



St. Bernadette College of Alabang

Km. 23.6 East Service Road, Uding's Compound 1, Alabang, Muntinlupa City,
Tel. No. 850-5709

School Policies

Agreement

- When the student enrolled, it is automatically understood that the student agrees to comply with the schools policies and procedures

Re-enrollment

- Students whose study is interrupted due to whatever reason or was administratively withdrawn from the program and wish to continue studies must apply for re-admission.

Change of Schedule

- Student may change his or her original class schedule by submitting letter of request explaining reasons/circumstances

Enrollment and Academic Requirements

- All enrollment requirements must be submitted before mid quarter examination
- Assignments, projects and other academic requirement must be submitted before final examination

Accountabilities

- The school is exerting best efforts to ensure that our students get the highest possible education for the most affordable matriculation

Kitchen Schedule

- 2 minutes Culinarian Code
- 1 minute of silence for individual prayers
- 30 minutes lecture
- 5 minutes tools, pots and pans requisition in the storeroom
- 15 minutes mise en place
- 20 minutes break
- 2 hours production time

- 15 minutes finishing
- 15 minutes critiquing session with participation of students
- 10 minutes round table discussion
- 30 minutes kitchen cleaning

Kitchen Organization

- Class Executive Chef
- Each Group (Sous Chef and Commis)
- Prior start of kitchen hands-on, the faculty/instructor in charge will assign students to assume the role of executive chef, sous chef and commis (kitchen brigade)
- Students must proceed to the students' exchange commissary to collect tools and kits
- The appointed executive chef must ensure the kitchen is cleaned, floors and pots cleaned, surfaces sanitized, chopping boards soaked-washed-dried.

Kitchen Rules

- Thou shall not light the oven
- Cleanliness is basic and important in every kitchen, maintain cleanliness of the kitchen
- Each class is issued with sanitation supplies every first day of the month: zonrox, dishwashing soap or liquid, hand wash soap or liquid, scrubs, bar and powder soap
- Cleaning tools such as mops and brooms are available in the storeroom and must be returned immediately after use
- Ingredients are provided by the students for kitchen session
- Portfolio is a compilation of dishes cooked and produced during the course of study it contains pictures, methods and procedures, costing and other details to be prepare and submitted by the student

Classroom Rules

- Treat the classroom and other learning areas as a professional environment
- Handouts/modules are distributed before start of class; many items in the examinations are not in the handouts/modules but are those discussed by the chef instructors
- Additional needs such as ball pen and notebook for take down notes during the class discussion or lecture

Uniform Guide

- Students in incomplete uniform will be refused class attendance and will be required to attend make-up class with corresponding make up class fees

Classroom Uniform

- Chef jacket
- Black pants
- Black shoes
- Black socks
- V-neck or round neck inner shirt (white)

Laboratory/Kitchen Uniform

- Chef jacket
- Black pants
- Black shoes
- Black socks
- Apron
- Chef hat
- Individual kitchen tools

Individual Kitchen Tools

- Chef's knife
- Tasting spoon
- Paring knife
- Two white kitchen towel
- Ball pen
- Small notebook

Academic Recognitions

- Recognition are dedicated to the promotion of excellence in academic pursuits, leaderships development, and service to community
- Top mid quarter
- Class top graduate

Graduation Ceremony

- Graduation fee is paid by the students to cover the cost of the ceremony
- Addition guest during graduation may be charged separately

Policy on Attendance

- Absence (s) adversely affect the course grade or may result in a grade of F (Failed – 70%) for the course
- Tardiness is discouraged as this reflects lack of discipline and is considered unprofessional
- Students must be in the campus at least 30 minutes before class schedule
- Excessive absences make it almost impossible for students to meet the academic objectives of the program
- Unexplained absence demonstrates unprofessional behaviors and merits appropriate sanction (s)
- If an illness, emergency or other circumstances results in an absence, the student is responsibility for determining the extent of what has been missed and for making up all assigned work rests with the students
- Students who were absent or will be absent due to valid reason must submit excuse letter accompanied by acceptable document such as medical certificate (due to illness), barangay certificate (due to calamity), death certificate (due to death of relative/family member), copy of passport or visa (for business trips), and other documents that will prove the validity and authenticity of the reason for being absent

Policy on Attitude

- The school is determined to produce the best, if not one of the best hotel and restaurant kitchen professionals
- Arrogance and superiority attitude has no room in this school

Academic Honestly

- The Relationship between the school and the students is a special educational relationship involving right and obligations as well as considerations and procedures; from the very nature of the institution as an educational community, both the substantive rules and the procedural process are equitable and just
- Academic honestly and academic integrity are concepts basic to this relationship
- Students in the process of learning acquire ideas from others and exchange ideas and opinions with classmates, professors, and others
- Students are expected and often required to build own work on that of other people, just as professional researchers and writers do

Sexual Harassment

- Defined as any unwelcome sexual advances, request for sexual favors or other verbal or physical conduct or written communication of sexual nature
- When the conduct of such is sufficiently severe, persistent or pervasive to limit a student's ability to study or create a hostile or abusive environment; sanction is imposed on the offender including expulsion from the school

Lockers

- No locker is permanently assigned to a particular student
- Students must bring individual padlocks to properly secure personal belongings placed in the locker
- Lockers that have not been emptied and are with padlock after the class will be "forced opened"
- The school will not be held responsible for any loss of personal properties placed in the locker
- Students found to have vandalized and/or damaged (intentionally or not) the lockers will be administratively withdrawn for his/her class and will be made to pay cost (s) of repair or replacement, whichever is applicable
- Likewise, placing or keeping of alcoholic beverages not intended for kitchen use and/or any habit forming and/or addictive drugs; will merit administrative withdrawal

Drug Free Campus

- The Institute strictly prohibits the use, taking or selling of illegal drugs and regulated prescription drugs

Final Examination

- Students with outstanding accounts will be refrained from taking the examination

Class Officers

- Information Officer – Class President
- Social Event Officer
- Sergeant at Arms
- Academics Officer

Students Behavior

- Rules and Regulations are imposed to ensure a learning environment where students can peacefully co-exist and converge pursuant to their individual goals and objectives
- Saint Bernadette College of Alabang is committed to the highest standards of academic integrity and honesty
- The students should take the initiative; working and learning with the faculty, the management and other components of the school, to develop and maintain an atmosphere of mutual respect, politeness and courtesy and honesty, commitment to academic standards, and support to the visions and missions of the institution
- All students must behave and act accordingly within the code of ethics and professional attitude standard outlined in the code of discipline

Sanctions

- Admonition
- Restitution
- Suspension
- Dismissal or Expulsion

Grounds for Dismissal from the Institute

- Excessive tardiness and/or absences
- Stealing in any form
- Rumor mongering
- Discourtesy in any form
- Dishonestly in any form
- Repetitious violation of existing policies of the school
- Other analogous acts constituting lack of discipline and professionalism

Code of Discipline

- Discipline is an avenue to train to instill and practice acceptable behavior and attitude
- The code of discipline is designed to integrate rules concerning conduct, to instill discipline amongst students, to ensure fair and consistent treatment of all students who have infringed policies, rules and regulations of the school and to train students to learn from mistakes

- Implementation of constructive actions on students will not obviate the management from filing the appropriate civil/criminal actions in accordance with applicable laws of the Philippines
- Constructive actions whether a simple reprimand or a suspension is never meant to be a punishment for wrongdoings

Levels of Corrective Actions

Class A Offense

- 1st Offense – Verbal warning
- 2nd Offense – Written notice
- 3rd Offense – Suspension
- 4th Offense – Expulsion

Class B Offense

- 1st Offense – Written notice
- 2nd Offense – Suspension
- 3rd Offense – Expulsion

Class C Offense

- 1st Offense – Suspension
- 2nd Offense – Expulsion

Class D Offense

- 1st Offense – Expulsion

Grievance

When a student believes that he or she has been wrongfully accused of misconduct and/or intends to appeal the decision on his/her offense, the said student should:

Seek resolution with the instructor

- If resolution is unacceptable, seek resolution from the Director of Culinary Arts of the Instructor
- If resolution is unacceptable seek resolution from the Campus Director

- If resolution is unacceptable file a grievance by presenting the facts of the case in writing, with supporting documentation, to the President who shall schedule a hearing before the appeals committee
- The appeals committee is composed of the school President, two appointed students, one appointed instructor and the information officer of the class the appealing student belongs
- The student is responsible for moving through the process as expeditiously as possible
- Appeals committee shall schedule reconciliation and preliminary meeting within thirty (30) days from the date of filing
- The instructor charging the student with misconduct must submit all pertinent facts to the committee
- The incident report must include actions taken against the student by the instructor for the alleged misconduct

Students' right

- Students are free to pursue their academic and education goals
- No disciplinary –administrative action is imposed without due process
- Academic evaluation of student's performance is fair and not arbitrary
- Free inquiry, expression, and assembly guaranteed provided that their actions do not interfere with the rights of other students and/or violate established policies of the school

Certificate Issuance

- The student/graduate must settle all accountabilities
- Student/graduate must accomplish appropriate form
 - 1) Clearance and Certificate Issuance form for certificate of completion
 - 2) Certificate Request Form for other certificate such as certificate of enrollment
- The Students Affairs Section will process the request and will alert the student/graduate if there are pending requirements and/or outstanding accounts

Student Action

- All acts concerning students such as make up class, disciplinary action, investigation, commendation, etc. must be authorized by the school management
- Instructors, officers or any member of the school administration must accomplish "student action form"

Communication

- Announcements, notices, reminders and other school approved literatures and materials are communicated in all available communication tools