

Cainta Catholic College
AY 2020-2021
Discipline Office

Effective Performance Management on the Conduct of Online Education
#C³Heals (Communicating and Connecting Correctly through HEAL)

Definition of Terms

1. Students: any individual who are officially enrolled and is studying in the school
2. Parents: The giver of life and the primary responsible custodian of the enrolled student.
3. Guardians: The secondary custodian responsible custodian of the enrolled student.
4. Teachers: The Faculty member of the school responsible for the transmission of learning
5. Internet: The World wide web
6. Netiquette: the etiquettes observe in the usage of social media
7. Social Media Platforms: any tools. Apps or modes used by netizens to transmit info, communications, and ideas over social media.

Pre- Requirement for Online Learning

1. Facilities

- Laptop with specs that can support windows 10 configuration
- Internet connectivity at least 5 mbps.
- Designated areas that is conducive for learning with clear background complete with table and chair and with sufficient lighting.
- Electrical outlets, electric fan and other gadgets in aid of learning.
- Notebooks, ballpen and other school supplies

2. Technology

- Laptop or desktops devices that can support widows 10
- Devices that can access Zoom Platform, Google Class, FB Messengers, and YouTube
- Devices that has built in Camera, Microphone, and Headsets.
- All students and faculty members will have a synchronized time based on Philippine
- Standard Time

Pre- Requirement for Online Learning

- Personal Outlook/ others
- Hygienic Status
- Uniform and ID
- Hair Cut and Male NO Earrings
- Meals and other personal needs
- Checklist All systems ready 15 minute before Online Class begins

Procedure for Online Learning

- Every Monday all classes begins with the singing of the National Anthem
- All Classes begins and ends with a prayer
- Teacher will check the attendance and will begin the Class
- Students will have to see to it that there will be no disruption during online class
- Students and Teachers will observe the NETIQUETTE Policy of the School
- Students are not allowed to leave their online classes
- Students are required to observe the H.E.A.L. guidelines

Netiquettes Policy

1. Protect themselves and their data. They should refrain from giving any information to anybody they do not know.
2. Should avoid plagiarism which is considered a major offense. Students should acknowledge their source by mentioning them in their researches and works.
3. Students should be mindful on the things they post over the net whether school related works or not. Remember that what you post remains in the net forever, so "Think before you click"
4. Be on time. Students should be respectful of the time of others. Tardiness on online class is not tolerated and is subject to penalties.
5. Students are not allowed to open other application and leave their online classes without permission. Meals and toilette breaks should be taken during breaks.
6. Video should be on during session and mics off unless reciting.
7. Raise your hands to call the attention of the speaker/ teacher rather than raising our voice over the microphone.
8. Avoid chatting while in session unless the teacher requires everyone to discuss Online
9. Parents and Guardians are not allowed to enter the chatroom or digital class of their children. They can engage the teacher on the parents/ guardian google class.
10. Avoid criticizing or being sarcastic learners.
11. Cyber bullying is an offense with serious penalties attached on it.
12. Do not write your sentence in All Capital Letter because it is considered as someone being angry towards someone.
13. Avoid using too much emoticons

14. Put your signature on your research and other papers submitted.
15. Expert Knowledge should be shared to others Respect netizens privacy and be respectful always

C³HEAL Guidelines: Cainta Cluster School Connecting and Communicating Correctly

H.E.A.L.

- Holistic Formation through Evangelization
- Engaged Etiquettes
- Adept in learning
- Learner friendly

Policies during Examination Period

1. Timely settlement of Dues
2. Acquired permits for exams
3. Be on time
4. Follow teacher's guidelines for online exams
5. All examinations will be taken under time pressure
6. Exams are protected under Intellectual Property Rights, no copying, print screening, downloading or reproduction of examination papers in any form.
7. Special exams is on case to case basis.
8. Observe handbook guidelines in taking examinations.

Policy on Cyberbullying

1. Cyberbullying is a serious offense with serious penalties and consequences
2. The school adhere to its existing anti-cyberbullying policies.
3. The school prohibits
 - a) Malicious spreading of humors over the net or social media
 - b) Intimidating and aggressive behavior online or on social media
 - c) Offensive and oppressive reactions and contents
 - d) Posting Photos, videos, text messages, memes that deliberately ridicule, humiliate, and harass others
 - e) Quarreling of students, parents and guardians online.

Parents Duties and Responsibilities regarding online classes

1. Parents/ Guardians are obliged to attend the orientation regarding e-learning and online learning guidelines and procedure of the school.

2. They must comply with the minimum requirement for online learning.
3. They must make sure that their students are prepared every day for online learning.
4. They must allow their student adequate rest every night and monitor their online activities after their online classes.
5. The time spent by their student on +online learning is equivalent to class hours spent in school.
6. Chores and disruption should be avoided during online class hours.
7. Parents/ Guardians are not allowed to enter the online classes, group chat domain of the class and zoom classes of their students.
8. Comments, Suggestions, complaints, and reactions are always welcome and should be directed to the class adviser, year level coordinator, Principal and Student Affairs Coordinator. Parents/ Guardian will be sanctioned through their students if they violate this protocol.
9. Parents/ Guardians will sign a consent form regarding the Data Privacy Policies of the School, Student Media Consent Form and Student Health Forms.

The Office of the Prefect of Discipline for Students

The Office of the Prefect of Discipline for Students is the lead policy making body of the Office of the Student Affairs that creates implements, monitors and upgrades all guidelines, protocols, rule and regulations based of the Student Handbook in relation to the effect performance management of students discipline and behaviour in line with their academic, social, athletic, spiritual, recreational and cultural engagement inside, outside and on its online/ digital campus setting.

The Office of the Prefect of Discipline is directly in charge of the implementation of the Schools disciplinary policies and coordinates with the proper channels on matters of student discipline and is recommendatory by nature in the enforcement of sanctions and penalties after the conduct of its investigative process.

In the advent of the Global Pandemic brought by the Corona Virus of 2019 (Covid19), the Function of the Office of the Prefect of Discipline shifts from the ordinary supervision of students on campus to the monitoring of students behaviour online and their compliance to the general guidelines and standards online learning.

The Effective Performance Management of Cainta Cluster School's 's Online Student Community

"P.R.E.F.E.C.T."

(Protects, Regulates, Engage, Formative, Empowerment, Communicates and Transformative)

1. The Prefect **protects** and preserves the general welfare of the students online based on the provisions provided by the Student of the School and all attached documents provided by law. The Prefect exercise general supervision over students' online/digital behaviour in academic, social, cultural and other *netizential* activities that directly affects the school and its clientele.
2. The Prefect **Regulates**, hear, investigate and contemplate on complaints, grievances and suggestions pertaining to discipline that filed by student and their parents/ guardians. The Prefect also recommends appropriate actions, penalties and sanctions on student infraction after due process is conducted.
3. The Prefect **engages** in determining the gravity of offense committed by students following due process, and recommends to the proper authorities of the probable cause to warrant the filing of the case as investigation requires.
4. The Prefect is part of the **Formative** agents of the School on matters of student discipline.
5. The prefect **empowers** the students to be effective in Performance management through orientations, reminders and proper delivery of Disciplinary Services and assistance.
6. The prefects **communicate** the policies, procedures and protocols to all its clientele and establish credible inter-agency coordination and collaboration in the management of student discipline. The prefect also keeps all disciplinary records of the students that is keep confidential and recommends to the Guidance Office the issuance of Good Moral Character Certificate to deserving students.
7. The prefect is aware of its **Transformative** role in the formation of and management of student behaviour and discipline. The Office of the Prefect of Discipline undertakes transformative actions on the infractions and mis-demeanour of students and cooperates with the adviser and Guidance Counsellors office to achieve corrective justice.

The Prefect's role in the monitoring the effective management of the students online

1. Monitors students activities online particularly on the areas of student discipline
2. Handles complains and grievances of parents/ guardians in manners of student discipline on line and the relationship of the digital CCC community.
3. Investigates infractions of students following due process that leads to the transformative solution of the problem and concerns encountered
4. Supports the academic community in the maintenance of student discipline online and coordinates with the agency involved in the effective performance management of students

5. Issues communications to parents and guardians after receiving complaints or warning from class advisers regarding infractions of their students and incompliance to established policies regarding online classes.
6. Initiates the execution of all provisions stipulated in the student handbook with regards to investigation, channelling of appropriate measures to concern agencies and offices and the intended measures to address properly the disciplinary concerns at hand.
7. Issues warnings and call ups to students regarding their Minor and Major misdemeanour and call the attention of their parents/ guardians using all available platforms of communication especially online.
8. Recommends to the Principal the proper and appropriate solution, penalties and repercussions of all student infraction to discipline.