



---

# STUDENT HANDBOOK

---

S.Y. 2021-2022



**WISDOM ISLAMIC SCHOOL, DAVAO CITY INC.**

*Abinsay St., Dumanlas, Buhangin, Davao City, Davao Del Sur, Philippines*

# Table of Contents

<b>Table of Contents</b> .....	1
<b>Student Handbook Acknowledgment</b> .....	2
<b>1. ABOUT THE SCHOOL</b> .....	3-10
Background	
Core Values	
Philosophy, Vision, Mission, Goals and Objectives	
Curriculum	
Organizational Chart	
Student Handbook Review Committee & System	
Calendar of Activities 2021-2022	
<b>2. STUDENTS' RIGHTS, RESPONSIBILITIES AND SOCIAL OBLIGATIONS</b> .....	11-12
<b>3. CORE SCHOOL RULES</b> .....	13-14
<b>4. ENROLLMENT POLICY</b> .....	15-21
School Fees Policy	
Special Fees	
GASTPE Programs (ESC & SHS VP)	
Refund Policy	
<b>5. GUIDELINES ON DAILY ROUTINE</b> .....	22-32
School Timing	
General Guidelines on Attendance	
Daily Routine	
- <i>Face-to-face class settings</i>	
- <i>For classes during COVID-19 Pandemic in line with DepEd's BE-LCP</i>	
<b>6. ACADEMIC POLICIES</b> .....	33-42
Policy on Retention and Promotion of Students	
Grading System	
Awards	
- <i>Face-to-face class settings</i>	
- <i>For classes during COVID-19 Pandemic in line with DepEd's BE-LCP</i>	
<b>7. SCHOOL DISCIPLINE POLICY AND PROCEDURES</b> .....	43-46
General Guidelines and Policies	
Disciplinary Measures	
Grounds for Disciplinary Actions	
Disciplinary Actions	
<b>8. CHILD PROTECTION POLICY</b> .....	47-53
<b>9. ANTI-BULLYING POLICY</b> .....	54-63
<b>10. CAMPUS SECURITY GUIDELINE</b> .....	64-65
<b>11. STUDENT CLEARANCE</b> .....	66
<b>12. DATA PRIVACY MANUAL</b> .....	67-75
<b>13. SOCIAL MEDIA POLICY</b> .....	76-78
<b>CONTACT US</b> .....	79



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
مدارس الحكمة الإسلامية



**Wisdom Islamic School, Davao City Inc.**

Elementary Government Recognition (R-X1) No. 006 s. 2014 ; Secondary Government Recognition (R-X1) No. 014 s. 2015 ;  
School ID: 466110; ESC ID: 1104035

## STUDENT HANDBOOK ACKNOWLEDGEMENT

**Wisdom Islamic School, Davao City Inc.**  
*Buhangin, Davao City, Davao Del Sur, Philippines*

My child and I have read and reviewed the contents of the STUDENT HANDBOOK for the current school year. We realize that we are responsible for fulfilling the rules and regulations of this handbook.

Signature over Parent/Guardian's Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature over Student's Print Name: \_\_\_\_\_

*(if no signature, student should write his/her full name's initials over the Print name)*

Date: \_\_\_\_\_

# **1. ABOUT THE SCHOOL**

## **BACKGROUND**

Wisdom Islamic School, Davao City Inc. (formerly known as Wisdom International School for Higher Education Studies (WISHES)) is a non-profit, non-stock private school, fully recognized by the Department of Education (DepEd) operate pre-school, elementary, Junior High School, and Senior High School education in Davao City. After two years, the School Board decided to offer high school under the name Wisdom Islamic School, Davao City, Inc. The high school department under the name "Wisdom Islamic School" started in June 2012-2013 to offer the first and second year high school, now grades 7 and 8 under the new curriculum (DepEd ORDER No. 31 s. 2012, April 17, 2012) with the inclusion of Arabic, Islamic Studies (Aqeedah, Fiqh, Ahadeeth, Seerah and Du'aa/Supplications); and Qur'an subjects. In the following School Year 2013-2014, DepEd granted the Wisdom Islamic School the license to operate Third Year to Fourth Year Levels under Government Permit R XI No. 12 s. 2013.

Wisdom Islamic School was duly registered with the Securities and Exchange Commission (SEC) with Dr. Mamarinta- Omar Mababaya as President and Dr. Norlain Dindang Mababaya as Chairman of the Board of Trustees. They jointly founded WISHES and Wisdom Islamic School based on their noble goal to provide quality and relevant education to deserving Muslims for the pleasure of Allah.

Dr. Omar Mababaya obtained his PhD degree from the Westminster Business School, University of Westminster, London (UK). He also had pursued a PhD research degree in Da'wah and Islamic Management at the Faculty of Leadership and Management, Islamic Science University of Malaysia, but had not completed it due to time constraint. He was a Visiting Scholar at the School for Postgraduate and Interdisciplinary Research on Interculturalism and Transnationality (SPIRIT), Aalborg University, Denmark and a former Teaching Fellow and MA Economics graduate at the UP School of Economics, University of the Philippines. He was also a Full Scholar BS Business Administration graduate at Mindanao State University. Dr. Mababaya was also an author of Islamic and management books and articles; as well as an international lecturer and organizer on various topics in Islam.

Dr. Norlain Dindang Mababaya obtained her Doctorate and a Master's degree in Educational Administration at the University of the Philippines, Diliman, Quezon City (1982). Her other major qualifications include Doctor of Islamic Studies with published book "Understanding Prophet Muhammad's Life, Character and Teachings: The Key to World Peace, Prosperity and Success", WISHES, Philippines (2009); Bachelor of Arts in Political Science and Master of Arts in Teaching (General Education) graduate (1973 & 1976) at Mindanao State University (MSU), Marawi City. She was a recipient of the UP College Scholar Awards, MSU Faculty Development Grant Scholarship, MSU Full Scholarship, and Muslim Special Scholarship. She was a former professor of MSU Marawi City and General Santos City. She passed various government examinations, including Teachers Examinations. She had attended, organized and delivered Islamic lectures in Riyadh, Saudi Arabia (1990-2005), Kuala Lumpur (Malaysia), Indonesia and in the Philippines. She was also an author of several books and articles on Islam, published in Saudi Arabia, Germany, Pakistan and the Philippines.

The first batch (school year 2010-2011) of Wisdom Islamic School teachers at its Davao City campus included Madinah-based Islamic University graduates, Hafidhul Qur'an, Magna Cum Laude Graduates in Islamic Studies, Licensed Teachers in Elementary Education (English, Science and Filipino majors) and teaching support staff with English as a first language.

## CORE VALUES

**WISDOM** -- a word synonymous to knowledge and the translation of the Arabic word "*hikmah*" referring to the Prophet's Sunnah in the Glorious Qur'an -- is an acronym for World Islamic Service for Developing Outstanding Muslims (WISDOM). The nucleus of our value system is WISDOM which also stands for the following:

**W – Wisdom** – We aspire to express the Islamic beliefs and adhere to ethical principles by upholding the truth in line with the “Hikmah” (wisdom based on the Qur’an and the Sunnah) as found in the Statement of Allah:

*“Invite (mankind, O Muhammad ﷺ) to the Way of your Lord (i.e. Islam) with wisdom (i.e. with the Divine Inspiration and the Quran) and fair preaching, and argue with them in a way that is better...” (Surah An-Nahl, c. 16, v. 125)*

**I – Integrity** – We call towards honesty and truthfulness in all our relationships and dealings with others, thereby fulfilling the rights of others regardless of individual, social & cultural differences. This is in line with the Prophet's ﷺ teaching to contribute towards the integrity of society:

*“The best of the people are those most beneficial to the people” (Silsilah As-Sahihah)*

**S – Sincerity**– We dedicate ourselves with utmost sincerity and sacrifice to Allah, and then sincerity towards the rights of others as citizens of the land or country based on the Qur’anic injunction:

*“Say (O Muhammad ﷺ): “Verily, my Salat (prayer), my sacrifice, my living, and my dying are for Allah, the Lord of the 'Alamin (mankind, jinns and all that exists).” (Surah Al-An'am, c. 6, v. 162)* and Allah’s Command:

*“O you who believe! Fulfill (your) obligations/(all) contracts...” (Surah Al-Maa-idah, c. 5, v. 1)*

**D – Dignity** – We strive to demonstrate appropriate behavior in carrying out activities in the school, community, and country, emulating the Prophet ﷺ:

*“I was sent to perfect noble manners.” (Al-Adab al-Mufrad of Al-Bukhari)*

**O – Outstanding** – We endeavor to achieve excellence and perfection in everything we do for the pleasure of Allah as was the teaching of our dear Prophet Muhammad when he said,

*“Allah loves that when one of you does an action, he perfects it.” (Musnad of Abu Ya’la)*

**M – Moderation** - We go for moderation found in the Qur’an & the Sunnah in all our actions and deeds in order to help promote peace, care for the environment and development of the economy as Allah ordered in the Qur’an:

*“O Children of Adam! Take your adornment (by wearing your clean clothes), while praying and going round (the Tawaf of) the Ka'bah, and eat and drink but waste not by extravagance, certainly He (Allah) likes not Al-Musrifun (those who waste by extravagance).” (Surah Al-A'raf, c. 7, v. 31)*

## PHILOSOPHY

Wisdom Islamic School’s educational philosophy asserts that *students learn best when they truly believe that they are created to submit to the Will of Allah by following the way of the Prophet Muhammad when it comes to seeking knowledge and excelling in performance.* Wisdom Islamic School expects its students to work at the highest level of which they are capable, as was the teaching of our dear Prophet Muhammad when he said, *“Allaah loves that when one of you does an action, he perfects it.” (Musnad of Abu Ya’la)*

## **VISION**

Our vision is to see a learned and prosperous society that adheres to the authentic teachings of Islam where members are ideal individuals and groups who please Allah wholeheartedly, live a pure Islamic life in this world, and aspire to attain eternal peace and success in the Hereafter. This vision conforms to the prayer of Prophet Ibrahim (may Allah raise his rank and grant him peace), as a source of inspiration, enlightenment and aspiration as stated in the Qur'an:

*“My Rabb (Cherisher and Sustainer)! Bestow wisdom (religious knowledge, right judgment of the affairs) on me, and join me with the righteous. And grant me an honorable mention in later generations. And make me one of the inheritors of the Paradise of Delight.” (Surah Ash-Shu`araa c. 26, v.83-85)*

## **MISSION**

Wisdom Islamic School aspires to be a leading institution for providing quality education and authentic Islamic teachings based on the Qur'an and the Sunnah, upon the understanding of the Righteous Predecessors, as well as other relevant curricula for a well-balanced life, development and success.

## **GOALS**

1. To provide a quality, ambient, Islamic environment that facilitates excellence in education whereby learners feel comfortable, safe and free to enhance their faith and Islamic knowledge and be able to practice Islam as a complete way of life;
2. To develop learners' knowledge, abilities and skills through an integrated well-balanced curriculum and meaningful learning experiences while upholding Islamic core values;
3. To prepare holistically developed individuals with 21st century skills to adapt to the complexities and challenges of an increasingly interdependent knowledge society and a rapidly changing world, whether in the Philippines or elsewhere.

## **OBJECTIVES**

1. Improve school facilities to ensure comfort and safety of the students on a year-to-year basis in line with Government standards
2. Orient teachers before the opening of school years on the basic understanding of authentic Islamic values to be able to enjoin the good and forbid the evil within the school environment
3. Comply with DepEd K-12 Curriculum standards that are found in the annually-reviewed curriculum maps, taking into consideration guidance from the Qur'an and the Prophetic traditions
4. Teach students Islamic Studies, Arabic and Quran, meeting the competencies found in the annually-reviewed curriculum maps
5. Train students to complete senior high school education at Wisdom Islamic School with the necessary K-12 Curriculum competencies, and then proceed to enroll in locally or internationally recognized Higher Education Institutions (HEIs).
6. Participate in annual events compliant with Islamic guidelines that allow the students to put what they learn into action, whether related to Islamic education or the DepEd K-12 Curriculum

## **CURRICULUM**

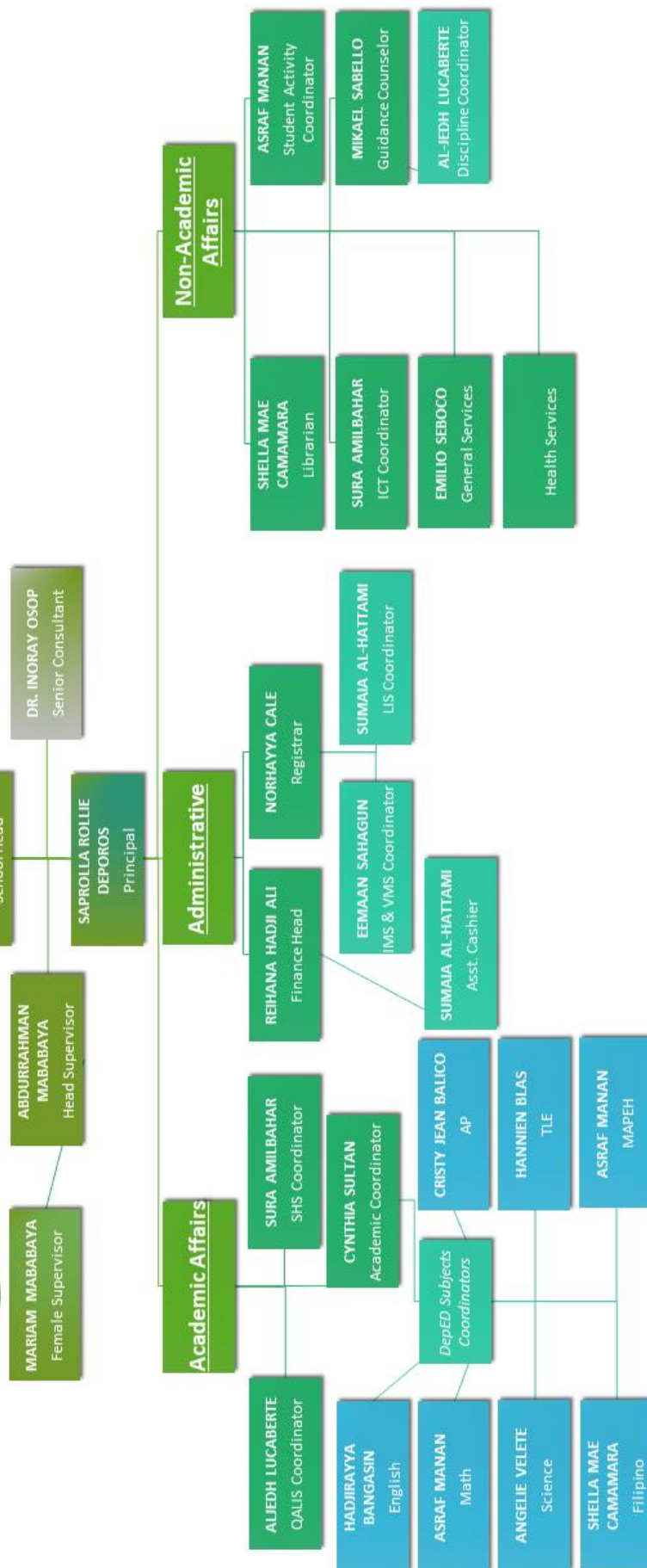
Wisdom Islamic School follows the Department of Education K-12 Basic Education Curriculum with integrated Islamic values aligned with the Philosophy, Vision, Mission, Goals and Objectives.

Under the DepEd Basic Education Learning Continuity Plan (BE-LCP), Wisdom Islamic School adopts DepEd's Most Essential Learning Competencies (MELCs).

As for its Islamic Studies Curriculum, the Elementary section utilizes the DepEd Refined Elementary Madrasah Curriculum (REMC) while the Secondary section focuses on the School's own curriculum for Qur'an, Arabic and Islamic Studies fitted to students of different levels of knowledge and understanding. The school ensures that the contents taught in both sections are reviewed and based on the Qur'an and the Sunnah, upon the understanding of the Righteous Predecessors.

# ORGANIZATIONAL CHART

Wisdom Islamic School, Davao City Inc.  
 Organizational Chart S.Y. 2021-2022



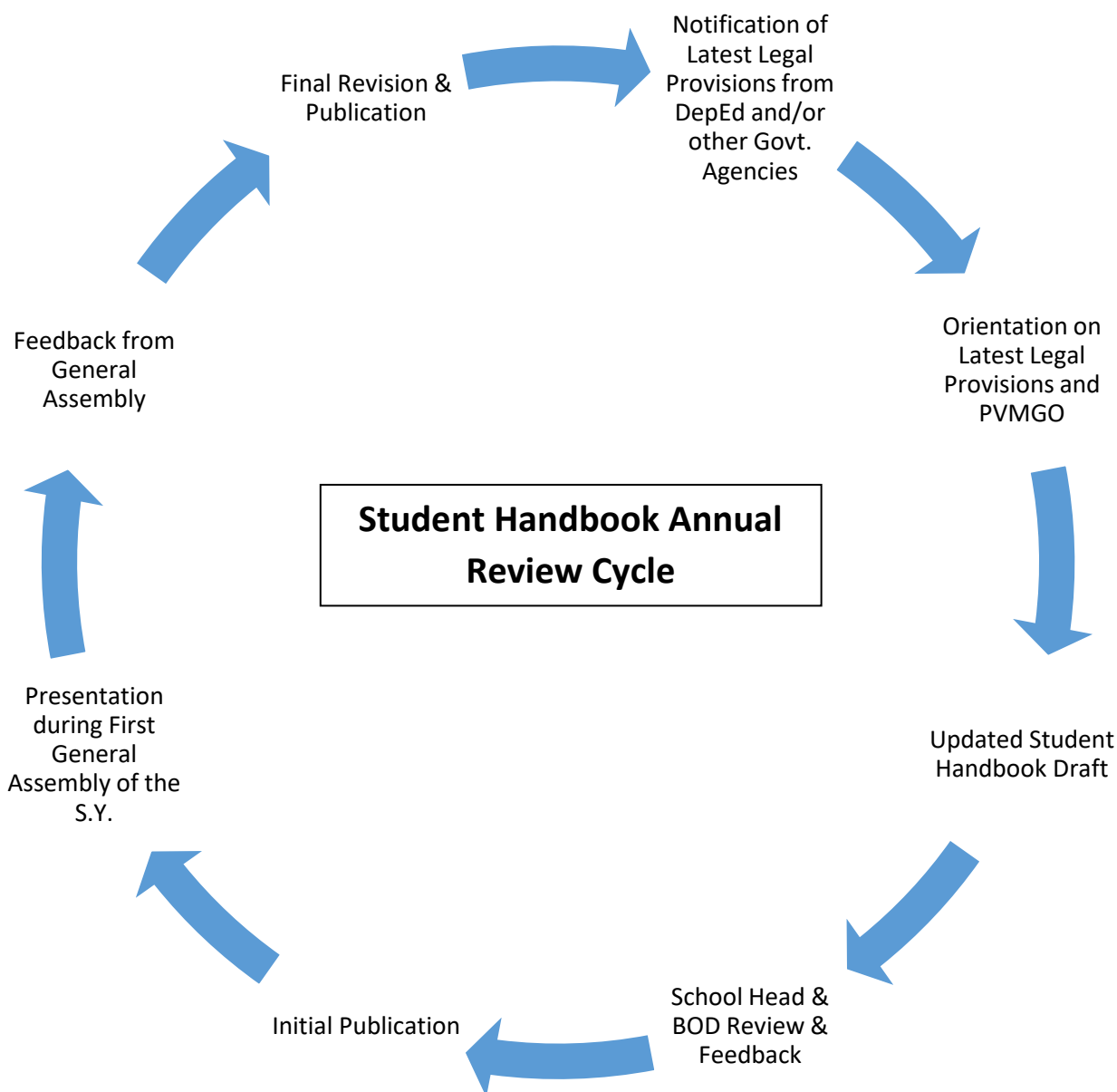


## STUDENT HANDBOOK REVIEW COMMITTEE

### Composition:

- a. School Head - Chairperson
- b. Head Supervisor (Representative of Board of Directors) – Vice Chairperson
- b. Principal – Secretary
- d. Registrar – Committee Member
- e. Academic Coordinator – Committee Member
- f. SHS Coordinator – Committee Member
- g. Student Activity Coordinator – Committee Member
- h. QALIS Coordinator – Committee Member
- i. Guidance Counselor – Committee Member
- j. Representative of the Teachers – Committee Member
- k. Representative of the Parents – Committee Member

## STUDENT HANDBOOK REVIEW SYSTEM FLOWCHART




## CALENDAR OF ACTIVITIES FOR S.Y. 2021-2022

**NOTE: Any variation to the calendar shall be disseminated in memos and announced on the School website, the Learning Management System (Moodle), as well as official social media pages.**

Month	Date	No. of Class Days per Month	No. of Days per Quarter	Activity
August 2021	2 27 30	0		<ul style="list-style-type: none"> <li>▪ Start of Orientation of Faculty Members</li> <li>▪ First General Assembly</li> <li>▪ Start of Brigada Eskwela</li> </ul>
<b>BEGINNING OF 1<sup>ST</sup> SEMESTER and 1<sup>ST</sup> QUARTER</b> <i>(September 13 – November 17, 2021)</i> <i>Semester</i>				
September 2021	1-10 6 10 13-17	15 days	<b>49 days</b>	<ul style="list-style-type: none"> <li>▪ Continuation Orientation of Faculty Members</li> <li>▪ Parents Orientation</li> <li>▪ End of Brigada Eskwela</li> <li>▪ <b>Start of SY2021-22 &amp; and Dry Run Week for Online Classes</b></li> </ul>
October 2021	7-9 28-30	21 days		
November 2021	8-12 15-17	13 days		
<b>BEGINNING OF 2<sup>ND</sup> QUARTER</b> <i>(November 18, 2021 – January 21, 2022)</i>				
November 2021	18 30	9 days	<b>49 days</b>	<ul style="list-style-type: none"> <li>▪ Bonifacio Day <i>(Regular Holiday)</i></li> <li>▪ Career Guidance Days</li> <li>▪ Awarding of 1<sup>st</sup> Quarter Honors</li> <li>▪ Parent-Teacher Conference &amp; Releasing of 1<sup>st</sup> Quarter Report Cards</li> <li>▪ English Language Days</li> <li>▪ Rizal Day <i>(Regular Holiday)</i></li> </ul>
December 2021	9-11 17 18 23-25 30	25 days		
January 2022	1 7-11 12-14 3 <sup>rd</sup> Week 4 <sup>th</sup> Week 17-21	15 days		
<b>BEGINNING OF 2<sup>ND</sup> Semester and 3<sup>RD</sup> Quarter</b> <i>(January 24 – April 6, 2022)</i>				
January 2022	24 31	6 days	<b>50 days</b>	<ul style="list-style-type: none"> <li>▪ Resumption of Classes <i>(Start of 2<sup>nd</sup> Semester and 3<sup>rd</sup> Quarter)</i></li> <li>▪ Start of Early Registration for S.Y. 2022-23</li> <li>▪ Awarding of 2<sup>nd</sup> Quarter Honors</li> <li>▪ Parent-Teacher Conference, Releasing of 2<sup>nd</sup> Quarter Report Cards</li> <li>▪ Mid-Year General Assembly</li> <li>▪ Math &amp; Science Week</li> <li>▪ PEPT, if allowed under IATF rules</li> </ul>
February 2022	18 19 25 28-Mar.5 1 <sup>st</sup> week	20 days		
March 2022	21-25 28-Apr.1 TBA  TBA	23 days + Apr. 1		
<ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup> Quarter Review</li> <li>▪ 3<sup>rd</sup> Quarter Summative Test</li> <li>▪ NAT for Grade 6 and Grade 10 (1 week before the final exams), if allowed under IATF rules</li> <li>▪ Early Language Literacy and Numeracy Assessment (ELLNA) (2 weeks before final exam), if allowed under IATF rules</li> </ul>				

<b>BEGINNING OF 4<sup>th</sup> Quarter (April 4 – June 23, 2022)</b>				
April 2022	4 29 30 10	20 days	} <b>59 days</b>	<ul style="list-style-type: none"> <li>▪ Awarding of 3<sup>rd</sup> Quarter Honors</li> <li>▪ Parent-Teacher Conference, Releasing of 3<sup>rd</sup> Quarter Report Cards</li> </ul>
May 2022	2-7 16-20 <b>23-25</b> 23-27 <b>30-Jun.1</b>	22 days		
June 2022	2-10 2-17 20-23 23 24  25  <b>26</b>	17 days		<ul style="list-style-type: none"> <li>▪ Student Clearances</li> <li>▪ Graduation Preparations</li> <li>▪ Awards Committee Deliberation of Awards</li> <li>▪ <b>Last Day of Classes for SY2021-22</b></li> <li>▪ Awarding of 4<sup>th</sup> Quarter Honors</li> <li>▪ Year-End General Assembly</li> <li>▪ Parent-Teacher Conference, 4<sup>th</sup> Quarter Distribution of Report Cards</li> <li>▪ <b>End of School Year Rites</b></li> </ul>
	<b>Total</b>		<b>207 days</b>	

Prepared by:   
**ABDURRAHMAN D. MABABAYA**  
 Head Supervisor

Certified by:   
**AHMAD D. MABABAYA**  
 School President

## **2. STUDENTS' RIGHTS, RESPONSIBILITIES AND SOCIAL OBLIGATIONS**

### **Students' Rights:**

Students have the right

- to proper Islamic upbringing through constant sincere advice from those who are capable
- to a meaningful secular education to adapt to the complexities and challenges of an increasingly interdependent knowledge society and in a rapidly changing world within the capabilities of Wisdom Islamic School, Davao City Inc.
- to a beneficial curriculum and the right to provide evidence-based input into the development of the curriculum of the school
- to express their views based on valid proofs on matters that affect the quality and content of their education
- to sufficient and timely notice of all rules, regulations, policies, and penalties to which they are subject.
- to physical safety and protection of their personal property
- to adequate consultation with teachers, administrators, and other school personnel
- to present complaints or grievances to school authorities and the right to receive prompt official replies from school authorities regarding the disposition of their complaints or grievances.

### **Students' Responsibilities:**

Students shall be responsible for their own conduct and for providing an Islamic environment for all by maintaining good order, self-discipline, and consideration for others' rights and property.

All students should exercise responsibility through the following:

- learning, understanding and following all the school's policies, rules, and regulations;
- maintaining neatness and cleanliness in one's attire, grooming, and personal hygiene;
- respecting the property of others and keeping the resources, facilities, and materials used in the school in good condition;
- refraining from all forms of violence including but not limited to fighting, creating disturbances, denying others the use of school facilities, carrying or using any weapon in school premises, intentionally injuring others, exposing others to risk or danger of bodily harm or injury, threatening or intimidating others, etc.;
- caring for one's health and that of others by avoiding the use, possession, or trafficking of alcohol or dangerous drugs;
- promoting justice and order by refraining from any unlawful activity such as unnecessary mixing between unrelated males & females, gambling, extortion, theft, etc.; and
- developing integrity and good work ethic by refraining from intentional or habitual tardiness, unexcused absences, or acts that can affect the rights and opportunities of others to receive a good education.

### **Social Obligations**

Wisdom Islamic School students are obliged to preserve the reputation of the School and the well-being of a member of the school community. In instances where the School Authorities are unable to prevent harm to the name of the School or its constituents, students who learn of such threats should try their best to prevent the harm through their own efforts and with the assistance of capable persons.

If the student is unable to personally prevent the harm, the student should bring the matter to the attention of other capable school personnel.

Examples of harmful situations that should be regulated by this social-mindedness are the following:

- bad moral influence on fellow students;
- definite threat to the health or physical well-being of others;
- serious undermining of class progress in religious obligations or academic studies;
- grave threat to school property or the property of others;
- intentional undermining of authority and clear opposition toward those students who are willing to obey legitimate authority; and
- serious threat to the reputation of the school because of known inappropriate acts or associations inside or outside the campus.

### 3. CORE SCHOOL RULES

#### **SCHOOL RULE 1**

- LEARN authentic Islamic knowledge based on the Qur'an and the Sunnah of the Prophet (*may Allah raise his rank and grant him peace*), upon the understanding of the Companions and the Righteous Predecessors
- APPLY what you have learned
- SHARE what you have learned
- BE PATIENT when sharing what you have learned

Students should remember the Vision and Mission of the School and ensure that whatever they are learning or practicing does not go against Islamic guidelines. Therefore, students must give precedence to learning and abiding by Islamic guidelines before other matters.

#### **SCHOOL RULE 2**

##### OBEY ALLAAH AND HIS MESSENGER, DO GOOD DEEDS, AND BEHAVE WELL WITH OTHERS

The Prophet (*may Allah raise his rank and grant him peace*) said:

**“Fear Allah wherever you are, and follow up a bad deed with a good deed and it will wipe it out. And behave well towards the people.”** (*Recorded by at-Tirmidhî*)

The recommended morals for every WIS Student are truthfulness, honesty, abstinence, modesty, courage, generosity, loyalty, refraining from everything that Allah had made unlawful, being a good neighbor, helping the needy, and other morals stated either in the Qur'an or in the Prophet's tradition.

#### **SCHOOL RULE 3**

##### CHANGE EVIL TO THE BEST OF YOUR ABILITY

The Messenger of Allah (*may Allah raise his rank and grant him peace*) said,

**“Whosoever of you sees an evil, let him change it with his hand; and if he is not able to do so, then with his tongue; and if he is not able to do so, then with his heart (hate it) – and that is the weakest of faith.”** (*Recorded by Muslim*)

No one should be a bystander to a crime that is being committed or, even worse, one who partakes or encourages the crime.

#### **SCHOOL RULE 4**

##### SHOW APPROPRIATE RESPECT TO all

The Messenger of Allah (*may Allah raise his rank and grant him peace*) said:

**“There should be neither harming (darar) nor reciprocating harm (dirar).”** (*Recorded by Ibn Majah*)

The Prophet (*may Allah raise his rank and grant him peace*) said,

**“Every Muslim's blood, property and honor are unlawful to be violated by another Muslim.”** (*Recorded by Muslim*)

The WIS Student should show respect by greeting and responding to greetings; showing cheerfulness; dealing kindly with parents, relatives, neighbors, the Non-Muslim who has an agreement of peace with Muslims, the elderly and the young; congratulating others on their successes; sympathizing with those who are afflicted, and other Islamic ethics.

## **SCHOOL RULE 5**

### **UNNECESSARY INTER-MIXING BETWEEN UNRELATED MALES AND FEMALES IS NOT ALLOWED**

Males above the age of 7 should not mix with females above the age of 7, unless the male is a “Mahram” to the female.

## **SCHOOL RULE 6**

### **SPEAK ENGLISH OR ARABIC**

All Students must speak in English or Arabic during school hours inside the school compound except during Filipino and Araling Panlipunan. Speaking the vernaculars of the different Filipino tribes is STRICTLY prohibited during school hours inside the compound.

## **SCHOOL RULE 7**

### **TOOLS OF ENTERTAINMENT ARE NOT ALLOWED AT SCHOOL**

- Cellphones should only be brought for necessity and must be given to the Class Advisor at the beginning of the day and returned at home time
- Use of internet or social networking applications is strictly prohibited within the compound at all times
- Toys and gaming gadgets are prohibited at school
- Music is Haraam (disallowed for Muslims) for Muslims and is therefore strictly prohibited within the compound

## **4. Enrollment Policy**

1) Enrollment in Wisdom Islamic School is by School Year basis. Therefore, once the student is accepted and enrolled, he/she enrolls for the whole school year.

2) The student is enrolled after the following **REQUIREMENTS** are complied with:

### New Students Enrolling in Kindergarten

- Must be at least 5 years old starting June
- Bring:
  - *COPY OF PSA (formerly known as "NSO") BIRTH CERTIFICATE*
- Pay Annual School Registration, Development & Misc., Book Fees and Tuition Fees.
- Completely fill in the enrollment form
- Take ID picture

### New Students (Transferees) Enrolling in Grades 1-12

- Bring:
  - *OFFICIAL SCHOOL FORM 9 (REPORT CARD (formerly known as FORM 138)) FOR LAST GRADE COMPLETED*
  - *CERTIFICATE OF GOOD MORAL CHARACTER*
  - *COPY OF PSA BIRTH CERTIFICATE*
  - *DIPLOMA (only for students enrolling in Grades 1 [from KG], 7 [from Elementary], and 11 [from Junior High School])*
- Take Assessment Exam — fee = PHP100 (the exam will be given on Saturday mornings [8AM-10AM])
- Pay Annual School Registration, Development & Misc., Book Fees and Tuition Fees.
- Completely fill in the enrollment form
- Take ID picture
- Acquire SCHOOL FORM 10 (formerly known as Form 137) REQUEST FORM and give to PREVIOUS SCHOOL

### Old/Returning Students Enrolling in Grades 1-12

- Present School Clearance for the previous School Year
- Pay Annual School Registration, Misc., Book Fees and Tuition Fees.
- Completely fill in the enrollment form
- Take ID picture

## **i. School Fees Policies**

1. Our policy regarding School Fees is that **BY DEFAULT** students are expected to pay for the **complete School Fees (including Tuition) upon enrollment**.

2. However, we allow a **2nd option** - pay for the **Registration and Miscellaneous fees before enrolling** and **partially for the Tuition Fees (1/10) on a monthly basis**.

Tuition fees should be paid **BEFORE each month begins** (i.e. the first part of the Tuition should be paid in before the first month of school, the second part of the Tuition should be paid in before the second month of school, etc.).

- **In the beginning of the month**, the Admin will send out **Collection Letters** (Reminders about financial balances) to students who have not followed the expected schedule for tuition payments.

- In the **2nd week of the month**, students who have not yet **settled** their accounts will be **WARNED** that if by Wednesday they ignore the collection letters and the warnings, then they will **not be allowed to enter** their classrooms the following day (i.e. Thursday) until



they settle their financial balances. They will remain in the waiting area until the parents/guardians are contacted and they settle their accounts.

- Settling accounts means **paying them** OR explaining the reason for not paying on time, then filling up a **Promissory Note**.
- The **latest delay** one is allowed is just before the Summative Tests or Quarterly Exams.
- Those who do NOT pay COMPLETELY (all fees including previous balances, registration, miscellaneous, books, and tuition up until the current month) **before Quarterly Exams will not be cleared by the Admin** to take them.
- If you have a proper excuse for delayed payments, please approach the Admin and explain your situation.

### Releasing of Credentials/Other Documents

Request for credentials and other documents shall be acted only upon payment of all required fees and such credentials/documents will be released within 3-7 working days thereafter

## SCHOOL FEES FOR S.Y. 2021-2022

*Fees are in Philippine Pesos.*

*NOTE: We will not be using Textbooks for this year. Rather, we will be using DepEd Standardized printed modules and online learning facilities. The cost of printed modules is not included. Students must pay php500 for every quarter to receive printed modules (i.e. total of php2,000 for the whole year).*

Grade/ Level	Registration	Miscellaneous	Tuition	YEARLY TOTAL
<b>KG1</b>	PHP 2,000.00	PHP 2,000.00	PHP 11,000.00	<b><u>PHP 15,000.00</u></b>
<b>KG2</b>	PHP 2,000.00	PHP 2,000.00	PHP 11,000.00	<b><u>PHP 15,000.00</u></b>
<b>G1</b>	PHP 2,500.00	PHP 2,300.00	PHP 13,000.00	<b><u>PHP 17,800.00</u></b>
<b>G2</b>	PHP 2,500.00	PHP 2,300.00	PHP 13,000.00	<b><u>PHP 17,800.00</u></b>
<b>G3</b>	PHP 2,500.00	PHP 2,300.00	PHP 13,000.00	<b><u>PHP 17,800.00</u></b>
<b>G4</b>	PHP 2,500.00	PHP 2,300.00	PHP 16,000.00	<b><u>PHP 20,800.00</u></b>
<b>G5</b>	PHP 2,600.00	PHP 2,400.00	PHP 16,000.00	<b><u>PHP 21,000.00</u></b>
<b>G6</b>	PHP 2,600.00	PHP 2,400.00	PHP 16,000.00	<b><u>PHP 21,000.00</u></b>
<b>G7</b>	PHP 2,700.00	PHP 2,600.00	PHP 18,000.00	<b><u>PHP 23,300.00</u></b>
<b>G8</b>	PHP 2,700.00	PHP 2,600.00	PHP 18,000.00	<b><u>PHP 23,300.00</u></b>
<b>G9</b>	PHP 2,800.00	PHP 2,800.00	PHP 18,000.00	<b><u>PHP 23,600.00</u></b>
<b>G10</b>	PHP 2,800.00	PHP 2,800.00	PHP 18,000.00	<b><u>PHP 23,600.00</u></b>
<b>G11</b>	PHP 3,000.00	PHP 3,000.00	PHP 18,000.00	<b><u>PHP 24,000.00</u></b>
<b>G12</b>	PHP 3,000.00	PHP 3,000.00	PHP 18,000.00	<b><u>PHP 24,000.00</u></b>

### Breakdown of Miscellaneous Fees for S.Y. 2021-22

DESCRIPTION	KG 1&2	G1-4	G5-6	G7-8	G9-10	G11-12 (SHS)
						GAS
<b>ID &amp; Sling</b>	100	100	100	100	100	100
<b>Handbook</b>	100	100	100	100	100	100
<b>Office Supplies</b>	100	100	100	100	100	100
<b>Electricity &amp; ISP fees</b>	200	200	200	200	200	200
<b>Maintenance</b>	200	200	200	200	200	200
<b>Development</b>	100	100	100	100	100	100
<b>Online Learning Facility</b>	1200	1500	1600	1800	2000	2200
<b>TOTAL</b>	<b>2000</b>	<b>2300</b>	<b>2400</b>	<b>2600</b>	<b>2800</b>	<b>3000</b>

#### Discounts

Early Enrollment = 20% off on **Annual Registration** Fee for all students  
 Regular Enrollment (April) = 10% off on Annual Registration Fee for all students  
 Final Discount (May) = 5% off on Annual Registration Fee for all students

**One-time Payment** (Reg., Misc., & Tuition paid in one payment) = 10% off on **Tuition Fees** for all students

#### Family Discounts

2 students under one father = 5% off on **Tuition Fees** for the younger student only  
 3 students under one father= 10% off on Tuition Fees for the youngest student only  
 4 students under one father= 25% off on Tuition Fees for the youngest student only  
 5 students under one father = 50% off on Tuition Fees for the youngest student only  
 6 students under one father = 50% off on Tuition Fees for the youngest student AND 5% off on the 2nd youngest only  
 7 students under one father = 50% off on Tuition Fees for the youngest student AND 10% off on the 2nd youngest only  
 8 students under one father = 50% off on Tuition Fees for the youngest student AND 25% off on the 2nd youngest only  
 9 students under one father = 50% off on Tuition Fees for the youngest student AND 50% off on the 2nd youngest only  
 10 students under one father = 50% off on Tuition Fees for the youngest student, 50% off on the 2nd youngest, AND 5% 3rd youngest only

#### Academic Scholarship/Discount

3rd Honor from any school = 25% on **Tuition Fees**  
 2nd Honor from any school = 50% on Tuition Fees  
 1st Honor from any school = 100% on Tuition Fees

**NOTE:** Student must maintain an academic performance of 90% overall average every quarter. If the student does not achieve 90% or above in the 1st Quarter, the Academic Scholarship will be revoked in the 2nd Quarter and so on.

#### Guide for Family Discounts

No. of students under 1 father	% Discounts given to each student on the Monthly tuition fee									
	1st child (oldest)	2nd	3rd	4th	5th	6th	7th	8th	9th	10th (youngest)
1	0%									
2	0%	5%								
3	0%	0%	10%							
4	0%	0%	0%	25%						
5	0%	0%	0%	0%	50%					
6	0%	0%	0%	0%	5%	50%				
7	0%	0%	0%	0%	0%	10%	50%			
8	0%	0%	0%	0%	0%	0%	25%	50%		
9	0%	0%	0%	0%	0%	0%	0%	50%	50%	
10	0%	0%	0%	0%	0%	0%	0%	5%	50%	50%

## Special Fees

The following fees are also imposed when needed:

Particulars	Fee (in php)
Quarterly Printing Service Fee for printed modules ( <i>during COVID-19 Pandemic</i> )	500.00
Assessment Test ( <i>for transferees</i> )	100.00
School Form 10/Form 137 ( <i>Permanent Record</i> )	130.00
Diploma / Certificate of Completion	130.00
Certification ( <i>Good Moral, Enrollment etc...</i> )	75.00
Honorable Dismissal	130.00
Replacement of School Form 9 /ID Card/Certification	100.00
Graduation Fee (for KG, Grade 6, Grade 10, and Grade 12)	To be announced 1 to 2 months before Graduation

## ii. GASTPE Programs

(*Government Assistance to Students and Teachers in Private Education*)

### Educational Service Contracting (ESC)

*Aligned with DepEd Order 20 s.2017 and DepEd Order 1 S.2018*

A partnership program by DepEd aimed at decongesting overcrowded public junior high schools. In ESC, the excess capacities of certified private junior high schools (such as WIS) are “contracted” through slot allocations for students who would otherwise have gone to public schools. The slots come with subsidies called **ESC Grants**, and program beneficiaries are called **ESC grantees**.

#### Features of the ESC Program

##### A. Terms of the ESC Grant

The ESC grant covers four years of Junior High School starting from Grade 7. If grantees are enrolled in delivery modes where junior high school extends beyond 4 years, the grant still covers only 4 years. No new ESC grants are awarded at higher grade levels. The grant remains in force for the next school year if the grantee is promoted to the next grade level and enrolls in an ESC-Participating JHS. No maintaining grades are required of grantees within a school year.

The Grant is **TERMINATED** if a grantee does any one of the following:

- Drops out for non-health reasons in the middle of the school year;
- Does not reenroll the following school year;
- Fails to be promoted to the next grade level or is retained at the same grade level;
- Is suspended for more than 2 weeks, dismissed, or expelled by the School for Disciplinary Reasons; or
- Transfers to a non-ESC-participating JHS

##### B. Slot Allocations

Slot Allocations represent the maximum number of grantees ESC-Participating JHSs can accept in Grade 7 in the coming school year.

##### C. Selecting Grantees

The School shall give preference to graduates of Public Elementary Schools. The School Committee shall profile and assess the students considered for ESC Grants and select grantees based on need, given the limited slots allocated.

**D. Amount of ESC Grant**

The amount of the Grant depends on what is quoted by DepEd.

According to DepEd Order 1 S.2018:

Grade Level	Location of ESC-participating JHS		
	Schools in National Capital Region (NCR)	Highly Urbanized Cities (HUCCS) Outside NCR	All Other Locations
Grade 7	P13,000.00	P11,000.00	P9,000.00
Grade 8	P11,000.00	P8,500.00	P8,500.00
Grade 9	P11,000.00	P8,500.00	P8,500.00
Grade 10	P10,000.00	P7,500.00	P7,500.00

**WIS Policy on School Fees with ESC Grantees**

The quoted grant amount shall be deducted from the grantee’s Total Yearly School Fees. The student will then be required to pay for the rest of the School Fees

**Guidelines for the Senior High School Voucher Program (SHS VP)**

*Aligned with DepEd Order 37, s. 2021*

**Definition of Terms**

- **Voucher:** A subsidy given by the State to Qualified Grade 10 Completers to enable them to enroll in a non-DepEd SHS of their choice. The assistance helps to defray the cost of Tuition and all other published fees charged by a non-DepEd SHS. The subsidy is not given to the student as cash; DepEd instead pays directly to the non-DepEd SHS where the student enrolls.
- **Grade 10 Completers:** Students currently in Grade 10 and are expected to complete JHS at the end of the current School Year
- **ESC Grantees:** Grade 10 Completers who participate in the ESC, a program of financial assistance by DepEd for students in certified private JHSs
- **Voucher Applicants (VAs):** Students who apply to qualify for vouchers. Students who are automatically qualified need not apply.
- **Qualified Voucher Recipients (QVRs):** Grade 10 completers who are prequalified or VAs who successfully qualify for the voucher subsidy.
- **Voucher Program Beneficiaries (VPBs):** QVRs who avails of the voucher through successful voucher redemption.

**Eligibility**

All and only Grade 10 students from DepEd-recognized schools in the current school year are eligible for the SHS VP. For brevity, these students are termed Grade 10 Completers. Grade 10 Completers are subdivided into (1) automatically qualified students and (2) voucher applicants.

**1. Automatically Qualified Students:**

Students falling under the categories below automatically qualify for vouchers and are considered QVRs. They do NOT need to apply for vouchers.

- Category A: All Grade 10 Completers in Public JHSs
- Category B: All Grade 10 Completers in SUCs and LUCs
- Category C: All Grade 10 Completers in Private Schools that are ESC Grantees

**2. Voucher Applicants:**

Only students in this category need to apply for vouchers and are thus termed VAs.

- Category D: All Grade 10 Completers in Private Schools who are NOT ESC Grantees and wish to avail of the voucher subsidy
- Category E: All Grade 10 completers who completed Grade 10 prior to S.Y. 2020-21 but not earlier than 2016 and had not previously enrolled for Grade 11
- Category F: Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or ALS Learners who passed or will take the Portfolio Assessment in S.Y. 2021-22.
- Category G: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the PEPT in S.Y. 2021-22.

**NOTE: The following students are NOT eligible for the SHS VP:**

- Those who graduated HIGH SCHOOL in 2015 or earlier
- Incoming Grade 12 students who were not part of the Voucher Program in Grade 11
- Non-Filipino students

**Applicable Voucher Values**

The applicable voucher amount is determined by the category of the QVR, and the location, type, and fees of the non-DepEd SHS where the QVR will enroll. The maximum voucher amounts are shown in the table below:

Location of non-DepEd SHS	Category of QVR	Voucher Amount	Voucher Amount if the SHS is a LUC or SUC
<i>National Capital Region (NCR)</i>	Categories A or B	22,500	11,250
	Categories C, D, E	18,000	
<i>Highly urbanized cities (HUCs) outside of NCR</i>	Categories A or B	20,000	10,000
	Categories C, D, E	16,000	
<i>All other locations</i>	Categories A or B	17,500	8,750
	Categories C, D, E	14,000	

**WIS Policy on School Fees with QVR**

The quoted grant amount shall be deducted from the grantee’s Total Yearly School Fees. The student will then be required to pay for the rest of the School Fees.

**Academic and Family DISCOUNTS for students who are ESC Grantees or SHS VPBs**

If a student is an ESC Grantee or SHS VPB and is also qualified for any of the previously mentioned Discounts, the discounts will be applied on the remaining Tuition Fees only.

### **iii. REFUND POLICY**

The fees are non-refundable except if the student/pupil suffers a serious illness that requires prolonged confinement. Other than this, no refund will be granted to any student dropping out or transferring to any other school after the first quarter of school operation.

The school policy entails that a student normally enrolls for the entire school year. All school fees for the entire year are preferably payable upon enrollment. However, monthly or quarterly installments are allowed on a case- to-case basis.

**Refund requests received by the school for valid reasons shall be addressed as follows:**

- 100% refund if classes have not yet started;
- 50% refund if classes have been going on for not more than one month;
- 25% refund if classes have been going on for not more than two months;
- 10% refund if classes have been going on for not more than three months;
- 0% refund if classes have been going on beyond three months.

**Students with unpaid balances will not receive their report cards nor will they be cleared to transfer out.**

**Families that do not put effort to *settle* their financial obligations will be disallowed to take their quarterly exams.**

## **5. GUIDELINES ON DAILY ROUTINE**

### **i. School Timing**

#### ***For face-to-face class settings***

<b>Grade</b>	<b>Arrival</b>	<b>Dismissal</b>
Kindergarten 2	7:40AM	11:30AM
Kindergarten 1	12:45PM	4:10PM
Grades 1-10	7:10AM	3:45PM
Grades 11 & 12	7:10AM	4:30PM

#### ***For online classes during COVID-19 Pandemic***

<b>Grade</b>	<b>Start</b>	<b>End</b>
Kindergarten	8:30AM	11:30AM
Grades 1-12	8:30AM	3:20PM

### **ii. General Guidelines on Attendance**

#### ***For face-to-face class settings***

1. Regular attendance at all classes is a must for all pupils/students.
2. Students who have unexcused absences exceeding 20% for the entire school year will be considered “dropped”.
3. In case of approved leave of absences due to illness or some equally compelling reason, his/her parents must give an advanced notice in writing to the school, stating the dates of absence and at the same time promise to take the responsibility of teaching the child whatever subject matters or lesson he/she will miss. The child has to make up for whatever he/she missed.
4. Students are responsible for all class works/ assignments even during their absence. **“Excuse slips”** should be signed by parents before submitting or presenting to the class adviser.
5. Class attendance should not only be regular; it should also be punctual. Students are required to be in school a minimum of 5 minutes before classes begin.
6. Students are urged to avoid asking permission to leave school earlier than the stated time.
7. If a student requires an early leave, the student must contact a parent/guardian using the official school phone at the Administrative Office. If permitted by the parent/guardian, the student may acquire a **“Student Gate Pass”** from the Administrative Office.

#### ***For classes during COVID-19 Pandemic in line with DepEd’s BE-LCP***

*(Refer to DepEd Memo 14 s. 2021 for more guidelines)*

A student’s attendance is based on the Receiving and Submission of Modules.

1. Receiving and Submission of Modules must be on time according to the stipulated schedule.
2. A student will be considered a drop-out or **“no longer participating in learning activities” (NLPA)** if he/she and his/her parent voluntarily withdraw from schooling OR if he/she incurs absences of more than 20% of the prescribed number of class/lab periods during the school year.

### **Voluntary Dropping**

Pupils/students who would like to stop schooling shall accomplish a **“Dropping and Clearance Form”** from the Registrar’s office. They must pay all their previous accounts, including the current month at the time of dropping. Unless these requirements are met, they are still considered unofficially dropped; thus, they are liable to pay monthly school fees for the entire school year.

### iii. Daily Routine Guidelines For face-to-face class settings

#### A. ARRIVAL

##### 1) Timeliness

**All students must arrive before or at the prescribed arrival time and proceed to the Homeroom at the beginning of the day.**

- Students arriving **earlier than 7:15AM** are not allowed to enter the classrooms. They must wait quietly inside the Masjid until Homeroom starts.
- **Latecomers (students arriving after Assembly starts [i.e. 7:31AM] onwards)** will be recorded at the gate as late.  
Students who arrive after Homeroom will be stopped by the Disciplinary Coordinators. The student's name, grade, and reason for tardiness will be recorded in the Coordinator's Logbook. The Coordinator will then inform the Class Advisors of the latecomers.
- Students who fail to arrive before 9:15AM are considered **absent**. The class advisor will record the absentees in the School Form 2. A phone call will be made by the Class Advisor to the parents of the absentees to clarify the absences.
- **Absentees** must produce a signed letter from the parent/guardian stating the reason for the absence upon return. Absences due to illness must be proven by providing an excuse letter from the doctor. If the absentee was taken care of at home, the Class Advisor will call the parent/guardian who cared for the absentee.  
Failure to do so is considered a **truancy** (defined as an unexcused absence of a student for a half-day or more (e.g., skipping school, leaving school without permission)).
- If a student requests permission to be absent on a certain date, the parent/guardian must fill up a **"Pre-Approved Absence Request Form"** and hand it to the Principal/designee BEFORE the absence. Then, the Principal/designee will approve or disapprove of the absence.
- If a student is required to go home in the middle of the school day, the parent/guardian must inform the school beforehand or write a signed letter to the admin requesting permission to allow the student to leave.
- Students guilty of truancy will have their parents notified and be disciplined accordingly.

##### 2) Identification Card (Student ID)

- Pupils/students are required to wear their ID cards at all times within the school premises. For security reason, those who are not wearing their school IDs will be denied entrance in the school premises.
- Student IDs are valid for one (1) school year.
- If an ID is lost or damaged, it will be replaced for a fee of php100.



### 3) Uniforms



#### BOYS' UNIFORM:

##### - FOR Kindergarten to Grade 10:

Loose and long (covering until the middle of the thighs) White dress/button shirt with the school logo;  
loose black trousers not longer than ankle-length (jeans or tight-fitting pants are NOT allowed);  
black formal shoes (sports shoes for PE or flip-flops may be brought separately);  
accessories such as jewelry, bands etc... are NOT allowed except for watches;

##### - FOR Senior High School:

The same guidelines for Kindergarten to Grade 10, except that the pants is gray.



##### - IF boys' uniform is unavailable:

Use the white Thawb with a school logo on the pocket.

**Hairstyle** should be even, neat, and acceptable in Islam (i.e. qaza' is haram - no uneven shaving).

Muslim :: Book 24 :: Hadith 5289

Ibn Umar reported that Allah's Messenger (may peace be upon him) forbade Qaza'. I said to Nafi: What is Qaza'? He said: This means having a part of a boy's head shaved and leaving a part unshaven.



Boys with growing beards should leave them growing and not shave or shorten them.

Muslim :: Book 2 :: Hadith 498

Ibn Umar said: The Messenger of Allah (may peace be upon him) said: Trim closely the moustache, and let the beard grow.

#### GIRLS' UNIFORM:

##### - KG1-Grade 4 Girls' uniform:

plain white veil without decorations/designs and with School Logo in the center near the bottom edge;  
plain, simple, and loose dark green 'abaya/ jilbab,  
without decorations/designs, and should cover the ankles (i.e. longer than ankle-length);  
black formal shoes and white opaque socks (high heels, sandals, sneakers, or sports shoes are NOT allowed); accessories such as jewelry, bands etc... are NOT allowed except for watches;  
strictly no cosmetics (i.e. lipstick, eye shadow, mascara, henna, nail polish etc...)

##### - Grade 5-10 Girls' uniform:

Same as the guidelines for lower elementary girls except for the color of the 'abaya/ jilbab which should be black.

##### - Grade 11 & 12 Girls' uniform:

Same as the guidelines for lower elementary to Junior High School girls except for the color of the 'abaya/ jilbab which should be gray.



#### **4) PARENTS/GUARDIANS/VISITORS DRESS CODE:**

Since the school is trying its best to teach its students Islamic values, and of them is the issue of dress code, the parents/guardians must act as role models for the students.

This means that both men and women coming inside the compound on a daily basis in order to drop or take the children must dress appropriately.

**For males**, the attire must not be tight-fitting, no sleeveless shirts and no shorts.

**For the female Muslim women**, it is incumbent that you abide by Islamic Law. You must wear what is in accordance with Islamic teachings, the least of which is 'abaya/jilbab (opaque outer cloak covering the clothes and the body) and a plain and simple veil covering the head. Please be advised that the wearing of makeup within the school compound is prohibited.

**For female non-Muslim women**, the attire you should be in must not be tight-fitting, no short sleeves, and no shorts or skirts revealing the legs.

If you do not apply by the rules of the school, we will ask you to leave the compound.

#### **B. HOMEROOM**

- All students must be registered in the *DepED School Form 1* (School Register/complete student information form) with all of the complete relevant information.
- Everyday, the class advisor will record the attendance of the students using the *DepED School Form 2* (Daily Attendance Report of Learners).
- The advisor should take this time to check the students' compliance with the school rules, and remind the students of the school rules and orders or memos from previous school assemblies.
- The advisor must also use this period to advise students on any matter he/she is capable of handling (i.e. has concrete/authentic knowledge).
- The advisor may additionally ask students to share what they have learned from Islamic Studies or to read out excerpts from the Qur'an and/or Authentic Hadith in Arabic and English.

#### **C. ASSEMBLY (only for Grades 1-12)**

- Monday and Friday morning assemblies are General Assemblies held inside the Mosque, while assemblies on Tuesdays to Thursdays will be Segregated – males in the basketball court and females in the Mosque (*except in cases of emergencies like poor weather conditions*).
- All students must arrange their shoes before entering the masjid and individually say the Du'aa for entering the Masjid
- The students will sit down properly in order of grade level. The grade 1 students will be seated in the left side of the masjid, grade 2 students on their right, next to them, and this follows until the grade 12 students who will be in the right side of the masjid.
- Students must cross their legs while sitting, straighten their backs, and put their palms on their knees.
- Students must be silent and listening attentively to the speaker.
- When the speaker asks for the daily morning du'aas (supplications), students must answer appropriately.
- Teachers may also prepare their students to present authentic knowledge (Islamic or secular). The performances will be checked and revised by those authorized a week before preparing for the presentation.
- At the end of the assembly, students will proceed to their classroom in line. Advisors will follow behind the students. The students must individually recite the Du'aa for leaving the Masjid

#### **D. INSIDE THE CLASSROOM**

- Students must proceed to the classroom within the 5-minute breaks between classes.
  - Remember the Core Rules within the compound – they especially apply in the classroom.
  - Students should be seated properly with their arms folded, backs straight, bags and feet on the ground, tables neat and arranged, and males on one side of the classroom, clearly segregated from the females. If there is a division in the classroom, all constituents in the classroom must respect it with due care.
  - A student may move around only when given the permission to do so by the teacher. Raise your right hand if you have a concern.
  - When the teacher enters and begins the class, he/she will greet the class with the Islamic greeting in Arabic and the students will respond individually in a respectful manner – not too loud, not too fast and not too slow.
  - The teacher will then start with the proper Islamic beginning of classes/meetings and then ask the class to recite the du'aa (supplication) for increasing in knowledge.
  - The students must be SILENT and must pay attention to the teacher. A student may speak only when given the permission to do so by the teacher. If a student requires something, he/she must raise the right hand and wait for the teacher to respond.
  - Class discussions or group work are allowed only if the teacher specifically orders it.
  - During the first meeting with the students, the teachers must introduce himself/herself and know the necessary information of each student.
  - Next, the teacher should make sure the students know the classroom rules and the rewards or consequences. The teacher should regularly remind the students of the rules.
  - If it is the homeroom or the subject is English, Science, Maths, Art, Home Economics, or Technology and Livelihood Education, EVERYONE must speak in English.
  - To avoid unnecessary mixing, the male teacher must stand closer to the male side, and the female teacher must stand closer to the female side. However, this should not be a hindrance to giving equal attention to each student.
- The teacher must always find the way that is most Islamically acceptable.
- When giving out homework, the teacher must order students to record it in the *Student Academic Diary*.
  - The *Student Academic Diary* can be used for communication between teacher and parent.
  - All instructions must be given clearly and the teacher must be interactive with the students and listen to their concerns.
  - All students must be given fair evaluation. Favoritism is strictly prohibited. All teachers must be transparent with the students and parents.
  - Eating and drinking in the classroom is strictly prohibited unless, with the permission of the admin, the teacher allows it occasionally.
  - Students are not allowed to leave the classroom for water breaks or to go to the toilets. They must wait until the class is over.
  - Students must maintain the cleanliness of the classroom. All trash should be disposed of properly. At the end of each class, the students must ensure the classroom is a proper learning environment.
  - After making sure that the class is clean, the teacher will remind the students to recite the du'aa for ending a meeting
  - If the students are to go to another classroom for their next class, the teacher must be the last one to leave in order to supervise the students. The boys must leave first in an orderly fashion.
  - While waiting for the next class, students must observe the school rules and keep quiet. They may use the toilets, drink water, rest their heads, study in advance, or review their work.
  - Students are not allowed to play inside or outside the classroom and make noises that disturb other classrooms.

### **E. RECESS or LUNCH**

- School rules also strictly apply during recess or lunch.
- The male students will be ordered to leave the classroom, taking what is needed for Recess.
- The male teachers outdoors must supervise the girls but not mix with them. Questions related to lessons should be asked during classes only.
- All male teachers must eat with the male students and make sure they follow the school rules. Students are not allowed to play during recess or lunch, and must either eat or rest inside the masjid quietly.
- When recess is over, teachers must order the students to clean up after themselves and return all utensils to the canteen clean.

### **F. SALAAH/PRAYER**

- Students must proceed to the masjid and prepare for the prayer as soon as possible.
- All students must do their part in calling others to the masjid.
- Female teachers must be aware of the students who have a valid excuse not to pray.
- When you hear the Adhaan (call for prayer), respond to it by repeating the words after the Mu-adhdhin (the caller) to yourself.
- Make your Wudoo- (ablution).
- Arrange your shoes properly, say the du'aa for entering the Masjid, and then enter the Masjid with your right foot first.
- Before sitting, pray the 2 Rak'ahs (units) of Sunnah prayer, the Tahiyatul-Masjid (the greeting of the Mosque) and then pray another 2 Rak'ahs of Sunnah prayer, the Rawaatib.
- When you are done praying, sit properly with your legs crossed and backs straight and make adhkaar (Remembrance of Allaah), make du'aa, or recite the Qur'an.
- Respect the Mosque as it is the place of prayer for the Muslims.
  - DO NOT TALK UNNECESSARILY INSIDE THE MASJID.
  - DO NOT BE NOISY INSIDE THE MASJID.
  - DO NOT PLAY AROUND INSIDE THE MASJID.
- When the Iqaamah is called, stand up and fill up the first rows first.
- Remember the Conditions, Pillars, Obligations and Recommended Acts of the Prayer (e.g. *remember what nullifies the prayer*)
- When the prayer is done, sit QUIETLY and make your adhkaar.
- After you are finished with your Adhkaar, for Dhuhr only, pray 2 Rak'ahs of Sunnah prayer
- Sit properly in straight rows/lines.
- Help clean the masjid by picking up the dirt and the throwing it in the trash bin AFTER you have left the masjid.
- During dismissal, the class advisors will leave first and go to the next class. The other teachers will leave next and monitor the dismissal of students.

### **G. END OF SCHOOL DAY**

- Rules within the school compound still apply except for language restriction
- All students must ensure that they leave the classroom ready for use the next day.
- Students should make sure that all of their personal belongings are with them
- Students should not stay behind inside the classroom; classrooms should be empty after the final bell
- Students may relax quietly in the Masjid while waiting for their ride, but they must make sure that all lights and electric fans are switched off before they leave.
- Students are advised to leave for home early
- Be wary of the cars coming inside the compound. Advise the younger children to move out of the way of the cars.

### **H. EXAMS**

- Examiners must ensure the students are seated far from each other and are following the rules of the exam.
- Students should bring their own stationaries. Borrowing during the exam is strictly prohibited.
- The duration of the exam is usually 60 minutes.
- During the 10 minutes before the exam, the teacher will explain in detail the whole of the exam and make sure that all students have the correct exam paper.
- All questions regarding how to answer a question must be asked during the first 10 minutes.
- Students should keep their eyes on their own paper.
- Students must be completely quiet throughout the entire exam.
- All students must stay inside the exam room and keep their papers for at least 45 minutes even if a student completes the exam early.
- Students who complete the exam early should review their papers multiple times.
- At the end of the exam, the examiner must keep the exams safely.
- Students are not allowed to learn the results of the exams until the complete quarterly grading is done and reviewed by the School Administration.

### **I. SCHOOL EVENTS**

- All events and extracurricular activities should be proposed in writing with their necessary descriptions ahead of time and approved by the Administration. Parents will then be notified by the teachers in charge and their permission must be granted as a condition to partake in the extracurricular activity.
- All events should have the males and females segregated as much as possible. Boys are not allowed to participate with the girls.
- Only the assigned photographer will be allowed to document the event or activity. It should be stressed again that all school activities must have the males and females segregated, so this includes segregation during documentation. Additionally, no one is allowed to use these photos for any personal benefit or share them through any means including social media without authorization from the Principal or Supervisor

### **J. USE OF SCHOOL CAMPUS OUTSIDE OF SCHOOL HOURS**

- All activities, whether related to academics or not, must be accompanied by written permission from the School Principal and signed by the guard, class advisor and the parents.
- Students are not allowed to enter the school compound outside of school hours unless all above-mentioned parties are well informed and have given permission.
- Female students must observe the proper Islamic attire when inside the compound.
- Boys and girls should be segregated as per Islamic injunction.

**For classes during COVID-19 Pandemic in line with DepEd's BE-LCP**

**A. MODULES**

**1) Learning Modalities**

The School offers basically two modes of learning:

**a) Modular Distance Learning**

This involves individualized instruction that allows learners to use self-learning modules in 2 formats:

**i) Printed Modules**

Parents or guardians will pick up the printed modules at the School.

*NOTE: to avail of the School's printing service, students must pay for the Quarterly Printing Service Fee before the start of each Quarter.*

**ii) Digital Modules**

Parents may acquire the soft/digital copy of the modules and related learning materials by bringing a USB Flash Drive to the School so the Class Advisers may forward the modules & learning materials onto the parents' Flash Drives.

The teacher takes the responsibility of monitoring the progress of the learners. The learners may ask assistance from the teacher via e-mail, telephone, text message/instant messaging, etc.

**b) Online Distance Learning**

This features the teacher as facilitator, engaging learners' active participation through the use of various technologies accessed through the internet while they are geographically remote from each other during instruction. The internet is used to facilitate learner-teacher and peer-to-peer communication. Online learning allows live synchronous instruction.

Online Distance Learning is done through our own Learning Management System (LMS) developed with Moodle, an open-sourced learning platform.

This is the link to our Moodle website: <https://k-12.wisdomislamic.online/moodle>

The basis for the online classes and activities are the same modules that are printed for those who chose Modular Distance Learning.

The student may also download the digital modules from Moodle.

**2) Roles of Teachers, Students and Parents**

**TEACHERS**

are tasked with:

- i) designing the assessment to allow for flexibility in multiple modalities;
- ii) communicating to learners & parents/guardians the design and standards for grading;
- iii. Setting up mechanisms to monitor & record progress remotely;
- iv. Giving timely, constructive & relevant feedback; and v. facilitating remediation for learners who need further guidance

**LEARNERS**

are expected to be proactive in updating their teacher of their situation, progress and challenges

**PARENTS**

must guide their children in adapting to the changes of distance learning processes. Only when necessary, they must assist teachers by:

- i. communicating with the teacher to give updates on their child's situation, progress and challenges; and
- ii. Guiding their children in accomplishing the assessment tasks and/or monitoring tools designed by their teacher



### 3) Acquisition and Submission of Modules

- 2 weeks' worth of modules will be released at the beginning of every 2 weeks.
  - *For example: Modules for Weeks 1 & 2 will be released together on the Monday of Week 1.*
- Parents or guardians must come to pick up the modules following IATF & DOH Guidelines on the prevention of the spread of COVID-19
- Alternatively, students may download the modules on the School's LMS, "Moodle".
- The accomplished 2 weeks' modules must be submitted by the students to the Class Advisers before receiving the next 2 weeks' modules.
  - *For example: Modules for Weeks 1 & 2 should be accomplished and then submitted on the Monday of Week 3 before the students will receive the modules of Weeks 3 and 4.*
- A student will be considered a drop-out or "no longer participating in learning activities" (NLPA) if he/she and his/her parent voluntarily withdraw from schooling OR if he/she incurs absences of more than 20% of the prescribed number of class/lab periods during the school year.
  - This is equivalent to the lack of submission of 8 modules during the school year or 2 modules during a quarter without any communication/contact efforts being made by the learner or parent/guardian with the teacher.
    - *NOTE: "contact/communication efforts" may vary depending on the distance learning modality and may include but are not limited to electronic/digital communication, using of designated drop/pick up kiosk /middleman for printed modules, phone calls, text messaging, handheld CB radio, letter correspondence or attending classes/meetings, and/or physical interactions between parent/guardian and adviser within the parameters of the existing local/national health safety protocols of IATF for COVID-19.*
- Students are advised to utilize the at least 6 hours in total for accomplishing the modules each weekday. Parents should monitor their children's usage of time. This helps to further replicate the face-to-face class environment and ensure that students will not fall behind in accomplishing their modules.

### 4) Identification Card (Student ID)

- Pupils/students will be issued Student IDs at the beginning of the School Year.
- For security purposes, Parents or Guardians must bring their child's School ID when receiving and submitting modules.

### 5) Uniforms

Students are not obliged to have the previous school years' student uniforms.

However, when attending an online class, students must remember that online classes are still professional settings. Students are advised to maintain learning appropriate attire through the duration of the class, as this will show a student's commitment and grooming to the teacher as well as to the rest of the class. Students must ensure that they abide by Islamic guidelines related to appearance and clothing.

The *recommended attire* for attending online classes are as follows:

#### Boys' Attire:

- White Thawb or the S.Y. 2019-20 Student Uniform

#### Girls' Attire:

- Complete hijab (*e.g plain 'abaya and head veil*) or the S.Y. 2019-20 Student Uniform

## **6) PARENTS/GUARDIANS/VISITORS DRESS CODE:**

When Parents or Guardians visit the school for official purposes, they must abide by the same previously mentioned guidelines for the face-to-face class settings.

### **B. GENERAL ONLINE CLASS RULES**

#### **1. FOLLOW THE RULES WITH THE RIGHT INTENTION**

*Follow the rules as they are an obligation upon you as a student. So, carry out your obligations to please Allah.*

#### **2. SET AND TRACK YOUR STUDY HOURS**

*To productively learn online, you need to devote a substantial amount of your time, consistently attend the online class, be concentrated while studying, and fully participate to your learning process, just as you would do in a classroom. It is possible to let diversions eat away at the time you are supposed to be studying. Check the Class Program. Make sure to dedicate at least the whole school day from 8:30am to 3:30pm for studies.*

#### **3. FOCUS ON THE LEARNING OBJECTIVES**

*Being away from the usual learning environment (i.e. face-to-face classes) requires additional motivation. By setting personal learning goals and objectives means you are not simply submissively absorbing knowledge. You become an active participant in your own learning process. When you see progress, you feel more enthused, giving you the boost you need to keep going. Your learning objectives and goals can also be your best roadmap during your virtual education. Read judiciously your online course requirements, design notes that are closely related to your objectives, and make sure that you review them carefully every time you start a course (subject) work so that you stay on track in your goals and objectives.*

#### **4. THINK BEFORE YOU CLICK**

*Many websites contain erroneous or incorrect information. Students need to learn how to evaluate websites and assess whether they can trust the content. And with malware and viruses increasing, students must learn to watch what they download, click and share. Finally, before you post something online you need to think of it many times if it's appropriate or not. It's okay to express your thoughts on social media but think first if it is going to be offensive to others.*

#### **5. OBSERVE COPYRIGHT LAWS**

*Students to some extent engage in the "copy and paste" practice without realizing the copyright implications. Learn about copyright and related laws to help ensure you follow the rules in using and sharing content. Always remember that: (a) Downloading or copying software or other media and not remunerating for it is no different than theft; (b) Copying info from a website or printed material and professing it is yours is plagiarism, and (c) Cheating is dishonorable whether you write by hand or type it during a test.*

#### **6. MAINTAIN PROPER LEARNING ENVIRONMENT**

*Be cautious of your surroundings while attending your online classes so as not to cause any disturbance or commotion to the sessions. Make sure you are in a quiet place during class so that there are no unexpected sounds, which can be overheard by the entire class. Furthermore, an online class is still a professional setting. Learners are advised to maintain learning appropriate attire through the duration of the class, as this will show a student's commitment and grooming to the teacher as well as to the rest of the class.*

#### **7. ACTIVELY PARTICIPATE IN ALL ONLINE CLASSES**

*During an online class, it is important to share your opinions and insights during the class discussions — and not just for the grade. When you keenly engage in discussion, you understand more by reflecting on the subject matter, sharing ideas and viewpoints with others, and inquiring and thinking critically about responses. This learning modality is a two-way street that works by paying attention and actually engaging oneself in each session, otherwise it will be ineffective.*



**8. AVOID ANY FORM OF CYBERBULLYING**

*never send, post, or share damaging, hurtful, untruthful, or malicious content about someone else (either a classmate, teacher, etc.). It can include sharing personal or private information about someone else causing shame or dishonor. Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but also those doing the bullying or participating in it.*

**9. BE RESPECTFUL AT ALL TIMES**

*Observe online etiquette while learning, this includes: (a) if you wouldn't say it to someone's face, don't say it online either; (b) be cognizant of strong language, all caps, and exclamation points before using it; (c) Emoticons and smileys can be helpful when conveying humor or sarcasm but be careful in its usage, and just remember to keep the smiley faces away from academic papers, and (d) treat your instructor and classmates with respect in email or any other communication; and always use your teachers' proper title: Sir, Mr., Ustadh for males and Ma'am, Mrs., Ms. or Ustadha for females.*

**10. SECURE YOUR ONLINE ACCOUNT**

*Make sure that all data privacy regulations are observed in your online education. Protect your online account against pranks and other forms cyber theft by doing the following course of action: (a) Don't share your password with anyone; (b) Change your password if you think someone else might know it; and (c) Always log out when you are finished using the system. It is important to make sure you sign out of all online accounts before you stop using a "public computer".*

**C. SUMMATIVE TESTS**

- Summative Tests are a part of the Written Works expected from students during each Quarter.
- Summative Tests will be given online on our Learning Management System .  
( <https://k-12.wisdomislamic.online/moodle> ) and open only during the scheduled times.
- Parents/guardians must act as proctors for the students.
- Parents/guardians may assist in guiding the examinees in relation to the instructions of each question but must not give answers or hints.
- Any concerns must be forwarded to the teachers as soon as possible

## 6. ACADEMIC POLICIES

### i. Policy on Retention and Promotion of Students

Our Policy on Retention and Promotion of Students in **Kindergarten** is in line with DepEd Order s. 2016 no. 47 (Omnibus Policy on Kindergarten Education).

As stated in page 15 of the said DepEd Order regarding the promotion or retention of learners at the end of the school year:

“All learners who complete Kindergarten are promoted to Grade One.

However, a learner may be considered for possible retention if he or she has incurred absences of more than 20% of the prescribed number of hours during the school year.

In this case, the School Head may, at his or her discretion after looking into the individual’s case, exempt a learner who exceeds the 20% limit for reasons considered valid and acceptable to the school.”

As for the Retention and Promotion of students in **Grades 1 to 12** (Elementary to Senior High School [SHS]), the Policy is in line with DepEd’s as stated in DO\_s2015\_08:

#### **D. How are learners promoted or retained at the end of the school year?**

This section provides the bases for promoting a learner to the next grade level or for retaining a learner in the same grade level. These decisions must be applied based on evidence and judiciously.

A Final Grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. Table 11 specifies the guidelines to be followed for learner promotion and retention.

**Table 11.** Learner Promotion and Retention

	<b>Requirements</b>	<b>Decision</b>
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 remedial 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
For Grades 4 to 10 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 remedial 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

	<b>Requirements</b>	<b>Decision</b>
	4. Must pass all learning areas in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
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 remedial 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 remedial 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

For Grades 1–10, a learner who Did Not Meet Expectations in at most two learning areas must take remedial classes. Remedial classes are conducted after the Final Grades have been computed. The learner must pass the remedial classes to be promoted to the next grade level. However, teachers should ensure that learners receive remediation when they earn raw scores which are consistently below expectations in Written Work and Performance Tasks by the fifth week of any quarter. This will prevent a student from failing in any learning area at the end of the year.

For Grade 11–12, learners who fail a unit/set of competencies must be immediately given remedial classes. They should pass the summative assessments during remediation to avoid a failing grade in a learning area/subject. This will prevent students from having back subjects in Senior High School (SHS). However, if the learner still fails remedial classes, s/he must retake the subject/s failed during the

summer or as a back subject. Guidance teachers/career advocates must provide support to the SHS student for his/her choices in SHS tracks.

Summative Assessments are also given during remedial classes. These are recorded, computed, weighted, and transmuted in the same way as the Quarterly Grade. The equivalent of the Final Grade for remedial classes is the Remedial Class Mark (RCM). The Final Grade at the end of the school year and the Remedial Class Mark are averaged. This results in the Recomputed Final Grade. If the Recomputed Final Grade is 75 or higher, the student is promoted to the next grade level. However, students will be retained in the grade level if their Recomputed Final Grade is below 75.

The teacher of the remedial class issues the Certificate of Recomputed Final Grade, which is noted by the school principal. This is submitted to the division office and must be attached to both Form 137 and School Form Number 5. Figure 1 below shows a sample certificate.

**Figure 1.** Sample Certificate of Recomputed Final Grade

<b>Certificate of Recomputed Final Grade</b>			
Name of student: _____			
Grade level: _____			
School Year: _____			
Learning Area	Final Grade	Remedial Class Mark	Recomputed Final Grade
Prepared by: _____ Remedial Class Teacher		Date: _____	
Noted by: _____ School Principal		Date: _____	
Received by: _____ Division Office		Date: _____	

The learner can enroll in the next grade level for Grades 1–10 and in the next semester for Grades 11–12 upon presentation of the Certificate of Recomputed Final Grade. This certificate can be verified in the division offices as needed.

## ii. Grading System

The work of pupils/students shall be graded at the end of every school year in accordance with the following system:

### A. Grading Range and Definition

A 90-100	Outstanding	AP 80– 84	Satisfactory	B 70-74	Did Not Meet Expectations
P 85– 89	Very Satisfactory	D 75– 79	Fairly Satisfactory		

### B. Grading Percentage and distribution of weights

#### *For face-to-face class settings*

Wisdom Islamic School adopts the Guidelines on Classroom Assessment (DepED Order No. 8, s. 2015), as summarized below:

#### Grades 1-10 (Elem. to JHS)

ENGLISH/FILIPINO								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
1 to 10	30%		50%				20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR	FLUENCY	EXAM	
		10	10	10	10	10		
AP								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
1 to 10	30%		50%				20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR		EXAM	
		15	15	10	10			
SCIENCE/MATHS								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
1 to 10	40%		40%				20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR		EXAM	
		10	10	10	10			
MAPEH/EPP/TLE								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
1 to 10	20%		60%				20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR		EXAM	
		10	20	20	10			

#### Grades 11-12 (SHS)

CORE SUBJECTS								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
11 to 12	25%		50%				25%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR	EXAM		
		15	15	10	10			
GENERAL ACADEMICS								
GRADE	WRITTEN WORK		PERFORMANCE TASKS				QUARTERLY ASSESSMENT	
11 to 12	25%		40%				30%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	BEHAVIOR	EXAM		
		10	10	10	10			

The following are the distribution of weights for the Qur'an, Arabic Language and Islamic Studies components (QALIS):

QUR'AN								
GRADE	WRITTEN WORK	PERFORMANCE TASKS					QUARTERLY ASSESSMENT	
1 to 12	30%	50%					20%	
	UNIT/BI-WEEKLY QUIZZES	NEW AYAT	REVIEW	TAJWEED	LEVEL	BEHAVIOR	EXAM	
		10	10	10	10	10		
ISLAMIC STUDIES								
GRADE	WRITTEN WORK	PERFORMANCE TASKS					QUARTERLY ASSESSMENT	
1 to 12	30%	50%					20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	LEVEL	APPLICATION / BEHAVIOR	EXAM	
		10	10	10	10	10		
ARABIC								
GRADE	WRITTEN WORK	PERFORMANCE TASKS					QUARTERLY ASSESSMENT	
1 to 12	30%	50%					20%	
	UNIT/BI-WEEKLY QUIZZES	HOMEWORK	CLASSWORK	PROJECTS	LEVEL	BEHAVIOR	EXAM	
		10	10	10	10	10		

**Arabic and Islamic Studies Leveling Scores for Grades 7-12**

Grade   Levels	1	2	3	4	Level - Total weighted average
G7-G9	3.33	6.67	10.00	13.33	
G10-12	2.5	5	7.5	10	

**Qur'an Leveling Scores for Grades 7-12**

Grade   Levels	1	2	3	4	5	6	Level - Total weighted average
7 & 8	2.5	5	7.5	10	12.5	15	
9 & 10	2	4	6	8	10	12	
11 & 12	1.67	3.33	5.00	6.67	8.33	10	

For more details, please refer to the Policies on "Classroom Assessment" (DO no. 8, s2015).

**For classes during COVID-19 Pandemic in line with DepEd’s BE-LCP**

Regarding the Grading Percentage and Distribution of Weights during the COVID-19 Pandemic, Wisdom Islamic School adopts the “Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan” (DepED Order No. 31, s. 2020), as shown below:

**Table 1: Weight Distribution of the Summative Assessment Components per Learning Area for Grade 1 to Grade 10**

Assessment Components	Weights		
	Languages/AP/EsP	Science/Math	MAPEH/EPP/TLE
Written Works	40%	50%	30%
Performance Tasks	60%	50%	70%

**Table 2: Weight Distribution of the Summative Assessment Components for Senior High School**

Assessment Components	Core Subjects	Academic Track		Technical/Vocational and Livelihood (TVL)/Sports/Arts and Design Tracks	
		All Other Subjects	Work Immersion/Research/ Business Enterprise Simulation/ Exhibit/Performance	All Other Subjects	Work Immersion/ Research Exhibit/ Performance
Written Works	40%	40%	50%	30%	
Performance Tasks	60%	60%	50%	70%	

NOTE: the subjects “Qur’an” and “Islamic Studies” fall under EsP, while the subject “Arabic Language” falls under Languages (i.e. Written Works = 40%, Performance Tasks = 60%).



## CORE VALUES OF A STUDENT

Refer to the previously mentioned Core Values (*WISDOM*) in this Student Handbook.

The grading of the student's Core Values, however, is in line with DepEd Order 8 s. 2015 as summarized below:

### Descriptors and Indicators of Observed Values

Core Values	Behavior Statements	Indicators
1. Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others.	1. Engages oneself in worthwhile religious activities. 2. Respects sacred places 3. Respects people of other beliefs
	Shows adherence to ethical principles by upholding truth	1. Tells the Truth 2. Fulfills trusts 3. Aspires to be fair and kind to all. 4. Recognizes and respects everyone's feelings
2. Makatao	Is sensitive to individual, social and cultural differences	1. Shows respect to all 2. Views mistakes as learning opportunities 3. Volunteers to assist others in times of need 4. Recognizes and respects people from different economic, social, and cultural backgrounds.
	Demonstrates contributions toward solidarity	1. Cooperates during activities 2. Recognizes and accepts the contribution of others toward a goal 3. Considers diverse views 4. Communicates respectfully 5. Accepts defeat and celebrates others' success 6. Speaks out against and prevents bullying
3. Maka-Kalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically	1. Shows a caring attitude toward the environment 2. Practices waste management 3. Conserves energy and resources 4. Takes care of school materials, facilities, and equipment 5. Keeps work area orderly during and after work 6. Keeps one's work neat and orderly
4. Maka-bansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen	1. Identifies oneself as a Filipino 2. Respects the flag and national anthem 3. Takes pride in diverse Filipino cultural traditions 4. Promotes appreciation and enhancement of Filipino Languages 5. Abides by the rules of the school, community, and country
	Demonstrates appropriate behavior in carrying out activities in the school, community, and country	1. Manages time and personal resources efficiently and effectively 2. Perseveres to achieve goals despite difficult circumstances

A non-numerical rating scale will be used to report on learners' behavior demonstrating the Core Values. The Class Advisor and other Teachers shall agree on how to conduct these observations. They will also discuss how each child will be rated.

### Marking for the Observed Values

Marking	Non-Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed



## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are highly recognized as contributing to the all-round development of the study in their formation in community living. They include Science and Math Club, student council, Sports Clubs, young writers club, speech club, computer class, martial arts club, da'wah or support group, etc. Co-curricular activities are meant to supplement not to substitute for the curricular program. Hence, class hours may not be used for such activities except in extreme cases and each time only with the Principal's permission or his/her designated officer/teacher/staff.

### **iii. AWARDS**

#### ***For face-to-face class settings***

#### **1. Valedictorian and Salutatorian**

Valedictorian and Salutatorian awards/distinctions are awarded every year to the top two graduating pupils/students who ranked first and second in their respective classes. Candidates for valedictorian and salutatorian must obtain a total grade not below 90.00%. The underlying criteria include grades, core values, residence, extra-curricular activities and honor consistency.

#### **2. Excellent/Merit Awards**

Excellent awards are given every end of the school year to all deserving pupils/students who excel in different subject areas from pre-school to grade levels.

### **PROPOSED AWARD CATEGORIES**

NOTE: The following categories may be updated each year according to the latest DepEd Guidelines on Awards.

#### **KINDERGARTEN:**

1. Academic Excellence: Top 6
2. Performance Awards:
  - i. Communication/Self-Expression
  - ii. Literacy
  - iii. Numeracy
  - iv. Recitation
  - v. Physical Agility
  - vi. Science
  - vii. Self-Care
  - viii. Visual Arts
3. Character Traits
  - i. Active
  - ii. Cooperative
  - iii. Honesty
  - iv. Kindness
  - v. Leadership
  - vi. Patience
  - vii. Self-discipline
4. Perfect Attendance

#### **GRADES 1-3**

1. Academic Excellence: Top 6
2. Character Traits
  - i. Active
  - ii. Cooperative
  - iii. Honesty
  - iv. Kindness

- v. Leadership
- vi. Patience
- vii. Self-discipline
- 3. Perfect Attendance
- 4. Athletics (BOYS AND GIRLS)
- 5. Arts
- 6. English
- 7. Filipino
- 8. Science
- 9. Maths
- 10. Islamic Subjects
- 11. LOYALTY AWARD

#### GRADE 4-12

- 1. Academic Excellence: Top 6
- 2. Conduct Awards: (BOYS AND GIRLS)
  - i. Maka-Diyos – Islamic Example
  - ii. Makatao – Peacemaker
  - iii. Makakalikasan – Environmentalist
  - iv. Makabansa – Altruist
- 3. Perfect Attendance
- 4. Leadership Award (BOYS AND GIRLS)
- 5. Athletics
- 6. Arts
- 7. English
- 8. Filipino
- 9. Science
- 10. Maths
- 11. Islamic Subjects
- 12. Club Awards
- 13. SHS Special Awards
  - i. Work Immersion
  - ii. Research
- 14. LOYALTY AWARD

**For classes during COVID-19 Pandemic in line with DepEd's BE-LCP**

**KINDERGARTEN:**

1. Academic Excellence: Honor awards (w/honors 90-94; w/ high honors 95-97; w/highest Honors 98-100)
2. Performance Awards:
  - i. Communication/Self-Expression
  - ii. Literacy
  - iii. Numeracy
  - iv. Recitation
  - v. Science
  - vi. Self-Care
  - vii. Visual Arts

**GRADES 1-3**

1. Academic Excellence: Honor awards (w/honors 90-94; w/ high honors 95-97; w/highest Honors 98-100)
2. BEST IN:
  - Arts
  - English
  - Filipino
  - Science
  - Mathematics
  - Arabic Language
  - Islamic Studies
  - Quran
3. LOYALTY AWARD (Completed 4 years of studies in WIS [*e.g. applicable for grade 2 if he/she studied in WIS since KG1; for grade 3 if studied in WIS since KG2 etc...*])

**GRADES 4-12**

1. Academic Excellence: Honor awards (w/honors 90-94; w/ high honors 95-97; w/highest Honors 98-100)
2. BEST IN:
  - Arts
  - English
  - Filipino
  - Science
  - Mathematics
  - Arabic Language (*for JHS & SHS: per level & section (ie boy level 1, girls level 1 etc...)*)
  - Islamic Studies (*for JHS & SHS: per level & section (ie boy level 1, girls level 1 etc...)*)
  - Quran (*for JHS & SHS: per level & section (ie boy level 1, girls level 1 etc...)*)
3. SHS Special Awards
  - i. Work Immersion
  - ii. Research
4. LOYALTY AWARD (4th year in WIS [*applicable for grade 4 if he/she studied from Gr. 1 etc...*])

## **7. SCHOOL DISCIPLINE POLICY AND PROCEDURES**

### **I. GENERAL GUIDELINES AND POLICIES ON SCHOOL DISCIPLINE**

1. The pupil/student's registration in the school is considered an expression of his/her willingness to abide by all given regulations. The school reserves the right to dismiss at any time, after thorough investigation, any student who does not conform to right conduct and the required academic work.
2. Discipline in the school is in view of preparing the student for a life of true commitment, of self-giving by forming them with a sense of responsibility while maintaining great respect for their personal liberty.
3. Courteous behavior is expected of all pupils/ students at all times.
4. Students, both as individuals and in groups, may not use the name and seal of the school without authorization from the office of the principal.
5. The school uniform is intended only for school or for duly authorized representation, not for private attendance at public functions.
6. Students are required to be appropriately dressed for school.
7. Physical Education (PE) uniform should be worn during PE classes only.
8. Students must regard school property with care, and keep the buildings and the campus neat and clean.
9. Any damage done by a pupil/student to school property must be repaired or replaced by the concerned parent/guardian.
10. Students should keep desks, tables, chairs and school equipment neat and orderly.
11. Students may be called out of classes for guidance counseling whenever the need arises.
12. Students must have everything they need to study and not to borrow things from one another.
13. Order and silence must be observed along the corridors, library and around the school premises, especially in the mosque.
14. Students who need to go to the school clinic must ask a written permit from their Subject Teacher or Class Adviser.
15. Persistent misbehavior in class may incur suspension from all classes for a certain period.
16. Students may not be called out of class except for important reason(s).
17. Assemblies of the entire student body or a particular section of the student body, academic or cultural functions are considered of special importance. Students are thereby obliged to attend.
18. Students should read, understand and observe library regulations. A student who violates library regulations is subject to disciplinary action.
19. Reading materials, radios, phonographs, calculators and toys not relevant to the lessons should not be brought to school.
20. School bags, notebooks, other things printed with persons, animals and non-Islamic figures or symbols should be avoided and are especially not allowed in the mosque.
21. Students may not sell tickets nor solicit contributions without the permission from the school authorities.
22. Birthday celebration in the school is not allowed.
23. Students are not allowed to go out of the classrooms during class hours unless permitted by the school authorities.
24. Smoking inside the school campus is strictly prohibited.
25. Mobile phones will be confiscated by the respective Class Advisors and kept in the Administration Office throughout the day.
26. Permission to make/receive phone calls may be given in emergency cases as determined by the Office.

## **ii. DISCIPLINARY MEASURES**

The following disciplinary actions will be taken upon proper investigation by the principal, homeroom teacher and guidance counselor. Expulsion debars the student from all schools. This is to be administered by the principal with the approval of DepEd. Depending upon the gravity of the offense committed by a pupil/student, the administration may act according to the following disciplinary measures: Violation Report, Parent Conference, Suspension from Classes, and Dismissal.

### **Violation Report**

This is a written notice to a pupil/student and his/her parents informing them of the offense committed by the pupil/student.

### **Conference with Parents**

This holds for a case whereby the school sends a notice to parents whose son or daughter has committed an offense, and such parents are invited for a conference. If the parents failed to appear in the conference called for the purpose, for three times, it may be a ground for denying the enrollment of their son/daughter in the next school year.

### **Community Service**

Students who are tasked with community service will be required to clean the School Compound. Number of hours will depend on the graveness of the misconduct.

### **Suspension from Classes**

Suspension defers the student's attendance from regular classes for a certain period of time. It is a punishment upon pupils/students who are guilty of consistent misbehavior, or guilty of committing serious offense(s). The duration of the suspension varies according to the gravity of the offense and is determined by the school authorities. A parent conference shall be called by the school before the suspension takes effect, and the faculty/teachers are informed of the suspension decision. The duration of the suspension ranges from one to five days, without makeup tests.

### **Dismissal/Exclusion**

Dismissal (for disciplinary or some other valid reasons) is a final and irrevocable withdrawal of the pupil/student from the school. The pupil/student is therefore no longer allowed to continue his/her studies at WIS.

Dismissal could be due to disciplinary reasons, recurring insubordination to school policies, leaving school premises several times without permission, staying away from school without parents' knowledge, and inciting insubordination to school policies among schoolmates.

Dismissal for disciplinary reasons takes place as follows: A careful investigation of the case will be conducted by the Administrative Team giving the student and his parents the opportunity to present and explain their side of the matter. Pertinent warning (violation report) will be given in writing after the investigation to both the student and his parents. Dismissal will be carried out after the third written warning.

### **iii. GROUNDS FOR DISCIPLINARY ACTION**

#### **First Category**

1. Attendance
  - Irregular attendance (at least one unexcused absence)
  - Tardiness (being late in coming to school for more than two times, consecutive or alternate in a week)
2. Failure to submit school correspondence to parents
3. Not wearing school uniform
4. Use of indecent language
5. Faddish and punk accessories
6. Unsanitary personality
7. Escaping from any of the classes
8. Minor Act of vandalism
9. Incomplete uniform

#### **Second Category**

1. Conduct of grossly indecent nature in campus, or in any school- related activities
2. Destroying school property and facilities
3. Destroying school property and facilities
3. Writing on textbooks, library books, and school magazine
4. Writing or carving on furniture and walls
5. Absence in prayer
6. Erasing announcements on the bulletin board or changing written announcements
7. Fighting, instigating, or being involved in a fight within the campus, or in any related school activities; causing injury, or physical harm, to schoolmates within the school campus or during the time when the pupils/students are still under the responsibility of the school.
8. Direct assault on any pupil/student or any member of the faculty, administrative personnel, staff or non-teaching staff
9. Smoking inside the school campus, or outside the campus in related school activities

#### **Third Category**

1. Cheating during examinations and/or quizzes (including written reports required for submission)
2. Stealing or an attempt thereof
3. Possession of pornographic materials
4. Forging or falsifying and/or tampering academic or official records or documents of any kind
5. Direct assault by the parent or guardian of a student against any student or any school employee, with or without justifiable reason
6. Drunkenness or taking of any form of prohibited drugs
7. Creation of non-Islamic organization and fraternity
8. Cheating/Plagiarism

#### **Fourth Category**

1. Possession, distribution, or bringing in the campus and in any school related activities intoxicating drinks and or any form of prohibited drugs
2. Possession of explosives, or deadly weapons while on campus, or in any school-related activities
3. Committing, or being involved in, a crime inside and outside the campus
4. Committing public displays of affection such as kissing and other similar or graver intimate acts

### **iv. DISCIPLINARY ACTIONS**

<b>Category</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
1 <sup>ST</sup> : Minor Offense/Sanction	Refer to the Class Adviser	Refer to the Head Teacher	Refer to the Discipline Coordinator	Refer to the Counselor
	Oral Reprimand	Oral & Written Reprimand	Conference with parents	Community Service
2 <sup>nd</sup> : Moderate Offense/Sanction	Refer to the Head Teacher	Refer to the Discipline Coordinator	Refer to the Counselor	Refer to the Principal
	Conference with parents	Community Service	Suspension in School	Suspension out of School
3 <sup>rd</sup> : Moderate Offense/Sanction	Refer to the Discipline Coordinator	Refer to the Counselor	Refer to the Principal	Refer to DepEd Division Office
	Conference with parents and Community Service	Suspension in School	Suspension out of School	Exclusion
4 <sup>th</sup> : Grave Offense/Sanction	Refer to the Counselor	Refer to the Principal	Refer to DepEd Division Office	
	Suspension in School	Suspension out of School	Exclusion	

### **PARENTS' INVOLVEMENT**

One of the most important factors in a child's educational success is the involvement of parents or guardians. It is important for parents to meet teachers to discuss student's progress. To encourage and measure parental participation, records are maintained on the number and percentage of students whose parents or guardians participate in school meetings. For the purpose of this report, a parent-teacher conference is one where an open invitation is given to all parents/guardians of the students of the school, inviting them to visit the school to exchange information and feedback concerning students' welfare and progress. Parents and guardians also are invited to visit and, where appropriate participate in classrooms as well as after-school activities. Parents form our Wisdom Volunteers group, which provides numerous volunteer hours in the classroom, school cafeteria, school office, security,

## **8. Child Protection Policy**

### **i. POLICY STATEMENT**

Pursuant to DepEd Order 40, s. 2012, Wisdom Islamic School, Davao City Inc. upholds the protection and rights of every student from any form of problems and abuses encountered in school and community.

The School promotes a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

### **ii. PRINCIPLES**

The School promulgates the following Principles:

1. Schools shall be conducive to learning and children shall have the right to education free from fear;
2. All children shall be protected from all forms of abuse and bullying to develop self-confidence.
3. Schools shall advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem.
4. Corporal punishment shall not be imposed on any child in school for the purpose of discipline, training or control;
5. School heads shall take steps to prevent bullying and ensure that the appropriate interventions counseling and other services are provided for the victims of abuse violence exploitation, discrimination and bullying;
6. Students shall respect the rights of others refrain from committing acts of bullying and peer violence;
7. Parents shall be actively involved in all school activities or events that raise awareness on children's right, positive, discipline and the prevention of bullying;
8. Visitors and guest shall be oriented on the child protection policy.

### **iii. DEFINITION OF TERMS**

**Child** – refers to any person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition; (RA 7610).

**Student** – means a child who regularly attends classes in any level of the basic education system, under the supervision and tutelage of a teacher or facilitator.

**School Personnel** – means the persons, singly or collectively, working in a public or private school. They are classified as follows:

- a. **“School Head”** refers to the chief executive officer or administrator of a public or private school or learning center.
- b. **“Other School Officials”** include other school officers, including teachers, who are occupying supervisory positions or positions of responsibility, and are involved in policy formulation or implementation in a school.
- c. **“Academic Personnel”** includes all school personnel who are formally engaged in actual teaching service or in research assignments, either on a full-time or a part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons.
- d. **“Other Personnel”** includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.



**Child Protection** – refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence.

**Parents** – refers to biological parents, step-parents, adoptive parents and the common-law spouse or partner of the parent;

**Guardians or Custodians** – refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child.

**School Visitor or Guest** – refers to any person who visits the school and has any official business with the school, and any person who does not have any official business but is found within the premises of the school. This may include those who are within the school premises for certain reasons, e.g. student teachers, catechists, service providers, suppliers, bidders, parents and guardians of other children.

**Child Abuse** – refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

- 1) psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- 2) any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- 3) unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or
- 4) failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (Sec. 3 [b], RA 7610).

**Discrimination against children** – refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

**Child exploitation** – refers to the use of children for someone else's advantage, gratification or profit often resulting in an unjust, cruel and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

- 1) **Sexual exploitation** – refers to the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. It includes, but it is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim's vulnerability.
- 2) **Economic exploitation** – refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution and consumption of goods and services. This includes, but is not limited to, illegal child labor, as defined in RA 9231.

**Violence against children committed in schools** – refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses

including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

- 1) **Physical violence** refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.
- 2) **Sexual violence** refers to acts that are sexual in nature. It includes, but is not limited to:
  - a) rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
  - b) forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films, indecent publication or material; and
  - c) acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.
- 3) **Psychological violence** refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.
- 4) **Other acts of violence** of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

**Bullying or Peer Abuse** – refers to willful aggressive behavior that is directed, towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:

- 1) **Bullying** – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
  - a. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
  - b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
  - c. Taking of property;
  - d. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit or expose a person to contempt;
  - e. Deliberate destruction or defacement of, or damage to the child's property;
  - f. Physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
  - g. Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
  - h. Restraining the liberty and freedom of a pupil or student.
- 2) **Cyber-bullying** – is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

**Corporal Punishment** – refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:

- 1) Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
- 2) Striking of a child's face or head, such being declared as a "no contact zone";
- 3) Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
- 4) Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
- 5) Deprivation of a child's physical needs as a form of punishment;
- 6) Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
- 7) Tying up a child;
- 8) Confinement, imprisonment or depriving the liberty of a child;
- 9) Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
- 10) Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
- 11) Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
- 12) Other analogous acts.

**Positive and Non-Violent Discipline of Children** -is a way of thinking and a holistic, constructive and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters 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.

#### **iv. DUTIES AND RESPONSIBILITIES OF THE SCHOOL HEAD**

The School Heads shall have the following duties and responsibilities:

- A. Ensure the institution of effective child protection policies and procedures, monitor compliance thereof;
- B. Ensure that the school adopts a child protection policy
- C. Ensure that all pupils, students or learners, school personnel, parents, guardians or custodians, and visitors and guests are made aware of the Child Protection Policy.
- D. Organize and convene the Child Protection Committee;
- E. Conduct the capacity building activities for the members of the Child Protection Committee and Guidance Counselors/Teachers
- F. Conduct disciplinary proceedings in cases offenses committed by students;
- G. Ensure that the participatory and other rights of children are respected and upheld in all matters and procedures affecting their welfare;
- H. Maintain a record of all proceedings related to bullying or peer abuse and submit after each school year to the Division Office the report and the copy of the intake form
- I. Conduct the appropriate training and capability-building activities on child protection measures and protocols;
- J. Ensure that the Student Handbook is to be followed by every pupil, students or learner while on the school grounds, or during a school-sponsored activity, and during lunch period, whether on or off campus;
- K. Adopt such conflict resolution mechanisms that respect the rights of indigenous peoples

- L. Coordinate with the appropriate offices and other agency or instrumentality for appropriate assistance and intervention, as may be required in the performance of its functions;
- M. Coordinate with the Department of Social Welfare and Development or, the appropriate government agencies or non-governmental organizations on Child Protection Hotline for reporting abuse, violence, exploitation, discrimination, bullying and other similar acts for counselling;
- N. Ensure that all incidents of abuse, violence, exploitation, discrimination, bullying and other similar acts are addressed in accordance with the provisions of DepEd Order 40, s. 2012.

## **v. DUTIES AND RESPONSIBILITIES OF SCHOOL PERSONNEL**

Article 218 of the Family Code of the Philippines provides the following responsibilities of school administrators, teachers, academic and non-academic and other personnel:

- A. Exercise special parental authority and responsibility over the child while under their supervision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution

Article 220 and 233 of the Family Code of the Philippines, Presidential Decree No. 603, and other related laws enumerated the following duties and responsibilities of the above mentioned persons and personnel over the children under their supervision, instruction and custody;

- B. Keep them in their company and support, educate and instruct them by right percept and good example;
- C. Give them love and affection, advice and counsel, companionship and understanding;
- D. Enhance, protect, preserve and maintain their physical and mental health at all times;
- E. Furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from acquiring habits detrimental their health, studies and morals;
- F. Represent them in all matters affecting their interest;
- G. Inculcate the value of respect and obedience
- H. Practice positive and non-violent discipline, as may be required under the circumstances; provided that in no case shall corporal punishment be inflicted upon them;
- I. Perform such other duties as are imposed by law upon them, as substitute or guardians; and
- J. School personnel shall also strictly comply with the school's child protection policy.

## **vi. DUTIES AND RESPONSIBILITIES OF STUDENTS**

1. Comply with the school's regulations, as long as they are in harmony with their best interests.

Pupils, students and learners shall refrain from:

- a. Engaging in discrimination, or leading a group of pupils or students to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort;
- b. Doing any act that is inappropriate or sexually provocative;
- c. Participating in behavior of other students that is illegal, unsafe or abusive;
- d. Marking or damaging school property, including books, in any way;
- e. Engaging in fights or any aggressive behavior
- f. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material; and
- g. Performing other similar acts that cause damage or injury to another.

- An allegation that any of these acts has been committed shall not be used to curtail the child's basic rights, or interpreted to defeat the objectives of this Child Protection Policy.

2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
3. Appropriately respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical and integrity; and
4. Observe the Student Handbook rules & regulations

## **vii. CHILD PROTECTION COMMITTEE**

Composition:

- a. Principal – Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

### **Function of Child Protection Committees (CPC)**

- Initiate information dissemination programs and organize activities for the protection of children;
- Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
- Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child;
- Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare;
- The CPC shall accomplish an Intake Sheet to assess both the victims and the offenders and report actions taken on the case.

## **viii. PREVENTIVE MEASURES**

The School shall build the capabilities of school personnel, students, parents and guardians to understand and deal with child abuse, exploitation, violence, discrimination, bullying and peer violence by conducting sessions, trainings and seminars on positive peer relationship and enhancement of social and emotional competence.

### **STRATEGIES**

- Conducting sessions, trainings and seminars on positive peer relationships and enhancement of social and emotional competence,
- Using trainings modules which include positive and non – violent discipline in classroom management and gender sensitivity,
- Integrating and teaching children's rights in the classroom

## **ix. PROTECTIVE AND REMEDIAL MEASURES**

### **PROCEDURES**

- Students shall report all bullying incidents to the School Head.
- The School Head shall in turn inform the parents of the pupils concerned and a meeting shall be held for that purpose.
- The student shall be referred to the CPC for counselling and other interventions.

- The School may impose Non-punitive Measures in accordance with the principles of Positive and Non-Violent Discipline.
- Punitive measures will be a last resort.

#### **x. RULES AND RESPONSIBILITIES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLENCE AND DISCRIMINATION CASES**

1. Expeditious conduct of investigation and reporting of cases will be done by the CPC;
2. School Head shall forward the complaint within 48 hours to the DepEd Division Disciplining Authority, who shall issue an Order for the conduct of a fact-finding investigation, not later than 72 hours from submission;
3. If the person complained of is a non-teaching personnel, the Schools Division Superintendent shall cause the conduct of a fact-finding investigation within the same period;
4. Criminal and civil liability shall not be a bar to the filing of an administrative case;
5. The identity or other information that may reasonably identify the student shall remain confidential; and
6. The identity of a respondent-teacher shall likewise be kept confidential.

#### **xi. CONFIDENTIALITY**

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Discipline Coordinator/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as provided in the School's Personnel Handbook.

#### **xii. EFFECTIVITY**

This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

## **9. ANTI-BULLYING POLICY**

### **Prefatory Statement**

The School values a healthy and peaceful educational environment. All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear. The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms. The School takes a strong stance against bullying. Bullying is unacceptable in the School and will not be tolerated.

### **i. Preliminary Provisions**

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013”.

Section 2. *Scope and Coverage*: This Policy applies to the Kindergarten, Elementary, and Junior & Senior High School programs at Wisdom Islamic School, Davao City Inc., hereafter referred to as the “School”.

Section 3. The following shall be the parties and/or stakeholders in bullying incidents:

1. *Bully* - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. *Bystander* - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. *Bullied or Victim* – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. *Parent or Guardian* - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. *School* – refers to Wisdom Islamic School, Davao City Inc..
6. *School Personnel* - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. *Service Providers* - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

### **ii. Prohibition on Bullying**

Section 4. *Statement of Policy*: The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

Section 5. *Definition of Bullying*: The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

“*Bullying*” refers to 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 property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (2) Any act that causes damage to a victim’s psyche and/or emotional well-being;
- (3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
- (4) “*Cyber-bullying*” or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Section 6. *Other Forms of Bullying*: The term “*bullying*” shall also include:

- (1) “*Social bullying*” – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- (2) “*Gender-based bullying*” – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- (3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- (4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7. *Common Forms of Bullying*: The common forms of bullying shall include, but is not necessarily limited to, the following:

1. Calling names with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. Rudeness and Intimidation. These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.
3. Threats and extortion. Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.
4. Malicious gossip and exclusion from the group. Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.



Section 8. *Fair and equal treatment of bullying incidents.* The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. *Situs of Bullying:* The School has the authority to impose school discipline to its students including this Policy. This authority of the School is not confined within the School premises.

The School particularly undertakes to prevent and address bullying committed at the following:

a. On Campus. School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.

b. Off-Campus which covers:

- 1) properties immediately adjacent to School grounds including places or establishments frequented by our students;
- 2) any other place where school-sponsored or school-related activities, functions or programs are conducted;
- 3) School bus stops;
- 4) School service, buses, or transport used by the School in an activity off-campus; and
- 5) School buses or School services operated or accredited by the School to transport students to and from the campus.

c. On Cyberspace. Text messages, emails, chat rooms, and other social media and web sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

### **iii. Prevention Programs**

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

(1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions on this Policy, emphasizing bullying prevention during Parents- Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 11. *Early Detection of Bullying*: There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;
6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

#### **iv. Intervention Programs**

Section 12. The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies.

Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Section 13. *Forms of Intervention*: Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

## **v. Responsibilities in Bullying Incidents**

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

### (1) Bully

The "Bully" shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

### (2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

### (3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Discipline Coordinator/Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

### (4) School

The School through the Discipline Coordinator/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the School's student and/or employee handbook and shall be conspicuously posted on the School walls and website;

- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

#### (5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

#### (6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

#### (7) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
  - 1. Education on relevant policies;
  - 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

## vi. The Anti-Bullying Committee

### Section 16. *The Anti-Bullying Committee:*

The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

### Section 17. *Composition:* The Committee shall be composed of the following:

- a. Principal – Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

### Section 18. *Functions:* The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

## vii. Handling Bullying Incidents in the School

Section 19. *Exclusive Jurisdiction:* Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20. *Effect of Institution of Criminal Action:* The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21. *Immediate Responses:* The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:

1. Determining and addressing the victim's immediate safety needs; and
  2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Discipline Coordinator/Guidance Office

**Section 22. *Reporting the Bullying Incident or Retaliation:***

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Discipline Coordinator/Guidance Office, who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

**Section 23. *Fact-Finding and Documentation:***

The Discipline Coordinator/Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty- four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

**Section 24. *Referral to Experts Outside of the School:*** The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

## viii. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

### Section. 26. *Due Process:*

A. Bullying cases may be initiated either through:

- 1) a Complaint; or
- 2) a *motu proprio* Charge from the Discipline Coordinator/Guidance Office on the basis of a report of the teacher, school personnel or bystanders.

B. The Complaint should be duly executed by:

- (1) the complaining student with the assistance of his or her parents;
- (2) or solely by the parents on the basis of their child's statements.

C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

D. The Complaint or Charge for Bullying shall be filed with the Discipline Coordinator/Guidance Office.

E. The Discipline Coordinator/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.

F. Upon receipt of the Sworn Answer, the Discipline Coordinator/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Discipline Coordinator/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

G. The Discipline Coordinator/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

### Section 27. *Sanctions:*

1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:

1.1 First Offense: Reprimand and Summon of Parents

1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.

1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.

- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the School should it become necessary.

**Section 28. *Preventive suspension:*** The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

**Section 29. *False Accusation of Bullying:*** If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

**Section 30. *Confidentiality:*** Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Discipline Coordinator/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as provided in the School's Personnel Handbook.

**Section 31. *Effectivity:*** This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.



## **10. CAMPUS SECURITY GUIDELINES**

### **DepEd Order 11, Series of 2011**

#### **Section 159. Campus Security.**

Only bonafide students of the school shall be allowed inside the school campus.

- No visitors, including parents or guardians, shall be allowed inside the campus during school hours except for valid reasons.
- They shall be required to sign the logbook of the security service.
- Teachers shall confer with parents/guardians or entertain visitors during their off period.
- No students or visitors, including parents or guardians, shall be allowed inside the school building and the premises after the last class period has ended except for schools with night classes.

School Management enjoins all students, parents, school personnel, visitors and other concerned parties to adhere and observe the following Campus Security & Safety procedures:

1. Only students and school personnel are allowed inside the campus during school hours;
2. Visitors may be allowed to enter the school campus after securing an appointment and signing the security service logbook;
3. Parents or guardians who wish to confer with teachers about their children shall be accommodated after school hours.
4. No students, parents or visitors shall be allowed to enter or stay inside the school building premises after the last class period;
5. No parent or guardian shall enter the school premises to confront, verbally abuse, assault, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating any student, school personnel or parent for whatever reasons at all times;
6. A parent who wishes to raise any grievance or complaint against any student or school personnel shall seek an appointment with the School Principal or file a formal complaint for proper disposition through mediation and amicable settlement of conflicts or disagreements. All parent grievance or complaint against any student or school personnel will be treated confidentially and with due process.
7. The School shall not be held liable or responsible to students who leave the school without permission;
8. No student is allowed to stay inside the school campus after 5:00 pm, except for school-sanctioned after-school activities under the supervision of their respective teacher in-charge;
9. Students are strongly advised to go out only when accompanied by their parents. Cutting classes and leaving the School premises without permission from the School Principal and without parents/guardian are major offenses and will be strictly dealt with;
10. The School Guard and all school personnel are authorized to impose and uphold security and safety measures and precautions inside the school campus;
11. Students who are sick or ill with contagious disease or who have not sufficiently recovered from an illness are advised to go/stay at home. Make-up will be given for any missed graded works;
12. School Gate Opening and Closing Time Schedule

Time	Reason
6:00AM-8:00AM	Arrival of students
11:00AM-1:00PM	Home time of KG Students; Dhuhr Prayer attendees arrival and exit
3:30-5:00PM	Home Time for Grades 1-12

## **i. Parental Concerns**

- A parent with a concern should contact the person in question first, if at all possible.
- If no solution to the problem is found, the parent can contact the Registrar's Office.
- If the parent is not satisfied with the action taken, he/she can bring the matter in writing to the Principal
- If the parent does not receive satisfaction from the above parties, an appeal in writing can be made to the School Head.
- The decision of the School Head on the matter shall be final and binding on everyone involved.

## **ii. First Aid Procedures**

In order to avoid undue parental alarm and/or concern about injuries that occur during school hours, WIS staff will communicate with parents promptly and calmly when an accident occurs.

Staff will inform parents/guardians about the extent and type of injury.

For injuries considered being more serious than cuts, bruises and minor abrasions, the following procedures will be followed:

- The injured shall be brought to the School Clinic
- Emergency (but temporary) treatment implemented.
- Parent or emergency contact person will be phoned, informed and requested to take the child to family doctor or the Emergency if treatment is required.
- If both parent and emergency contact persons are not available, the staff will arrange to have the student taken to the nearest hospital emergency room.
- The school will continue to try and contact the parent or emergency person.
- Students who become sick during school hours are asked to lie down in the School Clinic.
- The parent will be contacted and asked to take the child home if necessary.
- Emergency procedure, lists of students with medical problems and medical supplies are kept in the School Office and copies are made available for the staff.

## **iii. Medication**

If medication or emergency treatment is required during school hours, parents are requested to contact the School Clinic staff with all of the necessary information. It is extremely important that parents provide this medical information early in the school year, at the time of registration or as soon as a medical condition is identified. Information is updated on an annual basis by the School Clinic staff and parents are asked to review the information given to the office from previous school years.

## **iv. Allergy Awareness Guidelines**

Parents are to inform the School Clinic staff of any allergies their children may have and the severity of these allergies.

## **11. STUDENT CLEARANCE**

Before the closing of the year, all students will be provided their own copy of the Student Clearance form. The students will be required to go to each Staff, Faculty and Admin member to clear all requirements for the School Year.

Students who do not complete the Student Clearance will not be given official school documents such as the School Form 9, School Form 10, Certificate of Completion, Diploma or any other document required for transferring to another school.

Students who are not able to accomplish the Student Clearance will be obliged to volunteer for the following year's Brigada Eskwela or complete other school related tasks in order to clear themselves.

Students may not enroll for the following year without Clearing the requirements for the previous year.

## **12. DATA PRIVACY MANUAL**

### **A. Background**

Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), aims to protect personal data in information and communications systems both in the government and the private sector.

It ensures that entities or organizations processing personal data establish policies, and implement measures and procedures that guarantee the safety and security of personal data under their control or custody, thereby upholding an individual's data privacy rights. A personal information controller or personal information processor is instructed to implement reasonable and appropriate measures to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

This document is an internal issuance meant for the use and application of Wisdom Islamic School personnel to guide them on how to deal with and process information and data collected from its clients and stakeholders.

### **B. Introduction**

Wisdom Islamic School, Davao City Inc. hereby adopts this Data Privacy Manual in compliance with Republic Act No. 10173 otherwise known as Data Privacy Act of 2012 (DPA), and its Implementing Rules and Regulations and other relevant policies and issuances of the National Privacy Commission, with the end in view of protecting and upholding the fundamental human right of privacy of students, their parents or guardians, employees and other third parties while ensuring free flow of information in accordance with Executive Order No. 02 s. 2016 or the Freedom of Information Act. Towards this end, Wisdom Islamic School assures all its stakeholders that all personal information and data collected from them are processed pursuant to the general principles of transparency, legitimate purpose and proportionality as stipulated in the DPA.

This manual aims to inform all Wisdom Islamic School stakeholders and clients of their privacy rights, and the various privacy measures and data protection protocols adopted by Wisdom Islamic School in order for them to exercise those rights, and build their confidence with regard to the security and protection of their personal data under the custody by Wisdom Islamic School.

### **C. Definition of Terms**

Terms used in the Manual must be defined for consistency and uniformity in usage. This portion will make sure of that, and allow users of the Manual to understand the words, statements, and concepts used in the document.

1) "Authorized Personnel" refers to employee/s or officer/s of Wisdom Islamic School authorized to collect, access and/or process Personal Data either by the function of their office, unit, division, or position, or through specific authority given in accordance with the policies of Wisdom Islamic School.

2) "Compliance Officer for Privacy" or "COP" refers to an individual duly authorized by Wisdom Islamic School to perform some of the DPO's functions for a campus, office, unit, division, or any of its subdivision.

- 3) "Consent of the Data Subject" refers to any freely given, specific, informed indication of will, whereby the Data Subject agrees to the collection and processing of his/her personal, sensitive personal, or privileged information over a specific purpose. It shall be evidenced by written, electronic, or recorded means. It may also be given on behalf of a Data Subject by a lawful representative or an agent specifically authorized by the Data Subject to do so.
- 4) "Data Privacy Response Team" refers to the group of individuals designated by Wisdom Islamic School to respond to inquiries and complaints relating to data privacy, and to assist in ensuring Wisdom Islamic School's compliance with the Data Privacy Act, its IRR, and any other government-issued data privacy regulations and issuances, as well as implementing this Manual.
- 5) "Data Processing Systems" refers to the structure and procedure by which Personal Data is collected and further processed by Wisdom Islamic School in its Information and Communications System/s and/or relevant Filing System/s, including the purpose and intended output of the Processing.
- 6) "Data Protection Officer" or "DPO" refers to the officer duly designated by Wisdom Islamic School to be accountable for the latter's compliance with the Data Privacy Act, its IRR, and any other government issued data privacy regulations and issuances, as well as implementation of the Manual.
- 7) "Data Sharing" refers to the disclosure or transfer to a third party of Personal Data under the control or custody of Wisdom Islamic School.
- 8) "Data Sharing Agreement" refers to any written contract or agreement that contains the terms and conditions of a data sharing arrangement entered into by Wisdom Islamic School.
- 9) "Data Subject" refers to an individual whose Personal, Sensitive Personal, and/or Privileged Information are processed. It refers to Wisdom Islamic School's clients, students and their parents or guardians, employees (regardless of their employment status), members of the Board of Trustees and their duly appointed representatives, consultants, suppliers, subcontractors, office visitors, and other persons whose information are collected and processed by Islamic School as an integral and necessary part of its operations.
- 10) "Filing System" refers to any structured set of personal data that are accessible according to specific criteria whether centralized, decentralized or dispersed on a function or geographical/campus basis.
- 11) "Information and Communications System" refers to a system for generating, sending, receiving, storing, or otherwise Processing electronic data messages, or electronic documents, and includes the computer system or other similar device by which data is recorded, transmitted, or stored, and any procedure related to the recording, transmission, or storage of electronic data, electronic message, or electronic document.
- 12) "Outsourcing" refers to the disclosure or transfer of Personal Data by Wisdom Islamic School to a Personal Information Processor for the latter's Processing upon the instructions of a duly authorized person.
- 13) "Outsourcing Agreement" refers to any written contract entered into by Wisdom Islamic School with a Personal Information Processor, including its service providers.

14) "Personal Data" refers to all types of Personal Information collected and processed by the Company. Personal Data may be classified as follows:

a) "Confidential Personal Data" pertain to all other information to which access is restricted, and of which Processing requires the written consent of the Data Subject concerned, such as but not limited to Employee 201 files and information contained therein, device passwords and/or passcode, bank account numbers, ATM card numbers and the like. It also includes Personal Information and Sensitive Personal Information; and

b) "Public Personal Data" pertain to Personal Information of a Data Subject which may be disclosed to the public by Islamic School due to, or as required by, its operations, and for government regulatory compliance and company disclosures.

15) "Personal Data Breach" refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data transmitted, stored, or otherwise processed. A Personal Data Breach may be in any of the following nature:

a) "Availability Breach," which results from the loss of, or accidental or unlawful destruction of Personal Data;

b) "Confidentiality Breach," which results from the unauthorized disclosure of, or access to Personal Data; and/or

c) "Integrity Breach," which results from the alteration of Personal Data.

16) "Personal Information" refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information, would directly and certainly identify an individual.

17) "Personal Information Controller" or "PIC" refers to a natural or juridical person, or any other body, including Wisdom Islamic School who/which controls the processing of Personal Data, or instructs another to process Personal Data on its behalf.

18) "Personal Information Processor or "PIP" refers to any natural or juridical person, or any other body, to whom a PIC, including Wisdom Islamic School, outsources, or gives instructions as regards, the Processing of Personal Data pertaining to a Data Subject.

19) "Privacy Policy" refers to the internal statement that governs Wisdom Islamic School's practices of handling Personal Data. It instructs the users of Personal Data (i.e., Authorized Personnel) on the processing of Personal Data and informs them of the rights of the Data Subjects.

20) "Privacy Notice" refers to the statement addressed to a Data Subject to inform him/her of how Islamic School processes his/her Personal Data.

21) "Privileged Information" refers to any and all forms of data, which, under the Rules of Court and other pertinent laws, constitute privileged communication.

22) "Processing" refers to any operation any set of operations performed upon Personal Data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction thereof. Processing may be performed through automated means or by manual processing.

23) "School Records" refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students. This include but not limited to the following records:

- a) Personal and background information
- b) Academic records/ reports
- c) Financial information and records (e.g. stipend received scholarship categories and supporting documents thereto, etc.)
- d) Disciplinary records
- e) Medical records including psychological profile
- f) Admission records
- g) Attendance registers
- h) Student achievement and/ or test results

24) "Security Incident" is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity, and confidentiality of Personal Data. It includes incidents that would result to a Personal Data Breach, if not for safeguards that have been put in place.

25) "Security Measures" refers to the Physical, Technical, and Organizational measures employed by the Company to protect Personal Data from natural and human dangers.

26) "Sensitive Personal Information" refers to Personal Information:

- a) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations;
- b) About an individual's health, education, genetic or sexual life, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;
- c) Issued by government agencies peculiar to an individual, which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension, or revocation, and tax returns; and
- d) Specifically established by an executive order or an act of Congress to be kept classified.

## **D. Scope and Limitations**

This manual is an internal issuance meant for the use and application by Islamic School Personnel on how to deal with and process all information/ data collected from its clients and stakeholders. It covers all campuses, divisions, offices, and units under Wisdom Islamic School, and applies to all data that Wisdom Islamic School holds relating the identifiable individuals regardless of their status or type of employment, stakeholders and other clients.

## **E. Data Privacy Principles**

Wisdom Islamic School abides by the following principles in the processing of all personal data from the time of its collection, to their actual storage or retention, and destruction:

- a) **Transparency.** The Data Subject shall be informed of the nature, purpose, and extent of the Processing of his/her Personal Data, including the risks and safeguards involved, the identity of the Company, his/her rights as a Data Subject, and how these may be exercised.
- b) **Legitimate Purpose.** The Processing of Personal Data shall only be for the purpose declared and specified to the Data Subject. No further Processing of Personal Data shall be done without the consent of the Data Subject.
- c) **Proportionality.** The Processing of Personal Data shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose. Personal Data will be processed by Wisdom Islamic School only if the purpose of the Processing could not be reasonably fulfilled by other means, and if required by Wisdom Islamic School's operations.

## **F. Processing of Personal Data**

In the processing of data, Wisdom Islamic School shall observe the following general principles in every stage of the data life cycle -- from the collection of personal data, to their storage, retention, and destruction:

- a) **Data Collection: Informed Consent and Notification.** All sensitive personal data/ information being requested or collected from data subject(s) must have the explicit consent of the latter. Further, data subject(s) must be informed of the type and purpose of the data being collected from them thru a privacy statement/ notice, and that such data are indicated in the prescribed forms being used to collect the data.
  - i. The Data Privacy Officer (DPO) and Personal Information Controller (PIC) shall be responsible for personal information under its control or custody, and shall be accountable for complying with the requirements of the DPA.
  - ii. The DPO/ PIC shall determine the type of data to be collected, the mode of collection to employ, the frequency of data collection, and related others; and communicate these things to the PIP who shall be responsible for collecting the data/ information in accordance with approved protocols.
  - iii. Data collected may be in a form of hard copy or e-copy which shall be consolidated by the PIP/PIC.
  - iv. If the data subject noted an erroneous data collected; he/ she has the right to file for correction/ erasure using the prescribed form.
- b) **Use of data.** Only authorized Wisdom Islamic School personnel are allowed to access, use and process data/ information collected from data subject for legitimate primary or secondary purposes of the school for which they were collected or intended for use as stated in the forms or documents signed by the students, third parties or employees as the case may be.
  - i. **Primary Purpose.** To provide students with the best teaching and learning experience possible, Wisdom Islamic School through its teachers, guidance counselors, registrar, regularly collects student data as an integral part of its function. Such information are used to monitor students' progress, improve instruction, provide basis for feedback, measure student performance and overall satisfaction, enhance the quality of school services, monitor mental health and behavioral changes, enhance the overall teaching and learning environment, and others.



Collection, use, retention, storage and disposition of student records shall be conducted in accordance with existing and applicable policy manuals using the prescribed forms.

ii. **Secondary Purpose.** Data/ information from stakeholders are also collected and used for: compliance to government and regulatory reportorial requirements such as to the Department of Science and Technology (DOST), Commission on Audit (COA), Civil Service Commission (CSC), Department of Education (DepEd), facilitation of administrative processes (clearance, stipend, allowance), evaluation of individual and organizational performance, assessment of suppliers' and contractor's performance, research purposes (numbers and statistics), provision of employee benefits including but not limited to magna carta benefits for Science and technology personnel, and other similar purposes not directly related to teaching and learning.

Employee's personal data are collected in compliance with reportorial and administrative requirements of the Civil Service Commission, Labor Law, and related issuances.

c) **Storage, Retention, Destruction and Disposition.** Responsible persons shall ensure that personal data under their custody are protected against any accidental or unlawful destruction, alteration and disclosure against any unlawful processing. Wisdom Islamic School shall implement appropriate security measures including but not limited to electronic back-up systems in storing and retrieving information as well as passwords at different levels of authorized access.

The period of retention of data and the destruction/ disposition thereof shall be conducted in accordance with Wisdom Islamic School's Record Disposition Schedule (RDS), and applicable provisions and rules under the National Archives of the Philippines, and related government issuances.

### **G. Authorized Access**

Only authorized Wisdom Islamic School personnel can access, pull-out, duplicate copies, share, disclose and distribute personal and sensitive data/ information, for a lawful purpose.

Access to highly sensitive data/ information without proper authorization is strictly prohibited, as such the contents of those documents may not be disclosed or shared to any person, except when there is an order from a competent court, or when public safety requires otherwise.

All Wisdom Islamic School personnel shall maintain the confidentiality and secrecy of all personal data that come their knowledge and possession even after resignation, termination of contract, or other contractual relations. Personal data under the custody of the company shall be disclosed only pursuant to a lawful purpose, such as complying with court orders, subpoenas, and/or other legal obligations.

### **H. Security Measures**

Wisdom Islamic School thru its duly designated PICs/ PIPs is committed to implementing reasonable and appropriate physical, technical and organizational measures for the protection of personal data, including but not limited to security measures aimed at maintaining the availability, integrity and confidentiality of personal data and protect them against natural dangers such as

accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

### **A. Organization Security Measures**

- i. Designation of Data Protection Officers/ Compliance Officer for Privacy who shall be accountable for the organization's compliance with the DPA, its IRR and any other government issued data privacy regulations and issuances, as well as the implementation of this manual.
- ii. Designation of PICs who shall be responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross- border arrangement and cooperation.
- iii. Conduct of trainings or seminars for DPOs/ CPOs, PICs and PIPs to keep them updated on developments in data privacy and security
- iv. Conduct of Privacy Impact Assessment (PIA). The Wisdom Islamic School shall periodically conduct a Privacy Impact Assessment (PIA) relative to all activities, projects and systems involving the processing of personal data.
- v. Institutionalization of Recording and Documentation of Activities. The protocols for recording, filing and documentation of records, including all forms used by Wisdom Islamic School in collecting data from data subjects are outlined in the Registrar's Office Manual. The general policy guidelines which stipulates the use of: Forms (Masterlist of Forms), Filing Charts, Document Logs/ Legers and others, are outlined in Registrar's Office Manual.
- vi. Duty of Confidentiality. All employees with access to personal sensitive information shall be asked to sign a Non-Disclosure Agreement, prohibiting them from disclosing any such data/ information to the public without proper approval.
- vii. Review of Privacy Manual. This Manual shall be reviewed and evaluated annually. Privacy and security policies and practices within the organization shall be updated to remain consistent with current data privacy best practices.

### **B. Physical Security Measures**

Wisdom Islamic School is committed to adopting physical measures intended to monitor and limit access to the facility containing the personal data, including the activities therein.

- i. Format of data to be collected. All forms used in the data collection of students, employees, and third parties is strictly controlled and updated in accordance with the Registrar's Office Manual and listed in the Wisdom Islamic School Master List of Forms with their corresponding code or control number.
- ii. Filing of Records. Personal data in the custody of records officers and process owners are coded and filed in accordance with the Registrar's Office Manual – Filing Charts, which are kept in digital/electronic format and paper- based/physical format.
- iii. Provision of Storage Facilities, Type and Location. Records Officers and Process Owners of Wisdom Islamic School has been provided with filing cabinets (with locks),

electronic storage system, personal data room/separate room, and similar other storage facilities where they can store and secure all records in their custody.

iv. Access procedure of agency personnel. Only authorized personnel are allowed inside the data room. Other personnel may be granted access to the room upon filing of an access request form with the Data Protection Officer and the latter's approval thereof.

v. Design of office space/work station. The computers are positioned with considerable spaces between them to maintain privacy and protect the processing of personal data.

vi. Retention and disposal procedure. Retention and disposal of records are done in accordance with Wisdom Islamic School Records Disposition Schedule, and existing guidelines from the National Archives of the Philippines.

### **C. Technical Security Measures**

Wisdom Islamic School is committed to implementing best practices in data security, and set up appropriate and sufficient safeguards to secure the processing of personal data, particularly the computer network in place, including encryption and authentication processes that control and limit access.

i. Modes of transfer of personal data within the organization, or to third parties.

Electronic mails sent thru the Wisdom Islamic School mail server contains a privacy and confidentiality statement, and are transferred using a secured connection (SSL/ TSL) email facility with encryption of the data, including any or all attachments. Another way to which data will be shared is upon request of the data subject or through her/his authorized agent or guardian and this is done through an authorization. Examples of this would be requests for copy of Transcript of Records, Diploma, clearance, certificate of employment, and other related documents which may be needed in order for the student or Wisdom Islamic School personnel to be accepted in other schools or offices.

ii. Monitoring for security breaches. Contabo hosts the Wisdom Islamic School website. The first pillar of Contabo's approach is maintaining strict access rules, to make sure that no one unauthorized has access to our Data Centers. This includes constant CCTV monitoring and access control based on magnetic cards.

iii. Assessment and review of software application. To ensure the compatibility and security of applications installed in work units, only responsible personnel (i.e. designated ISAs/ MIS) are allowed to install applications in computers pursuant.

iv. Encryption, authentication process. Computer units in Wisdom Islamic School are password protected to control and limit access to personal data.

v. Data recovery and Back-up Systems. Data recovery of digital files, and Data Back- up are conducted periodically.

## I. Inquiries and Complaints

As a matter of policy, Wisdom Islamic School acknowledges the following rights of data subject in accordance with law:

- a) Right to reasonable access to his or her personal data being processed by the personal information controller or personal information processor.
- b) Right to dispute the inaccuracy or error in the personal data;
- c) Right to request the suspension, withdrawal, blocking, removal or destruction of personal data; and
- d) Right to complain and be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data.

Feedback, Inquiries, Comments and Complaints may be sent via email to the Wisdom Islamic School Administration at [admin@wisdomislamic.online](mailto:admin@wisdomislamic.online) or via telephone: (082)305-3163, or via correspondence: Wisdom Islamic School, Abinsay St., Dumanlas, Buhangin, Davao City.

Complaints shall be filed in three (3) printed copies, and sent to Wisdom Islamic School office, PLC or personnel who shall confirm with the complainant its receipt of the complaint, and process it.

## **13. SOCIAL MEDIA POLICY**

### **1. Introduction**

The Social Media platform offers opportunities for the Wisdom Islamic School community to connect and communicate, to use for teaching and learning, and to engage a wide range of audiences and stakeholders. It can provide professional and personal opportunities and benefits; but it also presents a number of risks associated with the use of social media which can have a negative impact on the holistic formation of students and School's reputation. Thus, this Social Media Policy provides guidance to students on how to safely and productively use social media to maximize the range of benefits it offers but at same time lessen/mitigate the risks associated with it.

This policy also provides the following information:

- on responsibilities of students when communicating via social media accounts;
- and expectations from students in relation to the use of their social media accounts.

This policy respects the individual's right to freedom of expression and is not a form of censorship.

### **2. Objectives**

- i) To inform the students on school requirements and expectations regarding use of social media platforms in both educational and personal purposes
- ii) To inform students about the risks and how to mitigate these risks associated with social media
- iii) To ensure that the privacy and safety of students are protected
- iv) To ensure that students do not compromise security of their own personal information or the School's information assets;
- v) To define the responsibilities of students on their social media accounts; and
- vi) To outline channels for addressing issues or concerns

### **3. Definition of Terms**

Social media are websites and applications that enable users to create and share content or to participate in social networking.

Examples of which include, but are not limited to:

- Social Networking
  - · Twitter · Facebook · Instagram · Pinterest · Tiktok · Tumblr · Google +
- Messaging
  - · Viber · Hangout · WhatsApp · Messenger · Snapchat · Kik · Telegram · KakaoTalk · Omegle
- Streaming
  - · YouTube · Vimeo · Periscope · Twitch · Live.me · Streamnow and all streaming sites
- Others
  - · LinkedIn · Flickr · Quora · Reddit · Discord · CuriousCat

### **4. Scope**

This policy applies to social media communications made both on public and private forums by WIS students. Students should be aware and thus careful, that posts added to public forums can be viewed by the public from the date of publication; in the same manner, even posts added to private forums can also be shared publicly by others.

## 5. Guideline Statements

### a) Use of Social Media Platforms

Students using social media should be mindful of the following legal risks and acts in particular:

- i) Libel: Public and malicious imputation of a crime, vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit or contempt of a natural or juridical person, or to malign the memory of one who is dead (Art. 353, Revised Penal Code and Cyber Crime Law)  
Ex. Posting on social media stating/ associating an individual with crimes like stealing, cheating, taking drugs. Imputing or destroying the reputation of others.
- ii) Harassment: subjecting someone to a course of conduct that causes them distress or alarm.  
Ex. Stalking, trolling, cyber-bullying (refer to WIS Student Handbook)
- iii) Intellectual Property Infringement: posting content which copies a substantial part of a work protected by copyright (refer to Intellectual Property Law)  
Ex. Claiming other people's work as your own, not citing the sources, plagiarism
- iv) Data Privacy Infringement: posting personal information of others without their consent (refer to WIS Data Privacy Manual)  
Ex. Posting classmates' personal information in the social media like name, images, mobile numbers and other sensitive information without permission
- v) Breach of Confidence: unauthorized posting of confidential information  
Ex. Posting on social media confidential information like report card results, violation report and other intervention report, sharing of online platform links and the like

b) Students and personnel must familiarize themselves with the confidentiality rules of the School and other laws but not limited to the following:

- Cybercrime Law of 2012 (RA 10175)
- Data Privacy Act of 2012 (RA 10173)
- Intellectual Property Code (RA 8293)

c) Other relevant policies and guidelines of the School that are applicable to social media accounts are: "Data Privacy Manual", "Student's Rights, Responsibilities and Social Obligations", "Core School Rules" and "School Discipline Policy and Procedures" as found in the WIS Student Handbook.

d) This policy forms part of the School's contractual requirements with the students as part of the WIS Student Handbook.

### e) Appropriate use

- i) Students should be mindful of how their statements, views or posts appear online. They are reminded that the public, school admissions officers, future employers, industry contacts and other school stakeholders may view their posts and these may have a negative impact on their reputation, reputation of others and reputation of the school. They must be aware of the permanence of anything posted on line, the implications of their post and the corresponding rule/policy that the post has violated.
- ii) There are proper venues for any complaints or disclosure malpractice, wrongdoing, impropriety involving the school and the members of the school community. These can be directed to the proper office as the case may be. For any concern, complain, instead of posting it in the social media, these can be discussed with the teachers, counselors or school administrators.
- iii) Posts must be in line with the values and ethics of the WIS Student Handbook.

d) Individuals' personal accounts

- i) It is recommended that official WIS Social Media platforms can be a venue of school announcements, in addition to the Wisdom Islamic School Website.
- ii) If students post on their personal social media accounts, it is understood that the views expressed are their own and do not necessarily reflect those of the School.
- iii) All students should consider what they are posting on their individual accounts. The School does not actively monitor individual personnel's or students' social media accounts. However, if a concern is raised regarding content posted on student's social media account and the post is considered to be a violation as provided in Section 5.a.i or primary affects the holistic formation of students and the good reputation of WIS, the School has, through its representatives, the right to request or require, as the case may be, the removal of inappropriate content. In addition, the matter may be addressed through the School's Disciplinary Procedure. Serious breaches may constitute serious misconduct and may be a ground for appropriate disciplinary action with corresponding intervention from the WIS Student Handbook.

e) Social Media Parameters

Communications through social media must not:

- i) Discuss how the school does its daily operation and processes;
- ii) Reveal unverified school incidents
- iii) Reveal future plans that have not been communicated to the public;
- iv) Infringe intellectual property;
- v) Disclose others' personal information without their permission;
- vi) Violate authentic Islamic values and
- vii) Breach the professionalism and confidentiality rules of the school

f) Social Media in an Emergency

- i) Social media provides important information channels for students and the WIS community during an emergency situation. Thus, it is vital that the information provided is timely, consistent and accurate. All communications on social media from the School in an emergency situation will be issued only through the School's official social media account/s.
- ii) official announcements such as class suspensions will be through social media via the official Facebook, Instagram and Twitter pages.
- iii) In order to minimize the risk of issuing conflicting and/or incorrect information, it is vital that all other social media accounts do not post information or updates during a live incident.

## **CONTACT US**

**For more information, please contact:**



**ABDURRAHMAN D. MABABAYA**  
Head Supervisor



**AHMAD D. MABABAYA**  
School Head

**Address:** Wisdom Compound, Abinsay St., Dumanlas, Buhangin, Davao City 8000, Davao Del Sur, Philippines

**Landline Number:** (082) 305-3163

**School ID:** *Elementary/Junior High School -466110 ; Senior High School -349250*

**ESC ID:** 1104035

**Recognition and Permit Numbers:**

*Elementary Government Recognition (R-X1) No. 006 s. 2014 ;*

*Secondary Government Recognition (R-X1) No. 014 s. 2015 ;*

*SHS Government Permit (R-XI) No. 154 s. 2021*

**Email:** [admin@wisdomislamic.online](mailto:admin@wisdomislamic.online)

**Website:** [k-12.wisdomislamic.online](http://k-12.wisdomislamic.online)

**Learning Management System:** [k-12.wisdomislamic.online/moodle](http://k-12.wisdomislamic.online/moodle)

**Official Facebook:** [www.facebook.com/WIS.Davao](http://www.facebook.com/WIS.Davao)

**Registrar's Office:** [www.facebook.com/WIS.Registrar](http://www.facebook.com/WIS.Registrar)