



KOLEHIYO NG PANTUKAN

PANTUKAN, DAVAO DE ORO



STUDENT HANDBOOK

2026 EDITION



KOLEHIYO NG PANTUKAN
OFFICIAL STUDENT HANDBOOK

MESSAGE OF THE COLLEGE PRESIDENT



To the students of Kolehiyo ng Pantukan:

Welcome to KNP. This Student Handbook is intended to be your practical guide to academic life, student services, rights, responsibilities, and conduct. It reflects KNP's commitment to excellent, holistic, culturally sensitive, inclusive, and affordable education for the people of Pantukan and neighboring communities.

The Handbook is more than a list of rules. It establishes clear and fair standards, explains where students may seek help, and identifies the processes that protect both individual rights and the welfare of the academic community. Every policy shall be implemented with integrity, accountability, service, respect, and due process.

As a KNP student, you are invited to take an active role in your learning, care for the College and its community, participate responsibly in student life, and live the IDEAS core values. May your years at KNP prepare you for a successful career, responsible citizenship, lifelong learning, and meaningful service.

COLLEGE PRESIDENT

Kolehiyo ng Pantukan

INTEGRITY | ACCOUNTABILITY | SERVICE | RESPECT | DUE PROCESS

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1. Institutional Identity and Governance

INSTITUTIONAL FOUNDATION & MANDATE

Institutional identity defines who Kolehiyo ng Pantukan (KNP) is, the public purpose it serves, and the fundamental standards that guide its academic, administrative, and civic work. KNP is a local higher education institution created and supported by the Municipality of Pantukan to widen access to relevant, affordable, and high-quality tertiary education. Its history, legal mandate, vision, goals, core values, official symbols, and academic portfolio form a unified institutional identity deeply rooted in public service, social mobility, and community development.

Governance gives operational meaning and legal force to that identity. It establishes where lawful corporate authority resides, how academic programs and policies are formulated and approved, who implements institutional decisions, and what verifiable evidence demonstrates public accountability. Under the local-college framework, the Board of Trustees provides policy direction and administrative oversight; the College President administers the institutional operations; the Academic Council reviews and recommends academic policies; and authorized offices translate institutional decisions into programs, student services, official records, and comprehensive support systems.

OFFICIAL INSTITUTIONAL IDENTITY STATEMENT

“KNP is a community-rooted local college committed to accessible and culturally responsive higher education, ethical public service, industry-relevant learning, student well-being and the development of globally competent yet locally grounded graduates.”

Pillars of Institutional Identity & Purpose

- **Public Purpose & Equity:** KNP operates primarily to widen access to quality tertiary education for deserving, underserved, and under-skilled youth within the Municipality of Pantukan and surrounding communities.
- **Legal & Municipal Mandate:** Grounded in Municipal Ordinance No. 215, series of 2025 (the 2025 Revised KNP-Juan A. Sarenas Campus Ordinance), establishing its legal framework and local government support.
- **Academic & Industry Relevance:** Delivers CHED-aligned and ALCUCOA-accredited degree programs engineered to meet local socioeconomic needs and contemporary workforce requirements.
- **Culturally Responsive Pedagogy:** Integrates community heritage, environmental context, and local agricultural/industrial realities directly into classroom instruction and extension programs.
- **Holistic Student Centricity:** Prioritizes student welfare, mental health, ethical development, and academic success through clear policies and robust institutional support services.

1.1 Purpose, Scope, and Use of the Handbook

OFFICIAL HANDBOOK PROVISION

This Handbook provides the general academic and student affairs policies applicable to all students of Kolehiyo ng Pantukan. It guides curricular, co-curricular, extracurricular, online, and College-authorized off-campus participation. It also explains the services available to students and the procedures for resolving academic, administrative, and disciplinary concerns. The Handbook applies together with national laws, Commission on Higher Education issuances, Municipal Ordinance No. 215, series of 2025, duly approved Board of Trustees resolutions, the academic calendar, program-specific policies, and official office procedures. A program or office may issue implementing guidelines only when these are consistent with higher authorities and have been properly approved and published.

When a provision is unclear or conflicts with a higher authority, the higher authority controls. Later duly approved issuances prevail over earlier inconsistent rules. No unpublished rule shall be used as the sole basis for a major sanction. Questions on interpretation shall be referred to the responsible office and, when necessary, to the Academic Council, College President, or Board of Trustees.

Key Policy Highlights & Breakdown

Core Function & Purpose: Establishes institutional academic and student affairs policies, details student services, and outlines standardized grievance and disciplinary procedures.

Scope of Application: Enforces compliance across all student learning modes and activities—including curricular, co-curricular, extracurricular, online platforms, and off-campus College-authorized activities.

Implementing Guidelines Standard: Subordinate academic programs or administrative offices may issue internal guidelines only if fully aligned with higher rules, properly approved, and officially published.

1.2 History and Creation

OFFICIAL HANDBOOK PROVISION

Kolehiyo ng Pantukan traces its educational roots to local initiatives intended to make tertiary education accessible to deserving, underserved, and under-skilled youth in Pantukan. Pantukan Community College was established in the 1980s but was later deactivated amid the peace and order conditions then prevailing in the area.

In Academic Year 1997-1998, tertiary programs in agricultural education, agriculture, and extension education were offered, with classes initially conducted at Pantukan National High School while a permanent site was being developed. The Sarenas family provided land that supported the establishment of a local higher education institution.

Municipal Ordinance No. 06, series of 2009, established a college institution in the Municipality of Pantukan to be known as Kolehiyo ng Pantukan. It was amended through Municipal Ordinance No. 20, series of 2010; Municipal Ordinance No. 24, series of 2011; and Municipal Ordinance No. 74, series of 2016. KNP began operations in June 2011 through the combined efforts of the local government, education leaders, faculty, staff, and the Pantukan community.

On August 22, 2025, the Sangguniang Bayan enacted Municipal Ordinance No. 215, series of 2025, known as the “2025 Revised Kolehiyo ng Pantukan-Juan A. Sarenas Campus Ordinance.” It consolidated and repealed the earlier ordinances and now provides the principal local legal framework for KNP’s governance and operation.

KNP began with programs in teacher education, business administration, and agribusiness, and later expanded its offerings in response to community and industry needs. It secured institutional and program recognition from the Commission on Higher Education and pursued accreditation through the Association of Local Colleges and Universities - Commission on Accreditation.

KNP remains a local college created and supported by the Municipality of Pantukan. Its identity is rooted in public service, access to higher education, community engagement, culturally sensitive learning, and the development of globally competent yet locally grounded graduates.

CAMPUS DESIGNATION & DEDICATION

In recognition of the Sarenas family's pivotal land donation supporting the establishment of a permanent local college, the institution's principal campus is officially designated as the 'Juan A. Sarenas Campus' under Municipal Ordinance No. 215, series of 2025.

1.3 Vision

“By 2035, KNP shall be a globally recognized, forward-thinking institution that fosters inclusivity and lifelong learning and contributes to the economic vigor and quality of life in Pantukan.”

1.4 Mission

“KNP is committed to providing excellent, holistic, culturally sensitive, and affordable education through dedicated and competent faculty and staff, relevant and research-based curricula, and appropriate learning facilities that prepare students for successful careers and responsible citizenship.”

1.5 Goals

KNP pursues the following institutional goals:

- Transformative leadership;
- Industry-relevant programs;
- Meaningful community engagement;
- Innovative, research-based, and culturally sensitive curricula;
- Continuous improvement;
- Student support and well-being; and
- Continuing professional development.

1.6 Core Values

Where great IDEAS begin:

- **Integrity** – acting honestly, ethically, and consistently;
- **Dynamism** – responding constructively to change and opportunity;
- **Excellence** – pursuing high standards in learning, work, and service;
- **Accountability** – accepting responsibility for decisions and outcomes; and
- **Service** – contributing to the welfare of others and the community.

1.7 Meaning of the KNP Seal



The circular seal represents the continuing mission of education and the shared dedication of the College community. The central torch symbolizes knowledge,

enlightenment and growth, while the open book represents learning and the pursuit of truth. The laurel, pedestal, wings, triangle, globe, land, sea, waves and sun rays collectively express achievement, instruction, research, extension, global competence, resilience and the character of the people of Pantukan.

Official Color Meanings

Color	Institutional Meaning
White	Purity of purpose and the integrity of the College's educational mission.
Green	Growth, agriculture and fulfillment, reflecting the institution's local environment and developmental roots.
Yellow / Gold	Achievement and the natural and economic resources of Pantukan.
Blue	The sea, challenge, calm purpose and the College's historical and geographic setting.

Authorized Use of Institutional Marks

The seal, name, acronym, colors and official marks may be used only under KNP identity and intellectual-property guidelines. Prior authorization is required for merchandise, fundraising, public representation or external communication to prevent misleading use and preserve institutional consistency.

1.8 Local-College Governance

Legal Status and Governance Basis

KNP is owned and supported by the Municipality of Pantukan and is governed as a local college under Municipal Ordinance No. 215, series of 2025, applicable national laws, CHED standards for local universities and colleges and duly approved Board resolutions. Structures that apply specifically to state universities and colleges do not automatically apply to KNP unless separately adopted by competent institutional authority.

Board of Trustees

Corporate and policy-making authority is vested in the Board of Trustees. Its composition combines lawful municipal authority, institutional leadership, academic representation, student and alumni voices, development agencies and industry participation.

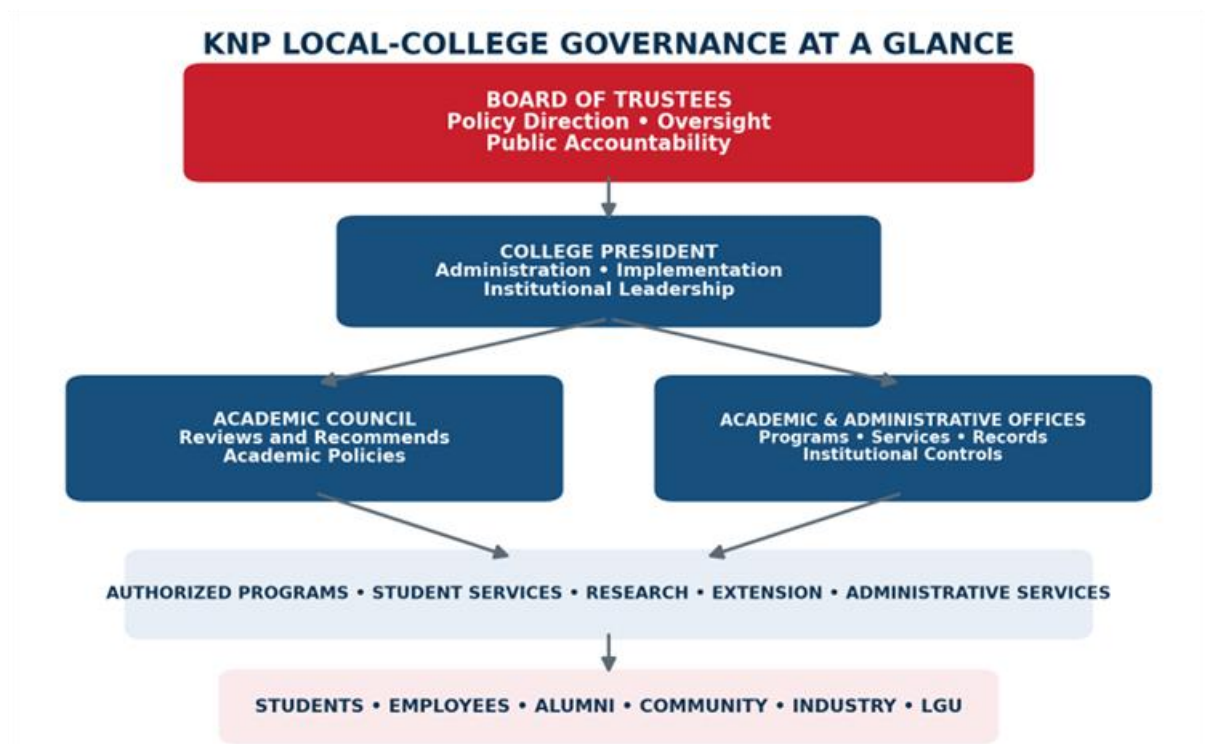
Governance Position	Representation under the Ordinance
Chairperson	Local Chief Executive of the Municipality of Pantukan
Vice Chairperson	College President
Regular representation	Presidents of the recognized faculty association, Supreme Student Council or Government and alumni association; Chairperson of the Sangguniang Bayan Committee on Education; representatives of the Department of Agriculture and an accredited business or industry sector; and the Municipal Administrator

Governance Position	Representation under the Ordinance
Permanent resource persons	CHED, NEDA and designated municipal fiscal, engineering, human-resource and support offices, in accordance with the ordinance

Principal Governance Responsibilities

Governance Actor	Primary Institutional Responsibility
Board of Trustees	Approves policies, curricula, admission and graduation standards, discipline rules, lawful fees and major institutional plans.
College President	Administers KNP, implements Board policy and directs institutional operations.
Academic Council	Reviews and recommends curricula, admission and graduation requirements and discipline rules for Board action.
Academic and administrative offices	Implement approved policies, programs, services, records and institutional controls.
Registrar and Admissions Office	Publishes the current official program list before every admission cycle and safeguards related records.

Governance Architecture



Governance at a glance: lawful authority flows through the Board and executive leadership, while implementation evidence and stakeholder experience inform accountability and improvement.

Governance is not limited to an organizational chart. It is the connected process by which lawful authority becomes policy, policy becomes implementation and implementation is demonstrated through records, results, evaluation and corrective action. Each office remains responsible for its assigned duties, while shared concerns must be coordinated through the proper councils and approving authorities.

Organizational Continuity

The current organizational chart and office directory should be issued and updated administratively. Names of incumbents should not form part of permanent policy text because appointments, elections and designations change. Current rosters may be maintained as controlled administrative references linked to the governing ordinance and valid appointment records.

1.9 Academic Mandate and Program Portfolio

Authority to Offer Programs

KNP may offer only academic programs for which it holds the required government authority, institutional recognition, permit, recognition or Certificate of Program Compliance, as applicable. Program offerings remain subject to continuing CHED authority and current Board approval. The Registrar and Admissions Office must publish the current official list before every admission cycle.

Authorized Program Reference	Major / Field Listed in the Scope
Bachelor of Secondary Education	English; Mathematics; Social Studies; Values Education
Bachelor of Technology and Livelihood Education	Home Economics
Bachelor of Science in Agribusiness	None
Bachelor of Science in Business Administration	Financial Management; Human Resource Management; Marketing Management
Bachelor of Science in Criminology	None
Bachelor of Science in Entrepreneurship	None
Bachelor of Science in Tourism Management	None

2. Academic Affairs Services, Guidelines, and Policies

2.1 Academic Calendar and the KNP Term System

KNP uses a term system within a semestral academic year. For consistent interpretation:

- One academic year normally consists of two regular semesters.
- Each regular semester consists of two instructional terms: First Term and Second Term.
- A regular academic year therefore normally contains four instructional terms.
- A special or summer term may be offered outside the regular semesters when approved.
- The academic calendar shall identify the enrollment period, beginning and end of each term, assessment periods, grade submission, completion deadlines, holidays, institutional activities, and graduation schedules.

Courses may be scheduled in a term block according to the approved curriculum and class schedule. Credit units and required contact hours remain governed by CHED and the approved program curriculum; the shorter calendar block does not reduce required learning time.

Unless a policy expressly states otherwise:

- term-based rules govern enrollment in a course block, adding or dropping courses, attendance, final assessment, submission of course grades, academic-delinquency standing, and board-program retention reporting;
- semester-based rules govern the combined academic load of the two terms, semester grade point average, President's and Dean's List qualification, scholarship standing, and semester clearance; and
- academic-year rules govern residency, completion periods, graduation planning, and annual reporting.

The College Registrar shall prepare the academic calendar in coordination with Academic Affairs and concerned offices. It shall be reviewed by the appropriate academic body and approved by competent KNP authority before publication.

2.2 Admission Policy

Kolehiyo ng Pantukan (KNP) is committed to providing equitable, inclusive, and quality access to higher education. Admission shall be open to qualified applicants without discrimination on the basis of age, sex, gender, sexual orientation, gender identity or expression, civil status, pregnancy, religion, ethnicity, disability, socioeconomic status, political affiliation, or any other status protected by law.

In accordance with Municipal Ordinance No. 215, Series of 2025, qualified residents of the Municipality of Pantukan shall be given admission priority. Such priority does not guarantee admission and shall be implemented through fair, transparent, and published admission criteria, subject to program requirements, available slots, faculty and facility capacity, and institutional policies.

1. Admission Examination

All Incoming Freshmen, Transferees, and Returnees are required to take the official KNP Admission Examination, which shall be administered and supervised by the Office of Guidance, Counseling and Student Development.

On the scheduled examination date, applicants must present a photocopy of their PSA Birth Certificate and one (1) valid government-issued or school-issued identification card for identity verification before they are allowed to take the examination.

The admission examination results shall serve as one of the bases for admission, academic advising, and program placement. Applicants to board programs may be subject to additional qualifying requirements, such as interviews, program-specific assessments, or other evaluation procedures approved by the College.

A qualifying examination result establishes eligibility for further evaluation but does not guarantee admission to a specific academic program. Final admission shall remain subject to compliance with program requirements, ranking, available slots, and other applicable institutional policies.

2. Examination Result Matrix

The Examination Result Matrix serves as the official guide for interpreting applicants' admission examination results. It provides a standardized framework for classifying examinees according to their Stanine score, corresponding performance level, and eligibility for admission to both board and non-board programs.

This matrix is intended to ensure that admission decisions are fair, transparent, and consistent by establishing clear criteria for program placement, screening, and academic advising. The results guide the Admission Committee in determining whether an applicant is eligible for admission, requires further assessment, or should be referred for academic support or future admission opportunities, in accordance with the institution's admission policies and program requirements.

Stanine	Description	Non-board Programs	Board Programs
1-2	Below average	Not eligible for initial degree-program placement in the current cycle; the applicant may receive advising, bridging referral, or information on the next testing cycle	Not eligible for initial board-program placement
3	Below average	May be considered conditionally only when slots remain, after higher-ranked applicants have been accommodated, and after interview and an academic support plan	Not eligible for initial board-program placement

Stanine	Description	Non-board Programs	Board Programs
4-6	Average	Eligible for ranked admission, subject to quota and program requirements	Eligible for ranked screening, subject to the Board Program Qualifying Test, structured interview, quota, and program requirements
7-9	Above average	Eligible and prioritized according to rank, subject to quota and program requirements	Eligible and prioritized according to rank, subject to the Board Program Qualifying Test, structured interview, quota, and program requirements

3. Admission Guidelines

To ensure an orderly and efficient admission process, all applicants shall comply with the following guidelines:

- Applicants must submit complete and authentic admission requirements to the Admissions Office within the prescribed schedule.
- All applicants are subject to the admission screening and interview requirements of their chosen academic program.
- Admission is based on compliance with institutional requirements, eligibility, and the availability of program slots.
- Transferees and returning students must undergo credential evaluation before enrollment.
- Applicants with incomplete or falsified documents shall not be admitted until all deficiencies are resolved.
- Accepted applicants must complete all enrollment procedures within the designated enrollment period.
- The College reserves the right to accept or deny applications in accordance with its admission policies, academic standards, and existing rules and regulations.
- All admitted students are expected to abide by the policies, rules, and regulations of Kolehiyo ng Pantukan and uphold the institution's standards of academic integrity and good conduct.
- All freshmen and transferee students are required to attend the orientation program.

4. Admission of Priority Sectors

KNP supports inclusive education and shall provide reasonable accommodation and appropriate assistance to qualified applicants belonging to priority sectors, including:

- Persons with Disabilities (PWDs)
- Indigenous Peoples (IPs)

- Solo Parent beneficiaries
- Alternative Learning System (ALS) graduates
- Other sectors recognized under existing laws and government policies

Appropriate supporting documents may be required for verification and the provision of necessary accommodations. Applicants with disabilities shall be provided reasonable accommodations during the admission process, including testing, interviews, and enrollment, consistent with applicable laws and institutional policies.

5. Grounds for Refusal of Admission

Admission may be denied when an applicant:

- Fails to submit complete and authentic admission requirements within the prescribed period.
- Submits falsified or fraudulent documents or information.
- Does not satisfy the minimum admission requirements or program qualifications.
- Is disqualified under applicable laws, CHED regulations, or institutional policies.
- Has unresolved disciplinary or legal issues that materially affect campus safety or program eligibility, following due process and an individualized evaluation.

Previous disciplinary records shall not automatically disqualify an applicant. Each case shall be evaluated fairly, with the applicant given the opportunity to explain before a decision is made.

4. Enrolment Guidelines

- Standard enrolment procedure is set in place to facilitate enrolment process.
- Enrollees must strictly follow the detailed enrollment procedures.
- Enrolment procedures are available at designated classrooms.
- Students must follow the sequence in their curriculum to expedite enrolment.

2.3 Admission Categories and Requirements

Admission Categories

Kolehiyo ng Pantukan (KNP) welcomes qualified applicants from diverse educational backgrounds and provides admission opportunities through various categories to ensure equitable access to higher education. Admission is granted based on the applicant's educational status and compliance with the College's admission policies, procedures, and requirements.

The College recognizes the following admission categories:

- Incoming Freshmen – Applicants who have completed Senior High School or its equivalent and are entering college for the first time.
- Continuing Students – Students who are regularly enrolled and are continuing their studies in the succeeding semester or academic year.
- Transferee Students – Students transferring from another recognized higher education institution who seek admission to continue their studies at Kolehiyo ng Pantukan.

- Returning Students (Returnees) – Former Kolehiyo ng Pantukan students who intend to resume their studies after a period of non-enrollment.
- Other Admission Categories – Applicants applying as second-degree students, shiftees, cross-enrollees, or international students, subject to applicable institutional policies and government regulations.
- All applicants shall comply with the admission requirements, screening procedures, and enrollment policies prescribed by the College before admission is granted.

B. Admission Requirements

Applicants shall submit the documentary requirements prescribed by the Office of the Registrar and Admissions Office. Required documents vary according to the applicant category and may include, but are not limited to:

Incoming Freshmen

- Senior High School Report Card (Form 138) or equivalent
- PSA Birth Certificate
- Certificate of Good Moral Character
- Recent ID photographs
- Other documents required by the College

Transferees

- Official Transcript of Records
- Honorable Dismissal/Transfer Credential
- Certificate of Good Moral Character
- Course descriptions for evaluation, when applicable
- Other required admission documents

Returnees

- Application for Readmission
- Clearance from previous enrollment
- Previous academic records
- Other documents required by the Registrar

The College reserves the right to require additional documents whenever necessary for verification or compliance with government regulations.

The Office of the Registrar shall issue the official Admission Requirements Checklist for every admission period. Administrative requirements such as documentary stamps, photograph specifications, envelope colors, file labels, and similar procedural details may be updated through the Registrar's checklist without requiring amendments to this Handbook.

Applicants with incomplete documentary requirements may be granted provisional admission, when permitted by law and institutional policy. The Registrar shall issue a written notice indicating the missing requirements and the deadline for submission. Failure to comply within the prescribed period may result in the cancellation of provisional admission or denial of enrollment in the succeeding term.

All admission documents and personal information shall be collected, processed, stored, and protected solely for legitimate academic and administrative purposes in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and the College's Data Privacy Policy.

2.4 Admission and Enrollment Appeals

Kolehiyo ng Pantukan recognizes the right of applicants and students to request a review of an admission or enrollment decision. An appeal provides an opportunity for a fair and impartial reassessment while ensuring that admission standards and institutional policies are consistently applied.

Applicants who fail to meet the required Stanine score or who are denied admission for non-disciplinary reasons may file a formal appeal.

Appeal Procedures

Filing of Appeal

The applicant shall submit a written Letter of Appeal addressed to the Admission Officer within five (5) working days from receipt of the admission decision or examination results. The letter shall clearly state the grounds for the appeal.

Submission of Supporting Documents

The appeal shall be accompanied by relevant supporting documents, such as:

- Grade 12 Report Card or Transcript of Records, as applicable;
- Certificates of academic or extracurricular achievements; and
- Other documents that may support the request for reconsideration.

Acknowledgment and Review

The Admission Office shall acknowledge receipt of the appeal and endorse it to the Admissions Committee for impartial evaluation. The Committee may require the applicant to undergo a re-evaluation interview with the College Dean and the Guidance Counselor to further assess academic preparedness, motivation, and potential for success.

Decision on the Appeal

The Admissions Committee shall issue a written decision within a reasonable period after completing its review. If the appeal is denied, the written decision shall indicate the next level of appeal, when applicable. Upon approval by the College President or the Vice President for Academic Affairs, the decision shall be final and executory.

General Provision

The appeal process is intended to ensure fairness, transparency, and equal opportunity by providing qualified applicants with a secondary review of their admission status while maintaining the academic standards of the College.

2.5 Enrollment and Official Registration

Only a student who has completed the prescribed enrollment process and appears in the official class list may receive credit for a course. Attendance or participation without official enrollment does not create academic credit.

Students shall follow the sequence of courses in the approved curriculum and consult their adviser or Program Head before registration. Enrollment shall be completed within the schedule published for each term. Late enrollment may be allowed for valid and documented reasons, subject to the last day set in the academic calendar and the student's ability to complete required contact hours.

Simultaneous enrollment in another degree program or higher education institution is not allowed unless expressly authorized under cross-enrollment, consortium, exchange, or another approved arrangement.

The College shall provide accessible enrollment channels and reasonable assistance to students with disabilities, pregnant students, working students, and students affected by emergencies or calamities.

2.6 Student Classification

For academic advising and records purposes:

- A regular student follows the prescribed curriculum sequence and normal load for the semester.
- An irregular student carries a load or sequence different from the prescribed curriculum.
- A transferee has earned college credit in another institution before admission to KNP.
- A returnee resumes study after an interruption in enrollment.
- A shiftee transfers from one KNP program to another.
- A cross-enrollee is primarily enrolled in another institution and is authorized to take specified KNP courses, or is a KNP student authorized to take specified courses elsewhere.
- A second-degree student has completed a prior degree and seeks another degree or approved professional education units.
- A working student is enrolled while formally employed or self-employed and may request advising appropriate to the documented work schedule.
- A probationary student is under an approved academic intervention status.
- A student in residency is completing remaining requirements beyond the regular curriculum duration but within the maximum residency period.
- Year level shall be determined using the official curriculum and the number of units successfully completed, not merely the number of years since first enrollment.

2.7 Credit Units and Academic Load

One unit of lecture credit shall represent at least the minimum instructional time required by CHED and the approved program curriculum. Laboratory, field, internship, practicum, physical education, NSTP, and similar courses shall follow the contact-hour equivalencies prescribed by the applicable program standards.

The normal semester load is the combined load scheduled across the First and Second Terms of that semester and shall follow the approved curriculum. A student shall not exceed the maximum load approved by KNP and applicable CHED rules.

An overload may be granted only to a graduating student or in another meritorious curricular case, after prerequisite validation and written recommendation of the Program Head and approval of the authorized academic official. An overload shall not be used to bypass failed prerequisites or maximum residency controls.

A student on academic probation shall carry the load stated in the approved academic intervention plan. Unless a stricter program policy applies, the combined load shall not exceed fifteen units in the succeeding semester.

2.8 Adding, Dropping, and Changing Courses

Adding, dropping, or changing a course is allowed only through the official process and within the deadline published for the term. The normal deadline for adding or changing a course is the first five class days of the term. A later request may be approved only for a documented enrollment or scheduling error not attributable to the student.

An added course must be endorsed by the adviser or Program Head, validated by the Registrar, and approved by the authorized academic official. A course attended without official approval shall not be credited.

Official dropping is completed by filing the prescribed form and obtaining the required approvals before the deadline. An approved drop shall be recorded as DRP or its official equivalent. A student who simply stops attending without an approved drop remains subject to attendance rules and may receive 5.0.

The student shall be informed of academic, scholarship, residency, and financial consequences before a drop or withdrawal is finalized.

2.9 Withdrawal of Enrollment and Refunds

A student may withdraw from all courses in a term for a valid reason by completing the official withdrawal and clearance process. Withdrawal after the deadline shall be acted upon only in a serious and documented case such as prolonged illness, family emergency, calamity, or comparable circumstance.

Any refund shall follow the current Board-approved schedule and applicable law. The Finance Office shall publish the controlling refund schedule before enrollment. Fixed refund percentages shall not be embedded in the permanent Handbook because they may be changed only by competent authority.

2.10 Shifting of Program

A student may apply to shift to another KNP program before the enrollment period of the incoming term or semester. Approval is subject to:

- guidance or academic advising;
- evaluation of grades and credited courses;

- satisfaction of the accepting program's admission and retention standards;
- availability of slots, faculty, and facilities;
- scholarship and maximum residency conditions; and
- written approval of the releasing and accepting program authorities and the Registrar.

A student under probation shall not shift into a board program unless the accepting program's approved policy expressly allows it. No student may be compelled to shift without written notice, academic advising, and the appeal process stated in this Handbook.

2.11 Transfer, Cross-Enrollment, and Credit Evaluation

Credits earned in another CHED-recognized institution may be accepted when the course outcomes, description, level, units, and learning requirements are substantially equivalent to the KNP curriculum. The accepting program and Registrar shall document the evaluation.

When validation is required, the form of validation shall be academically appropriate, published, and administered within the period stated in the student's admission notice. NSTP credit shall follow the NSTP Act and current implementing rules.

A KNP student may cross-enroll elsewhere only with prior written authorization. The permit shall identify the institution, course, and units. Cross-enrollment is normally allowed only when a required course is unavailable at KNP and delay would materially affect graduation.

A student from another institution may cross-enroll at KNP upon presentation of an official permit specifying the authorized courses and total units.

2.12 Readmission, Leave of Absence, and Maximum Residency

A former KNP student may apply for readmission. The application shall be evaluated individually based on academic standing, curriculum changes, length of absence, disciplinary status, program capacity, and maximum residency. Readmission is not based on vague judgments of loyalty or character.

A student who studied in another institution after leaving KNP shall be processed under the applicable transferee and credit-evaluation rules.

A student who will temporarily stop studying should file a Leave of Absence before the deadline. An approved leave is excluded from residency computation. A student returning from leave shall obtain permission to enroll and undergo curriculum evaluation.

The minimum KNP residency for graduation is two complete semesters immediately preceding graduation. A transferee or returnee must therefore complete both terms of each of those two semesters at KNP, subject to the approved curriculum and credited-course evaluation.

The maximum residency is one hundred fifty percent of the regular program duration. A four-year program must normally be completed within six academic

years, equivalent to twelve regular semesters or twenty-four regular terms. Approved leave and periods expressly excluded by law or Board policy are not counted.

Residency begins with the student's first enrollment in a KNP undergraduate program. Shifting does not automatically restart the count. The Registrar and accepting program shall recompute the remaining curriculum and residency, and the Academic Council may recommend an equitable adjustment when major curriculum changes, credited transfer work, disability, serious illness, pregnancy, calamity, or another documented circumstance materially affects completion.

A student approaching maximum residency shall receive written notice, curriculum evaluation, and academic advising. Enrollment beyond the maximum is not automatic and requires a timely readmission or extension petition under a duly approved Board policy. Without an approved extension, the student is ineligible for further enrollment and shall receive transfer-record assistance.

2.13 Class Schedules, Suspension, and Makeup Classes

Class schedules shall be prepared and approved before enrollment. A schedule change, room transfer, or makeup class requires authorization from the appropriate academic official and timely notice to students.

Classes may be suspended only by a lawful authority or the College President or authorized representative. When face-to-face classes are suspended, the College may use online, modular, or another approved alternative mode when safe and practicable.

Makeup instruction shall be arranged for contact hours lost because of calamity, emergency, authorized College activity, or another unavoidable cause. The arrangement shall be academically reasonable, mutually communicated, accessible to students, and approved by the Program Head.

Students may leave a classroom after fifteen minutes when the instructor has not arrived and has given no notice or alternative instruction. No sanction shall be imposed for leaving under this rule.

2.14 Special Classes and Special or Summer Term

A required subject may be reopened only for verified fourth-year graduating students when the subject is necessary for graduation and is not available in the regular schedule. The Registrar shall certify graduating status and curricular need. The Program Head shall verify prerequisites and faculty availability, and Academic Affairs shall approve the class schedule, required learning outcomes, and contact hours before enrollment.

The standard reopening computation is:

Total Reopening Cost = (Approved Faculty Hourly Rate x 54 Contact Hours)

Per-Student Reopening Fee = Total Reopening Cost / Number of Confirmed Enrolled Students

The fifty-four contact hours apply to a standard three-unit reopened subject. When the approved curriculum requires a different laboratory or contact-hour equivalency, the CHED-compliant contact requirement shall replace fifty-four in the computation. The confirmed enrollment count shall be fixed on the authorized class census date.

Every reopening fee must be supported by a Board resolution and the concurrence or other action required by Municipal Ordinance No. 215, series of 2025. It shall appear in the official student assessment and be collected only through the Municipal Treasurer's authorized collection process. No faculty member, program, class officer, or student organization may collect the fee directly.

During a special or summer term, a student may enroll in not more than nine academic units, unless a lower program limit applies. A student from another institution shall present a permit to study or cross-enrollment authorization.

2.15 Attendance, Absence, and Tardiness

Regular and punctual attendance is expected in every scheduled class, laboratory, field activity, and authorized alternative learning session. Attendance requirements and participation rules shall be stated in the course syllabus.

Attendance is measured against the required contact hours of the course in the term in which it is offered. When absences reach twenty percent of required contact hours, the instructor shall refer the case for academic review before a final grade or drop action is recorded. The student shall receive notice and an opportunity to present valid reasons and supporting documents.

Three consecutive absences shall trigger an early alert to the adviser or Guidance Office. The purpose is intervention and support, not automatic punishment.

A student who arrives fifteen minutes after the start of a class may be marked tardy or absent according to the published syllabus. Three recorded instances of tardiness may be treated as one absence when this rule is disclosed at the start of the course.

Late enrollment counts toward missed contact time. An excused absence does not remove the student's responsibility to complete missed learning activities, but reasonable makeup opportunities shall be provided for illness, bereavement, official representation, calamity, disability-related needs, pregnancy-related needs, and other valid circumstances.

2.16 Prerequisites and Course Substitution

Prerequisite and co-requisite rules in the approved curriculum shall be enforced. A student shall not enroll simultaneously in a prerequisite and its advanced course unless an approved graduating-student exception exists and the academic risks are explained in writing.

Course substitution may be approved when a curriculum has been superseded, a required course will not be offered within a reasonable period, or an equivalent

course has at least comparable outcomes and units. The Program Head shall recommend, and the authorized academic official and Registrar shall approve and record, every substitution.

2.17 Examinations and Assessment

Faculty shall assess learning through the methods stated in the approved syllabus and encoded in the official KNP electronic class record. A regular term normally follows a ten-week instructional plan. A standard three-unit course must satisfy fifty-four contact hours; laboratory and other course types shall follow their approved contact-hour equivalencies.

The approved course plan may include Prelim, Midterm, and Final assessment periods within the term. The Prelim and Midterm may be written examinations. The Final may be a written examination, practical examination, oral defense, portfolio, revised manuscript, product, performance, or another outcome-aligned assessment. The syllabus shall identify every major assessment, its timing, rubric or table of specifications, and its place in the KNP grading components.

Students are entitled to clear assessment criteria, reasonable notice of major assessments, secure handling of test materials, and accommodations approved for disability or another protected need.

A special examination or alternative assessment may be granted for illness, accident, bereavement, official College representation, calamity, or another meritorious reason. The student shall submit the request and supporting evidence within the period set by the program.

Academic assessment shall not be used to compel attendance at a non-curricular activity. Students who cannot join an authorized off-campus activity shall receive a reasonable alternative when required by CHED policy.

2.18 Grading Scale and Grade Symbols

- KNP uses the following numerical scale unless a duly approved program policy provides an additional interpretation consistent with this scale:

Percentage	Grade	Percentage	Grade
100	1.0	87	2.3
99	1.1	86	2.4
98	1.2	85	2.5
97	1.3	84	2.6
96	1.4	83	2.7
95	1.5	82	2.8
94	1.6	81	2.9
93	1.7	80	3.0
92	1.8	79	3.1

Percentage	Grade	Percentage	Grade
91	1.9	78	3.2
90	2.0	77	3.3
89	2.1	76	3.4
88	2.2	75	3.5

- The lowest passing grade is 3.5 or 75 percent. The following values shall have uniform meanings:
- 5.0 - Failed;
- INC or 7.0 - Incomplete, for passing work with an uncompleted requirement due to a valid reason;
- DRP or 9.0 - Dropped; the Registrar's internal record shall distinguish an approved timely drop from an unofficial or adverse drop; and

0 or 0.0 - An invalid, missing, or temporary system value. It is not a final grade, is ignored in GWA computation, and must be corrected through the grade-validation process.

Unauthorized discontinuance, failure to satisfy attendance and course requirements, or failure to complete an INC after the allowed period may result in 5.0 in accordance with due notice and approved procedures.

2.19 Unified 40-Based Grade Computation

The official KNP electronic class record applies one 40-based transmutation system to board and non-board courses:

$$\text{Percentage Grade} = (\text{Raw Score} / \text{Highest Possible Score} \times 60) + 40$$

The following institutional components total one hundred percent:

Component	Subcomponent	Weight
Written Works	Quizzes	15 percent
Written Works	Assignments	10 percent
Performance or Product Test	Attendance, punctuality, and active participation	10 percent
Performance or Product Test	Activity or requirement	15 percent
Periodic Assessment	Prelim, Midterm, and Final assessments, distributed in the approved syllabus	50 percent

Written Works therefore account for twenty-five percent, Performance or Product Test for twenty-five percent, and Periodic Assessment for fifty percent. The Final assessment may use a written, practical, product, portfolio, manuscript, defense, or performance format appropriate to the course outcomes.

The same 40-based formula and top-level component weights apply to board and non-board courses. A research, laboratory, internship, practicum, capstone, mock-

board, or other specialized course may redistribute activities within the approved subcomponents only when the syllabus, class record, and program policy remain aligned and the total is one hundred percent. Any institutional change to the top-level weights requires Academic Council recommendation and Board approval.

Excused absences and approved accommodations shall not be graded as misconduct. The syllabus shall explain reasonable equivalent work for excused missed participation or assessment evidence.

2.20 Submission, Release, and Change of Grades

Faculty shall submit final grades within the period in the academic calendar. Students may view official grades only after Registrar processing through the authorized student portal or release mechanism.

A passing final grade may not be changed merely to improve a student's standing. A change may be made only to correct a documented clerical, computational, encoding, or evaluation error through the approved grade-change process. The faculty member shall submit the class record and explanation; the Program Head and authorized academic body shall review; and the Registrar shall record the approved action.

A student may question a grade within thirty calendar days from official release by first consulting the faculty member and then filing a written academic grievance if unresolved. No change shall operate to the prejudice of the student without notice and due process.

2.21 Completion of INC Grades

An INC is granted only when the student's standing is passing but a final examination or requirement was not completed for a valid reason. It is not used to conceal a failing standing.

An INC shall be completed within forty-five calendar days from the official release of the INC grade. The faculty member shall provide the student a written completion requirement and the deadline. If the faculty member is unavailable, the Program Head shall arrange an academically equivalent completion process within the same forty-five-day period.

Except when a documented College-wide disruption, approved reasonable accommodation, or grade-record error requires corrective action, an INC not completed within forty-five calendar days shall be converted to 5.0 after written notice. A student with INC in a prerequisite course may not take the advanced course unless a written exception is authorized by approved policy.

2.22 President's List and Dean's List

The semester honors list is limited to first-year, second-year, and third-year students. It is based on all completed courses in both terms of the selected semester and is determined only after Registrar validation.

To qualify, a student must complete at least eighteen units in the selected semester, have no course grade numerically higher than 2.50 or below the 85-percent

equivalent, and have no 5.0, 7.0, 9.0, or unresolved invalid grade in that semester. NSTP is excluded from the semester GWA. A grade value of 0 is ignored in the numerator and denominator but must be corrected before the honors list is finalized.

President's List - semester GWA from 1.00 to 1.50; and

Dean's List - semester GWA from 1.51 to 1.80.

The semester GWA shall be rounded to two decimal places before the range is applied. A student who is already in fourth year, regardless of remaining units, is not eligible for the President's List or Dean's List. An approved curriculum-prescribed load of fewer than eighteen units does not satisfy the minimum-unit requirement unless the Board adopts a specific exception.

2.23 Graduation Honors and Special Academic Award

Graduation honors evaluation begins with the student's complete college grade history. The review includes grades from a previous KNP program when the student shifted, grades retained after a change of course or major, and validated grades from a prior institution for a transferee. No grade may be hidden or omitted merely because it does not belong to the student's final program.

Any course grade below the 2.50 or 85-percent performance threshold - meaning a numerical unit grade higher than 2.50 or a percentage below 85 - disqualifies the student from Latin honors and the Special Academic Award. A 5.0 or 9.0 anywhere in the complete grade history also disqualifies the student. An unresolved 7.0 or invalid grade prevents final evaluation until corrected.

For candidates who pass the complete-history screen, the final GWA is computed as follows:

- NSTP grades are excluded; all other validated grades, including PE, remain included unless a higher approved rule expressly provides otherwise.
- Grades mapped to the student's approved reference curriculum receive priority.
- When no reliable curriculum mapping or strong curriculum match is available, including for some transferees or shiftees, all validated college grades except NSTP are used so unmatched grades are not selectively omitted.
- A grade value of 0 is ignored in both the numerator and denominator because it is not a valid final grade, but it must be resolved before graduation clearance.
- The final GWA is rounded to two decimal places before classification.
- The award ranges are:
 - Summa Cum Laude - GWA from 1.00 to 1.30;
 - Magna Cum Laude - GWA from 1.31 to 1.50;

Cum Laude - GWA from 1.51 to 1.80; and

Special Academic Award - GWA from 1.81 to 2.00. This is not a Latin honor.

Candidates must complete at least two academic years of residency at KNP immediately before graduation, satisfy the approved curriculum and all graduation requirements, and be in good disciplinary standing after final and appealable decisions. A pending or unproven complaint does not disqualify a candidate.

2.24 Academic Delinquency and General Academic Standing

Academic standing is computed at the end of every selected term using adverse-unit thresholds, probation carryover, and cumulative curriculum-unit exposure.

For this section, failed units are units with a final grade of 5.0. An adverse attempt is a 5.0 or a 9.0 arising from unofficial abandonment or an adverse drop. A timely approved 9.0 is not included in the failed-unit percentage, but it remains relevant to honors and board-program retention. A 7.0 is not a failure until it expires and is converted under Section 2.21. A grade value of 0 is ignored pending validation.

Warning - failed units are at least 25 percent but not more than 50 percent of the units registered in the selected term.

Probation - failed units are more than 50 percent but not more than 75 percent of the units registered in the selected term; or the student has one failed or unofficially dropped subject when the term does not already fall within the warning range.

Termination - failed units are more than 75 percent of the units registered in the selected term; or the student incurs any failed or unofficially dropped subject while already carrying academic-delinquency probation into that term.

Termination also applies when the student's cumulative failed or unofficially dropped curriculum units exceed 50 percent of the curriculum units to which the student has been exposed, or when the same subject has two adverse attempts. Curriculum-unit exposure includes curriculum courses already attempted through the selected term and excludes approved leave and timely approved drops.

Warning requires written advising. Probation requires a written academic improvement plan and a notarized or formally acknowledged undertaking before the next enrollment. Academic-delinquency probation is lifted after a succeeding term with no failed or unofficially dropped subject and compliance with the improvement plan.

Academic termination means loss of eligibility to re-enroll at KNP, subject to Registrar verification, Academic Council review, written notice, and appeal. A corrected grade, approved accommodation, serious illness, pregnancy, calamity, or documented administrative error shall be considered before final action. Board-program retention probation under Section 2.25 is an additional program flag and does not create a duplicate sanction or, by itself, trigger termination under this section.

2.25 Retention in Board Programs

This term-based retention report applies only to first-year, second-year, and third-year students in the following board programs:

Bachelor of Secondary Education;

Bachelor of Technology and Livelihood Education; and

Bachelor of Science in Criminology.

A student is marked probationary for the selected school year, semester, and term when any of the following is present in that same term:

- term GWA is numerically higher than 2.50;
- any course grade is below 80 percent or numerically higher than 3.0;
- any grade is 5.0, 7.0, or 9.0; or
- any grade is invalid, missing, unrecognized, or recorded as 0.

The term GWA uses all valid graded courses in the selected term, including PE and NSTP. A grade value of 0 and other non-final values are ignored in the numerical GWA but independently trigger probationary validation.

The probationary report results in written notice, counseling, and a term academic improvement plan. It does not create a second sanction when the student also has a status under Section 2.24. General warning, probation, or termination is determined only under the academic-delinquency rules in Section 2.24. Fourth-year students are outside this board-program retention report but remain subject to graduation, academic-delinquency, and maximum-residency requirements.

Required qualifying or mock-board assessments must appear in the approved curriculum or program manual, use criteria disclosed before administration, and shall not operate as an unpublished graduation barrier.

2.26 Academic Honesty and Responsible Use of Technology

Academic integrity requires honesty, fairness, accountability, respect for authorship, and accurate representation of one's work. The policy applies to examinations, research, essays, reports, laboratory work, projects, performances, online work, internships, portfolios, and collaborative tasks.

Academic misconduct includes:

- plagiarism or presenting another person's words, ideas, data, media, code, or output without proper acknowledgment;
- cheating or giving or receiving unauthorized assistance;
- fabrication or falsification of data, sources, records, excuses, or results;
- unauthorized collaboration or collusion;
- impersonation or contract cheating;
- multiple submission of substantially the same work without permission;
- unauthorized possession, sale, purchase, or distribution of assessment materials;
- interference with another person's academic work; and
- unethical research conduct.

Artificial intelligence, translation, paraphrasing, calculation, coding, and other digital tools may be used only as permitted by the course policy or faculty instruction. When allowed, the student shall disclose and acknowledge material assistance as required. A blanket prohibition shall not be inferred when the syllabus is silent; however, the student remains responsible for authorship, accuracy, citation, privacy, and compliance with the specific assessment instructions.

2.27 Academic Integrity Procedure and Sanctions

The faculty member shall preserve the relevant work and evidence, notify the student of the concern, and allow the student to explain before imposing an academic consequence. A serious, repeated, or disputed case shall be referred to the Academic Integrity Review Committee or designated academic authority.

Sanctions are progressive but may be increased for impersonation, organized fraud, falsification, or another grave case:

- First ordinary offense - written warning, educational intervention or integrity seminar, and a proportionate reassessment or grade consequence for the affected work.
- Second offense - failing grade for the affected assessment and academic probation for one semester.
- Third offense - failing grade of 5.0 in the course and suspension for up to one semester after formal disciplinary review.
- Fourth offense - dismissal, subject to formal due process and appeal.

An allegation involving a minor citation or drafting error shall not be treated the same as deliberate plagiarism or fraud. Scholarship consequences shall follow the scholarship's own approved rules and shall not be automatic unless those rules provide notice and due process.

The student may appeal an academic integrity finding within ten working days from receipt of the written decision. The appeal may allege procedural error, insufficient evidence, disproportionate sanction, conflict of interest, or significant new evidence.

2.28 Student Academic Grievances and Appeals

Students may raise concerns about grades, assessment, instruction, schedules, academic advising, program requirements, admission, retention, or administrative academic action.

The process is:

- Informal resolution with the faculty member or office, when safe and appropriate.
- Written grievance to the Program Head or responsible academic office if unresolved within five working days.
- Investigation, mediation, or committee hearing, with notice to all parties and a reasonable opportunity to present evidence.
- Written decision stating findings, basis, action, and appeal route.
- Final institutional appeal to the College President or designated appellate authority within ten working days.

Confidentiality, impartiality, non-retaliation, accessibility, and timely resolution shall be observed. A student is not required to confront a respondent informally when the concern involves harassment, violence, abuse of authority, retaliation, or a safety risk.

2.29 Graduation Requirements and Evaluation

A student shall be recommended for graduation only after completing all academic and non-academic requirements of the approved curriculum and College policy.

Candidates shall apply for preliminary graduation evaluation during the semester preceding expected completion. Requirements include, as applicable:

- passing all prescribed courses and resolving deficiencies;
- completing NSTP;
- completing research, thesis, capstone, practicum, internship, on-the-job training, community extension, portfolio, or mock-board requirements that appear in the approved curriculum;
- satisfying residency and retention requirements;
- completing clearance and records requirements; and
- complying with the deadlines approved for graduation.

Participation in commencement exercises is ceremonial and is distinct from the conferral of a degree. A student who has completed degree requirements but cannot attend for a valid reason shall not be denied the degree. No unapproved promissory arrangement may substitute for an unmet academic requirement.

2.30 Practicum, Internship, On-the-Job Training, and Research

Students shall comply with the approved program manual, learning agreement, required hours, host-institution standards, insurance and safety requirements, portfolio or output requirements, and assessment rubric.

Placements shall be covered by an appropriate memorandum of agreement or equivalent instrument. Students shall receive orientation on workplace conduct, occupational safety, data privacy, sexual harassment, grievance routes, and emergency reporting.

Research involving human participants, animals, hazardous materials, confidential data, or community knowledge shall undergo the applicable ethics and institutional review before implementation.

2.31 National Service Training Program

NSTP shall be implemented in accordance with Republic Act No. 9163 and current implementing rules. KNP may offer approved NSTP components, including Civic Welfare Training Service and Literacy Training Service, and ROTC when authorized.

NSTP normally covers two program components or courses with the units and training hours prescribed by law and the approved curriculum. Students shall attend orientation, comply with safety and activity rules, and wear only the approved NSTP attire when required.

2.32 Academic Records, Credentials, and Legal Name

Student academic records are confidential. Access, correction, retention, and release shall follow the Data Privacy Act, Registrar rules, and the College Citizen's Charter.

A student may request a transcript, certificate, diploma, transfer credential, or other record through the official process. A representative may receive a document only with valid written authorization and identity verification. Official transcripts requested by another institution may be sent directly when required.

The Registrar shall process a correction or change of name upon submission of the appropriate civil registry record, court order, marriage certificate, or other legally sufficient document. The policy applies to every student and is not limited to a married woman assuming a spouse's surname.

No office may alter a grade or academic record without authority. Any restriction on release because of an accountability shall comply with law, the Citizen's Charter, and current College policy, and shall not prevent release of a document that the student is legally entitled to receive.

2.33 Student Clearance

Clearance verifies the return of College property and settlement of documented academic, library, laboratory, administrative, and financial accountabilities. It shall be processed through a transparent checklist and shall not include informal or unauthorized obligations.

The student shall be notified of any outstanding item and given a method to dispute an incorrect accountability. Clearance requirements shall be reasonable, accessible, and completed within the timelines in the Citizen's Charter.

2.34 Mode and Continuity of Classes

Face-to-face instruction is the normal mode unless the approved program uses another modality. During suspension, emergency, or another authorized condition, KNP may shift to online, modular, blended, or flexible delivery to maintain learning continuity.

The mode shall consider access to devices, connectivity, disability accommodations, laboratory or practicum requirements, academic integrity, data privacy, and student safety. A student who cannot access the temporary mode shall be offered a reasonable alternative whenever practicable.

3. Academic Support Facilities

3.1 Learning Resource Center and Library Services

The KNP Learning Resource Center or Library supports instruction, research, extension, professional development, and independent learning through print, non-print, audiovisual, and electronic resources.

The Library shall publish its current service hours, loan periods, borrowing limits, fines, replacement charges, external-user fees, and reservation procedures. These operational details may be revised through an approved Library Manual and posted schedule without amending the Handbook.

Students shall present a valid KNP ID, temporary ID, certificate of enrollment, or other authorized credential to access regulated services. A Library or LRC card is personal and non-transferable.

Library users shall:

- maintain an atmosphere conducive to reading, study, and research;
- keep electronic devices on silent mode and use audio only with headphones where allowed;
- follow baggage, security, reservation, borrowing, renewal, and return procedures;
- handle books, furniture, equipment, and digital resources carefully;
- observe copyright, licensing, fair-use, and data-privacy rules;
- return materials on time and report loss or damage promptly; and
- keep the facility clean and comply with safety directions.

Eating, smoking, disruptive gaming, vandalism, theft, unauthorized removal or copying, deliberate mutilation, and misuse of another person's credentials are prohibited. A restriction on audiovisual production or device use shall be applied only when needed to protect quiet study, privacy, copyright, equipment, or an approved activity.

A borrower remains responsible for an item issued in the borrower's name until it is properly returned. Lost or irreparably damaged material shall be replaced with the same title and edition when available, a current equivalent approved by the Librarian, or the assessed replacement and processing cost. No unauthorized cash settlement is allowed.

Minor library violations shall be addressed through warning and education. Serious or repeated violations shall be referred to Student Affairs for due process. A student shall not be excluded solely because the prescribed uniform is temporarily unavailable when identity can be verified and a valid exemption or grace period applies.

External researchers may use Library resources subject to identification, referral, service availability, posted fees, and room-use limitations. Referral letters to other libraries may be issued when KNP resources are insufficient.

3.2 Laboratories and Specialized Learning Facilities

Laboratories include science, computer, criminology, tourism, business, technology, simulation, and other specialized facilities. Students may enter and use a laboratory only during an authorized class, research activity, or approved reservation and under required supervision.

Users shall:

- follow written and verbal safety instructions;
- wear the prescribed personal protective equipment;
- inspect materials and report defects before use;
- use equipment, chemicals, specimens, software, data, and tools only for the authorized purpose;
- keep work areas clean and observe waste-segregation and hazardous-waste rules;
- know emergency exits and the location of safety equipment;
- report every spill, injury, breakage, data incident, or unsafe condition immediately;
- return borrowed items clean, complete, and on time; and
- comply with laboratory-specific logbooks, forms, and manuals.
- Eating, drinking, smoking, horseplay, unauthorized experiments, bypassing safety controls, unapproved software installation, hacking, unsafe handling, and entry into storage or preparation areas are prohibited.

Students may be held financially responsible for loss or damage caused by intentional conduct, misuse, or negligence after documentation and an opportunity to respond. Normal wear, pre-existing damage, and equipment failure not caused by the student shall not be charged to the student.

Laboratory hours and unit equivalencies shall comply with the applicable CHED program standards. Any laboratory fee must be Board-approved, officially assessed, receipted, and consistent with free-higher-education rules when applicable.

4. Student Affairs Services, Guidelines, and Policies

4.1 Student Affairs Framework

The Student Affairs and Services (SAS) Framework of Kolehiyo ng Pantukan (KNP) provides the institutional framework for programs and services that promote the welfare, holistic development, safety, inclusion, leadership, participation, and responsible conduct of students. It complements the academic functions of the College and supports the development of responsible, productive, and engaged members of the KNP community.

Consistent with CHED Memorandum Order No. 09, Series of 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), KNP shall ensure that Student Affairs and Services are student-centered, inclusive, gender-responsive, culturally sensitive, accessible, developmental, and responsive to the needs of its students.

The Office of Student Affairs and Services (OSAS) shall serve as the primary coordinating office for Student Affairs and Services, in collaboration with Academic Affairs, Guidance and Counseling Services, Health Services, Registrar, Security, student organizations and representatives, and other concerned offices and agencies.

Student Affairs programs and services shall be guided by the IDEAS Values of Kolehiyo ng Pantukan and shall uphold the rights, dignity, safety, privacy, and responsibilities of every student. Appropriate mechanisms shall be provided for student participation, assistance, referral, feedback, complaints, and grievances.

KNP shall regularly monitor and evaluate its Student Affairs and Services to ensure their effectiveness, accessibility, and continuous improvement in accordance with applicable CHED policies, national laws, and institutional regulations.

4.2 Orientation and Information Services

KNP shall conduct orientation programs for incoming students and provide appropriate information updates for continuing students at the beginning of each academic year or semester, as applicable. These activities shall ensure that students are adequately informed of institutional policies, academic requirements, available services, rights and responsibilities, and opportunities for student participation.

Orientation shall cover, as applicable:

- KNP's Vision, Mission, Goals, IDEAS Values, and institutional identity;
- academic calendar, term system, enrollment procedures, and academic policies;
- grading, retention, student records, graduation, and related academic requirements;
- student rights and responsibilities, code of conduct, disciplinary procedures, and grievance mechanisms;
- library, laboratory, health, guidance and counseling, scholarship, security, and accessibility services;

- academic integrity, responsible use of technology, and appropriate use of institutional resources;
- prevention of gender-based sexual harassment, bullying, hazing, substance abuse, and other forms of violence and misconduct;
- data privacy, mental health and well-being, safety, and emergency preparedness; and
- student organizations, student publication, student council, community extension, sports, cultural, leadership, and other development opportunities.

The Student Handbook and other essential student information shall be made available through appropriate accessible electronic and printed formats. KNP shall use authorized institutional communication channels for official announcements, policies, and directives. Official issuances shall be clearly distinguished from informal announcements, opinions, or other content posted through personal or unofficial social media accounts.

4.3 Guidance, Counseling, and Referral Services

1. Overview and Purpose of the Office

The **Office of Guidance Counseling and Student Development** serves as a vital pillar of the institution, dedicated to promoting the holistic well-being, personal growth, and mental health of all students. The Office operates a **Comprehensive Guidance Program** designed to address the academic, personal, social, emotional, and career development needs of every student—whether those needs are explicitly noticeable or underlying.

A Dedicated Safe Space for Students

Beyond administrative functions, the Office of Guidance Counseling and Student Development is intentionally established as a non-judgmental **"Safe Space."** In moments of overwhelming stress, personal crisis, isolation, or when it feels as though the world does not understand or care, students can find sanctuary, active listening, and genuine compassion within this Office. It is a refuge where students are treated with dignity, empathy, and respect, regardless of their background or circumstances.

Leadership and Professional Competency

To maintain high ethical standards and provide quality care, the Office is headed by a competent, **Licensed/Registered Guidance Counselor (RGC)** or a **Licensed Psychologist**, supported by qualified guidance advocates and testing personnel.

Non-Investigatory Nature and Role Distinction

The Office is strictly non-investigatory in nature. It operates as a supportive environment completely separate from administrative enforcement:

Separation from Disciplinary Bodies: Guidance personnel do not conduct administrative investigations, gather evidence for disciplinary hearings, or impose sanctions or punitive measures.

Sequential Order of Engagement: If a student incident involves a potential violation of school policies or code of conduct, the matter must first be fully handled

by the Student Affairs or School Discipline Office. The Office of Guidance Counseling and Student Development engages only when emotional support, counseling, or behavioral intervention is needed – never as an investigative body.

2. Counseling Services

Counseling is considered the **heart of all guidance services**. It is designed to assist students in navigating the "unseen" parts of life – internal emotional struggles, personal crises, mental health challenges, identity development, and complex interpersonal dynamics that are not always visible through academic performance alone.

Types of Counseling Offered

Individual Counseling: A confidential, one-on-one professional relationship between a student and a counselor. This service allows students to explore personal issues, manage stress, process grief, navigate emotional distress, clarify personal goals, and develop healthy coping strategies tailored to their unique circumstances.

Group Counseling: Facilitated sessions involving a small group of students who face similar developmental or situational challenges (e.g., stress management, adjusting to college life, grief processing, or building social skills). It provides a supportive environment where participants learn from shared experiences, build empathy, and practice interpersonal growth.

Crisis Counseling: Immediate, specialized, and short-term intervention provided when a student experiences an acute emotional crisis, traumatic event, or severe mental distress. The goal is to stabilize the situation, ensure immediate physical and psychological safety, and provide immediate coping mechanisms or connections to further professional care.

Career Counseling: Focused guidance aimed at helping students align their personal interests, values, personality traits, and academic strengths with post-graduation career opportunities. This includes assisting students with academic track selection, choice of college major, employment preparation, and transition into professional industries.

Confidentiality and Record Management

All counseling sessions and counseling records are treated with **strict confidentiality** and are maintained completely separate from ordinary academic, medical, or disciplinary files.

Privileged Information: Details disclosed within counseling will not be shared with teachers, administrators, parents, or external parties without the student's explicit written consent.

Exceptions to Confidentiality (Lawful Disclosure): Confidentiality may only be breached under specific, legally defined conditions:

- When required by law or a valid court order.
- When there is a serious, clear, and imminent threat to the safety or life of the student or others.

- For essential, professional coordination during a life-threatening safety emergency.

3. Student Referral System and Triggers

Referrals are supportive mechanisms designed to connect students with targeted professional assistance. Being referred to the Office **does not establish misconduct or incapacity**; rather, it reflects a proactive commitment to student welfare and success.

Students may seek help voluntarily (**Self-Referral**) or be referred by faculty, staff, administrators, parents, or peers (**Institutional Referral**) based on the following specific indicators:

Comprehensive Triggers for Referral

Academic Decline and Disengagement: Unexplained drops in academic performance, chronic tardiness, repeated unexcused absences (cutting classes), failure to submit coursework, or visible loss of interest in educational goals.

Marked Behavioral and Emotional Shifts: Sudden or significant changes in mood, extreme irritability, social withdrawal, emotional outbursts, uncharacteristic apathy, expression of feelings of worthlessness, or visible signs of ongoing psychological distress.

Safety and Interpersonal Vulnerabilities: Exposure to or involvement in incidents of bullying, cyberbullying, peer harassment, domestic difficulties, family breakdown, relationship conflicts, or physical disputes.

Substance Use and Addiction Concerns: Observed or reported involvement with alcohol, dangerous drugs, or substance misuse affecting daily functioning or attendance.

Mental Health and Emotional Crises: Manifestation of severe anxiety, panic attacks, prolonged depressive states, acute stress reactions, trauma, or difficulty coping with life changes.

Immediate Life and Safety Risks: Verbal, written, or non-verbal expressions of self-harm, suicidal ideation, threats to harm others, or severe loss of contact with reality.

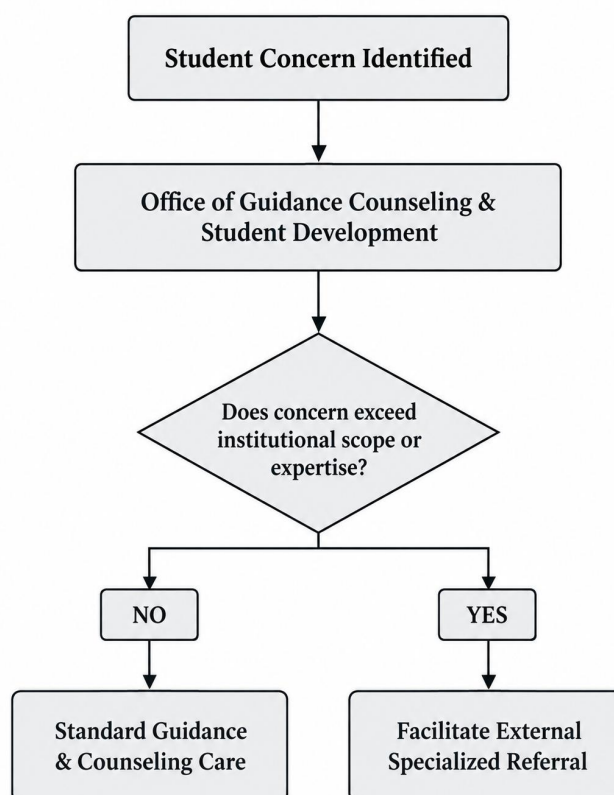
4. Internal and External Referral Protocols

When a student's needs exceed the professional capacity, resources, or lawful scope of practice of the institution, the Office will facilitate an external referral.

Specialized Referral Destinations

Referral Type	Target Entity / Agency	Trigger / Purpose
Medical & Psychiatric	Licensed Psychiatrists, Neurologists, or Accredited Hospitals	Severe psychiatric conditions, clinical mental health disorders, or specialized diagnostic/medical evaluations.

Referral Type	Target Entity / Agency	Trigger / Purpose
Government & Child Welfare	Department of Social Welfare and Development (DSWD)	Cases involving child abuse, neglect, exploitation, or specialized social welfare intervention.
Legal & Protective Services	PNP Women and Children Protection Center (WCPC) / Local Police	Immediate safety threats, domestic violence, physical abuse, severe harassment, or law enforcement intervention.
Educational & Academic	Partner Schools, Colleges, or Vocational Institutions	Special learning accommodation needs, specialized educational tracks, or official institutional transfer transitions.



Emergency Protocol

In an immediate safety emergency (e.g., active self-harm, severe violent threat, or acute medical emergency), the institution prioritizes immediate physical protection and prompt professional medical/emergency service delivery before completing formal administrative documentation.

4.4 Appraisal and Testing Services

1. Overview and Purpose

The Guidance and Counseling Center provides structured testing and appraisal services to support students' academic, personal, and career growth. Assessment results are used exclusively to inform educational, developmental, and supportive services.

Important Notice: Guidance and educational assessment results are **not** medical or psychiatric diagnoses. Diagnostic evaluation requires specialized clinical assessment by a qualified medical professional.

2. Types of Assessments Offered

Our institution utilizes five major categories of assessments, each serving a distinct developmental purpose:

Admission Tests: Standardized examinations evaluated prior to or upon entrance to determine academic readiness, baseline proficiency, and appropriate placement. Our institution specifically utilizes the **Otis-Lennon School Ability Test (OLSAT)** to measure verbal, nonverbal, and spatial reasoning skills essential for academic success.

Aptitude Tests: Assessments designed to measure a student's natural potential, cognitive strengths, abstract reasoning, and ability to acquire specific skills in future academic or technical areas.

Career Assessments: Tools and inventories that evaluate a student's professional interests, work values, and skill sets to guide course selection, college majors, and career path alignment.

Personality Assessments: Non-evaluative inventories designed to assess behavioral tendencies, communication preferences, emotional traits, and interpersonal dynamics to foster personal self-awareness and social growth.

Psychological Assessments: Standardized instruments designed to measure psychological functioning, cognitive processing, emotional well-being, or behavioral health to identify specific support or intervention needs.

3. Qualified Personnel

To ensure validity, ethics, and professional standard compliance, all appraisal instruments are selected, administered, scored, interpreted, stored, and released exclusively by or under the direct supervision of qualified professionals:

- **Registered Guidance Counselors (RGCs):** Oversee administration, formal interpretation, and developmental feedback for educational, aptitude, career, and standardized guidance instruments.
- **Licensed Psychometricians / Psychologists:** Required for selecting, administering, scoring, and interpreting specialized or clinical psychological assessment tools.
- **Authorized Guidance & Testing Personnel:** Trained administrative testing staff operating under the direct oversight of a Registered Guidance Counselor or Licensed Psychologist.

4. Assessment Scheduling and Administration Parameters

Students are subjected to or may avail themselves of the five assessment types according to the following schedule, administration formats, and target groups:

Assessment Type	When Administered / Required	Target Audience & Trigger	Administration Format
1. Admission Tests (e.g., OLSAT)	Prior to enrollment or during the official admissions/intake period.	Incoming applicants, new transferees, and re-entry candidates.	Batch / Group Testing administered during scheduled examination dates.
2. Aptitude Tests	At critical academic transitions (e.g., senior high school track selection, college entry, or major specification).	Designated student cohorts or grade/year levels as part of routine institutional tracking.	Batch / Class-wide Testing scheduled on specific academic calendar dates.
3. Career Assessments	Mid-program or prior to academic/career specialization choices; or anytime upon student request.	Whole year-level cohorts (batch) OR individual students seeking career direction.	Batch / Group Testing for scheduled year-levels, or Individual / Self-Referral via Guidance booking.
4. Personality Assessments	Periodically during routine student inventory updates OR as deemed helpful during counseling sessions.	Student cohorts (routine updates) OR individual students seeking deeper self-awareness.	Batch / Class-wide Testing for routine updates, or Individual Referral during counseling.

Assessment Type	When Administered / Required	Target Audience & Trigger	Administration Format
5. Psychological Assessments	When specific academic, behavioral, emotional, or specialized support needs are indicated.	Individual students OR small targeted groups referred for specialized support.	Individual Referral (self, faculty, counselor, or parent referral) scheduled on an as-needed basis.

5. Student Rights, Accommodation, and Confidentiality

Individual Results Briefing

Students are entitled to a clear, understandable, and confidential explanation of their test results from a qualified professional. Test scores are never provided in isolation without proper interpretation and context.

Testing Accommodations

Reasonable testing accommodations (such as extended time, alternative formats, or adapted physical testing spaces) are granted to students with documented special needs, learning differences, or temporary medical conditions. Accommodations must be requested prior to the testing date through the Guidance Office.

Data Storage and Privacy

In adherence to ethical guidelines and professional standards:

- All testing materials, answer keys, and student score reports are stored securely in physical and digital guidance vaults.
- Test records are treated with strict confidentiality and are separate from academic transcripts.
- Results will not be released to external parties or non-authorized personnel without the explicit written consent of the student (or parent/guardian, if the student is a minor), except under legal mandate or safety emergency.

4.5 Career and Job Placement

The Job Placement Office (JPO) is a support service of the Office of Guidance, Counseling and Student Development that promotes the employability of Kolehiyo ng Pantukan (KNP) students and graduates. The JPO serves as the link between the College and employers by providing career development programs, employment assistance, and industry partnerships that prepare students for successful entry into the workforce.

The Office works closely with government agencies, private companies, non-government organizations, and other stakeholders to provide employment opportunities, career information, and professional development activities.

Objectives

The Job Placement Office aims to:

- Enhance the employability of students and graduates.
- Facilitate access to employment and internship opportunities.
- Strengthen partnerships with employers and industry partners.
- Equip students with essential career readiness and employability skills.
- Monitor graduate employment outcomes to support institutional improvement.

Services

The Job Placement Office provides the following services:

- a. Career coaching and employment guidance.
- b. Job vacancy posting and employment referral.
- c. Job matching between qualified applicants and employers.
- d. Job fairs and on-campus recruitment activities.
- e. Pre-Employment Seminar for Local Applicants (PESLA).
- f. Resume and curriculum vitae (CV) review.
- g. Interview preparation and mock interviews.
- h. Career development seminars and employability skills training.
- i. Graduate tracer study and employment monitoring.
- j. Employer and industry partnership coordination.

Who May Avail of the Services

The services of the Job Placement Office are available to:

- Graduating students;
- Alumni of Kolehiyo ng Pantukan;
- Students seeking internships or employment opportunities, when applicable; and
- Other individuals authorized by the College.

Job Placement Procedures

Students or graduates who wish to avail of the Job Placement Office services shall:

- a. Register with the Job Placement Office.
- b. Submit the required documents, such as a résumé or curriculum vitae and other supporting credentials, when applicable.
- c. Participate in career coaching, orientation, or pre-employment seminars as required.
- d. Apply for available job vacancies through the Job Placement Office or participating employers.
- e. Attend interviews and recruitment activities scheduled by employers.

f. Report employment status to the Job Placement Office for monitoring and graduate employment records.

Student Responsibilities

Students and graduates availing of the services shall:

- Provide truthful and updated personal information.
- Prepare complete employment documents.
- Observe professionalism during recruitment activities and interviews.
- Comply with employer requirements and schedules.
- Inform the Job Placement Office upon securing employment.

Employer Partnerships

The Job Placement Office collaborates with government agencies, business establishments, industries, and other organizations to expand employment opportunities, internship programs, and career development initiatives for KNP students and graduates.

Graduate Tracer and Employment Monitoring

To evaluate graduate employability and improve academic programs, graduates may be requested to participate in tracer studies and employment surveys conducted by the College. Information collected shall be handled in accordance with applicable data privacy laws and institutional policies.

4.6 Alumni Affairs

Kolehiyo ng Pantukan (KNP) shall maintain updated and secure alumni records, conduct regular tracer studies, and strengthen career and professional linkages. The Alumni Affairs Office shall provide opportunities for alumni to participate in mentoring, community extension, networking, institutional development, and program improvement, while promoting active alumni engagement and lifelong partnerships with KNP.

4.7 Student Handbook Review Mechanism

Kolehiyo ng Pantukan shall periodically review and update the **Student Handbook** to ensure that its provisions remain relevant, responsive to student needs, and consistent with applicable laws, CHED policies, and institutional regulations.

The College shall designate a Student Handbook Review Committee at least every three (3) years, or earlier when necessary due to changes in laws, CHED policies, institutional policies, or significant student concerns. The Committee shall include appropriate representatives from Student Affairs, Academic Affairs, Registrar, Guidance and Counseling, Health Services, Security, academic programs, and the student body, as determined by the College.

Proposed revisions shall undergo appropriate consultation, review, and approval processes. Substantive revisions shall be submitted to the appropriate approving authority of the College and, when required, the Board of Trustees for approval.

Approved changes shall be properly communicated and oriented to students and concerned personnel before implementation. Unless otherwise provided by law or institutional policy, substantive changes shall be applied **prospectively** and shall not unduly prejudice students who are already subject to existing provisions.

4.8 Student Activities

Kolehiyo ng Pantukan supports and encourages student activities that contribute to holistic development, student engagement, leadership, and community involvement. These may include academic, professional, leadership, sports, cultural, artistic, spiritual, environmental, entrepreneurial, research, innovation, social, recreational, and community-service activities.

Student activities shall be conducted in accordance with approved institutional policies, applicable laws and regulations, and appropriate safety and risk-management measures. Activities shall be inclusive, accessible, and respectful of the rights, dignity, diversity, and well-being of students.

Participation in student activities shall generally be voluntary, except when attendance is required as part of an approved curricular, co-curricular, or institutional activity. When participation is required, students shall be informed in advance of the purpose, requirements, schedule, and applicable arrangements. Reasonable consideration shall be given to students with valid academic, health, accessibility, or other legitimate constraints.

No student shall be academically penalized solely for declining a voluntary non-curricular activity. Participation requirements associated with scholarships, student organizations, leadership positions, or other programs shall be governed by their approved terms, policies, or guidelines, which shall be communicated to students in advance.

All student activities, whether conducted on or off campus, shall be subject to the appropriate approval, documentation, supervision, safety, and accountability requirements of Kolehiyo ng Pantukan.

4.9 Approval of In-Campus Activities

All student activities conducted within the KNP campus shall secure prior approval through an Activity Proposal or Activity Design containing, as applicable, the objectives, date and time, venue, participants, program of activities, budget and source of funds, accessibility arrangements, safety and risk-management measures, personnel-in-charge, and evaluation mechanism.

The designated adviser or personnel-in-charge shall supervise the activity and shall be present throughout its implementation or arrange an authorized substitute when necessary. Activities shall be scheduled with due consideration for regular classes, examinations, and other major academic requirements.

Activities extending beyond regular campus hours or involving an overnight stay shall require additional approval and appropriate coordination with Student Affairs, Security, Health Services, and other concerned offices. Necessary safety and emergency measures, supervision arrangements, and consent or waiver

requirements shall be determined based on the nature and level of risk of the activity and applicable laws, policies, and insurance requirements.

For students who are of legal age, parental or guardian consent shall not ordinarily be required unless required by applicable law, insurance conditions, institutional policy, or the specific circumstances and risks of the activity. However, emergency contact information may be required for legitimate safety and emergency-response purposes.

Following the activity, the adviser or designated personnel-in-charge shall submit the required narrative, financial, and evaluation reports within the period prescribed by the Office of Student Affairs and Services.

4.10 Off-Campus Activities and Student Travel Permit

All local off-campus activities of Kolehiyo ng Pantukan, whether curricular or non-curricular, shall comply with CHED Memorandum Order No. 63, Series of 2017, Policies and Guidelines on Local Off-Campus Activities, and other applicable laws, policies, guidelines, and subsequent issuances.

The Institution shall ensure that every authorized off-campus activity is properly planned, approved, documented, supervised, and evaluated, with paramount consideration for the safety and welfare of students and personnel. The personnel-in-charge shall secure the required approvals and submit the prescribed documents within the period set by the College.

Requirements shall include, as applicable:

- approved activity design or proposal and, for curricular activities, the relevant course or curriculum requirement;
- list of participating students and personnel-in-charge;
- Student Travel Permit and required consent forms;
- itinerary, destination, transportation, accommodation, and emergency arrangements;
- appropriate medical, safety, and risk-management requirements;
- required insurance and other supporting documents; and
- other documents required by CHED or KNP based on the nature and risk of the activity.

The College shall exercise due diligence in evaluating the destination, transportation, accommodation, partner organizations, supervision arrangements, and foreseeable risks. Appropriate safety measures, personnel-to-student ratios, accessibility arrangements, communication systems, and emergency procedures shall be established according to the nature and risk level of the activity.

For curricular off-campus activities, students who are unable to participate for valid reasons shall, when reasonably practicable, be provided with an appropriate parallel or alternative learning activity that achieves comparable learning outcomes. The alternative activity shall not be punitive.

Any material change in the approved date, destination, transportation, itinerary, accommodation, or other circumstances that may affect student safety shall be

reported to the appropriate College authority and shall require re-evaluation and approval before implementation or travel.

All local off-campus activities shall be properly documented and evaluated after implementation in accordance with applicable CHED requirements and KNP procedures.

4.11 Student Organizations

A student organization is an association composed of currently enrolled KNP students whose objectives and activities are consistent with applicable laws, institutional policies, and the educational mission of Kolehiyo ng Pantukan. Organizations may be academic or professional, cultural, artistic, sports, service-oriented, spiritual, media, environmental, entrepreneurial, special-interest, program-based, or temporary.

The Supreme Student Council and other duly recognized student government bodies, as well as the official student publication, shall be governed by their respective approved constitutions, policies, and applicable institutional regulations. All student organizations shall comply with the College's requirements for accreditation, registration, renewal, reporting, financial accountability, and conduct of activities.

KNP shall respect students' freedom of association and lawful expression. Accreditation shall not be denied solely because an organization expresses a lawful political, social, religious, cultural, or policy viewpoint. Accreditation may be denied or revoked for failure to meet prescribed requirements or when an organization's purpose or activities are unlawful, violent, discriminatory, or substantially inconsistent with institutional policies and the educational mission of the College.

Hazing, coercive initiation, violence, threats, intimidation, and other abusive practices are strictly prohibited in all student organizations, whether recognized or unrecognized, in accordance with Republic Act No. 11053 (Anti-Hazing Act of 2018). Fraternities and sororities shall not operate as KNP-recognized student organizations unless expressly authorized under an approved institutional policy and applicable law.

4.12 Accreditation and Reaccreditation of Organizations

All student organizations seeking recognition at Kolehiyo ng Pantukan shall undergo accreditation or annual renewal through the Office of Student Affairs and Services (OSAS). Only organizations duly accredited by OSAS and approved by the College President shall be officially recognized and authorized to operate within the College. Accreditation shall be valid for one (1) academic year and shall expire at the end of the academic year unless renewed.

New organizations shall submit the prescribed accreditation requirements, including the Letter of Application, Application for Accreditation Form, Constitution and By-Laws, Organization Profile, List of Officers, Membership Roster, Faculty Adviser Acceptance Form, Annual Plan of Activities, and Anti-Hazing Pledge. Organizations applying for renewal shall submit the prescribed renewal requirements, including

the Letter of Intent for Renewal, Renewal Application Form, updated officers and membership roster, Annual Plan of Activities, Accomplishment Report, applicable Financial and Liquidation Reports, Minutes of Election, updated Faculty Adviser Acceptance Form when applicable, and Anti-Hazing Pledge.

The accreditation or renewal process shall consist of submission of complete requirements, evaluation and verification by OSAS, recommendation by the Head of OSAS, approval by the College President, and issuance of the Certificate of Accreditation or Certificate of Renewal. Accredited organizations shall comply with reporting, financial accountability, activity approval, and other requirements prescribed by the College. Failure to submit required reports or comply with institutional policies may affect activity approvals and subsequent renewal.

An organization may be denied accreditation, suspended, not renewed, or have its accreditation revoked for falsification or incomplete submission of documents, non-compliance with institutional requirements, unauthorized activities, misuse or misappropriation of funds, violation of applicable laws including the Anti-Hazing Act, or serious misconduct prejudicial to the interests of the College. Due process shall be observed, and an organization may file a written appeal with OSAS within five (5) working days from receipt of the written decision, after which the OSAS recommendation shall be forwarded to the College President for final decision.

4.13 Organization Funds and Fundraising

No organization or student may solicit, collect, disburse, or hold funds in the name of KNP without proper written authority. Collections shall be voluntary unless otherwise authorized as a lawful institutional or organizational fee, supported by appropriate receipts, deposited and recorded through the authorized mechanism, and properly reported to members. All funds generated or received by recognized student organizations shall be deposited into the organization's official bank account.

All financial transactions and withdrawals shall correspond to an approved Activity Design submitted through the KNP OSAS Dashboard. Withdrawals shall be made only upon completion of the required approval and signatures, with the Student Executive Officer and Treasurer jointly signing the applicable withdrawal forms or checks. Cash loans to officers, students, and faculty members are strictly prohibited.

A Liquidation Report with the required supporting documents shall be submitted to OSAS within five (5) working days after completion of the activity. Any remaining funds after liquidation shall be redeposited into the organization's bank account within two (2) working days. Organizations shall maintain appropriate financial records and submit a Semester-End Financial Report summarizing income, expenses, and fund balances.

The Treasurer and organization officers shall be accountable for the proper management of organizational funds. Misuse, misappropriation, failure to account for funds, or non-compliance with liquidation and documentation requirements may result in suspension of financial privileges, withholding of clearance, disqualification from holding office, suspension of organizational recognition, or other appropriate administrative and disciplinary action. OSAS shall monitor organizational financial

transactions and may coordinate with the Accounting or Finance Office for verification and reconciliation when necessary.

4.14 Supreme Student Council

1. Nature and Purpose

The **Kolehiyo ng Pantukan Supreme Student Council (KNP SSC)** is the primary student organization of Kolehiyo ng Pantukan, recognized by the Board of Trustees (BOT). It serves as the official representative body of the studentry and provides a democratic forum through which students may express their ideas, concerns, aspirations, and interests.

The KNP SSC is established to promote **student rights and welfare, democratic participation, responsible leadership, unity, service, and student development**. It works in coordination with the College administration and appropriate student-services offices while ensuring that student concerns are properly represented in matters affecting the studentry.

The KNP SSC is guided by its duly ratified **Constitution and By-Laws**, which serves as the fundamental governing document of the Council and its succeeding administrations.

2. Core Functions

The KNP SSC shall:

- Represent the interests, concerns, rights, and welfare of the students;
- Provide an active and democratic forum for student ideas, sentiments, and concerns;
- Promote meaningful student participation and representation in appropriate institutional and policy-making bodies;
- Foster unity, cooperation, leadership, responsibility, and service among students;
- Develop and implement student-centered programs and activities consistent with institutional policies;
- Promote student development in the areas of academic affairs, student rights and welfare, spiritual formation, gender and social development, physical enhancement, and extracurricular affairs;
- Coordinate with Local Student Councils and other recognized student organizations; and
- Initiate programs and action plans that contribute to the development and welfare of the studentry.

3. Organization and Governance

The KNP SSC operates through a democratic system of student governance composed of the **Executive Department, Legislative Department, Local Student Councils, Constitutional Commissions, and standing committees** established under its Constitution and By-Laws.

The **Executive Department** is headed by the KNP SSC President and includes the Internal Vice President, External Vice President, Senate President, Chairman of the League of Governors, Executive Secretary, and Finance Secretary.

The **Legislative Department** is vested in the KNP SSC Senate, which is composed of elected Senators. The Senate performs legislative, oversight, and policy-making functions within the authority granted by the Constitution and By-Laws.

The KNP SSC also exercises general supervision over the **Local Student Councils**, which represent students within their respective programs, departments, majors, year levels, and blocks.

4. Student Representation and Participation

All bona fide students of Kolehiyo ng Pantukan are members of the KNP SSC and are subject to its governing rules. Students are encouraged to participate responsibly in student governance, elections, consultations, programs, and other legitimate activities of the Council.

The KNP SSC recognizes and upholds students' rights, including due process, equal protection, peaceful assembly and petition, freedom of speech and expression, academic freedom, freedom of association, access to information on matters of public concern, privacy of communication, and freedom of religion, subject to applicable laws and institutional policies.

Student elections shall be conducted through a democratic electoral process under the supervision of the Commission on Elections (COMELEC) in accordance with the Constitution and By-Laws. Elective officers serve a defined term and are expected to exercise their mandate in accordance with the principles of responsible and ethical student leadership.

5. Committees and Student Services

The KNP SSC establishes committees to facilitate the delivery of programs, student services, decision-making, and student welfare. These include committees concerned with:

- Grievance, Student Rights, and Welfare;
- Academics, Culture, and Arts;
- Ways and Means;
- Accountability of Officers and Investigations;
- Safety, Security, Peace and Order;
- Moral Recovery and Spiritual Formation;
- Fines and Contributions;
- Gender and Social Development;
- Sports and Physical Enhancement;
- Constitutional Amendments and Revisions;
- Planning and Implementation;
- Internal Affairs and Communications;
- External Affairs and Public Promotions; and
- Finance and Appropriations.

All committees shall operate consistently with the KNP SSC Constitution and By-Laws, this Handbook, and applicable College policies.

6. Accountability and Ethical Leadership

Student leadership in Kolehiyo ng Pantukan is a position of **trust, responsibility, and service**. KNP SSC officers are expected to remain accountable to the students and to perform their responsibilities with integrity, loyalty, responsibility, efficiency, fairness, and respect for institutional policies.

Officers may be held accountable for violations of the Constitution and By-Laws, abuse of authority, dishonesty, misconduct, neglect of duty, corruption, or disloyalty to the Council, subject to the applicable procedures provided therein.

The Council's financial resources shall be managed with **transparency, accountability, proper authorization, documentation, auditing, and liquidation** in accordance with the Constitution and By-Laws and applicable College policies.

7. KNP SSC Adviser

The KNP SSC shall have a Faculty Adviser who provides guidance and institutional support to the Council. The Adviser supervises official transactions, assists in resolving internal concerns, monitors the development and performance of the Council, promotes orderly governance, and reviews and attests to official transactions, communications, programs, and activities of the KNP SSC.

8. Relationship with Local Student Councils

The KNP SSC provides general supervision and coordination for the Local Student Councils of the different programs and academic units. Local Student Councils represent students at the program, major, year-level, and block levels and assist in implementing student activities and programs.

The Local Student Councils shall exercise their functions consistently with the KNP SSC Constitution and By-Laws, this Handbook, and applicable College policies.

9. Governing Authority

All activities, programs, resolutions, elections, financial transactions, and other official actions of the KNP SSC shall conform to the **KNP SSC Constitution and By-Laws, the KNP Student Handbook, applicable College policies, and other lawful institutional regulations**.

The detailed composition, qualifications, powers and duties of officers, electoral procedures, committee functions, financial procedures, disciplinary mechanisms, and amendment processes are governed by the **Kolehiyo ng Pantukan Supreme Student Council Constitution and By-Laws** and shall be consulted whenever detailed rules or procedures are required.

The KNP SSC exists to represent, serve, empower, and develop the studentry through responsible, democratic, transparent, and ethical student leadership.

4.15 Student Publication and Yearbook

The official student publication provides a forum for student journalism, information, commentary, literary work, and documentation of College and community matters. It shall operate in accordance with applicable campus journalism principles, the approved publication policy, professional ethics, copyright, privacy, and law.

Editorial selection shall use transparent qualifications and screening. The faculty adviser provides guidance and administrative coordination but shall not use prior restraint to suppress lawful criticism or opinion. Corrections, complaints, and accountability shall follow a published process.

The publication may maintain official digital channels. Student journalists shall clearly distinguish news, opinion, sponsored content, and official College announcements.

A yearbook shall be produced only after student consultation, approval of the cost and procurement method, and establishment of an accountable committee. Purchase shall not be a graduation requirement unless lawfully approved.

4.16 Student Rights

Every KNP student is entitled to the full protection of their fundamental rights, academic freedoms, and personal dignity. KNP is committed to upholding, defending, and enforcing these rights across all physical campuses and official digital platforms.

Academic Freedom & Learning Access: The right to access learning materials, research tools, facts, and diverse evidence, as well as engage in open, lawful academic discussion. *Enhancement:* The institution guarantees unhindered access to library resources, digital databases, and coursework regardless of physical or financial barriers, protecting students' freedom to explore controversial or complex topics within academic settings.

Dignity & Non-Discrimination: The right to be treated with dignity and protected from unlawful discrimination. *Enhancement:* Discrimination is strictly prohibited across all protected characteristics, including race, color, national origin, ethnicity, sex, gender identity, sexual orientation, disability, age, religion, socio-economic status, or veteran status.

Safe & Inclusive Learning Environment: The right to an educational environment free from physical violence, psychological bullying, hazing, intimidation, retaliation, and gender-based or sexual harassment. *Enhancement:* KNP maintains zero tolerance for harassment and provides emergency support services, anonymous reporting channels, immediate protective measures, and comprehensive support systems for affected students.

Freedom of Expression & Peaceful Assembly: The right to express lawful opinions, constructive criticism, and concerns without fear of academic or disciplinary retaliation, along with peaceful assembly and association. *Enhancement:* Students may organize events, form student organizations, and petition campus administration, subject to clear, content-neutral, and reasonable time, place, and manner rules.

Comprehensive Privacy: The right to personal privacy, as well as confidentiality regarding personal communication, property, counseling, medical/health records, and academic status. *Enhancement:* Student data and records will not be disclosed to third parties or non-essential personnel without explicit,

written student consent, except where required by law or in emergency health/safety situations.

Accessibility & Accommodation: The right to reasonable accommodations and equal access to all facilities, academic programs, and student services. *Enhancement:* Students with physical, cognitive, sensory, or psychological disabilities will receive timely, personalized, and reasonable adjustments through a dedicated accessibility support office.

Transparency & Information Rights: The right to clear, up-to-date, and accurate information regarding institutional policies, tuition, course fees, academic requirements, grading criteria, and administrative decisions. *Enhancement:* Any changes to fees, degree requirements, or campus policies must be published with reasonable advance notice before taking effect.

Fair Academic Evaluation & Grievances: The right to objective, non-arbitrary academic evaluation and access to a defined, transparent grievance procedure. *Enhancement:* Students may challenge grades or academic decisions that deviate from published syllabus criteria through a structured appeal process with established timelines.

Due Process in Disciplinary Matters: The right to formal notice of any alleged misconduct charge, access to evidence being considered, an opportunity to respond, present defense evidence/witnesses, an impartial hearing body, and a formal written decision. *Enhancement:* Students are presumed non-responsible until proven otherwise based on clear procedural standards.

Right to Legal or Advisor Representation: The right to be accompanied by an advisor or legal counsel during any serious disciplinary proceeding. *Enhancement:* The advisor may attend all hearings, meetings, and interviews to assist the student, either at the student's expense or through university-provided advocacy programs if available.

Appeals Process: The right to appeal any disciplinary finding or sanction. *Enhancement:* Appeals may be submitted based on procedural errors, new evidence, or disproportionate penalties, evaluated by an independent appellate body not involved in the initial decision.

Protection Against Humiliating or Retaliatory Treatment: The right to full protection against cruel, degrading, humiliating, retaliatory, or discriminatory actions by any faculty member, staff, administrator, or fellow student. *Enhancement:* Whistleblowers and individuals reporting policy violations or participating in investigations are explicitly protected from any form of social, academic, or professional retaliation.

4.17 Student Responsibilities

Every Kolehiyo ng Pantukan (KNP) student is expected to embody integrity, respect, and civic responsibility. As members of the KNP academic community, students carry the following fundamental duties and responsibilities:

- **Institutional Compliance:** Know, understand, and abide by all lawful and published rules, regulations, policies, and guidelines established by the College.

- **Academic Excellence and Integrity:** Pursue academic efforts with honesty, complete all coursework and requirements responsibly, and uphold the highest standards of academic integrity.
- **Respect for Individual Rights and Expression:** Respect the rights, human dignity, privacy, personal property, diverse beliefs, and lawful expressions of all students, faculty, staff, and campus visitors.
- **Identification and Security:** Carry a valid Kolehiyo ng Pantukan Student Identification Card at all times while on campus or representing the institution, and present it upon request for legitimate College purposes.
- **Stewardship of Facilities and Environment:** Exercise proper care, safety, and respect in using College facilities, equipment, official records, and environmental surroundings.
- **Adherence to Safety and Operational Guidelines:** Strictly observe health, safety, security, laboratory, library, and emergency instructions provided by authorized College personnel.
- **Responsible Technology and Brand Use:** Utilize College technology, network infrastructure, digital resources, official social media spaces, and institutional marks ethically, responsibly, and in accordance with acceptable use policies.
- **Information Accuracy:** Ensure that personal contact details, residential address, and emergency contact information are accurate and regularly updated in official College records.
- **Financial and Administrative Accountability:** Settle all documented financial obligations, clearance fees, and administrative accountabilities promptly through official College channels (IF APPLICABLE).
- **Integrity in Campus Proceedings:** Cooperate fully and truthfully in authorized administrative, disciplinary, or legal proceedings without misrepresentation, obstruction, or retaliation against participants.
- **Community Building and Civic Service:** Actively contribute to a peaceful, inclusive, safe, and service-oriented College community dedicated to regional growth and national development.

4.18 Scope of the Student Code of Conduct

1. Purpose & Jurisdictional Scope

The Student Code of Conduct establishes the standards of behavior required of all students enrolled at Kolehiyo ng Pantukan (KNP). The Code applies to conduct occurring:

- **On KNP Property or Systems:** Within any physical campus, building, facility, or through official KNP digital networks, platforms, and information systems.
- **During Authorized Activities:** During any College-authorized class, academic placement, internship, field trip, athletic event, official representation, or student organization function, regardless of location.
- **Online Spaces:** Virtual or digital conduct when it utilizes KNP systems or has a direct and substantial effect on the safety, rights, administrative operations, or learning environment of the College.

- Off-Campus: Outside campus grounds when a specific law or approved institutional policy grants KNP jurisdictional authority and there is a clear institutional connection.

2. Policy Matrix

Domain	Coverage Scope	Examples / Context
Physical Campus & Facilities	All activities on KNP grounds and properties.	Classrooms, administrative offices, student spaces.
Institutional Systems	Use of official networks, portals, and email services.	KNP Wi-Fi network, student portals, institutional email.
Sanctioned Events & Travel	Official activities representing KNP off-campus.	Inter-school events, off-campus practicum/internship, field trips.
Digital & Online Spaces	Cyber activities affecting safety, rights, or operations.	Cyberbullying, unauthorized access, harassment targeting KNP members.

3. Student Freedoms & Limitations on Authority

KNP respects the fundamental rights of its students. The College shall not discipline a student solely for lawful private conduct, lawful criticism, political belief, or association without a direct and substantial institutional basis demonstrating harm to the College community or disruption of academic operations.

4.19 General Standards of Conduct

1. Core Behavioral Expectations

Students of Kolehiyo ng Pantukan (KNP) are expected to uphold the highest standards of personal and academic integrity, personal responsibility, and mutual respect at all times. To maintain an environment conducive to learning and community well-being, students must:

- Respect the Learning Environment: Demonstrate conduct that fosters an safe, inclusive, and orderly academic atmosphere.
- Comply with Directives: Follow reasonable instructions, directives, and guidelines issued by authorized College personnel acting in the performance of their duties.
- Protect Community & Property: Actively safeguard the safety, physical well-being, and property of fellow students, faculty, staff, visitors, and the institution.

- **Maintain Operational Order:** Refrain from engaging in any intentional, negligent, or disruptive behavior that interferes with instruction, administrative functions, campus services, or authorized activities.

2. Visitor Responsibility & Host Expectations

KNP students who invite visitors to campus or College-sponsored activities serve as their hosts and are subject to the following guidelines:

- **Compliance with Campus Rules:** Hosts must ensure that their guests are fully aware of and adhere to all campus policies, safety guidelines, and regulations.
- **Accurate Identification:** Hosts are required to provide complete and truthful visitor information during registration or check-in with campus security or administrative personnel.
- **Prohibition of Facilitation:** Students shall not knowingly assist, encourage, or facilitate any misconduct or violation of College rules committed by their guests.

Limitation of Liability: While students are responsible for informing their guests of campus rules and avoiding facilitation of misconduct, a host student is not automatically held liable for independent, unforeseeable acts of misconduct committed solely by a visitor.

3. Prohibited Conduct Categories & Examples

To ensure clarity, student misconduct generally falls into three primary categories:

- **Academic Integrity Violations:** Plagiarism, cheating, unauthorized collaboration, fabrication of data, or impersonating another student during examinations or official academic exercises.
- **Behavioral & Safety Violations:** Physical assault, verbal abuse, cyberbullying, harassment, possession of prohibited substances or weapons, theft, and deliberate damage to College property.

Administrative & Systemic Disruption: Forgery of institutional documents, unauthorized access to KNP digital portals or Wi-Fi infrastructure, obstruction of College proceedings, and failure to present student identification upon request by security or official personnel.

4. Reporting, Initial Review, & Protective Measures

Reporting Violations: Any member of the KNP community (faculty, staff, student, or visitor) may report suspected violations of these standards to the Student Affairs Office or Campus Security.

Immediate Intervention: Authorized personnel reserve the right to temporarily intervene, direct disruptive individuals to leave a classroom or institutional space, or request security escort to prevent ongoing safety risks.

Interim Measures: Pending a formal review or disciplinary proceeding, KNP administration may implement reasonable interim measures (such as temporary stay-away directives or adjusted class schedules) to protect the rights and safety of involved parties.

4.20 Identification, Uniform, and Dress Code

Kolehiyo Ng Pantukan (KNP) is dedicated to maintaining a safe, inclusive, and professional academic environment that fosters learning, personal growth, and mutual respect. The campus dress code and identification requirements reflect the values of our academic community and are designed to uphold personal discipline while preparing students for their future professional careers.

Students are expected to present themselves neatly and appropriately at all times. These standards are applied equitably, with full respect for personal dignity, gender identity and expression, religious beliefs, cultural background, health status, and individual circumstances. Compliance with these policies ensures campus security, promotes school identity, and preserves a clean, productive learning atmosphere for all.

ID Requirement: Students must display a valid, non-transferable KNP ID on campus. Lost IDs must be reported immediately, and temporary IDs will be issued during processing.

Uniform Schedule: Regular uniforms are required on Monday, Tuesday, Thursday, and Friday. Wednesday is Wash Day (civilian dress). Program-specific attire (e.g., PE, NSTP, labs, practicum) must be worn as scheduled.

Inclusivity & Accommodations: Dress policies are non-discriminatory, respecting gender expression, religion, culture, disability, health, and economic circumstances. Accommodations and a 1-month grace period for new/returning students are available upon request.

Civilian Attire Rules: Allowed clothing includes collared shirts, sleeves, plain T-shirts, unripped jeans, knee-length skirts, and closed-toe shoes. Prohibited items include revealing tops, shorts, distressed clothing, slippers/flip-flops, and headwear indoors.

Grooming & Discipline: Hair must be clean and neat; male facial hair must be trimmed. First-time violations carry reminders and identity verification, while repeated infractions are treated as Category A (Minor) Offenses, which may result in temporary denial of entry.

Student Dress Code Accommodation Workflow

Step 1: Obtain and Complete the Request Form:

- Download the Student Accommodation Request Form from the official KNP Student Portal or pick up a printed copy at the Office of Student Affairs (OSA).
- Complete all required fields, specifying the category of accommodation (e.g., religious, medical, disability-related, pregnancy-related, cultural, or economic emergency).

Step 2: Attach Supporting Documentation

Medical / Disability / Pregnancy: Attach a valid medical certificate or recommendation signed by a licensed physician or health professional.

Religious / Cultural: Attach a brief written statement or supporting endorsement from a recognized religious leader or community authority, if applicable.

Economic Emergency: Include a brief statement outlining the temporary financial hardship.

Step 3: Submit to the Office of Student Affairs (OSA)

Submit the completed form and supporting documents in person to the OSA Desk or via email to studentaffairs@knp.edu.ph.

Requests must be submitted within the first **two weeks** of the academic term or immediately upon the occurrence of a qualifying circumstance.

Step 4: Review and Verification

The OSA Officer reviews the application for completeness and verifies the documentation within **3-5 business days**.

If necessary, a brief, private consultation may be scheduled to discuss necessary modifications or timeline specifics.

Step 5: Issuance of Accommodation Pass

Upon approval, the OSA issues an official **Dress Code Accommodation Pass** detailing the approved attire variations and valid dates.

The student receives a physical pass and a digital copy registered in the campus security system.

Step 6: Compliance and Verification on Campus

The student presents the Accommodation Pass (or digital copy) upon entry or when requested by campus security or faculty members.

4.21 Health, Safety, and Substance-Free Campus Conduct

I. Rationale & Legal Anchor

In accordance with the standards mandated by the Commission on Higher Education (CHED), Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002), Executive Order No. 26 (Providing for the Establishment of Smoke-Free Environments), and relevant national laws, Kolehiyo ng Pantukan is dedicated to maintaining a safe, healthy, and secure campus environment.

II. Scope

This policy applies to all officially enrolled students of Kolehiyo ng Pantukan within campus grounds, college facilities, or during off-campus College-sanctioned activities.

III. Policy Provisions

Substance-Free Campus: Smoking, vaping, possession or use of prohibited drugs, unauthorized possession or drinking of alcohol, and attending classes or activities while dangerously intoxicated are strictly prohibited.

Weapons & Explosives Control: Possession of firearms, explosives, or deadly weapons is prohibited, except by authorized officers in the performance of duty or individuals authorized by law and the College.

Safety & Institutional Compliance: Students must strictly follow traffic, pedestrian, emergency, fire, disaster, infection-control, and restricted-area rules.

Animal Control: Animals are not allowed in controlled facilities, except for certified service animals, authorized instructional animals, or animals approved for a specific purpose.

IV. Possible Sanctions

Violations are categorized based on severity and determined through due process by the Office of Student Affairs and Discipline in accordance with CHED guidelines:

Offense Level	Violation Examples	Progressive Sanctions
Minor Offenses	First-time smoking/vaping; minor traffic or restricted-area rule infractions; unauthorized animals on campus.	• 1st Offense: Written Reprimand & Guidance Counseling • 2nd Offense: Written Warning & Campus Community Service (4–8 hours) • 3rd Offense: Short-term Suspension (1–3 days) 20 HOURS IN TOTAL
Major Offenses	Alcohol consumption/possession on campus; attending classes dangerously intoxicated; repeated safety code violations.	• 1st Offense: Suspension (3–5 days) & Parental Notification • 2nd Offense: Suspension (1–2 weeks) with Mandatory Counseling • 3rd Offense: Non-readmission / Exclusion for the semester
Grave Offenses	Possession, distribution, or use of prohibited drugs; illegal possession of firearms, explosives, or deadly weapons.	• 1st Offense: Immediate Suspension pending investigation, leading to Dismissal / Expulsion and referral to proper law enforcement authorities (PNP/PDEA) as mandated by law.

4.22 Respect, Inclusion, and Safe Spaces

Discrimination, bullying, cyberbullying, gender-based sexual harassment, sexual harassment, stalking, threats, coercion, public ridicule or vilification of persons with disabilities, and retaliation are prohibited.

Consensual friendship or relationship between students is not misconduct by itself. Conduct becomes subject to College action when it involves harassment, coercion, exploitation, violence, public sexual conduct that materially disrupts the academic environment, abuse of authority, or another violation of law or policy.

Complaints involving gender-based sexual harassment shall be referred to the independent internal mechanism or Committee on Decorum and Investigation

required by law. Confidentiality, protection from retaliation, impartiality, representation, and the statutory timeline shall be observed.

Core Purpose

Republic Act No. 10627 mandates that all basic education institutions adopt anti-bullying policies to ensure a safe school environment.

Definition & Forms of Bullying

Bullying is any severe or repeated written, verbal, electronic, or physical act causing fear, a hostile environment, rights infringement, or educational disruption.

Physical: Punching, kicking, pushing, slapping.

Verbal: Name-calling, slander, negative comments on appearance.

Social: Aggressive behavior meant to exclude or hurt someone socially.

Cyberbullying: Harassment using technology, social media, or messaging.

Gender-based: Humiliation or exclusion based on sexual orientation or gender identity.

Mandatory Policy Requirements

Explicit prohibition of all bullying on or off campus (if it affects school life).

Clear reporting mechanisms (including anonymous options) and immediate investigation procedures.

Proportional disciplinary measures and mandatory intervention programs for both bully and victim.

Protection against retaliation for reporters or witnesses.

Stakeholder Responsibilities

- Administration: Enforces compliance, includes policies in handbooks, and educates stakeholders.
- Personnel: Must intervene immediately, ensure safety, and report all incidents.
- Parents & Students: Must review policies, report incidents, and participate in resolution processes.

Immediate Action Protocol

Stop the bullying immediately and separate the students.

Secure the victim's safety and provide medical care if needed.

Escort the bully to the guidance office.

Notify parents/guardians of all involved parties.

Investigate and execute intervention strategies.

Sanctions

- Students: Written reprimands, community service, suspension, or expulsion, plus mandatory intervention programs.
- Personnel: Administrative penalties for failing to report or act on bullying incidents.

Safe Spaces and Sexual Harassment Policy

Guidelines: Kolehiyo Ng Pantukan is dedicated to providing a safe environment for all, free from gender-based sexual harassment (GBSH) and other related offenses. This policy is guided by the Safe Spaces Act (Republic Act No. 11313).

Procedures for Reporting and Response:

- **Reporting GBSH:** Any student, faculty, staff, or visitor who is a victim of or a witness to GBSH is encouraged to report the incident to the appropriate KNP authorities, such as the Guidance Office, Student Affairs Office, or any school official.
- **Code of Conduct:** KNP will adopt a Code of Conduct that defines all forms of GBSH, outlines clear penalties, and details the procedures for filing complaints.
- **Investigation and Support:** All reports will be handled with the utmost confidentiality. KNP will promptly investigate and take appropriate action. The institution will also provide support to victims, which may include psychosocial counseling, referral for legal assistance, and ensuring their safety within the school premises.
- **Penalties:** Anyone found to have committed GBSH, whether in person, in a public space, or online, will face disciplinary action in accordance with KNP's Code of Conduct and the penalties prescribed by law.
- **Scope of Coverage:** This policy covers all school-related activities, both on and off-campus, including on-the-job training and online interactions. KNP's commitment to a safe space extends to all forms of interaction within the community.

4.23 Responsible Use of Technology and Social Media

Students shall not hack, damage, bypass security, access another person's account or file without authority, distribute malware, invade privacy, impersonate another person, or use College systems for unlawful harassment, threats, fraud, or unauthorized commercial activity.

Students remain free to express lawful opinions about KNP. A statement that is critical, embarrassing, or unpopular is not misconduct merely because it may affect the College's reputation. Discipline requires a specific violation such as defamation under law, threat, harassment, disclosure of protected information, impersonation, fraud, or a demonstrable material disruption.

Digital Citizenship and Social Media Policy

Kolehiyo ng Pantukan (KNP), we recognize that online conduct is an extension of a student's behavior. All students are expected to practice responsible and ethical digital citizenship, as actions performed online can significantly impact the well-being of our community members and the reputation of our institution. This policy applies to all school-related activities, including online interactions.

Prohibited Online Acts

Any online activity that violates the KNP Code of Conduct is subject to disciplinary action. The following are explicitly identified as serious violations:

- **Cyberbullying:** This is defined as any form of bullying done through technology or electronic means, such as social media, email, or instant messaging.
- **Posting Harmful Content:** Using the internet to post pictures or videos that cause damage to another person or to the name and reputation of the school is strictly prohibited. This includes using social media to defame an individual or the institution.
- **Academic Dishonesty:** Engaging in severe acts of cheating, plagiarism, or the falsification of academic documents, many of which occur in a digital context, is a grave offense.
- **Gender-Based Online Harassment:** In line with the Safe Spaces Act, our policy covers and prohibits gender-based sexual harassment that occurs in person or online.

Sanctions

Violations of this policy are treated with the utmost seriousness. The prohibited acts listed above, such as cyberbullying and posting damaging content, are classified as

1. **Category C (Grave) Offenses.** As such, students found responsible for these actions will be subject to the most severe sanctions, which may include suspension or expulsion from the college.

Prohibited Online Acts:

- **Cyberbullying:** Using electronic means to harass, intimidate, or threaten any member of the school community.
- **Defamation:** Posting false information that damages the reputation of the school or its members.
- **Invasion of Privacy:** Sharing photos, videos, or personal information of others without consent.
- **Academic Dishonesty** through online platforms.
- **Sanctions:** Violations of this policy will be treated as serious or grave offenses (Category B or C) and will be subject to the disciplinary procedures in this manual.

4.24 Classification of Conduct Offenses

A. General Principle

Conduct offenses at Kolehiyo ng Pantukan are classified according to the actual or reasonably foreseeable harm caused, the degree of intent or premeditation, repetition of prior misconduct, coercion, dishonesty, potential safety risks, and the violation of another individual's rights. Every formal charging notice issued by the Disciplinary Board or Office of Student Affairs must explicitly identify the specific prohibited act, supporting evidence, jurisdictional basis, and applicable rule, classifying the alleged offense into one of the categories below.

B. Categories of Conduct Offenses

Category A – Minor Offenses: An isolated, low-impact, or correctable violation that causes limited disruption to campus operations and no serious harm.

Examples include: Repeated non-compliance with student ID or uniform requirements after documented guidance; minor classroom or hallway disruptions; improper waste disposal/littering; non-damaging, unauthorized entry or use of College facilities; and minor violations of posted campus safety or library rules.

Category B – Major Offenses: Serious or repeated misconduct that causes material disruption to academic or administrative activities, involves dishonesty or coercion, causes physical or financial harm, or substantially violates College rules or personal rights.

Examples include: Repeated Category A conduct after documented interventions; material vandalism or destruction of College property; theft, fraud, or extortion; coercion or physical fighting; targeted harassment or bullying; unauthorized access or substantial misuse of College information systems; and misappropriation of student organization funds.

Category C – Grave Offenses: Misconduct causing—or posing a substantial risk of—severe harm, or constituting an exceptionally serious violation of local laws, safety standards, or institutional integrity.

Examples include: Serious physical assault or explicit violent threat; sexual violence or misconduct; hazing in any form; stalking or serious retaliatory acts against complainants/witnesses; arson or sabotage of campus property; unlawful possession, carry, or use of dangerous weapons or explosives; unlawful possession, use, or distribution of dangerous drugs; grave falsification or financial fraud; intimidation or tampering with a witness; and committing a repeated Category B offense after a final sanction when the new act demonstrates serious risk or disregard of rights.

C. Academic Integrity & Double Jeopardy Protection

Offenses involving academic dishonesty (e.g., plagiarism, cheating, unauthorized collaboration) are classified and addressed first under **Sections 2.26 and 2.27** of the Student Handbook. A related non-academic disciplinary case may proceed only for serious non-academic harm or repeated misconduct, with credit given for any academic sanction already imposed so that the student is not subjected to double jeopardy for the same specific aspect of the act.

D. Prohibition of Vague or Arbitrary Charges

To uphold student due process and fundamental fairness, vague, subjective, or ideologically biased labels—including but not limited to "*undesirable character*," "*leftist affiliation*," "*moral turpitude*," "*bringing the College into disrepute*," or "*illicit relationship*"—shall **never** stand alone as offenses. Every formal charge must identify the specific prohibited act, evidence, jurisdictional basis, and applicable rule.

Disciplinary Sanctions Matrix

Classification	1st Offense	2nd Offense	3rd Offense
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Classification	1st Offense	2nd Offense	3rd Offense
Category A (Minor)	Written Warning / Verbal Counseling and mandatory corrective action.	Reprimand in student record and community/campus service (3–5 hours).	Escalation to Category B charge; suspension of campus privileges.
Category B (Major)	Formal Reprimand, campus service (10–20 hours), and/or restitution of damages.	Disciplinary Suspension (3 to 10 school days) and probation.	Escalation to Category C charge; long-term suspension or non-readmission.
Category C (Grave)	Preventive Suspension, formal hearing, and Disciplinary Suspension (15+ days) or Dismissal.	Expulsion / Permanent Exclusion from the College and forfeiture of eligibility.	N/A (Permanent Exclusion applied).

4.25 Sanctioning Principles and Available Sanctions

Disciplinary actions at Kolehiyo ng Pantukan adhere to the following key principles:

Proportionate & Consistent: Sanctions reflect severity, intent, harm, risk, repetition, and mitigating or aggravating factors, ensuring similar cases are treated consistently.

Educational & Restorative: Aligned with KNP's IDEAS values (Integrity, Dynamism, Excellence, Accountability, Service), discipline focuses on understanding consequences, repairing harm, restoring relationships, and preventing recurrence when safe and voluntary.

Prohibited Disciplinary Actions: Disciplinary measures strictly exclude corporal punishment, detention, humiliation, forced apologies, discriminatory treatment, unsafe labor, cruel conduct, or unauthorized money collection.

Access & Due Process: Students cannot be summarily denied entry to classes or campus as punishment; restricted access is permitted only through narrowly tailored interim safety measures under Section 4.26.

The normal progression is:

Classification	First Finding	Repeated or Aggravated Finding	Highest Available Response
Category A - Minor	Warning, educational intervention, or voluntary restorative action	Written reprimand, restitution, or limited privilege restriction	Reclassification as Category B only after documented prior interventions and notice

Classification	First Finding	Repeated or Aggravated Finding	Highest Available Response
Category B - Major	Written reprimand, restitution, probation, privilege restriction, or proportionate suspension	Longer suspension or dismissal when justified	Dismissal, subject to formal hearing and appeal
Category C - Grave	Probation, suspension, dismissal, or another proportionate sanction based on the case	Dismissal or expulsion when legally authorized	Expulsion only through the legally required approval process

Offense Classification Summary

- To keep our campus safe and orderly, offenses at Kolehiyo ng Pantukan are classified into three severity levels in accordance with CHED guidelines:
- Category A: Minor Offenses

Unintentional or minor infractions causing minimal disruption.

Classroom & Facility Conduct: Misbehavior during class or school routines, improper facility use without damage, littering, and missing assigned tasks.

Gadgets & Games: Unauthorized electronic device use in class, bringing playing cards, or card playing on campus.

Grooming & Decorum: Uniform, haircut, or grooming violations, missing or improper wearing of school ID, and unexcused absences/tardiness.

Interpersonal Conduct: Inappropriate screaming, offensive language, or instigating others to commit minor violations.

Category B: Major Offenses

Serious infractions showing disregard for authority or disrupting campus life.

Academic Integrity: Violating test or exam protocols.

Authority & Respect: Open defiance, disrespecting community members, lying, or curfew violations.

Disruptive Actions: Cutting classes, gambling, rough play, inappropriate public displays of affection, or entering off-limits areas.

Property & Prohibited Items: Vandalism, tampering with official notices, or possessing cigarettes, vapes, or indecent materials.

Repeated Infractions: Accumulating three Category A offenses.

Category C: Grave Offenses

Severe violations compromising safety, integrity, or legality, subject to strict disciplinary or legal action.

Safety & Violence: Physical assault, bullying, hazing, sexual misconduct/harassment, or possessing deadly weapons/explosives.

Substance Use & Intoxication: Possession, use, or trafficking of illegal drugs, smoking on grounds, or campus entry under the influence of alcohol.

Academic Integrity & Records: Severe academic dishonesty, forgery, or falsifying official school records.

Property & Digital Misconduct: Theft, unauthorized business dealings, driving unlicensed, or posting media online that defames the school or others.

Organization & Repeated Infractions: Membership in unrecognized secret societies/fraternities or accumulating two Category B offenses.

4.26 Interim Protective Measures

Before a final decision, the College may impose a temporary no-contact direction, schedule or section adjustment, facility restriction, remote arrangement, or interim suspension only when reasonably necessary to address a significant safety, retaliation, evidence, or operational risk.

An interim measure is not a finding of guilt. The student shall receive written reasons, the narrowest practicable restriction, an opportunity for prompt review, continued access to learning when safe, and periodic reassessment.

Preventive Measures

The Office of the Prefect of Discipline believes that the most effective approach to discipline is prevention. By proactively addressing potential issues and promoting positive behavior, we can cultivate a campus culture where misconduct is less likely to occur. This strategy aligns with the *CHED Memorandum Order No. 21, s. 2006*, which emphasizes the developmental role of student services. Our preventive measures are designed to educate students, empower them to make sound decisions, and foster a sense of shared responsibility for the well-being of the community.

1. Educational Programs and Workshops

We will conduct a series of mandatory and voluntary workshops and seminars throughout the academic year. These programs will be delivered in collaboration with the Guidance Office and other relevant departments. Topics will include:

a. Orientation Sessions: At the beginning of each semester, all new students will attend an orientation that provides a comprehensive overview of the KNP Student Code of Conduct, disciplinary procedures, and the role of the Prefect of Discipline.

b. Character Development and Values Formation: Workshops will focus on the practical application of the KNP core values (IDEAS: Integrity, Dynamism, Excellence, Accountability, Service) in academic and social settings.

c. Conflict Resolution and Mediation: Students will be taught effective communication and negotiation skills to resolve disputes peacefully and prevent minor disagreements from escalating into major conflicts.

d. Awareness Campaigns: The office will launch campaigns on critical issues such as anti-bullying, cyber-safety, drug and alcohol abuse prevention, and academic integrity. These campaigns will use various media, including posters, social media posts, and school announcements.

2. Visible and Accessible Presence

The Prefect of Discipline and their staff will maintain a visible presence on campus. This serves as a deterrent to misconduct and encourages open

communication. Our office will be accessible to students who have questions, concerns, or wish to report an incident. We will also:

- **Conduct Regular Campus Patrols:** The Prefect and designated staff will regularly patrol key areas of the campus, including common areas, hallways, and libraries, to ensure rules are being followed.
- **Hold Open Office Hours:** Students can drop by during designated times to ask questions or seek guidance in a non-threatening environment.

3. Collaboration with the School Community

The Office of the Prefect of Discipline is not a silo; it is an integrated part of the school's support system. We will work closely with:

- **Faculty and Staff:** We will provide faculty with training on how to handle minor classroom disruptions and how to properly report more serious offenses.
- **Student Organizations:** We will partner with student leaders to co-host events and workshops that promote responsible behavior and a positive school culture.
- **Parents and Guardians:** We will maintain open lines of communication with parents, not just to report misconduct, but to share information about our preventive programs and to work together in supporting student development.
- **Guidance Office:** The Prefect will collaborate with the Guidance Office to refer students who may be exhibiting behavioral problems due to personal or psychological issues, ensuring a holistic approach to student well-being. This collaboration is a key component of the student support and well-being goal outlined in the KNP mission.
- **Specific Policies:**
 - **Anti-Bullying Act of 2013 (RA 10627):** A comprehensive policy is adopted to prevent and address bullying, defined as any severe or repeated act causing physical or emotional harm or creating a hostile environment. This includes physical, verbal, social, cyber, and gender-based bullying.
 - **Anti-Hazing Act of 2018 (RA 11053):** KNP strictly prohibits all forms of hazing. Any student found guilty will face immediate sanctions, up to and including expulsion, in addition to any criminal liabilities.
 - **Dangerous Drugs Policy (RA 9165):** A strict anti-drug policy is implemented, which may include mandatory random drug testing as an admission or retention requirement.
 - **Safe Spaces Act (RA 11313):** KNP is dedicated to providing an environment free from gender-based sexual harassment (GBSH). A clear code of conduct and reporting mechanism is in place to handle all incidents confidentially and effectively.
 - **Anti-Smoking Policy (CHED CMO No. 06, s. 2021):** All forms of tobacco consumption, including vaping, are strictly prohibited on campus for all students, staff, and visitors. No smoking areas will be designated.

4.27 Student Disciplinary Procedure

- The following minimum process applies to a formal disciplinary case:

- Here is a summary of the formal student disciplinary process outlined in the document:

Filing & Intake: Any KNP community member can file a signed written complaint detailing the incident, individuals involved, and evidence. Anonymous reports are accepted if they contain verifiable information.

Preliminary Assessment: The Prefect of Discipline evaluates jurisdiction, case category, safety needs, potential informal resolution, and grounds for formal charges. Unsupported or non-disciplinary issues are dismissed or rerouted.

Notice & Response: Respondents receive a detailed written notice of allegations, potential sanctions, and rights. They have 3 school days to reply, with extensions available for valid reasons.

Impartial Investigation: An unconflicted investigator interviews parties, gathers records, discloses adverse evidence, and keeps a confidential case file.

Finding Standard: Guilt is determined strictly by a *preponderance of the evidence* (more likely than not). The burden of proof rests on the institution; nonappearance or silence does not imply guilt.

Resolution or Hearing:

Category A: Resolved by the Prefect or via voluntary restorative agreement. Disputed Category A, as well as Category B and C cases, go to the Student Discipline Committee.

Hearings: Parties may present evidence, call witnesses, and bring an adviser or counsel.

Written Decision: The deciding body issues a formal written outcome detailing findings, evidence, sanctions, and appeal options. A finding of no responsibility closes the matter without creating a disciplinary record.

Implementation & Appeals: Decisions are served to the student. Major sanctions (suspension, dismissal, expulsion) are held until a 3-school-day appeal window closes or an appeal is resolved, barring emergency safety measures.

Closure & Support: Coordinated support (guidance, academic continuity, restitution) is provided, and records are securely archived.

Nonappearance Policy: Missing a proceeding after proper notice does not automatically establish guilt; the case proceeds based on available evidence, though willful obstruction may be addressed separately.

VII- Disciplinary Procedures: The Five-Step Process

The following structured, five-step process will be followed when addressing a disciplinary matter to ensure consistency and due process, and reflecting our core value of Accountability.

Step 1: Initial Report and Intake

- Any member of the Kolehiyo ng Pantukan community (faculty, staff, student) may file a report of a disciplinary violation.
- The report must be in writing and submitted to the Office of the Prefect of Discipline.

- The report should be detailed and include:
- Full name(s) of the student(s) involved.
- Date, time, and specific location of the alleged incident.
- A clear, factual, and concise description of the alleged offense.
- Names and contact information of any witnesses.

Step 2: Formal Investigation and Fact-Finding

- Upon receipt of the report, the Prefect of Discipline will conduct a prompt and thorough investigation.
- Due Process: The student(s) under investigation will be formally notified of the allegations against them and given the right to be heard.
- The investigation will include:
- Separate interviews with all parties involved (the complainant, the accused, and witnesses).
- Collection of any relevant evidence (e.g., security camera footage, screenshots, formal written statements).
- A confidential record of all interviews and evidence will be maintained.

Step 3: Determination of Findings

- After a comprehensive investigation, the Prefect of Discipline will review all evidence and statements.
- A determination will be made based on a preponderance of evidence, meaning it is more likely than not that the offense occurred.
- The Prefect will prepare a written finding of facts, which will be the basis for any subsequent action.

Step 4: Imposition of Sanction

- If a violation is confirmed, an appropriate sanction will be imposed. The sanction will be proportionate to the severity of the offense and will consider the student's prior disciplinary record and the specific circumstances of the case.

Step 5: Notification and Documentation

- The Prefect of Discipline will formally communicate the decision, including the findings and the sanction, to the student and their parents/guardians.
- A formal letter will be sent, detailing the offense, the investigation process, the sanction imposed, and the appeal process.
- All documents, including the final decision, will be placed in the student's confidential disciplinary file, ensuring all records are kept in accordance with CHED regulations.

Confidentiality of Records

- All disciplinary records are considered highly confidential and will be managed in accordance with data privacy laws and CHED regulations. This reflects our commitment to Integrity.
- Records will be stored securely in a locked cabinet or a password-protected digital database accessible only by the Prefect of Discipline and the School Administration.

- Information from these files will only be shared with other authorized school personnel on a strict "need-to-know" basis for the purpose of student welfare and safety.

Flowchart of the Disciplinary Process:

1. Report Filed → 2. Investigation → 3. Findings → 4. Sanctioning → 5. Notification & Appeal

4.28 Student Discipline Committee

Organizational Structure

A. Prefect of Discipline

Enforces school rules and discipline policies.

Conducts investigations of reported cases.

Issues notices, facilitates hearings, and recommends sanctions.

Coordinates with the SAS Coordinator, Guidance Office, Faculty, and Administration.

B. Discipline Committee

Chairperson: OSAS Coordinator.

Members: Prefect of Discipline, Guidance Counselor, Faculty Representative, Student Representative (when appropriate), and a Legal/ Administrative Officer (if available).

Ensures due process is observed and recommends sanctions to higher administration.

C. Reporting Line

Prefect of Discipline → OSAS Coordinator → Dean/VP for Academic Affairs → College President

Student Discipline Committee Overview

Composition: Includes the Prefect of Discipline (or alternate), OSAS Coordinator (Chairperson), Faculty Representative, Guidance/Student-Support Representative, and an optional trained Student Representative.

Function: Ensures due process, evaluates case facts, and recommends appropriate sanctions to higher administration.

Recusal & Jurisdiction: Members with conflicts of interest must recuse themselves. Specialized cases (e.g., sexual harassment, academic integrity) are routed to designated specialized bodies to avoid duplicative sanctions.

The **Discipline Committee** is a key figure in the school's administration, tasked with upholding the school's Code of Conduct and promoting the core values of IDEAS. Their duties extend beyond simple enforcement and include:

- **Enforcement of Institutional Rules:** Consistently and fairly enforcing all disciplinary rules and regulations as outlined in the student handbook. This aligns with our commitment to Integrity and Accountability.
- **Thorough and Impartial Investigation:** Conducting comprehensive and unbiased investigations into all reported violations. This involves gathering factual evidence, conducting separate interviews with all parties, and maintaining a detailed log of all actions taken.
- **Record-Keeping and Documentation:** Maintaining accurate, complete, and confidential records of all disciplinary cases in a secure, password-protected database. This ensures Accountability and compliance with CHED CMO No. 9, s. 2013 and MORPHE.
- **Effective Communication:** Serving as the primary liaison for all disciplinary matters. This involves preparing formal notification letters for parents or guardians, coordinating with teachers and other school staff, and clearly communicating to students their rights and the disciplinary process.
- **Student Guidance and Counseling:** Providing guidance and counseling to students who have committed offenses. The goal is to help them understand the root cause of their behavior and to find constructive ways to address it. This is a vital part of our Service to students and our commitment to student support and well-being.
- **Proactive Prevention and Development:** Implementing proactive measures to prevent disciplinary issues from occurring. This includes organizing and conducting seminars on topics like bullying, cyber-safety, academic integrity, and personal responsibility. The Prefect will also establish a visible and accessible presence on campus to foster a positive and respectful environment, showcasing Dynamism and Innovation.

The College shall constitute an impartial Student Discipline Committee with the Prefect of Discipline or an unconflicted alternate, a Student Affairs representative, a faculty or academic-administration representative, and a Guidance or student-support representative. A trained student representative may participate when the approved procedure permits and the nature of the case, privacy duties, and conflicts allow. A member with prior material involvement, close relationship, or demonstrated bias shall recuse.

Cases under a specialized law or policy, including gender-based sexual harassment, research ethics, or academic integrity, shall be handled by the body designated by that law or policy, with coordination to prevent duplicative punishment.

4.29 Rights of the Complainant, Respondent, and Witnesses

Student Rights and Responsibilities

A. Rights of Students (CHED-based)

1. Right to due process in all disciplinary cases
2. Right to academic freedom (to learn and express opinions responsibly)
3. Right to access student services (guidance, health, scholarships, etc.)
4. Right to participate in policy-making through student representation
5. Right to organize and join student organizations
6. Right to privacy and confidentiality of student records
7. Right to appeal disciplinary sanctions within prescribed procedures
8. Right to safety and protection from hazing, bullying, harassment, discrimination

B. Responsibilities of Students

1. Respect school authorities, faculty, staff, and fellow students
2. Uphold academic honesty (no cheating, plagiarism, falsification)
3. Maintain peace, order, and cleanliness on campus
4. Protect school property and facilities
5. Comply with school rules and regulations (attendance, uniforms, ID system)
6. Avoid acts that endanger life, health, or security of others
7. Participate actively in school programs and nation-building initiatives

Clear Guide to Student Due Process Rights

1. The right to be formally notified in writing of the specific allegations.
2. The right to a fair and impartial investigation.
3. The right to review the evidence against them.
4. The right to present their side, including evidence and witnesses.
5. The right to be accompanied by a parent, guardian, or advisor during hearings.

Core Protections & General Rights

1. Universal Protections: All participants are entitled to dignity, safety, maximum achievable confidentiality, protection against retaliation, reasonable accessibility, and timely updates.

2. Parental/Guardian Disclosure: Disciplinary details, records, and decisions are not automatically shared with parents or guardians because college students are usually legal adults. KNP will only notify external contacts (parents, guardians, or emergency contacts) with explicit student consent, if the student is a minor, during a serious and imminent health or safety emergency, or under a legal requirement—sharing strictly necessary information.

Participant-Specific Rights & Duties

1.Respondent: Entitled to a presumption of non-responsibility until a final determination is made. Holds the right to remain silent without it being treated as an admission of guilt, and must be free from coercion, threat, or humiliation.

2.Complainant: Possesses the right to present their case, request protective accommodations, receive outcome notices within legal privacy bounds, and appeal decisions where policy permits.

3.Witnesses: Expected to offer truthful statements and receive protection against retaliation or intimidation. Unproven complaints made in good faith are not considered misconduct, though deliberately false testimony or claims are handled separately.

Additional Institutional Context:

1.CHED Rights Alignment: In addition to section 4.29 procedural protections, higher education policy principles guaranteed by CHED ensure students maintain the broader right to due process in all disciplinary proceedings, the right to privacy and confidentiality of student records, and the right to appeal disciplinary sanctions through prescribed channels.

2.Student Responsibilities: Rights are balanced by core responsibilities, requiring students to uphold academic honesty, respect campus authorities and peers, adhere to institutional regulations, and maintain campus order and safety.

4.30 Disciplinary Appeals and Review

Appeals Process

A student or their parent/guardian has the right to appeal a disciplinary decision if they believe there was an error in procedure or that new evidence has come to light.

- The appeal must be submitted in writing to the School Administration within three (3) school days of receiving the disciplinary decision.
- The appeal letter must clearly state the grounds for the appeal, such as a belief in a procedural error, a disproportionate sanction, or the existence of new, relevant evidence.
- The School Administration will review the appeal and the case file, and may choose to uphold, modify, or overturn the original decision. The decision of the School Administration is considered final.

Grounds for Appeal: The appeal letter must clearly state the grounds for appeal, which include:

- Material procedural error
- Conflict of interest
- A finding not supported by the preponderance of evidence
- Disproportionate sanction
- Significant new evidence that could not reasonably have been presented earlier.

- **Review & Decision:** The appellate authority shall review the record and issue a written decision within the period announced in the disciplinary procedure. It may: Affirm, Modify, Reverse, Remand
- **Sanction Protection:** A sanction shall not be increased on the student's appeal without notice and an opportunity to respond.
- **Finality:** The appellate decision is final within KNP, without prejudice to a remedy available under law.

Confidentiality of Records

Data Privacy & CHED Regulations: All disciplinary records are considered highly confidential and will be managed in accordance with data privacy laws and CHED regulations. This reflects our commitment to Integrity.

Secure Storage: Records will be stored securely in a locked cabinet or a password-protected digital database accessible only by the Prefect of Discipline and the School Administration.

Access Restrictions: Information from these files will only be shared with other authorized school personnel on a strict "need-to-know" basis for the purpose of student welfare and safety.

4.31 Disciplinary Records and Good Moral Certificate

1. Confidentiality and Management of Disciplinary Records

Separation and Custody of Records: Disciplinary records are strictly confidential and maintained separately from general academic records. The Office of Student Affairs and Services (OSAS) serves as the sole custodian of all disciplinary files.

Authorized Access: Access to disciplinary files is restricted exclusively to authorized personnel (e.g., OSAS Coordinator, Disciplinary Committee) and strictly for legitimate, institutional, or lawful purposes. Third-party access (including parent/guardian requests for legal-age students) requires written student consent, unless compelled by a court order or subpoena.

Retention and Disposal: All disciplinary files shall be retained and disposed of in accordance with the institutional records-retention and privacy schedules under the *Data Privacy Act of 2012 (RA 10173)*. Expunged or archived files must be destroyed securely via shredding or electronic purge.

2. Issuance of Certificate of Good Moral Character

Basis of Issuance: Evaluation for a Certificate of Good Moral Character shall rely solely on verified final disciplinary records and the specific, declared purpose of the request (e.g., employment, transfer, board examination, scholarship).

Status of Complaints: Pending or dismissed complaints shall not be considered or represented as a finding of misconduct. A student with an ongoing disciplinary proceeding may request a temporary clearance stating that the investigation is pending, without prejudicing their moral standing.

Processing Timeline & Requirements: Requests must be submitted to the OSAS with a completed Clearance Form and valid institutional ID. Standard processing takes three (3) working days from submission.

Non-Standard Issuance and Due Process: In cases where a certificate cannot be issued in its standard form (or is denied due to an active sanction), the student shall be provided with a written explanation detailing the refusal alongside the appropriate appeal procedures.

Appeal Route: Students may submit a written appeal to the Office of the Vice President for Academic and Student Affairs within five (5) working days from receipt of the written refusal. The decision on the appeal shall be final and executory.

5. Institutional Student Programs and Services

5.1 Food and Canteen Services

1. Policy

Kolehiyo ng Pantukan (KNP) shall provide and maintain food and canteen services that are **safe, sanitary, affordable, accessible, and responsive to the needs of the College community**. All food service operations within the campus shall comply with applicable laws, health and sanitation regulations, and institutional policies.

2. Authorized Food Services

Only duly authorized canteen operators, concessionaires, and food service providers may sell or distribute food and beverages within the College premises. Operators shall comply with all requirements prescribed by KNP, including applicable permits, health and sanitation requirements, operating conditions, and designated areas.

Unauthorized selling or distribution of food and beverages within the campus is prohibited.

3. Food Safety and Sanitation

All food service providers shall observe proper food safety and sanitation practices, including:

- proper preparation, handling, storage, and serving of food;
 - use of safe and potable water;
 - maintenance of clean food preparation, storage, and dining areas;
 - proper cleaning and sanitation of utensils, equipment, and food-contact surfaces;
 - appropriate protection of food from contamination, pests, dust, and other hazards;
 - proper segregation and disposal of food waste; and
 - compliance with applicable requirements for food handlers and health certification.
- Food handlers shall maintain good personal hygiene and shall not handle food when their health condition may pose a risk to food safety.

4. Food Quality and Pricing

Food and beverages offered for sale shall be **fresh, wholesome, properly prepared, and fit for human consumption**. Expired, spoiled, contaminated, adulterated, or otherwise unsafe food shall not be sold.

Prices of food and beverages shall be clearly displayed or communicated and shall be reasonable and consistent with applicable College agreements or policies. Canteen operators are encouraged to provide nutritious and affordable food choices for students and employees.

5. Cleanliness and Waste Management

Canteen operators shall maintain cleanliness and order within their stalls and surrounding areas. Food waste, packaging, wastewater, and other refuse shall be properly contained, segregated, and disposed of in accordance with the College's waste-management policies.

Students, faculty, staff, and visitors shall likewise observe proper waste disposal and cleanliness when using canteen and dining facilities.

6. Prohibited Practices

The following are prohibited:

- selling unsafe, spoiled, expired, or contaminated food;
- operating without the required College authorization;
- engaging in unsanitary food preparation or handling;
- improper disposal of food waste or wastewater;
- selling items prohibited by law or College policy;
- refusing or obstructing authorized inspections; and
- engaging in fraudulent, abusive, discriminatory, or otherwise inappropriate practices in providing food services.

7. Monitoring and Compliance

The College shall designate the appropriate office or authorized personnel to **monitor and inspect food and canteen services** to ensure compliance with health, sanitation, safety, quality, and institutional requirements.

Canteen operators shall cooperate with inspections and shall immediately address deficiencies identified by the College. Violations may result in appropriate corrective or administrative action, including suspension or termination of the authority to operate, subject to applicable College policies and due process.

8. Complaints and Food Safety Concerns

Students, faculty, staff, and visitors may report concerns regarding food quality, sanitation, pricing, service, or suspected food safety incidents to the designated College office.

Reports involving suspected food contamination, food poisoning, or other immediate health and safety risks shall be addressed promptly, with coordination with appropriate health or regulatory authorities when necessary.

9. General Provision

All food and canteen services within KNP shall be conducted in accordance with this Manual, applicable College policies, and relevant laws and regulations. The College may issue additional guidelines or procedures when necessary to protect the **health, safety, welfare, and interests of the KNP community**.

5.2 Medical, Dental, and Wellness Services

The College clinic shall provide available primary care, first aid, consultation, preventive health information, referral, and emergency coordination. Students shall present a valid ID or proof of enrollment, except in an emergency.

Incoming students and transferees may be required to undergo a health assessment when justified by law, program safety, or public-health needs. A health condition shall not be used to exclude a qualified student when reasonable accommodation can address the concern.

Subject to professional availability, supplies, and the current clinic policy, students may receive dental consultation, oral examination, extraction, filling, or another basic service. The source KNP benefit of one eligible dental procedure per semester may be continued through an approved clinic schedule.

Health and counseling information is confidential. Medical certificates and fitness clearances shall be requested only when reasonably related to safety, accommodation, absence, placement, travel, or a program requirement.

5.3 Accident and Insurance Assistance

KNP shall facilitate an approved student accident or group insurance program for eligible students, subject to the insurance arrangement adopted by the College for the applicable academic year. The program shall provide appropriate financial assistance for covered accidental injury, disability, death, or other benefits specified in the applicable insurance policy.

The coverage, benefits, exclusions, limitations, premium, validity period, claims procedures, and required documents shall be determined by the insurance policy or program in effect for the academic year and shall be communicated to students through appropriate institutional channels.

The designated KNP office shall assist students in reporting accidents and in preparing or submitting the required documents for insurance claims. Such assistance shall be limited to facilitation and coordination and shall not constitute a guarantee of coverage, reimbursement, or claim approval, which shall be determined by the insurance provider in accordance with the applicable policy terms and conditions.

Students shall be encouraged to observe applicable safety rules and procedures and to promptly report accidents or incidents that may give rise to an insurance claim. KNP shall provide updated insurance information whenever the insurance provider, coverage, or applicable terms change.

5.4 Drug Prevention and Random Drug Testing

KNP promotes a drug-free learning environment through education, early intervention, counseling, referral, and lawful enforcement.

Student drug testing shall be random and implemented in accordance with Section 36(c) of Republic Act No. 9165, applicable Supreme Court rulings, and current DOH and CHED guidelines. It shall not be imposed as an indiscriminate every-term enrollment test unless a later lawful issuance expressly requires that practice.

Testing shall use an authorized facility and both screening and confirmatory procedures. A screening result alone is not a final positive result. Results shall be handled confidentially, with referral, intervention, and due process. Refusal, tampering, or falsification shall be addressed only under a published lawful protocol.

Kolehiyo ng Pantukan (KNP) implements a strict anti-drug policy in accordance with the *Comprehensive Dangerous Drugs Act of 2002 (Republic Act No. 9165)* and *CHED Memorandum Order No. 18, Series of 2018*. Under the KNP Code of Conduct, the possession, trafficking, peddling, or use of any dangerous or illegal drugs is classified as a *Category C (Grave) Offense*.

Procedures for Drug Testing:

- To maintain a drug-free campus, KNP has established the following procedures for drug testing:
- **Mandatory Random Testing:** The college may conduct mandatory random drug testing for students. Prior notice will be given to parents or guardians before such testing occurs.
- **Admission and Retention Requirement:** A negative drug test result may be required for a student's admission to KNP or for their continued enrollment.
- **Testing Protocol:** All drug tests will be conducted by a Department of Health (DOH)-accredited facility. If available, an authorized KNP clinic may also conduct the tests.
- **Confidentiality:** The results of any drug test are considered highly confidential. They will only be shared with the student, their parents or guardians, and designated school personnel.

Enforcement

The enforcement of anti-drug laws is handled by national authorities. KNP is committed to full cooperation with law enforcement agencies. The Philippine Drug Enforcement Agency (PDEA) is the sole authority for all anti-illegal drug operations. The college will report any information or data it receives regarding illegal drug activities directly to PDEA.

5.5 Safety, Security, and Emergency Services

KNP shall provide appropriate safety, security, and emergency measures to protect students and the College community, including campus security, emergency communication, fire and disaster preparedness, access control, and traffic safety.

Students shall comply with established safety and security procedures, present identification when reasonably required, keep emergency routes unobstructed, report accidents, threats, fire, violence, and other hazards promptly, and participate responsibly in official emergency drills.

Any inspection or security measure involving students or their belongings shall have a lawful and reasonable safety or security basis and shall respect human dignity, privacy, and applicable laws and institutional policies.

5.6 Multi-Faith and Spiritual Services

I. Philosophy and Essence

Kolehiyo ng Pantukan (KNP) believes that holistic education nurtures not only the intellectual and physical well-being of a student but also their moral, spiritual, and ethical growth. KNP recognizes that faith, conscience, and spiritual reflection are essential aspects of human dignity and personal identity. The College's approach is rooted in inclusive humanism, freedom of conscience, and harmony across diverse worldviews, ensuring that the campus remains a safe haven for moral recovery, peaceful reflection, and open interfaith dialogue.

II. Policy Statement

KNP respects and protects the freedom of religion, belief, and conscience of all students. The College recognizes the diverse religious and spiritual backgrounds within its academic community and aims to foster an environment built on mutual respect, understanding, and tolerance.

III. Institutional Support and Spaces

Voluntary Activities: The College supports voluntary interfaith, spiritual, moral-recovery, reflection, or values-formation activities organized by recognized student groups or official campus offices.

Facility Allocation: Subject to availability and adherence to equal campus rules, KNP provides reasonable space for worship, quiet reflection, and spiritual gatherings without endorsing any specific faith.

IV. Non-Compulsion and Non-Discrimination

Voluntary Participation: No student shall be compelled to participate in any religious, spiritual, or values-formation observance, ritual, or activity.

Equal Treatment: No student shall be disadvantaged, discriminated against, or subjected to lower academic evaluations because of their religious beliefs, spiritual practices, or non-belief.

V. Reasonable Accommodations

The College strives to provide reasonable accommodations to enable students to practice their faith, provided these accommodations do not compromise safety or essential academic requirements:

- **Worship & Holy Days:** Consideration for excused absences or rescheduled academic assessments during official religious holy days or required times of worship.

- Religious Attire: Consideration for traditional or religious clothing and headwear during campus activities.
- Dietary Practices: Consideration for specific dietary requirements and restrictions.

5.7 Sports Development

Sports programs promote fitness, teamwork, discipline, sportsmanship, and student well-being. Selection and participation shall use transparent criteria and shall consider academic standing, health and safety, insurance, accessibility, and equal opportunity.

Only officially enrolled and eligible students may represent KNP in authorized competitions. Student-athletes shall receive reasonable academic coordination for official representation and remain responsible for completing missed learning requirements.

5.8 Cultural and Arts Development

KNP shall encourage music, dance, theater, literary, visual arts, indigenous and local culture, and other creative activities that strengthen artistic skill and Pantukan identity.

KNP's institutional performing-arts groups include the KNP Himig Chorale and the KNP Sinagalaw Dance Ensemble. Their program standards are set out in Sections 5.18 and 5.19.

Selection, training, representation, use of cultural knowledge, performance rights, and borrowing of equipment shall follow transparent and respectful procedures. Cultural programs shall avoid appropriation, discrimination, and unauthorized commercial use of community traditions.

5.9 Scholarship and Financial Assistance Principles

KNP shall administer scholarships, grants, subsidies, student loans, and financial assistance in accordance with the rules of the funding agency, sponsor, local government, Board of Trustees, and applicable law.

Qualified students of a CHED-recognized local college may receive benefits under Republic Act No. 10931 and current UniFAST rules. Eligibility, covered fees, exclusions, retention, documentary requirements, grant amount, liquidation, and renewal are governed by the current program guidelines, not by obsolete amounts in an earlier Handbook.

All scholarship announcements shall identify:

- source of funds and legal basis;
- eligibility and ranking criteria;
- benefits and covered period;
- academic and conduct conditions;
- service or activity obligations, if any;
- renewal, suspension, termination, and appeal rules;

- data-privacy notice; and
- responsible office and deadline.

A student shall not be required to pay a fee covered by a valid subsidy. Fees not covered by subsidy must be Board-approved, officially assessed, and receipted. No payment or clearance rule shall be used to deny an examination when such denial would violate law or an applicable grant.

5.10 Sangguniang Bayan and Local Scholarship

KNP may implement a Sangguniang Bayan or other local scholarship for qualified students, including students in board programs, when supported by a current ordinance, resolution, appropriation, or memorandum of agreement.

The approved scholarship rules may require an academic standard, good standing, participation in research or community extension, and licensure-review preparation. These conditions shall be clearly disclosed and shall provide a fair warning, intervention, and appeal process before termination.

The source requirement of a semester average of 2.5 or 85 percent shall apply only if confirmed in the current local scholarship authority. Scholarship rules shall not be confused with the general academic retention policy.

5.11 Student Assistant and Work Scholarship Program

The Student Assistant or Work Scholarship Program supports qualified students with financial need while providing supervised learning and service opportunities.

Selection shall consider financial need, academic standing, skills, availability, and office requirements without favoritism. Work hours shall not conflict with classes, examinations, required activities, health, or legal limits. Student assistants shall receive orientation, supervision, a written assignment, time record, data-privacy duties, safety protection, and the compensation or grant stated in the approved program.

A student assistant shall not replace a regular employee in a manner prohibited by law and shall not be assigned hazardous, humiliating, personal, or politically partisan work.

5.12 Non-Academic Graduation Awards

KNP may recognize leadership, community extension, sports and athletics, culture and arts, research and innovation, and loyalty or sustained institutional service.

Every award shall have a published rubric, nomination method, evidence requirements, impartial committee, conflict-of-interest rule, and appeal or verification mechanism. If no candidate meets the standard, no award is required.

These recognitions are distinct from the Latin honors and Special Academic Award in Section 2.23 and shall not use the same GWA classifications.

5.13 Student Housing Information and Referral

I. Policy Statement

Where Kolehiyo ng Pantukan (KNP) does not operate or maintain direct student housing facilities, the Office of Student Affairs (or designated responsible office) shall maintain a current information directory of nearby off-campus accommodations to assist students seeking housing.

II. Nature of Housing Listings & Accreditation

Informational Purpose: Housing listings compiled by KNP are provided solely for information and convenience.

Disclaimer: A listing does not constitute a legal guarantee, warranty, or official endorsement by the institution unless the property has undergone formal inspection and accreditation by authorized KNP officials.

III. Student Advisory Guidelines

- The responsible office shall ensure students are thoroughly informed on essential off-campus housing factors, including:
- **Safety & Security:** Fire exits, structural safety, lighting, and lock security.
- **Accessibility:** Proximity to campus and available transportation routes.
- **Cost & Payment:** Rental rates, utility fees, security deposits, and payment schedules.
- **Contract Terms:** Lease duration, refund terms, and termination clauses.
- **House Rules:** Guest policies, quiet hours, curfew regulations, utility usage rules, and property maintenance expectations.
- **Emergency Contacts:** Readily accessible directory of relevant campus security and local emergency response agencies.
- **Complaint Channels:** Formal avenues for reporting tenant disputes, safety concerns, or contractual violations.

IV. Mandatory House Rules Guidelines for Accommodations

All student residents in accredited or listed off-campus accommodations must comply with basic standard housing regulations established by property owners, including:

- **Curfew & Access:** Strict adherence to property entry/exit hours and visitor access policies.
- **Noise & Conduct:** Maintenance of quiet hours to ensure an environment conducive to studying and mutual respect among residents.
- **Substance & Safety Restrictions:** Absolute prohibition of illegal drugs, unauthorized alcohol consumption, gambling, and dangerous weapons on the premises.
- **Property Care:** Responsible use of common facilities, proper waste disposal, and immediate reporting of property damages.

V. Emergency Contacts (Pantukan)

In cases requiring immediate assistance, students and property operators should contact local emergency services:

Pantukan Municipal Police Station (PNP): 0906 960 3589 / Hotline 911

- Pantukan Bureau of Fire Protection (BFP): Hotline 911 / Local Fire Station
- Pantukan Municipal Disaster Risk Reduction and Management Office (MDRRMO): Local Emergency Hotline / Municipal Hall
- KNP Campus Security / Student Affairs Office:

VI. Emergency Protocols

Any housing concern involving immediate physical danger or severe threats to student well-being shall bypass standard administrative queues and be referred immediately to appropriate authorities (e.g., local PNP, BFP, or municipal safety responders).

5.14 International Student Services

When KNP admits international students, it shall provide coordinated assistance on admission, immigration, registration, academic adjustment, health, culture, safety, and reporting requirements. International students remain protected by the same rights and due-process standards and shall comply with Philippine law and lawful immigration conditions.

5.15 Students with Disabilities and Other Accessibility Needs

KNP shall provide equal access and reasonable accommodation to qualified students with disabilities and students with temporary or continuing accessibility needs.

The student may disclose a need to the designated accessibility coordinator and submit documentation reasonably necessary to understand the functional limitation. The College shall avoid demanding excessive diagnostic detail when the need is apparent or can be supported through another reliable basis.

An individualized accommodation plan may include:

- accessible admission or examination format;
- additional time or rest breaks;
- accessible classroom or laboratory location;
- assistive technology, reader, note-taker, interpreter, captioning, or personal assistant;
- accessible learning materials and advance copies;
- seating, furniture, mobility, or service-animal arrangements;
- flexible attendance, assignment, or assessment arrangements when academically reasonable;
- accessible internship or off-campus participation; and
- emergency and evacuation support.

An accommodation does not lower essential learning outcomes. The student, faculty member, coordinator, and relevant professionals shall consult in good faith. Disability and medical information shall be confidential.

Public ridicule, vilification, exclusion, and retaliation because of disability are prohibited and shall be processed through the conduct and grievance procedures.

5.16 Pregnancy, Parenting, and Caregiving Support

Pregnancy, childbirth, parenting, or caregiving status shall not by itself be a ground for exclusion. KNP shall consider reasonable academic, uniform, seating, health, schedule, lactation, and leave arrangements while maintaining essential program outcomes and safety.

A pregnant student may be asked for a fitness or specialist recommendation only for a specific laboratory, field, practicum, travel, or health risk, not as a blanket condition for enrollment.

5.17 Community Extension and Social Involvement

Community extension is central to KNP's local-college identity. Programs may include environmental protection, clean and green activities, community immersion, livelihood and entrepreneurship training, education and literacy, health and safety, cultural preservation, disaster response, and other needs-based initiatives.

Programs shall be developed with communities, not merely delivered to them. They shall use informed participation, respect local culture and knowledge, protect personal data, assess safety, document resources, and evaluate outcomes.

Student participation shall be linked to learning, service, or approved organization goals. Community service used as a disciplinary sanction shall be reasonable, safe, supervised, non-humiliating, and distinct from required curricular extension.

5.18 KNP Himig Chorale

KNP Himig Chorale is the College's institutional vocal ensemble. It develops musical competence, discipline, teamwork, cultural appreciation, and service while representing Kolehiyo ng Pantukan in authorized academic, civic, cultural, and community engagements.

Purpose and Objectives

- provide structured training in choral singing, musicianship, stage discipline, and ensemble performance;
- promote Filipino, local, sacred, contemporary, and appropriate international choral literature;
- support College ceremonies, student-development programs, cultural presentations, extension activities, and approved competitions; and
- strengthen school identity, community engagement, and appreciation of Pantukan's cultural heritage.

Membership and Selection

- Membership is open to qualified currently enrolled students, subject to audition or skills assessment, available voice parts, satisfactory conduct, and the ensemble's approved guidelines.
- Selection shall be fair and inclusive. Prior experience may be considered but shall not be the sole basis for membership. Reasonable accommodation shall be provided when practicable.
- Members shall maintain the academic standing and attendance required by College policy. Academic classes and official examinations take priority over rehearsals except when an authorized institutional arrangement applies.

Organization, Training, and Participation

- The ensemble shall operate under a designated faculty adviser, conductor, or authorized cultural-program coordinator. Student officers may assist with records, attendance, repertoire, logistics, and member coordination.
- Rehearsals, workshops, performances, travel, recordings, and public appearances require prior approval and shall follow College rules on attendance, safety, child protection where applicable, intellectual property, data privacy, and responsible social-media use.
- Members shall observe punctuality, proper vocal care, respectful conduct, approved attire, and responsible use and return of music, equipment, costumes, and other College property.

Support, Recognition, and Accountability

- Use of College funds, donations, sponsorships, uniforms, instruments, and transportation shall be documented and processed through authorized offices.
- Participation and accomplishments may be recognized under applicable College awards and student-development policies. Complaints or concerns shall be referred to Student Affairs or the appropriate College office through established procedures.
- The adviser shall maintain an activity plan, membership and attendance records, performance documentation, and an annual evaluation for program improvement.

5.19 KNP Sinagalaw Dance Ensemble

KNP Sinagalaw Dance Ensemble is the College's institutional dance ensemble. It develops artistry, physical discipline, cultural literacy, teamwork, and responsible performance while representing Kolehiyo ng Pantukan in authorized academic, civic, cultural, and community engagements.

Purpose and Objectives

- provide systematic training in movement, rhythm, choreography, stagecraft, fitness, and ensemble discipline;
- promote Philippine folk, indigenous and local traditions, contemporary forms, and other appropriate dance genres with cultural respect and proper attribution;
- support College ceremonies, student-development activities, cultural presentations, extension programs, and approved competitions; and

- advance creativity, wellness, school pride, and community appreciation of the performing arts.

Membership and Selection

- Membership is open to qualified currently enrolled students through audition or skills assessment, subject to ensemble needs, satisfactory conduct, health and safety considerations, and approved guidelines.
- Selection shall be fair, inclusive, and based on demonstrated potential, commitment, and the requirements of the repertoire. Reasonable accommodation shall be provided when practicable.
- Members shall maintain the academic standing and attendance required by College policy. Academic classes and official examinations take priority over rehearsals except when an authorized institutional arrangement applies.

Organization, Training, and Participation

- The ensemble shall operate under a designated faculty adviser, artistic director, choreographer, or authorized cultural-program coordinator. Student officers may assist with attendance, rehearsals, costumes, props, and logistics.
- Training shall use age-appropriate and safe methods, including warm-up, conditioning, hydration, rest, injury prevention, and prompt referral for medical attention when needed. Hazing, humiliating initiation, coercive practice, and unsafe choreography are prohibited.
- Performances, travel, recordings, and public appearances require prior approval and shall follow College rules on safety, consent, intellectual property, cultural sensitivity, data privacy, and responsible social-media use.
- Members shall observe punctuality, respectful conduct, approved attire, and responsible use and return of costumes, props, sound equipment, and other College property.

Support, Recognition, and Accountability

- Use of College funds, donations, sponsorships, costumes, props, and transportation shall be documented and processed through authorized offices.
- Participation and accomplishments may be recognized under applicable College awards and student-development policies. Complaints or concerns shall be referred to Student Affairs or the appropriate College office through established procedures.
- The adviser shall maintain an activity plan, membership and attendance records, performance documentation, safety notes where necessary, and an annual evaluation for program improvement.

6. Implementation, Monitoring, and Effectivity

6.1 Policy Dissemination

KNP shall orient students, faculty, staff, advisers, security personnel, and relevant partners before this Handbook takes effect. The approved version shall be made available through official digital and printed channels.

Every office shall align its forms, manuals, timelines, websites, social-media announcements, and internal procedures with the Handbook within the transition period approved by the Board.

6.2 Monitoring and Evaluation

Student Affairs and Academic Affairs shall jointly monitor implementation. Feedback shall be gathered through student consultation, surveys, grievance data, academic outcomes, service reports, accessibility review, and compliance audit. The Handbook shall undergo comprehensive review every three years or earlier when required by law, CHED issuance, curriculum change, a material incident, audit finding, or Board direction.

6.3 Non-Retaliation and Good-Faith Reporting

No person shall retaliate against a student who seeks help, requests accommodation, files a good-faith complaint or appeal, participates in an investigation, or reports a safety or compliance concern. Retaliation is a separate Category B or Category C offense depending on harm, risk, and severity.

6.4 Separability and Repealing Clause

If a provision is declared invalid or superseded, the remaining provisions continue in effect. Previous KNP handbook provisions inconsistent with the approved revised edition are amended or repealed. Ongoing cases shall be governed by the policy in effect when the alleged conduct occurred, unless the new provision is procedural or more favorable to the student and its application is lawful and fair.

6.5 Transitory Provision

The College shall be given an implementation period not exceeding one regular semester to revise office manuals and forms. During transition, no student shall be prejudiced by a conflict created solely by delayed administrative alignment.

6.6 Effectivity

This Handbook shall take effect on the date stated in the approving Board of Trustees resolution after appropriate publication and orientation.

Board of Trustees Resolution No.: _____

Date Approved: _____

Effective Academic Year and Term: _____