



Republic of the Philippines
Province of Iloilo
MUNICIPALITY OF OTON
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPTS from the Minutes of the Sangguniang Bayan of Oton, Iloilo during its Regular Session held at the Municipal Session Hall of Oton, Iloilo last **May 31, 2006** at 2:30 in the afternoon.

PRESENT:	Hon. Jafet P. Salinas	SB Member
	Hon. Jose Neil P. Olivares	SB Member (Asst. Floor Leader)
	Hon. Felimon Gregorio M. Calvo	SB Member (Floor Leader)
	Hon. Virginia F. Olivares	SB Member
	Hon. Francisca C. Ezpeleta	SB Member
	Hon. Pablo S. Guevara, Jr.	SB Member
	Hon. Simplicio R. Carreon, Jr.	SB Member
	Hon. Edgar N. Javellana	SB Member (ABC Representative)
	Hon. Lee C. Alison	SB Member (SK Representative) (Temporary Presiding Officer)
	ON OFFICIAL BUSINESS:	Hon. Vicente B. Flores, Jr.
ABSENT:	Hon. Eusebio G. Villavicencio, Jr.	SB Member

ORDINANCE NO. 2006 – 155

AN ORDINANCE ENACTING THE CODE OF DISCIPLINE AND COURTESY OF ALL STUDENTS WITHIN THE MUNICIPALITY OF OTON.

ON MOTION of the Committee on Education, namely, Hon. Felimon Gregorio M. Calvo, Hon. Jafet P. Salinas and Hon. Virginia F. Olivares and duly seconded by Hon. Eusebio G. Villavicencio, Jr.

BE IT ORDAINED by the Sangguniang Bayan of Oton, Iloilo, an Ordinance, to wit:

SECTION 1. INTRODUCTION. The State shall protect and promote the rights of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all.

Article XIV, Section 3 Paragraph 2 of the Philippine Constitution states that "all Educational Institution shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge and promote vocational efficiency."

The Municipal Government is aiming to mold citizens with good character traits in order to attain a progressive community at present and in the future.

The Municipal Government expects all levels of educational institution to lead in the advancement of better goals for the citizens of the Municipality of Oton.

The educational institution shall stand as the Second parent of the child and mold the youth to be better individuals. It is then expected of the institution to teach discipline and good moral values to the students.

An institution, like the school, will operate smoothly if discipline and order is implemented and upheld by all members of the school community.

Every student is expected to give respect and courtesy to each other and should follow the rules and regulations imposed in the school.

Officials and leaders of the educational institution have the right to implement necessary punishment as disciplinary measure to a student in cases or situations when rules and regulations are violated, except harsh and physical punishments which are strictly prohibited.

SECTION 2. DEFINITION OF TERMS. As used in this Ordinance, the following terms are defined:

- a) **Truant** – a student who stays outside / is absent during class hours without permission from his / her teacher – in – charge.
- b) **Student** – a child seven years of age and above enrolled in public or private school within the Municipality of Oton.
- c) **Schools** – refers to the primary elementary and secondary schools both public and private located within the territorial jurisdiction of Oton.
- d) **Courtesy** – is an expression or manifestation of consideration for others.

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(Ord. No. 2006 – 155)

- e) **Persons in Authority** – refers to district supervisor, principals, school heads, department heads and class advisers.
- f) **Agents of Persons in Authority** – refers to members of the faculty and staff or student council officers not classified as persons in authority and are deputized or being delegated to assist persons in authority.
- g) **Dep Ed** – refers to the Department of Education.
- h) **Appropriate Haircut** – haircut specified in the rule of every school.

SECTION 3. CONDUCT AND RIGHT COURTESY INSIDE THE SCHOOL. Every student is / shall:

- a. expected to come to his/her respective class early, wear a complete uniform with I.D.
- b. expected to attend the flag ceremony with full participation and faithfulness.
- c. expected to come to his/her respective classroom early, silently and orderly after the flag ceremony.
- d. maintain silence in the hallways and stairs at all times, always keep to the right in passing corridors or stairs.
- e. avoid speaking and laughing loudly or any form of noise that could hamper or disturb other classes.
- f. have his/her own permanent seat for the whole year, and must remain so except if transferred.
- g. bring all needed books and things in class. Borrowing things is discouraged except during group works.
- h. remain in his/her respective class during class hours, except, if permitted to go to a certain place. Any student outside the classroom during class hours and without permission is considered absent.
- i. be allowed to go to the Municipal Health Office when in need of medical attention with the written permission from the teacher addressed to the health nurse.
- j. prohibited from eating inside the classroom during classes.
- k. act properly in the library, canteen and in any place inside the school.
- l. clean his / her classroom after class. The teacher shall divide the class into groups and assign each group its respective cleaning day. Each group is responsible in cleaning the classroom on the assigned day by the teacher.

SECTION 4. CARE FOR THE CLASSROOM AND OTHER FACILITIES OF THE SCHOOL. Every student is / shall:

- a. have the responsibility to maintain order, aesthetic, cleanliness and pleasant atmosphere inside the classroom.
- b. responsible for his assigned seat beginning from the start of classes and shall maintain it clean and free from any forms of destruction.
- c. expected to report immediately to the teacher in charge any form of abuse or misuse of things inside the classroom or within the school premises.

SECTION 5. HONESTY AT WORK. Honesty and integrity are two important things the school aims to instill and enrich in every student.

- a. The following shall be considered as forms of cheating:
 - a.1. Copying answer from a classmate;
 - a.2. Allowing a classmate to copy his / her answer;
 - a.3. Giving or asking for answers during exams;
 - a.4. Copying published materials without permission (plagiarism);
 - a.5. Looking around with the intention of copying;
 - a.6. Conversing without permission from the teacher;
 - a.7. Talking while passing or collecting test papers during exams;
 - a.8. And other forms of action similar to the above stated;

(Ord. No. 2006 – 155)

- b. Based on the rules, every student is responsible to take good care of his / her own things. Every student is also expected to show honesty on things he / she don't own. Any student caught getting or stealing things he / she don't own will be given heavy punishment.

SECTION 6. RESPECT FOR REGULATIONS AND PERSONS IN AUTHORITY AND THEIR AGENTS.

Every student is expected to show respect to all teachers and officials of the school. To be rude, disrespectful, abusive and not following or leading others not to follow the teachers or officials of the school are considered grave violation.

SECTION 7. RESPECT FOR CLASSMATES

Respect and understanding for the rights of others must be a rule of every individual. Misunderstanding can be resolved in a reasonable manner anytime. Fighting and hitting a classmate or starting one is not upholding the rights of others. Heckling or teasing and other forms similar is insulting to others and may result to conflict and misunderstanding which is strictly prohibited.

SECTION 8. EXCELLENCE IN STUDY

The goal of a teacher is excellence in every student in all fields of study. Therefore, it is the duty of every teacher and parent to reserve study periods for the student either at home or in school.

SECTION 9. RIGHTFUL PUNISHMENTS.

Rightful punishments are implemented in school to straighten mistakes and to serve as reminders to the students to avoid violating the rules and regulations imposed. In lieu of punishments, the school allows a student to volunteer or render service as sign of regret of violation committed. Violators are allowed to help maintain cleanliness, be of service in the office or library or help during school programs or activities.

Imposable punishments are:

1. Warning

On the first offense, the student will be given due warning. Offense is submitted to the guidance counselor who in turn will notify the parents of the student.

The teacher can scold or reprimand the student to call for his parents and inform them of the offense committed by the child.

2. Suspension

Suspension is a form of punishment wherein students with violations are disallowed to attend classes or disallowed to go to school in a given period, its duration be fixed by persons in authority tantamount to the violations committed. Parents shall be informed before suspension takes effect.

3. Taking off Students' name in the School's Masterlist

Taking off student's name in the materlist is another form of punishment

4. Expulsion from the school

Expulsion from the school is a heavy punishment for students with grave violations. This punishment is not only expulsion from the said school but also prohibiting offenders from being accepted to other schools public or private within the country unless permission from the Secretary of the Dep Ed is obtained.

A. OFFENSES AND THEIR RIGHTFUL PUNISHMENTS

1. LESS SERIOUS OFFENSES. The Following shall be considered Less Serious Offenses:

- a. Creating trouble in class and meetings, and others.
- b. Insulting or teasing.
- c. Tardiness in class.
- d. Inappropriate haircut.
- e. Improper use of facilities in school. The student shall pay for whatever damages in the school's facilities.
- f. No I. D. or not in proper uniform.
- g. No explanation letter from parents when absent.

- h. Not submitting card, etc., on time.
- i. Violating regulations of the library.
- j. Littering.
- k. Not cleaning the classroom on scheduled day.
- l. Loitering in uniform within the Municipality of Oton after class hours in the afternoon.

RIGHTFUL PUNISHMENT FOR LESS SERIOUS OFFENSES. The procedures to be observed for Less Serious Offenses shall be:

- a. The teacher concerned or adviser has to investigate the offense committed by the student. If found guilty, he has to be told and reprimanded by the teacher or the guidance counselor. The parents have to be informed if offense committed is heavier.
- b. The teacher must have a record of the less serious offenses committed by his student. Any student who has three or more offenses (may it be the same as the first or not) must be reported to the Guidance Counselor.
- c. The Guidance Counselor should meet with the parents of the student who committed an offense.
- d. The third offense of the student is considered his first serious violation and must be given warning or reprimand.
- e. The fourth offense calls for suspension of One (1) day.

2. SERIOUS OFFENSES. The following shall be considered Serious Offenses:

- a. Indecent or foul words or actions inside the school;
- b. Skipping classes;
- c. Fighting, hurting or being a burden to other students;
- d. Writing on walls or other forms of vandalism in school. The student shall pay for the damages incurred aside from the punishment.
- e. Falsifying documents;
- f. Leaving the school without permissions;
- g. Smoking;
- h. Copying and other forms of cheating (Aside from the punishment, offender will be given zero or the lowest grade in a particular exam or activity);
- i. Abusive or disrespectful towards the teachers or officials of the school;
- j. Gambling;
- k. Any kind of activity inside or outside the school that could give shame to the student, his family and the school.

RIGHTFUL PUNISHMENT FOR SERIOUS OFFENSES. The procedures to be observed for Serious Offenses shall be:

- a. A student, after investigation, if proven guilty of a serious offense for the first time will be suspended within one to two (1-2) days. This will be reflected on his card.
- b. A student, after investigation if proven guilty of a serious offense for the second time (may it be the same as the first offense or not) will be suspended for 2-3 days with a warning that the third offense will call for taking off his name on the schools' masterlist and may not be accepted on the next enrollment.
- c. Depending on the gravity of the violation, a student, after investigation, if proven guilty of a serious offense for the third time, his name shall be taken out from the schools' masterlist and may not be accepted on the next enrollment. This will be reflected on his report card.

3. GRAVE OFFENSES. The following shall be considered Grave Offenses:

- a. Using or possessing prohibited drugs.
- b. Drinking or possessing alcoholic beverages.

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- c. Possessing pornographic magazine.
- d. Abusing authorities in school.
- e. Joining organizations not permitted by the school.
- f. Bribing persons in authority or agents of persons in authority.
- g. Bringing sharp or deadly weapons.
- h. Immorality or indecent activities.
- i. Damaging insignia of the schools' uniform.
- j. Stealing or getting things not owned even outside the school during class hours.
- k. All forms of destruction on school facilities.

RIGHTFUL PUNISHMENT FOR GRAVE OFFENSES. The procedure to be observed for Grave Offenses shall be:

A student, after investigation, if proven guilty of a grave offense shall be automatically expelled from school and will not be allowed to enroll in school, public or private, within the jurisdiction of the Municipality of Oton.

4. TRUANCY. Every student shall be considered truant if during class hours without permission from the teacher – in – charge / adviser:

- a. stays in some other places outside of the classroom or gets out of the school campus;
- b. does something not related to school activities outside the school campus.

RIGHTFUL PUNISHMENT FOR TRUANCY. The procedures to be observed for truancy:

- a. A truant shall be apprehended by any police officer assigned in the Oton PNP Station.
- b. He / she shall be presented to the truant officer designated by the chief of police who will investigate the offender.
- c. He / she shall sign a logbook for Truant if found guilty during the investigation.
- d. A notice of Truant Slip shall be issued and be given to offender for the signature of his parent or guardian.
- e. The offender shall return not later than two (2) days upon receipt of the signed / received notice of Truant Slip to the truant officer.
- f. The truant officer shall submit a weekly report to the principal and the SB Committee on Education on the list of truant of their schools.
- g. The second offense shall be considered serious and the parent or guardian of the truant shall be notified by the SB Committee on Education for a meeting with notice to the principal concerned.
- h. The third offense shall merit suspension by the guidance counselor or principal.

B. THE DISCIPLINE COMMITTEE

The discipline committee shall resolve all cases of serious and grave violations. The committee shall be composed of the following:

- 1. Principal
- 2. Guidance Counselor
- 3. The Teacher / Adviser
- 4. PTCA Officers (President, Vice President & Sergeant – at – Arms)

C. RESOLUTIONS OF RECORDED CASES OF SERIOUS AND GRAVE VIOLATIONS

- 1. The teacher of the student who committed a violation shall submit a report of the offense to the guidance Counselor.
- 2. The Guidance Counselor shall analyze and investigate the said report. If the offense is baseless, investigation shall stop and the case is closed.

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(Ord. No. 2006 – 155)

3. If found to be true, investigation shall continue, notify and call for the attention of the parents of the student who committed the violation.
4. Offenders, with the help of his parents or guardian, shall submit a formal written, explanations of violations committed within 5 days upon receiving a letter from the school.
5. The committee on discipline shall hold a meeting, to address and resolve necessary punishment for the violations committed by the student.
6. If punishment is heavier than suspension, submit this to the District Supervisor in the case of the elementary level and to the SB Committee on Education in the case of the high school level for further investigation.
7. A formal letter shall be given to the student who committed the offense and his parents on the resolution agreed upon by the committee.
8. In cases when suspension is imposed upon as punishment for the student, he must follow the rules regarding suspension and he must report everyday to the Guidance Counselor during range of suspension.
9. Punishment of honorable transfer or dismissal requires proof from the Department of Education.

SECTION 10. REPEALING CLAUSE. All municipal ordinances or parts of any municipal ordinance inconsistent with provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 11. SEPARABILITY CLAUSE. If any provision of this Ordinance is held invalid, the other provisions not affected thereby shall continue in operation.


SECTION 12. EFFECTIVITY CLAUSE. This Ordinance shall take effect after 3 weeks following the completion of its posting in 2 conspicuous places in the municipality and publication in the newsletter / journal of the Municipality of Oton.


SECTION 13. COPIES. This Ordinance shall be furnished to the Office of the Mayor; All Public & Private Schools; OMPDC; and the Sangguniang Panlalawigan of Iloilo for information and guidance.


UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

Attested: 
LEE C. ALISON
 Temporary Presiding Officer

Concurred: 
NICOLAS C. DAMASCO
 Secretary to the Sanggunian


FELIMON GREGORIO M. CALVO
 Floor Leader

Approved: 
VICENTE B. FLORES, JR.
 Acting Mayor
 Effective May 29, 2006

Date Approved: JUN 25 2006

Date Posted: _____ /jod/