



菲律賓馬尼拉天主教崇德學校

SAINT JUDE CATHOLIC SCHOOL

San Miguel, Manila

DISCIPLINARY POLICIES

1. Basic Understanding of School Discipline

Our understanding of the nature of students and their purpose for being in school is the foundation of our disciplinary policies. Likewise, our rules and regulations facilitate and govern the school environment we want to achieve shaping the social bonds and relationships we develop following the vision and mission of the school. Our disciplinary policies are drawn from such understanding of students and school and how normative rules are established to maintain the order and behavior required so that character may be formed which respects justice tempered with charity.

The school believes in the innate goodness of students and upholds their fundamental dignity. Students are social beings. They live a more meaningful life by accepting and contributing to this interdependence among people. They make choices drawn from their intellect and will using freedom. Freedom does not mean acting what one wants, but rather, choosing what is proper to their nature and purpose. Children and young students are to be cared for in such a way that they may develop and attain a greater sense of responsibility and a right use of freedom and that they may be formed to take an active part in society and the Church.

The focus of school discipline is the integral and total human formation of its students, which refers to the growth and development on the physical, intellectual, emotional, social, cultural, moral, and spiritual aspects of the individual. Parents have the foremost obligation in the education of their children. The school is the principal means of helping parents to fulfill their role in education. Since parents entrust their children to the school, mutual cooperation is essential between parents and teachers. In fulfilling their task, teachers are to collaborate closely with the parents and willingly listen to them. However, it does not follow that parents obtain the authority to direct school activities. Meanwhile, the school acts with “special parental authority and responsibility over the minor child while under its supervision, instruction, or custody” (Article 218 of the Family Code).

The school also believes the reality of sin which ruptures the relationship of an individual with God and alienates one from another. There are also offenses which refer to any behavior that violates the essential values and norms the school requires so it can carry

out its mission of education to prepare students for life. Occasionally, students have attitudes that are contrary to the values the school upholds or behavior that contradicts the norms the school maintains. These attitudes and behaviors disturb the school community and bring such students into conflict, especially with those in authority whose responsibility is to foster the integrity of the mission of the school.

Assuming an offense has been committed, the school exhausts first all possible means of solicitude and care which include listening, advice, counseling, coaching, parental collaboration and others. The disciplinary actions and process need to imbibe what the school wants from the student-offender: to reform and redeem oneself, and to learn.

Recourse to penalties as means of reforming the student, restoring justice, and repairing the harm done has an ultimate and necessary purpose both for the student and the school community. Thus sanctions, imposed by school, have medicinal, punitive and fundamentally educational purposes. However, not every offense warrants a penalty. Certain factors impairing freedom and knowledge may diminish or completely preclude imputability or responsibility for one's apparently unacceptable behavior.

The school believes that it has a significant role in shaping and forming the character of its students. It sees discipline as essential to learning. These rules and regulations on discipline shall govern the behavior and conduct of students inside the school as well as outside the school premises when they are engaged in activities authorized by the school. They shall also be applicable when the misconduct of the student, although committed outside the school premises, involves his/her status as a student or affects the good name and reputation of Saint Jude Catholic School.

Finally, the compliance of school rules and regulations is not the sole responsibility of students but also of their parents. The right of schools to establish and enforce reasonable rules and regulations for discipline extends to parents and parent-teacher associations as they assist and cooperate with schools.

2. Students' Responsibilities and Obligations

Following Education Act of 1982, Saint Jude Catholic School expects the following responsibilities and obligations from its students, namely:

- 2.1. Exert his utmost to develop his potentials for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society;
- 2.2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;

- 2.3. Promote and maintain the peace and tranquility in school by observing rules and discipline, and exerting efforts to maintain harmonious relationships with fellow students, the teaching and academic staff and other school personnel
- 2.4. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and the rights of others.

3. Offenses and its Classification

Offenses refer to any behavior that violates the essential values and norms the school requires so it can carry out its mission of education. It is an action that is contrary to the integral and total human development of a student following the vision and mission of the school. Any offense is an obstacle to both the student-offender and the whole school community in achieving the purposeful end of education.

The school classifies offenses depending on how intensely it disturbs the essential values and norms of the school. The more the substance of the offense is against the essential values and norms of the school, then the more gravely it is classified. Such classification includes: minor, major, and serious offenses.

3.1. Classification of Offenses

3.1.1. Minor Offenses

- a. Acts which disturb one's class or that of another such as excessive noise, boisterous laughter, loud chatting in public places and the like;
- b. Unauthorized entry into classrooms or breaking into a school function without permission of school authorities or those concerned;
- c. Chewing gum inside the school premises;
- d. Improper behavior during Mass, flag ceremony, class hours, Angelus and other school functions;
- e. Unauthorized use of cell phones, walkman, i-Pods and other similar gadgets during class hours, Mass, programs, and other school activities;
- f. Unruly and/or disruptive behavior while inside the school bus;
- g. Littering;
- h. Loitering in corridors during class sessions;
- i. Unauthorized eating in the classroom, laboratories, auditorium and in other areas where these are not allowed;
- j. Entering the campus in improper uniform or without an I.D. , failure to wear the I.D. properly or not wearing the validated I.D.;
- k. Staying in the school beyond the allowed time
- l. Unauthorized use of classroom or school facilities;

- m. Unauthorized use of chalk and chalk boards, chairs, tables, LCD, computer and other school equipments;
- n. Posting of unauthorized notices, announcements on bulletin boards or posting of announcements outside authorized areas of bulletin boards;
- o. Bringing, playing, and/or reading unrelated literature (i.e., comics, magazines, pocketbooks, tabloids, etc.) during class hours;
- p. Not returning books in demand and those borrowed for photocopying thus depriving other students of their right to use these books;
- q. For male students: wearing of make-up, earrings, head gear and/or other accessories inappropriate for school wear unless authorized for specific function/ activities;
- r. For female students: wearing make-up more than one (1) set of earrings and/or other accessories inappropriate for school wear;
- s. For all students: haircut, hairstyle and/or hair color inappropriate for school wear, including excessive use of jewelry, body piercing and tattooing;
- t. Leaving the classroom without permission during class hours.
- u. Improper use of school facilities, including toilets, laboratories, function halls, and others.

3.1.2. Major Offenses

- a. Commission of any three minor offenses whether of a similar nature or otherwise may be elevated as a major offense depending on the nature of the offense and the culpability of the offender;
- b. Brawls/fights in and out of campus and during school functions that may inflict physical injuries or moral harm and adversely affect the honor of the school leading to unfavorable or defamatory comments by others;
- c. Simple gambling of any sort;
- d. Refusing without just and/or valid reasons to appear before any duly constituted school body when duly summoned to do so;
- e. Forcible entry into the campus of Saint Jude Catholic School;
- f. Physical bullying, use of foul, abusive or offensive language; attacking the morality and integrity of a person;
- g. Deliberate disruption of a class, any academic function or school activity which tends to cause disorder or serious disturbance;
- h. Gross disrespect, in words and/or in deeds, which tends to put any member of the school community, including security guards and visitors, to ridicule and contempt;
- i. Instigating and/or engaging in activities resulting to injury or moral damage to persons or institutions through the use of the internet, social networking sites or any electronic media;
- j. Inappropriate acts done on or off campus such as public display of affection;
- k. Possessing, displaying, distributing pornographic pictures, posters, slides, CDs, VCDs, DVDs or similar materials, writing pornographic literature, accessing

pornographic materials through school facilities (i.e. internet access in the library), including personal devices such as cell phones, i-Pods, laptops, PSP , etc.;

- l. Participation in activities that diminish the dignity of the human person such as beauty contests, modeling, and/or posing for advertisements and other forms of print and/or non-print media which require baring one's body and/or wearing indecent attire and in suggestive poses;
- m. Defacing or writing on walls, desks, tables and the like;
- n. Tampering with official notices on black boards, bulletin boards;
- o. Theft (individual or in groups) of school or personal property or attempts to do s such criminal acts;
- p. Marking, tearing, mutilating and/or defacing a book or library materials in any way and in such case the offender is obliged to replace the material;
- q. Forging, falsifying, tampering any academic or official records or documents; making false statement of material fact; or practicing or attempting to practice any deception or fraud in connection with one's admission to, registration in, examination, enrollment or graduation from the school;
- r. Cheating or any form of dishonesty during any examination, test, quiz, including written requirements for submission.

The following acts shall constitute cheating:

- r.1. Unauthorized possession of notes or any material during an examination, test or quiz whether the student uses it or not;
- r.2. Buying and/or selling of test papers or any portion thereto;
- r.3. Leaking examinations, tests and/or quizzes;
- r.4. Copying from or allowing another to copy from one's examination/ test papers. In the latter case, both parties are liable;
- r.5. Deliberately glancing at a neighbor's examination paper and/or looking around in disregard of an earlier warning or admonition;
- r.6. Communicating with another student without permission from the teacher or the proctor during an examination/test;
- r.7. Making unnecessary noise or calling the attention of others during an examination, test or quiz
- r.8. Making reports, projects, and the like for others (in which case both shall be liable hereunder)
- s. Malicious dissemination of information including its entry on the internet/e-mail and other means;
- t. Tampering, mutilating of student ID and/or library card for the purpose of fraudulent entry into school premises and/or library, using another person's ID/library card and/or lending of one's ID/library card to someone else (in which case both shall be liable);
- u. Soliciting or collecting money, checks, and contributions and/or selling tickets for any cause or purpose without the approval of the school administration;
- v. Misuse of student or club funds;

- w. Truancy and cutting classes;
- x. Any offense analogous to the foregoing.

3.1.3. Serious Offenses

- a. Carrying or possession of firearms, deadly weapons, explosives, including firecrackers and the like, within the premises of the school;
- b. Gross misconduct;
- c. Organizing or being involved in groups or organizations which use violence; maintain secrecy of existence and/or activities; and require members/ applicants to act in any manner that is personally degrading and not directly related to the aims/ goals of the school;
- d. Possession, use, or pushing of prohibited drugs or possession of any regulated drug without proper prescription;
- e. Bringing/ Drinking any alcoholic beverage inside the school premises or during activities authorized/sponsored by the school;
- f. Entering the campus under the influence of alcohol or prohibited substances;
- g. Direct assault upon any member of the school community;
- h. Acts that prevent, coerce, force or intimidate others from entering the campus, attending classes or other school functions;
- i. Instigating or participating in concerted activities leading to the stoppage of classes, preventing or threatening any member of the academic community from discharging their duties or from attending classes or entering the school premises;
- j. Sexual harassment, sexual misconduct and the like;
- k. Grave threats to inflict harm on another person's honor or property such as blackmail, threats, and the like;
- l. Hazing or initiation of any kind either inside or outside the school premises and/or recruitment of another student to join any unrecognized association, organization, fraternity/sorority and the like;
- m. Commission of any acts of lewdness or acts of sexual immorality
- n. Vandalism or any willful and deliberate destruction of personal and/or school property;

4. DISCIPLINARY PROCEDURES

The following disciplinary procedures apply for students who violate school rules and regulations.

4.1. Authorities to Maintain School Discipline and Their Tasks

- 4.1.1. The whole school community shares on this responsibility to maintain discipline and order in the school.

- 4.1.2. The Director provides the over-all direction of disciplinary rules and regulations.
- 4.1.3. The Principal implements the direction of school disciplinary rules and regulations, particular to the departmental standards and levels of students.
- 4.1.4. The Prefect of Discipline is the main arm of the Principal in the supervision of the students' discipline on all departments.
- 4.1.5. The Head Teacher, in coordination with the Prefect of Discipline, oversees students' behavior and teachers' performance in maintaining and monitoring students' behavior. He/she also seeks the collaboration of parents on disciplinary concerns.
- 4.1.6. The immediate source of discipline is the faculty. Teachers manage their class and monitor students' behavior. They provide solicitude and disciplinary actions when infractions occur proper to their competency. They also seek parental collaboration and the assistance of administrators when needed. Advisers, however, have a greater role in managing, monitoring, and supporting students' behavior.
- 4.1.7. The guidance counselors assist students understand and be more responsible on the inner dynamics of their behavior. After properly informing their client, guidance counselors may provide school authorities and parents relevant information on how best to help any student.
- 4.1.8. Parents collaborate with teachers and school authorities on how to assist students improve their behavior. Parents are not the nemesis but rather the necessary participants in the growth and maturity of students. Adversarial relations between school and parents must be overcome for the welfare of the student and common good.

4.2. Competent Authority on Cases

The following offices/persons are competent to handle the case given the following classification of offense:

4.2.1. For Preschool Department

The teacher is competent to handle all cases. The head teacher may handle if assistance is sought by teacher/parent. In some cases, the adviser refers to the guidance counselor students for assistance and counseling.

4.2.2. For Grade School Department

For minor cases, the involved-teacher or adviser is competent to handle it. For those beyond three minor offenses, teachers are to be assisted by the head teacher

who conducts a conference with parents. The head teacher may forward a case to the Prefect of Discipline if it is deemed necessary.

For major cases, the head teacher is competent to handle the first offense with due cooperation of the involved -teacher or adviser. After the first major offense, all subsequent major offenses are under the competence of the Prefect of Discipline.

For serious cases, the Prefect of Discipline is competent to handle the case.

4.2.3. For High School Department

For minor cases, the teacher/adviser is competent to handle it. For the third offense, the head teacher conducts conference with parents and may forward the case to the Prefect of Discipline if needed.

For major cases, the head teacher is competent to handle the first offense with due cooperation of the involved- teacher or adviser. After the first major offense, all subsequent major offenses are under the competence of the Prefect of Discipline.

For serious cases, the Prefect of Discipline is competent to handle the case

4.2.4. Competence of the Prefect of Discipline and the Principal

On all cases under the competence of the Prefect of Discipline, he/she may handle it alone or call a Committee of Discipline composed of three persons to investigate and judge on the case. If the Prefect of Discipline decides to handle the case alone, he/she needs to listen to at least two assessors (head teacher, adviser/teacher, or any experienced member of the school) to accurately weigh all the proofs and arguments. If the Prefect of Discipline decides to pass it to the Committee of Discipline, he presides on hearings and discussions.

On all penalties imposed by the Prefect of Discipline, the consent of the school Principal is required.

4.2.5. Competence of the Director

On matters where the penalty imposed with the consent of the Principal includes immediate exclusion, non-readmission, and expulsion, the Office of the Director need to automatically review and confirm the decision before it is communicated to the parties concerned.

4.3. Disciplinary Actions and Penalties for Particular Offenses

The following disciplinary actions and penalties for particular offenses are provided by the school:

4.3.1. Preschool Department

On all disciplinary matters, teachers directly manage and monitor students' behavior with the aid of the guidance counselor on certain cases. Head Teachers are informed and may assist, especially on major and serious cases. Parents' information and collaboration are dutifully implemented. The Prefect of Discipline may be asked by the Head Teacher to supervise an extremely grave case, if needed.

4.3.2. Grade School Department

4.3.2.1. For Minor Offenses

Commission of minor offenses shall be approached using the following disciplinary acts:

- 4.3.2.1.1. First Offense:
Solicitude and oral reminder by the teacher/adviser
- 4.3.2.1.2. Second Offense:
Solicitude and oral reminder by the teacher/adviser,
and letter to the parent by the adviser informing them of
the behavior of the child and specifying the offense/s.
- 4.3.2.1.3. Third Offense:
Solicitude and oral reminder by the teacher/adviser,
letter to the parent by adviser informing them about the
incident/s, and guidance intervention
- 4.3.2.1.4. Subsequent Offenses: solicitude and oral reminder by
teacher/advisor, letter to the parent by adviser, guidance
intervention, and Head Teacher's conference with parents.

Notes:

1. On subsequent offenses, Head Teacher may forward the matter to the Prefect of Discipline whenever he/she deems it necessary.
2. It takes a composite of three persons (the teacher, head teacher, and the Prefect of Discipline) to decide on whether conduct C may be meted to the child after the third and succeeding minor offenses.

4.3.2.2. For Major Offenses

- 4.3.2.2.1. First Offense:

Solicitude and student-teacher/adviser dialogue, guidance intervention, invitation for dialogue with parents (c/o adviser),
with additional sanctions to be rendered by head teacher:

Additional sanctions:

4.3.2.2.1.1. On cheating:

20 points deduction in periodical tests and zero in other quizzes

4.3.2.2.1.2. Other major offenses:

light community service or other forms of sanction

4.3.2.2.2. Second Offense:

Solicitude and student-teacher/adviser dialogue, Intensive guidance counseling, parent-adviser (teacher) conference, and Prefect of Discipline make decision: facultative conduct C and other forms of sanctions to be added

4.3.2.2.3. Third and subsequent Offenses:

Solicitude and student-teacher/adviser dialogue, intensive guidance counseling, parent-adviser (teacher) conference, and Prefect of Discipline makes decisions: mandatory conduct C and other forms of sanctions to be added

Notes:

1. Grade 1 to Grade 4 is given a yearly clean slate. The conduct record in the previous year will not form part of the current school year.
2. Grade 5 to High School 4 conduct record is accumulated. The conduct record from Grade 5 onwards will be added and form part of the current school year in determining the number of times the student violated school policies.

4.3.2.3. For Serious Offenses

4.3.2.3.1. First Offense:

Solicitude and dialogue with teacher/adviser, intensive guidance counseling, parent –adviser (teacher) conference, Prefect of Discipline makes decision: mandatory conduct C or D, and other forms of sanctions to be added

4.3.2.3.2. Subsequent Offenses:

solicitude and dialogue with teacher/adviser,

intensive guidance counseling, parent-adviser (teacher) conference, Prefect of Discipline makes decision: mandatory conduct C or D, and other forms of sanctions to be added

4.3.3. *High School Department*

4.3.3.1. For Minor Offenses

- 4.3.3.1.1. First Offense:
solicitude and oral reminder by teacher/adviser
- 4.3.3.1.2. Second Offense:
solicitude and oral reminder by teacher/adviser,
letter to the parent by adviser informing them of the
behavior of the student, specifying the offense/s
- 4.3.3.1.3. Third and Subsequent Offenses:
solicitude and oral reminder by teacher/adviser,
guidance intervention, and Head Teacher's conference
with parents

(Note: The Head Teacher may forward the matter to the Office of the Prefect of Discipline whenever the situation warrants it.)

4.3.3.2.. For Major Offenses

- 4.3.3.2.1. First Offense:
solicitude and dialogue between student and
teacher/adviser, guidance counseling, parent-adviser
conference, with additional sanction to be rendered by
head teacher

Additional sanction:

- 4.3.3.2.1.1. Cheating: + zero on English subjects
+ retest on the same day with highest possible grade
of 75% on Chinese
- 4.3.3.2.1.2. Other major offenses:
Lighter form of sanction, such as community
service, to be rendered by head teacher in
coordination with Prefect of discipline

Note: No Conduct C yet

4.3.3.2.2. Second Offense:
Solicitude and dialogue between student and teacher/adviser, intensive guidance counseling, parent-adviser conference, and Prefect of Discipline makes decision: facultative conduct C or D, and other forms of sanction to be added

Other forms of sanction:

4.3.3.2.2.1. Cheating:
Zero in all types of examinations

4.3.3.2.2.2. other major offenses:
Other heavier forms of sanction

4.3.3.2.3. Third and subsequent Offenses:
Solicitude and dialogue between student and teacher/adviser, intensive guidance counseling, parent-adviser conference, and Prefect of Discipline decides: mandatory conduct C or D, and other heavier forms of sanction

4.3.3.3. For Serious Offenses

4.3.3.3.1. First Offense:
Solicitude with teacher/adviser and intensive guidance counseling, parents – Prefect of Discipline conference, Prefect of Discipline decides: mandatory conduct C or D, and other forms of sanction

4.3.3.3.2. Subsequent Offenses:
Solicitude with teacher/adviser and intensive guidance counselling, Parents-Prefect of Discipline conference, Prefect of Discipline decides: mandatory conduct C or D, and other heavier forms of sanction

5. Categories of Administrative Penalties

5.1. Verbal Admonition - This is an oral reminder to the offender calling his/her attention that he/she committed a minor offense. A dialogue with the teacher shall be called and the student shall be warned to refrain from repeating the offense.

- 5.2. Conduct Reduction - This is a penalty for student's violation of school policies wherein the conduct grade of the student will be one level lowered in the quarter the misdemeanor happened.
- 5.3. Community Service Obligations - This is a penalty for student's violation of disciplinary rules, wherein, the school authorities require the student-offender to fulfill certain community service obligations. A conference between the parents of the student-offender and the school authorities is held to collaboratively agree on the form of community service. The measure should be commensurate to the offense and should not be so arduous as to constitute child abuse.

The school authorities shall monitor a faithful compliance on the part of the student-offender. School authorities shall explain the objectives of the community service. Failure on the part of the student-offender to properly fulfill the community service obligations shall lead the school authorities to ask the student-offender to repeat their community service or to impose other disciplinary measures.

The following may be enjoined upon students as a form of community service obligations: cleaning the classroom or other specified places, sweeping the corridor/floor, mopping the corridor/floor, assisting the canteen personnel, assistance in the bookstore, assistance in the library, assistance in the clinic, tutorial assistance to schoolmates, and other community services the student can render.

- 5.4. Conduct C and Disciplinary probation – This is a penalty that may be imposed on students who commit a major offense or has accumulated a certain number of minor offenses which are consistently repeated without noticeable improvement. A student can be placed on disciplinary probation only twice during his/her stay in the department. More than this, he/she is subject to dismissal unless certain interventions proved to be useful.
- 5.5. Conduct D - This is a penalty that may be imposed on students who commit serious or major offenses. Circumstances relative to the misbehavior may lead the school authorities to impose this failure on conduct grade.
- 5.6. Suspension - This is a penalty imposed on students who commit a serious offense, a major offense or for habitual violations of school rules and classroom discipline. The Manual of Regulations for Private Schools provides two kinds of suspension: punitive and preventive suspension.

Punitive suspension refers to the school's prevention of student from attending class, taking examinations, quizzes, and graded recitations during the given period.

Since one is not excused from such graded work, he shall be given failing mark for not having taken them nor will be given special examinations to make up. The school, without informing DepEd, can deny a student attendance in his/her class for a period not exceeding 20% of the prescribed number of school days.

Preventive suspension is not a penalty but a deterrent to the disruption of normal school operations that may be caused by the continuous presence of a student-offender on campus. It may also be imposed to protect the student-offender from acts of vindictiveness. It may also be imposed during the pendency of the disciplinary proceedings and can be done without first complying with due process.

- 5.7. Exclusion and Non-readmission - Both penalties involve the removal of an undesirable student from the school rolls. It is imposed on students who commit a major or serious offense. A summary of investigation shall have been conducted and no prior approval by the DepEd is required on the imposition of these penalties. The decision of the school on cases involving removal from the rolls shall be filed in the school for a period of one year in order to afford the DepEd the opportunity to review the case in the event an appeal is taken by the party concerned. Students may be accepted to another school and their transfer credentials cannot be withheld.

For exclusion, this takes immediate effect and prevents the student from finishing the school year.

For non-readmission, the student will be allowed to finish the school year but he/she will not be readmitted to the next school year. The student given a non-readmission status shall be placed in Strict Disciplinary Probation. Failure on the part of the student to comply with the terms and conditions of his/her Strict Disciplinary Probation shall lead to Immediate Exclusion.

- 5.8. Expulsion - This is an extreme penalty that involves exclusion of a student from admission to any public or private school in the Philippines and which requires the prior approval of the DepEd Secretary. The penalty may be imposed from very serious acts or major offense as enumerated in the student handbook.
- 5.9. Other Forms/Categories of Penalties for Grave Offenses include exclusion from extra-curricular activities, exclusion from graduation ceremonies, probation, withholding of diploma, and others.

6. Committee on Discipline

- 6.1. Function. The Committee on Discipline is a fact-finding body with a task to know the facts, circumstances, and truth about reported violations of school rules and regulations committed by students. The Committee is vested with the power to conduct

investigations and inspections, summon parties, witnesses, and experts to gather testimonies and proofs, and finally make an administrative decision about the case. The Committee recommends the administrative decision to the Principal for his approval and implementation.

6.2. Composition. The Committee shall be composed of three (3) members presided by the Prefect of Discipline with members recommended by the head teachers and appointed by the principal.

6.3. Defender of the Student-Respondent. The proceedings of the Committee require school personnel to act as defender of the student-respondent. The defender protects the fundamental rights and interest of the student-respondent. His observations need to be heard by the Committee.

6.4. The Legal Counsel of the school may be invited for the proceedings when necessary.

7. Minimum Standards of Procedural Due Process in Student Disciplinary Hearings

7.1. The student must be informed in writing the nature and cause of any accusation against them;

7.2. They shall have the right to answer the charges against them, with the assistance of counsel, if desired;

7.3. They shall be informed of the evidence against them;

7.4. They shall have the right to adduce evidence in their own behalf;

7.5. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case;

7.6. The student shall be informed in writing of the decision promulgated in his/her case, and;

7.7. If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.