MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: Michael Jacinto F. Mallillin
Director, Office for Student Services

DATE: 18 December 2015

RE: Guidelines on Student IDs for Second Semester SY 2015-2016

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 ID visibly and clearly on his/her person at all times while inside the Loyola Schools 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. Tampering with or unauthorized altering 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 ADSA Office.

**Procedures and Fines for Lost and Damaged IDs**

Students are advised to take good care of their Ateneo 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 ADSA Office 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**
   - The deadline for ID application/validation is on **Saturday, January 23, 2016**

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 ADSA 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: 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 2015-2016 begins on **Monday, January 25, 2016**.