



ATENEUM DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office for Student Services

MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: **Michael Jacinto F. Mallillin**
Director, Office for Student Services (OSS)

DATE: 06 January 2017

RE: **Guidelines on Student IDs for Second Semester SY 2016-2017**

The **Student Identification Card (ID)** is non-transferable and is an important component in the Loyola Schools security system. *Every student* must *help in the effort to keep the campus safe* for everyone by wearing his/her Ateneo de Manila Loyola Schools student ID visibly and clearly on his/her person at all times while inside the school premises.

1. The following practices are **not allowed** in the use of the ID:
 - a. Wearing the ID underneath one's clothing (shirt, jacket, etc.)
 - b. Carrying the ID or having it attached to a personal article, for example, a bag
 - c. Defacing / unauthorized altering or reproduction of the ID card (Major offense: **Dishonesty**)
 - d. Using another person's ID or allowing another person to use one's ID (Major Offense: **Misrepresentation**)
2. For one's protection, the loss of the ID should immediately be reported to the Office for Student Services.
3. Old (ie. previous school year) and other Student IDs (ie. org IDs, dorm IDs, Alumni Card) are NOT valid as a school ID and will not be honored as official.

Procedures and Fines for Lost and Damaged IDs

Students are advised to take good care of their Ateneo student ID and ensure that it is not used by others, lost or damaged. In the event that the ID is lost or damaged, the following fines apply:

1. **Lost ID**
 - a. *First instance: P 300.00 fine*
 - b. *Second instance: P 500.00 fine*
 - c. *Third and succeeding losses: P 1,000.00 fine*

** Aside from the fine, the student must also present a formal letter explaining the reason for loss of ID*
2. **Damaged ID**
 - a. A fine of **P 100.00** will be charged for IDs that are damaged through the negligence of the student.
 - b. IDs damaged by normal wear and tear, or defective printing will be replaced without cost.
3. Students applying for a **new ID (due to loss or damage)** who have complied with all the requirements of the application process will be issued **temporary IDs**, without charge, until the new ID is available.

Temporary ID

Students who lost, misplaced or left their IDs elsewhere are advised to secure a temporary ID for the meantime in order not to incur an ID violation. A **Temporary ID** is valid for one (1) school day and may be obtained from the Office for Student Services after paying a fine of **P 30.00**. Subsequent fines for temporary ID may increase due to frequency of negligence for forgetting or misplacing one's ID.

Sanctions for ID-Related Violations

The following are the sanctions for each violation related to the student ID:

1. Late ID Application/Validation Sanction: **Two (2) hours of community service**
 - Deadline for ID application/validation for the 2nd semester is on **Wed., January 25, 2017**
2. ID-Wearing Violation Sanctions:
 - a. **First commission**: A **minor violation will be recorded** in the student's name
 - b. **Second commission** within the school year: **Formal written apology** addressed to the Director of the OSS submitted within one week of the violation date
 - c. **Third commission** within the school year: **Four (4) hours of community service**
 - d. **Fourth commission** within the school year: **Eight (8) hours of community service and a fine of Php500**
 - e. **Fifth commission** within the school year: The student shall be charged with a **Major offense** ("Failure to perform responsibilities as a student"), to be heard by the Committee on Discipline

Strict implementation of the LS ID-Wearing Rule for the Second Semester 2016-2017 begins Wednesday, January 25, 2017.