



Westhill International School
URC Avenue, Salitran IV, Dasmariñas City, Cavite



STUDENT HANDBOOK

School Year 2024-2025

VISION

Vision: WIS, as a committed and dedicated institution, envisions to develop individual students to become successful, responsible, well- balanced, God-centered citizens, and globally competitive leaders.

MISSION

Mission: WIS promotes academic excellence through progressive and purposive learning, productive trainings, and the Lordship of Jesus Christ in all aspects of life.

INTEGRITY AND DISCIPLINE



Westhill International School
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Student Handbook

Westhill International School's Policies and Regulations

“I LOVE YOU LORD MY STRENGTH”
PSALM 18:1

The following school policies and regulations have been adopted by **WESTHILL INTERNATIONAL SCHOOL**, to present a learning ministry undertaken decently and in order.

Educational Philosophy

The authority for education comes from God, and he gives the basic responsibility of education to parents.

Academic study should be God-centered. All truths originate from God, and absolute truth can be known in god's written revelation, the bible, and through the guidance of the Holy Spirit.

Learning is not merely to gain abstract knowledge, but to acquire and apply wisdom from our creator in our daily lives.

Our lives are to be lived as committed Christians so that our faith influences all our actions and decisions. Staff members who are dedicated to Christ will live as role models to students to encourage them to grow their faith and live their lives in the development of a Christian worldview.

We are god's creation and are called to serve him. Staff members are willing to help students discover and maximize their potential and individual abilities so these may be developed for his service.

Christian education should provide a total worldview from which there will be a balanced personality, a proper understanding, and acceptance of a person's role in life at home, in school, at work, at play, and in church which is all grounded in the Christian concept of love.

Vision

*WIS, A Committed and Dedicated Institution,
Envisions To Develop Students to Become Successful, Responsible,
Well-balanced, God-Centered Citizens and Globally Competitive
Leaders.*

Mission

*Wis Promotes Academic Excellence Through Progressive and
Purposely Learning, Productive Training and
The Lordship of Jesus Christ in All Aspects of Life.*

Code Of Conduct

Objectives:

1. To ensure that the school and classroom environment is conducive and facilitative for learning.
2. To strengthen the student's character/behavior through the teaching discipline.

Grooming And Wearing of School Uniform

All students shall come to school well-groomed and shall wear the prescribed school uniform complete with wis ID. The school ID must be worn at all times while inside the campus. Lost ID must be reported immediately to the management office for replacement. Students who come to school without their ID should secure a temporary ID from the guidance director for a fee of PHP. 10.00, temporary IDs should be returned to him at the end of the day. A fine will be collected for failure to return the temporary ID on the same day. Students who are not in proper/complete uniform will be sent to the office of the guidance director for disciplinary action.

For Girls:

1. The prescribed uniform is a blouse & skirt, black shoes with white socks.
2. Putting make-up is not allowed, except for special events. Wearing dangling earrings and expensive jewelry is not allowed, only a simple wristwatch is permitted.

For Boys:

1. Prescribed gray pants and white polo, shorts/pants black shoes with white socks.
2. Prescribed haircut should be barber's cut with a thin top (2x3 code). Hair must not have bangs beyond the eyebrows. No colored, spiked hairstyle or queue (a braid of hair hanging at the back of the head). Clean cut.

3. Wearing of earrings in male students and tattoos are prohibited.

Tardiness and Absenteeism Policy

Tardiness

- If arriving late, students must get a Tardiness Slip from the Prefect of Discipline before entering class.
- Persistent tardiness may result in disciplinary action.

Absenteeism:

- Students must submit an excuse letter to the Adviser before or immediately after an absence, with valid reasons.
- Unjustified absences may lead to disciplinary measures.

Manner Inside the Classroom

To maintain order in the classroom meaningful learning will occur, and the following should be observed.

- ✓ Come to class prepared for the lessons.
- ✓ Be respectful and polite to all teachers and schoolmates.
- ✓ Maintain a distance of six inches per student to avoid harming or doing malicious mischief to classmates and others.
- ✓ Property of others must be respected.
- ✓ Refrain from going out during class hours.
- ✓ Respect the privacy of others. Show consideration to others by keeping quiet and refraining from making unnecessary noise.
- ✓ Sit properly at all times. Take your proper place in the prescribed seating arrangement.
- ✓ Listen attentively. Stand up when a teacher calls you to recite.
- ✓ It is the concern of every student to maintain the orderliness and cleanliness of the room. Practice the "clean as you go policy". Eating inside the room is prohibited. Dispose of garbage properly in their respective receptacles.

- ✓ Avoid staying inside the classroom after class hours unless authorized or during inclement weather.
- ✓ Teachers' tables and lockers are private. Students should keep away from them.

Conduct Within the School Premises

- ✓ Be respectful at all times. Exhibit respect to teachers, school officials, staff, visitors, and schoolmates. “greet” them properly and show courtesy and politeness.
- ✓ Always keep to the right when passing corridors or stairs. Do not run along the hallways.
- ✓ Avoid loitering near classrooms when classes are going on.
- ✓ Help in keeping school surroundings clean. Dispose of garbage properly.
- ✓ Exercise due care and respect for school properties and facilities.
- ✓ Do not run along the hallway and shout.

WIS is not a corrective institution. We are here to assist with moral values and academic completion of a child, but not take the place of parents who have experienced difficulty in fulfilling their duties in their child.

New students are admitted on probation for one year. They should maintain a passing grade in every subject throughout the school year and behave with proper decorum. Readmission for the next school year is conditional if a probationary student does not meet the standards set by the school.

ALL STUDENTS AND THEIR PARENTS ARE REQUIRED TO SIGN AN AGREEMENT.

If a student does come home complaining about a policy or discipline, please remember the following:

- A. Give the staff the benefit of the doubt.
- B. Realize that his/her reporting is emotionally biased without all information.
- C. Realize that we have reasons for all rules and that they are enforced without favor.
- D. Support the management and call us for all the facts.
- E. Anonymous letters and callers will not be entertained.

As one of the guiding principles of WIS, we consider instilling discipline among our students to be an integral part of learning. The WIS has institutionalized the implementation of discipline through the WIS discipline guide and sanction system in assessing our students' performance in behavior.

School Regulation

If a student's attitude is not in accordance with the school rules, regulations, and policies, sanctions will be imposed based on the WIS discipline guide and sanctions. Offenses shall be treated individually.

Disciplinary action shall be imposed after a thorough investigation by the discipline officer and guidance director. Disciplinary action shall be made in writing. If the offense committed by the student is not covered by the WIS code of conduct and the discipline guide, it shall be treated as a special case in which the academic director or the guidance director shall exercise an out-of-policy decision using references to the manual of regulations for private schools and DepEd orders, as the case may be.

For cases where a student is already a candidate for exclusion, he/she shall be required to explain his side in writing within 48 hours upon receipt of the complaint and explain why no disciplinary action should be taken against him/her. Their cases will be brought to the discipline panel, composed of two Head Teachers, the Guidance Director, The School Pastor, One Member of the BOT, and the Administrator, to conduct the hearing. The erring student shall be informed of the decision in writing, after 3 days of thorough deliberation by the panel.

WIS believes that all things should be done decently and in order and that our students be taught to accept a given responsibility to walk honorably before all men. WIS is maintained to be firm, consistent, fair, and tempered with love. All our teaching personnel maintain a standard of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary actions become necessary, it is carried out with judgment and understanding. Students

are reminded that the lord Jesus Christ expects us to be disciplined in all areas of our lives.



Online Learning Policy

The provisions outlined in the WIS Online Learning Policy must be adhered to and observed for this school year. These policies will apply as long as the online learning modality is in effect. Sanctions will be implemented for not adhering to these rules.

Student Online Classes' Rules & Guidelines

Students must be located in a convenient place and must be conducive to learning. But should observe and follow the following:

1. The student's camera must be turned ON all the time during the class otherwise, the student will be marked absent.
2. The student must have a good, working microphone and speakers or headphones.
3. The student must be online five (5) minutes before the given official schedule per class subject.
4. The student should wear the school's prescribed uniform.
5. While conducting online classes, the surroundings of the student must be free of any distractive noises or any movement that is caused by others.
6. Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
7. Stay on the topic. Don't post irrelevant comments, links, thoughts, or pictures.
8. Don't type in any angry/sarcastic comments, even as a joke. Without hearing your tone, others might not realize you're joking.
9. Don't type in ALL CAPS! If you do, it will appear as if you are yelling.
10. Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully.
11. If you reply to a question from a classmate, make sure your answer is accurate. Do not guess!
12. Remember to say "Please" and "Thank you" when asking for help from your classmates.
13. Be brief. If you write long responses, it's unlikely anyone will spend the time to read it all.
14. If you ask a question and many people respond, summarize all the answers and post them to benefit your whole class.
15. If you refer to something your classmate said, quote a few lines from their post so others know which post you're referencing.
16. Don't badmouth others or call them names. You may disagree with their ideas but don't mock the person.
17. Run a spelling/grammar check before posting. Use complete words and sentences in all posts.
18. Be forgiving. If your classmate makes a mistake, don't badger him/her for it. Let it go - it happens to the best of us.
19. Before asking a question, check the course content or search the internet to see if the answer is easy to find.
20. Reach out to your teacher if you have any questions/issues. They are still here to help, even virtually!

NOTE: WIS will impose sanctions for repeated violations of this online learning policy. Sanctions such as score deduction and non-acceptance in live streaming class (once per proven violation) for synchronous programs. Score deduction for asynchronous.

Violations and Sanctions

Violation A

1. Non-submission of an excuse letter is required for absences and tardiness.
2. Non-observance of deadlines in submission of report cards, reply slips, etc.
3. Littering and loitering.
4. Shouting, inattention, horse playing, and howling inside the classroom or within the campus.
5. Sleeping during class hours.
6. No school materials, books, or assignments.
7. Bringing and playing with toys in the classroom is not prescribed by any subject teachers.

Violation B

1. Frequent unexcused tardiness or absence. The school has the prerogative to drop any student who has incurred an absence of more than 20% of the total number of school days.
2. Improper wearing of school uniform during school days.
3. Improper haircut, wearing caps/earrings for boys, and hair dyeing and excessive accessories for girls.
4. Wearing of make-up during school days.
5. Using someone else's ID.
6. Breaking into and disrupting classes.
7. Bullying – repetitious: name calling; teasing; malicious mischief/tomfoolery; character assassination.
8. Using or displaying any electronic equipment on campus during class hours, from 8:00 am to 3:30 pm, at any level, is prohibited unless specifically allowed by the in-charge teacher for class discussion and interaction purposes only.

9. Entering other classrooms without a valid reason
10. Entering or Using restrooms designated for the opposite gender
11. Crossdressing is prohibited unless specifically required for a school play or a particular subject's activity.

Violation C

1. Cutting classes/truancy
2. Possession and bringing to school prohibited items such as playing cards, pornographic materials, cigarettes, liquors, and the like.
3. Leaving the campus without a permit: entering or leaving the campus by going over the fence.
4. Forgery of parent's/guardian's or school official's signature.
5. Bullying – intimidating or compelling any member of the school community or guest – cyberbullying; use of offensive, vulgar, or obscene language; giving someone the dirty finger sign. Defacing/ damaging a person's belongings or property or any actions covered by RA 10627.
6. Fighting within the school premises.
7. Inflicting physical harm or injury to classmates and schoolmates.
8. Accidental damage/destruction to school property. Property damage, whether accidental or otherwise, will be charged to the offender. He/she will have to pay for the damages done.
9. Public display of affection (PDA).
10. Tampering with school documents.
11. Dishonesty, lying, misrepresentation of facts.
12. Students are caught inside computer shops, playing online games that depict violence and obscene graphics.

13. Possession of any electronic gadget with pornographic content.
14. Any act or form of Plagiarism

Violation D

1. Gross disrespect/assault towards school authority.
2. Affiliation with organizations contrary to the School's Objectives and Policies.
3. Possession of dangerous drugs; listed in RA 9165 Comprehensive Dangerous Drug Act of 2002, deadly weapons, and explosives.
4. Coming to school under the influence of liquor or prohibited drugs.
5. Smoking and/or drinking alcoholic beverages inside and/or outside the school campus.
6. Extortion.
7. Stealing/Theft.
8. Vandalism (malicious destruction or defacement of school properties and facilities). The offender will have to pay for the damages done.
9. Cheating in any kind of test taken. Aside from the sanctions, the student will get the lowest possible grade on the test.
10. Gambling.
11. Act of lasciviousness or lewdness.
12. Acts covered by the Anti-Sexual Harassment Act; RA 7877.

Violation E

1. Causing serious physical injuries to members of the school community.
2. Immoral conduct (engaging in pre-marital sex; unwanted pregnancy; provocative and indecent pose in skimpy attire in

photos, social networks, internet sites, published materials, and public ads and billboards; getting romantically involved with wis personnel.

3. Involvement in brawls and street fighting.
4. Any misconduct outside the school premises that can adversely affect the reputation of WIS or its Officials and Employees:
 - Shoplifting
 - Theft
 - Killing/murder
 - Conviction under Philippine Criminal Law
 - Drunkenness/taking liquor or prohibited drugs
 - Presence in bars, motels, casinos, and all gambling joints, theatres exhibit pornographic films, etc.

Sanctions

- Rules are subject to revision without prior notice.
- Records of disciplinary actions of certain pupils/students will not be canceled after one school year. These records will be on file throughout his/her stay in the school and will be used as a reference for succeeding corrections.
- the number of days of suspension depends on the seriousness of the offense or situation.
- Suspension and exclusion as defined by MRPS

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE	6TH OFFENSE
VIOLATION A	Teachers Oral Warning	Report To the Adviser	Intervention By the Guidance Director	Conference With Parents Issuance of Written Warning	Suspension 3-5 Days	Suspension 7-10 Days Candidate For Exclusion
VIOLATION B	Teachers Oral Reprimand Report To Adviser	Report To the Guidance Counselor	Conference With Parents Issuance of Written Warning	Suspension 3-5 Days	Suspension 7-10 Days	Exclusion Audience With the Discipline Panel
VIOLATION C	Report To Adviser, Guidance Director Issuance of Written Warning Conference with The Parents	Suspension 3-5 Days	Suspension 7-10 Days	Exclusion Audience With the Discipline Panel		
VIOLATION D	Report To Adviser, Guidance Director Conference with The Parents Suspension 3-5 Days	Suspension 7-10 Days	Exclusion Audience With the Discipline Panel			
VIOLATION E	Exclusion Audience With the Discipline Panel					

Suspension Of Classes

As mandated by the Department of Education automatic suspension of classes shall be applied in the following situations.

Typhoon Advisory

- When PAG-ASA raises Typhoon Signal No. 1, classes at the pre-elementary level are automatically suspended.
- When Signal No. 2 is raised, classes at the elementary and high school levels are suspended.

Earthquake Advisory

- Classes should be automatically suspended when a strong earthquake with intensities that could pose risks to the safety of students and personnel is felt.
- Immediate inspection of school buildings and facilities should be conducted after the earthquake to ensure safety before classes resume.

Volcanic Activity Advisory

- Suspension of classes is based on the advice and recommendation of the Philippine Institute of Volcanology and Seismology (PHIVOLCS).
- Schools within the danger zone or areas affected by ashfall and volcanic hazards should suspend classes to ensure the safety of students and personnel.
- Schools should closely monitor official announcements and updates from local authorities and PHIVOLCS regarding the volcanic activity.

House Rules For Guardians/Parent

1. Parents are not allowed to enter the classroom during class hours.
2. Parents who want to see the administrator, guidance counselor, academic head, human resource officer, department heads, and teachers should make an appointment and observe proper protocol.
3. In case of pupils'/students' absence, an excuse letter, duly signed by parents, should be submitted to the adviser on the first day of the pupil's/students' return.

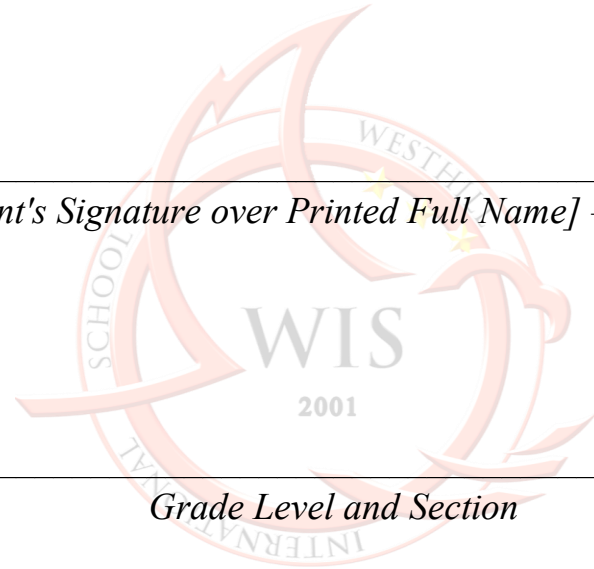
Notice of absence through telephone calls will not be honored.

4. Parent/guardian are allowed during:
 - ✓ Enrollment and payment of school fees
 - ✓ Parents-teachers conference day
 - ✓ School activities open house
 - ✓ Bible study for parents/guardians
 - ✓ Appointment with school personnel
5. Wearing a spaghetti-strapped dress, a backless blouse, a blouse with a plunging neckline, a house dress, a tank top (Sando), shorts, and slippers are not acceptable inside the school premises.
6. A parent/guardian who wants to fetch his/her child during class hours is required to secure a permit/gate pass with the sign of the school's officials.

I acknowledge that I have read, understood, and agree to abide by all terms and conditions outlined in the Student Handbook of Westhill International School.

I voluntarily consent to comply with the rules, policies, and guidelines set forth therein by affixing my signature below.

[Student's Signature over Printed Full Name] – Conforme



Grade Level and Section



[Parent's Signature over Printed Full Name] – Conform