

基立学院

JUBILEE CHRISTIAN ACADEMY

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

DATE : MAY 18, 2018

TO : PARENTS / GUARDIANS OF GRADE 11

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

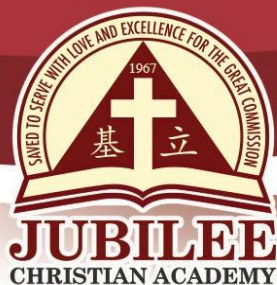
SUBJECT : GUIDELINES ON STUDENT RECOGNITION CEREMONIES, SY 2017-2018

Greetings in the name of our Lord Jesus Christ!

You are invited to attend the Grades 9 to 11 Student Recognition Ceremonies, on Friday, June 1, 2018, at the Community Hall, E. Rodriguez Campus.

Grades 9 to 11 : 2:30 – 3:30 PM

1. Entrance – Students, parents/guardians, and guests can enter through E. Rodriguez or F. Manalo gates.
2. Traffic and Parking
  - 2.1. Only drop-off is allowed at the E. Rodriguez gate.
  - 2.2. No vehicular entrance and parking in F. Manalo Street between A. Egea and J. Jimenez Streets for all non- residents. Parties may enter or exit on foot via F. Manalo Street.
  - 2.3. One-side parking is allowed along the portion of A. Egea Street only.
  - 2.4. In Doña Hemady (DH) campus, no parking on D. Hemady Street, as well as on 3rd and 4th Streets.
  - 2.5. Ensure no littering on the streets, no turning on loud radio, idling engines, house helpers / drivers conducting indecent behavior.
  - 2.6. Parking will be available inside the E. Rodriguez (ER) campus and at the new parking space in F. Manalo St. of E. Rodriguez Campus, as well as at the DH Campus. First come, first served. Parking fee is at Php 77.00 from 2:00 to 4:00 PM. An additional charge of Php 17.00 per hour will be charged thereof for vehicles parked beyond 4:00 PM. First come, first served.
  - 2.7. The DH campus parking is only for those with drivers as no shuttle will be provided between the two campuses.
  - 2.8. Parking tickets are available at the Bookstore of the E. Rodriguez campus from May 18 and onwards until tickets run out from 7:00 AM – 10:00 AM.
  - 2.9. A parking ticket will be issued. No ticket, no entry, and no parking.
  - 2.10. Be reminded not to leave valuables in your parked vehicles. The School and the Barangay shall not be responsible for any damage to or loss of parked vehicles.
  - 2.11. The parents / guardians will be held responsible for any untoward behaviour on the street parking and any school property damage caused by themselves / guests / drivers / vehicles. Penalties will be meted out accordingly.
3. Distribution of Report Cards
  - 3.1. Students will go to their classrooms to receive their report cards from their Class Advisers before the Recognition Ceremonies from 2:00-2:15 PM.
  - 3.2. Honor students / awardees will proceed to the Community Hall for the Recognition Ceremonies. Non-awardees are welcome to attend but they are to observe proper decorum for the whole duration of the program.
  - 3.3. All unclaimed report cards will be released during office hours at the Junior High School Office beginning June 4, 2018 onwards.



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#### 4. Seating Arrangement

- 4.1. Upon arrival at the Community Hall, please occupy the chairs marked GUESTS.
- 4.2. If your child is an honor student / awardee, please occupy the chairs marked PARENTS OF AWARDEES.
- 4.3. For better conduct of the program, please be seated before the program starts at 2:30 PM.

#### 5. Awarding of Certificates and Medals

- 5.1. Only the students go up the stage to receive the certificate(s) / medal(s).
- 5.2. For students who receive medals, as they go down the left side of the stage, parents are to meet them at the Medal Donning Area prepared for donning the medals on the children and for picture-taking, if they ordered pictures.

#### 6. Procedures for Picture-Taking

- 6.1. Parents / Guardians / Guests are asked to take pictures at designated areas only so as not to disturb others' attention.
- 6.2. Official photographers are assigned to take pictures for the main stage and Medal Donning Area.
- 6.3. Please secure and accomplish the Picture-Taking / DVD Order Form from the Bookstore at E. Rodriguez campus starting May 18, 2018 from 7:00 to 10:00 AM and pay the necessary amount. Every copy of 5"x7" colored picture of your child costs Php 203.00. Only one shot will be taken for each copy.
- 6.4. A ribbon for identification can be secured from the Picture-Taking table located at the 3/F beside the Grade 10-Purity Room on Recognition Day. Students / parents / guardians are to bring the accomplished form with receipt attached.
- 6.5. Photo opportunities for those who did not avail of the official photographer will be done after the ceremonies.
- 6.6. Pictures can be claimed at the E. Rodriguez Campus Bookstore starting August 13, 2018. Please bring the official receipt. All unclaimed pictures by July 31, 2019 will be disposed of.

#### 7. Reminders

- 7.1. All students have to come in complete school uniform with plain white undershirt (for boys), tie properly fastened (for girls), black leather shoes (girls' shoes with 1 inch heels) and plain white socks (3 inches above ankle), and in well-groomed hair and prescribed haircut. Any student who will not come in complete uniform and in prescribed hair guidelines will not be allowed to join the recognition ceremonies.
- 7.2. Food and drinks are not allowed into the Community Hall.
- 7.3. Mobile phones and other electronic devices are requested to be in silent or off mode.
- 7.4. Guests are to wear smart casual attire; no shorts, flip-flop, spaghetti strap, tube attire, mini-skirts, body-revealing attires, especially in going up the stage.
- 7.5. All discipline guidelines are to be followed until the last school day of the school year. Any offense against any of the categories of misconduct will be penalized accordingly.

8. Parent-Teacher Conference for 4<sup>th</sup> Quarter will be on June 6, 2018 at 10:00 – 12:00 NN, E. Rodriguez campus.

Thank you. We look forward to celebrating our students' achievements with you.