



WISHES SCHOOL HANDBOOK

BACKGROUND

The Wisdom International School for Higher Education Studies (WISHES) is a non-profit, non-political, private school, duly recognized by the Department of Education (DepEd) to operate pre-school and primary education in Davao City.

The WISHES campus in Davao City is an offshoot of Wisdom International School for Higher Education Studies (WISHES) -- the first international online educational institution authorized by the Commission on Higher Education (CHED), Autonomous Region in Muslim Mindanao (ARMM), Philippines. The school is recognized by the Philippine government through CHED-ARMM as an accredited institution of higher learning for higher Islamic studies (Diploma, BA, MA and Doctoral degree programs) and other degree programs relevant to professional growth, well-balanced personality and ultimate success.

WISHES-Davao City is 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 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 is currently pursuing a PhD research degree in Da'wah and Islamic Management at the Faculty of Leadership and Management, Islamic Science University of Malaysia. 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 is 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); BA & MAT full scholar graduate (1973 & 1976) at Mindanao State University (MSU), Marawi City. She was a former professor of MSU Marawi City and General Santos City. She had attended, organized and delivered Islamic lectures in Riyadh, Saudi Arabia (1990-2005) and in the Philippines. She is also an author of several books and articles on Islam, published in Saudi Arabia, Pakistan and the Philippines.

WISHES teachers at its Davao City campus include 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), an experienced Pre-School Teacher in an international school in Madinah, Saudi Arabia, and teaching support staff with English as a first language.

OUR CORE VALUES

The nucleus of our value system is **WISDOM**:

- W – Wisdom** – We aspire to do everything with wisdom based on the Qur'an and the Sunnah. We are committed to teach wisdom to others inspired with the following Allah's injunctions: *"He (Allah) grants wisdom to whom He pleases; and he to whom wisdom is granted receives indeed a benefit overflowing; but none will grasp the Message but men of understanding."* (Qur'an 2: 269)
- I – Integrity** - We adhere to moral and ethical principles and are honest and truthful in all our relationships and dealings with others.
- S - Sincerity and Sacrifice** - We dedicate ourselves with utmost sincerity and sacrifice to Allah as Allah says in the Qur'an: *"Say: 'Truly, my prayer and my service of sacrifice, my life and my death are (all) for Allah, the Cherisher of the Worlds.'" (Qur'an 6:162)*
- D- Dynamism** – We have the passion to share authentic Islamic values and other useful knowledge through dynamic and innovative teaching strategies.
- O - Outstanding accomplishments** – We commit ourselves for excellence and perfection in everything we do for the pleasure of Allah.
- M – Moderation** - We go for moderation in all our actions and deeds in order to help promote peace, development and success.

Our 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 (peace be upon him), 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." (Ash-Shu'ara 26:83)

MISSION

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

GOALS

1. To provide a quality Islamic educational 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' abilities, skills, interests and capabilities through integrated well-balanced curriculum and meaningful learning experiences in the Islamic environment;
3. To mold young Muslims to become dedicated, honest, sincere and dynamic Muslim leaders in the future who will be prepared to lead their respective communities for a peaceful and prosperous well-balanced life and development;
4. To prepare young Muslims for a successful life with a clear consciousness of their primary goal to worship Allah alone and be able to play their roles as ideal Muslims;
5. To train young Muslims to be good and responsible citizens and play important roles in the promotion of world peace and development for the pleasure of Allah.
6. To promote the skills, knowledge, and attitudes necessary for the successful development of the total person as an ideal Muslim; and
7. To prepare students to adapt to the complexities and challenges of an increasingly interdependent knowledge society and a rapidly changing world.

CURRICULUM

WISHES follows the Department of Education Standard Madrasah Curriculum (SMC): Arabic Language, Qur'an, Seerah & Hadeet, Aqeeda and Fiqh, English, Math, Science, Filipino, etc. (DepEd Order No. 51, s. 2004). WISHES-Davao City also follows DepEd Order No. 90, s. 2009 (Revised Classroom Program that Reduces Teaching and Learning Time in the Elementary Level).

The Standard Madrasah Curriculum has two components as follows:

1. Revised Basic Education Curriculum (RBEC) Component
 - English (Lugatul Inglisayah) Science and Health (Uloom wa Sihhat)
 - Filipino (Lugatul Filibiniyah)/Makabayan (Ijtimaiah)
 - Mathematic (Hisab)
2. Islamic Studies and Arabic Language (ISAL) Component
 - Arabic Language (Lugatul Arabiyah)
 - Qur'an (Holy Scripture)
 - Seerah and Hadith (Biography and Sayings of Prophet Muhammad Sallalloho 'alaihi wassalam)
 - Aqeedah and Fiqh (Islamic Creed and Jurisprudence)

GUIDELINES ON ADMISSION AND REGISTRATION

ADMISSION

All applicants for admission to the Wisdom International School for Higher Education Studies (WISHES) must have good moral character; must possess the ability to use their talents to the fullest; must have passed the entrance examination/and or interview; and must have good academic standing in their previous classes or completed their grade school level with at least satisfactory grades.

ENROLLMENT PROCEDURE:

1. Secure registration form from the Office of the Registrar.
2. Present the required records and credentials.
3. Take the placement examination and interview.
4. After passing the examination and interview, submit all the requirements for admission to the Registrar.
5. Pay the required fees for registration and tuition to the Registrar.

REQUIREMENTS FOR ADMISSION

For New Pupils/Students:

Level/Grade	Age & Specific Requirements	Other Requirements
Nursery	3 to 4 1/2 years old by June opening	1. Birth Certificate (original Copy for verification and photocopy for file) 2. Two (2) copies 1"X1" ID picture (colored); Two (2) copies 2"X2" ID picture (colored) 3. One (1) Self-addressed Long Mailing Envelope 4. For Foreign Students: Special Study Permit & photocopies of Visa & Passport
Kindergarten 1 (Junior Kinder)	Above 4 1/2 to 5 1/2 years old by June, able to speak, and passed the interview	
Kindergarten 2 (Senior Kinder)	Above 5 1/2 to 6 1/2 years old by June and passed the interview	
Grade 1	Pre-school records, Entrance examination fee P100, and passed the exam and interview exam	
Grade 2-6	Report Card (Form 138), Entrance examination fee P100, passed the written and interview exam	
High School	Report Card, entrance examination fee P100, passed the written and/or interview exam, and medical examination if needed	

ADMISSION REQUIREMENTS FOR OTHER APPLICANTS

<p>For Old Pupils/Students:</p> <p>1. Report Card</p> <p>For Returnees:</p> <p>1. Report Card (Grade II and above)</p>	<p>For Transferees:</p> <p>1. Report Card</p> <p>2. Passed Entrance Exam</p> <p>3. Certificate of good moral character from the school</p> <p>4. Submit the following:</p> <ul style="list-style-type: none"> - Birth Certificate (original Copy for verification and photocopy for file) - 2 copies 2"X2" ID picture (colored) - 2 copies 1"X1" ID picture (colored)
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TUITION FEES AND OTHER SCHOOL FEES

	Registration & miscellaneous	Per Month
Pre-School	P2,000	P800
Grades 1–3	P2,300	P950
Grades 4–6	P2,500	P975
First Year – Second Year High School	P2,875	P1,100
Third Year – Fourth Year High School	P2,975	P1,200
Saturday & Sunday: Qur'an, Arabic & Islamic Studies for children and adults (4 years & above)	P500	P500

Note: The fees indicated above are non-refundable and subject to change without prior notice.

SPECIAL FEES

The following fees are also imposed when needed:

P100 Examination/Entrance Fee	P200 - Late Registration fee
P100 - Replacement of Report Card /ID Card/ Certification	Graduation fee (to be announced 2 months before graduation)

FAMILY TUITION FEE DISCOUNTS FOR REGULAR AND WEEKEND CLASSES

Number of children/students	Discount Recipient*	Tuition Fee Discount %
2	2 nd student	10%
3	3 rd student	20%
4	4 th student	50%
5 or more	5 th student	100%

* Discount applies to **only one child** of a family with two or more children.

SCHOLARSHIP AND FINANCIAL AID

The following Scholarship/ tuition/ fee grants are given to poor but deserving students who pass the entrance and scholarship examination:

1. Full or 100% tuition fee grant
2. 75% tuition fee grant
3. Partial 50% tuition fee grant

SCHOOL REGULATIONS

School Timing

Pre-school	Morning Session: 8:30-12:00 A.M.
Grades 1 to High School	7:30 A.M. to 4:00 P.M.
Saturday-Sunday (Weekend Classes) Arabic, Qur'an & Islamic Studies for Children & Adults	Afternoon Session: 1:00-4:30 P.M.

Late Registration

Pupils/Students enrolling after the deadline of enrolment, or after two weeks from the start of classes, are considered as late enrollees and will have to pay late registration fee.

Identification Card

Pupils/Students are required to pin their IDs at all times within the school premises. For security reasons, those not wearing their school IDs will be denied entrance in the school premises.

School Uniform

Pupils/Students are required to wear their school uniforms: black pants and white shirts for boys; and green long dress for girls with white head covering for regular classes and black *abayas* for weekend classes.

Class Sectioning

This is a process done every opening of the school year by the Office of the Registrar. The general average grades are sorted from highest to lowest grades, in determining the order of priority. In case of tie, the following selection procedure shall be done.

1. The one having higher, or highest grade, in English shall be given first in the priority order.
2. If a tie occurs again, then their Mathematics grades are considered.
3. And if another tie occurs once more, the one who has higher grade in Arabic shall be given the first priority.

After few weeks of observations, teachers may do the final sectioning of pupils/students based on their actual school performance.

Parents are prohibited to intervene with the class sectioning of their child/children.

Attendance

1. Regular attendance at all classes is a must for all 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 and assignments even during their absence. Excuse slip 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 minimum 5 minutes before classes begin.

6. Students are urged to avoid asking permission to leave school earlier than the stated time.

Tardiness

1. Tardiness is subject to disciplinary measures.
2. All students are expected to give evidence of conscientious regularity and interest in their studies.

Returnees

WISHES pupils/students who transferred to other schools and after the lapse of the enrollment period would want to return back to the school may be re-admitted, provided that their registration be made not later than one week after the First Quarter Examinations.

Transferees

WISHES accepts pupils/students from other schools provided that they meet the requirements for admission – i.e., report card, passed entrance exam and certificate of good moral character/conduct from the previous school.

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.

Releasing of Credentials/Other Documents

Request for credentials and other documents shall be acted only upon payment of the required fees as indicated in the special fees, and such credentials/documents will be released within 5-7 working days thereafter.

ACADEMIC POLICIES

Entrance Examination

An entrance examination, along with interview, is a requirement for all new and transferee students to be admitted in the school for all grade levels. It covers Arabic, English and Mathematics. Any student who fails the examination will be automatically disqualified to be admitted.

Retention Rules

An Elementary pupil shall be retained, even if he/she obtained a passing average grade in his/her current grade level, by violating any of the following retention rules.

1. If he/she failed in three (3) of the tool subjects such as English, Math, Filipino and Arabic Language; or
2. If he/she failed in two (2) tool subjects and two (2) of the rest of ISAL subjects (Seerah & Hadith, Aqeeda & Fiqh, and Qur'an): or
3. If he/she failed in one (1) tool subject and three (3) ISAL subjects.

Promotion

A pupil, who is not retained in his/her grade level by any of the retention rules as stated above, is considered promoted to the next higher grade level.

Special Exam

A student who, for valid reason(s), failed to take a regular examination may be allowed to take a special examination, provided that his/her appeal/request is approved by the school principal. Special Examinations may be taken also by those who were denied to take the examination due to non-payment of their accounts, provided that such accounts were settled. Special examinations shall be conducted one week after the last day of regular examinations.

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 95-100 Outstanding	C 83– 88 Good	E 75-77 Satisfactory/Pass
B 89– 94 Very Good	D 78– 82 Fair	F 74 & below Failure

B. Grading Percentage and distribution of weights

WISHES adapts the Guidelines of Rating Elementary School Pupils (DepED Order No. 33 s. 2004), as summarized below:

	English & Filipino	Health & Science	Math	Makabayan
Periodical Test	30%	30%	30%	30%
Quizzes & Unit Tests	20%	20%	25%	25%
Class Participation	15%	15%	15%	15%
Homework/Assignment	5%	5%	5%	5%
Projects	10%	10%	15%	15%
Informal & Formal Themes	10%			
Experiments		10%		
Other Performance Outputs (including Good Manners and Right Conduct)	10%	10%	10%	10%
TOTAL	100%	100%	100%	100%

The following are the distribution of weights for the Islamic Studies and Arabic Language component (ISAL):

	Arabic	Qur'an	Seerah & Hadith	Aqeedah & Fiqh
Periodical Test	30%	30%	30%	30%
Quizzes & Unit Tests	25%	25%	25%	25%
Class Interaction/Participation	15%	15%	15%	15%
Homework/Assignment	10%	10%	10%	10%
Projects	10%	10%	10%	10%
Other Performance Outputs (including Good Manners & Right conduct)	10%	10%	10%	10%
TOTAL	100%	100%	100%	100%

Weighted Average Rating (Illustration)

To obtain the rating for any given learning area (say Arabic language) in a grading period, the teacher will get the average of all the ratings entered in the Class Record under each measure of achievement, and multiply the result with the corresponding weight as shown below:

	Weight	Average X	Weight	Weighted Average
Periodical Test	30%	100	0.30	30
Quizzes/Unit Test	25%	80	0.25	20
Class Participation	15%	80	0.15	12
Homework/Assignment	10%	100	0.10	10

Projects	10%	100	0.10	10
Other Performance Outputs GMRC/Behavior)	10%	90	0.10	9
TOTAL	100%			91

To get the general average of all learning areas, add the rating of each learning area and divide by the number of learning areas.

Character Building and Marking for Character Traits (Good Manners and Right Conducts)

Character building or Good Manners and Right Conducts are included in the computation of all subjects under "Other Performance Outputs". In addition, the Report Card will also show Character building or GMRC to give emphasis on development of good moral character among pupils. Specific indicators shall be used in observing pupil's behavior or good manners and right conduct. The class adviser and other teachers handling the class shall give the rating for behavior observations on the bases of the following criteria: love and fear of Allah (e.g. performance of salah), honesty/truthfulness, courtesy, sense of responsibility, obedience, respectfulness, consideration for others, friendliness, helpfulness and cooperation, resourcefulness and creativity, sportsmanship, self-reliance, industry, cleanliness and orderliness, patriotism, promptness and punctuality, etc.

	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Average
Honesty	C	C	D	B	C
Courtesy & respect to others	D	D	C	C	C
Helpfulness & Cooperation	B	B	C	C	C
Resourcefulness and Creativity	C	C	D	B	C
Kindness & Consideration to Others	D	D	C	C	C
Sportsmanship	B	B	C	C	C
Obedience	C	C	D	B	C
Self-Reliance	D	D	C	C	C
Industry	B	B	C	C	C
Cleanliness and Orderliness	C	C	D	B	C
Punctuality	D	D	C	C	D
Sense of responsibility	B	B	C	C	C
Love & Fear of Allah (Prayer, Fasting, etc.)	C	C	D	B	C
Patriotism & Love of country	D	D	C	C	C

The following non-numerical/descriptive rating will be used in filling up the character traits in the Character Education portion of the Progress Report Card.

Non-Numerical/Descriptive Rating	Numerical Equivalent
A – Outstanding	95 – 100
B – Very Good	89 – 94
C – Good	83 – 88
D – Fair	78 – 82
E – Satisfactory/Pass	75 – 77
F – Failure	74 & below

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, young writers club, speech club, student council, computer class, 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.

AWARDS

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 must obtain a total grade not below 97.00%; and for salutatorian not below 96.00%. The underlying criteria include grades, GMRC, residence, extra-curricular activities and honor consistency.

2. Excellent 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.

COMPLAINTS

Complaints of parents whether expressed in writing, or uttered verbally, about the grades of their son or daughter shall only be accepted and be acted upon by the school principal within ten (10) days after receipt of the Report Card.

TUTORING

Unless it is a part of the academic program of WISHES, the school does not allow the teacher to tutor pupils/students without approval from the Principal.

GENERAL GUIDELINES AND POLICIES ON SCHOOL DISCIPLINE

1. The 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 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 student/pupil 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.
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. Convocations 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. Students may not sell tickets nor solicit contributions without the permission from the school authorities.
21. Birthday celebration in the school is not allowed.
22. Students are not allowed to go out of the classrooms during class hours unless permitted by the school authorities.
23. Smoking inside the school campus is strictly prohibited.
24. Permission to make/receive phone calls may be given in emergency cases as determined by the Office. Mobile phones must be on silent mode during class sessions.
25. Eating candies and chewing gums are not allowed inside the classrooms.
26. Forms 137 and 138 shall be issued only when the student's financial obligations to the school have been satisfactorily settled. Transcripts of records are issued directly to the school admitting the student.

DISCIPLINARY MEASURES

The following disciplinary action 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 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.

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

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 in the school.

Dismissal could be due to for 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.

GROUNDS FOR DISCIPLINARY ACTION

First Category

1. Attendance
 - Irregular Attendance (at least one unexcused absence)
 - Tardiness (at least three times, consecutive or alternate)
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. Act of vandalism

Disciplinary Action: Verbal warning at the first instance to pupil/student; then a violation report/written notice to his/her parents informing them of the offense committed by their child.

Second Category

1. Possession of pornographic materials
2. Conduct of grossly indecent nature in campus, or in any school- related activities
3. Destroying school property and facilities
4. Writing on textbooks, library books, and school magazine
5. Writing or carving on furniture and walls
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 students are still under the responsibility of the school.
8. Direct assault on any student/pupil or any member of the faculty, administrative personnel, staff or non-teaching staff
9. Incomplete uniform
10. Smoking inside the school campus, or outside the campus in related school activities

Disciplinary Action: First offence: Parent conference; second offence: Suspension

Third Category

1. Cheating during examinations and/or quizzes (including written reports required for submission)
2. Stealing or an attempt thereof
3. Forging or falsifying and/or tampering academic or official records or documents of any kind

4. Drunkenness or taking of any form of prohibited drugs
5. Absence in prayer
6. Any act of immorality including the display or distribution of pornographic materials inside and outside the school campus
7. Creation of non-Islamic organization and fraternity
8. Cheating/Plagiarism
9. Possession, sale, or use of fire crackers

Disciplinary Action: First offence: Parent conference; second offence: Dismissal

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 immoral acts
5. Direct assault by the parent or guardian of a student against any student or any school employee, with or without justifiable reason

Disciplinary Action: First Offense - Dismissal

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, etc.

Parent-Teacher Association (PTA)

The administration encourages the active operation of WISHES Parent-Teacher Association (PTA). This is to encourage parents' involvement in educating their children, support teachers, and organize school and community events related to the WISHES' mission and goals.

Parent-Teacher Communication

1. All correspondence between parents and teachers should be coursed through the President, the Principal or the Asst. Principal. The purpose of this procedure is to safeguard the faculty from any pressure from parents. The school encourages dialogues between parents and teachers, but through the proper channels.
2. Meetings with parents should always take place after dismissal time. Because teachers are generally teaching on a full-time schedule, they should discourage parents from seeing them during class time. Appointments should be coursed through the Principal and the Asst. Principal

SOLICITATION OF GOODS, GIFTS AND DONATIONS

As a matter of policy, members of WISHES academic and administrative community are not allowed to solicit goods, gifts, donations, prizes or the like from individuals or business firms and establishments without written permission and approval of the President/Principal.

PERSONNEL POLICIES

Personnel Attendance

1. All full-time teaching personnel should be in school not later than 7:30 A.M. They are required to sign in at the registry folder. Dismissal time for faculty is at 4:00 P.M while 4:30 PM is for school officials and staff. They are likewise required to sign in the afternoon.
2. Salary deductions will be based on the official faculty and staff registry. The Personnel Officer is the official attendance checker.
3. Attendance check during class time will be handled by the respective Level Moderators. Report of absences will be submitted to the Administrative Officer.
4. Absences of Faculty and staff must be made known to their respective heads so that the necessary substitutions could be done. Absent teachers have the professional obligation to provide the school with seatwork and assignment to guide the teacher who will substitute him/her. In the same manner, the teacher who will be on leave for a long period of time should update all class records and turn over all instructional materials for the substitute teacher.
5. Absences for reason of illness shall be subject to the regulation on sick leave. Sick leaves forms may be filed with the office within five working days after returning to work, whether absence is of one day's duration or longer. Noncompliance will mean deduction from one's salary.

AWOL (Absence without Leave)

A faculty or non-teaching staff and administrative staff member is considered absent without leave (AWOL) under the following circumstances:

1. Fails to notify the Administrative Officer prior to his absence, or within 3 days in case of emergency;
2. Files a leave of absence but absents himself before proper approval is granted;
3. Fails to return to work after the expiration of an approved leave;
4. Files an off-campus leave but absents himself before proper approval is granted;
5. Employee who has been AWOL for five (5) days whether continuously or not shall be required to submit an official letter of explanation to his/her immediate head. The latter will then recommend either termination or absence w/o leave.
6. An employee who has been AWOL for five (5) days from the expiration of the approved leave shall be considered terminated from service.
7. He is considered absent without leave even if he files a leave of absence but absents himself before proper approval is granted (except in cases of urgency or emergency) or when he absents himself when his request is denied.
8. He is considered absent without leave when he fails to return to work after the expiration of an approved leave.

Off-Campus Leave

Any faculty or non-teaching staff member who needs to leave the campus during school hours must secure permission from his/her respective heads. He should fill out the Off-campus Leave Form.

Leave of Absence

- An employee who has completed his probationary period may be granted a leave of absence without pay for such time and for such reasons as the President may, in his discretion, determine.
- An employee accepting gainful employment while on leave of absence except as specifically approved in writing by the President, automatically terminates employment with the WISHES.

WISHES QUALITY MANAGEMENT GUIDELINES

1. WISHES administration and office staff: Customer-centered, approachable, helpful, supportive, open, encouraging, and innovative;

2. WISHES teaching personnel need to be consistent, with a positive and proactive attitude. They need to have high expectations – i.e., strive to raise quality teaching for their students.
3. Student-centered attitude with core values: “What’s best for the students?” “How can I help develop students to succeed in their studies and be ideal Muslims for the pleasure of Allah?”
4. Mentoring program for teacher who is fresh out of college or coming from another school -- Only by pairing a new teacher with a mentor who truly believes WISHES’ core values will the vision and mission be fulfilled.
5. Departmental politics kept to a minimum;
6. Faculty is empowered and involved to increase the a level of trust which allows for greater innovation and more effective teaching;
7. Teamwork amongst the faculty -- a quality school will create an atmosphere where teachers want to share with each other in an attempt to implement an integrated curriculum that is more effective for the student than learning each topic in isolation;
8. Open-door policy communication policy that is honest and frequent among teachers, staff, students, and parents; and
9. Parental involvement: the more we involve the parents, the better the children will behave and perform in the class.

WISHES EFFECTIVE CLASSROOM MANAGEMENT GUIDELINES FOR TEACHERS

The school adopts the core values of effective teaching and learning, harmony, fairness, honesty, justice, respect and integrity in its classroom management, along with the following guidelines:

1. Start the school year with the WISHES rules expected of every pupil/student. Remember: It's easier to get easier when rules are made clear to all concerned.
2. Have a strict classroom discipline plan so that pupils/students will realize that you are determined to do what it takes to have your classroom under control.
3. Rules must be easy to understand and manageable. Make sure that you don't have such a large number of rules that your students can't consistently follow them.
4. Plan your lessons even in advance and continue reading materials related to your lessons. When you have too much to cover, you'll never run out of lessons and you will enjoy teaching – sharing your knowledge to your students. You can also fill up any left over time with some related/additional lessons/activities.
5. Always start your class with the Islamic greeting of peace: “*Assalamu ‘alaykum...*”.
6. Remind your class to say “*Bismillah*” (In the Name of Allah) and the *du'a* (supplication for knowledge from the Qur’an): “*Rabbiy zidniy ilma*” (O Rabb/Cherisher and Sustainer increase me in knowledge”).
7. Start each day fresh, not holding disruptions against students and instead expecting them to behave.
8. Recognize the warning signs of disruption.
9. Deal with disruptions with as little interruption as possible. Avoid being sarcastic. Some students could perceive sarcasm as inflammatory or insulting which, would defeat your purpose of successful classroom management.
10. Be consistent. One of the worst things you can do as a teacher is to not enforce your rules consistently. If you ignore disruptions one day and come down hard on them the next, you will not be seen as consistent. You will lose respect and disruptions will probably increase.
11. Stop disruptions with a little sense of humor.
12. Avoid confrontations in front of students.
13. Set your class as an enjoyable place for learning by smiling and giving praise (saying “*Masha Allah*”) to deserving students.
14. Keep high expectations in your class. Encourage high marks and quality works/performance for every class/school activity.
15. Observe utmost respect, fairness and justice to all your students.
16. Instill in the students the value of respect, cooperation, kindness, friendliness and other virtuous conducts in the class/school – to build ideal Muslims who are assets to the society.

17. Encourage leadership and obedience among students.
18. Continue to learn Islam and other useful knowledge for personality development to be an ideal Muslim who is a model for students and hence, an asset in the society.
19. Enjoy teaching as a profession that is worthy of Allah's reward. Dedicate every effort and time you spend in improving your knowledge, skills, teaching methodology and/or classroom management to Allah the Almighty so you will earn His tremendous rewards.

For more information, please contact:

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