



# **PREFECT OF DISCIPLINE OFFICE**

## **POLICIES & PROCEDURES MANUAL**

2nd edition

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## PREFECT OF DISCIPLINE OFFICE

### Policies & Procedures Manual

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#### Introduction

**Einstein School Cebu- Prefect of Discipline Office** envisions providing guidance for the integral development of student's moral values, habits, ethics and ideals to become a responsible and better person in the future.

Furthermore, The Prefect of Discipline's (POD) aims to promote DISCIPLINE in accordance with the Einstein School Cebu Core Values (Respect, Integrity, Contribution, and Excellence).

The POD also strives to take part in creating an environment that is conducive to learning by implementing rules and regulations aligned with the Student Discipline Handbook and reflecting the ESC's Core Values.

#### I. **Responsibilities of the Prefect of Discipline Officer**

- To inform students of their rights and responsibilities;
- To appraise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees and administrative officers; and also, to ensure that due process as provided under the Child Protection Policy has been observed in every administrative proceeding.
- To implement and enforce the school discipline policy and school rules;
- To work in collaboration with other functional teams and/or subject committees in running preventive and developmental programmes pertaining to student discipline upon arriving at a consensus on discipline work;

- To assist other teachers in managing students with serious behaviour problems;
- To collaborate with parents of students with behaviour problems in helping the students overcome their difficulties;
- To attend to individual cases and conduct case conferences with relevant functional teams and teachers;
- To refer students wherever necessary, to the guidance team, the school disciplinary committee or outside bodies for follow-up work;
- To take the lead in conducting investigation of complaints from students, parents, teachers and the school staff;
- To review the school discipline policy, school rules and the work of the disciplinary committee and make changes according to the needs of the students, the school and the whole Einstein community.
- To develop resource materials and programmes relating to student discipline for teachers' reference and use;
- To assist in running staff development programmes to strengthen teachers' skills in managing students' misbehaviour;
- To advise on programs regarding parent education;
- To act as an advisor on student discipline matters;
- To attend professional meetings and seminars to keep abreast of the recent development in the subject.

## **II. Services of the POD**

### **1. Supervision of disciplinary cases and other student concerns from the filed incident reports.**

**Incident report** is a document that describes an event and may include an investigation and analysis of the event. It is used to help educators and the people concerned to report incidents occurring within class hours.

Incidents and activities reported through the incident report form will be considered as an urgent matter and will be brought to the Prefect of Discipline office which will undergo the investigation process and will result in an intervention/action plan.

**Guidelines for making the Incident Report:**

Teachers should consider the need for urgency of the matter or situation and may refer to the list of offenses from the [student's handbook](#) and the new set of rules and regulations, above mentioned before filing an incident report.

- *The report should be filed by the teacher who has witnessed the incident.*
- *Incident Report can be filed through google form. ([Incident Report Form](#)) which should contain the following informations:*
  - *Email Address of the Person Making the Report*
  - *Type of Incident (Behavioral, Cognitive, or Emotional)*
  - *Name of the Person Making the Report*
  - *Name of the Student Concerned*
  - *Grade Level & Section of the Student Concerned*
  - *Name of Other Students Involved (if there's two or more)*
  - *Offense/ Nature of Incident*
  - *Date of the Incident*
  - *Time of the Incident*
  - *Narration of the Incident*
  - *Attached Evidence/s (if there's any)*
  - *Action Taken by the teacher*
- *An investigation process including the conferences (if needed) will be conducted by the Prefect of Discipline Officer.*
- *Resolution and an action plan will be released after 3 working days.*

**2. Issuance of Parent Notification Letter (Behavioral Aspect)**

- If a student has violated school rules, a parent notification letter will be served to the parents concerned.

**3. Conduct Parents Conferences for urgent and special cases**

- An appointment slip via google form will be filled-out by the parent/s concerned.
- The Prefect of Discipline officer will then communicate with the Parent/s and arrange the Virtual Conference based on the appointment form filed by the parent/s.
- The Prefect of Discipline officer to inform both the parent/s and the teacher/s concerned and give out the meeting details.
- The Prefect of Discipline officer will be the mediator all throughout the conference.

#### **4. Issuance of Certificate of Good Moral Character**

- Requisition form shall be filed from the registrar's office.
- Releasing of the certificate of good moral will be released after 3 working days.

#### **5. Issuance of Permanent Dismissal Pass**

A Permanent Dismissal Pass is issued to students who are given consent by their parents to go home on their own during dismissal.

*Requirements:*

- *Request Letter signed by the student's parent/guardian*
- *1x1 Picture*
- *a payment of P30.00*

#### **6. Issuance of Temporary Pass**

A temporary pass is issued for students who will be going outside the school campus in the middle of class hours due to an emergency and/or health reasons.

#### **7. Issuance of Permanent Lunch Pass (for parents)**

A Permanent Lunch Pass is issued for parents who will be assisting their children during Lunch time.

*Requirements:*

- *Request Letter signed by the student's parent/guardian*
- *1x1 Picture*

- *A payment of P 60.00*

#### **8. Issuance of Occasion Slip**

An Occasion Slip is issued for students who will hold an occasion or birthday party/celebration during snacks or lunch time inside the school premises.

*Requirements:*

- *Permission letter signed by the student's parent or guardian.*

#### **9. Issuance of a New School ID (if lost)**

*Requirements:*

- Request Letter signed by the student's parent or guardian.
- A payment of P200.00

### **III. TYPES OF OFFENSES**

#### **a. Category A Offenses (minor offense)**

- Classroom Misbehavior
- Disturbance of Classes or other School Functions
- Failure to Perform Assigned Task
- Improper Use of Classroom or School Facilities
- Bringing of Play Cards and/or playing with any form of card games
- Improper use of electronic gadgets
- Littering
- Inappropriate Screaming, yelling, cajoling, and/or using offensive language
- Instigating others to commit offenses
- Improper decorum during Flag Ceremony and Classroom Morning Routine
- No excuse letter after an absence or tardiness
- No ID, Not wearing, or improper Wearing of ID Card
- Violation of Prescribed Dress code (uniform), Haircut and/or Grooming.

#### **b. Category B Offenses (major offense)**

- 3<sup>rd</sup> Repeated Category A offenses
- Class cut

- Defiance of School Authority/Rules
- Disrespect for any Member of the School Community
- Gambling
- Inappropriate and Public Display of Affection
- Making False Statements and/or Lying
- Possession of Cigarette, E-cigarette, Vape or any Smoking Paraphernalia
- Possession or Viewing of Indecent/Pornographic Materials
- Rough play, any form
- Tampering with Official School Notices or Materials
- Vandalism
- Violation of off-limits Areas
- Violation of School Curfew
- Violation of Test/Exam Protocol

**c. Category C Offenses (grave offense)**

- 2<sup>nd</sup> Repeated Category B offenses.
- Academic Dishonesty
- Acts of Misconduct of a Sexual Nature
- Bullying
- Coming to School or Entering the Premises and Its Extensions Under the Influence of Alcohol, as well as taking of or Possessing Alcoholic Beverages.
- Driving without license or with an illegal license.
- Forgery or Falsification of School Document or Records
- Physical Assault
- Sexual Harassment
- Smoking
- Theft
- Truancy
- Unauthorized Business Transactions
- Posting on the Internet Pictures, Videos that Cause Damage to another person or to the Name and Reputation of the School.

- Hazing
- Possession, Trafficking/Peddling, or Use of any Dangerous and/or Illegal Drugs.
- Possession/Ownership of Deadly weapons and/or Explosive Device
- Membership in Fraternities and Secret Societies.

#### **IV. DISCIPLINARY INTERVENTIONS**

##### a. Category A

- Verbal Warning
- Jug work (Activity from the teacher for Primary students)
- After 2 verbal warnings from the teacher/s, offenders will be sent to the Prefect of Discipline's office and will receive a stamp on his/her student passport and will be given proper intervention and/or sanctions.
- Confiscation of unauthorized items and immediate corrective work orders.
- Offenders may be required to write reflections, essay or a letter of undertaking promising not to commit the offense again and undergo counselling.
- Repeat offenders may be issued with a formal warning letter

##### b. Category B

- Jug work (Activity from the teacher for Primary students)
- A parent notification slip and/or a warning slip will be issued.
- Parents/guardians may be called in to school for a conference with the teacher/s concern to discuss the student's behavior and further disciplinary actions or follow up.
- Students may also be referred for counseling or any other appropriate programs. Deemed fit by the school management.

##### c. Category C

- Notification slip and/or action plan approved by the Disciplinary Board & the parents of the offender.
- Community Service



- Suspension

- Students who are suspended from school will not be allowed to re-sit any tests or exams missed as a result of the suspension.

- Re-admission to school after suspension will be based on the conditions set by the Discipline Committee and School Leaders. In addition, they may be put on probation, during which they may be required to perform community services or responsibility programs for a period of time.

- Probationary

- Dismissal

- Expulsion

## **V. REFERRAL**

All cases beyond the control and expertise of School Discipline Committee shall be referred to the following offices and furnish copy of referral form and other supporting documents for more extensive supervision and control.

### Office of the Principal

- The case needs administrative action.
- The case needs for referral to other government agency and private institutions.

### Guidance Office

- The client manifests deviant and maladjustment behaviors.
- The client violates the school rules and regulations in spite of signing the behavior contract.
- The client needs to seek professional help.

## **VI. OTHER GUIDELINES**

Other school rules, regulations, and guidelines on academics and social behavior can

be found in the School manual. The specific guideline on Child Protection and Anti-bullying policy can also be found in a separate manual itself.

## VII. SEPARABILITY CLAUSE

- **Republic Act No. 9344.** Juvenile Justice and Welfare Act of 2006.
- **SEC. 13. The Educational System.** – Educational institutions shall work together with families, community organizations and agencies in the prevention of juvenile delinquency and in the rehabilitation and reintegration of child in conflict with the law. **Schools shall provide adequate, necessary and individualized educational schemes for children manifesting difficult behavior and children in conflict with the law.** In cases where children in conflict with the law are taken into custody or detained in rehabilitation centers, they should be provided the opportunity to continue learning under an alternative learning system with basic literacy program or non-formal education accreditation equivalency system.
- **SEC. 60. Prohibition Against Labeling and Shaming.** – In the conduct of the proceedings beginning from the initial contact with the child, the competent authorities must refrain from branding or labeling children as young criminals, juvenile delinquents, prostitutes or attaching to them in any manner any other derogatory names. Likewise, no discriminatory remarks and practices shall be allowed particularly with respect to the child's class or ethnic origin
- [DepEd Order No. 40, s. 2012](#)
- **Section 3, paragraph P. “Positive and Non-Violent Discipline of Children”** –is a way of thinking and holistic, constructive and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long term and foster self-discipline. It is based on the fundamental principle that

children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students' adult lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

- **Section 15 Prohibited Acts.** The following acts, as defined in Section 3 of this Order, are hereby prohibited and shall be penalized in administrative proceedings as Grave or Simple Misconduct depending on the gravity of the act and its consequences, under existing laws, rules and regulations:
  - a. Child Abuse
  - b. Discrimination against children
  - c. Child Exploitation
  - d. Violence against children in schools
  - e. Corporal Punishment
  - f. Any analogous or similar acts

Appendices

*revised forms*

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***End of Manual***