

Policy No:	ACA-POL-0027
Policy Title:	Policy on Student Publication
Implementation Procedure:	
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Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the guidelines relating to student publication.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The student body through an editorial board and publication staff shall publish the student publication. The official student publication of the Colegio shall only be the following: <ul style="list-style-type: none"> • The PAGES (Elementary) • The SQUIRES (High School) • The LANCE (College) • Blue and Red Lines (Graduate School) 2. The editorial board and publication staff shall be selected through a fair and competitive examination of the selection process. 3. Editorial Board in the student publications shall follow the following compositions: <ul style="list-style-type: none"> • In the tertiary and graduate school level, the editorial board shall be composed of student journalists who have qualified in placement examinations. At these levels, the editorial board may include a publication adviser at the option of its members. • In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association. 4. Once the publication is established the editorial board shall freely determine its editorial policies and manage the publication's funds. 5. The official school publication shall exercise press freedom within the bounds of propriety and ethical standards of journalism and Catholic educational institution. Violation of such ethical standards shall be dealt with in accordance with the student handbook. 6. The editorial board of the specific official school publication shall prepare a program and budget that shall be submitted to the director of OSACA. 7. Funding for the student publication may include the savings of the Colegio appropriations, student subscriptions, donations, and other sources of funds. 8. In no instance shall the Colegio withhold the release of funds sourced from the savings of the appropriations of the schools and other sources intended for the student publication. Subscription fees collected by the Colegio shall be released automatically to the student publication concerned. 9. The student publication should have a Publication Adviser. The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited only to technical guidance. 10. A member of the publication staff must maintain his or her status as student in order to secure his tenure in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of

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	the performance of his or her duties in the student publication.
Applicability:	Applicable to all students in the different academic departments.
Policy Approval Authority:	Rector and President
Related Policies or References	<ul style="list-style-type: none"> • Journalism Act of 1991 • Student handbook
Definition:	<p>Student Publication. — The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry.</p> <p>Student Journalist. — Any bona fide student enrolled for the current semester or term, which passed or met the qualification and standards of the editorial board.</p> <p>Editorial Policies. — A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school’s administration policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.</p>
Prepared by:	Planning, Funding, and Development Office
Approved by:	 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Rev. Fr. Tamerlane R. Lana, O.P.
Date Approved:	

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