



BANNISTER
ACADEMY

Discipline Policy

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ABOUT BANNISTER ACADEMY

Bannister Academy is a private non-sectarian, secular and co-educational institution in Quezon City, Philippines that is open to learners from pre-school to senior high school.

It was founded in 2009 to offer holistic, integral formation through a basic education program that molds students to become individuals of competent intellect and upstanding moral character.

Education at Bannister Academy is founded on the principle that every learner has the capacity to overcome his or her limits with the combination of rigorous academic exercise and a well- rounded formation program.

Vision Statement

Bannister Academy aims to produce highly competent, morally upright, and socially responsible graduates who will be Renaissance Men and Women in, and for, the modern world.

Mission Statement

Bannister Academy provides its students quality education that is holistic, personal, character-centered, and community-oriented — preparing them for local and global society with strong skills of critical thinking, communication, and research.

The institution engages young learners who demonstrate a disposition to learn, and who endeavor to grow both in academics and in character.

Our approach to learning is guided by the three pillars of our educational philosophy:
First, that learning has three stakeholders: the child, the parent, and the teacher.

Second, that learning must develop a well-trained mind through the Trivium of classical education, namely grammar, logic, and rhetoric.

Third, that learning is a pursuit that is at once more rigorous and more accessible in a Paideia classroom, where a student acquires knowledge, develops intellect, and deepens the understanding of ideas and values

Beliefs

1. Every child is capable of reaching his or her full human potential.
2. Any child who demonstrates a disposition to learn has the aptitude to realize the promise of his or her individual gifts. Bannister Academy's learning environment promotes diversity in ideas, beliefs and perspectives.
3. Every teacher is a character educator.
4. A teacher in Bannister Academy believes that he or she has the moral responsibility to educate character — helping students achieve not only excellence in academics, but also excellence in personality and disposition.
5. Education is a personal responsibility of both home and school.
6. Learning is never limited to the school environment, and thus, parents share the role of Bannister Academy and its teachers in providing the learner a holistic education.
7. The school is the focal point of the community; its end should constantly be the good of the society where it belongs.
8. Bannister Academy is only the child's first foray into society, and from there they gain an understanding and an appreciation of the good that they are capable of contributing to the world at large.
9. Classical education is a foundation of integral development.

10. A well-trained mind is the distinctive outcome of a child's classical education at Bannister Academy, which is the cornerstone of his or her life-long journey to self-actualization.

Transcendere

The hallmark of the Bannister Education is training both mind and character of every learner to constantly and consciously discover and attain his or her human potential, and find joy in the process.

Transcendere [trānscondēre/]

Latin — to climb; to surmount; to overcome

Bannister Academy believes that its learners are capable of taking a step beyond their limits — climbing, surmounting, and overcoming their backgrounds, circumstances, and perceived thresholds to constantly become the best versions of themselves.

ABSENCES, TARDINESS, AND MAKE-UP WORK

Absences. A student who is absent must present a letter to his/her adviser, explaining the nature of the absence and signed by his/her parent or guardian. In cases where the absence is on account of medical reasons, a medical certificate, duly signed by a licensed physician, must be presented to his/her adviser as soon as he/she is present.

Failure of the student to provide the School with such a document may merit him/her an unexcused absence, which consequently can lead him/her not being able to take formative assessments given during the time of his/her absence. Excused absences include medical reasons; family emergencies (death in the family); injuries in school; and on account of natural and man-made disasters. Anything outside these scopes will be considered unexcused absences. Repeated cases of unexcused absences are subject to violations of the Student Disciplinary Code.

Tardiness. A student is considered tardy if he/she is not in the school by 8:00. In cases where the tardiness is on account of medical reasons, a medical certificate, duly signed by a licensed physician, must be presented to his/her adviser as soon as he/she is present. Failure of the student to provide the School with such document may merit him/her an unexcused tardiness, which consequently can lead him/her not being able to take formative assessments given during the time of his/her absence. Excused tardiness include medical reasons; family emergencies (death in the family); injuries in school; and on account of natural and man-made disasters. Repeated cases of unexcused tardiness are subject to violations of the Student Disciplinary Code.

- Three consecutive tardiness is equivalent to one absent.
- If a student arrives in school beyond 11am, he/she is considered absent and will be sent home unless a valid excuse letter from the parent is given.

Make-Up Work. A student who presents a duly signed excuse letter and/or a medical certificate from his/her parents, guardian, and/or physician may be allowed to make up for minor (i.e., formative assessments) and major requirements (i.e., summative assessments) missed during his/her absence.

INTELLECTUAL HONESTY

Students are expected to observe the highest degree of intellectual honesty in complying with their academic requirements. They are expected to turn in original work and depend on acceptable means of study and research in doing so.

In all cases where a student's work unavoidably refers to the work of others, the appropriate attributions must be made, otherwise such work is considered to be plagiarized.

For a more detailed discussion on the intellectual honesty policy of the School, refer to the *Academic Integrity Policy* handbook.

STUDENT DRESS CODE POLICY

Grade School and High School

Students shall wear the prescribed school uniform from Mondays to Thursdays and at official school events, unless otherwise specified. The general guidelines include the following:

For Females

- Closed black leather shoes (no heels or platform shoes), heels should not exceed 2 inches
- Uniform (skirt) must not fall above the knee
- Plain White socks (length must be over the ankle)
- Simple jewelry (stud earrings, watch, necklace)
- Basic hair accessories
- Natural hair color

- No nail polish
- No make-up
- ID (as part of the uniform) must be worn at all times

For Males

- Undershirt or sando worn must be plain white
- Uniform (shirt) must be tucked in, with black leather belt
- Plain White socks (length must be over the ankle)
- No jewelry (bracelets, necklace, expensive watch, etc...)
- Simple wrist watch will do
- Closed black leather shoes (loafer style or with shoelaces)
- No ballers ID, wearing of cap/hat and sunglasses inside the classroom
- No body piercings
- Hairstyle should be presentable and school inappropriate.
- Hair should not go beyond the eyebrows, ears and collar (No man buns, extreme Mohawks, fancy hairstyles, hair color, etc...)
- ID (as part of the uniform) must be worn at all times

P.E. Uniform

P.E. uniform (for boys and girls) comprises the set (upper and lower garment) provided by the school. This is to be worn with shoes appropriate for exercise and are to be worn during P.E. class only. Students who fail to wear complete P.E. uniform during P.E. class may not be able to participate in class drills and graded exercises. In the event that a student cannot wear his/her P.E. uniform due to unforeseen events, he/she may be allowed to participate during P.E. class, provided that he/she wears appropriate exercise attire, following the guidelines stipulated under “Casual Friday” attire. After P.E., students must change into their regular uniform or “Casual Friday” attire. Failure to abide by this protocol is subject to violations of the Student Disciplinary Code.

Casual Fridays

Students wear casual clothes on Friday, subject to the following general guidelines:

- Shorts are NOT allowed.
- Cross-dressing is NOT allowed
- Tight clothing is NOT allowed.
- See-through or sheer fabric, off-shoulder tops are NOT allowed.
- Slippers and slip-ons (bare-heeled and flat, open or close-toed) are NOT allowed.
- Caps and shades MUST NOT be worn inside the classroom.
- Designs on clothes MUST NOT contain, explicitly or implicitly, foul language, vulgar or suggestive messages and those with double meaning.
- Tops must cover the torso and undergarments at all times.

- Sleeveless outfits and low-cut necklines are not appropriate. Sleeves must fully cover at least one-third of the upper arm.
- Shoulders, back, and knees should be fully covered at all times.
- Skirts and pants should cover the knees at all times. When seated, the hem of the skirt or pants should fall on top of the knees. Slits should not go higher than 3 inches above the back and side of the knees.
- For female students, flat footwear, open or close-toed, with back and ankle straps are allowed.

STUDENT DISCIPLINARY CODE

The Student Disciplinary Code consists of the following basic guidelines necessary to maintain an atmosphere conducive to academic and personal formation. Following the expanded jurisdiction exercised by educational institutions in accordance with law, the Student Disciplinary Code applies as well to acts committed by a student outside the School premises when these acts involve student status, or are committed on the occasion of School functions or activities, or injure, or prejudice the good name or reputation of the School, acts violating public or social norms, and acts that disrupt regular academic life.

The school considers three general categories of offenses, as described below.

Minor Offenses (Category C)

These are offenses meriting warning or suspension.

1. Violations of Class Protocols
2. Violations of the School Dress Code
3. Violations of Electronic Devices Policy
4. Other misdemeanors or unbecoming conduct on School premises
5. Unexplained and/or disruptive loitering
6. Repeated cases of tardiness
7. Going to off-limits area

For offenses that fall under Minor Offences, the following procedures are followed:

- a. 1st offense: a verbal warning is given by the adviser to the student.
- b. 2nd offense: the student is sent to the Discipline Officer and a letter will be sent to the parents regarding the offence.
- c. 3rd offense: the offense is automatically elevated to a major offense (or Category B) and the student may be asked to serve an extended detention period or may be suspended, depending on the gravity thereof.

Major Offenses (Category B)

These are offenses that may be punishable by suspension, expulsion, or detention, as may be called for by the gravity thereof.

1. Unauthorized use of the name of the School or of an official, faculty member or personnel.
2. Threats to and/or disrespect of a School official, faculty, staff and other members of the Bannister community.
3. Theft of School or other private property.
4. Vandalism of School property.
5. Unauthorized possession and/or consumption of alcoholic beverages within School premises, and/or upon entering School premises under the influence of alcohol.
6. Engaging in the prohibited acts of the school's Anti-Bullying Policy.
7. Misbehavior during examinations. The first offense automatically merits a failing mark in the exercise and a written warning. The second offense is punishable by suspension. The third offense may be grounds for exclusion.

8. Any form of disruption of classes.
8. Physical disturbance or scandal, or engaging in a physical fight.
9. Bringing pornographic materials, or other pornographic media or representations thereof, whether in printed or electronic form.
9. Sexual misconduct, lewd or indecent behavior, or sexual harassment.
10. Indecent behavior also includes public displays of affection that are inappropriate in a school setting.
11. Providing false information in any form to School officials, including but not limited to the following: forgery, falsification, or tampering with academic or official documents of any kind; intentionally making a false statement or misrepresentation of any material fact; giving false testimony; and/or practicing or attempting to perpetrate fraudulent act, deception, or misrepresentation in connection with one's admission, enrollment, advancement, graduation or other participation or involvement in any other School undertaking, function, or activity including deceit or misrepresentation at examinations or other academic exercises.
12. Libelous publications or utterances.
13. Bribery, influence peddling.
14. Gambling. Gambling refers to any activity that involves betting, using monetary or other means. The use of gambling paraphernalia and play of any inappropriate card games (e.g. Cards Against Humanity) are strictly prohibited within the School premises and vicinities. Students are not to be seen gambling and playing inappropriate card games in their uniforms anywhere.
15. Violations of the No Smoking Policy.
16. Violation of disciplinary or administrative sanctions and restrictions.

17. Willful failure, disruption, or refusal to comply with disciplinary and other School rules or procedures, or other directives, verbal or written, from the School.
18. Academic misconduct. (See Academic Integrity Policy)
19. Repeated Cases of Absences. A student who has incurred absences up to a maximum of 20 percent of school days during the school year, without any written excuse letters and accompanying medical certificates (for absences with medical reasons), may be marked as having Failed Due to Absences (FDA).

Grave Offenses (Category A)

These are offenses that may be punishable with expulsion.

1. Possession, use, or trafficking of prohibited drugs.
2. Possession of firearms, or other deadly weapons or explosives, within School premises and its vicinities or during School functions or activities.
3. Assault, physical or verbal, against a School official, faculty, staff and other members of the Bannister community.
4. Membership or participation in the activities of a fraternity or sorority.
5. Hazing. Hazing refers to any rite, practice, or activity conducted for the purpose of admission to membership in an organization, employing acts that expose or subject the applicant to physical or psychological suffering or injury. This is regarded as a serious affront against the dignity of a person.

Additional Notes:

- a. Two or more minor offenses may yield a major offense. Two or more major offenses may yield a grave offense.

- b. Three minor offenses can yield a major offense. Two or more major offenses can yield a grave offense.
- c. Suspended students shall not be allowed to enter the school premises and will get a grade of 0 in all seatworks, tests, activities, projects, Paidea seminars and any assessments during the duration of the suspension. In cases of In-house Suspension, the student will be in school but will not join his/her class and will be staying in the Formation Office where he/she will serve his/her suspension and is allowed to submit requirements in his/her class.

In the end, sanctions are to be seen as meeting two major objectives, in the stated order:

- a. the requirement of justice for the offended party and the academic community, and hopefully,
- b. the realization by the student of the wrong committed and consequent repentance.

In the interest of improving Bannister school culture and student traditions, the student body, through the Student Council, may also propose amendments or refinements to school rules, subject to management approval.

DISCIPLINARY ACTION

As a general rule, the school utilizes measures of progressive discipline to the extent that such measures are reasonable and appropriate for ensuring a conducive environment of academic work and study. There is more weight given to disciplinary measures that are more *formative* than punitive in nature. Hence, while the student disciplinary code describes disciplinary infractions with prescribed penalties, the school may use its discretion in applying measures it deems appropriate to address a particular infraction, taking into account the attendant facts and circumstances of a student's misconduct.

At the minimum, any violation of school rules, policies or procedures that fall under Category B and C Offenses will involve a discussion of the infraction and a verbal warning or reminder. Depending on the circumstances, it may also involve an escalation of disciplinary actions as follows:

1. a student conference with subject teacher, headmaster, or other school officials and a verbal warning;
2. parental contact or written note to the parent, which may be sent through the student or directly communicated;
3. parent-teacher conference to discuss the infraction;
4. isolation and/or removal of student from class for an indicated number of class, periods, not to exceed 3 periods;
5. detention and extra work, during lunch hour or on Saturday mornings, which will require the student to stay in the classroom or school to accomplish additional tasks;
6. in-campus suspension, which involves the student reporting to school for a minimum of one school day, but separated from the class or the student body and requiring completion of tasks imposed by the Headmaster;
7. preventive suspension, if student is perceived as a threat to the general welfare of the school community, and prevented from entering the campus without possibility of academic make-up;

8. where appropriate, rendering time for community and/or in-campus service, as an alternative to punitive sanctions;
9. disciplinary probation for a minimum of one academic term, during which time the student should not commit any major disciplinary offenses that will result in the student being dropped from the rolls or denied admission the following school year;
9. disciplinary probation for a minimum of one academic term, during which time the student should not commit any major disciplinary offenses that will result in the student being dropped from the rolls or denied admission the following school year;
10. dropping from the rolls, which means dismissal with all the credentials necessary for a mid-year transfer;
11. non-readmission for the following school year; and
12. other disciplinary actions as may be deemed appropriate by the Headmaster or Management Committee, which may include rendering some form of community service.

BULLYING

Bannister Academy believes that bullying is a serious matter. The School has preventive measures in place, including mentoring and the character education program, to ensure that no such thing ever happens on campus. While bullying is a serious case, the School still follows that it is better to be formative than punitive.

Before any case becomes an official disciplinary offense, the school will exercise due discretion in resolving such issues without going into a formal inquiry.

Anti-Bullying Policy

In accordance with Republic Act No. 10627, more popularly known as the Anti-Bullying Law of 2013, and its Implementing Rules and Regulations prescribed by the Department of Education, Bannister Academy enforces an Anti-Bullying Policy. This policy is enacted by the school's Discipline Office and the Anti-Bullying Committee, composed of the members of the Management Committee and the Discipline Head, the Guidance Counsellor, a parent representative assigned by the Parents Association, and the head of the Student Council.

Bullying, is defined by law in the DepEd's IRR for Republic Act No. 10627, as any or a combination of the following: any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

2. Any act that causes damage to a victim's psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on the victim's looks, clothes and body;
4. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.

The term "bullying" shall also include:

1. "Social bullying" – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
2. "Gender-based bullying" – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

Procedure for Bullying Cases

Bullying is considered as a Major Offense, punishable by Suspension or Exclusion (depending on the gravity of the case), following the revised Student Disciplinary Code. Following what the DepEd's IRR prescribes, a bullying case is processed as follows:

1. A formal complaint is filed by the student to the school's Discipline Office citing a possible bullying incident. It will then be studied following the guidelines for determining which complaints are

considered to be valid disciplinary cases. The involved students and their parents or guardians shall be duly informed.

2. Once a bullying complaint is determined to have enough cause to be a preliminary inquiry is then carried out. The student accused of bullying shall be given a notice, with an opportunity to answer the complaint in writing. Then, the students involved and the witnesses to the incident shall be interviewed. This shall all be done by the Discipline Office and shall be put on record.
3. When all the pertinent documents – interview transcripts, written statements, evidences, etc. – have been prepared, the school’s Anti-Bullying Committee shall determine what sanction is appropriate to impose on the bully or bullies. The Discipline Office shall provide a formal notice of decision.
4. The Anti-Bullying Committee shall also determine the necessary intervention program needed to help the students involved, both the victim and the bully. The intervention program is carried out through the Guidance Office and through the mentors of the said student.