidance Counselor*

The Guidance Counselor has the authority to coordinate and direct the operations and services to the guidance office.

#### *Security and Safety Services Coordinator*

The Security and Safety Coordinator has the responsibility to direct, supervise, and coordinate the activities and operation of the security program of the institution.

#### *Health Services Coordinator*

The Health Services Coordinator has the authority to coordinate and direct the operation and services of the school clinic.

#### *Food Services Coordinator*

The Food Services Coordinator has the authority to coordinate and direct the operations and services of the school canteen.

#### *Science Laboratory Coordinator*

The Science Laboratory Coordinator is responsible for the operation, general maintenance, improvement, and upkeep the science laboratory of the school.

*Information Technology Services Coordinator*

The Information Technology Services Coordinator is responsible for the operation, general maintenance, improvement and upkeep computer internet laboratories and facilities of the school.

*School Custodian*

The School Custodian is responsible to direct, supervise, and coordinate the activities and operation of the physical plant development of the institution.

## Part Three

### ACADEMIC INFORMATION

#### Admission

Systems Plus Computer College is open to all students who meet its academic standards and are willing to commit themselves to the mission-vision as well as abide by the rules and regulations of the institution.

The Admission Committee sets the criteria and guidelines to make sure that Systems Plus Computer College accepts only those applicants who are likely to benefit most the SPCnian education.

#### A. Admission Requirements

The following credentials are considered in selecting the applicants for admission:

For Senior High School

1. Completed application form
2. Form 137/138
3. Certificate of Junior High School Completion
4. Original good moral certificate
5. PSA Birth Certificate

ALS Completer

1. Completed application form
2. AF5
3. Certificate of Completion
4. PSA Birth Certificate

Freshmen College

1. Completed application form
2. Form 137/138
3. Photocopy of Diploma
4. Good moral certificate
5. PSA Birth Certificate

## For Transferees

1. Completed application form
2. Certificate of transfer
3. True copy of grades from the school last attended for evaluation purposes
4. Good moral certificate
5. PSA Birth Certificate

## **B. Pre-enrollment Procedures**

Prior to actual registration/enrollment, the following must be complied with:

1. The qualified applicant must pay a registration fee of one thousand pesos (Php 1000) at the Accounting Office within the specified period. The registration fee is chargeable to the account of the student upon enrollment.
2. The qualified applicant reports to the Systems Plus Computer College Medical and Dental Clinic for check-up on the designated date and secures medical and dental certificates from the physician and dentist of institution.
3. The qualified applicant enrolls at the Registrar's Office within the prescribed enrollment period.

## **C. Enrollment and Registration**

A student is considered officially enrolled for the semester if he/she has paid the tuition fee and other fees either partially or in full and after his/her registration form are issued by the Office of the Registrar.

For an orderly and systematic enrollment, a year level registration schedule is followed with a different day set aside for the irregular students.

Students are required to register personally. However, the registrar on a case-to-case basis considers registration through online.



## Requirements and Procedures

The following steps are followed for registration of new students:

1. Fill out the application form from the office of admission.
2. Submit the requirements needed.
3. For transferees let the subjects be evaluated.
4. The admission office will issue a registration form.
5. Proceed to the accounting office to pay the fees.
6. Get enrolled stamp from the office of admission.

The following steps are followed for old students:

1. Secure a pre-enrollment clearance from the office of the student affairs and discipline.
2. Submit the signed clearance and the OSA will give a pre-enrollment permit.
3. Give the pre-enrollment permit to the office of admission and get a copy of registration form.
4. Proceed to the accounting office to pay fees.
5. Get enrolled stamp from the office of admission.

### **D. Late Registration**

Late registration by students is being discourage by the registrar since it shall result in class absences.

#### Attendance

Class attendance and participation are closely monitored to ensure that students get the full benefit of an SPCnian education.

### **E. Changes in Enrollment**

Within one (1) week after classes have started, any changes in registration, whether dropping or adding of subjects, shall be requested using the official form available at the Office of the Registrar.

1. Any change in registration shall be approved by the Program Head.
2. The change is subject to the following conditions:
  - a. A fee per subject shall be imposed for dropping or adding. It is payable upon the application for change.
  - b. Changes shall be entertained only if made not later than one (1) week after classes have started.
  - c. Changes in subject load upon the advice of the school authorities shall be free of charge.
3. Changes in enrollment may merit approval under the following circumstances:
  - a. Failure in prerequisite subjects
  - b. Conflict in schedules
  - c. Subject/section closed
  - d. Subject/section dissolved
4. Once a student is enrolled, it is understood that one is enrolling for the whole term. If the student leaves the school within the semester, he/she will be charged the corresponding tuition fee in accordance with the following schedule:
  - a. Within the first week of opening of the classes
    - 10% of total amount due
  - b. Within the second week of opening of the classes
    - 20% of total amount due
  - c. Within the third or fourth week of opening of the classes
    - 50% of total amount due
  - d. After the fourth week of opening of the classes
    - 100% of total amount due

## **F. Summer Class Enrollment**

- Summer classes are intended for students with academic deficiencies or back subjects; hence no student shall be allowed to enroll in advanced subjects except in cases approved by the Program Head.

- Priority for the enrollment in summer class is given to irregular students. They may enroll in first come; first served basis.
- Students shall not be permitted to take summer subjects in other institutions.

## **H. Academic Load**

- The subject load and sequence of courses of students shall be in accordance with the approved curriculum for each program.
- A student must carry a minimum of eighteen (18) units per semester to be considered a full-time student. (College)
- The maximum load for freshman student is 27 units including Physical Education and NSTP.
- No subject may be taken unless the pre-requisite subject/s have been taken and passed.
- Failures of 3 units or less shall be readmitted the coming year provided that the student will enroll the said subject during the summer class. (College)
- The student shall be considered a repeater if he fails subjects with 3 or more.
- Only graduating students should be allowed to carry an overload, to be given during the last term of the program upon approval of the Program Head.
- Application for overload is available at the Office of the Registrar.

## **K. Dropping a Subject**

- A student may apply to drop a subject by getting the required approval of the faculty and department Head.
- Dropping of subject(s) will only be allowed before the schedule of the midterm examination.
- Any student who drops a subject with proper approval shall be given a mark “Officially Dropped” or “OD” for that subject.

- A student who passed the midterm grade but did not attend classes for the remaining term shall be given “Unofficially Dropped” or “UD” for that subject
- The School Registrar shall provide the faculty members a list of students who officially dropped or “OD” to their respective classes two weeks after the midterm examinations.

## **L. Sequence of Subject**

- A student has to begin his studies with the first semester subjects of freshman year and should continue in progression until he completes his program.
- The sequence of subject should be followed strictly.
- Enrollment in any subject without the necessary prerequisite is not valid and will not be credited regardless of the grade obtained.

Students may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions:

1. If the prerequisite is a repeated subject;
2. If the student is graduating at the end of the school term; and
3. If it is approved by the School Administrator, Program Head, and Registrar.

## **M. Absences**

Any student who is not physically present in the class shall be marked absent. The reference point for counting the absences of students shall be officially declared first day of classes by the school.

1. All students who come after the first day of classes, whether they have registered long before or late enrollees, shall be considered absent for the classes they have missed. These absences shall be counted against them.

2. Students attending classes after an absence in the class shall be required to secure an admission slip from the office of the student affair.
3. All reasons for an absence must be supported by an excuse letter signed by the parents/guardian or physician in case of serious illness.
4. Those incurred because of official assignment or delegation, e.g. seminars, meetings, contest, symposium approved by the coordinator, death of an immediate family member are considered approved /excused and therefore not counted against a student.

## **N. Tardiness**

A student shall be marked “tardy” if he arrives in the classroom within the first fifteen (15) minutes after the class has started, and “absent” after the first fifteen minutes of the class.

1. Three incidents of tardiness are equivalent to one absent.
2. Any student who leaves the class without permission shall be marked absent.

Although faculty members are expected to begin their classes on time, they might be late for class due to unavoidable circumstances. In such cases, the following guidelines are to be observed:

1. For a 1-hour class - students should wait for 10 minutes
2. For a 1 ½ -hour class - students should wait for 15 minutes
3. For a 2-hour class - students should wait for 20 minutes
4. For a 3-hour class - students should wait for 25 minutes

Any representative of the class should go to the Office of the Student Affairs and Discipline to report the absence of the instructor/professor. The said office will issue the order for dismissal and only then can the students leave the classroom.

## **O. Examination**

To further enhance intellectual honesty among Systems Plus Computer College students, the following guidelines must be observed during the examination:

- a. Two (2) major examinations (Midterm and Final) are given each semester. Students are required to obtain examination clearance on the designated dates after which they issued an examination permit.
- b. No students shall be allowed to take an examination without examination permit.
- c. Examinees must be in proper uniform (Type A). Those who come in civilian and type B attire or in improper uniform may not be allowed to take the examination.
- d. A student who arrives thirty (30) minutes late may not be allowed to take examination without the approval of the Department Coordinator.
- e. Examination papers/booklets and other necessary paper shall be distributed to the students in the examination room only.
- f. Talking during examination, possession of textbooks or notes of any kind (unless authorized), Giving or receiving information using the cellphone, or any form of cheating and dishonesty will be liable for disciplinary action.
- g. While taking the examination, students should not leave the room without permission from the proctor. As a rule, a student who has received the examination questionnaire is not allowed to get out of the room unless he submits it back to the proctor.

## **P. Grading System**

The SPCC Grading System shall serve as the guide of the faculty in all unit for the computation of the student's grades. The ratings of the students represent the average cumulative on the aggregate grades from quizzes, recitations, seat works,

assignments, problem sets, projects, examinations, and other required activities.

The performance of student shall be rated at the end of each semester in accordance with the following grading system (College):

|      |                   |          |
|------|-------------------|----------|
| 1.00 | Superior          | 98 – 100 |
| 1.25 | Excellent         | 95 – 97  |
| 1.50 | Very Good         | 92 – 94  |
| 1.75 | Very Good         | 89 – 91  |
| 2.00 | Good              | 86 – 88  |
| 2.25 | Good              | 83 – 85  |
| 2.50 | Satisfactory      | 80 – 82  |
| 2.75 | Satisfactory      | 77 – 79  |
| 3.00 | Passing           | 74 – 76  |
| 5.00 | Failed            | 50 – 70  |
| INC  | Incomplete        |          |
| OD   | Officially Drop   |          |
| UD   | Unofficially Drop |          |

### **Q. Computation of Grades**

The performance of the student shall be rated at the end of each semester in accordance with the following:

#### ***College***

##### **1. Non-Laboratory Subjects**

|                                                                |             |
|----------------------------------------------------------------|-------------|
| Class standing (quizzes, report ,recitation, term paper, etc.) | 70%         |
| Major examination                                              | <u>30%</u>  |
|                                                                | <b>100%</b> |

##### **2. Laboratory Subjects**

|                          |             |
|--------------------------|-------------|
| Lecture (theory)         | 40%         |
| Laboratory (application) | <u>60%</u>  |
|                          | <b>100%</b> |

### 3. Computation for the final grade

$$\text{Midterm} + \text{Pre-final} / 2 = \text{Final grade}$$

### 4. Computation of General Point Average (GPA)

Numeral grades in all subjects are included in the computation of the General Point Average (GPA). The general point average whether for a semester or cumulative from freshmen year (CGPA) is computed as follows:

1. Number of units in a subject multiplied by the final grade equals the grade point for the subject.
2. The sum of all grade points divided by the total number of units equals the semestral GPA.
3. The sum of two (2) semestral GPAs divided by two (2) equals the yearly CGPA.

Illustration:

Computation of GPA and CGPA

| Subjects (1 <sup>st</sup> Semester) | units |   | Final Grade |   | Quality Points |
|-------------------------------------|-------|---|-------------|---|----------------|
| Purposive Communication             | 3     | x | 2.00        | = | 6.00           |
| Art Appreciation                    | 3     | x | 1.50        | = | 4.50           |
| College Algebra                     | 3     | x | 2.25        | = | 6.75           |
| PE 1                                | 2     | x | 1.25        | = | 2.50           |
| Total                               | 11    |   |             |   | 19.75          |

$$\text{First Semester GPA} = 19.75/11 = 1.80$$



| Subjects (2 <sup>nd</sup> Semester) | units |   | Final Grade |   | Quality Points |
|-------------------------------------|-------|---|-------------|---|----------------|
| General Chemistry                   | 3     | x | 2.00        | = | 6.00           |
| Understanding the Self              | 3     | x | 1.50        | = | 4.50           |
| General Psychology                  | 3     | x | 1.25        | = | 3.75           |
| PE 2                                | 2     | x | 1.75        | = | 3.50           |
| Total                               | 11    |   |             |   | 17.15          |

Second Semester GPA =  $17.75/11 = 1.61$

CGPA =  $1.80 + 1.61 = 3.41 / 2 = 1.70$

### ***Senior High School***

| Area Component       | Core Subject | Academic Tract    | Work Immersion/<br>Culminating | Technical-Vocational Livelihood |                                |
|----------------------|--------------|-------------------|--------------------------------|---------------------------------|--------------------------------|
|                      |              | All other subject |                                | All other subjects              | Work Immersion/<br>Culminating |
| Written Works        | 25%          | 25%               | 35%                            | 20%                             | 20%                            |
| Performance Tasks    | 50%          | 45%               | 40%                            | 60%                             | 60%                            |
| Quarterly Assessment | 25%          | 30%               | 25%                            | 20%                             | 20%                            |

### **Q. Failures and Remedial**

#### ***Senior High School***

- A final grade of 75 or higher in all learning areas allow a student to be promoted to the next grade level
- A student who did not meet expectations in at most two learning areas must take remedial classes.

- c. A student who failed on 3 or more subject will be retained
- d. Remedial classes are conducted after the final Grades have been computed. Summative Assessments given during remedial classes are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade.
- e. The final grade at the end of the school year and the remedial class mark are averaged and the result is called Recomputed Final Grade. If the recomputed final grade is 75 or higher, the learner is promoted to the next grade level, however if it is below 75, the learner is retained in the grade level.

### ***College***

- a. A final grade of 3 or higher in all learning areas to be able to pass the subject
- b. A student who did not meet expectations in any learning areas must take remedial classes.
- c. Remedial classes are conducted after the final Grades have been computed. Summative Assessments given during remedial classes are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade.
- d. The final grade at the end of the term and the remedial class mark are averaged and the result is called Recomputed Final Grade. If the recomputed final grade is 3 or higher, the learner will not retake the subject, however if it is below 3, the learner will retake the subject.

### **R. Protesting of Grades**

- e. Student may write a letter of complaint regarding the grade he/she received to the Program Head within 1 week after receiving his/her grades.
- f. The students must include the reason/s for protesting the grades they received.

## **S. Change of Grade**

- a. No faculty member shall be allowed to change any grade after the report of grades has been filed with the School Registrar.
- b. When an error has been commented, the subject teacher concerned shall submit an amendment letter to the School Registrar signed by the Program Head.
- c. The amendment of grades shall be made within fifteen (15) working days from the distribution of class cards.
- d. No request for change of grades shall be facilitated after the prescribed period or deadline.
- e. The Program Head review and validate the change of grades.
- f. Upon determination that the change of grade has sufficient basis, the Program Head shall endorse the request for the change of grade to the School Registrar.
- g. The faculty member shall personally present his/her records and justification to the Program Head for the request for the change of grades.

## **T. Graduation**

- a. Only students who have successfully completed all academic and non-academic requirements, settled financial accountabilities, and disciplinary actions, if required, shall be illegible for graduation
- b. A residence of at least four (4) semesters, or a completion of seventy-five (75) for degree program in SPCC.

## **U. Honors and Awards**

In recognition of its outstanding students, Systems Plus Computer College has the following scholastic honors and award:

### ***College***

- a. Academic Award

### Dean's List

- Published at the end of each semester
- Recognized and are given certificates as token of academic recognition
- To qualify for inclusion in the Dean's List, a student must obtain a general point average (GPA) of at least 1.75 with no grade below 2.00 in any subject with 18 units total.

### b. Latin Honor for Academic Excellence

#### ***Summa Cum Laude***

- Average grade of 1.25 without a grade lower than 1.5 in any academic subject, including PE and NSTP
- All prescribed units taken in Systems Plus

#### ***Magna Cum Laude***

- Average grade of 1.50 without a grade lower than 1.75 in any academic subject, including PE and NSTP
- At least 85% of the prescribed units taken in Systems Plus

#### ***Cum Laude***

- Average grade of 1.75 without a grade lower than 2.00 in any academic subject, including PE and NSTP
- At least 75% of the prescribed units taken in Systems Plus

Transferees are qualified to graduate with academic honors if the student has covered the following:

- a. Transferred during the school year 2021 and onwards
- b. With residency of six (6) semesters

- c. Have taken 120 units total at Systems Plus Computer College

### ***Senior High School***

- a. Academic Excellence Award

- Is given to those who have attained a general average of at least 90 and a passing final grade in all learning areas.

|     |                    |   |      |
|-----|--------------------|---|------|
| 100 | With Highest Honor | - | 98 - |
| 97  | With High Honor    | - | 95 - |
| 94  | With Honor         | - | 90 - |

### ***Special Award***

- a. Leadership Award (SHS and College)

- Given to learners who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community

- b. Award for Work Immersion

- Given to Grade 12 graduating students who have exemplified outstanding performance based on the terms or reference or engagement set by the school.

- c. Best in Research Award/Thesis (SHS and College)

- Given to individual, pairs, or groups of not more than 5 members. They must have led the planning and execution or research to improve the lives of people in the school or community.

- d. Best in Business Plan Award (SHS and College)

- Given to learners with most well-crafted and compelling business plan, demonstrating a clear strategy, market potential, and financial viability for success.
- e. Best in Feasibility Study (College)
  - Given to the most promising project or idea that demonstrates outstanding potential for practical implementation and success through thorough preliminary research and analysis.
- f. Best in Capstone (College)
  - Given to most exceptional final project, showcasing innovative problem-solving, technical excellence, and significant real-world impact among graduating students.
- g. Loyalty Award (College)
  - Given to student who have taken their two years of Senior High School and four years in college at Systems Plus Computer College Quezon City.

Note: A student who committed a major offense as per existing rules and regulations of the school, at the duration of the academic year is barred from receiving the Academic Excellence Award and Latin Honor. (See list of offences and Sanctions)

## **V. Academic Discounts**

A student who belongs to the top of his/her class may avail of the academic discounts during a regular semester provided the following are met:

1. Residence of at least one (1) school year or two (2) consecutive semesters;
2. Has not been subjected to any disciplinary action and has shown exemplary behavior;

3. General Point Average (GPA) not lower than 1.75 and no grade lower than 2.00 in all academic subjects, including PE and NSTP;
4. Candidates must file their application to the Registrar's Office within the given period. Failure to file cannot be granted a discount but still included in the Dean's List.

## **VI. Release of Grade**

At the end of the semester, all grades from each subject are consolidated and released to the students.

1. Students will receive their grades once all grades from each subject are submitted to the registrar.
2. Students will receive their grades via email or through the school registrar.
3. Students with outstanding balances will only receive the pass or blank notification for each subject. Unless the balance is settled upon enrollment.

## Part Four

### **Student Discipline**

The discipline system of Systems Plus Computer College which includes rules, regulations, procedure, and practices are intended to secure the good order necessary for the successful implementation of the school's mission-vision and philosophy.

The institution holds no obligation to keep parents and guardians of Systems Plus Computer College students informed academic standing, consequences of excessive absences and violations of the rules and regulations. It is therefore necessary that students should manifest obedience to the rules of orderly conduct, exercise self-control, show respect and consideration for the rights of others and accept the consequences of their actions. The end result of the program of discipline is the self-discipline among the students.

#### **A. Persons in Authority as regards to discipline**

##### **Program Head**

The Program Head, as the head of the department, is the final authority and has the final decision on the disciplinary matters.

##### **Student Affairs Coordinator**

The extension of the Program Head's authority and reports directly to him/her. The Student Affairs Coordinator issues violations reports, acts on conduct grades recommended by the teachers and the discipline committee, calls parents to conference, places erring students on disciplinary probation and refers to dismissal or non-readmission cases to the principal.

##### **Guidance Counselor**

Guidance program is oriented towards student self-realization and total personality development. Students who undergo disciplinary actions will likewise undergo the

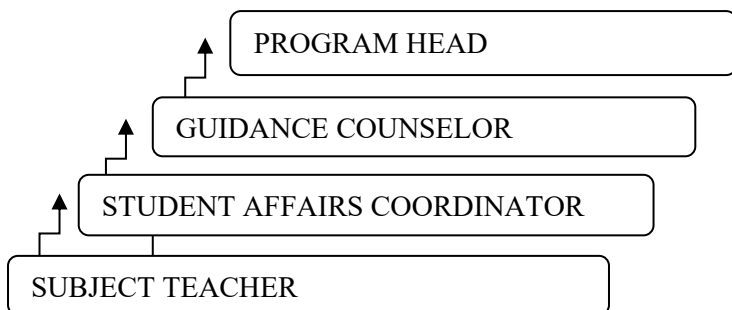


counseling process upon the referral of the Student Affairs Coordinator.

## **Discipline Committee**

The discipline committee is a fact-finding body with a task to know the facts, circumstances, and the truth about the reported violation of school rules and regulations committed by the students. They are given the power to conduct investigation and inspections, summon parties, witnesses, and experts to gather proofs and testimonies, and finally make an administrative decision. The committee then recommends the decision to the principal for the approval and implementation.

### **Discipline Committee Composition and Process**



1. Complaints shall be filled at the Office of the Student Affairs within 3 working days from date of incident. Complaints may come from faculty members, school officials, non-teaching employees, students, or other persons not connected with the institution. Complaint will be recorded in a logbook.
2. The Student Affairs will conduct an investigation through its discipline committee for 3 working days from the date of filing the incident. Upon receipt of all relevant documents, materials, and other evidence, the Student Affairs shall assess the gravity and complexity of the case, and proceed to handle the same in accordance with the provisions of Discipline Committee.
3. The Student Affairs will provide resolution of cases and recommendation in coordination with Guidance and Counseling after the conference for 3 working days.

## **B. Discipline Monitoring**

### **1. Monitoring Program**

Student behavior on campus is monitored through regular conferences with the faculty, security staff, and students themselves. Reports of infractions are submitted to or filed with the Office of Student Affairs and an immediate inquiry/investigation is conducted to ascertain the facts so that necessary action may be taken.

### **2. Conferencing Program**

Mutual obedience based on mutual respect defines the relationship of the members of the Systems Plus Computer College community. In dealing with the behavior of students, the Student Affairs invites the students concerned for a conference. The primary aim is to allow the students to explain his/her side and to help him/her further understand the rationale of the policies and directives on discipline.

### **3. Conduct Probation Status**

It is a measure adopted to closely guide a student regarding his/her discipline. A student on disciplinary probation reports regularly to the Office of Student Affairs and his/her behavior in class is closely monitored through feedback received from his/her individual instructors/professors.

### **4. Semestral Forum Discipline**

Students are gathered for a conference/open forum that aims to deepen students' understanding of the social perspective and moral foundation of the discipline. The forum is utilized also as a venue for clarifying the policies and directives on discipline and to give the students the opportunity to express their opinions and views on matters affecting them.

## **C. Grooming and Appearance**

1. Students must wear the complete prescribed uniform properly.
2. Identification card must be worn visibly while in the school premises (whether in uniform or in civilian attire).
3. Civilian attire must follow the dress code modesty.
4. Students must sport well-groomed hair.

### **School Uniform**

- a. Standard School Uniform (referred as type A)
  1. For women
    - Blue blouse and blue checkered skirt and the school patch.
    - Black closed shoes with white socks.
  2. For men
    - Blue polo and black slacks with school patch.
    - Black closed shoes with white socks.
- b. The Department Shirt (referred ad type B)

The department shirt must be worn only during school activities and Saturday classes with matching denim pants and rubber shoes.
- c. Physical Education Uniform (referred as type C)

It is to be worn during P.E. classes only. Students are not allowed to wear their P. E. uniform during their academic class.
- d. Uniform Exemption

Only those students who undergoes On-the-Job-Training may apply for uniform exemption at the Office of the Students Affairs. They shall be issued a uniform exemption slip. Students who are exempted from wearing the uniform must comply with the following dress code:

1. For women, the following are not allowed:
  - a. Ripped jeans
  - b. Sleeveless
  - c. See-through
  - d. Hanging blouses
  - e. Plunging necklines
  - f. Short pants
  - g. Micro-mini skirt
  - h. slippers
2. For men, the following are not allowed:
  - a. Ripped jeans
  - b. Short pants
  - c. Slippers

e. **Enforcement**

Old and new students must be in proper uniform from the first day of classes. All security guard on duty are the primary enforcers on the rules of uniform, ID, and campus discipline. Administrators, faculty members, and staff shall also assist in enforcing them. Student Council Officers are tasked to assists as well. The IDs of the violators must be confiscated and will be surrendered to the Office of the Student Affairs and will undergo disciplinary actions.

### **Proper Grooming**

1. Hair must be well combed. Its cut must be short which follows that length of the back hair does not touch the collar; the length of the bangs must not go beyond the eyebrows; and the length of the hair on the sides must not touch the ears when combed down.
2. Earrings are not allowed
3. Uniform must not be shabby or crumpled looking.

### **Identification Card**

Identification cards shall be issued to all bonafide students and are non-transferable.

1. The ID must be worn at all times in campus with the corresponding ID lace marked “Systems Plus Computer College”. It must present to the school guard on duty upon entering the school premises.
2. In case the student does not have his I.D yet or have lost his I.D he needs to complete a “No I.D Slip” signed by the Student Affairs and may present to the guard in charge for a certain validity of 5 days until he/she gets his/her I.D. a corresponding fee shall be paid for the new identification card.
3. Failure to present an identification card or “No ID slip” pass from the Office of the Student Affairs may be denied entry by the security staff.

### **C. General Directives**

#### *Norms of Conduct*

The institution is committed to a philosophy, which aims to instill value-oriented cultural studies to all students. As such, students are expected to be true Christians as well as responsible and mature members of the community.

To ensure an atmosphere conducive to the attainment of genuine Christian, Filipino, and SPCnian formation each student is expected to:

1. Act as a mature value-oriented individual at all times inside or outside the campus.
2. Show respect, politeness, and courtesy in all his/her dealings with administrators, faculty members, personnel, staff, and fellow-students.
3. Respect and observe the rules, regulations, and directives of the institution as well comply with the standard operating procedures instituted by the other colleges, departments, and offices.

## *Conduct and Discipline*

Conduct means the proper behavior of an individual within a given social milieu. A SPCnian should always act with civility and refinement, and project a wholesome disposition.

Any violation of norms of conduct and the policies and regulations of the institution will be subjected to inquiry and possible disciplinary action.

### **D. Offenses and Sanctions**

Offenses are categorized into three (3) kinds according to gravity the following are:

#### a. Minor Offenses

These are acts which seem to be very insignificant but whose avoidance is necessary for a healthy learning teaching atmosphere and protection of the students

#### b. Major Offenses

These are acts that cause considerable damage to one's honor and dignity as a person and to the property or the honor of the school which are punishable by suspension, dropping or expulsion.

#### c. Grave Offenses

These are acts that cause serious damage to a student's honor and dignity as a person as well as to the property, name and honor of the school which are punishable by suspension, dropping or expulsion.

The following are considered as minor offences:

- Entering the campus without a validated SPCC's identification card.
- Improper use of school uniform and failure to wear the ID Properly.
- Habitual loss of school ID.
- Wearing inappropriate attire in the campus.

- Loitering in corridors during class hours.
- Entering the class without admit-to-class permit after an absence without permission.
- Talkativeness during class hours.
- Disturbing a class or any activity of the institution through boisterous conduct or any actions which tends to distract students from on-going activities either in class or during convocations or assemblies.
- Using of cellphones, speakers and other gadgets not related to school activities without the approval of the subject teacher.
- Littering and/or improper segregation and disposal of waste.
- Staying at the clinic as an excuse to skip classes.
- Breaking silence in the library.
- Staying in the school beyond the allowed time without permission.
- Improper behavior during mass, flag ceremony, and other school functions.
- Unauthorized eating in the classroom, laboratories, and other areas where eating is not allowed.
- Unauthorized use of whiteboard marker, chalk boards, chairs, tables, multimedia projector, computer, and other school equipment.
- Improper use of school facilities, including toilets, laboratories, multipurpose hall, and others.
- Men wearing earrings, head gear and/or accessories inappropriate for school wear unless authorized for specific functions/activities.
- Women wearing excessive make-up, more than one (1) pair of earrings and/or other accessories inappropriate for school wear.
- Inappropriate haircut, hairstyle, hair color, excessive use of jewelry, body piercing and tattooing.

A student who commits any of the aforementioned minor offenses will be penalized as follows:

*Frequency*

*Sanctions*

First Offense - Verbal warning. Solicitude and oral reminder by the teacher/adviser.

\*The student must secure a letter explaining his actions

Second Offense - Written warning. Solicitude and oral reminder by the teacher/adviser.

\*The student must secure a letter explaining his actions and the parents/guardian will receive a letter from the student affairs informing them about the action of the student.

Third Offense - Community service (4 hours per week, for 3 Saturdays)

\*The parents will be notified for the 3rd time and the students will take their community service.

Subsequent Offenses - Suspension (3 – 5 days)

\*The parents will be called for a conference. The student will be automatically be sanctioned to suspension and good moral of character should be realized.



The following are considered as major offences:

- Habitual disregard of school rules and regulations after repeated warnings.
- Disrespect to any school authority, faculty member, personnel and staff.
- Entering or being in the campus in a state of intoxication, possessing of alcoholic beverages within the premises of the institution or in any of the school sponsored activities.
- Threatening or verbally assaulting person of authority (administrators, faculty members, personnel, staff) and fellow students.
- Theft or stealing.
- Gambling within the school premises of the institution.
- Acts which violate or impede the rights of other members of the institution.
- Possession of pornographic literature and picture.
- Making, printing, publishing, circulating, or posting any form of unauthorized publications against administrators, faculty members, personnel, staff and students.
- Abandonment or boycotting of classes or official activities of the institution either directly or indirectly. Preventing other students from attending their class and inciting them to violate rules and regulations of the institutions.
- Lending one's identification card to another student or outsider, or using someone else's ID.
- Involvement in any action outside/inside the premises of the institution that could defame the image of the institution.
- Misuse of student funds and other corrupt practices.
- Giving or offering false testimony during official investigation.
- Writing graffiti on the premised/property of the institution.

- All forms of bullying, and/or harassment, threat, and intimidation.
- Scandalous Display of Affection such as kissing, holding hands, fondling, cuddling, inappropriate touching, rubbing, massaging, caressing/petting, excessive hugging and any public display of affection (PDA).
- Smoking while in school uniform outside or inside the school premises, waiting area/shed, and school vehicle (rented or not), and bringing cigarettes and lighters inside the school premises.
- Tampering of school ID and other documents.

A student who commits any of the aforementioned major offenses will be penalized as follows:

### *Frequency*

### *Sanctions*

First Offense

- Suspension (3 days)

\*The parents will be called for a conference. The student will be automatically be sanctioned to suspension and good moral of character should not be released.

Second Offense

- Suspension (5 days)

\*The parents will be called for a conference. The student will be automatically be sanctioned to suspension and good moral of character should not be released.

Third Offense

- Dismissal for the institutions.

The following are considered as grave offences:

- Dishonesty in any form during contest; cheating or placing oneself under suspicion during examination.
- Carrying or possession of firearms or any kind of deadly weapon or destructive device within the premises of the campus.
- Unauthorized or illegal possession or use of prohibited and regulated drugs, chemicals or substances within the premises of the institution.
- Any act subjecting a person to emotional, verbal and physical abuses during hazing or initiation period that may be considered an affront to personal dignity.
- Plagiarism in writing research, thesis, term paper, assigned paperwork and tampering of records through falsification of forgery which include excuse letters from parents/guardian or physician.
- Bribery or giving/offering of anything to induce a person to do something illegal or wrong.
- Obstruction or interference that leads to disruption of the normal functioning of classes, offices, and activities of the institution.
- Formation of/or membership in illegal organizations or those organizations not officially recognized by the institution which go against the philosophy and goal of the school. DEpEd order #20 Series of 1991)

A student who commits any of the aforementioned grave offenses will be penalized as follows:

#### *Frequency*

#### *Sanctions*

First Offense

- Suspension (5 days)

\*The parents will be called for a conference. The student will be automatically be sanctioned to suspension and good moral

of character should not be released.

#### Second Offense

- Suspension (7 days)

\*The parents will be called for a conference. The student will be automatically be sanctioned to suspension and good moral of character should not be released.

#### Third Offense

- Dismissal for the institutions.

## **Part Five**

### **Student Discipline**

#### **CHILD PROTECTION PROGRAM**

##### **I. Objectives**

Systems Plus Computer College Child Protection Program is created in adherence to the DepEd Child Protection Policy and to promote the rights of children to be protected from harm, abuse, and exploitation. The institution has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people.

The said program is directed towards the attainment of the following:

1. Zero tolerance to any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse
2. Application of constructive measures to repair the harm caused by the abuse
3. Offering guidance on how the home and school can collaborate to protect and promote the well-being of children and youth.

##### **II. General Principles**

- SPCC shall ensure that the school shall be conducive to learning and children shall have the right to education free from fear;
- SPCC shall ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
- SPCC shall advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;

- SPCC shall ensure that corporal correction shall not be used in school for the purpose of discipline, training, or control;
- SPCC shall take steps to prevent bullying and ensure that the appropriate 4 interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination, and bullying;
- SPCC shall ensure that pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
- SPCC shall ensure that parents shall be actively involved in all school activities or events that raise awareness on children's rights, positive discipline, and the prevention of bullying;
- SPCC shall ensure that the school shall orient visitors and guests on the Child Protection Policy.
- SPCC shall establish a Child Protection Committee (the administrator or principal will be the chairman of this committee or may designate another person as chairman), of which composition are updated every school year. (See Section VI of this policy).

### **III. Child Protection Committee**

- School Administrator
- Principal/Program Head
- Guidance Head
- Faculty Representative
- Parent Representative
- Student Council Representative

### **IV. Functions of Child Protection Committee**

1. Draft a policy and guidelines for the prevention of violence against children with a code of conduct which shall be reviewed every three (3) years;
2. Conduct a campus information dissemination program and campaign on violence preventions programs for children and

organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying or peer abuse;

3. Develop and implement a school-based referral and monitoring system;

4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;

5. Conduct disciplinary proceedings in cases of offenses committed by pupils, students, or learners;

6. Identify, refer and, if appropriate, report to the appropriate offices case involving child abuse, exploitation, violence, discrimination and bullying;

7. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;

8. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-governmental organizations (NGOs), as may be appropriate;

9. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child; and

10. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

11. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;

12. Ensure the anti-bullying policy adopted by the school is implemented;

13. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any

person designated to handle prevention and intervention measures mentioned by the preceding sections of this IRR; and

14. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

## **V. Duties and Responsibilities**

### **1. School**

The School Heads shall have the following duties and responsibilities:

1. Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school's child protection policy;
2. Ensure that all pupils, students or learners, school personnel, parents, guardians or custodians, and visitors and guests are made aware of child protection and anti-bullying policy. Such policy shall likewise be included in the school's student handbook and shall be conspicuously posted on the school walls and website, if there is any;
3. Organize and convene the child protection policy and anti-bullying committee for the school;
4. Educate the students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting of acts of bullying or retaliation;
5. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
6. Conduct disciplinary proceedings in cases of offenses committed by pupils, students or learners;
7. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;



8. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
9. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' need for protection;
10. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
11. Coordinate with the appropriate offices and other agency or instrumentality for appropriate assistance and intervention, as may be required in performance of its functions;
12. The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of the child protection or anti-bullying policy.

## **2. School Personnel**

Article 218 of the Family Code of the Philippines provides the following responsibilities of school administrators, teachers, academic and non-academic, and other personnel:

1. Exercise parental authority and responsibility over the child during supervision, instruction, and custody, both on and off school grounds.
2. Provide support, education, and guidance through good example.
3. Offer love, advice, companionship, and understanding.
4. Maintain and protect the child's physical and mental health.
5. Provide educational materials, supervise activities, and shield the child from harmful influences.
6. Represent the child's interests in all matters.
7. Fulfill any legal duties as substitute parents or guardians.
8. Adhere to the school's child protection policy.
9. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;

10. Report to school authorities any incident of bullying; and
11. Perform the duties as specified in this IRR.

### **3. Students**

Pupils, students and learners shall have the following duties and responsibilities:

1. Comply with the school's regulations as long as they are in harmony with their best interest.
2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity
4. Observe the Code of Conduct for pupils, students and learners
5. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
6. Avoid or refrain from any act of bullying;
7. Intervene to protect the victim, unless it will jeopardize his safety and security; and
8. Report to school authorities any incident of bullying.

## **VI. Procedures in Handling Bullying Incidents in School**

### **1. Immediate Response**

- a. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.

The school personnel who were notified of a bullying incident or retaliation shall intervene, by:

- Stopping the bullying or retaliation immediately;
- Separating students involved;

- Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- Bringing the bully to the Student Discipline Head office

## **2. Reporting the Bullying Incident or Retaliation**

- Upon filing of a complaint or upon notice by a school personnel or official of any bullying or peer abuse incident, the same shall be immediately reported to the Student Discipline Head
- The Student Discipline Head shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose
- Reports of bullying incidents or retaliation initiated by persons who prefer anonymity shall be entertained, and person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report without any other evidence.

## **3. Due Process**

In all cases where a penalty is imposed on the bully or offending student, the following due process shall be complied:

1. The student and the parent/guardian shall be informed of the complaint in writing;
2. The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parent/guardian;
3. The decision of the school head or the designated officer shall be in writing, stating the facts and the reasons for the decisions; and
4. The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department of Education.

## **VII. Procedures in Handling Child Abuse exploitation, violence and discrimination cases**

## **A. Prohibited Acts**

- Child abuse
- Discrimination against children
- Child exploitation
- Violence against children in school
- Corporal punishment
- Any analogous or similar acts

## **B. Investigation and Reporting**

The conduct of investigation and reporting of cases of child abuse, exploitation, violence or discrimination, shall be done expeditiously, as herein provided:

1. Complaint against school personnel or official
2. “The private school shall submit the report to the Division Office after each school year.” (DepED Order no. 40, s. 2012, Sec. 21)

## **C. Referral and Assessment of victims and offenders and other children**

“In all cases involving child abuse, violence, exploitation, discrimination, bullying and other acts of abuse, School Head may refer the victims and offenders in cases involving child abuse, violence, exploitation, discrimination, bullying or peer abuse and other acts of abuse, to the Local Social Welfare and Development Officer (LSWDO) for assessment. The LSWDO shall determine the appropriate intervention.”

“The School Head, with the aid of the assigned Guidance Counsellor/Teacher, and in coordination with the LSWDO, shall immediately remove the victim, or in appropriate cases the offender, from the place of the incident, if the victim is determined to be at risk. The child’s family shall be informed of any action taken.”

“The School Head may also refer to the LSWDO other pupils, students or learners who are victims of abuse at home, children at risk, children in especially difficult circumstances, children

with special needs or at risk, children facing difficult situations, or those who are exhibiting signs of aggressive behavior, with a view to obtaining professional assessment, appropriate interventions and assistance from competent service providers.”

### **VIII. Declaration of Policy**

In adherence to the Child Protection Policy of the Department of Education, the School declares zero tolerance to any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. SAS is committed in providing a learning environment that is free from fear and where students are protected from all forms of abuse to help them develop self-esteem and self-confidence. Furthermore, the school advocates a positive, non-violent, holistic approach to discipline.

## **STUDENT AFFAIRS AND SERVICES**

Systems Plus Computer College aims to develop fully the productive and creative potentials of the students through co-curricular and extra –curricular activities. These activities are intended to complement the academic programs of the institution. As such, they are geared towards the holistic development of an individual in keeping the mission-vision of Systems Plus Computer College.

### **Vision**

A center for student services supportive of the co-curricular and extra-curricular needs of its clients for their well-grounded growth and development.

### **Mission**

Office of the Student Affairs is dedicated in promoting the development of student's talents, potentials, and leadership capabilities through its program thrusts of self-growth and awareness, cooperative living and learning, physical, spiritual and emotional growth, leadership development and enhancement, productive use of leisure, and cross-cultural adjustment.

### **Implementing Rules on Student Activities**

1. The Office of the Student Affairs and Services have general supervision of all student activities. Such activities must support and promote the mission-vision of Systems Plus Computer College.
2. The sponsoring group (organization officers and advisers/class and faculty-in-charge) has the direct responsibility for ensuring the success of the activity.
3. Student activities are classified into two (2) categories

- a. Co-curricular – activities planned, organized and executed by co-curricular student organizations, or academic classes and/or departments under the supervision of faculty-in-charge/Chair. Approval must be secured from the Office of the Student Affairs and Services with proper endorsement from the organization adviser/Faculty-in-Charge/or Chair.
  - b. Extra-curricular – activities planned and organized by their officers, members, and advisers. Approval must be secured from the Office of the Student Affairs and Services with proper endorsement by the organization adviser/s.
- 4. All activities in and off-campus must seek approval at least one (1) week prior to actual execution.
  - 5. Activities must be held during off period. Unless otherwise cleared from the School Administrator, no activity shall be held during class hour.
  - 6. Practices/rehearsals and/or preparations for an activity must be held outside the class hour of participants.
  - 7. All activities are subject to the regulations and approval of the institution. Hence, the institutions reserve the right to limit, exclude or suspend participation of a student who is either serving a sanction or is in need of academic supervision.
  - 8. A moratorium on activities is to be observed one (1) week before any major examination period.

### **Implementing Rules on Student Organizations**

Knowing of its responsibility of developing the full potential of its student, Systems Plus Computer College encourages the formation of student organizations as effective vehicles for managerial and leadership training. These organizations must seek to achieve excellence in their work and be committed in actualizing the mission-vision of Systems Plus Computer College. They must also be formed along social, cultural, religious, literary, educational or recreational.

## **a. General Policies Governing School Club/Organization**

- a. Student activities should not interfere with the studies but should strengthen and support the mission-vision of the school.
- b. A student may belong to not more than two (2) clubs/organizations.
- c. A student may be elected as officer in only one (1) club/organization but may not hold positions in other club/organization.
- d. The authority to recognize any student organization is vested on the School Administrator and Student Affairs Coordinator.
- e. Each club/organization is supervised by a moderator who reports to the Student Affairs Coordinator.
- f. Recruitment of club members starts on the 4<sup>th</sup> week after the opening of classes and lasted for 2 weeks.
- g. Meeting is held once a week.
- h. The name of the school should not be used in any activity without the approval of the Program Heads and Student Affairs Coordinator.
- i. Students may not affiliate with organizations whose activities are contrary to the school's mission-vision and philosophy.
- j. Club/organization awards for outstanding members are given at the end of the year.
- k. Club monthly activities to be calendared must be submitted to the Student Affairs Coordinator two (2) weeks before the publication of the monthly calendar.
- l. All events and information are posted on the Student Activity Bulletin Board.
- m. Appointments and meeting with the students of other schools or with resource person should be scheduled after classes.
- n. All activity should be evaluated using evaluation questionnaires.



## **b. Application for Recognition**

- Student organizations shall, for purposes of recognition and/or and as a pre-condition for their operation, submit a written application a month before the beginning of the academic year. Recognition of student organizations granted for the first semester shall be valid for the whole academic year.
- Application shall be submitted on the date set by the Office of Student Affairs and Services. Failure to meet the deadline automatically deprives the organization the privileges to operate and use the school facilities and will have to wait for the application period for the next Academic year. Non-recognized Student Organizations that shall operate and conduct activities under the name of the school, when found-out, shall be notified and be ordered to immediately stop operating. Failure to comply will result to losing the right to be recognized for the next two academic years.
- All the documents for application for recognition and/or renewal of every organization shall be submitted to the Office of Student Affairs and Services. The required documents are the following:
  - a. Application for organization recognition/renewal addressed to the Student Affairs and Services Head;
  - b. Profile of Student Organization;
  - c. Updated List of Officers, Members;
  - d. Detailed program of activities for two (2) semesters;
  - e. Accomplishment Report for two (2) semesters of last school year;
  - f. Copy of amendment Constitution and By-Laws of the organization (if any);
  - g. Student Organization Adviser and Officers Profile;
  - h. List of Officers' Specimen signatures

- Should any organization become inactive for one academic year, written justification shall be required and failure to present valid reason shall mean the loss of its privilege to be recognized in the next academic year.
- Organization that seeks recognition for the first time shall meet the following requirements:
  - a. Name, course, year and signature of at least fifteen (15) founding members;
  - b. Organization Name, Acronym and Organization logo;
  - c. A statement of the Organization's goals and objectives;
  - d. A Copy of amendment Constitution and By-Laws of the organization
  - e. Detailed program of activities for two (2) semesters;
- The Organizational Fund shall be deposited in a reputable bank or if not possible due to bank requirements, fund shall be entrusted to the Student Affairs and Services Head at the end of the academic year. The Organization's Adviser, President and Treasurer shall be the signatories to all withdrawals of the organization.
- Student organizations must submit the following reports:
  - a. A report of projects or activities undertaken during the semester. Such report should reflect the activities planned and submitted by the organization for the academic year. Failure to carry out any of the planned activities should be supported by written explanation;
  - b. Financial statement shall be submitted by the organization's treasurer duly audited and signed by the organization's president every end of the semester.
- Accomplishment reports must be submitted to the Student Affairs and Services Head for clearance purposes.

- Any student organization who will be found out to commit fraud or misrepresentation shall be reported to the Office of Student Discipline for appropriate action.

### **c. Organization's Constitution and By-Laws**

The provision of the constitution of any student organization shall conform to the existing rules and regulations of the school and the CHED and must include but not limited to the following:

- Official Name of the Organization
- Detailed declaration of Purpose of the Organization
- Duties and Privileges of membership
- Frequency of Meeting
- Procedure for the selection and removal of officer
- Procedure for the selection and removal of adviser
- Titles of Officer, their duties and authority
- Provision stating that the policies, activities and finances of the organization are subject to control of the majority of its voting membership
- Provision of Amendment Process

### **The Student Coordinating Council**

The Student Council is the highest governing body which acts as liaison between the student body and the administration/faculty.

It is the official representative of the student community on matters which need the attention of the Administration and Faculty.

Likewise, it seeks to represent the body where its interests and rights are concerned, to uphold students' rights and responsibilities and promote students' welfare.

The officers of the SCC are elected by the student body and is handled by the Office of the Student Affairs and Services Coordinator.

## **Student's Reach-out Program**

The students' reach-out program is an extension service project of the school. The activities under this program are aimed at raising awareness of the students of the life conditions of the poor and the suffering. The activities include visits to charitable institutions, mingling with the indigenous people, and volunteering during disasters.

## **Supervision of Organizations and Activities**

The office of Student Affairs and Services supervise and regulate the operations as well as the activities are geared towards the realization of the mission-vision of Systems Plus Computer College and the ideals of SPCnian education.

### **Club Adviser**

Each student organization shall have a club adviser. The Office of the Student Affairs and Discipline appoint the Club adviser upon the recommendation of the organization concerned. Such appointment is subject to confirmation by the School Administrator. The term is for one (1) school year and is renewable.

The Club adviser must be:

1. A faculty member of the institution;
2. Connected with the particular academic field for co-curricular organizations; knowledgeable or has experience in the particular field for extra-curricular organizations; and
3. A faculty adviser must handle one (1) organization only.

The faculty adviser should:

1. Be available for consultation with all officers and members of the organizations;
2. Attend organizational meetings;
3. Assist in the planning and execution of activities;

4. See to it that the organization conforms to the mission-vision of Systems Plus Computer College;
5. Accompany the members in off-campus activities and ensure their safety; and
6. Endorse/note all communications of the organization.

### **Activity Budget and Report**

1. Prior to the approval, all students' activities should be supported by Program Budget Proposal.
  - a. All Program Budget Proposals should be signed by the officers or student sponsors and endorsed by the faculty adviser or faculty-in-charge.
  - b. Program Budget Proposals must be submitted to the Office of the Student Affairs and Services two (2) weeks prior to the scheduled activity, project, or program.
2. After the holding of each activity, a Performance and Financial Report must be submitted to the Office of the Student Affairs and Services not later than one (1) week after the activity was held.
  - a. No organization or sponsoring group will be allowed to hold new activity unless the Performance and Financial Report of the previous project/activity has been submitted.
  - b. The Performance and Financial Report is an evaluation report of activity and includes a detailed financial statement supported by official receipts.

### **Fund Raising Project/Activities**

All fund-raising projects or activities of whatever form initiated by students must have the approval of the institution through the Office of the Student Affairs and Services.

1. The purpose of the fundraising project must be justified in a project proposal submitted to the Office of the Student Affairs and Services for proper action. The proponents will follow the same procedures as in the holding of student activities.

2. All transactions must be properly documented to provide easy verification of every phase of the financial activities. A financial report shall be submitted to the Office of Student Affairs and Services not later than two (2) weeks after holding of the project.

3. If the approved fundraising project is to be carried out through the sale of tickets, the organizers must:

3.1 submit all tickets to the Office of Student Affairs and Services for physical inventory and official stamping; and

3.2 return all unsold tickets to the Office of Student Affairs and Services.

4. No financial contracts or arrangement made by students in the name or in behalf of Systems Plus Computer College will be honored unless there is proper authorization from the institution.

## **Socials and Field Trips**

1. Field trips may be held as deemed necessary. Outings with social action motives are greatly encouraged. All groups must be accompanied by at least two (2) faculty members.

2. Permission must be sought at least two (2) weeks prior to actual trip and must include full details as to the objectives, place, date, transportation, itinerary, expenses, etc.

3. A written consent of parents is required before a student leaves for the social outing. Waiver forms can be secured from the Office of Student Affairs and Services and said forms

must be returned to the latter one (1) week before the scheduled trip.

4. All social and civic outings/parties are subject to the abovementioned Implementing Rules on Student Activities.

## **Communications**

1. All posting on campus require the approval stamp of the Office of Student Affairs and Services.

2. Duration of posting is two (2) weeks before the activity. The sponsor/owner of the posted material is responsible for removal of the posting one (1) week after the activity.

3. Posting must be placed only on prescribed areas and bulletin boards. Postings on unauthorized areas will be removed.

4. Announcement/information must be readable and neat.

5. Lost and found items may be referred to the Office of Student Affairs and Services.

6. The Office of Student Affairs and Services shall from time to time make important announcement for the information and guidance of the student body.

## **Student Publications**

Systems Plus Computer College believes in press freedom as a constructive means for development. Hence, every student publication should subscribe to the highest standards of responsible campus journalism.

In addition to the provisions of the Campus Journalist Act of 1991, the following shall regulate the operation of student publications:

### 1. Scope

All printed publications produced by students such as student paper, newsletters, magazines, leaflets, yearbooks, open letters and the like.

### 2. Supervision

The Office of Student Affairs and Services exercise overall supervision of the major student publications and may appoint technical consultants to assist the editorial staff of the student publications. Minor publications are supervised by their respective faculty adviser or faculty in-charge.

### 3. Funding

The expenses of the major publications are charged to the publication fees paid by the students during enrollment registration. Expenses of minor publications are shouldered by their respective organizations.

### 4. Major Publications

Systems Plus Computer College published the SPCinian as its official newsletter of the institution.

### 5. Minor Publications

These are those produced by student organizations under the direct supervision of their faculty advisers.

6. A qualifying examination shall be the basis in selecting the editors and writers of the major publications.

7. Aside from the qualifying examination, the editors and writers of the major publication must:

7.1 be Bonafide students of Systems Plus Computer College;



7.2 be enrolled in regular load of not less than eighteen (18) units except for graduating students in their final term;

7.3 have a GPA of not less than 2.00 in the term prior to selection and should maintain such average in the duration of their term; and

7.4 be free from any pending disciplinary case involving major/grave offenses.

### **Repealing Clause**

Any existing Institution Orders, circulars, memoranda, or any part thereof, which are contrary to or inconsistent with any provision of this Manual shall be deemed repealed or modified accordingly. Any provision or regulation contained in the 1997 Student Handbook which is not mentioned in this Manual and which does not form part of existing provisions shall be considered repealed.

### **Effectivity**

This Student Manual is hereby approved by the Board of Trustees of Systems Plus Computer College and shall take effect beginning with the Second Semester of School Year 2024-2025.

Approved on December 20, 2024.



**SYSTEMS PLUS COMPUTER COLLEGE**  
1707 E. Rodriguez Sr. Avenue Cubao, Quezon City

Date \_\_\_\_\_

This is to certify that I have read and understood the provisions of this Handbook and will abide by them.

Any violations thereof will entitle the administration, faculty, and staff of Systems Plus Computer College Foundation Inc. to give sanctions as specified.

Conforme:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

Noted:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Signature over printed  
name of Guardian

\_\_\_\_\_  
Date