

PHILIPPINE SCHOOL DOHA



PSD Student Manual



Your Guide to your PSD Life

Revised Edition 2025



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PHILIPPINE SCHOOL DOHA SEAL



The seal of the Philippine School Doha consists of two concentric circles encompassing the name of the school, a four-leaf clover at each end of the school name, and the motto of the school in both English and Arabic versions. The inner circle circumscribes a torch on the right-hand side with its golden rays touching a book of which the figure "1992" is written below. On the left-hand side of the inner circle is the seal "Republika ng Pilipinas" and on the right-hand side is the symbol of the "Atom".

1. The **torch** symbolizes the parents and teachers who serve as the light that brightens the path of the pupils and students of the school as they tread the path of life from childhood to adolescence.
2. The **book** symbolizes the knowledge, skills, values, and wisdom that the pupils and students learn in school.
3. The **rays** symbolize the original parents who labored from scratch in 1992 to give birth to the school and thus, by their example, continue to serve as shining inspirations for the children to follow as they travel the thorny path of life.
4. The year **1992** was the birth of the school's humble beginnings.
5. The **seal of the Republic of the Philippines** signifies the nationality of the school and the patronage of the Philippine Embassy in the State of Qatar.
6. The **four-leaf clovers** symbolize the resilience of the school to weather the storms that challenge its existence.
7. The Latin phrase "**Servitium et Excellentiam**" connotes the philosophy of the school, which means "**Service and Excellence**", the Arabic version is "**Al Khedma Wa Al Tamayoz**".
8. The **atom** symbolizes the importance of Science and Research as it is envisioned by the school to be the first Philippine Science School in the Middle East.

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.

The Board Resolution No.084/15-16 on the offering of Senior High School in Philippine School Doha was signed last October 19, 2015.

Pursuant to K-12 Program (RA 10533), the Senior High School Department was established in June 2016, with two strands: Science and Technology, Engineering and Mathematics (STEM) and Accountancy and Business Management (ABM).

In March 2018, the permit to offer two more academic strands in addition to the existing STEM and ABM was granted. In SY 2018-2019, PSD started offering General Academic Strands (GAS) and Humanities and Social Sciences (HUMMS).

VISION AND MISSION

VISION

Philippine School Doha envisions itself to produce critical thinkers, research-adept, and life-long learners who are God-loving, people-oriented, environment-friendly, and nation-builders under the philosophy of service and excellence.

MISSION

Philippine School Doha is commissioned to developing globally competent learners who are **Literate, Empowered, Adaptable, Research-adept, Nurturing, Experienced, Result-based, and Service-oriented.**

I. ACADEMIC POLICIES AND REQUIREMENTS

The Records Office is responsible for processing applications for reservation and admission, processing of grades, evaluating records for graduation, issuing certificates for transfer, providing official transcripts, and enforcing academic regulations and deadlines.

A. RESERVATION REQUIREMENTS FOR NEW STUDENTS

Submit a copy of the following student's documents:

- latest Report Card (any term, semester, quarter)
- Birth Certificate
- QID and Passport
- Hamad Health Card

Note: Incomplete documents will not be processed.

B. RESERVATION REQUIREMENT FOR OLD STUDENTS

- copy of updated Passport and QID (Student and Parents)

Note: Incomplete documents will not be processed

C. ADMISSION REQUIREMENTS

Admission of students is a sole prerogative of the school. Hence, the school reserves the right to admit or to reject any student seeking admission. Admission shall be based on the result of the admission assessment, academic records, and character evaluation.

Enrollment Requirements for New Students

- original form 137 (apostilled and stamped by Phil. Embassy and MOFA from Philippines) - for incoming Grade 2 and above only
- copy of Form 137
- original and copy of Final Report Card and Good Moral Certificate
- copy of the updated QID and Passport of parents
- copy of the updated QID and Immunization Record (Health Record) of the student

- Assessment Result from the Office of the Guidance Services
- Scholastic Aptitude Test (SAT) Agreement for incoming (Grade 11) and SAT Review Agreement

Enrollment Requirements for Old Students

- copy of the latest Report Card
- copy of the updated Passport and QID (student and parents)
- copy of the student's Hamad Health Card
- Scholastic Aptitude Test or International English Language Testing System (SAT/IELTS) Agreement and SAT Review Agreement for incoming Grade 11
- Incoming Senior High School students coming from other schools shall be subjected to a classification examination irrespective of their general average.

Note: Incomplete documents will not be processed. In the same manner, students in the "watch list" should seek approval for enrollment from the Office of the School Principal prior to admission.

Enrollment is processed as scheduled subject to the following rules:

- When a student registers, it is understood that he/she is enrolled for the entire school year. Late enrollment is allowed provided that it does not violate the admission regulations of the school.
- A transferee with complete credential requirements enrolling after the 1st, 2nd, or 3rd quarter, respectively, and has taken the Admission Assessment shall pay the tuition fee for the month that follows the last grading period as reflected in the card.
- Notice of any changes of fees shall be published in advance. Upon enrollment, every student is expected to pay the first monthly tuition fee, book fees, and miscellaneous fees; after which, the remaining school fees shall be paid monthly within the school year.

D. ENTRY AGE

Nursery	-----	3 yrs. old by September
Kinder 1	-----	4 yrs. old by September
Kinder 2	-----	5 yrs. old by September
Grade 1	-----	6 yrs. old by September

Note: The entry age requirement is subject to change as per DepEd order.

E. PRESCHOOL SESSIONS

There are two (2) sessions in the Preschool Level.

Batch A Classes: Nursery, KG1 and KG2 7:10 a.m. - 10:10 a.m.

Batch B Classes: Nursery, KG1 and KG2 10:40 a.m. - 1:40 p.m.

F. RESERVATION PROCEDURE (for Old and New Students)

1. Get a queue number.
2. Present the required document/s to window 1 or 2 for validation.
3. Fill out the Reservation Form (downloadable psd.sch.qa).
4. Return the Reservation Form to the Records for validation and approval.
5. Get queue number for School Fees to pay the reservation fee.
6. Leave the reservation form (Records' Copy) to the Cashier.
7. Proceed to the Office of the Guidance Services for the assessment schedule (for new students only).

Note: The Reservation Fee is non-refundable and non-transferable but deductible from the student's tuition fee within the prescribed enrolment schedule except for SHS which has a three-day cancellation of reservation (to be announced by the Records Office).

G. ENROLLMENT PROCEDURE (Old and New Students)

1. Get a queue number.
2. Present the required document/s to window 1 or 2 for validation.
3. Verify the information in the enrollment form, then sign with the parent's/guardian's full name.

4. Get a queue number for School Fees to pay the enrollment fees.
5. Leave the enrollment form to the Cashier.

H. MAKE - UP CLASSES

- All students shall attend at least eighty percent (80%) of the required number of school days as one of the basic requirements for promotion.
- When a student incurs consecutive absences of 20 class days or more (equivalent to one month), the school shall recommend the student to attend make-up classes to allow him/her to comply with the academic requirements. There are corresponding fees for the make-up classes depending on the required number of hours to be completed by the student.
- A transferee who lacks academic requirements within a grading period or term (in SHS) shall attend make-up classes.
- A SHS student who is absent for more than 10 consecutive school days will be required to attend make-up classes.
- There are no make-up or completion classes offered in the 4th quarter of the school year.
- A SHS student who attends make-up classes will be disqualified for Laureola Award for the current semester and during the Commencement Exercises.

I. COMPLETION CLASSES

- A student who fails in one or two subjects shall be required to attend the completion class/es. The completion class/es is/are offered in summer or within the next school year.
- A JHS student transferring from international schools shall be required to attend the completion classes in Social Studies and Filipino subjects.
 - a. Grade 8 - shall complete Social Studies 7 and Filipino 7
 - b. Grade 9 - shall complete Social Studies 7 and Filipino 7
 - * Filipino 8 shall be completed in Grade 10.
 - c. Grade 10- shall only complete Social Studies 7 & Filipino 7

- Grade 12 transferees will be required to attend completion classes as per the result of the evaluation and assessment of the new student's Grade 11 credentials.

Note:

- *All students who have attended make-up classes and completion classes shall be disqualified for honors.*
- *Any transferee after the 1st quarter and has attended make-up and/or completion classes shall be disqualified from any academic honors for the current school year.*
- *Subject to deliberation by the Academic Council, a student who attended make-up and/or completion classes either in Grade 11 or Grade 12 shall be disqualified for institutionalized honors but is entitled of any special awards.*

J. POLICY ON SECTIONING

Classification of Students

1. Students are classified based on their general average according to:
 - a. Modified Heterogeneous Grouping - utilized in assigning students in each section, wherein students are equally distributed among the different sections in the level based on these factors: behavior, academic performance, and the number of boys and girls in class
 - b. Career Tracks - comprise the sections under the following tracks for the incoming Grade 11 and Grade 12 students in the Senior High School Department: Science and Technology, Engineering and Mathematics (STEM), Accountancy and Business Management (ABM), Humanities and Social Sciences (HUMSS), and General Academic Strand (GAS)
2. The class advisers, together with the subject teachers, are in-charge of the sectioning which is duly approved by the Prefect of Discipline and the respective Vice-Principals with the recommendation of the Office of the Guidance Services.

3. The final list of students are posted on the bulletin board and on the school website two days prior to the opening of classes. Hence, no one is allowed to transfer or change sections in all levels.
4. Assigning of sections to transferees will be based on the assessment results and on the recommendation of the Office of the Guidance Services and the Vice-Principal Records duly approved by the School Principal.

K. SCHOOL FEES

Tuition fees and other charges prescribed by the school are duly approved by the Ministry of Education and Higher Education (MOEHE).

L. TRANSFER OR WITHDRAWAL MANDATORY CHARGES

- A student who transfers or otherwise withdraws in writing after the opening of classes regardless of whether or not he/she has actually attended classes shall be charged as follows:
 - *ten percent (10%) of the total amount due for the school year if he/she withdraws within the first week of classes;*
 - *twenty percent (20%) of the total amount due for the school year if he/she withdraws within the second week of classes;*
 - *thirty percent (30%) of the total amount due for the school year if he/she withdraws within the third week of classes;*
 - *fifty percent (50%) of the total amount due for the school year if he/she withdraws within a month after the opening of classes; and*
 - *thereafter, shall be charged the full tuition and other fees for the entire school year.*
- In case of termination of parents from employment, the following shall be implemented:
 - *full tuition fee: PSD management will refund the unutilized remaining month/s tuition fee only upon submission of proof of termination document issued by the employer or parent's sponsor.*
 - *unpaid remaining tuition fee: The student's remaining month/s tuition fee shall be waived on condition that the management ascertains its authenticity.*

M. CURRICULUM

The school follows the K-12 Basic Education Curriculum and the new MATATAG Curriculum as prescribed by the Department of Education, Philippines. The school also follows the teaching of the three mandatory subjects: Qatar History, Islamic Studies and Arabic Language as prescribed by MOEHE.

SUBJECTS OFFERED IN EACH DEPARTMENT (PRESCHOOL, PRIMARY, INTERMEDIATE, AND JUNIOR HIGH SCHOOL)

PRESCHOOL DEPARTMENT

SUBJECT	Nursery	Kinder 1	Kinder 2
English	✓	✓	✓
Mathematics	✓	✓	✓
GMRC/SEL	✓	✓	✓
PNE / Makabansa		✓	✓

The Nursery Level adapts the Play and Learn Curriculum. This educational approach prepares the children for a lifelong learning which include a combination/integration of subjects:

English (Physical and Natural Environment [PNE] and Makabansa integrated)

Math

GMRC/SEL

- * **MAPEH** - integrated in all subjects
- * thematic units as organizing principles
- * sources that go beyond textbook
- * flexible student groupings in classroom
- * age/individual/culturally – bound programs and practices

Kinder 1 and Kinder 2 follow the MATATAG Kindergarten Curriculum with four subjects, namely:

English

Math

**Physical and Natural Environment (PNE) and Makabansa
GMRC/SEL**

* **MAPEH** – integrated in all subjects

PRIMARY DEPARTMENT

SUBJECT	Grade 1	Grade 2	Grade 3
Reading and Literacy	✓		
Language	✓		
English (Reading and Language)		✓	✓
Mathematics	✓	✓	✓
Makabansa	✓	✓	✓
Science			✓
Filipino		✓	✓
GMRC	✓	✓	✓

INTERMEDIATE DEPARTMENT

Subject	Grade 4	Grade 5	Grade 6
English	✓	✓	✓
Mathematics	✓	✓	✓
Science	✓	✓	✓
Filipino	✓	✓	✓
EPP (TLE)	✓	✓	✓
MAPEH (Music and Arts, P.E. and Health)	✓	✓	✓
GMRC	✓	✓	✓
Araling Panlipunan (Social Studies)	✓	✓	✓

JUNIOR HIGH SCHOOL DEPARTMENT

Grade 7	Grade 8	Grade 9	Grade 10
English	English	English	English
Mathematics	Mathematics	Mathematics	Mathematics
Science	Science	Science	Science
Filipino	Filipino	Filipino	Filipino
Araling Panlipunan (Social Studies)	Araling Panlipunan (Social Studies)	Araling Panlipunan (Social Studies)	Araling Panlipunan (Social Studies)
TLE	TLE	TLE	TLE
MAPEH (Music and Arts , P.E and Health)	MAPEH (Music and Arts, P.E and Health)	MAPEH (Music, Arts, P.E, Health)	MAPEH (Music, Arts, P.E, Health)
Values Education	Values Education	Values Education	Values Education
Elective: Research	Elective: Research	Elective: Research	Elective: Research

SENIOR HIGH SCHOOL DEPARTMENT

The SHS curriculum is composed of a minimum of 31 subjects: 15 core subjects, 7 Applied Track Subjects, 9 Specialized Subjects, 1 Enhancement Subject, and 1 Mandatory Subject for Muslims.

ACADEMIC STRANDS OFFERING

ABM – Accountancy, Business and Management

STEM – Science, Technology, Engineering and Mathematics (Average Grade must be 85 and above in Math and Science)

HUMSS – Humanities and Social Sciences

GAS – General Academic Strands

The Accountancy, Business and Management (**ABM**) strand focuses on the basic concepts of financial management, business management, corporate operations, and all things that are accounted for. (www.edukasyon.ph)

The **STEM** strand develops the students' ability to evaluate simple to complex societal problems and be responsive and active in the formulation of its solution through the application and integration of scientific, technological, engineering, and mathematical concepts as it prepares them to pursue college degrees that focus on the enigma of the natural world thereby leading them to become future scientists, technological analysts and experts, engineers, mathematicians, programmers, and the like. (<http://usjr.edu.ph/seniorhighschool/track/academic/stem/>)

The Humanities and Social Sciences (**HUMSS**) strand introduces SHS students to the basic subjects of Social Sciences and Languages. This is the ideal strand for those who are planning to take up journalism, communication arts, liberal arts, education, and other social science related courses in college. Taking this track gives you an opportunity to become a teacher, a psychologist, a lawyer, a writer, a social worker, a reporter, or even a priest. This strand focuses on improving your communication and social skills. (www.fatima.edu.ph/humanities-and-social-sciences-strand/)

GAS is designed to prepare students who are more disposed to general areas than specialized fields. Electives are chosen from the different strands, including Humanities, Social Sciences, Applied Economics, Disaster Preparedness, Organization, and Management. Students who choose this route are trained to think systematically, critically, and innovatively. GAS courses expose students to different electives in Social Sciences, Business and Management, which facilitates the learner to decide on which program to pursue in college. (<https://national-u.edu.ph/nu-nazareth/senior-high-school/general-academic-strand/>)

Note: Shifting of strands is highly discouraged as each strand has different specialized subjects and may vary in the offering of the core subjects.

Science, Technology, Engineering and Mathematics (STEM)	No. of Hours	Grade 11		Grade 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
CORE CURRICULUM (the same content, same competencies across curriculum offerings)					
Oral Communication in Context	80	✓			
Reading and Writing Skills	80		✓		
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	80	✓			

Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	80		✓		
21st Century Literature from the Philippines and the World	80		✓		
Contemporary Philippine Arts from the Regions	80			✓	
Media and Information Literacy	80				✓
General Mathematics	80			✓	
Statistics and Probability	80	✓			
Earth Science	80	✓			
Disaster Readiness and Risk Reduction	80		✓		
Personal Development	80	✓			
Understanding Culture, Society and Politics	80		✓		
Introduction to the Philosophy of the Human Person	80			✓	
Physical Education and Health	20	✓	✓	✓	✓
APPLIED TRACK (the same competencies across curriculum offerings but different content)					
English for Academic and Professional Purposes	80	✓			
Practical Research 1	80	✓			
Practical Research 2	80		✓		
Pagsulat sa Filipino sa Piling Larangan	80				✓
Empowerment Technologies (E-Tech): ICT for Professional Tracks	80			✓	
Entrepreneurship	80		✓		
Inquiries, Investigations and Immersion	80			✓	

SPECIALIZED (different content and different competencies across curriculum offerings)					
Pre-Calculus	80	✓			
Basic Calculus	80			✓	
General Biology 1	80		✓		
General Biology 2	80				✓
General Physics 1	80			✓	
General Physics 2	80				✓
General Chemistry 1	80			✓	
General Chemistry 2	80				✓
Research/Culminating Activity (Capstone Project)	80				✓
Foreign Language (Enhancement)					
(Islamic Studies)	40	✓	✓	✓	✓
Elective	40				✓
		9 (10)	9 (10)	9 (10)	8 (9)

Accountancy, Business and Management (ABM)	No. of Hours	Grade 11		Grade 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
CORE CURRICULUM (the same content, same competencies across curriculum offerings)					
Oral Communication in Context	80	✓			
Reading and Writing Skills	80		✓		
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	80	✓			
Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	80		✓		
21st Century Literature from the Philippines and the World	80		✓		
Contemporary Philippine Arts from the Regions	80			✓	

Media and Information Literacy	80				✓
General Mathematics	80			✓	
Statistics and Probability	80	✓			

Accountancy, Business and Management (ABM)	No. of Hours	Grade 11		Grade 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
Earth and Life Science	80	✓			
Physical Science	80		✓		
Personal Development	80	✓			
Understanding Culture, Society and Politics	80		✓		
Introduction to the Philosophy of the Human Person	80			✓	
Physical Education and Health	20	✓	✓	✓	✓
APPLIED TRACK (the same competencies across curriculum offerings but different content)					
English for Academic and Professional Purposes	80	✓			
Practical Research 1	80	✓			
Practical Research 2	80		✓		
Pagsulat sa Filipino sa Piling Larangan	80				✓
Empowerment Technologies (E-Tech): ICT for Professional Tracks	80			✓	
Entrepreneurship	80		✓		
Inquiries, Investigations & Immersion	80			✓	
SPECIALIZED (different content and different competencies across curriculum offerings)					
Applied Economics	80	✓			
Business Ethics and Social Responsibility	80			✓	
Fundamentals of Accountancy, Business, and Management 1	80			✓	

Fundamentals of Accountancy, Business, and Management 2	80				✓
Business Math	80			✓	
Business Finance	80				✓
Organization and Management	80		✓		
Business Marketing	80				✓
Work Immersion/Culminating Activity	80				✓
Enhancement: Islamic Studies	40	✓	✓	✓	✓
Elective	40	✓	✓	✓	✓
		9 (10)	9 (10)	9 (10)	8 (9)

HUMANITIES AND SOCIAL SCIENCES (HUMSS)	NO. OF HOURS	GRADE 11		GRADE 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
CORE CURRICULUM (the same content, same competencies across curriculum offerings)					
Oral Communication in Context	80	✓			
Reading and Writing Skills	80		✓		
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	80	✓			
Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	80		✓		
21st Century Literature from the Philippines and the World	80		✓		
Contemporary Philippine Arts from the Regions	80			✓	
Media and Information Literacy	80				✓
General Mathematics	80			✓	
Statistics and Probability	80	✓			
Earth and Life Science	80	✓			
Physical Science	80		✓		

Personal Development	80	✓			
Understanding Culture, Society and Politics	80		✓		
Introduction to the Philosophy of the Human Person	80			✓	
Physical Education and Health	20	✓	✓	✓	✓

Humanities and Social Sciences (HUMSS)	No. of Hours	Grade 11		Grade 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
APPLIED TRACK (the same competencies across curriculum offerings but different content)					
English for Academic and Professional Purposes	80	✓			
Practical Research 1	80	✓			
Practical Research 2	80		✓		
Pagsulat sa Filipino sa Piling Larangan	80				✓
Empowerment Technologies (E-Tech): ICT for Professional Tracks	80			✓	
Entrepreneurship	80		✓		
Inquiries, Investigations, and Immersion	80			✓	
SPECIALIZED (different content and different competencies across curriculum offerings)					
Creative Writing	80		✓		
Trends, Networks and Critical Thinking in the 21 st Century	80	✓			
Disciplines & Ideas in the Social Sciences	80			✓	
Creative Non-fiction: The Literary Essay	80			✓	
Introduction to World Religions and Belief Systems	80				✓

Philippine Politics and Governance	80			✓	
Community Engagement, Solidarity, and Citizenship	80				✓
Disciplines and Ideas in the Applied Social Sciences	80				✓
Research/Capstone Project/ Culminating Activity	80				✓
Enhancement: Islamic Studies	40	✓	✓	✓	✓
Elective	40	✓	✓	✓	✓

General Academic Strands (GAS)	No. of Hours	Grade 11		Grade 12	
		1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.
CORE CURRICULUM (the same content, same competencies across curriculum offerings)					
Oral Communication in Context	80	✓			
Reading and Writing Skills	80		✓		
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	80	✓			
Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	80		✓		
21st Century Literature from the Philippines and the World	80		✓		
Contemporary Philippine Arts from the Regions	80			✓	
Media and Information Literacy	80				✓
General Mathematics	80			✓	
Statistics and Probability	80	✓			
Earth and Life Science	80	✓			
Physical Science	80		✓		
Personal Development	80	✓			
Understanding Culture, Society and Politics	80		✓		

Introduction to the Philosophy of the Human Person	80			✓	
Physical Education and Health	20	✓	✓	✓	✓
APPLIED TRACK (the same competencies across curriculum offerings but different content)					
English for Academic and Professional Purposes	80	✓			
Practical Research 1	80	✓			
Practical Research 2	80		✓		
Pagsulat sa Filipino sa Piling Larangan	80				✓
Empowerment Technologies (E-Tech): ICT for Professional Tracks	80			✓	
Entrepreneurship	80		✓		
Research Project/Culminating Activity	80			✓	

SPECIALIZED (different content and different competencies across curriculum offerings)					
Creative Writing	80			✓	
Trends, Networks and Critical Thinking in the 21 st Century	80				✓
Disciplines and Ideas in the Social Sciences	80			✓	
Applied Economics	80	✓			
Organization and Management	80		✓		
Disaster Readiness and Risk Reduction	80				✓
Pre-Calculus	80			✓	
Basic Calculus	80				✓
Research Project/Culminating Activity	80				✓
Enhancement: Islamic Studies	40	✓	✓	✓	✓

Elective	40	✓	✓	✓	✓
		9 (10)	9 (10)	9 (10)	8 (9)

Note:

- *For inevitable reasons, shifting of strand is allowed only after the first semester of Grade 11, provided that the student will take completion classes (40 hours) of subjects not taken in the 1st semester for a fee equivalent to a month's tuition (2 hours/day for 20 days subject to availability of teacher).*
- *For summer classes: 3 hours per day for 20 days, subject to availability of teachers.*
- *Mandatory Subjects (as per MOEHE's guidelines): Qatar History, Islamic Studies, and Arabic Language.*

GRADING SYSTEM

The K to 12 Basic Education Program uses a standard– and competency-based grading system. All grades will be based on the weighted raw score of the learner's summative assessments.

The Philippine School Doha Grading System is anchored on the Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program that uses a standard – and competency-based grading system.

- All grades are based on the weighted raw score of the learners' summative assessments.
- The minimum percentage score needed to pass a specific learning area is 70, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 65 for Quarterly Grades and Final Grades.
- The students from Grade 1 to 12 are graded based on: Written Work (30%), Performance Task (50%), and Quarterly Assessment (20%) every quarter.

COMPUTATION OF THE QUARTERLY GRADES (DepEd Order No.8 s. 2015)

1. Grades from all the student's assessments (quizzes, outputs, and others) are added up.

2. The sum for each component is converted to the percentage score. (PS)

$$\text{Percentage Score (PS)} = \frac{\text{Total Raw Score}}{\text{Highest Possible Score}} \times 100$$

3. Percentage scores are then converted to weighted scores (WS).

$$\text{Weighted Score (WS)} = \text{Transmuted Grade} \times \text{Weight of the Component}$$

Weight of the Components per Subject Area for KG and Grades 1-10 for the Quarterly Grade								
Component	Languages	AP/SS Qatar History	ESP/ Values/ GMRC/ SEL	Math	Science PNE/ Maka- bansa	TLE/C omp	Music and Arts PE and Health	Islamic Studies
Written Work	30%	30%	30%	30%	30%	30%	30%	30%
Performance Tasks	50%	50%	50%	50%	50%	50%	50%	50%
Quarterly Assessment	20%	20%	20%	20%	20%	20%	20%	20%

4. The sum of the weighted scores in each component is the quarterly grade (QG).

- **For MAPEH**, individual grades are given to each area: Music and Arts, Physical Education and Health (MATATAG Curriculum).

$$\text{Quarterly Grade for MAPEH} = \text{QG Music and QG Arts} + \text{QG PE and QG Health}$$

$$(\text{QG}) \text{ for MAPEH} = \frac{\text{Total Weighted Score}}{\text{Total Weight}}$$

2

- **For Grades 4 to 10**: The Quarterly Grade of GMRC and Values Education subjects will be computed in the following manner:

$$\text{GMRC} = 60\% \text{ of the subject grade} + 40\% \text{ of the Behavioral Rating given by the adviser and the subject teachers}$$

$$\text{Values Education} = 70\% \text{ of the initial grade} + 30\% \text{ of the Behavioral Rating given by the adviser and the subject teachers}$$

COMPUTATION OF THE GRADES AT THE END OF THE SCHOOL YEAR

For KG and Grades 1-10:

$$\begin{array}{l} \text{Final Grade by =} \\ \text{Learning} \\ \text{Area (in 3 decimal places)} \end{array} = \frac{1\text{st QG} + 2\text{nd QG} + 3\text{rd QG} + 4\text{th QG}}{4}$$

$$\begin{array}{l} \text{General} \\ \text{Average} \\ \text{(in 3 decimal places)} \end{array} = \frac{\text{Sum of Final Grades of All Learning Areas}}{\text{Total Number of Learning Areas in a Grade Level}}$$

For Grades 11 and 12:

The SHS Department adapts the weighted averaging system grading (50% + 50% = 100%) for the final semestral grade in every subject. The two terms determine the Final Grade in a semester.

$$\frac{\text{Midterm Grade} + \text{Final Term Grade}}{2} = \text{Average grade for the semester expressed in three (3) decimal places}$$

Weight of the Components per Subject Area for Grades 11 and 12 for the Term Grade Across All Strands		
Component	All Subjects	Practical Research Final Term Rating
Written Work	30%	25%
Performance Tasks	50%	45%
Midterm/Final Term Assessment (Pre-Oral Defense for Practical Research 1)	20%	30%

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did not Meet Expectations	Below 75	Failed

PROMOTION AND RETENTION

	Requirements	Decision
For Grades 1 to 3 Learners	1. final grade of at least 75 in all learning areas	promoted to the next grade level
	2. did not meet expectations in not more than two learning areas	must pass completion classes for learning areas with failing marks in order to be promoted to the next grade level (Otherwise the learner is retained in the same grade level.)
	3. did not meet expectations in three or more learning areas	retained in the same grade level
	1. final grade of at least 75 in all learning areas	promoted to the next grade level

For Grades 4 to 10 Learners	2. did not meet expectations in not more than two learning areas	must pass completion classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3. did not meet expectations in three or more learning areas	retained in the same grade level
	4. must pass all learning areas in the Elementary (for Grade 6)	1. earn the Elementary Certificate 2. promoted to Junior High School
	5. must pass all learning areas in the Junior High School (for Grade 10)	1. earns the Junior High School Certificate 2. promoted to Senior High School

	Requirements	Decision
For Grades 11 to 12 Learners	1. final Grade of at least 75 in all learning areas in a semester	can proceed to the next semester
	2. did not meet expectations in a prerequisite subject in a learning area	must pass completion classes for failed competencies in the subject before being allowed to enroll in the higher-level subject

	3. did not meet expectations in any subject or learning area at the end of the semester	must pass completion classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester (Otherwise the learner must retake the subjects failed.)
	4. must pass all subjects or learning areas in Senior High School	earn the Senior High School Certificate

Reflecting the Core Values of the Filipino Child in the Report Card: <i>Maka-Diyos, Makatao, Makakalikasan, Makabansa</i>	
MARKING	NON-NUMERICAL RATING
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

LEVELS OF ASSESSMENT

1. Knowledge - the substantive content of the curriculum, the facts and information that the student acquires
2. Process - skills or cognitive operations that the student performs on facts and information for the purpose of constructing meanings or understandings
3. Understandings - enduring big ideas, principles and generalizations inherent to the discipline, which may be specific to the discipline
4. Products/Performances - real-life applications of understanding as evidenced by the student's performance of authentic tasks

N. ISSUANCE OF ACADEMIC RECORDS

A copy of the Report Card (Form 138) shall be issued by the school once every quarter through the E-Desk and parents may request for a printed copy as needed.

Corresponding Fees for Re-issuance of Academic Record

Academic Record	First Request	Second Request	Third Request	Fourth Request
Report Card	QR 15.00	QR 25.00	QR 35.00	QR 100.00
Diploma	QR 100.00	QR 150.00	QR 200.00	QR 300.00
Form 137	QR 30.00	QR 35.00	QR 40.00	QR 45.00
Stamping for Certified True Copy	QR 10.00			
Certificates (Attendance, Enrollment, Honorable Dismissal, Transfer)	QR 10.00			
Curriculum Syllabus or Subject Description	QR 10.00			

O. SELECTION OF HONORS

1. PSD Academic Classroom Awards

- K1 – Best in Subject Awards
- K2 - Top Ten per class
- Grades 1 to 10 - Top Ten per class with no grade below 80 (including Qatar History, Islamic Studies, Arabic Language (from Grade 1 to 10) and A-Science (for Grades 5 and 6), of good moral character, have not been subjected to any disciplinary action, and have not attended any make-up classes for the specific quarter

- Senior High School - Academic Distinction Award (per term) with no grade below 90 (except for Elective and Islamic Studies which must be no lower than 88) and a general average of at least 92, of good moral character, and have not been subjected to any disciplinary action

2. Recognition for Perfect Attendance

- This award is given to students at the end of the school year to encourage them to attend classes regularly and punctually.
- Awardees should be present in all their classes with no record of tardiness and have no absences for the entire school year. Students who represent the school for in-school and off-campus activities may also qualify for this award.
- A certificate is given to the perfect attendance awardees at the end of the school year.

3. Grade Level Awards

a. Quarterly

LEVEL	QUARTERLY AWARD	GUIDELINES
K1	LEVEL BEST IN SUBJECT AWARD	Top 10 pupils who got the highest final rating in a specific subject among all K1 pupils
	CLASS BEST IN SUBJECT AWARD	Highest grade in specific subject per class
K2 - G10	TOP 10 PER LEVEL	Top 10 students who got the highest average of at least 91.000 in the overall ranking for the quarter and have no grade below 85 in any learning area in any quarter including MAPEH components and other special subjects for Grade 1 to 10 and in mandatory subjects (awarded in the EVB Gym)

	TOP 10 PER CLASS	Top 10 students per class who have no grade below 80 in MAPEH components and special subjects (for Grade 1 to 10) and in mandatory subjects (awarded in the classroom)
	IMPORTANT: <i>In all the quarterly awards, students should have good moral character, have not been subjected to disciplinary actions, and have not attended make up classes or have not been absent for 20 consecutive school days</i>	

b. At the End of the School Year

Nursery to Grade 10 Levels

LEVEL	END OF SCHOOL YEAR AWARD	GUIDELINES	
NURSERY	MEDALS	in recognition of the most evident and prominent abilities	
KINDER 1	TOP 10 BEST IN SUBJECT AWARDEES	obtained the highest final rating in each specific subject	
KINDER 2 – GRADE 10	ACADEMIC EXCELLENCE AWARDS (Medals)	all students who got a general average of at least 91.000 provided: <ul style="list-style-type: none"> ✓ of good moral character and have not been subjected to disciplinary action ✓ have no grade below 85 in any learning area in any quarter including special classes, MAPEH components, and the mandatory subjects ✓ have not attended any make up classes or have not been 	
	PSD Academic Excellence		General Average
	1. With Highest Honors/ Gold Awardee		98.000 - 100
	2. With High Honors/ Silver Awardee		95.000 – 97.999
	3. 2. With High Honors/ Bronze Awardee	91.000 – 94.999	

			<p>absent for 20 consecutive school days</p> <p>NOTE:</p> <p><i>At the end of the school year, the final grade of students shall be accordingly computed up to three decimal places.</i></p>
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Grades 11 and 12 Levels

LEVEL	SEMESTRAL AND END OF THE SCHOOL YEAR AWARD		GUIDELINES
Grade 11- Grade 12	ACADEMIC EXCELLENCE AWARDS (Laureola)		<p>Semestral Awardees: all students who got a general average of at least 92 are qualified provided:</p> <ul style="list-style-type: none"> ✓ are of good moral character and have not been subjected to disciplinary action ✓ have no grade below 90 in any learning area in any quarter ✓ have not attended any make up classes or have not been absent for 10 consecutive school days ✓ have taken the Honors' Qualifying Exam (HQE) <p>NOTE:</p> <p>After satisfying the four criteria, the final average computed for Laureola Award is based only on the General Weighted Average for the particular semester.</p>
	PSD Academic Excellence	General Average	
	1. Gold Awardee	98.000 – 100	
	2. Silver Awardee	95.000 – 97.999	
	3. Bronze Awardee	92.000 – 94.999	

			<p>Effective SY 2022-2023, a student will no longer take the HQE for a specific semester if he or she got a grade of 89 and below in any of his/her subjects.</p> <p>The final grade of students shall be accordingly computed up to three decimal places.</p>
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Institutional Honors for K2 – GRADE 10 (given at the end of the school year)

Top Ten Institutional Honors will be chosen among the Academic Awardees.

- *90-10 scheme to be observed in the final computation of grades for the ranking of honors*
 - 90% - final average (1st to 4th Qtr. grades)*
 - 10% - result of the Qualifying Exam (QE)*
- *Taken face-to-face*

Only students who obtained 85% and above in the QE will be included in determining the Top 10 to be declared as Institutional Honors. Should there be cases that no one got 85% and above in the QE, the school reserves the right not to declare the Institutional Honors.

For the graduating students (Grade 6, and Grade 10): After the final computation of the grades as per the 90-10 scheme, 70% will be taken and be subjected to the 7-2-1 scheme, which will serve as basis for the ranking of honors (70% academic, 20% extra and co-curricular activities, and 10% behavior).

**Institutional Honors for Grade 11 (given at the End of the School Year
in Grade 11)**

Top Ten Institutional Honors will be chosen among the Academic Awardees.

- *90% - final average will be computed from the two semesters in Grade 11*
- *10% - average of the results of Honors' Qualifying Exam (HQE) in the current school year*

Only students who got an average transmuted grade of 85% and above in the HQE will be included. Should there be cases where no one obtains the 85% and above in HQE, the school reserves the right not to declare the Institutional Honors. The results of the qualifying exams will not be reflected in the form 137.

Laureola King and Queen Award is chosen among the Institutional Honors who garnered the highest average after combining the first and second semester following the 90-10 scheme.

Grade 12 (Selection of Honors for Graduating Students)

- Graduating students will be considered in the selection of honors after passing the four criteria:
 - ✓ *have obtained a general average of 92.000, provided they are of good moral character and have not been subjected to disciplinary actions (in the current school year), have not attended make-up or completion classes, and have not been absent for more than 10 consecutive days*
 - ✓ *have no grade below 90.000, in any subject in any term in all semesters (except for Islamic studies and Elective subjects which must be 88.000 or above)*
 - ✓ *have taken the Honors Qualifying Exams (HQE)*
- Regardless of strand, the selection of honors for Academic Distinction of the graduating SHS students shall follow the set criteria under the 7-2-1 scheme. This means that the 100% total weighted average will come from:
 - ✓ *70% Academic, where 90% is taken from the general weighted average of the four semesters in Grades 11 and 12 and 10% from the result of the HQE of the four semesters.*

- ✓ 20% of the equivalent rating of points from extracurricular and co-curricular activities earned in Grades 11 and 12
- ✓ 10% from behavior rating by the subject teachers in Grades 11 and 12 following the approved rubrics
- Among the Academic Distinction Awardees, only the **TOP TEN** will be chosen as **Institutional Honors**. Only students who got an average transmuted grade of 85% and above in the HQE will be included. Should there be cases where no one obtains the 85% and above in HQE, the school reserves the right not to declare the Institutional Honors. The results of the qualifying exams will not be reflected in the form 137.

<i>Rank 1</i>	<i>Valedictorian</i>
<i>Rank 2</i>	<i>Salutatorian</i>
<i>Rank 3</i>	<i>First Honorable Mention</i>
<i>Rank 4</i>	<i>Second Honorable Mention</i>
<i>Rank 5</i>	<i>Third Honorable Mention</i>
<i>Rank 6</i>	<i>Fourth Honorable Mention</i>
<i>Rank 7</i>	<i>Fifth Honorable Mention</i>
<i>Rank 8</i>	<i>Sixth Honorable Mention</i>
<i>Rank 9</i>	<i>Seventh Honorable Mention</i>
<i>Rank 10</i>	<i>Eighth Honorable Mention</i>

c. Special Recognition (for students who won competitions)

These awards are given to students who demonstrate exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community for the last two years.

d. Other Special Awards (given at the end of the school year)

These co/extracurricular awards are given to deserving students who qualify as per the criteria set per department.

Senior High School Department Special Awards

- **PSD Leadership Award**

The leadership award is given to graduating students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community for the last two years.

Qualifications for PSD Leadership Award:

- ✓ *have no failing grade in any of the learning areas*
- ✓ *have not committed any offense, punishable suspension, of higher sanction according to the SHS Department's student manual and child protection policy in the current school year*
- ✓ *became a class officer or an active member/officer of any recognized school club, team or organization*
- ✓ *have met 90% of the criteria as stipulated in the D.O. no.36, series of 2016 for Motivational Skills (40%), Planning and Organizational Skills (40%), and Contribution to the school and/or Community (20%)*

- **Special Awards for Outstanding Performance in Specific Disciplines**

Awards will be given to outstanding Grade 12 students who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, and Social Sciences.

- **Athletics**

This award is given to graduating students who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanship-like conduct and character.

The academic rating that will be considered for this award would be the student's average grade in Physical Education and Health for the four semesters. Furthermore, the student should have no grade below 80 in all of the subjects for the current school year.

Arts (Visual, Media, Music or Performing Arts)

This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to the school's various functions and events.

The academic rating that will be considered for this award is the final grade in Contemporary Philippine Arts from the Regions.

Communication Arts

This award is given to learners who have demonstrated proficiency in the language of Filipino, English, and or other foreign language (if offered), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this awardees student's average grade in the 3 Filipino and 3 English core and applied track subjects and/or other foreign language (if offered).

Science

This award is given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's average rating for the two core Science subjects:

- Earth Science and Disaster Readiness & Risk Reduction – STEM
- Earth & Life Science and Physical Science - ABM, GAS, HUMSS

Mathematics

This award is given to graduating Grade 12 students who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts others students in class.

The academic rating that will be considered for this award is the student's average rating for the General Mathematics and Statistics and Probability.

Social Science

This award is given to graduating Grade 12 students who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good.

They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences.

The academic rating that will be considered for this award is the student's average rating in Personal Development, Understanding Culture, Society, and Politics; and Introduction to the Philosophy of the Human Person.

Work Immersion

This award is given to graduating Grade 12 students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher.

Only those learners who have received an outstanding average academic rating in the Work Immersion subject in the last two semesters (at least 95%) shall be awarded.

Research and Innovation

Graduating students - individuals, pairs, or groups and four members - must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose

findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

The nomination for the award will be recommended by the research teacher or the research supervisor and will be approved by the QAAD. The research criteria and weight include: Research grade 20%; Usefulness 35%; Methodology 30%; and Presentation 15%; for a total of 100%.

Specialized Subjects

This award is given to graduating Grade 12 students who have consistently shown exceptional accomplishments and skills in the specialized subjects of the academic strands. The application of their knowledge in the specialization contributed to the realization of PSD's learning philosophy. The academic rating that will be considered for the award are the following:

STEM - *Pre-Calculus, Basic Calculus, General Biology 1, General Biology 2, General Chemistry 1, General Chemistry 2, General Physics 1, and General Physics 2*

ABM - *Applied Economics, Business Ethics and Social Responsibility, Fundamentals of Accountancy, Business and Management 1, Fundamentals of Accountancy, Business and Management 2, Business Math, Business Finance, Organization & Management, and Business Marketing*

HUMSS - *Creative Writing, Trends, Network & Critical Thinking in the 21st Century, Discipline & Ideas in the Social Sciences, Creative Non-fiction: The Literary Essay, Introduction to the World Religions and Belief Systems, Philippine Politics and Governance, Community Engagement, Solidarity, and Citizenship, and Discipline & Ideas in the Applied Social Sciences*

GAS - *Creative Writing, Trends, Network & Critical Thinking in the 21st Century, Discipline & Ideas in the Social Sciences, Applied Economics, Organization & Management, Disaster Readiness and Risk Reduction, Pre-Calculus, and Basic Calculus*

Note: The Grade 6 and Grade 10 List of Awards are no longer stipulated in this manual and are mentioned to the graduating students after the Deliberation of Honors and Special Awardees.

P. EXAMINATION

- There are four (4) scheduled quarterly examinations during the school year.
- No change in the official schedule is made without the prior approval of the School Principal.
- Every student taking the examination is required to have his / her examination permit. The school observes “NO PERMIT, NO EXAM POLICY”.
- All periodical test papers, except that of the 4th quarter test, shall be returned to the students. An acknowledgement slip signed by the parent/s shall be submitted to the class adviser within a given period.
- Advanced or delayed periodical examinations are given to students who have officially applied for a Leave of Absence. However, tests are administered only for two days before or as soon as they come back to the school. The same applies to those who get sick during examination days, but they have to present their medical certificate first and his/her exam permit.
- The school has the right to administer any other forms of test aside from quarterly examinations.

GENERAL GUIDELINES FOR THE EXAMINEES

- Prepare for tests ahead of time.
- Have a good breakfast, bring snacks and lunch, or buy food before the start of the exam to avoid being late for the test after the break.
- Submit test permits.
- Bring the approved Examination Kit and two pens or pencils. Only these will be left on the desk. Bags, notes, folders, and other things should be placed in front or at the back area of the room or outside the room.
- Ask questions or clarifications after the examiner gives instruction. Talking is not allowed once the test starts.
- Refrain from unnecessary movement as it may be misconstrued as looking at others' paper or cheating and can be a cause for confiscation of test paper.

- Minimize going out, as one will not be allowed to go out without the proctor except during recess or lunch break.
- Electronic gadgets like smart watches, cell phones, tablets, programmable calculators and others are strictly prohibited.
- Ensure that assigned area is clean before leaving the room.

Q. COMPETENCY TESTS

The pre and post-competency tests (achievement or readiness) given to Nursery and Kindergarten 1 students are teacher-made while those of the Kindergarten 2-Grade 12 students are given by an external educational testing agency. The tests are designed to measure the academic and socio-emotional competencies of the students.

R. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Office of the Student Affairs (OSA) upholds the holistic development of the PSDians. It aims at providing the students a well-balanced Student Activity Program to further enhance their total development through co/extra-curricular activities utilizing student formation tools involving membership to clubs/organizations, sports program/varsity, student coordinating body (SSG), school publication, educational outbound program, performing arts troupe, and other worthwhile student activities to support the attainment of PSD's vision and mission in order for the office to become highly-recognized in co/extracurricular activities among the Philippine Schools in the Middle East.

1. CO-CURRICULAR ACTIVITIES

- refers to voluntary and non-graded in or off campus activities organized by DEPED to reinforce curriculum delivery (*DO_s2025_012*)
- Boy Scouts of the Philippines (BSP) / Girl Scouts of the Philippines (GSP) / Citizens Advancement Training (CAT)

2. EXTRACURRICULAR ACTIVITIES

- include clubs and organizations under the Office of the Student Affairs (OSA)

CLUB OFFERINGS (within the school year)

a. Sponsored Organizations/Clubs (screened, no registration fee)

These clubs are offered to students in Junior and Senior High School who qualify in the screening. Students must have no grades lower than 80 in all subjects (including the component subjects) in the previous school year except from Dunong which require higher grade. To add, students must not have records of any violation at the Prefect of Discipline and passed the required medical exam as necessary. Students shall be monitored in the current school year while they are members of the organization. They must not acquire a grade of below 80 in all subjects (including the component subjects) in every quarter and must always conform to school rules and regulations. They are expected to abide by the constitution and by-laws that each organization has stipulated.

- *Supreme Student Government (SSG) • The Link • Hiyaw Performing Arts (PSD Dance Troupe) • Hiyaw Performing Arts (PSD Chorale) • Hiyaw Performing Arts (Rondalla Ensemble) • PSD Varsity Volleyball (Boys Team - Mighty Oryx) • PSD Varsity Volleyball (Girls Team - Lady Oryx) • PSD Varsity Basketball (Green Falcons) • PSD Drum and Lyre Corps • Dunong (Academic Guild)- the only sponsored-major club that is allowed to accept members from among the other sponsored-major clubs, requires higher grade (95 above)*

b. Paid Clubs (with Registration Fee)

b.1. Interest Clubs

These are offered to all students as indicated. However, some clubs require screening/audition due to limited number of members allowed.

- *Preschool Young Performers Club (PYPC) • Preschool Young Artists Club (PYAC) • Primary Art Club • Primary Dance Club • Primary Glee Club • Primary Science Club • Primary Math Club • PSD Drum and Lyre Corps • Future Homemakers of the Philippines • Intermediate*

Math Club • Intermediate Science Club • Intermediate Chorale • Intermediate Dance Club • Intermediate Art Club • Robotics Club • Drama Club • The Artizan Club • Clickers Club • Junior Senior Dance Club • PSD Debaters' Society

b.2. Special Lessons

- *Voice • Piano • Violin • Guitar, Drums, and Band • Rondalla*

b.3. Sports Training

- *Table Tennis • Primary Basketball Training • Intermediate Basketball Training • High School Basketball Training • Badminton • Volleyball Training (boys and girls) • Philippine Taekwondo Club • Swimming - ages 8 years old and above*

c. School Mandated Programs

c.1. Scouting - JHS, SHS

- *Senior Guides Planning Board*
- *Senior Scouts Planning Board*

c.2 CAT - For Grade 10 only

d. Others

d. 1 Peace Envoy

d.2 Project Eco

e. SUMMER CLASSES - during summer break as per availability of teachers/staff

- *Reading • Math • English • Filipino • Art • Dance • Cooking, Baking • Sports Training • Special Lessons*

GENERAL RULES FOR CLUBS

- Each student is encouraged to enroll in one club.
- A student may enroll in two clubs/organizations: one sponsored and one among the paid clubs as long as there is no conflict in the schedule.
- Only two clubs/organizations shall be computed in the co/extracurricular of each student, especially for a graduating student aspiring for honors.

- In cases when the student happens to have enrolled in more than two of the identified clubs/organizations, the membership with the highest point shall be considered.
- Peace Envoy, Project ECO, CAT, Scouting Membership, Classroom Officership, and other organizations as recognized by the Office of the Student Affairs are excluded in the two (2) clubs/organizations and can be counted as the third club/organization in the computation for co/extracurricular.
- A 30-hour training/session/meeting is required for all club members within the school year. Any registered student who did not comply with the 80% of training hours shall not be given a certificate of participation to be issued by the Office of the Student Affairs before the end of the school year or during the culmination through the Club Moderator.
- Activity ban is a standard operating procedure that is strictly implemented a week before and during the examination week. Unless activities are urgent and deemed necessary, an activity form shall be duly accomplished.
- All members are expected to abide by the constitution and by-laws stipulated by their respective clubs.
- All registered club members must attend the culminating activity as required.
- Joining in any club/organization does not assure for a merit or award. Special Awards may be given as discretion by OSA/club moderators and upon the deliberation of the Academic Council.

Note: A club or academic class program may be dissolved if it does not comply with the required number of students as per agreement between the moderator and OSA.

S. OTHER ACADEMIC REQUIREMENTS

In partial fulfilment of the requirements in some subjects, a student is assigned and required to submit term papers, scrapbooks, reports, researches, and other projects. A student who fails to meet these requirements forfeits the points assigned to him/her.

II. POLICIES AND RULES ON CONDUCT

A. ASSEMBLIES

Assemblies are called for ceremonies, announcements, programs, school activities, and the likes. A student is expected to behave properly in all assemblies. Respective class advisers and subject teachers are responsible for the class whenever there are activities that need proper guidance and monitoring.

B. ATTENDANCE

Recording of attendance will start on the first day of school until the last day of school for the current school year. A student is expected to attend classes punctually and regularly in compliance with the minimum number of class attendance as prescribed by the Department of Education (80% of the required number of school days as one of the requirements for promotion). However, due considerations are granted for valid reasons subject for the approval of the School Principal.

- Any student who incurs a total absence of more than 20% of the total number of school days during the school year may be dropped from the school roll.
- Should a student be absent, a letter of excuse signed by the parent/guardian along with the supporting documents attached in the Reminder Notebook is a requirement before he/she is allowed to attend classes.
- In case of absences due to illness, a supporting document (i.e. a medical certificate) must be submitted and must be validated by the FAU before the student is allowed to proceed to his/her classroom.
- Attendance sheet is used by the teachers to check the students' attendance every period. Subject teacher who enters the room should sign in the attendance sheet to constantly monitor the attendance of the students.
- In case of request for early dismissal or permission to leave the campus, the parent/guardian shall fill out a gate-pass form from the VP-Academic Office of the respective department which shall be signed by the teacher and be approved first by the VP-Academic of the department to be presented to the guard for release. Upon return, the same form shall be retrieved and be

presented to the teacher without which the student shall not be admitted to class.

- The parent/guardian of a student who foresees of a prolonged absence of his/her child due to illness or home leave is required to file a request for a student's Leave of Absence in advance. The parents/guardian **shall take full responsibility for the student's missed lessons and projects.** Leave of absence of more than 20 days (for Nursery-Grade 10) and more than 10 days (SHS) will require a student to take paid make-up classes and will be a ground for disqualification from honors.
- Absences shall be handled by the adviser, and parents shall be informed.
- Habitual absences shall be handled by the adviser together with the Prefect of Discipline and may be referred to the Guidance Counselor. Parents shall be called for a conference.
- Perfect Attendance Award is given to students who have not incurred any absence or tardiness during the entire school year.

C. TARDINESS

- Tardiness is always recorded, and no student is sent home. An admission slip shall be issued by the Prefect of Discipline before a student enters the classroom. After a grace period of five minutes of the official time, a student is considered tardy. A record of each student shall be handled by the Prefect of Discipline to monitor the total number of tardiness of each student.

7:10 a.m.	Official Time
7:11 – 7:15 a.m.	Grace Period
7:16 a.m. from the gate	Cut-off Time

- A student who is late for more than 30 minutes shall present a letter from the parent/guardian to the Prefect of Discipline before he/she is allowed to enter the classroom on the following day.
- Three days of accumulated tardiness in a month is equivalent to one absence.
- Four (4) days of accumulated tardiness will be handled by the adviser, and a notification letter shall be sent to the parents by the Prefect of Discipline.

- A student who has acquired eight (8) days of accumulated tardiness in a quarter will be given a one-day community service.
- A student who has acquired twelve (12) days of accumulated tardiness in a quarter will be given a two-day community service.
- A student who has accumulated sixteen (16) days of tardiness in a quarter shall be given a two-day community service and will be placed under probation.

D. DAMAGES

A student who commits damage to school property, either wilfully or due to negligence, shall be given proper sanction as prescribed by the school. In addition, the cost of repair or replacement due to such conduct is the responsibility of the student with full understanding of the parents/guardians.

E. DECORUM

Every student is expected to help keep the canteen and classroom clean and to observe the standards of good behavior at all times. In addition, every student should go back to his/her classroom on time after each break. He/She is expected to eat inside his/her respective classroom or in the canteen.

F. CALLING OUT FROM THE CLASS

Only the authorized PSD personnel may call out a student from class. The teacher-in-charge shall keep a record book to keep track of students who go out of the classroom. Students going out of the classroom are required to bring a Student/Class Pass.

G. PERMIT TO LEAVE THE CLASSROOM

No student shall be allowed to leave the classroom without a Student/Class Pass. In case a student fails to return, the next subject teacher shall follow up. Offices shall provide admission slip (Clinic, Prefect, etc.) to concerned student upon return to his/her classroom.

H. DISMISSAL TIME AND CURFEW HOUR

- During dismissal, the adviser/subject teacher should supervise the students to leave the classroom orderly and quietly.
- Students are not allowed to enter again once they leave the campus unless a student presents an approved pass. Only students who have permission from proper authorities, (School Principal, VP-Academics, Prefect of Discipline, etc.) may stay beyond the curfew hour due to official activities with activity forms and shall be accompanied by a PSD staff.
- All students are expected to be fetched on time. They are neither allowed to loiter around the campus nor play after class hours.
- A student who attends special class/es shall stay in his/her assigned classroom or area. A student who waits for his/her transport shall stay at the gate or designated area.
- During weekends, a student is not allowed to enter the campus unless an Activity Form duly signed by the school authorities and agreed upon by parent/guardian is presented. Checking of ID/ Activity Form by the security guard shall be strictly adhered to.

I. LOST AND FOUND ITEMS

Lost and found items are kept and can be claimed at the Office of the Prefect of Discipline on the given schedule which is done every month. Unclaimed items shall be donated at the end of the school year.

J. BRINGING OF GADGETS

Bringing of cellphone/gadget is strictly discouraged as per MOEHE requirement. However, if bringing of gadgets is inevitable, duly approved gadget slip must be presented. The class adviser or the class president shall collect the cellphones and place them in a secured area before the class starts and return them after class hours. The school shall not be accountable for any lost items (e.g. cellphones, MP3, etc.) after returned to the owners.

- **First Offense:** *to be handled by the adviser; confiscated item to be returned to the student on the same day*
- **Second offense:** *confiscated item to be turned over to the Prefect of Discipline and to be returned to the parent/guardian*
- **Third offense:** *to be handled by the Prefect of Discipline; confiscated item to be returned to the student at the end of the school year*

K. PERSONAL APPEARANCE AND PROPER GROOMING

Every PSD student must wear the prescribed uniform with I.D. He/She must exhibit the value of simplicity and modesty with pride and honor as a PSDian. As such, he/she is prohibited from doing the following:

- ✓ wearing roller shoes
 - ✓ applying hair dye and using color streaks
 - ✓ wearing rubber shoes except during P.E. days
 - ✓ wearing black socks and any printed undershirts
 - ✓ having fake (e.g. henna) and real tattoos
 - ✓ coloring nails, applying makeup, lipstick, eyeliner, and the likes
- Note: Light makeup is allowed for Senior High School only.**
- ✓ sporting skinhead, spiked hair, hair with long bangs and long-back hair, or weird haircut
 - ✓ wearing excessive jewelry, trinkets and similar accessories, piercing, earrings for the boys, leather strap with spike on the neck and wrist, wearing of caps inside the classroom and in other offices

Note: SHS students are required to wear the proper and prescribed uniform consisting of black slacks, black coat with PSD logo, white long sleeves with necktie for the males. For females, the uniform consists of black skirt that is two inches below the knee, black coat with PSD logo, and white long sleeves with necktie bearing the PSD logo. Ladies are also required to wear black slacks instead of skirt on specified days for at least two days in a week.

HAIRCUT POLICY

Haircut inspection for the boys is conducted in all levels every first week of the month. The prescribed haircut is two by three (“2x3”). This means two inches from the side and three inches from the nape hairline. A student who fails to comply with the prescribed haircut will be given proper sanction by the Prefect of Discipline.



L. SCHOOL ID

- A student must always wear his/her current year ID card properly. Any student caught wearing unofficial school ID shall be given a warning.
- ID cards shall be prominently displayed face up. ID pictures should not be hidden or covered with stickers and other pictures.
- The ID is non-transferable. Borrowing or lending of ID card is subject to disciplinary action.
- Lost ID card shall be reported immediately to the Records Office.
- Student seeking replacement of ID shall pay QR. 10.00 to the Cashier prior to the issuance of a replacement. Second request shall be charged QR. 15.00. Third request is worth QR 50.00.
- ID Lace should be a PSD Lace.

M. BEHAVIOR AND CONDUCT INSIDE THE SCHOOL

- A student shall stand at attention, sing the National Anthems of Philippines and Qatar with fervor, and recite the *Panatang Makabayan* with sincerity during the Flag Ceremony.
- A student is expected to behave properly and minimize talking in the corridors, library, social hall, and other designated places.
- Class disturbances such as stomping of feet or dragging chairs and tables, howling, whistling, booing, shouting, running, catcalling, laughing loudly, and throwing objects should be avoided.
- Use of words that are offensive, vulgar, indecent or blasphemous is not allowed in the campus.
- Eating inside the classroom during class hours is not allowed unless permitted.
- Interruption of classes for personal matters such as borrowing of books, notes, projects, materials, and the likes is strictly not allowed.
- Courtesy, discipline, and proper decorum are expected from students during assemblies.
- Pornographic magazines, pictures or any similar materials are strictly prohibited inside the school campus. Any student caught in possession of such materials is subject to disciplinary action.
- Fraternities, sororities, and the likes are considered illegal and are subject for disciplinary action.
- No student is allowed to go to the Canteen during class hours.
- No student is allowed to bring/use gadgets inside the school campus unless otherwise required by the subject teacher properly coordinated with the Prefect of Discipline and approved by the VP-Academic.
- Proper gadget slip must be accomplished before bringing in gadget or instrument required for subject purpose.

N. RESPECT AND COURTESY

A student is expected to:

- show courtesy to all members of the school community at all times
- greet all teachers, persons in authority, and visitors
- keep the campus clean and tidy

O. PERSONAL RESPONSIBILITIES OF STUDENTS

A student is responsible for:

- following rules and regulations of the school at all times.
- taking care of his/her personal belongings.
- using the classrooms with extra care and for making sure that he is properly seated.
- notifying the Class Adviser of any change in his/her address and telephone numbers.
- returning promptly all reply slips issued by the school and submitting written communications to or from his/her parents/guardian.
- observing cleanliness and orderliness inside and outside of the classroom.

P. CLASSROOM BEHAVIOR

- When a teacher or a school official enters the classroom, a student is expected to stand and greet him/her as a sign of respect and courtesy.
- All students are expected to maintain orderliness in the classroom at all times. All class officers are expected to lead in maintaining the cleanliness, peace, and orderliness in the classroom.
- A student is expected to stay in his/her assigned seat. A change of seat may be allowed by teachers as needed. A student is responsible for any damage or defacement of his/her assigned chair.
- At the end of each class, the entire classroom shall be left clean and orderly. The adviser/subject teacher shall monitor the orderliness and cleanliness of the classroom before going home.
- A student must respect the property of others and shall seek permission before using it. The act of taking things without permission shall be given proper sanction.

- No game of any kind shall be played inside the classrooms and along the corridors. All gadgets and reading materials that are not related to school activities shall be confiscated.
- No student is allowed to go out of the room during class hours except when “Student’s/Class Pass” is issued.
- In the absence of the subject teacher, class officers are in charge of the discipline inside the classroom until such time that the subject teacher or a substitute teacher comes. It is the duty of the class officers to inform the VP-Academic about the teacher’s absence.
- A student is expected to obey his/her respective class officers and respect them as duly constituted representatives of teachers and the class adviser.
- Classroom officers are authorized to refer to the class advisers about their classmates who misbehave or disobey them in the lawful exercise of their functions.

III. POLICIES ON DISCIPLINE

It is important that the school maintains good discipline “INSIDE”, as well as “OUTSIDE” the school premises, when students are engaged in any activities authorized by the school. However, the school extends its role in exercising authority over its students as far as their welfare is concerned.

SECTION 74, MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS STATES THAT:

“Imposition of Disciplinary Action. School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of offenses or infractions of good discipline committed in their presence. However, no physically harmful punishment shall be imposed or applied against any pupil or student.”

SECTION 75, MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS STATES THAT:

“The administration reserves the right to impose penalties for offenses ranging from a severe drop in the student’s conduct rating to temporary suspension from

classes/dropping depending on attenuating or aggravating circumstances; the school judges to be such and according to the provision on discipline in Manual for Private Schools.”

A. RATIONALE: DISCIPLINARY RULES

Sanctions/Penalties are imposed to violators of rules and regulations of the school to enable them to:

- have a sense of respect for laws of the school and of the host country, for authority, and for justice;
- value obedience;
- 3. abide by the rules and regulations of the school;
- form, shape, and improve their character; and
- uphold discipline and preserve the good name of the institution.

B. FORMS OF DISCIPLINARY ACTIONS

1. Verbal Warning

The class adviser will give the initial verbal warning to the students who have exhibited behavioural infractions. The Prefect of Discipline gives the final verbal warning after endorsement from the class adviser.

2. Warning Notice

The Prefect of Discipline shall issue a warning notice to the student who exhibits improper conduct, misbehaviour, and the likes.

3. Parent Conference

The Prefect of Discipline will notify the parents in writing about the case of the student/s. A conference shall be conducted among parents, adviser, concerned teacher/s, and the Prefect of Discipline. The Prefect of Discipline will in turn give the appropriate sanction to the student.

4. Suspension through Community Service

No academic make-up work shall be allowed for a pupil/student under suspension. He/She shall be given a grade of sixty-five (65) for all tests, projects, and other requirements missed during his/her period of suspension. A student under suspension is required to render service to any office as assigned by the Prefect of Discipline.

5. Probation

This is a restraining measure issued to a student who has been found misbehaving or committing a breach of conduct. Its sole purpose is to help the student improve his/her conduct. Probationary can last in a quarter and the student may be given a number of days of suspension through community service depending on the gravity of the offense.

a. Sanctions for Disciplinary Probation

- A student under disciplinary probation shall have a failing grade of 65 in conduct. In the case of SHS students, a descriptive failing grade of “NO” shall be reflected in the report card.
- A student under disciplinary probation cannot participate in all co-curricular and extracurricular activities.
- A varsity athlete under disciplinary probation is suspended in participating in all games or practices.
- A student who fails to improve within the time frame of disciplinary probation will be included in the watch list.

b. Lifting of Disciplinary Probation

Disciplinary probation may be lifted after a quarter or a term if the student shows improvement.

Bases of Lifting the Probationary Sanction:

- no record of any minor or major offenses
- improved in behavior as recommended by the class adviser, subject teacher, and or club moderators

The official recommendation shall come from the Prefect of Discipline in coordination with the class adviser subject for approval of the School Principal.

6. Watch List (procedures c/o PO)

A watch list sanction will have a period of four quarters regardless of the school year. A student under watch list who fails to show improvement after the prescribed period shall be advised to transfer to a new learning environment. Any student under watch list can appeal to the School Principal for conditional enrollment for the next school year.

He/she must submit a letter of request to the school principal for admission/enrolment.

The said letter must be signed and approved by the School Principal for acceptance in the new school year. This letter must state/signify that the students should not incur any infraction again.

The student will be removed from the watch list only after completing the four quarters or two (2) terms for the SHS with the following conditions:

- no commission of minor/ and or major offense as per student handbook
- a recommendation from the class adviser and/ or subject teacher
- has undergone a post counselling session with the OGS
- completed the required community service

Note: Over and above these bases, the School Principal has the final decision in granting the removal of “watch list “status.

7. Dismissal

Dismissal is incurred by misconduct of a very serious nature calling for immediate withdrawal. After series of consultation from and careful deliberation with the Discipline Committee, the Principal, in his/her prudent decision, may dismiss a student from the school which is final and irrevocable.

8. Expulsion

An extreme penalty in which the erring learner is excluded from admission of any public or private school in the Philippines which require prior approval of the DEPED Secretary.

C. PERSONS WITH AUTHORITY ON DISCIPLINARY ACTIONS

1. Subject Teacher/Class Adviser

- handles problems inside the classroom and is responsible for the initial investigation
- documents and reports all minor and major offenses committed by the students
- reports recurring offenses to the class adviser, Prefect of Discipline, and VP-Academics

2. Prefect of Discipline

The Prefect of Discipline is responsible for maintaining order and enforcing school rules. Their roles involve the following:

- handles habitual offenders and those who commit major offense/s
- conducts preliminary investigation and informs the parents of the case
- keeps all the documents submitted by the Advisers and concerned teachers/ staff for references
- recommends proper sanction to the students
- informs the VP-Academics about the case
- forwards the case to the Committee on Discipline based on the gravity of the offenses

Committee on Discipline: There shall be a committee which will handle major offenses as stated in this handbook. It shall be composed of:

- VP-Non Academic as chairman
- Values Education/Character Education Teacher
- Level Leader
- SSG Adviser
- Class Adviser

The committee shall have the power, responsibilities, and duties to:

- review the facts of the case of the students
- evaluate the nature and degree of violation
- recommend proper disciplinary sanctions
- Any school personnel can report any student who committed, committing, and planning to commit any offense

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

IV. OFFENSES AND SANCTIONS

A. MINOR OFFENSES

OFFENSE	PENALTY			
MINOR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Failure to attend school assemblies without a valid reason	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
2. Tardiness during school assemblies	Verbal Warning	Warning Notice and parent conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
3. Failure to submit excuse letter/ medical certificate upon reporting to class	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
4. Disturbance or interference of classes, offices and recognized activities of the school	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
5. Running along corridors, room hopping, unnecessary noise, loud talk, howling, shouting, eating/chewing inside and outside of the classroom that may cause any interruption and disruption of classes, and similar behavior that cause interruption or distraction of proceeding in the classrooms and in places where silence and proper decorum is required	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
6. Trespassing in restricted areas such as but not limited to: <i>electrical, rooftop, roof deck, gym without schedule of activity, penthouse, laboratory area, and basement</i>	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
7. Failure to comply with the Haircut Policy	Verbal Warning <i>1st Inspection</i>	Warning Notice and Parent Conference <i>2nd Inspection</i>	Parent Conference	One day suspension through community service with 65 in conduct

OFFENSE	PENALTY			
MINOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
8. Wasting water and playing inside the comfort rooms, restricted areas and school offices	Verbal Warning	Warning Notice and Parent conf.	Parent conference	One-day suspension with community service with 65 in conduct
9. Bringing and playing skateboard, roller blade, and the likes including other harmful materials and other items not related to school activities	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
10. Littering inside and outside the campus	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct
11. Using profane/ indecent languages including social media conversation (group chat and the likes)	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct

B. MAJOR OFFENSES

OFFENSE	PENALTY			
MAJOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
12. Habitual Tardiness first 4(1 st offense); on the 8 th time (second offense); on the 12 th time (3 rd offense); on the 16 th time (4 th offense)	Warning Notice and Parent Conference	One-day Suspension through Community Service with 65 in conduct	Two-day Suspension through Community Service with 65 in conduct	Under Probation three- day suspension through a community service with 65 in conduct
13. Cutting Classes	Warning Notice and Parent Conference	One-day Suspension through Community Service with 65 in conduct	Two-day Suspension through Community Service with 65 in conduct	Under Probation three-day suspension through a community service with 65 in conduct
14. Late in between periods	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service with 65 in conduct

<p>15. Cheating during quizzes, Periodical Tests, Projects, Research and the likes not limited to the following:</p> <ul style="list-style-type: none"> · Copying or allowing other students to copy during the test/projects · Glancing/looking at other's papers/allowing other students to look at other 's paper · Communicating during the examination without the permission of the examiner · Giving answers to the test to others <p>Answering other's students quiz, seatwork</p> <p>Possession or acquiring/ providing copy of test questions and/ or answers</p> <p>Showing or sharing of test, quizzes and the likes</p> <ul style="list-style-type: none"> · Using phone/devices during the test 	<p>One-day Suspension through Community Service, 65 in conduct , zero in the test/project, disqualification from honors</p>	<p>Watch List</p>	<p>Dismissal</p>	
<p>16. Possession of notes/reviewer related to the test whether or not the students uses during the test</p>	<p>One-day Suspension through Community Service, 65 in conduct , zero in the test/project, disqualification from honors</p>	<p>Watch List</p>	<p>Dismissal</p>	
<p>17. Truancy</p> <p>Absent without a valid reason</p>	<p>Warning Notice and Parent Conference</p>	<p>One-day Suspension through Community Service 65 in conduct</p>	<p>Under Probation two-day suspension through community service with 65 in conduct</p>	<p>Watch List</p>
<p>18. Wearing of improper and incomplete school uniform, including ID and black formal leather shoes</p> <p>Elementary- Junior High School - school shoes/ flat</p>	<p>Verbal Warning</p>	<p>Warning Notice and Parent Conference</p>	<p>Parent Conference</p>	<p>One-day Suspension through Community Service 65 in conduct</p>

shoes Senior High School- black formal leather shoes at least one inch of heels				
19. Wearing of accessories like beaded necklace, spiked wrist bands and the like	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community Service 65 in conduct
20. Wearing of makeup, nail polish, hair dye, dangling earrings (for girls) nail polish, hair dye, earrings, having body piercing, fake and real tattoos (for boys)	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension through Community 65 in conduct Service
21. Use of cell phone and other gadgets during class hours break time, and lunch breaks (applied to students who do not surrender cellphones to the advisers)	Warning Notice and Confiscation to be returned to the adviser	Parent Conference and Confiscation to be returned to the parents	Two-day Suspension through Community Service and Confiscation to be returned at the end of the school year 65 in conduct	Under Probation and Confiscation to be returned at the end of the school year three-day suspension through community service
22. Accumulation of minor offense of different nature (5 times per quarter)	One-day Suspension through Community Service 65 in conduct	Under Probation two-day suspension through community service	Watch list	
23. Use of gadgets like IPOD, Tablet, Headphones, Earpods/ Earphones, Play Station Portable, and the likes during class hours and break times	Warning Notice and Confiscation to be returned to the adviser	Parent Conference and Confiscation to be returned to the parents	One-day Suspension through Community Service and Confiscation to be returned at the end of the school year 65 in conduct	Two-day Suspension through Community Service and confiscation to be returned at the end of the school year 65 in conduct

OFFENSE	PENALTY			
MAJOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
24. Any form of bullying	Parent Conference and Warning Notice (with endorsement to the Office of the Guidance Services)	One-day Suspension through Community Service and 65 in conduct, disqualification from honors	Under probation two-day suspension through community service with 65 in conduct	Watch List
25. Malicious name calling and threatening other students	Parent Conference and Warning Notice (with endorsement to the Office of the Guidance Services)	One-day Suspension through Community Service and 65 in conduct, disqualification from honors	Under probation two-day suspension through community service with 65 in conduct	Watch List
26. Disrespect and insubordination to school authority/disrespect to other students (Insubordination - is the willful disobedience and/or open defiance of teachers or school authorities lawful instruction.	One-day Suspension through Community Service and 65 in conduct and disqualification from honors	Under Probation two-day suspension through community service WITH 65 IN CONDUCT	Watch List	Dismissal
27. Assaulting teacher/s or person/s in authority (whether verbal or physical)	Dismissal			
28. Writing and /or drawing obscenities	Parent Conference with Warning Notice	One-day Suspension through community service and 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List
29. Playing with and raising the fire alarm, breaker, fuse of A/C, and the likes	One-day Suspension through Community Service	Under Probation two-day suspension through community service with 65 in conduct	Watch List	Dismissal

<p>30. Destruction school property, such as vandalism, breaking of walls, tables, chairs, lights, fire alarms, tearing of pages from library materials, etc.</p> <p>(Any form of damage to school properties whether intentional or due to negligence that results to damage to school properties and destructions of the learners)</p>	<p>One-day Suspension through Community Service, 65 in conduct and</p> <p>Repair or Replacement of the Damage Property</p>	<p>Under Probation two-day suspension through community service with 65 in conduct</p>	<p>Watch List</p>	<p>Dismissal</p>
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OFFENSE	PENALTY			
MAJOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
31. Possession of flammable materials	Verbal Warning	Warning Notice and Parent Conference	One-day Suspension through Community Service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct
32. Playing with flammable materials such as matches, lighted candle lighter , spray paint, methane and the likes that will cause fire	One-day suspension through community service with 65 in conduct	Under probation- 2day suspension with 65 in conduct	Watch list with 3-day suspension with 65 in conduct	Dismissal
33. Caused fire using flammable materials	Under probation – two-day community service with 65 in conduct	Watch list three-day suspension through community service with 65 in conduct	Dismissal	
34. Habitual violation of Haircut Policy (reprimanded - 2 times in a month not following)	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service w/ 65 in conduct	Watch List	

35. Playing of gambling cards without permission like UNO Cards, Magic Cards, etc.	Warning Notice with Parent Conference	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List
36. Any form of gambling in the campus or its immediate vicinity	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List	Dismissal
37. Public Display of affection like holding hands, hugging leaning on each other putting an arms around the shoulder, and the likes	Verbal Warning	Warning Notice and Parent Conference	Parent Conference	One-day Suspension with community service with 65 in conduct
38. Public display of affection like kissing, intimate hugging, and the likes	One-day Suspension through community service with 65 in conduct	Under Probation two- day suspension through community service with 65 in conduct	Watch List	Dismissal

OFFENSE	PENALTY			
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
39. Prank Call that caused an irreputable damage to school	Parent Conference	One-day Suspension through community service with 65 in conduct	Probation two-day suspension through community service with 65 in conduct	Watch List
40. Possession of nicotine patch/cigarette/ e-cigarette and accessories inside the campus and its immediate vicinity 41. Use of nicotine patch/cigarette/ e-cigarette	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List	Dismissal

42. Possession, use, or coming to school under the influence of any alcoholic beverages	Under Probation one-day suspension through community service with 65 in conduct	Dismissal		
43. Possession or use of prohibited Drugs	Dismissal			
44. Possession, reading, watching, sharing, posting of pornographic materials	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List	Dismissal
45. Possession of deadly weapon such as knife, folded knife, butterfly knife, Swiss knife, and all- bladed weapon	Under Probation one-day suspension through community service with 65 in conduct	Dismissal		
46. Engaging in fight in and outside the campus (verbal/physical)	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List	Dismissal
47. Instigating/Provocation Fight that demeans the image of the school)	Warning with Parent Conference	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch List

<p>48. Invasion of Privacy</p> <p>Types of intrusion of privacy</p> <ol style="list-style-type: none"> 1. intrusion on a person's seclusion or solitude 2. public disclosure of embarrassing private facts about the person 3. publicity that places a person in a false light in the public eye 4. usage or appropriation, for the offender's advantage, of the person's name or likeness <p>Privacy:</p> <ol style="list-style-type: none"> 1. Behavior and Action 2. Communication 3. Personal Data 4. Thoughts and Feelings 5. Location and Space 6. Association 	Watch List	Dismissal		
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OFFENSE	PENALTY			
MAJOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<p>49. Engaging in fights or acts of violence resulting to serious injury to other students</p>	<p>Under Probation two-day suspension through community service</p> <p>To pay the medical expenses of the aggrieved/victim with 65 in conduct</p>	<p>Dismissal</p> <p>To pay the medical expenses of the aggrieved/victim</p>		
<p>50. Theft (getting of other's belongings like wallet, cell phone, money and the like)</p>	<p>Two-day Suspension with community service with 65 in conduct</p>	<p>Under Probation three-day suspension through community service</p>	Watch List	Dismissal

51. Forgery and other forms of dishonesty	One -day suspension through a community service with 65 in conduct	Under Probation three-day suspension through a community service with 65 in conduct	Watch List	
52. Unjust Vexation - blocking someone's way -forcing someone to do something -repeatedly making prank calls and the likes (Any acts that cover annoying acts to another)	One-day Suspension through community service with 65 in conduct	Under Probation two-day suspension through community service with 65 in conduct	Watch list	Dismissal
53. Forgery of school authority's signature	Under Probation two-day suspension through community service with 65 in conduct	Watch List – 3 day with 65 in conduct	Dismissal	
54. Tampering of school records, test score, quizzes, projects	One-day Suspension through community service with 65 in conduct and zero in the test *disqualification from honors	Watch List – three days with 65 in conduct	Dismissal	
55. Acts of Lasciviousness -refers to the offense of illegally touching another person's private parts with the intent of sexual gratification	Watch List Three-day suspension through community service with 65 in conduct	Dismissal		

OFFENSE	PENALTY			
MAJOR OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
56. Misappropriation of school/student funds	Two-day Suspension through community service with 65 in conduct and pay the misappropriated fund	Under Probation three-day suspension through community service with 65 in conduct and pay misappropriated fund	Dismissal	
57. Unauthorized use of school name and seal for public function	Dismissal			
58. Publishing or circulating false or malicious information about the school, teachers, and or school official or student This is inclusive but not limited to different types of group chats and any form of posting on social media platforms	Dismissal			
59. Commission of any crime or violation of any law of the State of Qatar, whether committed inside the school or outside in school-related activities, provided prima-facie evidence is established after due investigation by the school authorities	Dismissal			

PROVISION FOR PRESCHOOL– PRIMARY STUDENTS

- Preschool and Primary students are excluded in disciplinary action by the Prefect of Discipline Office because the school considers the maturity level of the students. However, in some cases, parents have to be notified for conference.
- This also includes the issuance of violation slip due to tardiness and other misbehavior inside the classroom.

- Preschool and Primary students should be handled by their respective teachers/class advisers and the VP-Academic and in some instances by the guidance personnel.

PROCEDURE ON HANDLING MINOR OFFENSE (Grades 4- 12)

1. The class adviser/subject teacher shall handle minor violations of his/her student inside the classroom. The following procedures shall be observed by the class advisers/subject teachers:

- First Offense* - Issue verbal warning.
- Second Offense* - Inform/Coordinate with the parents.
- Third Offense* - Inform the VP-Academic.
- Bring the issue to the Prefect of Discipline.

2. 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-Academics.

FLOW CHART ON HANDLING MINOR OFFENSE

- 1st Offense.....to be handled by the class adviser/subject teacher**
- 2nd Offense.....parents to be informed**
- 3rd Offense.....VP-Academics to be informed**

POD PROCEDURE ON HANDLING MAJOR OFFENSE

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 regarding 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.
4. The POD prepares an investigation report. If the case is less serious, the complaint will be dismissed. If it is 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 complaint against the concerned student/s must

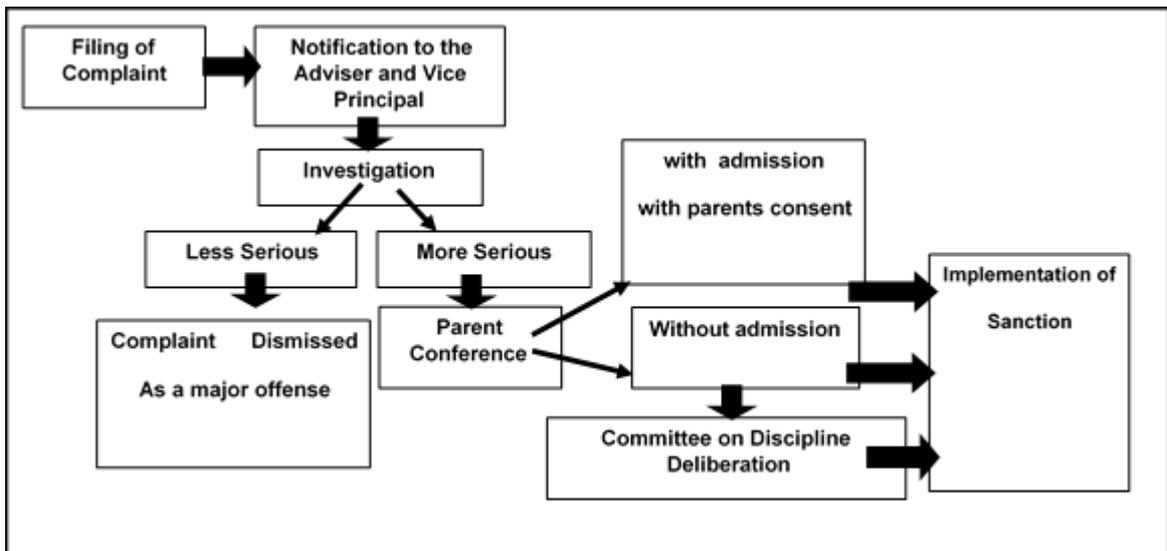
be read to the parents, as well as the evidence against their child. The written statement of the concerned student/s shall submit during the parent conference.

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

5. If the concerned student willfully admits the charge/s, the POD shall forward the final investigation report with recommended sanction to the VP–OSA for approval.
6. 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 submit the decision to the School Principal for approval and informs the parent/s of the concerned student.
7. The POD forwards the implementing notice of sanction to the concerned student, class adviser, Vice Principal, Records Office, and Office of the Guidance Services.

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

PROCEDURE ON HANDLING CASES



BASES IN GIVING DISCIPLINARY SANCTIONS

- The nature of the offense shall be determined to impose either minor or major sanctions.
- The sanctions, in general, shall be determined depending upon on the gravity of the offense.
- The current school year’s disciplinary record of the erring student shall be included in determining sanctions, whether it may aggravate or not;
- The student handbook and existing procedures of the school shall govern in imposing disciplinary sanctions; and
- The aggravating and mitigating circumstances shall be considered through the deliberations of the Prefect of Discipline and/or Discipline Committee.

AGGRAVATING CIRCUMSTANCES

- Conspiracy to commit an offense/violation inside the school
- Conspiracy occurs when two or more people agree to commit an offense or violative act and take some steps toward its completion
- underlying elements:
 - *two or more people came to an agreement*
 - *the agreement is to commit an offense or violation*
 - *the offense was delivered upon*

1. All major cases will be discussed by the POD with the respective VP.
2. A student with a record of major offense in current school year and if unexpectedly, he/she is involved in another major offense, the disciplinary sanctions below will be the basis in accordance with the PSD Student Manual.

Suspension + Suspension = Under Probationary

Suspension+ Under Probation = Watch List

Probation + Probation = Dismissal

3. The monitoring of minor offense and major offense of every student is recorded as per the current school year.
4. After offenses have been served with sanctions, a student shall be cleared from any violation in the succeeding year provided he/she is not under the watch list status.

PROCEDURE IN APPEAL

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.
3. The POD informs the parents about the decision of the appeal cited.
4. The decision is final, irrevocable, and executory.

EXTERNAL JURISDICTION OF THE SCHOOL

In case of a violation committed outside the school campus, the school can impose disciplinary sanctions to the erring student if:

- ✓ the violation occurred during an off-campus activity (sponsored by the school)
- ✓ the misconduct affects the name and reputation of the school

ANTI-BULLYING CAMPAIGN

PSD aims at creating a safe and friendly learning environment for all. To realize this, every PSDian is encouraged to support the school's campaign against bullying by "Helping Everyone Respect Others" (HERO). Anyone caught bullying will be dealt with accordingly.

*RA 10627, also known as the Anti-Bullying Act of 2013 defined bullying as "any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his/her property. It also includes acts that create a hostile environment at school for the bully's victim and which infringe on his/her rights. Physical contact like punching, pushing, shoving, kicking, slapping, tickling, headlocks, and teasing are prohibited, as well as cyber bullying, defined as bullying done through the use of technology or any electronic means". **Everyone is enjoined to say "NO TO BULLYING".***

V. STUDENT SERVICES

A. OFFICE OF THE GUIDANCE SERVICES (OGS)

Through the Comprehensive Guidance and Counselling Program (CGCP), the Office of the Guidance Services of the Philippine School Doha aims at supporting the clients in their school adjustment and achieve their full potential in the areas of academic, career, personal, and social competence. The CGCP is a systematic, integrated and inclusive response to the needs of the clients of PSD.

Specifically, the OGS aims at providing the clients the opportunity to develop in themselves the basic foundations of learning and cognitive skills (academic), prepare the students to the world of work (career) and to assist the clients in fostering healthy intrapersonal and interpersonal relationships (personal-social).

The OGS carries out the CGCP through the following components:

1. Guidance Sessions

The guidance sessions consist of structured developmental activities presented systematically through classroom settings and large groups from kindergarten through Grade 12. These sessions focus on the three primary domains (academic development, career development, and personal/social growth) of human development.

a. Homeroom Guidance Session

Counsellors conduct guidance and counselling teaching sessions in the classroom.

b. Group Guidance Session

Counsellors conduct small-group counselling sessions outside the classroom to respond to students' identified interests or needs. Small-group counseling may be either immediate-response or long-term counselling.

2. Individual Student Planning

The individual student planning component consists of activities that focus on assisting each student with developing, analyzing, and evaluating educational, career, and personal goals/plans.

a. Career Planning and Tracking

Counselors help students assess and interpret individual abilities, interests, skills, and achievements. This information assists students in planning for personal, academic, and career aspirations.

b. Individual Inventory

The office systematically collects and compiles individual information of each client in a portfolio. It may include student's profile, test results, observation reports, etc.

c. Placement

Counselors advise students in making transitions from grade level to grade level, school to school, or school to work, by providing information and by assisting in the access of resources.

3. Testing Services

The testing services include activities that involve the administration and interpretation of standardized psychological and academic tests.

a. Admission Test

The office conducts assessment of the applicants from Nursery to Grade 12 for school admission.

b. Psychological Test

The psychometrician administers, collects information, and evaluates a client to identify problems or enable awareness and realization of potentials and interests through psychological tests. Some of the tests include the following: Achievement Test, Intelligence Test, Personality Test, and Aptitude Test.

4. Responsive Services

Responsive Services include interventions provided to clients whose immediate personal concerns or problems put their development at risk.

a. Counseling

Counselors give assistance to clients (individual or group) in identifying problems, causes, alternatives, and possible consequences so that appropriate action will be taken. It is a goal-oriented relationship between the counselor and the client seeking help for the purpose of

bringing about a meaningful awareness and understanding of the self and environment, improving planning and decision making and formulating new ways of behaving, feeling, and thinking for problem resolution and/or growth.

b. Career Counseling

Counselors give assistance to clients who are facing difficulties in career decision-making. Activities given to clients help them acquire the skills, knowledge, and attitudes necessary to develop appropriate life and career plans.

c. Follow-up

The office monitors the clients' progress in relation to their problems or concerns. This helps determine the status of the person who received assistance and what other assistance must be rendered to ensure complete and holistic service. Furthermore, it determines the adequacy and sufficiency of the programs and services extended in meeting the needs of the clients.

d. Referral

Counselors give assistance to clients in availing themselves of highly-specialized service from other professionals (i.e. Developmental Pediatricians, Speech Therapists, Occupational Therapists, Special Education Professionals, Neurologists, Clinical Psychologists).

e. Consultation/Team Conferences with Parents

Counselors work collaboratively with parents/guardians, teachers, administrators and other professional to address the needs of the clients. It specifically addresses individual concerns of students at-risk.

5. System Support

System support includes indirect guidance management activities that maintain and enhance the total counseling and guidance program. Responsibilities in this area include staff relations, community relations, task forces, professional development and support teams. It also includes support to other departments' academic programs. This may include the following:

a. College Admission Testing

The office works in partnership with different colleges and universities in the Philippines to assist student applicants in their college or university admission.

b. Information and Orientation

The office provides clients with personal-social information that would help them develop their personality and social life; with educational-academic information that would help them select the proper academic setting and program and with vocational-occupational information that would help them learn about the world of work and career so that they can make appropriate decisions that would prepare them for the future. The office also employs an organized system of presenting the services and procedures to the clients to increase their awareness about procedures and policies.

c. Formation

The office conducts programs consisting of a series of activities geared towards the personal growth of clients.

d. Professional Upgrading

The office seeks opportunities for the guidance counselors and other guidance office personnel for the enhancement of personal and professional competencies. This may involve participating in regular school in-service training, attending professional meetings, completing postgraduate course work, and contributing to professional journals.

e. Research and Evaluation

The office employs an evidence-based practice for the improvement of the delivery of services. It conducts research to discover new knowledge, to advance current knowledge and substantiate theory and evaluation to determine whether program goals are met in terms of outcomes as basis for the modification of the services.

f. Consultation and Collaboration

The office establishes a multi-disciplinary interaction with the different personnel and groups in order to come up with the best intervention plan for the clients.

g. Other Services

The office renders support to the other departments for the achievement of their goals. This may include the following: Tutorial Assistance, Special Exams (Advanced or Late Quarterly Tests), Psycho-spiritual Recollection, Performance Evaluation of Classes, Evaluation of Teachers by the Students, and Achievement Tests.

B. HARRY KEISWETTER LEARNING RESOURCE CENTER (HK-LRC)

1. Library Users

The HK-LRC warmly welcomes anyone with an interest in reading, seeking supplementary information, and expanding their knowledge through both print and non-print materials.

a. Categories of Users

- **Regular Users:** All bona fide students, faculty, and staff members of the Philippine School Doha.
- **Alumni:** Graduates of the Philippine School Doha may continue to utilize library resources; however, their access is restricted to room use only.
- **Visitors:** Individuals not affiliated with the Philippine School Doha may use the library, provided they present a permission letter from the Librarian or the Head of Office at their place of enrolment or employment.

b. Library User Privileges

The HK-LRC conducts an orientation program at the beginning of each school year for students and staff. The Librarian tailors the subject matter to suit the age and grade level of the attendees. Orientation for new students may cover the following topics:

2. Library Policies and Procedures

- Care and Use of Books, Computers, and Non-Print Materials
- Overdue Fines
- Printing Policies

- Internet Access Policy and Procedures
- Special Programs Sponsored by the Library

To access the library's services and resources, users must obtain an official library card issued during the first quarter of the school year. Non-affiliated researchers may request access by presenting a permission letter from their respective Librarian, along with a valid library identification card.

The HK-LRC operates on an **Open Shelf** system, allowing users to freely access materials directly from the shelves, organized according to the Dewey Decimal Classification System. Resources are categorized into two types: those available for circulation and those designated for room use only.

3. Library Hours of Service

Elementary and High School Library

Sunday- Thursday

7:00- 12:00 noon

12:00-1:00- Lunch Break

1:00 - 3:00pm

Multi- Media Resource Center

Sunday- Thursday

7:00- 12:00noon

12:00-1:00- Lunch Break

1:00- 3:00pm

4. Library Services and Programs

The Philippine School Doha Harry Kieswetter Learning Resource Center (HK-LRC) provides a comprehensive range of services and programs to enhance the learning experience of its users:

a. Circulation Services

- **Book Borrow and Return:** Users can borrow and return books, ensuring they have access to a diverse range of reading materials.
- **Library Hour Service:** The library offers designated hours for users to access resources, engage with materials, and seek assistance from staff.

b. Literacy Support

- **Reading Support:** The library promotes literacy by providing resources and activities designed to enhance reading skills and foster a love for literature among students.
- **Library Reading Challenge: This program** encourages students to read a variety of fiction and nonfiction books annually—**four books for Junior and Senior High School students**, and **two books for lower-level students**. Students are required to read **one book each quarter** and submit a **book report** for each. In collaboration with English teachers, this program fosters a **love for reading**, develops a **reading habit**, and enhances **critical learning skills**. By exploring different genres and authors, students improve their **comprehension** and **analytical thinking**, supporting their overall academic growth and preparing them for future learning success.

c. Online Research Support

- **Research Skills Workshops:** The library offers workshops to equip students with essential research skills, focusing on effective strategies for locating and utilizing information sources.
- **Digital Literacy Training for Follett Destiny:** This training ensures that users can effectively navigate the Follett Destiny Library Management System for efficient book searches and resource management.

d. Printing Services

- **Eligibility:** Printing services are available exclusively to bona fide PSD students and employees.
- **Document Restrictions:** Only school-related documents may be printed.
- **Request Procedures:** Requests for printing must be made during designated hours.
- **Payment:** All payments should be processed through the Cashier.

Itemized Printing Charges:

QR 1: Black text per page

QR 2: Colored text or small graphics/pictures per page

QR 4: Full-page graphics or pictures per page

Printing Service Hours:

Morning: 8:00 AM - 11:00 AM

Afternoon: 1:00 PM - 3:00 PM

e. Orientation and Instruction

- **Library Orientation:** The library conducts orientation sessions at the beginning of the school year to familiarize students and staff with library resources, policies, and services.
- **Library User's Support:** Ongoing support is provided to assist users in navigating library resources and utilizing services effectively.

f. Special Programs

- **Book Week Celebration:** The library hosts an annual Book Week celebration to promote reading and literacy, featuring various activities, guest authors, and book fairs.
- **Digital Log In and Log Out:** Users are required to log in and log out digitally when accessing library resources, ensuring efficient tracking of usage and resource allocation.

5. Classifications of Library Materials

a. Fiction

Fictional works are literary creations derived from the imagination rather than factual accounts. This genre includes novels, tales, and short stories, primarily intended for leisure reading. Fiction materials are arranged alphabetically by the author's surname and categorized by genre, such as **Crime, Fantasy, Love Story, Science Fiction, Western, Inspirational, Horror, etc.**

Age-Appropriate Classifications:

- **Young Adult (12+):** Suitable for readers aged 12 and above, often featuring themes relevant to teenagers.
- **Young Adult (14+):** Targeted towards older teens, dealing with more complex subjects.
- **Young Adult (16+):** Intended for mature adolescents, addressing deeper emotional and social issues.

- **Adult (18+):** Designed for adult readers, exploring intricate themes and mature content.

Color Coding System:

- **Fiction: Purple**
- **General References: Green**
- **Non-Fiction: Fuchsia**
- **Professional: Blue**
- **Filipiniana: Yellow**

b. Non-Fiction

Non-fiction materials encompass works that discuss real events, facts, and insights. This category includes biographies, histories, memoirs, and instructional texts. Non-fiction materials are arranged according to the **Dewey Decimal Classification System** for efficient access.

Current Library Collections:

The HK-LRC currently offers a diverse range of formats to cater to various educational needs, including:

- **Fiction:** A broad collection of picture books and novels across all genres for students from Preschool to Grade 12.
- **Non-Fiction:** Resources supporting the curriculum and enhancing students' knowledge.
- **Teacher's Professional Collection:** Materials aimed at developing professional skills and educational information.
- **Magazines, Journals, and DVDs:** A variety of multimedia resources and teaching kits, as well as multiple copies of book sets for group use.

c. Types of Harry Kieswetter LRC Resources:

c.1 Reserve Books

These materials are requested by faculty members for class use during research within the library. Reserve books may be checked out for short periods (one hour) or borrowed overnight (after 3:00 PM) and must be returned by 7:30 AM the following day. The librarian will inform borrowers of any existing marks or missing pages prior to checkout, ensuring accountability upon return.

c.2 Reference Books

Reference books consist of factual information organized for quick access, including encyclopedias, dictionaries, almanacs, atlases, and periodicals. These materials are designated for **room use only**.

c.3 Circulation Books

Circulation books can be loaned for seven days and must be returned by the indicated due date on the attached slip. If the due date falls on a weekend or holiday, the return is due on the next school day. Books may be renewed twice for an additional seven days if there are no prior requests.

c.4 Periodicals

Periodicals include magazines, scholarly journals, newspapers, and newsletters published at regular intervals (daily, weekly, monthly, quarterly, or yearly). These materials are available for **room use only**, with current issues displayed in the library's magazine racks.

c.5 Vertical File

The vertical file contains ephemeral materials such as pamphlets, clippings, photographs, leaflets, articles, and posters. These items often provide unique information not easily found in books and are designated for **room use only**.

c.6 Filipiniana

Filipiniana materials encompass print and non-print resources created in the Philippines, authored by Filipinos, or related to the Philippines, irrespective of language or subject. These resources are designated for **room use only**.

6. Library Rules and Regulations

a. Eligibility for Library Privileges

Students officially enrolled at Philippine School Doha HK-LRC are entitled to all privileges offered by the library. Library cards are provided at the beginning of the school year.

b. Library Card Requirement

Students must present their borrower's card upon entering the PSD HK-LRC and when borrowing books. Entry is restricted to those without an ID, uniform, or library card. Students are also required to log in and log out using the digital system.

c. Return of Borrower's Card

Borrowers must surrender their cards at the end of the school year when requesting clearance. Cards will be validated and returned during library orientation.

d. Non-Transferable Library Card

Library cards are non-transferable. Using or displaying someone else's card is prohibited and may result in the following penalties:

- **First offense:** *one-week deprivation of privileges*
- **Second offense:** *one-month deprivation of privileges*
- **Third offense:** *indefinite suspension of privileges*

e. Lost Library Card Replacement

A lost library card can be replaced upon submission of a Letter of Explanation and payment of **twenty (20) Qatari Riyals**, evidenced by a receipt from the Cashier's office.

f. Permission to Use Other Libraries

Students, faculty, and staff wishing to research in other libraries must obtain a permission letter.

g. Non-PSD Patrons

Other patrons must present a valid ID from their institution along with an introduction letter from their librarian or head of office.

h. Prohibited Items

Bags and folders are not allowed inside the library. Electronic devices such as cellphones and tablets are prohibited. Lost items should be reported immediately to HK-LRC staff; the staff is not responsible for items left in the library.

i. Library Conduct

Eating, drinking, sleeping, smoking, and playing are prohibited inside the library. Activities such as cutting and pasting pictures or making projects unrelated to educational research are also not allowed.

j. Maintaining Cleanliness

The library must be kept clean and orderly. Students should dispose of waste in provided trash bins, pushchairs back under tables after use, and adhere to a “clean as you go” policy. Non-educational activities and idling are not permitted.

k. Borrowing Assistance

Students should request assistance from LRC staff when borrowing or lending books at the circulation section. Students caught removing books without permission may face a one-month deprivation of library privileges.

l. Silence Policy

Silence must be strictly observed inside the LRC to maintain a conducive study environment.

Borrowing Rights and Responsibilities:

a. Maximum Borrowing Limit

PSD students may borrow only one book at a time.

b. Loan Period

Books from the circulation and fiction sections can be borrowed for **seven (7) days** and must be returned before **7:30 AM** on the due date. Renewals may be requested twice, provided there are no prior requests from other users.

c. Room Use Only Materials

Reserved books, reference books, periodicals, theses, dissertations, and materials in the special collections of the Filipiniana section are for **room use only**.

d. Renewal Process

Renewal requests must be made in person by presenting the borrowed books. The "Without Book/s, No Renewal" policy is enforced.

e. Book Reservations

Students may reserve books using the Follett Destiny Library Manager reservations system.

f. Borrowing Schedules (Circulation Section):

- **Classroom Use:** 7:00 - 11:30 AM
- **Overnight Loan:** 1:00 - 3:30 PM
- **Regular Borrowing Period:**
 - 7 Days (must return on or before 7:30 AM)

g. Fines

Students who fail to return books by the due date will incur a fine of **one (1) Qatari Riyal per day**, including Fridays and Saturdays. Students with outstanding fines will not be permitted to borrow additional materials until all library accounts are settled.

h. Lost Books

- Any lost books must be reported immediately to the Librarian for appropriate action.
- Replacement for lost books may be made either by paying the current value or price as determined by the Librarian or by providing a replacement copy of the same title or category.

7. Internet and Computer Use Rules and Policies (Multi- Media Center)

The HK- LRC is dedicated to providing access to information resources for all library users. However, users must adhere to the following internet and computer use rules. Non-compliance may result in the suspension of computer and/or library privileges.

- a. Log In:** Users must log in using the digital log-in and log-out system (JOTFORM) upon entering the Multimedia Center.
- b. Computer Assignment:** Media Center staff reserve the right to assign specific computer units to patrons who wish to conduct research, encode, or edit documents.
- c. Usage Duration:** Each patron may use a computer for a maximum of **thirty (30) minutes** per session.
- d. Single User Policy:** Only one researcher is permitted to use a computer at any given time. The HK Media Center operates under a **one researcher—one computer** policy.

- e. **Purpose of Use:** HK- LRC computers are designated for research, document encoding, and file editing purposes only.
- f. **Prohibited Sites:** Accessing social networking sites (e.g., Facebook, Twitter, Instagram) and other restricted content is strictly prohibited.
- g. **Internet Access Denial:** Media Center staff reserve the right to deny internet access to any user who violates or abuses the internet usage policy.
- h. **Prohibited Content:** Accessing, viewing, or printing obscene or pornographic images is strictly forbidden. Violators will face disciplinary action, which may include suspension of library privileges.
- i. **External Devices:** All external storage devices must be scanned for viruses prior to accessing files to prevent infection and ensure the proper functioning of the computer system.
- j. **Computer Shutdown:** As a courtesy to other users, patrons are required to completely shut down the computer after use.

8. USE OF AMBASSADOR CRESENTE RELACION AUDIO VISUAL ROOM

- a. **Functions:** The Ambassador Cresente Relacion Audio Visual Room is dedicated to producing, acquiring, organizing, and maintaining audio-visual materials that enhance the teaching and learning processes of the institution. Its functions include:
 - **Provision of Audio-Visual Resources:** Delivering audio-visual resources and services that cater to instructional and supplementary needs.
 - **Orientation Sessions:** Conducting training sessions for faculty on the operation and utilization of various audio-visual resources.
 - **Venue for Educational Activities:** Offering a space and facilities for training sessions, continuing education, reviews, seminars, and other related events.

b. Services:

The Audio Visual Center primarily enhances the preparation and presentation of instructional materials while also offering services beyond classroom-related activities. However, HK-LRC's programs and activities shall remain the top priority.

- **Provision of Instructional Media:** The center will house, collect, organize, and provide access to adequate instructional materials, including graphics, slides, films, sound systems, and multimedia systems.
- **Use of Audio-Visual Equipment:** The center offers access to various audio-visual equipment, including projectors and related devices.
- **Projection Services:** The center will serve as a venue for film screenings, symposia, lectures, special meetings, and other significant school events.

c. Definition of Terms:

- **Instruction-Related Activities:** Activities directly associated with the curriculum offered by the institution.
- **Non-Instruction-Related Activities:** Activities that do not pertain to the school's curriculum.

d. Restrictions on Use of the HK-LRC Audio Visual Room:

The Audio Visual Room is not available for the following activities:

- classes conducted for profit by teachers
- non-library-related groups engaging in solicitation or selling items or services
- activities likely to disrupt HK-LRC programs
- social gatherings, clubs, or activities not sponsored by HK-LRC or private meetings closed to the public
- fundraising activities or events, except those organized by HK-LRC
- press conferences or profit-driven workshops
- performing arts groups, unless sponsored by the Library
- for profit organizations
- groups charging admission fees or soliciting donations

e. Reservations

- **Reservation Process:** Reservations for the Audio Visual Room may be made in person five (5) days prior to the activity. A reservation form must be completed and submitted, accompanied by a letter outlining the purpose of the activity, if available, at the HK-LRC.
- **Representation:** The individual reserving the room must be present for the entire duration of the event.
- **Confirmation of Booking:** Completion of the Audio Visual Room Application is required to confirm any booking request. Reservations will be processed on a first-come, first-served basis.
- **Priority Usage:** Priority will be given to PSD HK-LRC programs, including public programs, staff training, and business meetings.
- **Limitations on Reservations:** Each organization may reserve one time slot at a time. A date for subsequent use may be booked only after the initial meeting has taken place.
- **Right of Refusal:** The Library reserves the right to refuse any application if the room is unavailable or if the organization has previously abused its privileges, demonstrated disruptive behavior, or failed to utilize the space as per the stated policy.
- **Reliability Clause:** Audio Visual Room access will not be granted to groups or individuals with a history of unreliability in adhering to library requirements.
- **Compliance with Rules:** Clients are expected to comply with all HK-LRC rules and regulations.
- **Fire Safety Regulations:** Fire regulations concerning room capacity and access to exits must be strictly observed.
- **Health and Safety Regulations:** Rules regarding smoking, eating, and drinking within the facility must be followed.
- **Pre-Reservation Access:** Groups are not permitted to access the room prior to their reserved time without prior approval from designated signatories.

C. FIRST AID UNIT (FAU)

The First Aid Unit (FAU), staffed by nurses and FAU assistants, provides basic first aid, health monitoring, and emergency care for students and staff.

- **Official Hours: 7:00 a.m. – 6:00 p.m. (NO NOON BREAK)**
- **Facilities:**
 - ✓ two lying-in rooms for rest or treatment.
 - ✓ one isolation room for communicable disease cases
- **Programs:**
 - ✓ **Vision Tests:** administered annually for Grades 1, 3, 5, 7, 9, and 11
 - ✓ **Growth Monitoring:** conducted yearly for all students
 - ✓ **Vaccination Campaign:** organized in collaboration with MOPH

POLICIES AND PROCEDURES

1. Health Assessments and Requirements

- **Immunization Requirements**

Students must comply with **the recommended immunization in the State of Qatar** before enrolling.

- **Physical Examinations**

Students participating in sports must undergo periodic physical exams.

- **Health Assessments for New Students**

New students must provide a complete health history, a recent physical assessment, and up-to-date immunization records upon admission.

2. Illness or Injury

- Students who feel unwell or had an injury must inform their teacher and seek approval to visit the FAU for assessment and treatment.
- Students who are advised to go home due to illness or injury will receive a gate pass, signed by the school nurse, adviser, academic Vice-Principal, and the School Principal.

3. Medication Policy

- Students requiring medication during school hours must give the medicine in its original packaging to the FAU, accompanied by a note that includes:
 - ✓ *student's name, grade, and section*
 - ✓ *time of administration and dosage instructions*

4. Emergency Procedures

- In cases of severe injury or medical emergencies, the FAU provides initial care while coordinating with the ambulance service. This includes stabilizing the student until medical assistance or ambulance service arrives.
- FAU staff notifies the parent/guardian regarding the health condition of the student.

5. Common Illness and Injury Protocols

- **Fever:** Students with a fever ($\geq 37.8^{\circ}\text{C}/100^{\circ}\text{F}$) are sent home and may return after being fever-free for 24 hours without medication.
- **Cough/Respiratory Issues:** Students with severe symptoms may be sent home or referred for further evaluation and treatment.
- **Allergies/Anaphylaxis:** Antihistamines for mild reactions; EpiPen (must always be on the bag of the concerned student or endorsed at FAU) and emergency services for severe cases.
- **Injuries (Abrasions, Falls, Pinned Injuries):** Basic first aid is provided, including wound cleaning, ice application, and severity assessment.
- **Vomiting and Diarrhea:** Students with gastrointestinal issues should stay at home and may only return once symptoms-free for at least 24 hours without medication.

6. Illness and Absence Policy

- A student returning to school after illness must present a medical certificate or a parent's note to the FAU for clearance. An absence slip will be issued for the student to return to class.

7. Communicable Diseases

- Students suspected of having communicable diseases will be placed in the isolation room until parents fetch the student for further evaluation. A medical certificate is required before returning to school.
- Students should stay home if they exhibit signs of contagious illness (e.g. redness of eyes, blisters, rashes).

8. Pre-existing Medical Conditions

- Students with chronic conditions (e.g., heart problems, diabetes, seizure disorders) must provide the FAU with a medical certificate detailing their condition and any restrictions.

9. Health Confidentiality

- All student health information is confidential and shared only with authorized personnel or in emergencies.

10. Health Education

- FAU promotes healthy habits and provides educational materials on common health issues to ensure student well-being.

D. SCHOOL CANTEEN SERVICES

The school canteen is under the management of the school administration. All foods served are strictly supervised to assure quality and preserve/maintain their nutritional balance. Food handlers are trained and experienced to serve food.

- The canteen follows the operating hours **from 6:00 a.m. to 5:30 p.m.** (Sundays to Thursdays).
- .It offers breakfast, snacks and lunch meals.
- All items available for the day with their corresponding costs will be posted in the canteen.
- The food will be displayed at the counter area and will be served by the canteen food handler.
- The canteen accepts orders for special functions (group meeting, special

gatherings, birthdays and the likes within school premises only), as well as made-to-order snacks, viands, and others.

- A canteen order slip is available at the Canteen Cashier and must be filled out and submitted to the Canteen Coordinator at least two days before the said occasion.

E. OTHER SERVICES

1. SCHOOL-BASED TUTORIAL SESSION

School based tutorial session is recommended to low performing students at the end of the first quarter.

The following are the procedures to be followed:

- Parent accomplishes the Tutorial Form and submits it to the Office of the Guidance Services (OGS).
- The OGS gives the Tutorial Form to the adviser and subject teacher/s for the evaluation of the student's performance. The application is submitted to the VP-Academics and School Principal for approval.
- The VP-Guidance in coordination with the VP-Academics, schedules and assigns a tutor for the student. The tutor is not from the grade/year level of the student.
- The OGS informs the parent/s of the student about the approval or disapproval of the application. If approved, the Tutorial Form will be forwarded to the Accounting Office for record of payment.
- Tutorial session is five hours a week, one hour per day (Sunday to Thursday) or can be arranged with the tutor. There are no sessions during official holidays.
- The parent pays the tutorial fee equivalent to one-month tuition fee of the student. Payment will be made prior to the start of the tutorial service. Tutorial contract is renewable monthly.

2. STUDENT LOCKERS

Lockers are available for student's use on a "first-come, first-served basis". A fee is charged for a year's use. Payment is made to the Cashier. The official

receipt is submitted to the Office of the Student Affairs (OSA) for locker allocation. Students availing of the lockers must conform/adhere to the terms and conditions stated in the Locker Agreement Form.

Note: Valuables such as cash, pieces of jewelry and the like or any prohibited materials or goods, as prescribed by the school rules and regulations shall not be kept in the locker. The school shall not be responsible for the loss of any valuables kept in the locker.

3. TRANSPORTATION

There are available buses for the students in all levels that charge minimal fees.

A. Terms and conditions:

- The school bus service is available only within the given/prescribed area location.
- The school cannot provide school bus to areas with less than 20 children in the locality.
- The school enters into financial commitment to put the service in place for full academic year. Hence, payment will be in full year's fee (10 months) even if the student stops using the service, or leaves the school before the end of the school year. No claim shall arise for the return or remission of any portion of the payment made or due for the term in which the student removed from the bus or leaves for any reason.
- In case a student is sick or absent, the parent should contact the driver or inform the school.
- Bus trip schedules are fixed, and there are no buses available beyond the regular bus schedules. Parents shall arrange transport of their child/children when they attend clubs and other special activities.

B. Rules of Conduct for Students Riding in the School Bus:

- The driver and steward has full authority of the bus and the students while on the route. The students must obey the driver's/steward's instruction promptly and willingly.
- Students shall ride on their assigned bus at all times.

- No student shall be permitted to leave the bus except to his/her regular drop.
- All students must remain seated at all times.
- Students have their assigned seat. Permission to change seats is given by the steward and driver.
- Students shall not use loud or profane languages while on the bus.
- Students shall not throw any materials or substance in or around the bus.
- No student shall disobey, abuse or show disrespect to the drivers and stewards.
- Students shall not deface or damage any part of the bus. Damage will be paid for by the individual.
- No littering is allowed inside the bus.
- Students will keep sharp objects inside their bags (pencil, scissor, ball pen, etc.).
- Bullying is not permitted at all times.

C. Disciplinary Procedure:

This depends on the severity of the case and the recommendation of the driver and the steward to the school authority.

D. Bus Pick-up and Drop-off:

The steward will give a miss call before reaching the designated fetching point. The bus will only observe two to five-minute maximum waiting time.

The bus will only drop students on the designated drop-off location.

Note: The bus stewards are not allowed to enter in the building or villas of the bus passenger.

E. Transferring Location:

Request for location transfer must be at least one week prior to the transfer and the Transportation Office must be duly informed.

F. Transportation Waiver for JHS and SHS Students

A transportation waiver form must be completed by JHS and SHS students who will be using public transport in going to and from school.

VI. GUIDELINES FOR PARENTS

A. DUTIES AND OBLIGATIONS

In addition to those provided under the existing school policy and as provided in the Educational Act of 1982, parents have the following duties and obligations:

- Help carry out the attainment of the declared educational objectives, national goals and the school's vision-mission, goals and philosophies.
- Enable the children to obtain the highest level of education.
- Cooperate with the school in the proper implementation of the school's curriculum and co-curricular programs.
- Respect the privacy of the business of the School Board and refrain from conduct that is injurious to the school and its purposes.

B. REMINDERS FOR PARENTS/ GUARDIANS

- Parents/Guardians are not allowed to stay inside the school campus during class hours.
- Parents/Guardians who wish to confer with the teachers shall request approval from the VP-Academics concerned.
- Parents will not be entertained by teachers in the classroom during class hours. They are advised to see the concerned VP-Academics.
- Parents must secure permit in advance from the concerned VP-Academics should they wish to celebrate birthdays, and the like, of their children which shall be held in their respective classrooms after class hours or during snacks/lunch of the respective section.
- Parents/Guardians are not allowed to loiter around the school campus. Any materials or articles that parents/guardian would like to give to their children must be coursed through the VP-Academics.

- Visitors must present their Identification Cards and secure gate pass from the school guard.
- Parents should observe proper parking.
- Parents are not allowed to see/talk to other students. Any concerns shall be coursed through the VP-Academics or Guidance Counselor.
- Parent and guests are expected to come to school in proper attire. Wearing of sleepwear, slippers, jersey shirt, sleeveless, short pants, and the like is not allowed inside the school campus.

C. APPLICATION FOR STUDENT LEAVE OF ABSENCE (SLA)

Parents requesting for a student leave of absence for their child/ren shall do the following:

- Accomplish the Student Leave of Absence (SLA) Request Form from the respective Office of the Vice-Principal.
- Prepare a letter stating the dates and purpose or reason of leave. Attach necessary document/s (e.g. plane ticket copy) to justify the application.
- Submit the accomplished SLA Request Form, Letter, and other documents to Class Adviser/Vice-Principal at least 2 weeks before the date of leave. The Adviser makes sure that all the subject teachers are informed and have signed the SLA Request Form.
- Application for Student Leave of Absence is subject for approval by the Finance Officer, VP-Academics and School Principal.
- The Vice Principal checks with the Accounts the status of tuition fee payment. If the payment is updated, the office of the Vice Principal and Finance Officer sign the SLA Request Form before forwarding it to the Principal's Office for final approval.
- If a student shall miss classes for a total of more than twenty percent (20%) of the prescribed number of school days during the school year, including the approved student leave of absence, he/shall be given a **FAILING** final grade and **NO CREDIT** for the subjects involved regardless of whether the absences are excused or not.

- A student who fails to submit duly accomplished leave form prior to his/her absence shall not be allowed to take his/her missed quizzes, tests, projects, periodical test, and the like.
- No leave of absence shall be allowed during the fourth quarter for any reasons across all grade levels.
- For SHS students, those with leave of absence for more than 10 days shall be required to take a make-up class and will be a ground for disqualification from honors. In the same manner, students from K2 to JHS who will take make-up classes are also disqualified from any academic honors at the end of the school year.

VII. APPENDICES

A. SCHOOL UNIFORM

UNIFORM FOR PRESCHOOL



GIRLS

1. white blouse (baby collar)
2. white and green checkered jumper skirt - (length-mid-calf)
3. white socks
4. black formal leather shoes
5. school ID (with protector and PSD lace)



BOYS

1. white polo short sleeves
2. white under shirt
3. green vest with PSD patch
4. PSD jacket
5. gray slacks
6. white socks
7. black formal leather shoes
8. school ID (with protector and PSD lace)

UNIFORM FOR ELEMENTARY



BOYS

1. white polo short sleeves
2. white under shirt
3. green vest with PSD patch
4. PSD jacket
5. gray slacks
6. white socks
7. black formal leather shoes
8. school ID (with protector and PSD lace)



GIRLS

1. white blouse (baby collar) with bow tie
2. white and green checkered pleated jumper skirt - (length-mid-calf)
3. PSD jacket
4. white socks
5. black formal leather shoes
6. school ID (with protector and PSD lace)

UNIFORM FOR JUNIOR HIGH SCHOOL



BOYS

1. white polo short sleeves
2. white under shirt
3. green vest with PSD patch
4. PSD jacket
5. gray slacks
6. white socks
7. black formal leather shoes
8. school ID (with protector and PSD lace)

GIRLS

1. white blouse (baby collar) with ribbon
2. white and green checkered pleated skirt - (length-mid-calf)
3. PSD jacket
4. white socks
5. black formal leather shoes
6. school ID (with protector and PSD lace)

UNIFORM FOR SENIOR HIGH SCHOOL



MALE

1. black coat with PSD patch
2. white long sleeves with PSD necktie
3. white under shirt
4. black slacks
5. black socks
6. black formal leather shoes
7. school ID (with protector and PSD lace)



FEMALE

1. black coat with PSD patch
2. white long sleeves with PSD necktie
3. black skirt length 2 inches below the knee
4. black slacks (wide-legged)
5. black thick stockings
6. black formal leather shoes with heels (at least 1 inch)
7. school ID (with protector and PSD lace)

Note: *Wearing of slacks or skirts for females is based on the schedule provided by the SHS Vice Principal.*

PHYSICAL EDUCATION UNIFORM
Preschool to Senior High School



SUMMER

1. PSD t - shirt
2. PSD jogging pants
3. white socks
4. rubber shoes
5. school ID (with protector and PSD lace)



WINTER

1. PSD t – shirt
2. PSD jogging pants
3. PSD jacket
4. white socks
5. rubber shoes
6. school ID (with protector and PSD lace)

B. QATAR'S NATIONAL VACCINATION PROGRAM

IMMUNIZATION SCHEDULE IN THE STATE OF QATAR 2024

*Taken from the Ministry of Public Health Website

NAME OF VACCINE	AGE							
	BIRTH	2 MONTHS	4 MONTHS	6 MONTHS	12 MONTHS	18 MONTHS	4-6 YEARS	13-18 YEARS
BCG	BCG							
HEPATITIS B	Hepatitis B							
HEXA		Hexa 1	Hexa 2	Hexa 3				
PCV20		PCV 1	PCV 2	PCV 3	PCV 4			
ROTAVIRUS		Rota 1	Rota 2					
OPV				OPV 1		OPV 2	OPV 3	
MMR					MMR 1	MMR 2		
VARICELLA					Varicella 1	Varicella 2		
PENTAVAC						Pentavac		
TETRAXIM							Tetraxim*	
Tdap**								Tdap
INFLUENZA A				Influenza vaccine highly recommended annually during flu season for any individual 6 months and above especially high-risk persons				
Meningococcal Vaccine				Recommended for high-risk persons and travellers to endemic areas. Children 6 to <12 months (based on vaccine type and the manufacturer's recommendation): 1 dose PLUS a booster at 12 months with at least 2 months interval. Children from 12 months of age, adolescents and adults: 1 dose				
Hepatitis A Vaccine				Two doses (6 months apart) recommended for frequent travellers to high-risk countries, aged 1 year and above				
HPV (Human Papilloma Virus) Vaccine								<ul style="list-style-type: none"> For 11-14 years: 2 doses (6 months apart). For 15-26 years: 3 doses (second dose after 2 months, last dose 6 months later)

HEXA : Hepatitis B, DTaP, Hib, IPV

PENTAVAC : Hepatitis B, DTP, Hib

TETRAXIM : DTaP, Hib

MMR : Measles, Mumps, Rubella

*** If Tetraxim is not available, then DTaP alone, DTaP plus IPV (Pentaxim: DTaP, IPV, Hib) or any DTaP containing vaccine may be used at 4 – 6 years.

*** DTaP/DTP/DT vaccine should not be used above 7 years of age. Use Tdap/Td instead.

C. QATAR NATIONAL ANTHEM

AL-SALAM AL-AMIRI

Lyrics by: **Sheikh Mubarak bin Saif al-Thani**

Music by: **Abdul Aziz Nasser Obaidan**

Qasaman, qasaman, qasaman biman rafa' as-seme'

Qasaman biman nashraz.- z.iye'

Qat.arun satbaqa x.auratan

Tasmu birux.i l-aufie'

Siru' 'ala nuhaj il-'u

wa'la z.ia' il 'anbiya'

Qat.arun biqalbi sirat

'azul 'amjaad ul-'iba

Qat.arun ir-rajil al-'awain

X.aumatnu yaum al-inda'

Wax.amaymun yaum as-salam

Jawarix.a yaum al-fida'a

2x

Qasaman, qasaman, qasaman biman rafa' as-seme'

Qasaman biman nashraz- z.iye'

Qat.arun satbaqa x.aratan

Tasmu biruxi l-aufi'e

(English Translation)

THE PEACE FOR THE ANTHEM

Swearing by God who erected the sky
Swearing by God who spread the light
Qatar will always be free
Sublimed by the souls of the sincere
Proceed thou on the manners of the ascendants
And advance on Prophet's guidance
In my heart,
Qatar is an epic of glory and dignity
Qatar is land of the early men
Who protect us at time of distress,
Doves they can be at times of peace,
Warriors they are at times of sacrifice

D. PHILIPPINE NATIONAL ANTHEM

LUPANG HINIRANG

By: Julian Felipe

Bayang Magiliw
Perlas ng Silanganan
Alab ng puso
Sa dibdib mo'y buhay

Lupang Hinirang
Duyan ka ng magiting
Sa manlulupig
Di ka pasisiil

Sa dagat at bundok
Sa simoy at sa langit mong bughaw
May dilag ang tula
At awit sa paglayang minamahal

Ang kislap ng watawat mo'y
Tagumpay na nagniningning
Ang bituin at araw nya
Kailan pa ma'y di magdidilim

Lupa ng araw ng luwalhati't pagsinta
Buhay ay langit sa piling mo
Aming ligaya na pag may mang-aapi
Ang mamatay nang dahil sa iyo

E. PANATANG MAKABAYAN

Iniibig ko ang Pilipinas,
aking lupang sinilangan,
tahanan ng aking lahi,
kinukupkop ako at tinutulungang
maging malakas, masipag, at marangal.

Dahil mahal ko ang Pilipinas
diringgin ko ang payo ng aking magulang,
susundin ko ang tuntunin ng paaralan,
tutuparin ko ang tungkulin
ng mamamayang makabayan:
naglilingkod, nag-aaral at nanalangin
nang buong katapatan.

laalay ko ang aking buhay, pangarap,
Pagsisikap sa bansang Pilipinas.

F. PANUNUMPA NG KATAPATAN SA WATAWAT

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Nang may dangal, katarungan at kalayaan

Na pinakikilos ng sambayanang
Maka-Diyos, makatao,
Makakalikasan, at makabansa

G. PSD MARCH

*Lyrics by: **Melissa U. Mota***

*Music by: **Jose J. Patubo***

Beneath Qatar skies of blue
Proud PSD stands in view
Home away from our land
With gratitude we proudly stand

Sons of expats and daughters too
Cherish the song that follows through
Honors and mem'ries we'll bear
Hail PSD Alma Mater dear

Chorus

Stately raise your halls of learning
Toward the portals we are turning
Light the torch that makes us bright
Prevail the wisdom our soul's delight

Teach us to love and pray
Guide us to a nobler day
Honor and mem'ries well bear
Hail PSD Alma Mater dear

(Repeat **chorus.**)

H. PSD HYMN

*Composed by: **Corazon A. Medalla***
*Rearranged by: **Rheabeth Tresvalles***

Our beloved Alma Mater
Philippine School Doha
Founded by our Fathers
For the youth of our Motherland

From the Orient to the Middle East
You have taught us love of God
Love for our native land
And service to mankind

Refrain

Oh, Philippine School Doha
Seat of knowledge and of wisdom
We'll march on!
We'll lead on!

Loyalty and honor we pledge
To uphold courage and strength
Dear Philippine School Doha
Your labors, God Bless!

(Repeat **refrain.**)

I. CONFORME LETTER

CONFORME LETTER

Student's Copy

Dear Principal:

We have read carefully the **Student Manual** and agree to abide by all its contents, especially on Academics and the Rules and Regulation in Discipline.

Student's Name _____
Family Name First Name M.I.

Student's Signature _____ Date: _____

Grade and Section _____ I.D No.: _____

Father's Printed Name

Father's Signature

Mother's Printed Name

Mother's Signature

Guardian's Printed Name

Guardian's Signature

Telephone Number(s): _____

Mobile Phone: _____

CONFORME LETTER

School Copy

Dear Principal:

We have read carefully the **Student Manual** and agree to abide by all its contents, especially on Academics and the Rules and Regulation in Discipline.

Student's Name _____

Family Name

First Name

M.I.

Student's Signature: _____

Date: _____

Grade and Section: _____

I.D No.: _____

Father's Printed Name

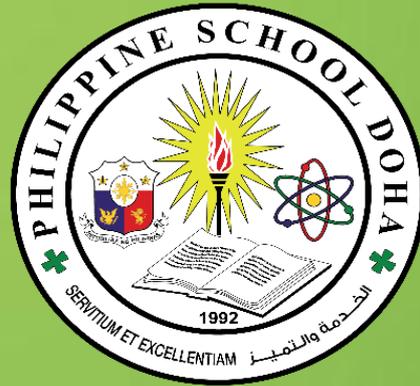
Father's Signature

Mother's Printed Name

Mother's Signature

Guardian's Printed Name

Guardian's Signature



PHILIPPINE SCHOOL DOHA
Building 1, Street 1008,
Zone 56, Mesaimeer,
Doha, State of Qatar

Contact Numbers: 44409888

Fax: 44217718

Website: www.psdqatar.com