



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : SEPTEMBER 13, 2017

TO : PARENTS / GUARDIANS OF GRADE 11 TO 12

FROM : PAUL P. CALAMIONG, Ph.D.
Principal, Senior High School Department

SUBJECT : SECURITY MEASURES

1. Securing Personal Belongings

The School requires the use of Ipad for e-learning and that of cellular phone for Emergency Management Preparedness. Keeping these devices safe requires the partnership of the School and the Students.

Parents are requested to remind their child(ren) of the following security measures. Teachers will orient students on them during homeroom period.

- 1.1. Bring the devices wherever one goes. Keep cellular phone in silent mode during the class period.
- 1.2. If the devices were to be left inside the classroom, they are to be locked in the locker beneath the chair.
- 1.3. For Ipad users, they are to turn on "Find my Ipad" feature on the device for easier detection of its location.
- 1.4. Before leaving the classroom, store and secure all devices and valuables as well as possible.

Classrooms are locked during recess, lunch break, transfer to function rooms and dismissal. Should a student forget something inside the classroom, he / she must secure assistance from the Academic Office. No student is allowed to re-enter without permission from the Academic Office.

2. Personal belongings during and after dismissal time

- 2.1. During dismissal time, students are responsible to watch over their personal belongings and not just leave them lying anywhere, especially those students with late fetchers.
- 2.2. For Students of Court- related activity (e.g., Sports Clinic, Training),
 - 2.2.1. DH Campus
 - 2.2.1.1. Students can place their personal belongings in the Doña Hemady guard counter. A control number will be issued to them by the guard so they can claim their belongings after training.



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2.2.1.2. The guard will hold the student's belongings up to one hour after the activities end, after which they will place them in the Elementary Office for them to be claimed the next school day.

2.2.2. ER Campus

An area in the training courts noticeable by the coaches will be assigned as students' storage area. It will be covered with net to secure students' belongings.

These measures are intended to assist parents and students in the safekeeping of personal belongings, but are in no way an assumption of liability on the part of the School. The School assumes no responsibility for the safety and security of phones, Ipads or other personal items, and will not be responsible for any loss or damage.

3. Additional security measure will be implemented to deter the entry of suspicious items within the campuses.

- 3.1. The security guard will use metal detector to screen belongings before entry.
- 3.2. Documents / packages without return address will not be accepted by the guards.
- 3.3. Report to Property Office any suspicious looking stranger / bystanders roaming around the school perimeter by calling:
Doña Hemady Campus - 724-8550 loc. 300
E. Rodriguez Campus - 724-0143 loc. 300

Thank you for helping the School keep its campuses safe.