

基立学院 JUBILEE CHRISTIAN ACADEMY

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September 12, 2019

TO : PARENTS / GUARDIANS OF TODDLER TO KINDER

FROM : MRS. CAROL B. SEMING
Principal, Preschool department

SUBJECT : 1. ONLINE GRADE VIEWING
2. MID-QUARTER DEPARTMENT UPDATE
3. SEPTEMBER PARENT-TEACHER CONFERENCE

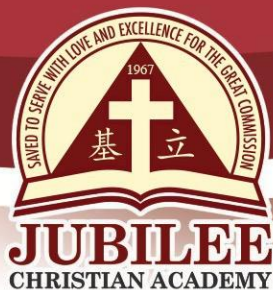
Greetings in the name of our Lord Jesus Christ!

1. ONLINE GRADE VIEWING

We are pleased to inform you that you can view the Subject component and subcomponent grades of your child online. Components are recitation, seat works, project, assignment, quizzes, unit test, quarter exam and other assessments in a quarter. Subcomponents are the activities done under a subcomponent (e.g., quiz 1, seat work 1).

Please see procedures below to access the Online grade viewing:

- 1.1 For better grade viewing experience:
 - 1.1.1 Avoid multiple simultaneous access of your child's account so as not to congest the system
 - 1.1.2 Use any web browser except Internet Explorer
- 1.2 Grade viewing procedure
 - 1.2.1 Go to www.jca.edu.ph
 - 1.2.2 Look for JCA ONLINE PORTAL
 - 1.2.3 Click Student Portal
 - 1.2.4 Log in to the Student Access Module by typing student ID as username and family name in capital letters as password if you have not changed your password
 - 1.2.4.1 Click Grades tab on the menu
 - 1.2.4.2 Click the subject tab you want to view
 - 1.2.4.3 See first column for the component and subcomponents of the subject
 - 1.2.4.3.1 See the percentage beside the component;
for example: HOMEWORK - 10%, indicating the weight of the component in the final quarter grade



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1.2.4.3.2 See the number in the parenthesis beside the subcomponent; for example: HOMEWORK 1 (20), indicating the total number of points for that subcomponent

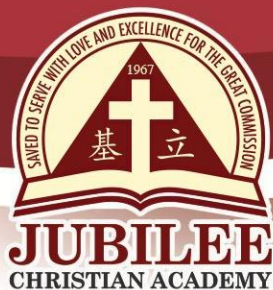
1.2.4.4 See the second to fifth columns indicating the quarter (e.g., 1 means first quarter, 2 means second quarter)

1.2.4.5 See the cell intersecting the component and quarter for the total number of points of the component and its transmuted grade

1.2.4.6 See the cell intersecting the subcomponent and the quarter for the points earned in that subcomponent for that quarter

1.2.4.7 See sample table below

Total points = transmuted grade of homework		Quarter			
Component		1	2	3	4
Component with weight (%)	HOMEWORK - 10%	19 = 95			
	HOMEWORK 1 (20)	19			
Subcomponents with total points in ()	SEATWORK – 20%	33 = 97			
	SEATWORK 1 (15)	14			
	SEATWORK 2 (20)	19			
	QUIZ - 25%	18 = 90			
	QUIZ 1 (20)	18			
	RECITATION – 10%	0 = 50			
	MIDQUARTER GRADE	93			
	FINAL GRADE				



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- 1.2.4.8 Zero in the component which is equivalent to 50% may appear if there is no subcomponent encoded yet; Zero in the subcomponent may mean that your child got a failing mark
- 1.2.4.9 Take note that subcomponents with their points may vary across quarters
- 1.2.4.10 Mid-Quarter Grade
 - 1.2.4.10.1 The midquarter grade indicates the grade of your child base on the computation of all assessments from the beginning of the quarter to the scheduled midquarter viewing; please refer to the academic calendar for the schedule of mid-quarter grades viewing
 - 1.2.4.10.2 The midquarter grade will turn red if grade is 82 and below; this would mean that your child needs to exert more effort in that particular subject and it would be best to confer with the subject teacher
- 1.2.4.11 The Final Grade is the total computation of all components in the quarter
- 1.2.4.12 Final Grade and Deportment can be viewed during Report Card viewing every quarter

1.2.5 Click Sign out

- 1.3 Kindly email the Preschool Department at ps@jca.edu.ph should you notice error(s) in the components and subcomponents. Thank you for bringing the error(s) to our attention.

2. MID-QUARTER DEPORTMENT UPDATE

Every quarter, the School will send out MID-QUARTER DEPORTMENT UPDATE of some students. The update shows the subject areas that your child need to improve on.

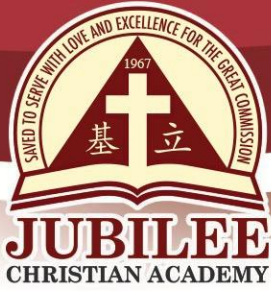
3. SEPTEMBER PARENT-TEACHER CONFERENCE (PTC)

We have set aside September 18, 2019 for us to have a conference with you. PTC is done in your child's classroom. We highly recommend that the parents who received Mid-Quarter Deportment Update and those with red mark in their child's mid-quarter grade to see the teachers of their child during the PTC to discuss their child's performance and help them improve.

Please take note of the schedule and guidelines below to ensure a smooth and orderly conference.

3.1 PTC Schedule - There will be no classes in all levels.

- 3.1.1 Toddler, Nursery & Kinder 1st Session - 8:00-10:00 AM
- 3.1.2 Nursery & Kinder 2nd Session - 1:00-3:00 PM



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3.2. PTC Guidelines

- 3.2.1 Parking inside JCA at the F. Manalo lot is available on a first-come-first served basis, Parking fee is PHP 86.00. Use only the F. Manalo gate for pedestrian entrance and exit. Strictly no parking on F. Manalo St. and D. Egea St. at any time, for loading and unloading only.
- 3.2.2 Use only the F. Manalo gate for entrance and exit.
- 3.2.3 Register and leave a valid ID with a picture at the Registration Desk. No ID, No Entry. Parents will be given a PTC Remarks form. Have the teachers sign the form after your conference with them.
- 3.2.4 Sit outside the classroom of the teacher you want to see while waiting for your turn. Reservation of seats by putting labeled papers or objects on chairs is not allowed. Conference with the teacher is on a first- come first-served basis. The Parent / Guardian who is present at that time will be prioritized by the teacher.
- 3.2.5 Refrain from bringing your children during PTC to avoid unnecessary distraction while the PTC is going on.
- 3.2.6 Limit your time in the PTC as there will be others who would want to talk to the teacher.
- 3.2.7 Turn off or put in the silent mode any mobile phone while having conference with the teacher.
- 3.2.8 Submit the signed PTC Remarks form to the Registration desk and claim your ID.

All parents are welcome to confer with subject teachers and / or class advisers or see any of the school administrators. Together, we can arrive at effective measures to enhance your children's school development. Your fullest cooperation will be appreciated greatly.

Thank you.