



**STUDENT  
HANDBOOK**

**REVISED 2022**

NAME: \_\_\_\_\_

COURSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

**ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY**

Sta. Ana Ave., Corner Leon Garcia St., Davao City

**UNDERTAKING**

I, \_\_\_\_\_, after reading the Student Handbook of Asian International School of Aeronautics and Technology (AISAT) 2021 edition, do hereby agree to abide by the rules and regulations of the school throughout my stay at AISAT, as well as other announcements that may be made from time to time.

I understand and agree that discipline creates and preserves an environment conducive to learning, and helps students grow and develop as individuals who appreciate the values of self-restraint and personal accountability.

Therefore, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord, \_\_\_\_\_, at AISAT, Davao City.

\_\_\_\_\_  
Student's Name over Signature

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Date

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## MESSAGE FROM THE HEAD OF STUDENT AFFAIRS

Welcome to the Asian International School of Aeronautics and Technology. Your decision to commit your bright future with us is very much appreciated. We will surely give you the best seat that you could ever have for you to land into your dream job. But just like any other institution, rules and regulations must be observed because we want to produce a student who is not just globally competitive but also disciplined and determined. Always remember that rules and regulations are not established to harm us, but rather guide us for the betterment of the common good.

The office of the student affairs welcomes you to another school year (2020-2021). May this handbook be your guide towards a more disciplined, respectful, and god-fearing individual that you will become in the future.

Lastly, don't forget to embody the AISAT core values as you reach the pedestal of your dreams, Ganbatte!

**DWIGHT DAVE P. QUIÑO, LPT**  
Head of Student Affairs

## **MESSAGE FROM THE ACADEMIC HEAD**

WELCOME dear students of the Asian International School of Aeronautics and Technology!

AISAT is committed to create a supportive learning environment for students and provide programs and resources that will enhance the quality of your learning experience in preparation for your career as you leave the portal of your Alma Mater.

To this end, a Student Handbook was crafted and made available to be your guide and as a useful reference to the norms and standards of AISAT, so that you will be aware of the different student services, policies and procedures, which we believe will make your stay in this learning institution rewarding and more meaningful.

As you “Let Your Dreams Take Flight”, always be guided by the Vision, Mission, Goals, and Core Values of AISAT.

**ENGR. AIDA M. ROSALES**  
Head of Academic Affairs

## **MESSAGE FROM THE PRESIDENT**

The Asian International School of Aeronautics and Technology community welcomes you to our institution. Your time in AISAT should be one of growth, learning, and exploration but within the guidelines that protect your rights as well as those of others in the community.

This handbook describes the expectations for behavior and conduct, as well as the policies and procedures that will guide you as a student while you live and grow in AISAT. AISAT should be a disciplined community, where freedom is in equilibrium with duty, where integrity and honesty are expected, and where considerations for the needs and rights of others are the norm. These policies are put in writing for the common good, and are the expectations of behavior that we have agreed as a community.

Once again, welcome to AISAT and our community of shared principles and values.

**ATTY. MYRA ANN WEE-TOE HIO**  
President

## PREFACE

### College Profile

The Asian International School Aeronautics and Technology (AISAT) was formally established in 2011 by a group of business and technical experts who saw the need for world class aviation training in Davao City. They shared the same vision of delivering quality education for tomorrow's génération in order to meet the increasing demand in the civil aviation industry, both local and international. AISAT aims to provide quality education through continuous instructor training, sufficient and updated facilities and materials, as well as creating an environment that enhances students' physiological and emotional well-being.

AISAT has endeavored to make industry partners with aviation companies such as A-PLUS, SIA Engineering and Lufthansa Technik, amongst others, for the purpose of recruitment of graduates and on the job trainees, which AISAT sees as critical links for the students' smooth transition to industry.

In addition to outside industry partners, AISAT also offers direct industry linkage through its sister company, Adventure Flight Education & Sports Inc.(AFES), an Authorized Training Organization (ATO) recognized by the Civil Aviation Authority of the Philippines (CAAP), which provides flight training in Mactan, Cebu and Davao. AISAT graduates are given ample opportunity for actual training in AFES. Students who aspire to become pilots may also proceed to enroll in AFES' pilot training program.

Recognizing that AISAT's strength is in providing technical trainings, AISAT has since expanded its services to provide trainings in Hotel & Restaurant Services as well as in Information Technology, specifically focusing in Animation and Game Development. Collaborations with industry partners in these fields are continuously done to ensure job placement opportunities for all graduates.

AISAT strives to be a venue for training of technically skilled manpower ready for entry to the international arena.

## The AISAT Logo



- **The three layered "A" bars symbolize:**

- a) Tertiary education;
- b) Movement – tied with AISAT's motto "Let Your Dreams Take Flight"; and
- c) Critical thinking – the ability to understand underlying issues that are encountered in society.

- **Color blue**

It is recognition that concentration and grit is the key to success.

- **The triangle pointing up**

It is a pair of praying hands relying and seeking guidance from the one Almighty God.

- **The globe**

It represents the international relevance of trainings conducted in AISAT. With the swoosh symbol signifying flight in aviation.

### Institutional Graduate Attributes

All AISAT graduates shall be

- A** Accountable to his/her fellowmen and posterity for all his/her actions and decisions.
- I** Intelligent and able to discern right and wrong, to uphold the moral laws in light of a Christian foundation.
- S** Sensitive to the changing political, economic and social development of the country and the world.
- A** Articulate and able to communicate effectively across cultural and religious differences.
- T** Technologically savvy to fit the demands of the modern work environment.

## VISION

AISAT aims to be a premiere aviation and technology based learning institution here and abroad.

## MISSION

1. Foster critical thinking imbued with Christian values among its students to enable them to arrive at technologically driven solutions and make sound, moral and ethical judgments.
2. Produce skilled and competent professionals who will be responsive to change for economic prosperity in the Philippines and the rest of the world.
3. Establish and implement linkages in the industry and field of expertise locally and internationally.

## Goals and Objectives

AISAT aims:

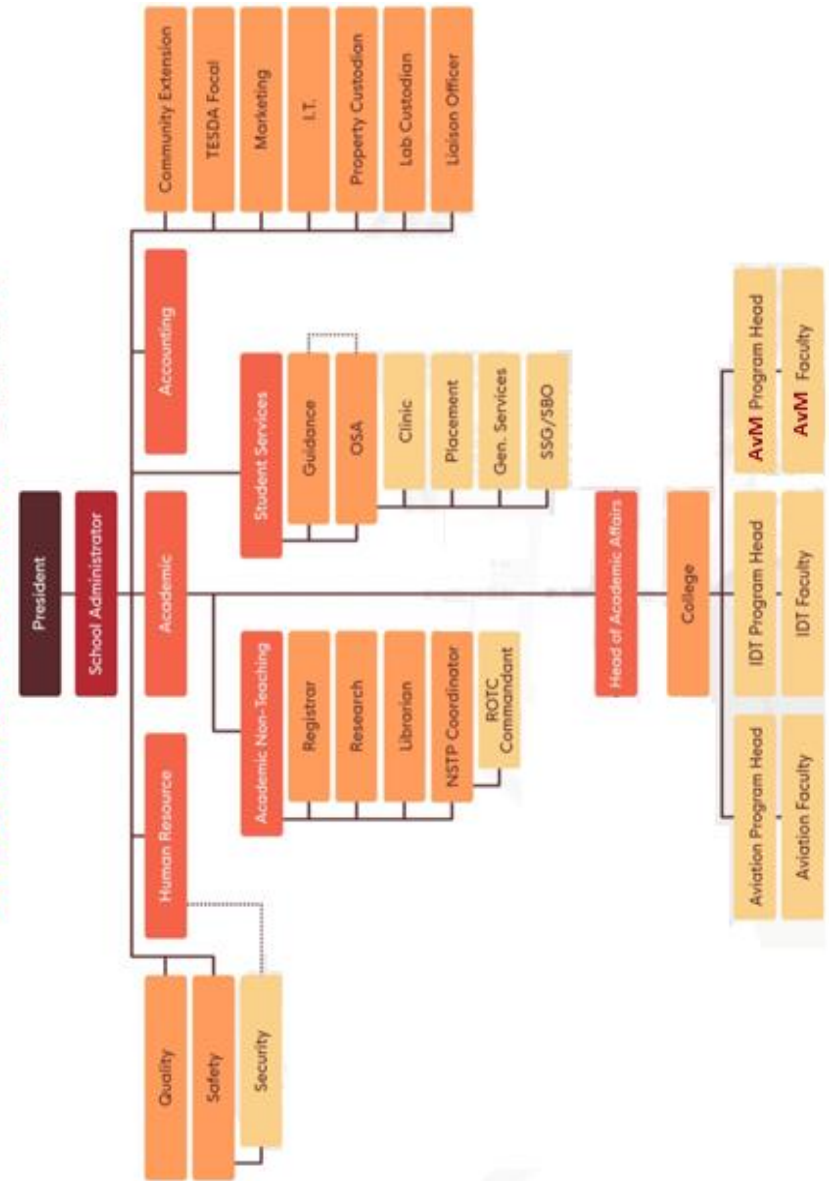
To produce highly qualified professionals characterized by personal commitment and deep sense of nationalism;

To develop productive and mature citizens fulfilled in their professions and relationships, both human and spiritual;

To produce innovative leaders cognizant of socio-political transformation towards the advancement of the community; and

To remain committed for continuous development responsive to customer satisfaction.

## ORGANIZATIONAL CHART



## COURSES OFFERED

### Degree Programs

- BS in Aircraft Maintenance Technology (BS AMT)
- BS in Aviation Electronics Technology (BS AET)
- BS in Aviation Management (BS AvM)
- BS in Entertainment and Multimedia Computing (BS EMC)

### Two-year Programs

- Two-year Aircraft Maintenance Technology (AMT)
- Two-year Aviation Electronics Technology (AET or AMS or Avionics)

### Flight Training

Private and Commercial Pilot training [Offered by the sister school, Adventure Flight Education and Sports, Inc. (AFES) that is based in Davao City and Cebu City]

### TESDA Trainings

- Two-years Hotel and Restaurant Services (HRS)  
*Qualifications on Housekeeping NC II, Bartending NC II, Cookery NC II, Food and Beverage Services NC II*
- Two-year Digital Arts (DA)  
*Qualifications on Animation NCII and Visual Graphics Design NCIII*

## RIGHTS AND DUTIES OF STUDENTS

### Rights of Students

AISAT students shall enjoy the following:

1. The right to receive relevant quality education conducive to their full development as persons with dignity.
2. The right to the issuance of official certificates, diplomas, transcript of records, and the confidentiality of these documents that the school shall maintain and preserve.

### Duties of Students

In addition to those provided by the law, AISAT students shall:

1. Exert utmost effort to develop potentials for service in order that they may become assets to family and to society.
2. Endeavor to achieve academic excellence and abide by the rules and regulations governing academic responsibilities and moral integrity.
3. Exercise their rights responsibly knowing that they are answerable for any infringement or violation of the public welfare and the rights of others.
4. Promote and maintain peace and tranquility of the school by observing the rules of discipline.
5. Take good care of school equipment and facilities.



## ADMISSION AND REGISTRATION

### Policies and Requirements

Asian International School of Aeronautics and Technology accepts any applicant who has the aspiration, qualifications, and the competence for academic work regardless of creed, belief, religion, gender, economic status, and social status.

Once the enrollee becomes a bona fide student of AISAT, he is on a regular basis be evaluated on his academic performance and behavior as a student. Moreover, it is for this reason that all freshmen, transferees, and returnees have a probationary status upon enrolment.

Enrolment in AISAT is a contractual agreement between the student and the institution. Hence, the school reserves the right to refuse admission or re-admission to any student, if in its judgment, such student cannot abide by the rules and regulations of the school, and cannot adhere to the principles that the school stands for.

### Admission

To be eligible for college admission to AISAT, a student must have completed a high school program recognized by the government and must have taken the AISAT Entrance Exam.

The documentary requirements for admission on the following enrollees are:

#### ***Freshmen Students***

1. AISAT Entrance Exam Result
2. Form 138-A (High School Report Card)
3. Certificate of Good Moral Character
4. Photocopy of Authenticated Birth Certificate (NSO)
5. Form 137-A (High School Permanent Record)
6. Five copies of 1 x 1 colored ID picture (white background)
7. High School Diploma

#### ***Transferees***

1. AISAT Entrance Exam Result
2. Certificate of Transfer Credentials (Honorable Dismissal)
3. Certificate of Good Moral Character
4. Photocopy of Authenticated Birth Certificate (NSO)
5. Official Transcript of Record
6. Five copies of 1 x 1 colored ID picture (white background)

#### ***Returnees/Old Students***

1. Approval Note from the Student Account Section Controller
2. Grades List of the Previous Semester
3. School Identification Card

#### ***Foreign Students (for 2-year Aviation program)***

1. AISAT Entrance Exam Result
2. Application form
3. Passport
4. Birth Certificate, Authenticated from the country of origin
5. Scholastic Record in English & Authenticated from the country of origin
6. Five copies of 1 x 1 colored ID picture (white background)
7. Two copies of 2 x 2 colored ID picture (white background)
8. Proof of Financial Capacity
9. Personal History Statement
10. Recommendation Letter
11. Police Clearance
12. TOEFL or IELTS for non English country

AISAT may dismiss any student who:

- a) disqualifies in the retention policy
- b) violates a school policy that results in disqualification
- c) fails to submit required documents within one semester after admission without valid reason.

A student previously enrolled who obtained five (5) Failing Grades academically without any major violation of the school rules and regulation will be suspended for one (1) year and may be readmitted thereafter.

Every applicant for admission must pass the physical, medical, and other examinations as pre-requisite for admission.

## **REGISTRATION**

### ***General Policies***

Students with outstanding accounts cannot enroll for the next semester provided all his/her accounts are settled.

Students who discontinue their schooling in AISAT for reasons other than disciplinary issues can enroll but he/she has to adopt and adjust with the appropriate curriculum.

### ***Withdrawal of Registration***

Students may officially withdraw from enrolled courses upon the recommendation of the program head and academic head, with the approval of the school registrar.

Conditions:

1. Withdrawal of registration is a voluntary act of a student to separate from the college. However, downpayments of new students are not subject to refund or transfer to any other student accounts as these are considered as payment for available slots for the programs offered. On the other hand, old students are entitled to an 80% refund if done before the official start of classes.

2. Student who officially withdraws registration when classes officially start or before Prelim exam shall only pay Prelim dues, after which students shall pay the total assessment fee for the semester.
3. Fees charged for school uniform, books, and other personal property may not be subject for refund.
4. Officially Withdrawn subjects will be given a grade of 9.0 (Officially Dropped) and 5.0 or 7.0 for unofficially dropped subjects

### ***Changing / Adding / Dropping of Subjects***

1. Changing / adding / dropping of subjects may be made within the adding/dropping period as published, and forms to request such changes may be obtained from the Registrar's Office.
2. Changing, adding or dropping of subject/s has a corresponding fee if the reason for such is not due to the fault of the school or its staff.

### ***Late Enrolment***

Late enrolment is subject to a penalty fee when done after the regular enrolment period.

### ***Pre-Requisite of Subjects***

The rules on subject sequence in the curriculum are at all times followed. Graduating students can simultaneously enroll the pre-requisite subject/s and advance subject/s upon the recommendation of the Registrar and approval of the Head of Academic Affairs.

## ***Manner of Payment***

### ***Cash Basis***

1. Full Payment shall qualify a discount of 10% on Tuition Fees.

### ***Installment Basis***

1. Down payment upon enrolment
2. Four (4) equal monthly payments, each payment to be made before each of the four examination weeks
  - a. Students who are unable to pay the installment amount on the designated dates should approach the OSA 3 days before the due date to explain their situation. Students who are delinquent without any reason and who do not inform the OSA 3 days before the due date will be charged a late **fee of 500 per late payment.**

## ***Transfer of Credentials***

A Certificate of Transfer/Honorable Dismissal duly signed by the Registrar is issued to AISAT students who applied for and are eligible to transfer. The certificate will be released after two weeks upon the request for transfer has been made.

## ***Withholding of Credentials***

The certificate of transfer or any credentials will be withheld if the student is under suspension, facing a pending case, expelled, or is liable for non-payment of financial or property obligation in favor of the school. When the appropriate penalties imposed or due obligations have been complied, the credentials withheld will be released.

## ***Releasing of School Records***

Before releasing of school records, the student must submit a duly accomplished school clearance as proof that he has no derogatory record and has no financial or property obligation to the school. The procedure to request School Records are as follows:

1. File the Request Form at the Registrar's Office after payment of the request has been made.

2. Claim the requested document from the Registrar's Office after Seven working days from the date of request received.
3. Diplomas and Certificates of Training may only be claimed after the Special Order Numbers are approved and released by the Authorized agencies like TESDA, CAAP, and CHED.

## **ACADEMIC POLICIES**

### **Examinations**

#### ***General Policy***

1. Major Examinations (Prelim/Midterm/Semi-Finals/Finals) are conducted only on the date and time published in the Official School Calendar.
2. Strictly no removal exam and no giving of projects to students who failed during the major examination in order for him to pass the exam.
3. Special examinations are availed by students who fail to take the Major examination published in the Official School Calendar. A student who desires to take the special examinations must apply for such through the Special Examination Application form available from the Registrar's office and present valid reasons, attaching documentary evidence if available. Once approved, he pays for the Special Examination Permit Fee. Special examinations are set on the following Wednesday after the major examinations week. Only students with the Special Examination Permits can take the Special Examinations.
4. Students who fail to take the scheduled special exam are no longer be allowed to take another exam unless approved by the Academic Head for reasonable considerations with valid reasons.
5. All Students must take the Final Examinations. No exemption.

### **Examination Procedure**

1. Students shall proceed to the Cashier's Office for the assessment and payment of fees.
2. Students shall present the Official Receipt issued by the cashier to the Accounting Office for the issuance of the Examination Permit.
3. Student shall present the Examination Permit to the proctor for verification and signature in taking the examinations.

### **Decorum during Examinations**

1. Observe silence during examinations at all times.
2. The Teacher/Instructor/Proctor reserves the right to send any student out from the examination room for misconduct during the exam.
3. Unauthorized objects such as cellular phones, tablets, or other electronic gadgets are not to be used inside the Examination room.
4. There is a presumption of cheating on students caught during examination using unauthorized electronic gadgets.
5. Any student who is caught cheating during the examination will be subject to academic tribunal. A student caught cheating shall have NO score in the exam, thus marked Failed in that said exam.

### **POLICY ON LATE EXAMINEES**

The consequences for late examinees are as follows;

**Within 0 - 15 minutes** is considered not late and be allowed to take the exam regardless if another student had finished the exam earlier.

**Within 16 - 30 minutes** is considered late and still can take the exam but entitled only to a highest rating of 80%. (Proctor must mark the test paper with "LATE" and indicate the time of student's arrival and no extension will be given).

**31 minutes and over**, examinee is no longer allowed to take the exam. Examinee may opt to take Special Exam with a penalty fee or not to take the special exam at all.

### **POLICY ON SPECIAL EXAMINATION**

Special Examination is allowed only on the following instances;

- a. Due to medical reasons with medical certificate
- b. Death of an immediate family
- c. Fortuitous events
- d. Conflict of Schedule
- e. Other valid reasons approved by the Academic Head for reasonable considerations

Except for Conflict of Schedule, the highest exam score/rating for special examination is computed as shown below:

$$\text{Special Exam Score} = \frac{\text{SpecialExam Raw Score}}{\text{TotalScore}} \times 50 + 50$$

$$\text{Special Exam \% Rating} = 0.85 \times \text{Special Exam Score}$$

Special Examinations are set on the following Wednesday after the scheduled major examination week.

Special Exam Fee of P500 will apply only to cases not mentioned above.

## Grading System

The AISAT grading system is based solely on the academic performance of the students. Any diminution or addition to the grade due to activities, attendance, and misconduct is not allowed.

### College

#### A. Grade computation for subjects without laboratory (Lecture only)

Criteria	Percentage	
<b>Class Standing</b>		
Quizzes/ Seatwork	25%	
Oral Recitation/Reports	15%	
Assignments/Others	10%	50%
<b>Exam</b>	50%	
<b>Periodical Grade</b>	<b>100%</b>	

#### B. Grade Computation for subjects with laboratory:

Criteria	Percentage	
<b>Class Standing</b>		
Quizzes/ Seatwork	10%	
Oral Recitation/Reports	5%	
Assignments/Others	5%	
Projects/Laboratory	10%	
Practical/Laboratory	20%	50%
<b>Exam</b>	50%	
<b>Periodical Grade</b>	<b>100%</b>	

Class Standing includes quizzes, recitations, reports, projects, experiments, compositions, assignments, etc.

Semester Grades (SG) will be computed as follows:

$$SG = \left[ \frac{\text{Prelim Grade} + \text{Midterm Grade} + \text{Semi-final Grade}}{3} \right] 40\% + \text{Final Grade (60\%)}$$

#### C. Grade computation for subjects with project output

Criteria	Percentage	
<b>Quizzes</b> <i>(quiz 1, quiz 2, quiz 3...)</i>	<b>10%</b>	
<b>Requirements/ Assignments</b> <i>(Milestone of Activities Documentation)</i>	<b>10%</b>	
<b>Participation/ Recitation</b>	<b>5%</b>	
<b>Output</b>		
Prelim	10%	
Midterm	10%	
Semi-finals	10%	<b>30%</b>
<b>Final Presentation</b>	<b>45%</b>	
Member 1		
Member 2		
Chair		
<b>Periodical Grade</b>	<b>100%</b>	

#### D. Grade computation for research subjects (quantitative & qualitative)

Criteria	Percentage	
<b>Quizzes</b> <i>(quiz 1, quiz 2, quiz 3...)</i>	<b>10%</b>	
<b>Requirements / Assignments</b> <i>(Title Proposal, chapter 1, chapter 2, chapter 3, Chapter 4, and final paper output)</i>	<b>50%</b>	
<b>Outline Defense</b>	<b>15%</b>	
<b>Final Defense</b> <i>(Document and/or Technology)</i>	<b>25%</b>	
<b>Periodical Grade</b>	<b>100%</b>	

## Grade Equivalence

Below are the transmutation of all grades into their equivalence as follows:

Grade	Equivalent	Grade	Equivalent
100	1.0	85	2.5
99	1.1	84	2.6
98	1.2	83	2.7
97	1.3	82	2.8
96	1.4	81	2.9
95	1.5	80	3.0
94	1.6	79	3.1
93	1.7	78	3.2
92	1.8	77	3.3
91	1.9	76	3.4
90	2.0	75	3.5
89	2.1	74 and below	5.0
88	2.2		
87	2.3		
86	2.4		
		TESDA	
		75 – 100	Competent
		74 and below	Not yet competent

“Failed” = **5.0** is given to a student who fails in the academic work as assessed by his/her instructor.

“Unofficially Dropped”= **7.0** is given to a student who incurs excessive absences and is considered as a failure.

“Officially Dropped” = **9.0** is given to a student who officially withdraws a subject before the Prelim exam; or applies to withdraw all enrolled subjects due to valid reasons.

“No Grade (NG) = is given to a student who have incomplete grade and to be complied within thirty (30) days upon submission of semester grade.

## TVET Grading System

Below are the criterion of the TVET Grading System:

Knowledge	Class Standing/Participation, Quizzes, Recitation and Assignments	15%
	Examinations	20%
Skills	Actual Hands-on Training, Laboratory	40%
	Projects	10%
Work Attitude	Character (Good Moral and Right Conduct, Attendance, Punctuality	15%
		<b>100%</b>

### Changing of Grades

1. No faculty member can change any grade after the report of record be submitted to the Office of the Registrar, unless express permission is granted by the Academic Head validating the reason for change of grade.
2. No student can directly or indirectly solicit assistance from any person, which may influence his/her instructor to change entries made in his/her record, examination paper, or final report of grades.

### Student Attendance

#### College

Students must attend their respective classes promptly and regularly. Students should also participate in school activities like intramurals, foundation day, etc. The rules on attendance to wit are:

1. A student is considered tardy if he arrives late but within the 6<sup>th</sup> minute up to the 15<sup>th</sup> minute from the start of his/her scheduled class. He/she will be marked absent if he/she arrives on the 16<sup>th</sup> minute of the scheduled class.

2. Three (3) tardiness are equivalent to one day absent.
3. Classes missed due to the late registration will not be counted as absences. However, late registration is subject to a penalty charge.
4. A student will acquire “unofficially dropped” as a final remark which is equivalent to failure grade of 7.0 in a subject where he/she exceeds the allowable absences per semester.

A student is “unofficially dropped” from the roll if he/she exceeds the maximum number of absences within a semester to wit:

No. of meetings per week per subject	Allowable absences per semester (No. of meetings)	1 <sup>st</sup> Warning	2 <sup>nd</sup> Warning	Final Warning
1	3	1	2	3
2	6	2	4	6
3	9	3	6	9
4	12	4	8	12
5	15	5	10	15

### Saturday Classes

There are some co-curricular and extra-curricular activities held on Saturdays. Likewise, there are some academic classes held on Saturdays on a specific hour period. As a matter of policy, Regular Academic classes are priority over extra and co-curricular activities. Therefore, students with co-curricular or extra-curricular activities may join such after completing his/her Saturday scheduled classes.

In no way shall extra or co-curricular activities hamper the holding of regular Saturday classes. No student is excused from attending the regular Saturday classes because of extra or co-curricular activities except on school foundation day, college intramurals, teachers' day, or scheduled faculty seminars or meetings.

### Leave of Absence (LOA)

In cases where a student anticipates a prolonged absence due to justifiable medical reason, he should seek an approval for a Leave of Absence from the school by filling out the LOA form from the Registrar’s Office and paying the appropriate fee once the LOA is approved.

Leave of Absence can be availed only on reasonable and justifiable causes.

Conditions:

1. Application of LOAs must be filed at least 1 month before actual leave of absence, except in cases of emergencies.
2. Maximum period granted for LOAs is 3 weeks within a regular school semester.
3. The approved LOA period will not serve as absences for record purposes.

### Retention Policy

Listed below are the enrolment status, load limit and the condition for continued enrolment:

Number of Subjects Failed per semester	Status	Load limit
1 to 2 subjects	Warning	Regular load
3 to 4 subjects	Probationary	15 units only
5 and above subjects	Suspension for the next consecutive 12 months	none

Any student who receives two consecutive warnings is held on probation.

The Student is no longer on probationary status upon passing all the subjects during the term he is on probation.

Any student on probation who fails any of his/her currently enrolled subjects is for suspension for the next consecutive 12 months.

Any units taken in other school during the prescribed 12 months will not be credited.

Any student suspended for 12 months may be re-admitted if he/she did not commit any major offense as recorded by the OSA prior to suspension.

## Honors and Awards

### Dean's List

*Note: "In case when regular classes will be prohibited or classes are online, the Dean's List will be suspended given that the basis of awarding this is on academic performance, and the online environment has made it a challenge to identify meritorious candidates due to the inability to validate the true standing and grades of students. The list will again be activated when a full normal semester is conducted.*

A Dean's List shall be announced after the end of each semester, which shall be composed of students with the following qualifications.

- 1) The student's general weighted average must be at least 88% with no grade lower than 88% for any subject taken in the preceding semester.
- 2) The student must have taken a full course load for his/her course of study in the preceding semester, with no subject dropped.
- 3) The student must not have any record of committing any of the major offenses listed in AISAT's student handbook during his/her stay in AISAT.

### Graduation

Students who are eligible for graduation are those who have successfully completed all the subjects required in their curriculum and have submitted all documentary requirements. Further, candidates for graduation in aviation program are required to attend the General Familiarization Seminar/Training and Retreat scheduled. Such candidates shall file their application for graduation and obtain the necessary exit/final clearances prior to the graduation practices.

*Note: The grades obtained by students for classes conducted online will be used to calculate toward Honors.*

Candidates for graduation who qualified for Dean's List or Academic Achievement Awards for four (4) consecutive regular semesters for Associate Degree, and eight (8) consecutive regular semesters for Bachelor's Degree qualify for the following awards on graduation.

Honors	General Weighted Average	No Grade Lower Than
First Honors for Associate Degree; Summa Cum Laude for Bachelor's Degree	96 – 100%	90%
Second Honors for Associate Degree; Magna Cum Laude for Bachelor's Degree	93 – 95%	89%
Third Honors for Associate Degree; Cum Laude for Bachelor's Degree	88 – 92%	88%

### Skills Awards

Given to deserving students upon:

1. Recommendation of at least three (3) Technical Instructors
2. Approved by the Head of Training

*The student must not have any record of committing any of the major offenses listed in AISAT's student handbook during his/her stay in AISAT.*

### Other School Awards

AISAT also recognizes students who have shown exceptional character and values that have led to overall success of the school or their program. These Awards are;

#### AISAT Exemplary Student Award

This award recognizes a graduating student who has displayed distinctive leadership and meritorious service to the school through on and off campus activities. The AISAT Exemplary Student of the Year is awarded to a student who has shown exemplary academic performance as well as outstanding behavior and character as defined in the school's core values of discipline, excellence, commitment, integrity, and responsibility. The awardee must also exhibit notable leadership skills and involvement in school activities.



## Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended for their laudable contributions.

## Exemplary contributions are as follows:

1. Demonstrated exemplary leadership qualities within a student organization and the school;
2. Made a significant impact in the campus community throughout their college career;
3. Served in a variety on and off campus leadership roles and encouraged others to become involved;
4. Served as a role model for their peers;
5. Demonstrated a commitment to academic success;
6. Gone above and beyond to enhance the experience of their fellow students.

## **Leadership Award**

This award recognizes graduating students who served the student council or any recognized club or organization. The awardee must display remarkable leadership and contribution in school activities.

## Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended for their noteworthy contributions.

## Exemplary contributions are as follows:

1. Student made significant contribution to their club/group that moves the organization forward
  - a. The candidate can also be without any club/organization;
2. Student's contribution made a positive impact on the school community;
3. Student demonstrated outstanding leadership skills, empowers others, inspires a shared vision, role models inclusive and ethical leadership.

## **Special Academic Award**

Students excel in their field of specializations. This award recognizes students that show outstanding performance and best efforts in: Arts, Science, Social Science, Communication Arts, Mathematics.

## Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended for their outstanding performance in a specific learning area.

## Exemplary contributions are as follows:

1. Show tremendous effort but did not meet all the criteria for the subject award;
2. Demonstrate enthusiasm in mastering the subject despite various obstacles;
3. Maintain a school record that would have met the school's selection criteria for the Award in high standards through hard work;
4. Achieve high scores;
5. Demonstrate achievement in the subject.

## **Special Non-Academic Award**

## Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended for their commendable contributions in community service, club service, athletics and other extra-curricular activities.

## Exemplary contributions are as follows:

1. Demonstrated an intense commitment to provide excellent performance in the non-academic activity
2. Shares enthusiasm for the School with others;
3. Maintains perseverance in the face of adversity in the activities
4. Is known as a reliable go-to person, willing volunteer or good citizen (e.g. reaches out to students; motivates others around a cause) who enriches the School.

### **Excellent Club Award**

This award is given to a club that has practiced and exhibited the AISAT spirit in its members through activities that involve community service and fund-raising efforts towards good causes.

Excellent Club Award Criteria:

1. Club works and events have given an excellent representation of the school;
2. Made an impact to the community;
3. Practical, doable and excellent ideas/reasons for pursuing a particular thing or cause.

*Graduating members of the Excellent Club Awardee shall be awarded with corresponding certificates of recognition.*

### **Athletics Award** (Athlete of the Year Award)

The Athlete of the Year Award is awarded to the top player in school's sporting event. Award nominees and award recipients are selected by the AISAT's Award Committee.

Qualifications:

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended because of their contributions;
4. Athlete must be a member in good standing with the team;
5. Athlete must be registered as an official player in a school or inter-school sporting competition

Exemplary contributions are as follows:

1. An athlete shall be deemed to be one who demonstrate character, sportsmanship and integrity, as well as outstanding ability in their particular athletic event;
2. MUST have participated and committed to both practice and game schedule
3. Fulfilled requested/required roles with regards to helping his/her team and/or other teams in the program (ie: refereeing/scorekeeping duties, carrying equipment, setup, takedown, etc...)

4. Contributed significantly to the team's season and/or to the success of the team
5. Exhibited some/all of the following positive qualities on and off the court/field:
  - a. Leadership
  - b. Team work
  - c. Communication
  - d. Commitment and loyalty
  - e. Work ethic
  - f. Ambassadorship – good representative of the sport, and of the school
  - g. Respect for coach, teammates, opponents and officials
  - h. Fair play/honor
  - i. Sportsmanship
  - j. Recognizing that there needs to be a balance between academic and sporting life.

### **Special Citations**

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no minor or major offense and no failed grades;
3. Must be recommended for their laudable contributions.

Exemplary contributions are as follows:

1. For exceptionally meritorious achievement in the school or community;
2. For an outstanding performance in school and community activities or event;
3. For school representation in competitions of any field;
4. For commendable service and commitment that reflects AISAT's excellence in school or in the community;
5. For demonstrating good moral values impacting the students and fellowmen.

Other qualifications are for consideration by the Committee on Honors and Awards who has the final authority to vest academic and non-academic honors and awards during the graduation ceremony.

## SCHOLARSHIPS

### Academic Scholarship

#### **Guidelines for Academic Scholarship Program:**

1. Only applicants enrolling full time or maintains at least 20 college units when availing of the scholarship program may apply.
2. Applicants who have previously completed a college degree are disqualified from the Academic Scholarship Program.
3. This scholarship program is limited to Filipino Citizens.
4. Applicants must qualify from grade requirements as mentioned in the student manual.
5. Qualified applicants for scholarships shall enjoy a 50% to 100% discount on tuition fee only depending on the average grade.
6. The grant of scholarship is not a vested right and is valid only for the first semester of applicant's academic career in AISAT. Subsequent enjoyment of scholarship privileges shall be applied for under Academic Achievement.
7. Any academic scholar who commits a major offense will automatically be disqualified.

#### **Procedure in application of Academic Scholarship:**

1. Fill out the AISAT Scholarship Application Form from the Office of Student Affairs.
2. Submit the accomplished application form and all required documents to the Head of Student Affairs at least two weeks prior to the start of enrolment for the semester applied for.
3. Only fully accomplished application forms with complete attachments will be processed.
4. Qualified applicants will be notified of the result of their application through e-mail or text.

#### **Required documents in application of Academic Scholarship:**

1. Photocopy of grades from Senior High School
2. Recommendation letter from School Principal or Senior High School Coordinator

3. Certificate of Good Moral Character
4. Entrance Exam Result (passed in all areas of entrance exam) / IDT Scholarship Certificate

#### **Grade Requirements in application of Academic Scholarship:**

General Weighted Average	No Grade Lower Than	Discount on Tuition Fees	Available Slots
96 – 100%	90%	100%	5
93 – 95%	89%	75%	15
89 – 92%	88%	50%	20

### Student Assistance Scholarship (SAS)

#### **Guidelines for Student Assistance Scholarship Program:**

1. This program is available to Filipino AISAT college students (2-year program or BS) who are enrolled in AISAT during the preceding semester as full-time students. It is not available to transferees and previously completed a college degree.
2. The program has limited number of slots allotted per semester by the AISAT Board of Directors. The schedule for application will be announced by posting of such notice on the OSA Bulletin Board.
3. Qualified applicants for scholarships shall enjoy 100% discount on tuition fee, provided that the student assistant scholar maintains a grade of at least 83% in all subjects and a general average of 85%.
4. The applicant's total household income must not be more than P250, 000.00 per year.
5. A Student Assistant must render 10 hours of college service per week (2 hours per day, Monday to Friday, between 8am and 5pm); including 2 weeks or 80 hours during the subsequent summer vacation. Successful applicants who do not have sufficient free period during school hours must agree to withdraw some subjects in order to render the college service required.

6. The grant of scholarship is not a vested right and is subject to evaluation at the end of each semester. For evaluation purposes,
  - a) Grades from the preceding semester
  - b) Recommendation letter from the
    - Assigned office(s) to which he was posted, indicating clearly the attendance and tardiness record; and
    - The OSA, indicates that the applicant has not violated any school rule and actively participates in school activities.
7. Any student assistant scholar who commits a major offense will automatically be disqualified from the SA scholarship program.
8. A student assistant scholar who wants to withdraw from the program in the middle of the semester will be required to pay the proportionate tuition fee for the semester.
9. An SA with poor attendance or excessive tardiness will be dropped from the SA program.

**Procedure in application for Student Assistance Scholarship:**

1. Fill out the AISAT Scholarship Application Form available from the Office of Student Affairs Office.
2. Submit the accomplished application form and all the required documents to the Head of Student Affairs on deadline set by OSA.
3. Only fully accomplished application forms with complete attachments will be processed.
4. Qualified applicants will be notified as to the schedule of interviews.

**Required documents in application of Student Assistance Scholarship:**

1. Photocopy of latest Income Tax Return (ITR) or Certificate of Non-filing of Income of parents or guardians
2. Recommendation letter from:
  - At least 3 AISAT faculty members;
  - The OSA, indicating that the applicant is of good moral character and if the student is actively participating in school activities;
  - The Student Facilitator’s Office; and
3. Grades from previous semester

**Academic Achievement Discount**

*Note: “In case when regular classes will be prohibited or classes are online, the Academic Achievement Discount will not be available given that the basis of awarding is on academic performance and the online environment has made it a challenge to identify meritorious candidates due to the inability to validate the true standing and grades of students. Such awards for discounts shall again be reinstated when a full normal semester is conducted.”*

College students who are Filipino citizens and qualifies for the Dean’s List may apply for Academic Achievement Discount for the subsequent semester with the following discount rates.

General Weighted Average	No Grade Lower Than	Discount on Tuition Fees
96 – 100%	90%	100%
93 – 95%	89%	75%
88 – 92%	88%	50%

**Procedures in Application for Academic Achievement Discount:**

1. Fill out the **Application for Tuition Fee Discount Form** from the Office of Student Affairs.
2. Submit the accomplished application form and all required documents to the Head of Student Affairs on or before the given deadline.
3. Qualified applicants will be notified five (5) days from the given deadline of submission.
4. Only fully accomplished application forms with complete attachments will be processed.

### Other Tuition Fee Discount

### Siblings Discount

### Child/Siblings of an AISAT Employee Discount

#### **Guidelines for Application of Tuition Fee Discount:**

1. This program is available to College students enrolled in AISAT.
2. An applicant must not have any record of committing any of the major offense stated in AISAT's student handbook during his/her stay in AISAT.
3. This program is limited to Filipino Citizens only.
4. Qualified applicants shall enjoy the discount on tuition fee only on the semester that he/she is currently enrolled.

#### **Procedures in Application of Tuition Fee Discount:**

1. Fill out the **Application for Tuition Fee Discount Form** from the Office of Student Affairs.
2. Submit the accomplished application form and all required documents to the Head of Student Affairs on or before the given deadline.
3. Qualified applicants will be notified five (5) days from the given deadline of submission.
4. Only fully accomplished application forms with complete attachments will be processed.

#### **Required documents in application of Tuition Fee Discount:**

TUITION FEE DISCOUNT APPLIED	REQUIRED DOCUMENTS
ACADEMIC ACHIEVEMENT DISCOUNT	<ul style="list-style-type: none"><li>• Fully accomplished application form</li><li>• Photocopy of grades from the Registrar's Office</li></ul>

SIBLINGS DISCOUNT	<ul style="list-style-type: none"><li>• Fully accomplished application form</li><li>• Photocopy of NSO birth certificate (applicant &amp; sibling)</li><li>• Certificate of enrollment from the Registrar's Office (applicant &amp; sibling)</li></ul>
CHILD/SIBLINGS OF AN AISAT EMPLOYEE DISCOUNT	<ul style="list-style-type: none"><li>• Fully accomplished application form</li><li>• Photocopy of NSO birth certificate (applicant &amp; sibling or applicant &amp; parent)</li></ul>

### INSTITUTE OF DESIGN TECHNOLOGY SCHOLARSHIP PROGRAM

#### DESCRIPTION

The Institute of Design Technology (IDT) Scholarship Program aims to provide financial aid to students who have demonstrated an interest in pursuing a career in the design technology specifically in Digital Animation and Game Development. Qualified students will be awarded tuition fee discounts based on their drawing outputs. This program is available to Senior High School graduates enrolling into AISAT for post-secondary education.

#### ELIGIBILITY

The following criteria must be met for applicants to qualify to the program:

- A. Must be a graduating student from a Private or Public Senior High School of the current school year
- B. No failing grade in 1<sup>st</sup> to 3<sup>rd</sup> Quarter of Grade 12
- C. Must be a Filipino citizen.

#### SELECTION PROCESS

- A. Pay the entrance exam fee and take the assessment as scheduled
- B. The candidates will be informed of their eligibility to the Institute of Design Technology Scholarship Program through an official letter from AISAT. The grantees will then be given a Scholarship Certificate.

- C. Proceed to the Admissions Office for the submission of required documents.
1. Filled-out AISAT Scholarship Application Form from the Office of Student Affairs.
  2. Certified Photocopy of grades from Senior High School
  3. Recommendation letter from Senior High School Principal (standard form from OSA)
  4. Certificate of Good Moral Character
- D. Only fully accomplished application forms with complete attachments will be processed.
- E. Applicants who have taken the assessment in their respective schools during CGO's will be notified on the result thru their School Heads. (Follow Step C onwards)  
The candidates will no longer undergo an interview process.
- F. Successful candidates may then proceed to Stage 3 of AISAT's Admission Policy and Procedure for enrolment proper

### **BENEFITS**

The grant under this scholarship program includes the following:

The grantees will receive 100%, 40%, and 20% tuition fee discount respectively for one (1) semester renewable thereafter upon compliance with the scholarship conditions.

### **RENEWAL/PROCESSING OF SCHOLARSHIP GRANTS**

Renewal of scholarship grants will be in accordance to the guidelines in the Students Handbook effective SY 2019-2020.

## **NON-ACADEMIC POLICIES**

### **CODE OF CONDUCT AND DISCIPLINE**

#### **General Regulations**

AISAT students shall comply with the following norms of behavior:

1. Courteous, respectful and honest both inside and outside the campus
2. Respect teachers, staff, administrators and other persons in authority
3. Respect other students, including their culture and religion
4. Obey campus rules on decency, dress code and morality
5. Observe school, classroom, laboratory and library rules

#### **Identification Card**

A policy on "No ID, No Entry" is a mandate by AISAT. Students shall wear a validated ID upon entry and while inside the school. It must be attached to a school ID cord which should be worn properly on the neck.

#### **Dress Code for Students**

##### ***School Uniform***

1. A policy of "No Uniform, No Entry" is strictly implemented and failure to comply with the prescribed uniform means no entry inside the classroom or even the school premises.
2. Aviation students shall wear the prescribed white polo shirt with complete paraphernalia and midnight blue pants with the prescribed belt and buckle, paired with closed black shoes and black socks. Female students shall wear non-platform pumps with a maximum heel measurement of 1.5 inches. The paraphernalia consist of shoulder boards, wings/name plates, which shall be pinned above the upper left pockets of the uniform.
3. Female DDA & BS EMC students shall wear the white blouse and gray slacks and black non-platform pumps with a maximum heel measurement of 1.5 inches. Male DDA & BS EMC students shall wear white polo and gray pants paired with black socks and shoes.

Both male and female students are required to put on the college wings/nameplate once in uniform.

4. The BS AvM female student shall wear white,  $\frac{3}{4}$  sleeve length blouse, the collar of which is adorned with a bow, under a dark blue button vest and a skirt, the length of which shall be four finger width above the knees. She shall wear flesh colored compression pantyhose and plain black pumps with heels between 1.5 to 3 inches. On the other hand, the male BS AvM student shall wear dark blue single button suit with grey tie over white short sleeve shirt. Plain black crew socks shall be worn over black leather shoes, with heels not higher than an inch.
5. No extra accessories allowed on the prescribed uniform other than what has been required. Shirts and pants or skirts must be in good condition and well pressed. Under shirt must be in white color only.
6. Every student shall honor their uniform and avoid wearing them to movie houses, nightspots, billiard halls, or other similar public places.
7. Students are required to wear the official Wednesday (washday) shirts.
8. Physical Education (P.E.) shirts worn as uniform the whole day is allowable if the student has a P.E. class on that day.

## SCHOOL UNIFORM

### AVIATION UNIFORM



### BS AvM UNIFORM



### BSEMC & DDA UNIFORM



**Personal Attire**

The following attires strictly prohibited on non-uniform days are:

1. Above the knee skirts and shorts for female students
2. Hip-hop shorts or tattered pants
3. Slippers
4. Sandos, sleeveless, spaghetti straps, backless, strapless, see-through, plunging blouses and the likes
5. Shirts or blouses with indecent pictures, prints or texts, and fraternity identity
6. Cross-dressing, and other inappropriate attires.

**Grooming Guidelines for Students**

1. Face must be clean shaven
2. A school prescribed haircut is mandatory. If this is not applicable, haircut shall be kept in a neat and clean condition. The prescribed haircuts inspected every 15<sup>th</sup> and 30<sup>th</sup> day of the month are as follows:
  - a. Aviation – Every male aviation student must be groomed with a 2x3 crew cut hairstyle
  - b. DDA & BSEMC - Every male DDA & BSEMC students must be groomed with a 2x3 barber cut hairstyle.
3. Fingernails shall be cleaned and cut neatly.
4. Male students shall not wear earrings.
5. Earrings of female students shall be kept to a minimal size. Dangling earrings are not allowed.
6. No visible tattoo on the body is allowed.
7. Shoes shall be well-polished and clean.
8. Hair color or tint are not allowed.

**BS AvM GROOMING GUIDELINES AND JEWELRY RESTRICTIONS**

GROOMING GUIDELINES	WOMEN	MEN
<b>A. HAIR</b>	<ol style="list-style-type: none"> <li>a. Hair must be clean, well-groomed, and appropriate in a professional environment.</li> <li>b. Short hair reaching the neck and touching the top of the blouse collar must be worn loose and kept away from the face.</li> <li>c. Hair reaching the blouse collar and the bottom edge of the blouse collar must be neatly tied and put in a bun just above the nape.</li> <li>d. Hair color must appear natural and complement skin tone and complexion.</li> <li>e. Acceptable hair accessories include plain black ribbon hair net or hair pocket and plain black metal or plastic hair pins to keep unruly hair in place.</li> </ol>	<ol style="list-style-type: none"> <li>a. Hair must be clean, well-groomed, and appropriate in a professional environment.</li> <li>b. Haircut must be preferably 2x3 in length or short textured with no sideburns (to be inspected every 15<sup>th</sup> &amp; 30<sup>th</sup> of the month).</li> <li>c. The back hair must not touch the top of the shirt collar.</li> <li>d. Hair must be recently cut and maintained.</li> <li>e. Face must be clean shaven.</li> <li>f. Hair color must appear natural and complement skin tone and complexion.</li> <li>g. Any hair accessories must not be worn.</li> </ol>
<b>B. MAKE UP</b>	<ol style="list-style-type: none"> <li>a. Light makeup consists of foundation, blush, mascara, and lipstick must be applied to look naturally presentable.</li> <li>b. Heavy dark makeup is not allowed.</li> </ol>	Make up must not be worn.



<b>C. FRAGRANCES</b>	Light scented perfumes and colognes may be used sparingly.	Light scented perfumes and colognes may be used sparingly.
<b>D. NAILS</b>	<ul style="list-style-type: none"> <li>a. Fingernails must be clean and well-manicured.</li> <li>b. The length must be no longer than ½ inch measured from the fingertip and must be applied on both hands.</li> <li>c. Wearing colored nail polish must complement the skin tone, complexion, and uniform.</li> <li>d. Chipped or peeled nail polish is not accepted as well the use of decals and gold nails.</li> </ul>	<ul style="list-style-type: none"> <li>a. Fingernails must be clean and short trimmed.</li> <li>b. Wearing colored nail polish is prohibited.</li> </ul>
<b>JEWELRY RESTRICTIONS</b>	<b>WOMEN</b>	<b>MEN</b>
<b>A. EARRINGS</b>	<ul style="list-style-type: none"> <li>a. Only one (1) pair of matching stud PEARL earrings around 9-10mm must be worn. Other earring styles are not allowed.</li> <li>b. There must be one pearl earring per earlobe.</li> <li>c. Wearing multiple earrings and tongue piercing are not permitted.</li> </ul>	Wearing of earrings are not allowed as well as visible body piercing and tongue piercing.

<b>B. RINGS</b>	<ul style="list-style-type: none"> <li>a. Only one (1) ring on each hand is allowed.</li> <li>b. Rings must not be worn on thumbs or knuckles.</li> <li>c. Wedding and engagement sets are considered as one.</li> </ul>	<ul style="list-style-type: none"> <li>a. Only one (1) ring on each hand is allowed.</li> <li>b. Rings must not be worn on thumbs or knuckles.</li> </ul>
<b>C. NECKLACES AND CHAINS</b>	<ul style="list-style-type: none"> <li>a. Short and one single-strand necklace or chain must be worn next to skin.</li> <li>b. The necklace or chain must be hidden in the wardrobe.</li> <li>c. Choker style necklaces and chains are not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Short and one single-strand necklace or chain must be worn next to skin.</li> <li>b. The necklace or chain must not be visible if worn.</li> <li>c. Choker style necklaces and chains are not allowed.</li> </ul>
<b>D. BRACELETS</b>	<ul style="list-style-type: none"> <li>a. Only one (1) strand bracelet may be worn on each wrist.</li> <li>b. Bracelet width must be no more than ½ inch.</li> <li>c. Bracelets such as bangles, cuffs, charm, beaded, multi-strand, and liquid silver are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>a. Only one (1) strand bracelet may be worn</li> <li>b. Bracelet width must be no more than ½ inch.</li> <li>c. Bracelets such as bangles, cuffs, charm, beaded, multi-strand, and liquid silver are prohibited.</li> </ul>
<b>E. WATCH</b>	Any style of wristwatch can be worn.	Any style of wristwatch can be worn.

## Disciplinary Standards

The penalties imposed upon any erring student are as follows:

**Suspension**– The penalty of suspension imposed is for a period not exceeding 20% of the remaining class days for the school term.

**Non-readmission** – The penalty allows AISAT to deny admission or enrolment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the Offense charged and imposing the penalty of non-readmission as promulgated. However, the student may be allowed to complete the current school term when the resolution for non-readmission is declared.

**Exclusion** – The penalty allows AISAT to exclude or drop the erring student from the roll of students immediately upon the resolution for exclusion is declared. Transfer credentials of the erring student shall be issued upon promulgation.

## Conduct Inside and Outside the Campus

### Conduct Inside the Campus

#### On Courtesy

- a. Students are expected to manifest due respect to School personnel in authority and observe proper decorum at all times either inside or outside the campus.
- b. The following acts are strictly prohibited in campus because they create disturbance:
  - i. indulging in loud conversation on the stairs and passage ways;
  - ii. talking, laughing, singing loudly and other forms of disturbance while classes are going on;
  - iii. loitering along the corridors; and
  - iv. sitting on ledges along the corridors

## On Campus Cleanliness and Sanitation

- a. All students are duty-bound in keeping AISAT building and its premises clean.
- b. Writing, marking, and carving on the tables, walls, chairs, and other school properties are forms of vandalism which are classified as crime against property and is considered as a criminal offense punishable by law.
- c. AISAT is a “No Smoking” establishment in pursuant to city ordinance.
- d. Trash cans are provided for waste segregation. Students are compelled to practice proper waste management.
- e. Students shall value school properties. Hence, they should handle all tools, equipment and facilities with extra care.
- f. In the school canteen, students are expected to clean the tables after eating. Used plastic cups & wrappers must be disposed into the trash bins provided accordingly. The policy on “Clean-as-you-go” is strictly observed.

“Clean-as-you-go”. Every student is responsible for cleaning any place, room, facility or equipment immediately after use.

“Pick-the-Trash”. Every student is responsible to clean any area, room, facility or equipment within his/her reach while moving.

## **Classroom Rules**

1. Respect for teacher, politeness and courtesy to fellow students are to prevail in the classrooms.
2. Students shall sit properly at all times.
3. Eating or chewing gums in the classroom shows lack of self-discipline. Therefore, these are strictly prohibited in the classroom.
4. Students waiting to enter the classroom must give way to those going out. They should refrain from creating unnecessary noise.
5. The policy on, "Keep Right" in using the stairs and going to the classes be followed.
6. To avoid traffic and accidents, loitering along the stairs be prohibited.
7. Students shall walk in an orderly manner for the convenience of others.
8. Students are to use language that is morally above reproach.
9. Restoration of classroom after use, especially on Saturdays is expected. Classes, meetings, etc. are allowed on these days (as approved by the OSA). However, students are required to restore and clean the classroom after use.
10. Students shall refrain from tinkering with the air-conditioning controls.
11. Teachers are persons in authority that implement rules and regulations inside the campus, especially in the classroom.
12. At the end of each class, students shall ensure that trash is properly disposed of and that all chairs are in its proper places.
13. Lights in the classrooms should always be switched on when there are occupants.

## **Conduct outside the Campus**

1. The wearing of the school uniform of a student identifies the school where he/she attends. Thus, he/she has the responsibility of projecting the good image and upholding the reputation of Asian International School of Aeronautics and Technology.
2. When acting as an official school representative, he/she has the obligation to abide by the instructions of the duly designated school authority. Furthermore, in no case shall a student represent the college without written authorization from school authorities.
3. Since actions of students affect the image of the school, AISAT students must keep away from ill-repute places such as bars, Night Clubs and the like.

## **Offenses and Sanctions**

Offensive behavior is either major or minor offense. Major Offenses include behaviors that seriously violate the preservation of life, property and dignity of the school and students. Offenses not mentioned as Major Offense constitute minor offenses. The following are major and minor Offenses with their corresponding sanctions.

**OFFENSES**

<b>Offenses Against Public Interest</b>	<b>Minor</b>	<b>Major</b>
Disturbing the peace and order of the school, unless classified as a major Offense	X	
Unauthorized assembly of students within the College during class hours	X	
Instigating or leading any unlawful activity causing stoppage of classes		X
Recruiting AISAT students to join fraternity or sorority or any campus organization not accredited by the College		X
Submission of falsified medical records/certificate by student to be excused from class or any school activity		X
Falsification or tampering of academic records / other official records or documents		X
Forging a signature or unauthorized use of e-signature of any authority of the school		X
Giving false testimony during a College investigation		X
Cheating during examination		X
Distribution, use or possession of exam leakages		X
Bomb joke		X
Unauthorized possession or firearms or other deadly weapons		X
Unauthorized use of firecrackers		X
Any other behavior which may endanger or threaten the health and safety of others or which may adversely affect the school's welfare		X

<b>Offenses Against Persons &amp; Security</b>	<b>Minor</b>	<b>Major</b>
Trespassing (entering or exiting through unauthorized access points, such as fire escapes)	X	
Entering off-limit areas that are clearly marked as such	X	
Bullying or harassing fellow students (non-physical or verbal acts)	X	
Bullying or harassing fellow students (physical and committed by an individual and or a group)		X
Light threats or attempting to inflict physical injury on fellow students	X	
Light threats and or attempting to inflict physical injury on any school personnel		X
Grave threats or inflicting light physical injury against fellow students		X
Grave threats or inflicting light physical injury against any school personnel		X
Fighting in campus or during official off-campus activities		X
Inflicting serious physical injury against fellow students		X
Unauthorized collection or extortion of money		X

<b>Offenses Against Property</b>	<b>Minor</b>	<b>Major</b>
Unauthorized use of school facilities, tools, equipment or utility	X	
Hacking another person's computer or other proprietary data; abuse of the school's electronic resources and communication facilities and systems		X
Deliberate damaging, hacking or altering any school property, including digital files or programs		X
Stealing (dealt with proper sanction and replacement of stolen item)		X

Misappropriation of funds. (dealt with proper sanction and payment of funds)		X
Swindling and other Deceits		X
Arson		X
Vandalism		X

<b>Offenses Against Public Morals, Chastity &amp; Honor</b>	<b>Minor</b>	<b>Major</b>
Deliberate use of vulgar language	X	
Public display of affection	X	
Possession or distribution of pornographic materials		X
Slander/Libel/Rumor mongering in any medium, including electronic means		X
Gross immorality or scandalous acts which cause dishonor to the school		X
Sexual Harassment		X
Acts of lasciviousness		X

<b>Offenses Relative to Alcohol / Prohibited Drugs / Smoking / Gambling</b>	<b>Minor</b>	<b>Major</b>
Gambling inside the campus or within a 200-meter radius from the College		X
Drinking or possession of alcoholic beverages inside the campus or within a 200-meter radius from the College and any official off-campus activities		X
Entering the campus under the influence of alcohol		X
Smoking within a 200-meter radius from the College;		X

<b>Improper use of School Uniform</b>	<b>Minor</b>	<b>Major</b>
Not wearing of valid school ID while inside the school premises	X	
Wearing of incomplete school uniform (no prescribed belt, buckle, wings or name plate and shoulder board, where applicable)	X	
Wearing of hats or other head gears, except for religious purposes	X	

Wearing of non-prescribed shoes or socks	X	
Non-compliance of hair cut requirement (inspection every 15 <sup>th</sup> and 30 <sup>th</sup> day of the month)	X	
Wearing of school uniform to nightspots, billiard halls, bars, clubs or other similar places	X	
Fraudulent act (using another person's school ID, uniform and uniform paraphernalia or allowing another to use one's school ID, uniform and uniform paraphernalia)		X

<b>Improper Conduct</b>	<b>Minor</b>	<b>Major</b>
Chewing of gum	X	
Eating inside the classroom or laboratory areas	X	
Littering or intentionally throwing trash in non-designated areas	X	
Removing or posting of materials on the bulletin boards or walls without proper authorization	X	
Using of phones or other electronic devices during class, unless specifically permitted	X	
Loitering in the corridors when one should be in class	X	
Failure to attend two flag raising ceremonies when required to do so	X	
Conviction of a criminal offense		X
Attempting to bribe any person to change a grade		X
Plagiarism		X
Acts of disrespect which tend to put any school official or staff to ridicule		X
Derogatory postings, comments & reactions on social media which reflect negatively on the reputation of the school		X

### SANCTIONS (MINOR OFFENSES)

No. of Commission & Sanctions (if committed against a student)	No. of Commission & Sanctions (if committed against an AISAT faculty or staff)
1. Written Warning	1. Counselling & 5-day suspension with college service
2. Counselling & 2-day college service	2. Counselling & suspension for the subsequent semester
3. Counselling & 3-day suspension with college service	3. Exclusion
4. Counselling & 5-day suspension with college service	

### SANCTIONS (MAJOR OFFENSES)

No. of Commission & Sanctions (if committed against a student)	No. of Commission & Sanctions (if committed against an AISAT faculty or staff)
1. Counselling & 5-day suspension with college service	1. Counselling & suspension for the subsequent semester
2. Counselling & suspension for the subsequent semester	2. Exclusion
3. Exclusion	

**NOTE:**

*Commitment of 4 minor offenses is equivalent to 1 major offense. In such a case, if a student commits another minor offense, it is counted as another 1<sup>st</sup> minor offense but his record will show one (1) major offense.*

### Administrative Due Process

A student charged with violating school rules and regulations is entitled to administrative due process.

***Minor Offenses***

For minor offenses without an imposable penalty of suspension, the Head of Student Affairs who receive such complaints shall hear and accept evidence and determine the appropriate sanction.

For minor offenses with an imposable penalty of suspension, the decision of the Head of Student Affairs shall require concurrence with the School Administrator or President after the recommendation of the Student Disciplinary Committee.

***Major Offenses***

For major offenses, the Student Disciplinary Committee shall hear and try the cases and determine the appropriate sanction and submit its recommendation to OSA. The final decision shall require the concurrence of the School Administrator or President.

Any student may file for a motion for reconsideration within five school days from the receipt of final decision to the Office of the School Administrator.

All disciplinary cases are subject for review within 15 days from receipt of the complaint filed.

### International Students (2-year aviation program only)

The registration and visa application process of international students are available upon request from the Office of the Student Affairs.

## IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

### Scope

This policy covers the implementation and management of co-curricular and extra-curricular off-campus activities of AISAT.

### General Principles

All co-curricular and extra-curricular activities will adhere to the following:

1. Ensure relevance and alignment with the educational competencies of K to 12 (for SHS) or college curriculum and leadership development of learners;
2. Uphold child/student protection principles and ensure that no learner will be prejudiced in any form; and
3. Secure the safety and security protocols for all participants before, during and after the activity.

**Off-Campus Activity** – is an authorized activity relevant to learning outside AISAT premises, participated by learners and supervised by teachers and/or staff and other concerned stakeholders

- a. **Off-Campus Co-curricular Activity** – is any authorized, non-graded off-campus learner engagements anchored within the bounds of the standard curriculum and educational competencies organized and coordinated by AISAT authorized learner or civic organizations
- b. **Off-Campus Extra-Curricular Activity** – is any authorized, non-graded off-campus learner engagements not anchored on the standard curriculum and educational competencies either offered/coordinated by AISAT, authorized learner or civic organizations that aim to promote the holistic development of learners

### Categories of Off-Campus Activities

- a. **Government Agency Mandated and Initiated Off-Campus Activities** – These activities are organized by the central, regional and division offices of the government such as the DepEd or CHED, and follow existing issuances specific to the activity.
- b. **Externally Initiated Off-Campus Activities** – These are off-campus activities or programs initiated by external stakeholders and approved by AISAT after thorough discussion with the management or other concerned offices. The approval shall follow strictly the articulated procedure of this policy and shall subsequently require the approval of concerned government authorities, where applicable.

- c. **School Initiated Off-Campus Activities** – These are AISAT organized field trips and/or educational tours which are allowed provided that these will not entail huge costs and will not risk the safety and security of learners. Field trips and/or educational tours are supplemental activities only and shall not in any way replace the learning delivery. The conduct of off-campus activities will be a prerogative of AISAT and subject to the approval of concerned government authorities where applicable.

### Roles and Responsibilities of Parents and/or Guardian of the Learners

- a. Participate in the planning and preparatory activities such as parent/guardian conference, pre-departure briefing, and other similar preparatory activities;
- b. Accomplish and submit Parent's/Guardians Consent Form to concerned teachers to indicate that they are allowing their student/s to join the off-campus activity;
- c. Inform the concerned teachers of the learners' specific medical needs;
- d. Provide the required information stipulated in this policy prior to the conduct of the off-campus activity; and
- e. Ensure that necessary arrangements for travel insurance are secured.

### Policy on Mandatory School Activities

Students are required to be present on mandatory school activities such as intramurals, symposiums and other school activities indicated in the academic calendar. Absences will have a corresponding penalty of Php50.00 per activity. The proceeds will be used by the Community Extension Office for its outreach program. Additional sanction will also be given as determine by the Office of Student Affairs.

## AISAT Privacy Policy

### Introduction

This Privacy Policy tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this Policy, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA. You should also note that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.

Due to the sensitive and confidential nature of the personal data under the custody of the school, only the student/client and the authorized representative of the school shall be allowed to access such personal data, for any purpose, except for those contrary to law, public policy, public order or morals.

### Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. **Information you provide us during your application for admission.** When you apply with us for admission, we collect, among others: (1) directory information, like your name, email address, telephone number, and other contact details; (2) data about your personal circumstances, such as your family background, history, and other relevant circumstances, previous schools attended, academic

performance, disciplinary record, employment record, and medical records; and (3) any or all information obtained through interviews and/or during entrance tests or admission examinations.

2. **Information we collect or generate after enrolment and during the course of your stay with us.** After you join AISAT, we may also collect additional information about you, including: (1) your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.; (2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance; (3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.
3. **Unsolicited Information.** There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data.

### How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. evaluating applications for admission to AISAT;
2. processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment;



3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations;
5. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities;
6. establishing and maintaining student information systems;
7. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
8. processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
9. investigating incidents that relate to student behavior and implementing disciplinary measures;
10. maintaining directories and alumni records;
11. compiling and generating reports for statistical and research purposes;
12. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
13. managing and controlling access to campus facilities and equipment;
14. communicating official school announcements;
15. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
16. soliciting your participation in research and non-commercial surveys sanctioned by AISAT;
17. soliciting your support, financial or otherwise, for AISAT programs, projects, and events;
18. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of AISAT or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules. If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

#### **How We Share, Disclose, or Transfer Your Information**

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. posting of acceptance to AISAT, awarding of financial aid and merit scholarship grants, class lists, class schedules, online, in school bulletin boards, or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by AISAT, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
5. distribution of the list of graduates and awardees in preparation for and during commencement exercises;
6. reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal

Education Board, Supreme Court, etc.), when required or allowed by law;

7. sharing of information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities) for accreditation and school ranking purposes;
8. sharing of information with entities or organizations (e.g., University Athletic Association of the Philippines and other sports bodies) for determining eligibility in sports or academic competitions, as well as other similar events.;
9. complying with court orders, subpoenas and/or other legal obligations;
10. conducting internal research or surveys for purposes of institutional development;
11. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
13. use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. live-streaming of AISAT events;
15. publication of communications with journalistic content, such as news information in AISAT publications, and social media sites;
16. providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of ASMPH students that rotate in these institutions as part of the medical curriculum.

### **How We Store and Retain Your Information**

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between AISAT's different units or offices. Access to your personal data is limited to AISAT personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

Rest assured that our use of your personal data will not be excessive. Unless otherwise provided by law or by appropriate AISAT policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or AISAT policy, all affected records will be securely disposed of after such period.

### **Your Rights with Respect to Your Personal Data**

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving AISAT and data privacy, you may contact the Data Protection Office (DPO) at: [admin@aisat.edu.ph](mailto:admin@aisat.edu.ph)

## LABORATORY RULES AND REGULATIONS

### General Laboratory

These rules apply to all laboratories, same in instances where they have specific application. Laboratories are accident prone areas, so users are expected to conduct themselves in a responsible and courteous manner while in the laboratories.

1. Never do unauthorized experiments or tasks.
2. Bringing of bags inside the laboratories is not allowed due to security reasons. All bags are to be kept in their appropriate areas. Users are strongly discouraged to bring unnecessary valuable belongings to prevent or minimize possible loss. The school is not responsible or liable for any loss or damage of personal belongings in the laboratories.
3. Wear gloves, safety goggles, face shields or other appropriate personal protective equipment when working with hazardous materials and/or equipment.
4. Never work alone in the laboratories.
5. Keep your lab space clean and organized.
6. Keep the work area clear of all materials except those needed for your work. Coats should be hung on the hall or placed in a locker. Extra books, purses, etc., must be kept away from equipment that require air flow or ventilation to prevent overheating.
7. Do not leave an on-going experiment unattended. If leaving a lab unattended, turn off all ignition sources, clean up the work area, and lock the doors.
8. Always inform your instructor if you break anything. Handle hazardous chemicals like mercury properly or other hazardous chemicals with caution.
9. Do not use any equipment unless you are trained and approved as a user by your instructor.
10. Read labels or instructions carefully.
11. If a piece of equipment failed to function while being used, report it immediately to your lab assistant or instructor. Refer malfunction of equipment to the Laboratory in-charge or experts.

12. Shorts and sandals should not be worn in the lab at any time. Shoes are required when working in the laboratories. If you have long hair keep it neat & clean. For loose clothes, wear lab gown.
13. Never eat, drink, or smoke while working in the laboratory.
14. Never pipette anything by mouth.
15. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
16. Do not use corridors for storage or work areas.
17. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only.
18. Be careful when lifting heavy objects. Only shop staff may operate forklifts or cranes.
19. Students are responsible for the proper disposal of used material if any in appropriate containers.
20. Clean your lab bench and equipment, and lock the door before you leave the laboratory; Clean up your work area before leaving.
21. Wash hands before leaving the laboratory.

### Mechanical Safety

1. Guards on machinery must be in place during operation
2. When using compressed air, use only approved nozzles and never direct them towards any person.
3. Exercise care when working with or near hydraulically-or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

### Electrical Safety

1. Obtain permission before operating any high voltage equipment
2. Maintain an unobstructed access to all electrical panels.
3. Wiring or other electrical modifications must be referred to the Electronics shop of the Building coordinator.
4. Avoid using extension cords whenever possible. If you must use one, obtain a heavy-duty one that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under

doors, across aisles, be hung from the ceiling, or plugged into other extensions cords.

5. Never ever modify, attach or otherwise change any high voltage equipment.
6. Always make sure all capacitors are discharged (using a grounded cable with an insulating handle) before touching high voltage leads or the "inside" of any equipment even after it has been turned off. Capacitors can hold charge for many hours after the equipment has been turned off.
7. When you are adjusting any high voltage equipment or a laser which is powered with a high voltage supply, USE ONLY ONE HAND. Your other hand is best placed in a pocket or behind your back. This procedure eliminates the possibility of an accident where high voltage current flows up one arm, through your chest, and down the other arm.

### **Computer Laboratory**

In addition to the general rules above, these rules apply to all computer laboratories.

- a. Inserting of USB flash drives into the computer units are strictly prohibited.
- b. Opening and/or viewing social media sites such as Facebook, Twitter, Instagram and the like are strictly prohibited.
- c. Playing computer games inside the computer laboratory is strictly a prohibition. Students caught playing games will be required to close the program and leave the lab and/ or the student I.D. shall be confiscated and forwarded to the OSA.
- d. Users shall not prevent or disrupt another user from using any computer and other equipment in the lab.
- e. Copying of copyrighted software is illegal and prohibited. Violators are sanctioned accordingly.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **Guidelines and Policies**

AISAT believes that co-curricular and extra-curricular activities are essential to the holistic development of students. Such activities are tools for every student to become sensitive of the present socio-political, economic, moral and other problems the world has now. Similarly, clubs and organizations are essential for student to enhance their talents, skills and abilities.

### **Requirements for Accreditation**

All student organizations, whether new or existing, must have the following:

1. A constitution with a clear and specific statement of purpose, values and objectives;
2. By-Laws governing the operation of the organization;
3. A formal organizational structure with clearly defined positions, roles, functions and responsibilities;
4. A current list of officers and members, as well as up-to-date files of appropriate personal data (e.g., identity and contact information) for each member;
5. A faculty adviser whose function will be to assist, advice and supervise the organization in the planning, conduct and evaluation of its activities. The faculty adviser is selected by the organization. It is the organization's responsibility to select, approach and gain the consent of its desired adviser, and communicate the same to the OSA;
6. Final approval of the organization's faculty adviser, however, rests with the Head of Student Affairs; and
7. A program of proposed activities for the year which must include all of the following areas:
  - Activities which enhance the members' knowledge and experience in the organization's specific area of interest or specialization
  - Activities which support the members' spiritual knowledge, growth and development

## **Policies**

The following standards shall be followed:

1. No student organization may have a purpose, objectives, values, rules or policies which are contrary to those of AISAT.
2. Membership in a student organization is limited to currently enrolled college students of AISAT. Faculty members, alumni, etc. are not eligible for membership in a student organizations
3. Fraternities, Sororities and the like are prohibited.
4. The Head of Student Affairs reserves the right to disapprove any activity which is deemed frivolous, wasteful, unnecessary, scandalous interests of the College and/or in violation of any of its policies, rules and/or regulations.
5. Once an organization receives accreditation, such status is valid for the academic year and is renewable upon full compliance with relevant policies and guidelines, as well as submission of mandatory reports. Organizations which fail to comply with policies or submit documents will result in the organization's suspension or de-accreditation, as determined by the OSA.

## **Club Clearance**

All accredited clubs/organizations are required to obtain clearances from the OSA before the final exams are given. The procedures are as follows:

1. The club, through its officers, must submit the following documents or reports to the OSA:
  - a. financial statement indicating clearly the collections and expenses
  - b. accomplishment reports with videos or pictures
  - c. the new set of officers
  - d. other documents that may be required
2. Upon compliance of the above requirements, the OSA signs/gives clearance to the club/organization officers.

## **Student Activities**

1. Activities indicated in the Academic Calendar of Activities are given utmost priority and require everyone's participation.
2. No activity shall be conducted a week before or during examination week.
3. Faculty members are responsible for maintaining discipline and order among students during a program or activity.
4. No activity shall start without prior approval of the OSA and School Administrators.
5. Parents' consent and waiver are needed for off-campus activities.

## STUDENT SERVICES

Asian International School of Aeronautics and Technology has a wide range of services for students' educational life to become more meaningful and comfortable. These offices and their services are:

### Guidance Office

To support AISAT in being **the center of holistic education**, the Student Facilitator's Office envisions successful, responsible, and respectable, individuals who are knowledgeable and skillful in their respective career and personal lives. This is concretized by promoting student success through a comprehensive Guidance Program focused on social, personal, career and multi-cultural, global citizenship development through rendering the ff. guidance services:

- **Individual Inventory Services** - also known as "Individual Analysis," all information gathered about each student is stored in the cumulative folder where data accumulated about each student are kept while the student is still in school. This is to enhance the understanding of individual students and to improve the quality of decisions made by parents, teachers, counselors, and administrators.
- **Counseling Services** - Guidance counselors can assist you in problem resolution. Individual and group counselling sessions are conducted to assist individuals arrive at self-understanding, make informed decisions and achieve wholesome adjustment. We welcome walk-in, call-in, and referred clients.
- **Information Enrichment Services** - Every type of information students need in evaluating their environmental opportunities are provided: Orientation Services; Personal – Social; Academic – Educational; Vocational – Occupational.
- **Testing Services** – Information from psychological test results help students discover, assess and understand their potentials, values, interests, abilities, aptitudes and their personality. Moreover, we also use this information during counseling sessions. We have

general intelligence or scholastic tests, aptitude tests and personality tests.

- **Referral Services** – A pool of specialists and agencies are available for consultation and referral.

**Students are encouraged to make use of the services offered by the Guidance Office to help them realize their full potential.**

### Library House Rules

1. Fictions may be borrowed for a maximum of five days.
2. Filipiniana and Circulation books may be borrowed for a maximum of two days.
3. Students can borrow two (2) books at a time and may be renewed, If no one has placed a reservation on the books. Another two-day extension may be allowed.
4. All books must be returned by 9:00 A.M. on the due date.
5. All overdue books will be charged Php/20.00 pesos per day including Saturday, Sunday and Holidays.
6. Magazines, newspaper, journals and other periodicals collection shall not be taken out of the library.
7. LRC users are responsible for the safe-keep and return of library materials issued in their name.
8. Delinquent borrowers are not allowed to borrow any library materials until all library accounts are settled.
9. Students caught stealing, tearing, writing on and marking library books will be reported to the Office of the Student Affairs for appropriate action.
10. The use of another student's library card/falsification of or any attempt to falsify, alter, tamper or change library materials/documents warrants appropriate sanctions.
11. A lost or damaged book must be reported to the librarian at once to avoid the accumulation of fines. Lost or damaged books must be replaced with the same title or similar title, with prior approval

of the librarian in case the lost title is unavailable, plus a processing fee of P200.00 pesos and the accumulated fines.

12. For books purchased abroad, the penalty of losing or damaging a book is the payment of the current market price of the latest edition plus a processing fee of P500.00 pesos and the accumulated fines.
13. Failure to replace lost or damaged books or pay the fines within the grace period given will result in the suspension of borrowing privileges.

### ***Conduct in the Library***

1. Respect the rights of each individual to study in a quiet atmosphere. Please observe silence while in the LRC; eating and drinking are not allowed.
2. Cell phones, pagers, and other forms of electronic devices must be on silent mode or turned off before entering the Library. All calls must be entertained outside the Library.
3. Vandalism, such as writing on books and furniture and defacing the library materials is prohibited. Anybody caught committing any of these acts will be dealt with accordingly.
4. Leaving personal belongings in the Library overnight is not allowed. The Library assumes no responsibility for any items left unattended.
5. In the event of an emergency, users must leave immediately upon being asked to do so by the librarian. There is a designated emergency exit, which users can use to exit the library. Users should familiarize themselves with the emergency escape routes.

### **Placement Office**

#### ***General Guidelines***

The Placement Office assists students on placement for on-the-job training, apprenticeship and job placement through the establishment of industry partners in the aviation, information technology and hotel and restaurant industry. Students may also choose non-partner companies for training purposes provided that the placement office is able to establish

that the company is legitimate and is able to provide the required certification for licensure exam, where needed.

Only students with proper clearance may avail of the services of the placement office. Such student must not have been sanctioned, or have pending requirements, or have failing grades, or have cases before the office of the student affairs, or have outstanding balance, or have health issues.

The placement office will work with the Department Heads to fill vacancies of partner industries. The Department Heads may recommend students based on behavior and aptitude. The placement office will accommodate student requests for assistance as well as prepare all the forms needed by the industry partners.

All AISAT graduates are required to email soft copies of their resumes to the placement office for reference and endorsements on job opportunities.

The placement office also facilitates educational tours organized by AISAT.

### **School Clinic**

The school clinic is a facility that provides first aid and basic medical care to sick or injured students during school hours, such students may be referred to a third party specialist or a primary health care center when necessary. The clinic also conducts health screening and assessment on students as well as provides education on health related issues.

The school nurse has full authority in the clinic and may refuse use or entry to persons who misuse or abuse the facility intended to serve all students in need of medical attention.

### ***Staffing and Clinic Hours***

Staff: (1) Registered Nurse  
Hours: Monday to Friday 8:00 am – 12:00 nn, 1:00 pm –5:00 pm

## ***Rules and Regulations***

1. Students must inform their instructors before going to the clinic, unless there is an emergency.
2. Students who feel unwell will be assessed by the School Nurse who may:
  - a. deny the student use of the clinic for valid reasons;
  - b. allow the student to stay in the clinic for 20 minutes;
  - c. allow the student for a longer stay;
  - d. allow the student to return home;
  - e. or refer him to a third party specialist or primary care facility.
3. The nurse will endeavor to contact the parents involved when the school nurse deems necessary or when a conference is needed to discuss a student's medical condition. The guidance counselor, the principal or the dean may also be informed of cases when necessary.
4. At the discretion of the school nurse, students may be sent home if they have any of the following symptoms:
  - a. fever of 38°C or greater;
  - b. continuous vomiting;
  - c. uncontrolled diarrhea;
  - d. severe rashes;
  - e. uncontrolled asthma or SEVERE cough;
  - f. symptoms of conjunctivitis (pink eye);
  - g. any communicable disease (flu, meningitis, etc.); or
  - h. are obviously or severely ill
5. Senior high school students may only be released to their parents or legal guardians who are personally present to fetch their children or ward. Parents or guardians who foresee that they will be unavailable may sign a general authorization allowing the school clinic to release the child during school hours without them being present.
6. Students who are absent must present a medical certificate within a week from the date of his or her return before an excuse slip will

be issued. Fake medical certificates will be dealt according to the rules in the student manual.

7. Students with temporary or chronic medical conditions which requires extended medical leave of absence should inform the school nurse for assistance in class scheduling and attendance.

## ***Medical Requirements for Students***

1. All students must undergo a mandatory medical screening as requirement for enrolment or as condition for continued enrolment. Only the first screening fee is covered upon enrolment and any repeat test or further tests will be shouldered directly by the student. Any unused lab test is non-refundable.
2. All screening may only be conducted by the school accredited medical service provider.
3. Any diagnosis or referral for treatment must be complied by the student. A copy of the medical certificate, repeat or any diagnostic test must be given to the school nurse in order to obtain clearance.
4. Students diagnosed with infectious diseases will be prohibited from attending school and the concerned parents will be notified for proper care and treatment. Such prohibition will be lifted upon presentation of a medical clearance from his or her attending physician or compliance with medical treatment.
5. The mandatory drug test requires signed consent from the student (minor or otherwise) together with his/her parent or legal guardian. Such forms must be returned to the clinic on or before the deadline for submission.
6. Students with positive drug test result will be dealt with according to rules stated in the student manual.

## ***Medical Requirements for OJT/Apprenticeship***

1. Students who wish to undergo OJT placement and secure endorsements from the school must also comply with medical requirements and these requirements may vary amongst the



different industry partners. A corresponding fee will be added to the student's account based on the tests needed.

2. Students who qualify to have their OJT within the next six months are required to comply with the requirements listed for their company of choice.
3. The diagnostic procedures and physical assessment for OJT purposes will be scheduled before the final exams. This will be part of the requirements needed to secure a clearance from the school clinic for the final examinations.
4. Only students who have completed the medical requirements and who has been issued a fit to work certificate from the physician will be endorsed to the placement office.

### **General Services**

The general services unit ensures the cleanliness and general housekeeping of the campus and maintains the various equipment in proper working condition.

### **Campus Security**

AISAT is manned by licensed security personnel and wired with security cameras. However, students are advised to secure personal belongings to prevent or minimize pilferage.

Personal package deliveries by courier services to students will not be entertained by AISAT. Any student package addressed to AISAT will be returned to sender.

### **Dissemination of Information**

AISAT has various bulletin boards for dissemination of information. It may also utilize electronic means of information dissemination such as through Facebook, telephone and cellular SMS. Students are advised to regularly update their cellular phone numbers with the registrar.

### **Sexual Harassment**

What is sexual Harassment?

*Sexual harassment defined under Republic Act 7877*

*Anti-Sexual Harassment Act of 1995*

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined.

- Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing

grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another, without which it would not have been committed, shall also be held liable under this Act.

*Sexual harassment defined under CHED Memorandum Order No. 1 Series of 2015 Part XIV, Rule 1:*

Section 4: Definition. For the purpose of these Rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by an employee or official in the work-, training- or education-related environment of this person complained of.

Education- or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

- a. submission to, or rejection of, the act or series of acts can be used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration.
- b. the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
- c. the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

Other forms of sexual offenses shall include verbal, physical and cyber harassment of sexual nature, the use of lewd language, Voyeurism, and texting and bullying with sexual content.

The persons liable to commit sexual harassment and other related sexual offenses are those of the same or opposite sex who are:

- a. having authority, influence or moral ascendancy over another in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer;
- b. in peer relationships; and
- c. students harassing faculty members or employees.

Section 5: Site. Sexual harassment may take place:

- a. within in the premises of the school or training institution;
- b. in any place where the parties were found as a result of education or training
- c. responsibilities or relations; (*sic*)
- d. at any education or training-related social function;
- e. while on official business outside the school or training institution or during
- f. school or training-related travel; (*sic*)
- g. at official conferences, fora, symposia or training sessions; or
- h. by telephone, cellular phone, fax machine, electronic mail or social media.

#### **Committee on Decorum**

A committee on decorum comprised of the same members of the Disciplinary Committee is in-charge of the investigation of cases of sexual harassment reports. The committee's decision on the case as well as the recommended consequences, which shall be in accordance with the law and school policy of AISAT shall be final.

## Gender Sensitivity

AISAT supports gender equality. According to RA 9710 (An Act Providing for the Magna Carta of Women), "Gender Equality refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights." AISAT promotes and upholds gender sensitivity by recognizing issues and problems in the way societies look at gender.

AISAT encourages the school community to develop an openness and willingness to reflect on new ideas to solve problems dealing with gender issues.

## Services for PWD and Learners with Special Needs

AISAT supports RA 7277, the Magna Carta for Persons with Disabilities, and shall provide equal rights and privileges to PWDs.

AISAT shall accommodate learners with special needs through the extension of rights and privileges and giving reasonable considerations not normally given to other students.

## Dangerous Drugs

What are the crimes of possession and use of dangerous drugs?

### REPUBLIC ACT NO. 9165

#### THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

**Section 11. Possession of Dangerous Drugs.** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;

- (3) 10 grams or more of heroin;
- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana; and
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxyamphetamine (MDA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxyamphetamine (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

- (1) Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
- (2) Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five (hundred) 500) grams of marijuana; and

- (3) (3) Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

**Section 13. Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.** – Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

**Section 15. Use of Dangerous Drugs.** – A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): *Provided*, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

### **Policy on Dangerous Drugs**

In compliance with the Republic Act 9165, otherwise known as the Comprehensive Dangerous Drug Act of 2002, and its implementing Rules and Regulations, CHED CMO No. 18 s. 2018 (Guidelines on Drug Testing) with its implementing Rules and Regulations, AISAT hereby adopts the following to achieve a drug-free learning environment.

It is a declared policy of AISAT to:

1. Promote a “drug-free” campus and to work along with the government to deter dangerous drug use among the youth;
2. Ensure that the Anti-Drug Abuse policy of AISAT is effective without violating the rights of students;
3. Instill in the minds of the students that dangerous drugs interfere with their learning ability and environment;
4. Protect the interest of the data subject, together with his life and health.

To achieve the declared policies, the following are hereby enacted and implemented:

1. AISAT’s DRUG-FREE COMMITTEE is trained and tasked to address all aspects of drug prevention and control initiatives and, treatment and rehabilitation. It is composed of:
  - a. The school nurse;
  - b. The OSA Officer;
  - c. The guidance facilitator;
  - d. A designated member from the safety & health committee; and
  - e. A designated member from the SSC
2. AISAT understands the harsh consequences of RA 9165 (The Comprehensive Dangerous Drugs Act of 2002), and to prevent drug abuse, AISAT shall organize drug abuse awareness seminars conducted by the relevant government agencies, through which students will learn the harmful effects of drug abuse;

3. AISAT shall continuously promote healthy lifestyle to students such as but not limited to healthy diet and physical activities;
4. AISAT shall conduct at least one surprise drug test per year on all its students. A particular section(s) will be chosen on a random basis on the day of the drug testing and all students in the identified section(s) shall undergo the drug test.
5. AISAT may also conduct tests on students who are suspected to be users of illegal drugs. This shall not be considered as discrimination and will be within the right of AISAT to select students based on evidence gathered. The purpose of this is to finally confirm if the student tests positive for drugs.
6. It shall be the policy of AISAT to wait for the confirmatory result from the testing laboratory before taking any action against the student.
7. In cases of confirmed positive results,
  - a. the concerned parents will immediately be called for a conference to establish a rehabilitation program for the child, which may either be through a public or third-party private rehabilitation center accredited by DOH.
    - i) An investigation will also be conducted if the reason for the positive result is due to other valid reasons. In such case, a repeat test will need to be conducted on the student, with his consent and on his account.
  - b. In compliance with CMO No. 18 series of 2018, section 16.3, the confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of AISAT's rules and regulations.
8. In addition to the offences listed in the student handbook, the following acts shall result in exclusion: possession, distribution, habitual use of prohibited drugs or chemicals, refusal to undergo drug test or drug rehabilitation. Upon the order of EXCLUSION, the student shall immediately cease to be a student of AISAT and he shall be issued transfer credentials with valid clearance.

9. AISAT shall monitor the progress of the rehabilitation and shall encourage the student to enroll as soon as his drug dependency is resolved. Such students will be under supervision of the school nurse through constant conference and consultations in order to ensure and encourage that the student will continue to be drug free;
10. AISAT shall guarantee the strict confidentiality of all information and integrity of the drug test results. All records shall be held as confidential in accordance with the pertinent provisions of RA 9165;
11. Any member of the faculty, administrator, or employee of AISAT who violates the rules of confidentiality of the results of the drug tests shall be liable under Section 72 of RA No. 9165 and other applicable laws.
12. AISAT will ensure the provision of non-discriminatory intervention services and respect for the dignity of students are guaranteed (Sec. 17 of CMO 18 s. 2018).

#### **HIV/AIDS Policy**

AISAT shall undertake information and education activities through the relevant government agencies to advocate an awareness of Human Immune Deficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS).

AISAT shall not use the HIV status – be it actual, perceived, or suspected – of a student as basis for discrimination.

AISAT shall keep all health information in relation to HIV and AIDS as strictly confidential.

AISAT shall provide access to preventive, diagnostic, counseling and treatment services for HIV and AIDS patients to minimize the risk of HIV infection through a referral mechanism to government or private health service providers.

## **CHILD PROTECTION POLICY**

DepEd Order No. 40, s. 2012 /RA 10627

AISAT shall ensure that it provides a conducive environment for the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children. As substitute parents, teachers and facilitators are expected to discharge their functions and duties with this in mind. Moreover, the Family Code authorizes AISAT to exercise special parental authority and responsibility over the child while under its supervision, instruction or custody. AISAT shall apply a positive and non-violent discipline of children to help children develop appropriate thinking and behavior in the short and long-term that fosters self-discipline.

AISAT shall provide special protection to children gravely threatened or endangered by circumstances which affect their normal development and over which they have no control and to assist concerned agencies in their rehabilitation. AISAT aims to ensure such special protection from all forms of abuse and exploitation and as is necessary for the child's well-being. AISAT reiterates the DepEd's zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

### **Procedure for handling and management of bullying**

1. Upon the filing of a complaint or upon notice by a school personnel or official of any form of child abuse, exploitation, violence, discrimination, bullying or other acts of abuse, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. The penalty of reprimand, if warranted, may be imposed by the School Head in the presence of the parents and guardians.
2. If the offense is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension of not more than one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head

shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victim or victims of bullying.

3. If bullying or peer abuse results in serious physical injuries or death, the case shall be dealt with in accordance with the provision of RA 9344 and its IRR.
4. In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
  - i) The child and the parents or guardians must be informed of the complaint in writing
  - ii) The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
  - iii) The decision of the school head must be in writing, stating the facts and the reasons for the decision;
  - iv) The decision of the school head may be appealed to the DepEd.
5. The school may impose other non-punitive measures in accordance with the principles of Positive and Non-Violent Discipline of the child.
6. A yearly report shall be submitted to the DepEd Division Office after each academic year.

### **Prohibited Acts**

1. Bullying or Peer Abuse –refers to willful aggressive behavior that is directed towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly,
  - a. Bullying – is committed when a student commits an act or series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
    - i) Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
    - ii) Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
    - iii) Taking of property;

- iv) Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or an act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;
  - v) Deliberate destruction or defacement of, or damage to the another's property;
  - vi) Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
  - vii) Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
  - viii) Restraining the liberty and freedom of a pupil or student.
- b. Cyber-bullying – is any conduct defined in the preceding paragraph, resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.
- c. Other acts or abuse by a pupil, student or learner – refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of bullying in the two preceding provisions, including but not limited to acts of physical, sexual or psychological in nature.

The following are also prohibited acts and shall be penalized in administrative proceedings as Grave or Simple misconduct depending on the gravity of the act and its consequences:

1. Child abuse
2. Discrimination against children
3. Child Exploitation
4. Violence Against Children in School
5. Corporal Punishment
6. Any analogous or similar acts

### **Child Protection Committee (CPC)**

A CPC shall be composed of the following:

1. School head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers designated by the faculty
4. Representative of the Parents as designated by the PTA
5. Representative of pupils as designated by the Supreme Student Council
6. Representative from the community as designated by the Punong Barangay.

SEC. 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. Separability Clause. – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. Repealing Clause. – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 10. Effectivity. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.









## **AISAT HYMN**

How marvelous it is to fly  
To look at vivid clouds and radiant sunshine  
Or at night  
With glimmering lights below  
To soar pass cities big and small  
To soar pass cities big and small

We shall fly with integrity  
Teach with passion  
Learn with diligence  
And serve with compassion  
Aisat!  
The place that builds  
Character  
Humility  
Honesty  
And more to find

Here's to our dedication in learning  
Our cooperation in teamwork  
Our confidence in progress  
It is time for us to begin  
We will walk towards brighter future  
But with hindsight in the past