



Philippine School Doha
Doha, State of Qatar

Office of Prefect of Discipline

Manual of Operation and Procedure

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PHILIPPINE SCHOOL DOHA
State of Qatar
P.O. Box 19664



PSD PHILOSOPHY

Service and Excellence

(PSD Delivers the B.E.S.T.— Balanced Education in Science & Technology)

VISION

Guided by the dictum "Knowledge Begets Wisdom," the Philippine School Doha envisions itself to be the center of academic excellence as the First Philippine Science School in the Middle East. Abreast with the dynamics and development of society, culture, Science and Technology and the arts, it also aspires to produce globally competitive graduates with inherent values of honesty and propriety tempered with prudence and Divine Wisdom.

MISSION

The Philippine School Doha, a non-stock, non-profit school has commissioned itself to provide learners optimum quality education that is attuned with the relevance of time and technology advancement under the precept of pro-God, pro-environment, pro-people and pro-nation.

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INTRODUCTION

The Prefect of Discipline Office of Philippine School Doha is one of the indispensable units of the school system that oversees students' actions and behavior. It primarily establishes facets of a positive learning environment through promoting optimistic and corrective behavior guide and by providing consequences for misconduct as the need arises. It further incorporates comprehensive discipline strategies that are anchored on setting the limit to restrict behaviors that are detrimental to the school policies and norms and to mold students' values and character for them to become better individuals in the society. Effective discipline is realized through consistent monitoring of students' conduct and objective treatment of misbehavior with the collaborative effort between the Prefect of Discipline Office and the rest of the concerned school department offices.

VISION

To produce globally competitive and well-disciplined PSDians who consistently manifest the school's core values of honesty and propriety that is tempered with prudence and Divine Wisdom

MISSION

An ally in character formation of students inculcating the highest standards and value-laden forms of discipline as pro-God, pro-environment, pro-people and pro-nation PSDians.

The Prefect of Discipline Office adheres to the Working Philosophy of GRACE with the following description:

G - ives maximum tolerance to students' behavior by:

- G.1 providing values formation program; and
- G.2. giving awards/certificates to the "Most Promising Students".

R - einforces reflective decision-making and sound judgment by:

- R.1. analyzing the veracity and truthfulness of the gathered pieces of evidence;
- R.2. consulting higher school authority/ies for appropriate sanction;
- R.3. conducting restoration programs for self-realization such as interviews and conferences; and
- R.4. giving parents and students a chance to appeal on the disciplinary sanction.

A - cts as steward of appropriate disciplinary entity by providing a conducive learning environment.

C - onsiders sanctions as corrective measures by:

- C.1. exposing erring students to community and other forms of worthwhile services;
- C.2. undergoing continuous counseling and follow-up;
- C.3. strengthening parent to child, parent to parent, teacher to parent, and student to student relationships through dialogues, interviews and conferences; and
- C.4. constant monitoring of students' behavior.

E - xhibits high standards and ideals of a true center for discipline by:

- E.1. upgrading regularly the standard office routines and procedures;
- E.2. keeping confidential concerns within the limits of the Prefect of Discipline;
- E.3. attending to students' concerns with flexibility and understanding; and
- E.4. addressing students' cases promptly.

DUTIES AND RESPONSIBILITIES OF THE PREFECT OF DISCIPLINE

1. Monitors, evaluates, and handles students' discipline cases;
2. Coordinates with the school principal, department heads, guidance counselors, class advisers, subject teachers, and parents about students' discipline cases.
3. Conducts preliminary investigation and handles parent conferences.
4. Discusses students' cases as a member of the Discipline Committee.
5. Recommends appropriate disciplinary sanctions to the students as prescribed in the Student Manual.
6. Recommends students for counseling to the Guidance Center if behavioral problems are manifested.
7. Coordinates with the school nurse regarding the medical/physical records of the students.
8. Assists the school principal during parent conferences for serious offenses.
9. Recommends and forwards the case to the Discipline Committee based on the gravity of the offense/s incurred by the students.
- 10. Keeps all documents/records made by the students, class advisers, subject teachers, non-teaching personnel, and department coordinators for references.**
- 11. Provides discipline formation programs in coordination with the Guidance Center**
- 12. Assists students, parents, faculty, and staff regarding lost and found items**
- 13. Conducts meetings regarding student discipline with different departments**

THE COMMITTEE ON DISCIPLINE

1. The committee is composed of external members such as:
 - VP Non Academic as chairman,
 - Values Educ./ Char. Educ. Teacher
 - Level Leader
 - SSG Adviser
 - and the Class Adviser.

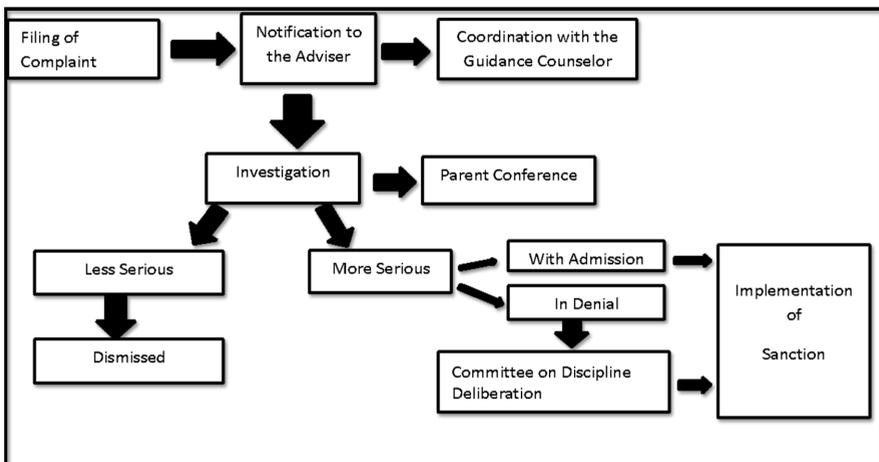
Note: *All the members have the voting power except the class adviser

* In case the level leader or subject teacher is the class adviser of the concerned student/s, the VP– Academic shall recommend who will be the substitute teacher to fill in the position.

2. The POD shall discuss with the Committee on Discipline the disciplinary records of the student.

3. The POD discusses the facts of the case against the student, as well as the result of the investigation about the report/incident.

4. The Committee on Discipline reviews and evaluates the gravity of the offense and then recommends the appropriate sanction to the Principal.



PROCEDURES ON HANDLING OF MAJOR CASES

1. The complainant shall file a formal complaint at the Prefect of Discipline's Office by filling out a referral form or by submitting an Incident Report.
2. The Prefect of Discipline (POD) informs the class adviser and the respective VP– Academic about the incident.
3. The POD conducts investigation about the complaint or allegation. The POD summons the concerned student or the complained party together with the class adviser. The POD will inform them regarding the report of the teacher/s or staff.
4. The POD prepares an investigation report. If the case is less serious, the complaint will be dismissed. If it is more serious, the POD sets a conference with the parents of the concerned student. During the parent's conference, the written report of the teacher/s or written complain against the concerned student/s must be read to the parents as well as the evidence against their child. The written statement of the concerned student/s shall submit during the parent conference.
- 7.A If the concerned student willfully admits the charge/s, the POD shall forward the final investigation report with recommended sanction to the school principal for approval.
- 7.B If the case is serious or the concerned student denies the complaint/s or charge/s, the POD shall conduct further investigation and shall discuss the case with the Committee on Discipline . The COD makes the final decision after thorough deliberation and informs the parent/s of the concerned student.
8. The POD forwards the implementing notice of sanction to the concerned student, class adviser, department coordinator, Registrar's Office, and Guidance Center.

*** There will be no written statement/s to be taken without the presence of the parents.

Note: In handling complaints or report, the office is strictly in “no summon policy” to the concerned students a week before the periodical test. Therefore, the complaints and reports will be handled after the periodical test. In case of serious and urgent matter, the approval of the department coordinator is needed.

The Prefect of Discipline’s Office is under supervision of the School Principal. The Prefect of Discipline’s Office has three sections: Enforcement, Formation, and Lost and Found.

Programs

Room to Room Orientation (R2R)
Observation Project
Most Promising Student Award
Self– Enrichment Program
Follow up students who are under watch list
POD Bulletin Board
Peace Envoy
Check– In
Honesty Project
Discipline Week
Parents’ Consultation
Grooming Award

Services

Issuance of Violation slips (Tardy slip, violation slip, slip for using of gadgets and musical instruments, call slips, and certification of **lost ID.**)

Haircut Inspection

The inspection of the prescribed haircut “ 2x3” is every first Sunday of the month and it will conducted during PE, MAPE, Arts, and Music classes.

APPEAL ON THE SANCTION

1. The parents of the concerned student/s may file a Letter of Appeal addressed to the School Principal after receiving the notice of sanction.
2. The School Principal evaluates the appeal. The POD informs the parents about the decision of the appeal cited. The decision is final and executory.

PARENT CONFERENCE

1. The POD issues the Parent Conference Request Form to the concerned student.
2. The student shall submit the reply slip to the Prefect of Discipline's Office.
3. During the conference, the POD discusses the facts of the case to the parents of the concerned student.
4. If the case is more serious, the POD serves the notice of complaint to require the student to answer the allegation/report against his/her. The written response must be submitted to the POD within two (2) working days.
5. The POD informs the parents that in case their child is charged of any major offense, it shall mean disqualification from any academic and extra-curricular recognitions given at the end of the school year.
6. The POD records the matter discussed and the recommendations on the Prefect of Discipline's Report on Scheduled Parent Conference Form to be signed by the parents.
7. In the event that the conference with the parents has not reached an agreement, the POD shall forward the matter to the department coordinator.

PROCEDURE ON CONFISCATION OF ITEMS

1. **First Confiscation** (shall be handled by the class adviser)
2. **Second Confiscation** (The class adviser shall turn over the gadget to the Prefect of Discipline's Office.)
 - a. The teacher logs the gadget on the Logbook of Confiscated Items.
 - b. The concerned student fills out the Statement Form (signed by his/her parents).
 - c. The POD informs the parents about the confiscated item.
 - d. The POD releases the item to the parent/s after the latter signs the log book.

Third Confiscation

- a. The teacher logs the confiscated item on the logbook.
- b. The concerned student fills out the Statement Form.
- c. The POD informs the Class Adviser about the report.
- d. The POD conducts investigation about the report.
- e. The POD sets a conference with the parents of the respondents.
- f. The POD keeps the item until the end of the school year.
- g. If the respondent habitually uses such item during class hours, the POD shall forward recommending sanction to the School Principal.

CERTIFICATION OF LOST ID

1. The student must fill out a “certification of lost ID form” and the said form should be signed by the student and his/her parents/guardian, department coordinator, and prefect of discipline. (Please see the attached form)
2. The student will be given 7 seven days to replace a new ID. In case, he/she failed to comply on the specified dates, it will be considered a violation of not wearing complete uniform.
3. The Prefect of Discipline will keep the duplicate copy for monitoring purposes.
5. The student shall present the “certification of lost ID form” to the Registrar’s Office for ID replacement.
6. The said procedures are applicable from Grade 6 students to Grade 12 students.

LOST AND FOUND SECTION

1. Lost and found items is brought to the POD
2. Endorser fills out Lost and Found form
3. POD check and receive the item endorsed
4. POD posts lost and found item/s

ISSUANCE OF VIOLATION SLIP FOR MINOR OFFENSES

The violation slip shall be issued on the following minor offenses

- *improper uniform including grooming of students*
 - *tardiness in class assembly and during transition period*
 - *misconduct inside the classroom*
1. The student with violation as reported by the teacher is required to fill out the violation slip . In case of misconduct inside the classroom, the student is likewise required to fill out the statement form.
 2. The POD conducts investigation on the incident.
 3. The POD records the violation and reviews the disciplinary records/status of the student.
 4. The POD issues the violation slip to the student to be presented to the teacher as a proof of reported incident.
 5. The POD reminds the student that similar offenses in the future shall warrant serious penalty as stipulated in the Student's Manual.

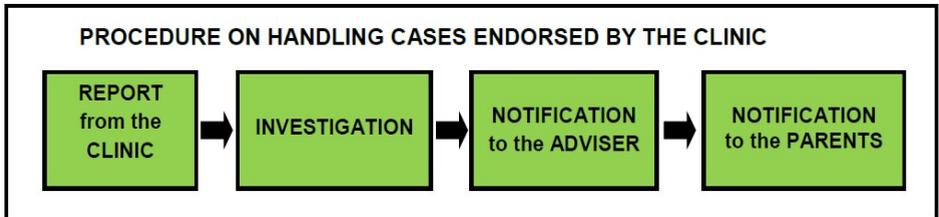
PROCEDURE ON HANDLING MINOR OFFENSE

First Offense	- Verbal Warning
Second Offense	- Inform/Coordinate with the parents
Third Offense	- Inform the VP-Academic. - The class adviser will bring the issue to the Prefect of Discipline.

Note:

- In case the minor violation of the student will be endorsed to the Prefect of Discipline, a referral form shall be filled out by the class adviser/subject teacher and must be noted by the VP-Academic.
- Issuance of warning notice must be served to the parent/s of the concerned student.

**PROCEDURE ON HANDLING CASES
ENDORSED BY THE CLINIC
(Primary to Senior High School Levels)**



1. The Clinic Staff reports to the POD about the incident that involves physical injury.
2. The POD conducts investigation. The POD summons the concerned student for an inquiry. He/she fills out the Statement Form. In case of refusal or incapability of writing his/her statement, the POD shall take down the statement for record purposes.
3. The POD notifies the class adviser.
4. The POD, clinic staff, or the class adviser directly informs the parents about the case.
5. The POD prepares a report for emergency cases only.

HAIRCUT EXEMPTION:

Student/s may be exempted in the haircut policy due to medical condition or due to inherited physical feature that may affect student's self-esteem. Parents are advised to submit a letter addressed to the School Principal and present a medical certificate. (It is also applied to the students with natural hair color and with skin medical condition/treatment regarding the wearing of proper school uniform)

REFERRED CASES TO THE GUIDANCE CENTER

A student who violates school policies and manifests behavioral problem will be referred to the Guidance Center by the Prefect of Discipline after exhausting possible means of mediation. Actions to be taken are the following:

- A. Conduct investigation about the student.
- B. Inform the class adviser about the referral.
- C. Set a conference with the parents to discuss the referral.

PROCEDURE ON CLEARANCE SIGNING

1. The POD **shall** only sign the clearance of the student based on the guidelines of the other offices such as SAC, etc.
2. The POD **shall** only review the record/s of the student in the **current** school year and write a remark such as “ with major offense” or “ without major offense”. Likewise, the disciplinary sanction served will be reflected.
3. The POD **shall** not intervene in any procedures/guidelines and decisions of SAC or other offices whether to accept the students or not in any club or organization. However, the POD intervenes if the student is **still** under probationary, with pending cases, and unserved disciplinary sanctions.
4. The POD shall keep the confidentiality of students’ disciplinary cases to other offices except **from** the Guidance Center and Registrar’s Office.

PROCEDURE ON USING GADGET/S AND MUSICAL INSTRUMENTS

1. The student **shall** fill out a “request form for using gadget/ instrument” and the said form should be signed by the class adviser, subject teacher who required the student to bring/ use the gadget/instrument, and department coordinator. (Please see the attached form).
2. The Prefect of Discipline **shall** keep the duplicate copy for monitoring purposes.
3. The said procedures are applicable during class hours only. (as stated in the request form)
4. The gadgets/instruments can only be used in the subject required. Any use of gadgets/ instruments without permission is subject for confiscation.

Note: The school is not held responsible for any lost/ damage gadgets or instruments and there will be no investigation to be conducted.

A Brief History of Philippine School Doha

Philippine School Doha was established in October 1992 to serve the educational needs of the children of the Filipino community in the State of Qatar. Its birth was the result of the determination of pioneering members of the Filipino community in Doha under the auspices of the Philippine Embassy.

As required under the laws of the Philippines, the school has been incorporated as a non-stock, non-profit educational corporation and is duly registered as the Philippine School in Doha, Incorporated in the Securities and Exchange Commission. As such, the school is governed by the Corporation Code and special laws and regulations of the Philippines.

A special set of regulations for the operation of the PSD as a private school is the Manual of Policies and Regulations, otherwise known as MOPAR. This was drawn up by the Inter-Agency Committee (IAC) in Philippine School Overseas (PSO) of the Philippine government namely Commission on Filipino Overseas, Department of Education, the Department of Labor and Employment, and Philippine Overseas Office.

The MOPAR is amplified by the PSD Manual of Norms and Policies approved by the Board of Trustees in order to manage and operate PSD pursuant to the amended by-laws of the school corporation.

Furthermore, the school is also governed by Amiri Ordinance No. 7 of the year 1980 regarding organization of private schools in the State of Qatar and by applicable regulations of concerned local authorities. In accordance with the general provisions of the said Ordinance, PSD was given permission by the Ministry of Education and Higher Education to operate as a private school of the Filipino community in Qatar, under the patronage of the Philippine Embassy in Doha.

The Department of Education, Culture and Sports, granted the PSD the permit to operate on March 6, 1997, per government Permit No. 002, s. 1997. Subsequently, on February 1, 2000, Philippine School Doha was recognized by the DECS per Government Recognition No. 001, s. 2000

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