






Student Discipline  
Formation  
Office

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# DLSU **LPEP** 2k18

DE LA SALLE UNIVERSITY HENRY SYBRIAN

# Student Discipline Formation Office (SDFO)

-  **Responsible for promoting student discipline formation**
-  **Ensures and maintains students' decorum**
-  **Instills the values of responsibility, initiative, and vigilance to students**



# Discipline Enforcement Section (DES)

**Saint Miguel Building Room 115**

**Milagros Del Rosario Building W209 at  
Laguna Campus**

**Enforces student handbook provisions:**

**Section 1 - General Directives**

**Section 4 - Social Norms**

**Section 5 - Lasallian Community  
Standards**

**Ensures students' decorum within the  
university and even outside the University  
premises during academic or official  
functions**



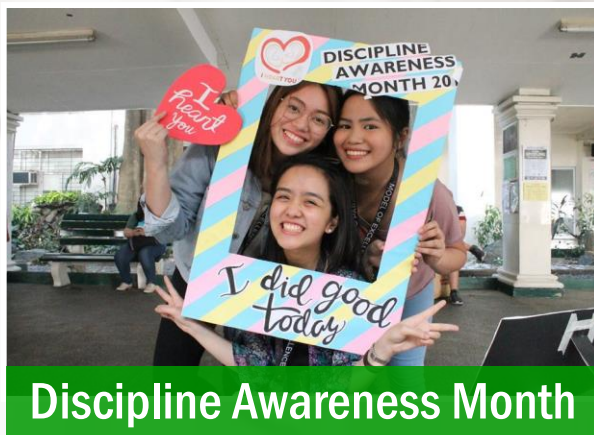


# Discipline Education, Advocacy and Programs Section (DEAPS)

**Saint Miguel Building Room 115-B**

**Milagros Del Rosario Building W209 at Laguna Campus**

**Carries out the discipline lectures, formative program, student support staff program of the SDFO and other related activities**



**Discipline Awareness Month**



**LPEP**



# Lost and Found and Clearance Section (LFCS)

- Saint Joseph Building Room 105
- Milagros Del Rosario Building W209 at Laguna Campus
- Ensures the proper implementation of university policies and regulations related to lost and found items on campus and issues student clearances.



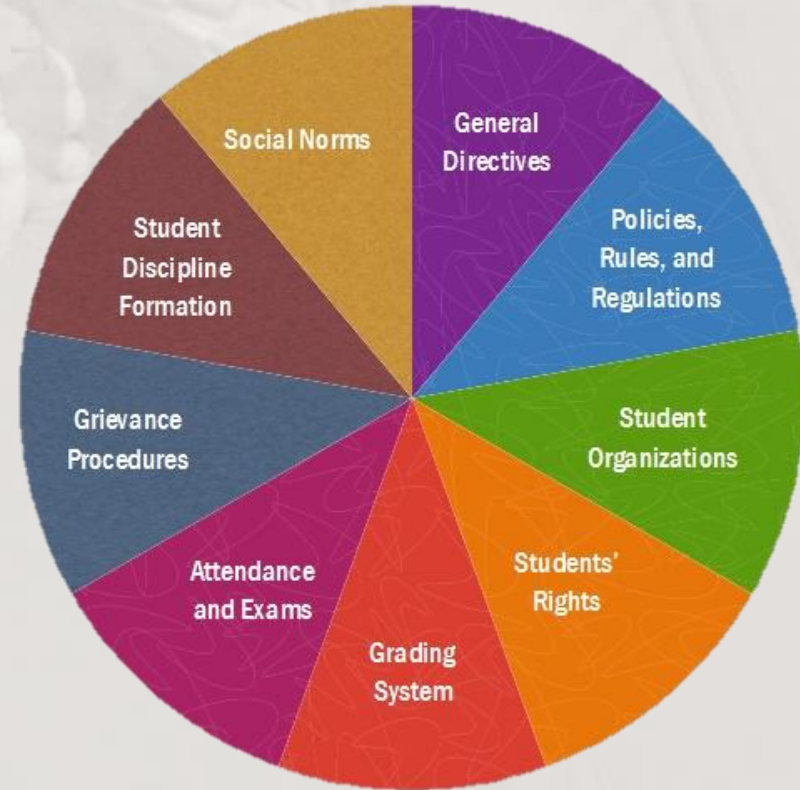
**“It seeks to prevent  
rather than correct  
unseemly student behavior.”**



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# DLSU Student Handbook

“It is the responsibility of students to keep their parents or guardian informed or updated on their academic standing, status of their attendance and discipline infractions.” (SHB, 2018)







**P O L I C Y**

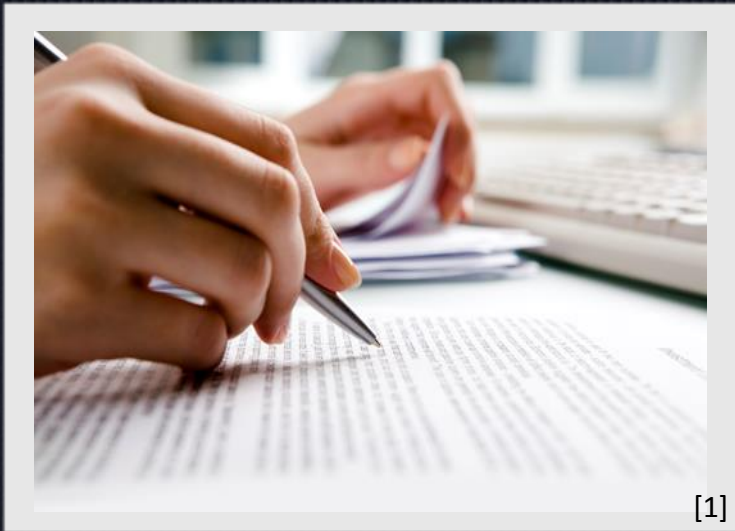




# **CLUE**

For any research situation,  
your best friend is a good  
citation.





# CHEATING / PLAGIARISM

# Forms of Cheating **Major Offense**

- Unauthorized possession of notes
- Copying or allowing another to copy
- Looking or glancing at another's examination paper
- Communicating with another student during examination
- Having somebody else take an exam for one's self or prepare a required report or assignment
- Plagiarism;
- Other forms of academic dishonesty  
(Please refer to the SHB for the Policy Statement on Academic Honesty)

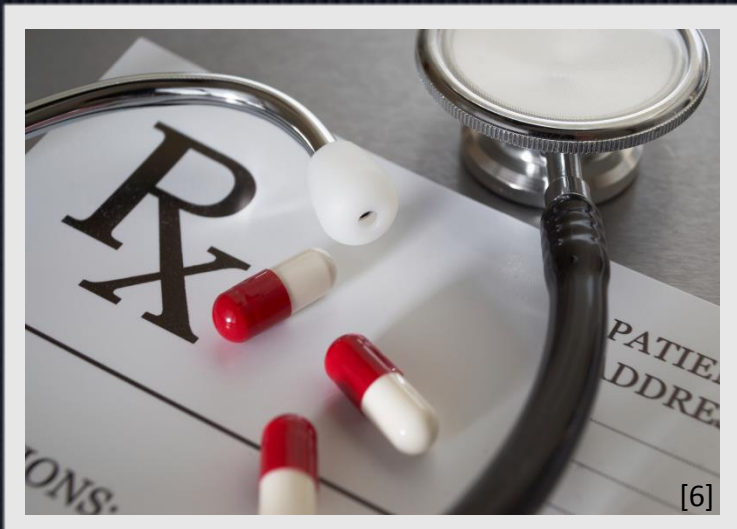


# CLUE

Your health is more important than any grade, so drop the vice and make the healthy trade!







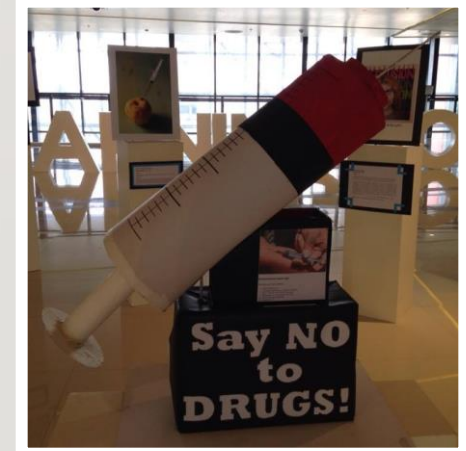
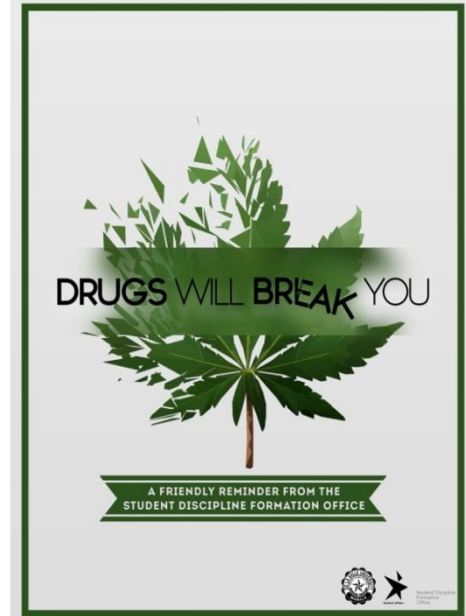
# PROHIBITED DRUGS

# No to Prohibited Drugs Policy

Unauthorized bringing in, carrying, possession, and use of prohibited or regulated drugs or chemicals without prescription or any other violation of the Comprehensive Dangerous Drugs Act of 2002 (RA 9165) (**Major Offense**)

Refusal to undergo random drug testing required by the government and the University (**Minor Offense**)

Accomplished and submit the Drug Testing Consent Form (DTCF).



# No Liquor / Gambling / Smoking Policy

Unauthorized bringing in, possession, or drinking liquor or entering the campus under influence of liquor. **(Major Offense)**

Gambling in any form. **(Major Offense)**

Smoking, including **e-cigarettes**, inside University premises and within the 5 meter periphery from gates/ fences/ walls of the University , along Agno and Fidel Reyes Sts. until E. Razon Sports Complex Bldg., or and even outside the University during academic functions or school activities. **(Minor Offense)**

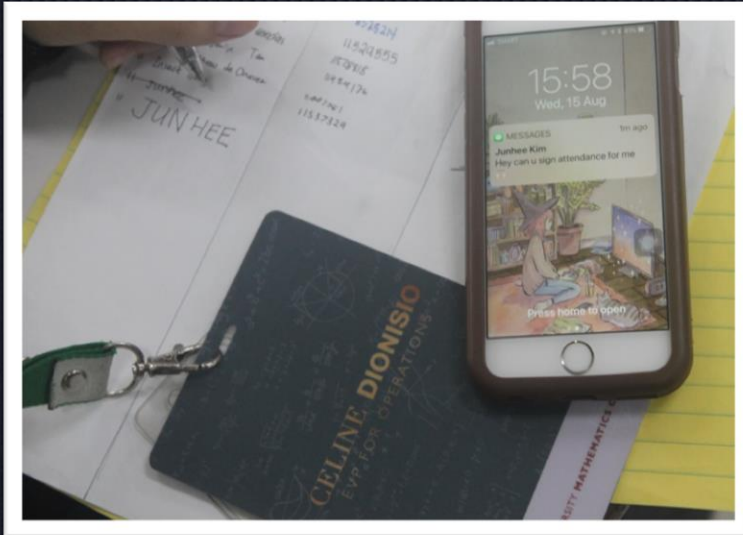


# **CLUE**

Honesty makes everything  
so easy.








[11]

**SICK NOTE**

 **Excused Absence**

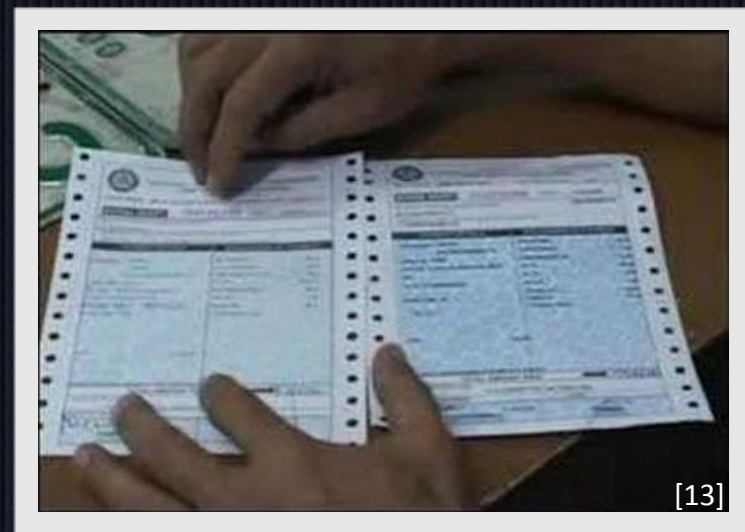
Date: February 13

Excused from:  work  class  other

Notes: *Bitten by rabid blood-thirsty raccoon with crazy eyes.*

Signature: *Dr. Yuri Zhivago*

[12]

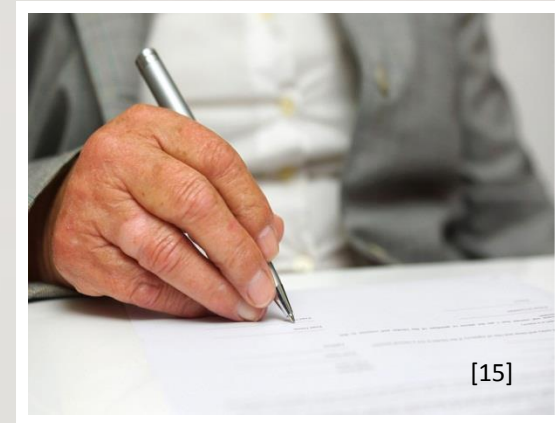


[13]

**FORGERY / FRAUD**

# Practicing Fraud/Deception Major Offense

- ❶ **Forging, falsifying or tampering with academic or official records or documents of any kind.**
- ❷ **Perjury or intentionally making a false statement of any material fact.**
- ❸ **Practicing fraud and deception in connection with anything that pertains to the University.**



# CLUE

Love one another with  
brotherly affection. Outdo one  
another in showing honor.

(Romans 12:10)





[16]



[17]



[18]

# FRATERNITY/SORORITY



# Membership in Unrecognized Organizations

**Sec. 5.3.1.18 Membership in a fraternity or sorority. (Major Offense)**

**Sec. 5.3.1.19 Encouraging students to violate their Non-Fraternity Contracts (NFC).**

**Sec. 5.3.1.22 Hazing or physical injuries.**

**Republic Act No. 8049 - An act regulating hazing and other forms of initiation rites in fraternities, sororities, and other organizations...**

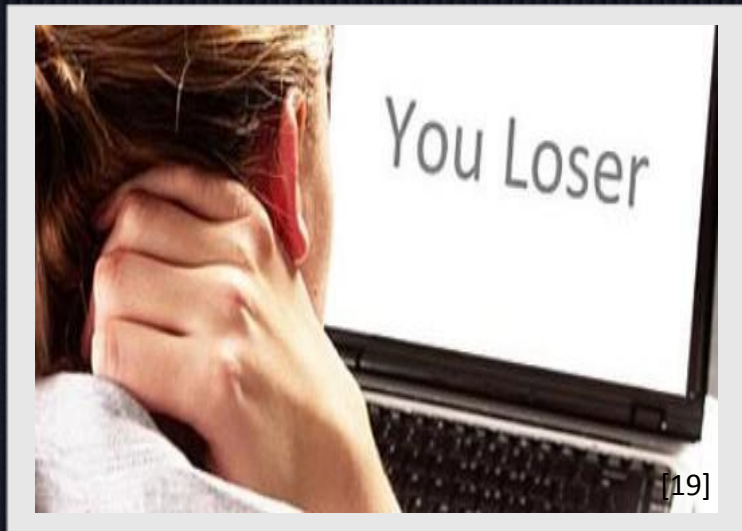
**Deadline of submission of NFC:  
September 14, 2018 at M115-B / W209.**



# CLUE

Showing respect is not a hard thing to do because it benefits them, him, her and you.





# DISRESPECT / BULLYING

# Acts of Disrespect (in words/deeds)

## Major offense

Gross acts of  
disrespect



## Minor offense

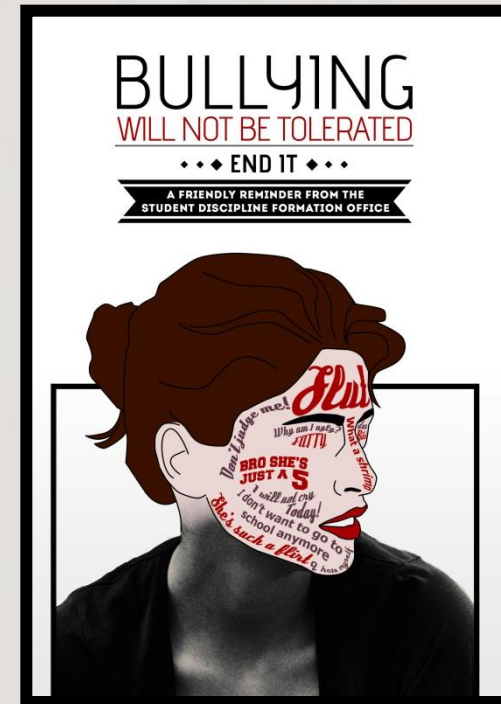
Simple acts of  
disrespect





# Bullying Major Offense

Bullying another in any form or violation of any of the provisions of the Republic Act (R.A.) No. 10627 or Anti-Bullying Act of 2013



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# Disobeying Classroom Policies

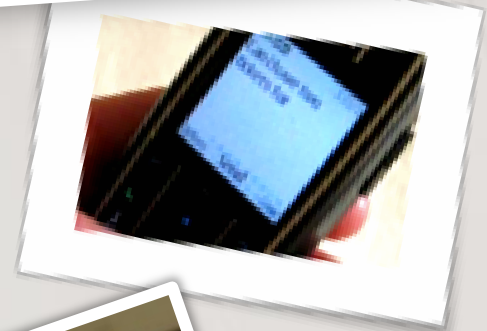
## Minor offense

Teacher's classroom policy violation  
inappropriate class attire  
cellphone use in class

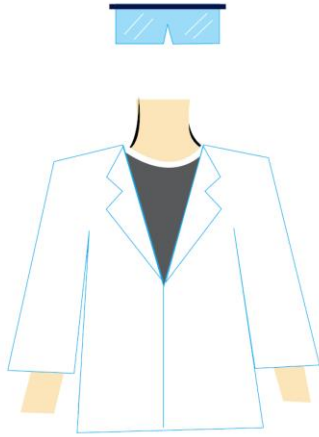


## When sent out

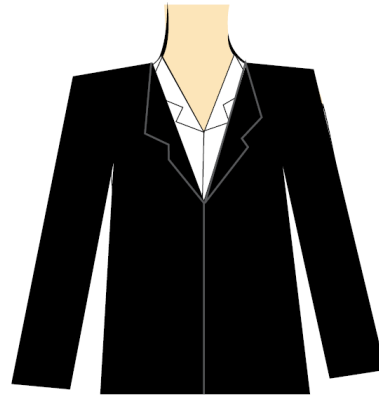
Report to SDFO M115-A immediately  
Write a Letter of  
Explanation/Admission/Apology  
Obtain a re-admission to class slip  
Schedule a case conference



# Prescribed In-class Dress Code Policy



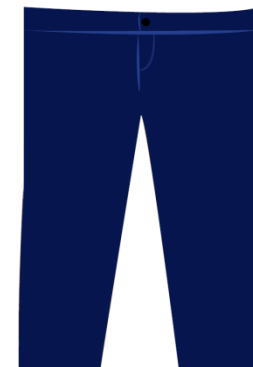
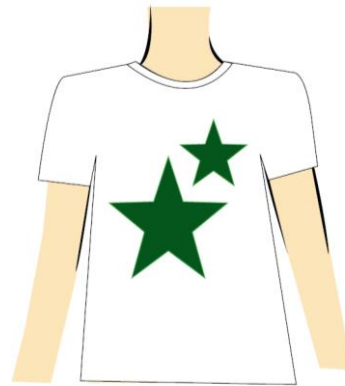
**WEARING OF APPROPRIATE  
ATTIRE IN LABORATORY  
CLASSES**



**WEARING OF CORPORATE  
ATTIRE IN CLASS**



**WEARING OF P.E. UNIFORM FOR  
P.E. CLASSES**



**WEARING OF PRESCRIBED ATTIRE  
DURING CWTS OR NSTP ACTIVITIES**

# Other Related Policies

All students must pause for some moment of reflection during the recitation of the **Angelus**, a Catholic devotion, daily at 12:00 nn and at 6:00 pm.

Everyone shall respect the Philippine National Flag through participating in the singing of the Philippine National Anthem.

Noisy and disruptive behavior are **not** tolerated.





# CLUE

“He who loves with purity considers not the gift of the lover, but the love of the giver.”

-Thomas Kempis





# SPG

T L K S H D

**STRONG PARENTAL GUIDANCE  
STRIKTONG PATNUBAY AT GABAY**

[20]



**PDA/ PDPI**

# Public Display of Physical Intimacy (PDPI)



## Minor offense



**Kissing intimately**



**Sitting on one's lap or allowing another to sit on one's lap**



**Cuddling another or allowing another to cuddle one's self**



**Resting the head on the chest of another or allowing another to rest on one's chest**



# Acts of Lewdness or Commission of Immoral Acts

## Major offense

- Necking or petting or playing with, kissing or fondling any sensitive part of the body
- Being inside a cubicle of a comfort room with another person regardless of gender or sex.
- Viewing, reading, display or distribution of pornographic materials inside the University
- Accessing internet sites that do not correlate to any specific subject or course within the University





# CLUE

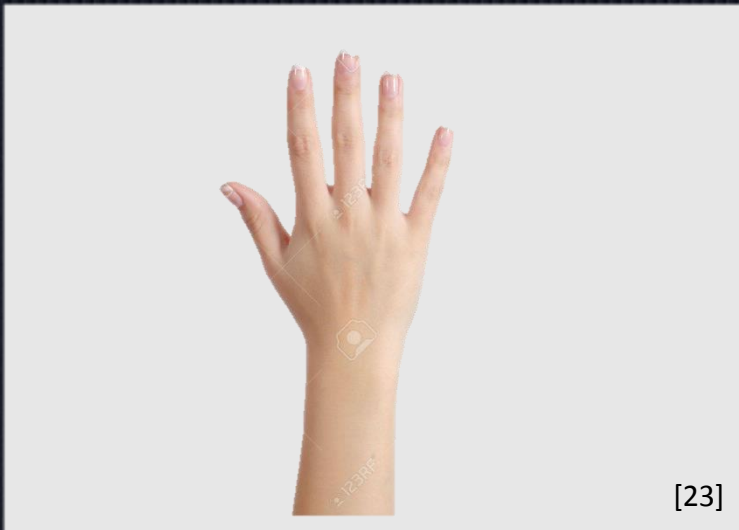
We are all free to express our own identity, but our mark as Lasallians lives in dressing appropriately.





7

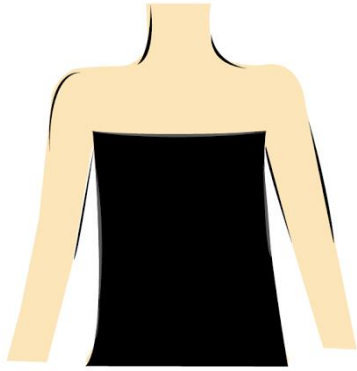
6



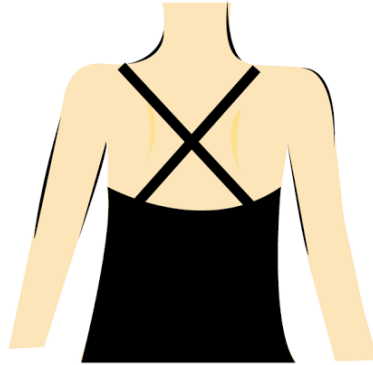
DRESS CODE

# No Compliance, No Entry Policy

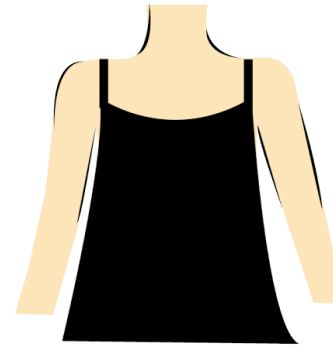
**TOPS**



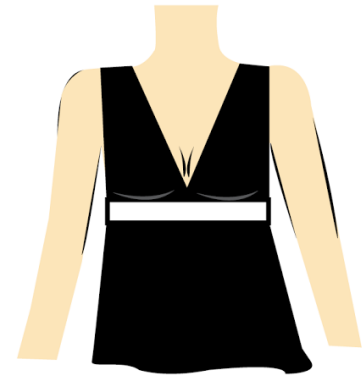
**TUBE TOPS**



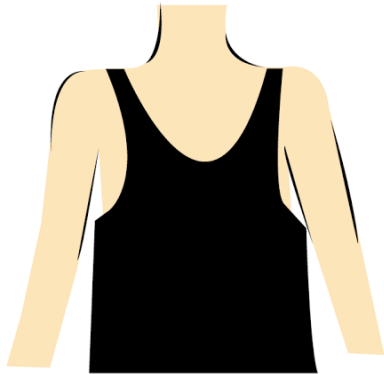
**BACKLESS BLOUSES /  
SHIRTS**



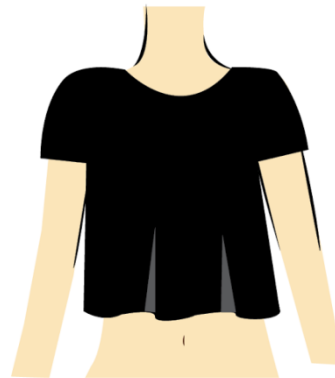
**SPAGHETTI  
STRAPS**



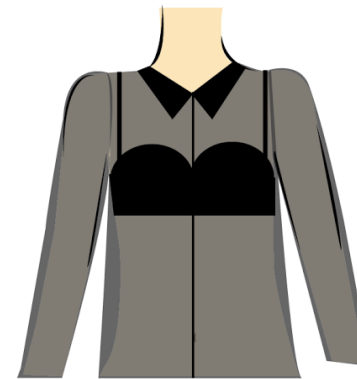
**PLUNGING  
NECKLINE**



**SLEEVELESS TOPS W/  
LARGE & LOOSE  
ARMHOLES**



**CROPPED TOPS &  
HANGING BLOUSE**



**SEE-THROUGH  
TOPS**



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# No Compliance, No Entry Policy

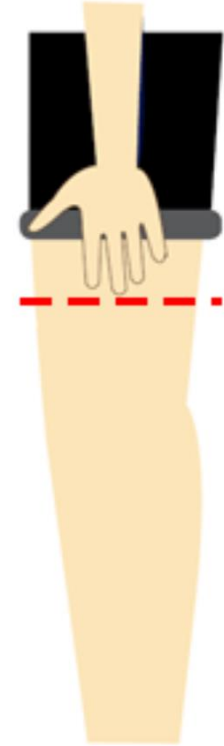
## BOTTOMS



**BOTTOMS WHERE THE  
UNDERGARMENT CAN BE  
SEEN**



**SPORTS, P.E. & ATHLETIC  
SHORTS INSIDE  
CLASSROOMS/SEMINAR  
ROOMS/ AUDITORIUM**



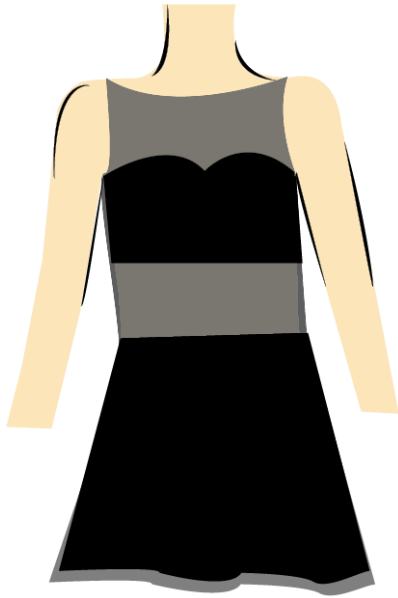
**PANTS WITH HOLES SHOWING THE SKIN ABOVE  
THE LONGEST FINGER**

**SHORTS & SKIRTS W/ HEMLINE ABOVE THE  
STUDENT'S LONGEST FINGER IN A STANDING  
UPRIGHT POSITION**

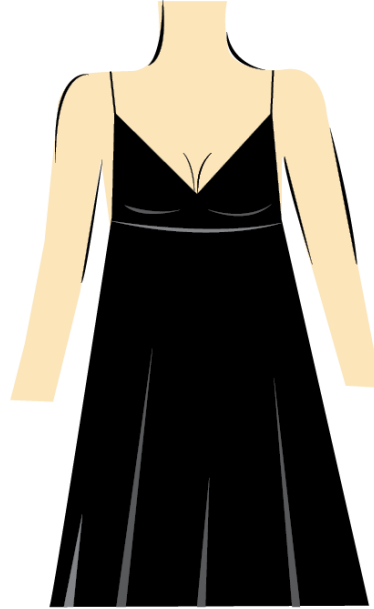


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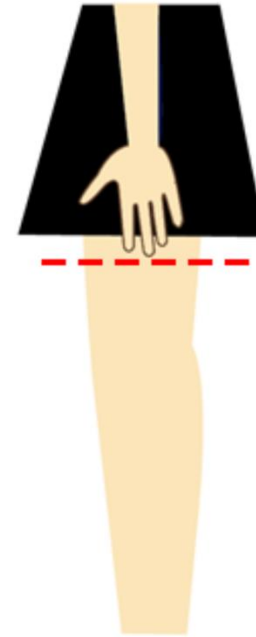




**SEE-THROUGH  
DRESSES**



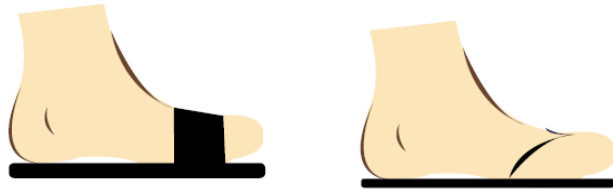
**DRESSES WITH PLUNGING  
NECKLINES**



**DRESSES WITH HEMLINE ABOVE  
THE STUDENT'S LONGEST FINGER  
IN A STANDING UPRIGHT POSITION**

# No Compliance, No Entry Policy

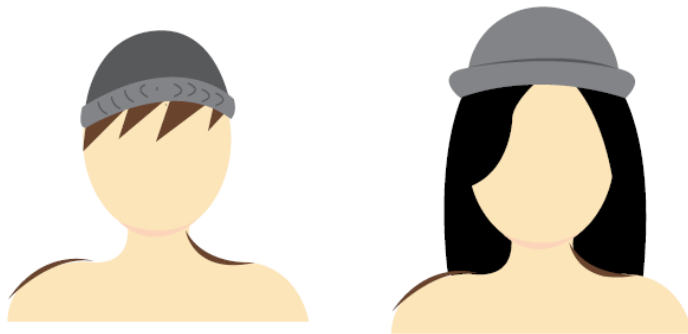
**FOOTWEAR  
& OTHERS**



**OPEN-TOE-FOOTWEAR W/O BACK-STRAP/  
SLING BACK/ HEEL OF AT LEAST 1 INCH**



**CLOTHING WITH PICTURES AND/OR  
STATEMENTS THAT ARE CONTRARY TO THE  
MISSION AND THE CATHOLIC NATURE OF  
UNIVERSITY**



**CAPS, BONNETS AND HATS WORN INSIDE  
CLASSROOMS/ SEMINAR ROOMS/ OFFICES/  
AUDITORIUM/ CHAPELS**

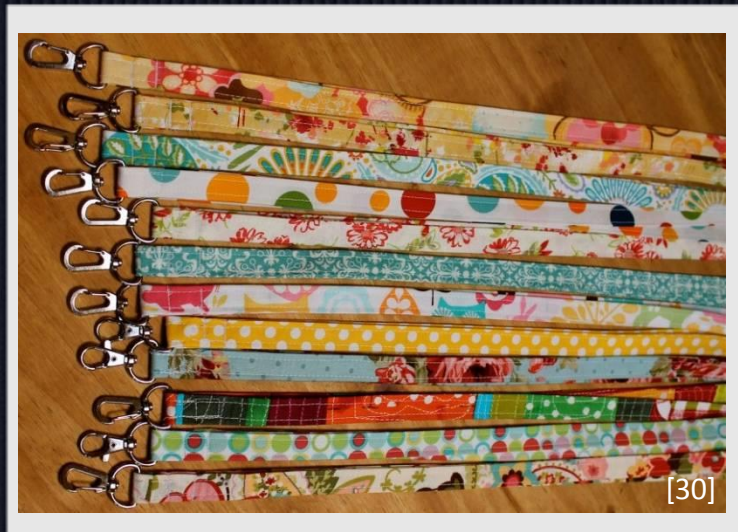


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# CLUE

The best way for others to trust in our dependability is to accept our own responsibility.





# ID



In Manila, Laguna, and Rufino campuses, ID is part of the school attire and should be **visibly worn** inside the campus at all times.

DON'T FORGET

[31]



Student Discipline Formation Office

# ID Related Policies

## Major offense

Lending/using someone else's ID

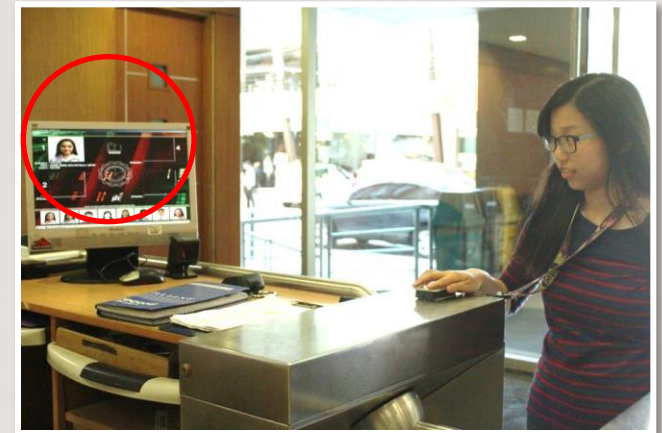


## Minor offense

Entering the campus without the school ID

Failure to surrender the Campus Pass within 5 days from issuance

Failure or refusal to present University issued ID/ Campus Pass inside the campus.



# School ID Infractions

5x

1<sup>st</sup> minor offense

Formation program

Pay a fine

10x

2<sup>nd</sup> minor offense

8 hrs. of University Service

15x

3<sup>rd</sup> minor offense

Major Offense



**“The student should be responsible in monitoring the number of his/her lost or left ID violations.**

**For every 5<sup>th</sup> entry into the campus without and ID, the student must immediately report to the SDFO”  
(SHB, 2018)**



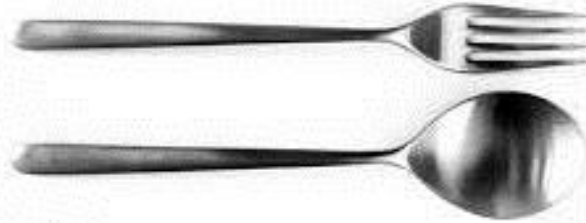
# CLUE

Keeping study areas spick-and-span is part of our 4.0 plan.





[32]



[33]



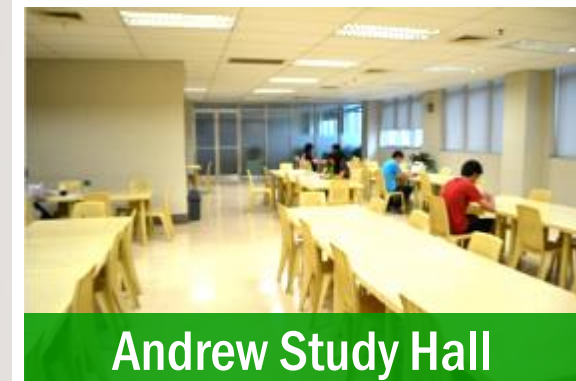
[34]

**NO EATING**

# No Eating Policy

## Minor offense

**Eating and drinking other than water**, in areas designated as non-eating place such as auditoriums, seminar rooms, classrooms (except light snacks such as **biscuits and candies**), laboratories, libraries, chapels, and study areas inside the buildings (except SJ Study Area and Gokongwei Lobby).



# Some Non Eating Areas



Medrano Hall



Laboratory



Classrooms



LS Study Area





# Clean as You Go (CLAYGO)

- Always bring used utensils to the depository areas



# Other Major Offenses

## Carrying or Possession of Deadly Weapons Inflicting Physical Injury/ Brawls



Unjust enrichment; stealing; failure to turn over lost and found items to the SDFO LFCS.



# Other Major Offenses

**Vandalism or the deliberate destruction of property belonging to the University or to any member of the academic community.**

**Scalping or selling of UAAP and other events' tickets at a price higher than the prescribed or approved amount.**

**Willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline-related offenses**



# Other Major Offenses

**Rape, any form of sexual assault, or abuse** (as defined in the 1997 Anti-Rape Law and the Violence Against Women and Children)

**Act that causes emotional and psychological distress such as but not limited to annoyance or mischief** (Unjust vexation as defined in the Article 287 of Revised Penal Code)

**Violation of policies on legal review of contracts and on signatory authority of contracts.**





# Other Major Offenses



**Commission of any cyber crime offense** as defined under RA 10175 or the Cybercrime Prevention Act of 2012, such as Cyber-libel, etc.



**Acts that bring the name of the University into disrepute, discredit or contempt to the name of the University.**



# Other Minor Offenses

**Playing of electronic, board or card games outside official University activities and academic requirement in the no playing areas.**



**Bringing in of cutters, pointed scissors and laboratory instruments without necessary permit.**



# Other Minor Offenses



**Loitering along classroom corridors during class hours**

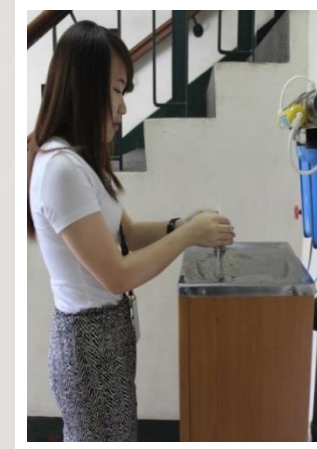
**Leaving things unattended  
(Clear-up Drive)**



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# Other Minor Offenses

- Unauthorized use of classroom and other school facilities for any purpose without any reservation or proper authorization
- Unhygienic and improper use of University facilities





# Other Important Provisions

- **Jurisdiction on Minor and Major Offenses**
- **Corrective Measures and Formative Interventions for Minor and Major Offenses**

(Please refer to Section 5 of the SHB)



# Implications of Having Discipline Infractions

- **Accumulation of minor offenses = one major offense.**
- **A student may be prevented from graduating.**
- **A student may be disqualified from receiving awards or recognition or from being a Dean's Lister.**
- **A student may be denied of issuance of Certificate of Good Moral Character.**



# WE ARE GLAD TO SERVE YOU!



**Service Hours:**

**Monday to Friday**  
7:00AM – 9:30PM

**Saturday**  
7:00AM – 6:00PM



**Offices:**

**Discipline Enforcement Section**

**M115**

**Discipline Education, Advocacy and Programs Section**

**M115-B**

**Lost and Found and Clearance Section**

**SJ 105**

**SDFO Director and Coordinators**

**SJ 115**



**Contact Numbers:**

**536-0269**

**524-4611 to 24**

**0921 – 275 - 9418**

**Local nos. 414, 611, 290**



**E-mail /**

**sdfo@dlsu.edu.ph**

**facebook:**

**facebook/sdfo.dlsu**



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**Please EVALUATE the  
SDFO Module ONLY!**



# **Task Force Safe School Video**



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*Thank you!*



## References:

- [1] <http://blog.ecollegefinder.org/wp-content/uploads/2013/04/plagiarism.jpg>
- [2] <http://icosa.hkbu.edu.hk/common-use/youtube-cheating-plagiarism/files/img/img2.png>
- [3] <http://theinstitute.ieee.org/img/04wtiBusinessPlagiarismMarkAirsiStockphoto-1364924937214.jpg>
- [4] [http://www.northkoreatech.org/wp-content/uploads/2011/04/image\\_preview.jpg](http://www.northkoreatech.org/wp-content/uploads/2011/04/image_preview.jpg)
- [5] [http://cdn.nubelo.com/blog/wp-content/uploads/2014/01/computers-geek-nerd-binary-computer-code-1680x1050-wallpaper\\_www.wallpaperfo.com\\_98.jpg](http://cdn.nubelo.com/blog/wp-content/uploads/2014/01/computers-geek-nerd-binary-computer-code-1680x1050-wallpaper_www.wallpaperfo.com_98.jpg)
- [6] <http://blog.planprescriber.com/wp-content/uploads/2014/12/MedicareCoverageofDiabetes.jpg>
- [7] [http://i.ndtvimg.com/mt/2014-08/Jail\\_generic\\_360x270.jpg](http://i.ndtvimg.com/mt/2014-08/Jail_generic_360x270.jpg)
- [8] [http://hdwyn.com/wallpaper/syringe\\_needle\\_apple\\_shot\\_hd-wallpaper-77996.jpg](http://hdwyn.com/wallpaper/syringe_needle_apple_shot_hd-wallpaper-77996.jpg)
- [9] <http://thumbs.dreamstime.com/z/dry-red-autumn-fallen-leaf-tree-close-up-white-background-maple-34305541.jpg>
- [10] <http://www.personal.psu.edu/bfr3/blogs/asp/caught-cheating-tests-01-af5.jpg>
- [11] <http://i.ytimg.com/vi/ThpnnlV4ppk/hqdefault.jpg>
- [12] [http://centralvaaudit.com/centva/wp-cotent/uploads/2010/12/Fotolia\\_2527367\\_XS-300x199.jpg](http://centralvaaudit.com/centva/wp-cotent/uploads/2010/12/Fotolia_2527367_XS-300x199.jpg)



## References:

- [13] [http://i.ytimg.com/vi/A\\_tNR1tupUw/hqdefault.jpg](http://i.ytimg.com/vi/A_tNR1tupUw/hqdefault.jpg)
- [14] <https://www.fightingidentitycrimes.com/wp-content/uploads/2014/06/stop-fraud.jpg>
- [15] [https://s3.amazonaws.com/law-media/uploads/131/13144/large/embezzlement\\_forger.jpg?1403737059](https://s3.amazonaws.com/law-media/uploads/131/13144/large/embezzlement_forger.jpg?1403737059)
- [16] <http://lostangelesblog.com/wp-content/uploads/2013/03/roman-handshake1.jpg>
- [17] [https://www.rhinogift.com/product\\_images/h/885/frat\\_board\\_4\\_small\\_\\_21256\\_zoom.jpg](https://www.rhinogift.com/product_images/h/885/frat_board_4_small__21256_zoom.jpg)
- [18] <http://blog.groopt.com/wp-content/uploads/2012/11/greek.gif>
- [17] [http://media.tumblr.com/tumblr\\_lld0f92Gig1qhp5s4.jpg](http://media.tumblr.com/tumblr_lld0f92Gig1qhp5s4.jpg)
- [18] <http://cdn5.socialjusticesolutions.org/wp-content/uploads/2013/02/make-hazing-stop-300x180.png?60d066>
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