

基立学院 JUBILEE CHRISTIAN ACADEMY

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

September 13, 2019

TO : PARENTS / GUARDIANS OF KINDER
FROM : MRS. CAROL B. SEMING
Principal, Preschool Department
SUBJECT : PRESCHOOL STUDENT HANDBOOK

Greetings in the name of our Lord Jesus Christ!

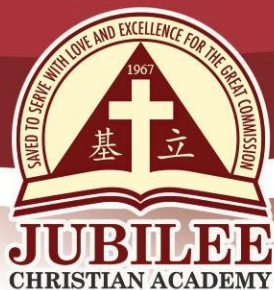
We praise God for another school year to work with you. May God's guidance be with us as we add another year of great learning and opportunity for our students.

To guide you and your children better this school year, please refer to the pdf copy of the Preschool Student Handbook. The handbook contains general information about the major areas of preschool student development and general policies governing students.

All circulars issued from SY 2013-2014 up to the current school year (e.g., Grading System, Year-End Evaluation Criteria, Extra Mile Program, Teachnology) constitute policies that govern students, too.

All items in the Student Handbook, especially those indicated as Kinder 1, apply to your children. However, since Kinder is the last level in the Preschool Department, the following items also apply to Kinder:

Page	Item	Revisions
Pages 29	6.3 Entrance Requirement to Grade 1	Grade Point Average (GPA) of 83 and above. Qualifying exam will not be given to students with GPA below 83. Final Department Grade of B(-) and above
Page 31	8.2 Probation upon Entrance to Grade 1	Entrance Academic Probation - GPA below 83 Entrance Disciplinary Probation - final department grade lower than B(-)



基立学院

JUBILEE CHRISTIAN ACADEMY

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Please take note also of the following revisions:

Page	Item	Revisions			
Page 17	Academics	Subjects taught are Reading, Language, Math, Chinese, Christian Education, Music, Arts, Physical Education, Writing, and Filipino (non-graded)			
Page 25	1.2 Kinder 1 Computation	Computer subject not included			
Page 26	1.4 Chinese Computation	Listening 1 – 30% Oral quiz – 10% Recitation 10%	Listening 2- 20% Writing – 5% Bible Verse- 10%	Reading quiz– 5% Poem / Song- 10%	
Page 27	2.6 Project in the 3 rd Quarter	Not applicable			
Page 32-33	1.1 Class Attendance	The term “AM Session / PM Session” is now called “First Session / Second Session”, respectively			
		Session	Class Time	Homeroom	Late
		1 st session –	07:40-10:40 am	7:40-7:50	7:40-8:20
		2 nd session –	11:00-2:00 pm	11:00-11:10	11:00-11:40
		1. The student must be in school at 7:30 am (1st session) or 10:50 (2nd session) for the homeroom period. 2. No more entry for students who come to school after 8:20 (1 st session) or 11:40 am (2 nd session). The student is considered absent. 3. No forgotten items, except for medicine, will be accepted beyond 8:20 am (1st session) or 11:40 am (2 nd session).			
Page 40`	IX. Student recognition Program 2.3 Conduct Awards	Model Little Christian Award is renamed Best in Christian Character. This award recognizes exemplary Christian character and active participation in Christian Education related activities.			

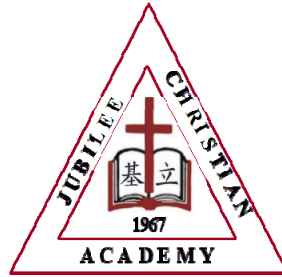
We are confident that parents / guardians and students will observe the policies the Student Handbook and circulars to achieve quality education rooted in a strong Christian faith.

Thank you for your kind attention.

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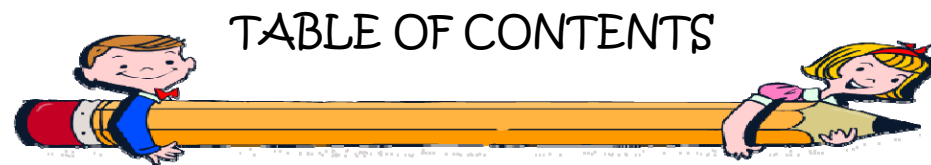


Preschool Student Handbook

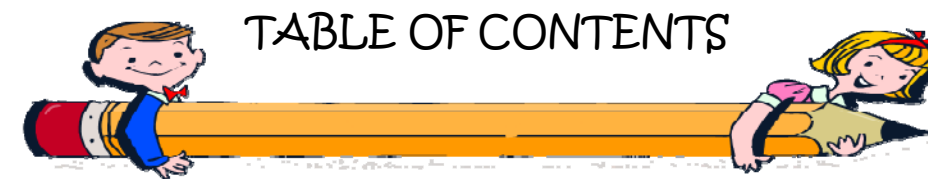


Name & Section : _____

School Year : _____



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I. JCA THROUGH THE YEARS

JUBILEE CHRISTIAN ACADEMY (JCA) exists today because a handful of men and women who worked into reality the God-given vision of a quality school that teaches English, Filipino, and Chinese subjects in a Christian context. Since its founding, JCA has prepared its students for excellence in the different areas of our society.

- 1967 The Christian Gospel Truth Foundation, Inc. (CGTFI), a non-stock, non-profit corporation, established Jubilee Christian Elementary School (JCES).

For the first ten years, Mr. Jesus S. F. Gonzaga served as principal and Mr. Alejandro G. Beltran, Sr. was the Chairman of the Academy Board of Trustees.
- 1968 The Ministry of Education, Culture, and Sports (MECS) granted full recognition to the JCES Kindergarten Department.
- 1969 JCES graduated its first batch of elementary students.
- 1973 The Department of Education, Culture, and Sports (DECS) granted government recognition for a complete six-year elementary course (day).
- 1977 For the next two years, JCA continued to grow under the supervision of Dr. Gerardo Veloso.
- 1979 Ms. Yap Siok Ho took over to continue the mission.
- 1980 JCES moved from the 1,097 square meter lot with a wooden building in Matienza, San Miguel, Manila to a 4,881 square meter property with a new concrete building in New Manila, Quezon City.

JCES received a special permit for the operation of the High School Department and was named Jubilee Christian High School (JCHS). Dr. Tan Chuy Lieng was then in charge.
- 1982 Nenita Nessia directed operations in JCHS for two years.
- 1984 The year featured another golden moment as it produced its first batch of high school graduates. Mr. Alejandro G. Beltran, Sr. assumed the chairmanship of the Academy Board of Trustees from Mr. Nicasio G. Co, Sr.



- 1985 For the next 12 years, the school further developed under the leadership of Chairman/Executive Director Alejandro G. Beltran, Sr.
- 1986 MECS granted government recognition to JCHS for a complete secondary course.

JCHS was renamed Jubilee Christian Academy (JCA). JCA reinforced its pursuit for academic excellence in the Christian context.
- 1995 A 2,123 square meter property on E. Rodriguez Avenue and F. Manalo Street, Cubao, Quezon City was acquired and was occupied by the Preschool Department.
- 1997 Executive Directress, Dr. Sally L. Coyukiat, started work in sculpturing the JCA education into a more competitive Christian institution for the 21st century. Mr. Nicasio G. Co, Sr. chaired the Academy Board of Trustees.
- 1998 The 768 square meter lot adjacent to the Preschool Department was purchased.

Mr. Chan Kok Bin was elected Chairman of the Academy Board of Trustees.
- 2001 Mr. Nicasio G. Co, Sr. became Chairman Emeritus of the Academy Board of Trustees.
- 2003 Construction of the new building at E. Rodriguez started year-end of 2001. The Preschool Department moved in on November 2002. On December 01, 2003, the High School Department followed. The Elementary Department stays on in Hemady.
- 2010 The 1,039 square meter lot adjacent to the Elementary Department was purchased



II. JUBILEE IS ...

IDENTITY

Jubilee Christian Academy is a Chinese-Filipino co-educational private school established in 1967 to provide quality and well-balanced Christian education from preschool to high school that incorporates both Department of Education and Chinese curricula.

STATEMENT OF FAITH

Jubilee Christian Academy shares the same Statement of Faith as Jubilee Evangelical Church, The church whose leaders founded the School and who continues to be an essential partner of the School in fulfilling its work.

1. The Bible

We believe that the Bible, consisting of the books of the Old and New testaments is the revelation of God to mankind (Leviticus 1:1-2; Isaiah 1:2; Hosea 1:1-2; Corinthians 14-37; Revelation 1:1), is verbally and fully inspired by Him (2 Peter 1:20), is sufficient for the knowledge of God and His will that is necessary for the eternal welfare of mankind (Romans 15:4; Corinthians 10:11), is infallible and inerrant in its original manuscripts (Psalm 18:30; 19:7-8; 2 Timothy 3:16), and is the supreme and final authority for all Christian faith and conduct (John 20:31; 2 Timothy 3:15-17).

2. God

We believe that there is but one God (1 Corinthians 8:4), whose essential nature is that of a living (John 5:26), personal Spirit (John 4:24). He is the Creator and Sustainer of all things (Genesis 1:1; Colossians 1:16-17), and He exists in three Persons – Father, Son, and Holy Spirit (Matthew 28:19)

3. Jesus Christ

We believe that Jesus Christ is true God and true Man; that is, He is fully divine and also fully human (Philippians 2:5-11). He pre-existed eternally with the Father (John 1:1), was conceived by the Holy Spirit and born of the virgin Mary (Matthew 1:23-25), lived a perfect life (1 Peter 2:22), and died a substitutionary death (1 Corinthians 15:3) for the sins of mankind (1 Timothy 2:6)

We believe that he arose bodily from the grave, that He ascended to heaven (1 Corinthians 15:20), where He is presently the High Priest and Advocate for His people (Hebrews 4:14-16), and that He will return personally and bodily to earth at the close of this age (John 14:3). He is the world's only Savior and is the Lord of all (Acts 4:12).



4. The Holy Spirit

We believe that the Holy Spirit is a divine Person, the third person of the Trinity (Acts 5:3-4). We believe that He was sent from the Father by the Son to convict the world (John 16:7-4), to regenerate (John 3:5-8) and indwell those who trust Christ (1 Corinthians 2:9 - 12; 3:16), to baptize them into the body of Christ (1 Corinthians 12:13; 28 - 31), to seal them for the final day of redemption (Ephesians 1:13-14), to guide them into all truth, to fill them for a life of holiness and victory (Galatians 5:16-25), and to empower them for witness and service (Acts 1:8).

We believe that He gives spiritual gifts to believers for the proper functioning of the Body of Christ, which is the Church (1 Corinthians 12:3 - 12).

5. Man

We believe that man was originally created by a definite act of God in His own image and is dependent upon, and accountable to his Creator (Genesis 1:26-27). Through disobedience, the first man sinned and fell from his original state of moral perfection (Genesis 2:7). As a consequence, he brought upon himself and upon the whole human race the penalty for sin, which is spiritual and physical death (Romans 2:6 - 16). Since Adam, every person is born with an inherently sinful nature and becomes a sinner in thought, word, and deed (Romans 5:12-21). Every person, therefore, stands under the just condemnation of God and is unable to save himself or to present deeds worthy of merit before God (Matthew 5:20; John 3:36; Romans 6:23).

6. Salvation

We believe that a person is saved by God's grace alone (Ephesians 2:8-9), made possible through the shed blood of Christ, whereby He died a substitutionary death for mankind, and through the resurrection of Christ (1 Corinthians 15:3). Salvation becomes effective when a person, by an act of faith (Romans 3:28), acknowledges Jesus Christ as his personal Savior and Lord (Acts 3:19). The benefits of this salvation include the forgiveness of sins (Acts 3:19), and all the privileges that accompany a new family relationship with God (John 3:16). The assurance of salvation as a present possession is the privilege of every believer in Christ (John 1:12; 10:28; Philippians 1:6).

7. The Christian Life

We believe that God expects every believer to live a life of obedience (John 14:21), in which every area of his life is brought under the Lordship of Jesus Christ (2 Corinthians 10:4 - 5) and the fruit of the Spirit becomes increasingly evident in his life (Galatians 5:23). The goal of the Christian life is to be conformed to the image of Christ (2 Corinthians 3:18). This life is characterized supremely by



self-giving love for God and for others (1 John 2:15-17). The life and character of Christ which grows through the Holy Spirit, is noticeably distinct from the life of the world. A believer who resists the gracious working of the Holy Spirit and fails to grow in obedience is chastened in infinite love by his heavenly Father so he may learn obedience (Hebrews 12:5-14).

8. The Church

We believe that the Church of Jesus Christ is the universal company of God’s redeemed people (1 Peter 2:9-10), His Body (Ephesians 1:23), of which He is the Head (Ephesians 5:25-27), His Bride, who He love infinitely, and His Temple, in which He dwells (Ephesians 2:19-22). This universal body of Christ is visibly expressed in local assemblies (1 Thessalonians 2:14) whose purpose is to glorify God (Ephesians 3:6-10) through worship (Acts 2:4), fellowship (Hebrews 10:25), instruction in God’s word, observing the ordinances, and training in service to the world (Acts 4:11-13).

The supreme task in the mission of the Church is to make disciples for Christ in all nations (Matthew 26:26-29), through the proclamation and teaching of the gospel. The Church is also to demonstrate the love and compassion of Christ (Matthew 26:26-29), through word and deed, in an alienated world (1 John 4:17).

9. The Future Life

We believe in the imminent (John 14:3), premillennial return of Christ to take His people to be with Him (1 Thessalonians 4:16-17) and to judge and rule the earth in righteousness (Revelation 11:15).

We believe in the resurrection of the body for both the believers and unbelievers (1 Corinthians 15:20-23). We believe that the believer goes to be with Christ in conscious blessedness immediately after death (Philippians 1:23), having escaped condemnation of his sins through the death of Christ (Romans 8:11). He will, however, stand before God to receive rewards for works approved by God or to suffer loss for works disapproved (2 Corinthians 5:10). The believer will live eternally in the immediate presence of God (Revelation 20:5) while the unbeliever must face the eternal and holy judge who will sentence him for his sins (Revelation 20:11-13). He (unbeliever) will experience the Punishment of eternal separation in hell from the presence of God (Revelation 20: 14-15).

10. Satan

We believe in the personality and depraved character of Satan (Genesis 3:1), who is the great enemy of God and man (Matthew 4:3-11). We believe that he, along with the company of demonic beings serving him (John 8:44), works out his evil plans through the ungodly world system (2 Corinthians 4:4; 1 John 5:19), limited only by the sovereign rule of God (Job 1:6-12). We believe that he was judged by Christ at the cross and will meet ultimately his doom in the lake of fire (Revelation 12:9-10), where he will remain eternally (Revelation 20:10).



PHILOSOPHY

1.Christian Orientation

- 1.1 God is the source of all truth, knowledge, wisdom, and values as revealed through Jesus Christ, the Bible, and Creation.
- 1.2 Man is created in the image of the living God, redeemed from the fallen state by faith alone in Jesus Christ, and accountable to God in how his life is lived.
- 1.3 The lord Jesus Christ is the one true way to the abundant life on earth and eternal life in heaven.
- 1.4 The end goal of all healthy living is to know God through His son and to live for Him through a Holy Spirit-filled life.
- 1.5 The School is a vital ministry of the Christian community to help fulfill the Great Commission among the young ones.
- 1.6 The School cultivates and exhibits excellence in all its areas as a befitting offer of worship and thanksgiving to God who is the fountainhead of all excellence
- 1.7 Jubilee Evangelical Church with other Christian churches and organization, using its Christian advisory, counseling and prayer ministry, encourage and strengthen the school in achieving its God-given vision.

2. Student Concern

- 2.1 Each student is a gift entrusted by God to Jubilee Christian Academy. God holds the School accountable to nurture each student in a loving environment, to bring about his maximum development and to challenge him to live out God’s intended purpose for his life.
- 2.2 A Christian world and life view leading to orderly, harmonious, and peaceful living is essential for a complete education that should address all aspects of the student’s development.
- 2.3 Students learn best when exposed to a variety of the most prominent learning materials and instructional methods, growing up in a conducive environment aimed to challenge them to do what they are most capable of and to be above par.
- 2.4 Students acquire culture of excellence, imbibe positive values, and develop rightful attitudes and behavior when they see them taught and modeled by their teachers and other responsible adults in the School.
- 2.5 Each student is unique and his learning process must be appropriate to his age and nature as well as adapted to his needs.
- 2.6 Students are to be proud of their Chinese-Filipino heritage, mature and prepared to face the challenges in life, committed to serve with excellence their immediate and extended community.



3. School Community

- 3.1 The Academy Board of Trustees and Administrators lead and direct the school to greater heights with God-given vision, and oneness of heart and hand, and openness to new challenges
- 3.2 The Faculty practice their profession as a calling to serve Jesus Christ by teaching students with competence and passion as well as inspiring them with their faith, work, and life.
- 3.3 The Staff provide selfless, effective and efficient services to enhance all aspects of school life for a well-managed and well-maintained School.
- 3.4 Parents have primary duty to educate their children. They can, however, delegate it to the school by partnering with the school through their support and recommendations for better quality of education and learning environment redounding to the good of their children, the whole student body and the school.
- 3.5 Alumni are faithful in serving God, competent in chosen work, active in civic responsibilities, serving and making a difference in their homes, churches, countries, and the world.

4. External Environment

- 4.1 The School contributes best to the societal positive development when it nurtures competent students committed to use their abilities and resources to serve God and their fellowmen.
- 4.2 The School works toward a harmonious relationship with its external environment for a peaceful and productive community for the welfare of the country and the global community
- 4.3 The School will engage the members of the school community to participate actively in endeavors that will uplift the poor sectors and address wisely the pressing issues of the Philippine and global society.
- 4.4 The school will support efforts to improve the education sector both locally and internationally through research and other forms of collaboration.

VISION

Jubilee Christian Academy envisions the Jubilean as recognizing the supremacy of Jesus Christ over all aspects of his life. Courageously, he lives out his Christian beliefs and biblical values. Competent in the academics and students activities, well-disciplined in his behavior and demeanor, he is ready and willing to serve. He appreciates himself and his Chinese Filipino heritage, relates positively with others and leads a balanced, enjoyable, and purposeful life. His every role in life declares his deep commitment to live and serve excellently for the greater glory of God and the good of others.



MISSION

The mission of Jubilee Christian Academy is to utilize the education environment to develop Chinese Filipinos who are committed to Jesus Christ; who exhibit excellence in academics, student activities, and character, and who render selfless service to the home, School, society and Church, for the well-being of the Philippines and the world and the glory of God.

OBJECTIVES

Jubilee Christian Academy strives to provide a learning environment that nurtures students’ Christian orientation, character development, intellectual growth, student activity participation, social and service orientation, cultural enrichment, as well as their physical and psychological well-being. It labors for the students to achieve the following objectives.

1.Christian Orientation

- 1.1 Accept Jesus Christ as Savior and Lord.
- 1.2 Acquire thorough knowledge of God, the Bible, and the foundations of the Christian faith and apply it to daily life.
- 1.3 Manifest desirable Christian values, attitudes and integrate them in their decision-making.
- 1.4 Relate biblical Christian worldview to all areas of learning.
- 1.5 Share their Christian faith to help others become Christians and work actively to expand God’s kingdom.
- 1.6 Show love and concern for others in words and deeds as God would.

2. Character Development

- 2.1 Demonstrate a high sense of respect, accountability, and responsibility to God, oneself, and others
- 2.2 Observe proper Christian conduct in and out of the School.

3. Intellectual Growth

- 3.1 Use correct and effective means of written and oral communication in English, Filipino, Chinese.
- 3.2 Acquire critical thinking, logical and quantitative reasoning, manipulative and experimental skills for creative application in daily life, work, and tertiary study.
- 3.3 Demonstrate strong desire and capability for lifelong learning.



4. Student Activities Participation

- 4.1 Actualize the knowledge, skills, and values learned from the classroom in non-classroom and non-school settings.
- 4.2 Develop leadership, organizational, management, and interpersonal skills.
- 4.3 Explore and enhance one’s interests and talents to enrich one’s life and to lead a more fulfilled school life.

5. Social and Service Orientation

- 5.1 Exhibit strong sense of responsibility towards one’s society by participating in selfless services for its development and improvement.
- 5.2 Participate openly in efforts to improve the economic standing and uplift the condition of the poor in the Philippines and around the world.
- 5.3 participate in efforts to make every nation a God-fearing and godly nation, solve conflict peacefully, and promote good governance.
- 5.4 Respect the rights of others and choose to act justly towards them.
- 5.5 Engage in proactive efforts to make the environment more wholesome.

6. Cultural Enrichment

- 6.1 Acquire knowledge of history and culture of nations and critical analysis of issues related to it for understanding one’s own national identity, developing an enlightened commitment to national ideals by preserving values and traditions of the Chinese-Filipino heritage.
- 6.2 Value cultural diversity, respect differences, and accept religious variations.
- 6.3 Acquire artistic competence and appreciation for music and art.
- 6.4 Promote actively the cultural development of one’s society.

7. Physical and Psychological Well-being

- 7.1 Gain psychomotor and physical faculties to improve one’s physical fitness and to contribute to one’s athletic endeavour.
- 7.2 Gain positive thinking, study, and working skills.
- 7.3 Acquire attitudes and habits enhancing one’s self and emotional development.
- 7.4 Possess personal values that allow one to lead an enjoyable and balanced life.
- 7.5 Develop harmonious and satisfying relationships with family members, teachers, classmates, and friends.
- 7.6 Deal competently with varied life situations.
- 7.7 Discover and develop God-given interests and talents leading to a challenging and productive career choice and vocation.



CORE VALUES

Jubilee Christian Academy
is a place
where Students, Faculty, and Staff
are nurtured to be more
like Christ
in word and deed,

where one learns the bitter lesson of discipline
to become better
in person and profession,

where relationships –
of harmony, respect, and trust –
grow into friendship of lasting strength,

where the call for commitment
in learning, work, and service
bids all to give and be one’s best,

where integrity strives to stand tall
where humility seeks to stay pride
where excellence –
in body, mind, heart and spirit –
is the constant challenge

where God’s smiling approval
is the final goal

MOTTO

Saved to Serve with Excellence



LOGO



- The triangular frame indicates the three main thrusts in JCA's Mission: Faith in Jesus Christ, responsible citizenship, and excellence in academics, student activities, character, and service
- The cross symbolizes Jesus Christ whose person, works, and words are the very foundation of this institution.
- The book symbolizes the Bible, God's inspired and infallible Word, upon which JCA builds its faith and education.

SCHOOL SONG

Beloved Jubilee

English Translator: Gregoria G. Beltran
Arranger: Joshiabiah "Butch" de Juan

Lyricist: Gideon Hsu
Composer: Huang Chen Mou

Beloved Jubilee
May we be like sunbeams,
By our teachers guided,
With God's grace surrounded,

可爱基立学院，
宛如旭日初升。
良师益友琢磨，
主恩意义深长。

Chorus:

Let's bind ourselves with love,
As we go forward march;
Upholding God's rich words
Without counting the cost.
Prepare to serve mankind
To shine for Jesus Christ
And for our dear homeland.

我们要相亲相爱，
肩并肩向前进。
我们要宏扬主道，
爱人牺牲自己。
来日值身社会，
为基督争光，
为邦家争荣！

Striving hard, let us resolve,
Sowing good earnest seeds;
Seeking the truth with zeal,
Repaying those who cared.

乘此年华立志，
播下勤劳种子。
努力探求真理，
莫负栽培苦心。

SCHOOL VERSE

"For even the Son of man did not come to be served, but to serve, and to give his life as a ransom for many." --- Mark 10:45

III. THE ORGANIZATIONAL CHART

IV. THE JUBILEAN

A Jubilean graduate is one who has a steadfast faith in Jesus Christ and recognizes His supremacy over all aspects of his life. He is ready and willing to witness to others about Jesus and serve in different ministries in church and community. He expresses himself excellently well in both oral and written communication and is competent in both academics and student activities. The discipline that is required from Jubilee Christian Academy makes any Jubilean stand out in behaviour and in demeanor wherever he may be. He appreciates himself, relates positively with others, and strives to lead a balanced and enjoyable life. The role he plays in his community, in the Philippines, or in any other part of the world speaks of his high sense of civic consciousness and commitment to excellent service to humankind for the glory of God.

V. DEPARTMENT GOALS

Preschool Education considers the child, the school, and the teacher with the support of the family in maximizing the child's potential. It is based on the knowledge that each child is a unique individual with his own biological make-up, interest, capabilities, and ways of viewing the world. The Preschool Department strives for the students to do the following:

ENGLISH AREA

1. develop in holistic and balanced manner the cognitive, spiritual, moral, emotional, social, and physical aspects so that he may be better prepared to adjust successfully to life situations within the context of his experience;
2. develop basic literacy, numeracy, artistic, musical, and psychomotor skills in preparation for elementary education;
3. become God-loving, caring, self-reliant, productive, versatile, happy, and healthy.

CHINESE AREA

1. develop the basic listening, speaking, reading, and writing abilities in Fookienese and Mandarin;
2. enhance the knowledge and appreciation of Chinese culture and moral values.

CHRISTIAN EDUCATION AREA

1. acquire salvation through faith and knowledge in the Lord Jesus Christ;
2. develop Christian character traits;
3. develop basic skills in relating to God (e.g., praying, listening to God in chapel, reading the Bible).

COMMUNITY CARE AREA

develop a sense of compassion and concern for the poor and less privileged sector of our community

GUIDANCE AREA

1. enjoy attending school and adjusting fully to his new environment.;
2. communicate his needs clearly to others;
3. interact confidently and happily with his teachers and classmates;
4. develop appropriate personal values;
5. discover his God-given talents.

STUDENT ACTIVITIES AREA

1. enjoy various artistic, athletic, and Christian activities with other children;
2. explore and enhance his artistic, athletic, and social skills through hands-on experiences.

CHARACTER DEVELOPMENT AREA

1. develop self-discipline, independence, and respect for others;
2. be molded with godly character and orderly thought and action;
3. develop harmonious and satisfying relationships with teachers, classmates, and friends, and family member.



VI. STUDENT DEVELOPMENT PROGRAM

ACADEMICS

The following are the subjects taught in every level.

- Nursery (N)
Reading, Language, Math, Chinese, Christian Education, Music, Arts, Physical Education (PE)
- Kinder 1 (K1)
Reading, Language, Math, Chinese, Christian Education, Guidance, Speech, Music, Arts, PE, Writing, and Computer
- Kinder 2 (K2)
Reading, Language, Math, Chinese, Filipino, Christian Education, Guidance, Speech, Music, Arts, PE, Writing, and Computer

Reading, Language, Math, Christian Education, Guidance, Speech, Music, Arts, PE, Writing, and Computer are taught in English while Chinese subjects are taught in Mandarin and Fookienese. An additional Filipino subject is taught in K2 using the Filipino language.



CO-CURRICULAR ACTIVITIES

Each of the four quarters of a school year features a combination of subject areas doing a series of activities that integrate their knowledge and application base. Combinations can be in the following manner:

- 1. “Paint Me Right” (Language, Reading, Filipino)
- 2. “Let’s Get Together” (Bible and Math)
- 3. “Belen Making” (Chinese and Arts)
- 4. “Dream Parade” (Music, PE, Computer, and Speech)

STUDENT ACTIVITIES

The program provides the students with avenues for the practice and actualization of knowledge, skills, and values learned from the classroom. Extracurricular activities serve as laboratories of life. Different interest and performance clubs are organized to offer opportunities to students to participate in activities that provide both educational and recreational enrichment. They are formed in response to student interests. Involvement in school life beyond the classroom is an important part of a student’s education.

The clubs encourage students to explore, discover, and assimilate learning that greatly contribute to the development of the students.



1. Interest Clubs

These clubs allow students to explore and develop their skills and creativity in their area of interest. For example:



- 1.1 Busy Fingers - develops the students’ creativity for arts and crafts
- 1.2 Toque Master - enhances the students’ abilities in preparing simple food items
- 1.3 Fun Keys - enhances the students’ computer exploration skills
- 1.4 Samuel’s Corner - knows God more through Christian fun activities

2. Performance Clubs

These clubs offer an opportunity for students who enjoy dancing and acting to hone their skills for school performances

- 2.1 Lai Tiao Wu (Let’s Dance) - builds the students’ self-confidence and enhance their rhythmic and body awareness through Chinese dancing
- 2.2 Fun Acts - develops the students’ acting inclination and self-esteem through theatre activities



3. Athletic Club

Basketball Clinic Club is designed to develop fundamental skills in basketball and understand basic concept in discipline, team sports, and value of time.

4. Academic Training

Catch Them Early Reading Program is a highly interactive program that is designed to teach students strategies to overcome word decoding and phonics problem that affect their reading.

DEPORTMENT

JCA believes in the value of discipline to develop the students sense of self-control, their respect for rules and the rights of others, and their responsibility to their Community. JCA strives to apply discipline fairly and consistently with the desire to give students a chance to make amends for their misdeeds and learn from them. It is a training that molds godly character, noble thought, and honourable action, thus making them God-fearing with proper high regard of self and for others.

Deportment consists of conduct and misconduct. Conduct refers to behaviours desired in the classroom or other learning Areas (e.g., chapel, Educational Resource Center, play area) observed mainly by classmates and classroom teacher.



Misconduct refers to offenses done in or out of school that can be observed by any student, faculty, staff, parents, alumni, Jubilee Evangelical Church personnel, or other people in the community. Serious offenses against the School's Philosophy, Vision, Mission or anything analogous to them will be dealt with by the School accordingly.

1. CONDUCT CLASSROOM MEASURES



These measures serve as guidelines for subject teachers, class advisers, and parents in ensuring that appropriate behavior is observed at all times in the classroom and in other learning areas.

1.1 Conduct Safeguard Measures

- 1.1.1 setting of class standards and consequences following certain norms applicable to the level facilitated by the teacher on the first days of school; to be posted in the classroom with illustrations
- 1.1.2 class orientation on the school rules by the class adviser.
- 1.1.3 brisk pace for instruction and smooth transition between activities.
- 1.1.4 faculty orientation for information and consistency of implementation.
- 1.1.5 parents' orientation on school disciplinary measures.

1.2 Conduct Punitive Measures - Parents will be notified on the necessity of applying punitive measures on their children.

- 1.2.1 sitting at the corner
 - 1.2.1.1 1st offense – 5 minutes
 - 1.2.1.2 2nd offense – 10 minutes
- 1.2.2 standing inside the classroom from 5 to 10 minutes
- 1.2.3 lesson time-out (5-10 minutes)

1.3 Conduct Incentives

- 1.3.1 good behavior hand stamp at the end of the class (for N only)
- 1.3.2 tokens / gifts for children who show good behavior or improvement in their academic performance
- 1.3.3 letter of commendation given to parents whose children have / A / in deportment every quarter
- 1.3.4 deportment award for every student who obtained / A's / in deportment from first to fourth quarters
- 1.3.5 exemplary deportment for student having the highest deportment grade in his level



2. CONDUCT GRADE CRITERIA

The following list indicates the desirable behavior in classrooms and in other learning areas. Absence of such behavior results in deportment grade deduction.

2.1 Behavior in relation to Christian Faith

- 2.1.1 shows respect to God
- 2.1.2 treats the Bible with respect as God's word
- 2.1.3 participates reverently and sincerely in prayers
- 2.1.4 shows honesty
- 2.1.5 says thank you

2.2 Behavior in relation to others

- 2.2.1 greets and talks to teachers and staff politely
- 2.2.2 greets and talks to classmates politely
- 2.2.3 helps others
- 2.2.4 gets along well with others
- 2.2.5 forgives and apologizes willingly for offense done
- 2.2.6 accepts suggestions and corrections in good spirit

2.3 Behavior in Relation to Self-discipline

- 2.3.1 maintains proper grooming by dressing neatly
- 2.3.2 keeps personal belongings and space clean and orderly
- 2.3.3 uses school facilities correctly
- 2.3.4 uses the washroom properly

2.4 Behavior in Relation to Excellence in Studies

- 2.4.1 listens carefully
- 2.4.2 participates actively
- 2.4.3 gives care and attention to work
- 2.4.4 completes assigned work
- 2.4.5 submits work promptly

2.5 Behavior in Relation to Classroom Regulations

- 2.5.1 maintains cleanliness in the classroom and adjacent corridor
- 2.5.2 stays in the assigned seat
- 2.5.3 lines up properly
- 2.5.4 waits for his turn
- 2.5.5 avoids unnecessary noise or disturbance in classroom and adjacent corridor



3. MISCONDUCT HANDLING PROCEDURES

When misconduct is committed by a student, the following steps are to be done by the person concerned:



3.1. Person – Witness to Misconduct

TEACHER

- Writes observation, initial remarks / action and gives it to the class adviser

NON-TEACHER

- Writes a report of observation about the incident and gives it to the Academic Head
- Academic Head forwards the report to the level coordinator

3.2 Class Adviser, together with the level coordinator, conducts an investigation if more information or evidences are necessary.

3.3. Results of investigation are written in the Student Disciplinary Record (SDR).

3.4. Class Adviser informs the parent and asks them to come for signature.

3.5. In case of /C/ deportment or lower in any quarter, report card is withheld for parents to collect it on regular Parent- Teacher Conference (PTC).

3.6. In case of misconduct warranting suspension or more severe penalty.

3.6.1 The Discipline Committee composed of level coordinators of the Preschool, Grades (G)1 to 6, and G7 to 10 is activated.

3.6.2 The Discipline Committee checks all supporting documents in the SDR, and then deliberates on the case.

3.6.3 After careful deliberation of the case, the Discipline Committee recommends the implementation of suspension or other disciplinary action to the Academic Head and submits the complete SDR forms including Violation Report (VR).

3.6.4 The Academic Head reviews and approves / disapproves the recommendation of the Discipline Committee.

3.6.5 The class adviser, together with the level coordinator, calls the parent for a conference.

3.6.6 Should there be an appeal, it is addressed to the Management Staff.

3.7. Guidance Counselor

3.7.1 Receives referral from the class adviser

3.7.1.1 Category A misconduct maybe referred but not necessary

3.7.1.2 Category B misconduct and above, guidance counseling is necessary



3.7.2 Officially acknowledges receipt of any case referral from the class adviser and will monitor the behavior of the student who has committed an offense.

3.7.3 Submits to the class adviser a written periodic report of the meetings / sessions conducted as well as the development of the student’s behavioral responses.

4. LIST OF MISCONDUCT

4.1 Category A

4.1.1 On school uniform and image

Improper wearing of school uniform

4.1.2 On school facilities

4.1.2.1 Destroying school properties such as removing the armchair, doorknob; banging the door; writing on the armchairs, walls, floor; picking of flowers, etc.

4.1.2.2 Intentional spitting, urinating, or defecating outside the toilet facilities

4.1.2.3 Staying in the faculty room

4.1.3 On possession of disapproved items

Possession or use of any card or electronic game paraphernalia (additional penalty, confiscation of item to be returned to the parent or guardian at the end of every quarter).

4.1.4 On school procedures

Non-submission on deadline of signed report cards, quarter exam papers, acknowledgement slips of circular, violation reports, and other official correspondence.

4.1.5 On self-monitoring



4.1.5.1 Habitual tardiness (10 or more tardiness per month)

4.1.5.2 Habitual absenteeism or absence from class without Academic Head approval

4.1.5.3 Failure to join the flag ceremony by just staying in the corridor

4.2 Category B

4.2.1 On school procedures

Defiance and disobedience to orders of any school personnel in the performance of their duties



4.2.2 On self-monitoring

Saying bad words

4.2.3 On respect for others

- 4.2.3.1 Disrespect to members of the staff, maintenance, and security personnel in the form of answering back impertinently.
- 4.2.3.2 Agitating, instigating, intimidating, or hurting any person for any cause. (Ex. boxing, kicking, hitting with the use of ruler or pencil, cutting of other’s hair, putting bubble gum on the hair, biting, pinching, stabbing with pencil)
- 4.2.3.3 Fighting with others



4.3 Category C

4.3.1 On self-monitoring

4.3.1.1 Cheating in any written test, homework, worksheets

- 4.3.1.1.1 Unauthorized possession of notes or any material related to the examination or quiz whether the student actually uses them or not.
 - 4.3.1.1.2 Deliberately looking at a classmate’s examination / quiz papers
 - 4.3.1.1.3 Copying from or allowing another to copy from one’s exam papers
 - 4.3.1.1.4 Talking with one another without permission during an examination
 - 4.3.1.1.5 Copying or letting others copy from his examination paper, homework or assignment
- 4.3.1.2 Stealing another’s property such as pencil, eraser, sharpener, ‘baon’, and school property such as toys and books
- 4.3.1.3 Forging handwriting and signature
- 4.3.1.4 Tampering with official documents or circular posted (e.g., changing grade in the report card, examination paper)
- 4.3.1.5 Allowing a classmate / schoolmate or anyone to sign for his return slips or any official correspondence

4.3.2 On respect for others

Spreading false stories, report or misrepresenting anyone for any reason or purpose



5. CONSEQUENCES TO MISCONDUCT



CONSEQUENCES OFFENSES	Category A	Category B	Category C
1 st	Reprimand	Reprimand	Time out Session
2 nd	Reprimand	Time Out Session	1 st Violation Report
3 rd	Time out Session	1 st Violation Report	/C/ deportment & 2 nd Violation report
4 th	1 st Violation Report	2 nd Violation Report	/C-/ deportment & 3 rd Violation Report
5 th	2 nd Violation Report	/C/ deportment & 3 rd Violation Report	/C-/ deportment & Violation Report for every successive offense
6 th	3 rd Violation Report	/C-/ deportment & Violation Report for every successive offense	



VII. STUDENT EVALUATION POLICIES

1. COMPUTATION OF QUARTER GRADES

1.1 N Computation

Activity Subject	Quiz	Seatwork	Assignment	Recitation/ Participation	Chapel Participa- tion	TOTAL	Church Involvement
Reading	40%	30%	15%	15%		100%	
Language	40%	30%	15%	15%		100%	
Math	40%	30%	15%	15%		100%	
Christian Education		30%	15%	35%	20%	100%	Incentive grade
Music				100%		100%	
Arts		100%				100%	
P.E.				100%		100%	

1.2 K1 Computation

Activity Subject	Quiz/ Quarter Exam	Seatwork	Assignment	Recitation/ Participation	Chapel Participa- tion	TOTAL	Church Involvement
English-Reading	40%	30%	15%	15%		100%	
English-Language	40%	30%	15%	15%		100%	
Math	40%	30%	15%	15%		100%	
Christian Education		30%	15%	35%	20%	100%	Incentive grade
Music				100%		100%	
Arts		100%				100%	
PE				100%		100%	
Writing		100%				100%	
Computer		60%		40%		100%	

1.3 K2 Computation

Activity Subject	Quiz	Seatwork/ Assignment	Recitation/ Participation	Quarter Exam	Chapel Participation	TOTAL	Church Involvement
English-Reading and Phonics	40%	20%	15%	25%		100%	
English-Language and Spelling	40%	20%	15%	25%		100%	
Math	40%	20%	15%	25%		100%	
Filipino	40%	20%	15%	25%		100%	
Christian Education		30% / 15%	35%		20%	100%	Incentive Grade
Music			100%			100%	
Arts		100%				100%	
PE			100%			100%	
Writing		100%				100%	
Computer		60%	40%			100%	

1.4 Chinese Computation

Activity Level	Listening			Speaking			Reading		Writing	
	Quiz	Seat-work	Quarter Exam	Quiz - Oral	Recitation / Participation	Quarter Exam	Quiz - Oral	Quarter Exam	Quiz / Seat-work	Quarter Exam
N	30%	40%		5%	15%		5-10%		0-5%	
K1 and 2	35%	15%	10%	5%	10%	5%	5%	5%	5%	5%

2. GRADES IN LEARNING ACTIVITIES

- 2.1 Numerical grades are used in K1 and 2 for English, Math, Filipino, and Chinese
- 2.2 Letter grades are used in N for Reading, Language, Math, and Chinese and in K1 and 2 for Writing and Computer. They are also used for Christian Education, and Music, Arts, Physical Education (MAPE) of all levels.
- 2.3 Numerical / Descriptive Grade Equivalence

A	=	95	-	above
A-	=	90	-	94
B+	=	87	-	89
B	=	84	-	86
B-	=	81	-	83
C+	=	78	-	80
C	=	75	-	77
C-	=	70	-	74
D	=	69	-	& below

2.4 Range of Grades in all Activities

- 2.4.1 Ceiling Grade - 100 for all areas
- 2.4.2 Floor grade - 0 for cheating cases, 50 for non-compliance to any requirement, 50 for non-recitation / participation.
- 2.4.3 Range of grade in the report card

2.4.3.1	N	-Highest	=	A
		-Lowest	=	D
2.4.3.2	K1 & K2	-Highest	=	100
		- Lowest	=	65



2.4.4 The results of all activities like quizzes, seatworks, homeworks, participation and projects are recorded in fraction form, summed up with 75% mastery receiving a passing rate of 75. A transmutation table is used with 0% as a grade of 50 and 75% as the passing rate for a grade of 75.

- 2.5 The Reading and Language Quarter Grades are added up and then divided by 2 to get the English Grade.
- 2.6 There is no Quarter Exam in the 3rd Quarter; a project serves as a basis for quarter examination grade.
- 2.7 Computation of Final Grades
 - 2.7.1 N - Not Applicable
 - 2.7.2 K1- The subject grades of the four quarters are added, then divided by 4.

2.8 Computation of Grade Point Average (GPA)

- 2.8.1 N - Not Applicable
- 2.8.2 K1- Final grades of English (2 units), Math and Chinese area added and then divided by 4.



2.8.3 K2 - Final grades of English (2units), Math, Filipino, and Chinese are added and then divided by 5.

3. WRITTEN WORK

3.1 Number of Written Work per Quarter



Activity Level	Seatwork		Quiz		Quarter Exam	
	English	Chinese	English	Chinese	English	Chinese
N	6	6	3	3	0	0
K1	6	6	3	3	1	1
K2	6-8	6	3	3	4	1

3.2 Schedule of Quiz and Quarter Examination

Test Level	Quiz	Quarter Exam
N	1 Quiz a day	No Quarter Exam
K1	1 Quiz a day	1 Quarter Exam a day
K2	2 Quizzes a day	2 Quarter Exams a day

3.3 Seatworks and quizzes, once distributed to the students, are given to parents or guardians for their reference. There is no need for the students to return them to the teachers. However, quarter exams should be returned the next day or the student will receive a violation of Category A item 4.1.4 of page 22

4 MAKE-UP PROCEDURE

- 4.1 The student who comes to school to take the test when he is sick or not feeling well but who wants to take a test will not be given any test. Instead, the Clinic calls for the parents / guardians and advises them to bring the child home.
- 4.2 The student will submit excuse letter addressed to the Academic Head with doctor's certification or submit approved student leave of absence form for make-up activities to be given. Upon the approval of the Academic Head, a permit for make-up test and / or activity is issued. The subject teachers schedules the make-up test.
- 4.3 Make-up test and activities have to be taken within 5 days after returning to school.



- 4.4 The grade for a non-approval of make-up test or activities or failure to take make-up test or submit make-up activities within the prescribed period of time is 0.
- 4.5 There is no deduction for taking the make-up test but a different set of items is administered. Neither is there a deduction for submitting make-up activity.
- 4.6 In case of excused absences during any or all days of the quarter exam week, students may take the make-up exam/s within 5 school days after the exam week; otherwise, only the class standing grade is to be used in the computation of the quarter grade and the student cannot vie for the honor roll.



5. DEPARTMENT GRADE

- 5.1 The deportment grade consists of Conduct Grade and Misconduct consequences.
- 5.2 In the quarter conduct grade, every student will receive a numerical conduct grade based on the conduct grade criteria from each of his teachers. The conduct grades of subject teachers who meet the class once or twice a week is considered as one. The class adviser will average all these grades and transmute them into letter grades. The letter grade can go lower if the student committed misconduct.
- 5.3 In the final deportment grade, all deportment grades from 1st to 4th Quarters are added up and divided by 4 (K1 & 2 only).

6. PROMOTION

- 6.1 Subject Grade = N - C - passing grade
= K1 & K2 - 75 - passing grade
- 6.2 Deportment Grade = N - C - passing grade
= K1 & K2 - C - passing grade
- 6.3 Entrance Requirement = K2 to Grade 1 (G1) - Grade Point Average of 83 and above with no failing subject grades (no need to take qualifying exam), Final Deportment Grade of B(-) and above.

7. RETENTION & TRANSFER

Action \ Level	Retention	Transfer	
		Mid-year	Year-end
Academic			
N	N/A	N/A	Need one-on-one assistance
K1/K2	3 units failed	N/A	GPA below 75 Need one-on-one assistance
Behavior All levels	Speech delay Fine and / or gross motor delay	Repeated violent behavior Need one-on-one supervision	Repeated disruptive behavior Need one-on-one assistance
Deportment All levels	N/A	N/A	1 C-

N/A—Not Applicable



7.1 Retention

- 7.1.1 K1 & K2 - A student is retained when he fails in 3 units (e.g., English - 2 units and Math - 1 unit)
- 7.1.2. N, K1, & K2 - A student is retained in the same level if he / she is confirmed to have speech, fine and / or gross motor skills lagging behind the age appropriate developments. This is to allow him / her to obtain the necessary skills for the challenges of the succeeding higher levels.

7.2 Transfer

7.2.1. Warning on Transfer

7.2.1.1 First Quarter

Shows repeated violent behavior requiring one-on-one supervision

7.2.1.2 End of Third Quarter

A warning on transfer is issued to a student at the end of the third quarter if he shows or may get into - - -

7.2.1.2.1 N - a need for one-on-one assistance

7.2.1.2.2 K1 and K2 - a GPA below 75 and a need for one-on-one assistance

7.2.1.2.3 K2 - failure or refusal to undergo medical, psychological, or psychiatric treatment if circumstances would warrant such

7.2.1.2.4 All levels

7.2.1.2.4.1 repeated disruptive behavior requiring one-on-one assistance

7.2.1.2.4.2 one (1) C– deportment in any of the quarters

7.2.2 Notice on Transfer

7.2.2.1 Middle of the School Year

All levels - shows repeated violent behavior requiring one-on-one assistance

7.2.2.2 End of the Fourth Quarter

A notice of transfer is issued to a student at the end of the fourth quarter if he shows or receives - - -

7.2.2.2.1 N - a one-on-one assistance

7.2.2.2.2 K1 and K2 - a GPA below 75 and a one-on-one assistance

7.2.2.2.3 K2 - failure or refusal to undergo medical, psychological, or psychiatric treatment if circumstances would warrant such

7.2.2.2.4 All levels

7.2.2.2.4.1 repeated disruptive behavior requiring one-on-one assistance

7.2.2.2.4.2 one (1) C– deportment in any of the quarters



8. PROBATION

- 8.1. N and K1 – Not Applicable
- 8.2 For K2 - Probation upon entrance to G1
 - 8.2.1 Entrance Academic Probation - GPA below 83 or with failing final grades and failing the qualifying exam.
 - 8.2.2 Entrance Disciplinary Probation – final deportment grade lower than B(-).

9. HONOR STUDENTS (K1 and K2 only)

- 9.1 Criteria for Quarter Honor
 - 9.1.1 GPA of 88 or above
 - 9.1.2 No subject grade below 86
 - 9.1.3 No letter grade below B+
 - 9.1.4 Deportment Grade of B (+) or above
 - 9.1.5 No 1st Violation Report in category A, B, or C



- 9.2 GPA Range for Honor Students
 - 9.2.1 Third Honor - 88.00 - 92.99
 - 9.2.2 Second Honor - 93.00 - 96.99
 - 9.2.3 First Honor - 97.00 - 100.00

- 9.3 Criteria for Chinese Honor
 - 9.3.1 Students garnering the top 3 Chinese grades
 - 9.3.2 Chinese grade not lower than 96
 - 9.3.3 Chinese grade of /B+/ or above
 - 9.3.4 No 1st Violation Report in category A, B, or C

- 9.4 Criteria for School Year Honors
 - 9.4.1 Should be a consistent honor student from 1st - 4th Quarter
 - 9.4.2 The honor medalists will be based on the GPA
 - 9.4.2.1 Third Honor - 88.00 – 92.99 (Bronze Medal)
 - 9.4.2.2 Second Honor - 93.00 – 96.99 (Silver Medal)
 - 9.4.2.3 First Honor - 97.00 – 100 (Gold Medal)

10. CONTESTABILITY PERIOD

A contestability period of three days is applied to School decisions on Student evaluation policies (e.g., grades, deportment, honors, recognition) and on discipline matters (e.g., conduct, misconduct). After such time, the results or decisions become official, final, and executory.

VIII. RULES OF CONDUCT

I. PROCEDURES

1.1 CLASS ATTENDANCE



N	AM	Classes	-	07:20	to	09:50 am
N	PM	Classes	-	11:40	to	02:10 pm
K1	AM	Classes	-	07:20	to	10:20 am
K1	PM	Classes	-	11:40	to	02:40 pm
K2		Classes	-	07:20	to	01:00 pm

- 1.1.1 The time shown on the school clock is the school Standard time.
- 1.1.2 N and K1 AM Session and K2 must be in school at 7:15 am for the 7:20 am flag ceremony, Bible reading, praying, and homeroom period from 7:20 - 7:30 am. N and K1 PM sessions must also join the homeroom period at 11:40 - 11:50 am.



- 1.1.3 Please see table below for arrival time and corresponding action.

Level Action	N and K 1 AM Session	N and K 1 PM session	K2
Late	7:20-8:00 am	11:40 am – 12:20 pm	7:20-7:45 am
Half day Absent	Not applicable	Not Applicable	7:46-9:00 am
Whole Day Absent	After 8:00 am	After 12:20 pm	After 9:00 am

- 1.1.4 No more entry for students who come to school after 8:00 am for N and K1 AM session, 9:00 am for K2 and 12:20 pm for N and K1 PM Session.
- 1.1.5 No forgotten items (e.g., lunch pack) will be accepted beyond 8:00 am for morning session and 12:20 pm for afternoon session.
- 1.1.6 Student cannot leave the school premises at any time between their official class schedule unless a letter from parent is presented and reason is justifiable. Parent / Guardian fetches them, and in this case, student's out pass is secured at the Preschool Office.
- 1.1.7 When a student returns to school after an absence, a letter of excuse signed by the parent or guardian is presented to the Academic Head. A medical certificate should also be attached if the absence is due to illness.
- 1.1.8 An absence is considered excused if due to illness, emergency cases for safety reasons, interviews at embassies, death or burial of immediate family member, attendance in celebrations of nuclear or guardian's family except during quarter examinations week, and school representation in an endorsed activity.



- 1.1.9 In case of long absences, application for absence is to be filed.
- 1.1.10 If a student's absences exceed the student leave of allowable 20% of the total number of school days, the student is dropped automatically from the student roll and cannot continue his studies for the school year. He is retained in the same grade level if the student decides to continue studies in JCA for the next school year.

1.2 CLASS SUSPENSIONS

- 1.2.1 Classes are automatically suspended once signal # 1 has been raised or announced. The School follows the special announcements from Department of Education and / or Quezon City mayor which can be heard over radio stations like DZMM or DZRH or television channels 2, 7, 21.
- 1.2.2 For midmorning suspension, the following dismissal time will be observed:

- | | | |
|---------------------|---|------------------------|
| N & K1 A.M. Session | - | regular dismissal time |
| N & K1 P.M. Session | - | no classes |
| K2 | - | regular dismissal time |



- 1.2.3 When there is no signal raised but the residence area is flooded, parents / guardians may decide whether or not to send the children to school.



- 1.2.4 The school may suspend class on its own due to inclement weather or other critical conditions. The notice will be given through the parent group, JCAPA, and school text service.
- 1.2.5 For class suspension on examination days, the test/s schedule on such day/s will be given when classes resume. The schedule for the rest of the exam will be subsequently followed.

1.3 SNACK AND MEAL PROCEDURE

- 1.3.1 A twenty-minute recess time for N and ten-minute for K1 and K2 students is observed. Students will bring their own snacks and eat them inside their classroom.
- 1.3.2 Only K2 students will take their lunch in school. During forty-minute lunch break, students stay in their classrooms supervised by their advisers.
- 1.3.3 Students need to bring their snack and / or lunch bags with them when they come to school.
- 1.3.4 Interested parties can make arrangements with canteen concessionaires for provision of packed lunch



1.4 BIRTHDAY CELEBRATION

Birthday celebration is not allowed inside the Preschool. No food, loot bags, balloons and picture-taking allowed within the premises of the School. Such items will be brought home even if they are already brought in by students or parent.

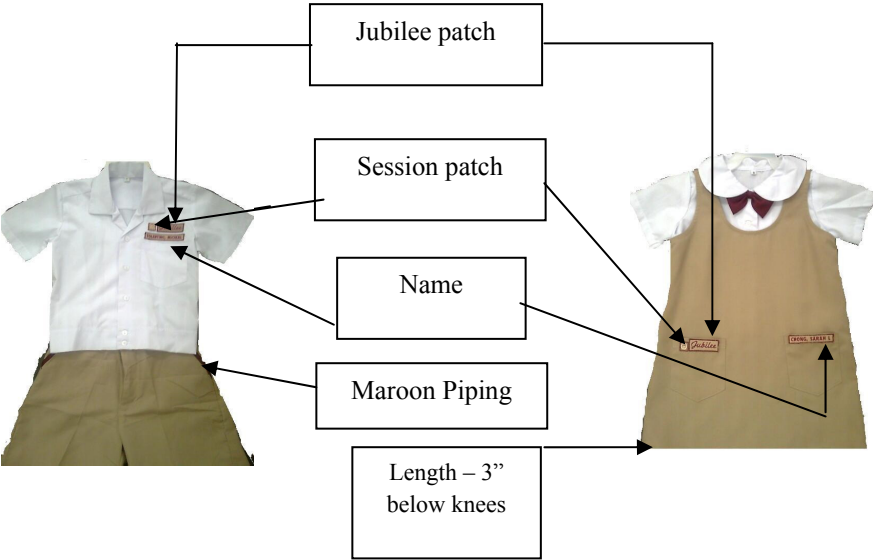


1.5 UNIFORM

All students are to wear the prescribed school uniform with correct patches in place for both regular and P.E. uniforms. Improper wearing of school uniform warrants category A in the list of misconducts. Please be guided by the following:

1.5.1 Patches, Shoes, and Socks

GENDER	BOYS	GIRLS
ITEM		
1. Patch		
1.1 Jubilee	Above the pocket	On the right pocket
1.2 Session	Beside the JUBILEE patch	Beside the JUBILEE patch
1.3 Name	Below JUBILEE but not on the pocket	On the left pocket
2. Shoes	Plain black	Plain black with no heels
3. Socks	Plain white with no design	



1.5.2. Uniform Material, and Wearing of P.E. Uniform

- 1.5.2.1 Boy’s shorts must be of repellant material with maroon pocket piping and not of the regular khaki material. The fabric has to be bought in the school for uniformity of color.
- 1.5.2.2 Girl’s uniform has to be bought from the School; the School does not approve fabric bought and made somewhere else.
- 1.5.2.3 Proper uniform should be completed on or before the inspection of uniform by first week of July
- 1.5.2.4 P.E. uniform and rubber shoes should be worn every PE classes only. Another P.E. shirt is to be used after changing the P.E. shirt during P.E. classes.



1.6 PHYSICAL APPEARANCE

1.6.1 Hairstyle and Grooming for Boys

- 1.6.1.1 Bangs when pulled down not to go beyond eyebrows.
- 1.6.1.2 Hair on the sides not to touch the ear.
- 1.6.1.3 Hair at the back not to reach the shirt collar.
- 1.6.1.4 Shaven hairstyle not allowed.
- 1.6.1.5 Wearing of earrings or cap and sporting of tattoos prohibited.

1.6.2 Hairstyle and Grooming for Girls

- 1.6.2.1 Girls required to keep hair trimmed and well-combed.
- 1.6.2.2 Long hair clipped or tied neatly and simply.
- 1.6.2.3 Bangs, if unclipped, not to go beyond eyebrows.
- 1.6.2.4 No fancy hairstyle allowed.
- 1.6.2.5 No streaking or dyeing of hair allowed.
- 1.6.6.6 No dangling earrings or loud jewelry allowed

1.6.3 Posture and Carriage

- 1.6.3.1 Physical cleanliness and hygiene to be maintained at all times.
- 1.6.3.2 Standing straight and sitting upright are required posture.
- 1.6.3.3 Rushing, pushing, or running to be avoided.
- 1.6.3.4 Social graces for appropriate occasions to be observed

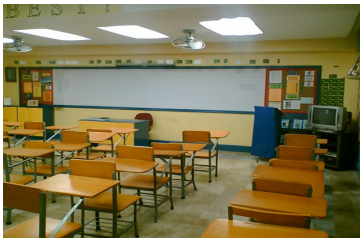
1.7 STUDENT LEAVE OF ABSENCE

- 1.7.1 Any bona fide student enrolled in the current school year can apply for Student leave of absence for a minimum of one week to a maximum of one school year
- 1.7.2 Reasons can be any of the following --
 - 1.7.2.1 as a contestant in any school-endorsed local or international competition sponsored by the government or non-government organization (NGO)
 - 1.7.2.2 due to immigration requirements
 - 1.7.2.3 due to health problems
 - 1.7.2.4 due to financial reasons
 - 1.7.2.5 due to security concerns
- 1.7.3 Requirements for applying for a student leave
 - 1.7.3.1 No failure in any subject with the general average of 83 and deportment rating of B- or above;
 - 1.7.3.2 An official letter of request for leave from parent or guardian to be attached to application form for leave; and
 - 1.7.3.3 Supporting documents for items 1.7.2.1, 1.7.2.2, and 1.7.2.3
- 1.7.4 Conditions to be met for approval of re-entry
 - 1.7.4.1 letter of intent to return
 - 1.7.4.2 if student pursues studies in another school during his / her absence,
 - 1.7.4.2.1 official report of ratings for the school year duly signed by school officials;
 - 1.7.4.2.2 ratings should have no failure in any subject with a general average of 83 and a deportment rating of /B-/ or above; and
 - 1.7.4.2.3 official report of accomplishments (certificate of participation or any similar documents) duly signed by sponsoring organization competition participated in.
 - 1.7.4.3 if a student does not study in another school during his / her absence, re-entry is in the grade level he / she has taken leave of.
- 1.7.5 Failure to comply with all requirements upon return will nullify the approved leave and will place the student under the conditions of new students; in this case, all pertinent procedures for new students will be applied.

1.8 LEARNING LABORATORIES

These are rooms designed for hands-on experience to maximize school learning.

- 1.8.1 General Rules
 - 1.8.1.1 Students can enter, stay, and use the learning laboratories only with the concerned teacher's permission
 - 1.8.1.2 Students can use the learning laboratories equipment, tools, or materials only with the concerned teacher's permission / instruction.
 - 1.8.1.3 Unnecessary noise is to be avoided.
 - 1.8.1.4 No eating, drinking, or playing is allowed.
 - 1.8.1.5 Chairs and all materials used are to be returned to their proper places and the work areas be cleaned and organized after every activity.
- 1.8.2 The classroom serves as the homeroom of each section
 - 1.8.2.1 The room is to be kept clean at all times. Littering is to be avoided. Students are to use efficiently the two trash bins provided in the room.
 - 1.8.2.2 Students are not allowed to sit on the observer's chair, teacher's chair, or on the teacher's table.
 - 1.8.2.3 Students should not destroy the bulletin board displays in the classroom.
 - 1.8.2.4 The student's chairs and cubby holes are to be kept clean and orderly. Students should not sit on the chair's writing top.



- 1.8.3 Educational Resource Center (ERC) consists of the print section on books and magazines and the non-print section on audio-visual materials and equipment like computer, keyboard, projectors, tape recorder, television, CD and LCD players, and cassette, DVD tapes and other educational materials (e.g., board games, floor puzzles, manipulative materials).

- 1.8.3.1 Only K1 and 2 can borrow books from the ERC collection. Nursery can use it inside the ERC only.
- 1.8.3.2 Students should fall in line at the counter when borrowing / returning books.
- 1.8.3.3 Only two books can be borrowed at a time.
- 1.8.3.4 The student handles with care the books borrowed and return them after two consecutive school days.
- 1.8.3.5 Borrowing and returning is from 7:00 AM to 3:30 PM depending upon class schedule.
- 1.8.3.6 A penalty will be charged for the late return of books.
- 1.8.3.7 The student replaces or pays lost or torn books.
- 1.8.3.8 Shoes are to be taken off when stepping on the mats.
- 1.8.3.9 Books and manipulative materials are to be returned in their proper places.



- 1.8.3.10 Materials should not be taken out of the ERC without the librarian's permission.
- 1.8.3.11 Students must refrain from shouting, running, and playing.
- 1.8.4 The Exploration Room serves as an activity center for Music, Computer, Arts, and Inquiry-based Science
 - 1.8.4.1 Students must fall in line in going in and out of the room.
 - 1.8.4.2 Students should take off their shoes when using the mats.
 - 1.8.4.3 Students should follow other rules and regulations set by the teacher.
- 1.8.5 Jubilee Evangelical Chapel is an area where students learn more about God through worship activities and praise songs.
 - 1.8.5.1 Students must fall in line in going in or out of the Chapel.
 - 1.8.5.2 Students should enter as a section, one section at a time.
 - 1.8.5.3 Upon entrance to the Chapel, students are to be quiet and sit in designated areas.
- 1.8.6 The Twist and Turn is a place where the students do big movements such as dancing to develop their large motor skills.



IX. STUDENT RECOGNITION PROGRAM

At the end of the school year on the day of the distribution of report cards, JCA gives cognizance to the year-long achievements of the students in academics, character development, and student activities manifested in and out of school



1. ACADEMIC AWARDS

- 1.1 Certificate for quarter honors
- 1.2 Medals for school year

2 CHARACTER DEVELOPMENT AWARDS

- 2.1 Deportment Award
- 2.2 Exemplary Deportment Award
- 2.3 Conduct Awards

- 2.3.1 Model Little Christian Award
- 2.3.2 Most Active Award
- 2.3.3 Most Friendly Award
- 2.3.4 Most Helpful Award
- 2.3.5 Most Meek Award
- 2.3.6 Most Neat Award
- 2.3.7 Most Obedient Award
- 2.3.8 Most Polite Award
- 2.3.9 Most Honest Award
- 2.3.10 Most Responsible Award
- 2.3.11 Most Self-sufficient Award



3 STUDENT ACTIVITIES AWARDS

- 3.1 Club Awards - Most Active Club Member
- 3.2 Special Awards - JCA Merit Award

4 MODEL STUDENT AWARD – K1 and K2 only



X. STUDENT SERVICES

These services are rendered by the following offices with their respective guidelines.

1. Administration Office

- 1.1 It ensures the efficiency and effectiveness of the Human Resource Office, Facility improvement and maintenance and improvement, security, transportation, and traffic operations.
- 1.2 It processes Fetcher's I.D. card.
- 1.3 It processes student accidents insurance.
- 1.4 It coordinates public announcements through texting on occasions such as unexpected class suspensions, urgent information, and reminders of significant school schedules.
- 1.5 It coordinates with parents, alumni, and community organizations.



2. Bookstore sells instructional materials and other supplies

- 2.1 Students should follow strictly the Bookstore hours. If a student goes to the Bookstore during class hours, the Bookstore will note the student's name, level and section and forward it to the Academic Office.
- 2.2 The school will not accept post-dated checks. A fine is imposed on every returned / bounced check.
- 2.3 All checks must be payable to Jubilee Christian Academy.
- 2.4 No refund will be given to erroneous books or supplies purchased; only change of item will be acceptable.
- 2.5 Damaged books purchased from Bookstore will be replaced immediately if stock is available; if not, the student should allow two weeks processing time for the books to be replaced.

3. Canteen offers dependable and efficient service in serving nutritious and affordable meals.

- 3.1 Students need to fall in line while buying food at the canteen.
- 3.2 K2 students buying lunch must immediately return to their classroom.
- 3.3 Money change needs to be checked before leaving the counter.
- 3.4 No pushing, running or playing inside the canteen area.
- 3.5 Personal things should not be left unattended at the canteen table.
- 3.6 After eating, used or spoiled styro pack and plastic cups are to be placed in the trash bins.

4. Clinic provides medical and dental examinations, referrals, first aid treatment, and prevention and control of communicable diseases.

- 4.1 Asthmatic students can avail the use of the nebulizer, provided they bring their own nebulizer kit. In emergency cases, the Clinic will provide a new nebulizer kit which has to be replaced by the student the following day.



- 4.2 Students who have to take medicines during class hours can do so at the Clinic, provided a letter from the parent / guardian is presented stating the condition for such intake and they have the medicine.



- 4.3 Parents / Guardians are advised to return the Clinic slips the following day.
- 4.4 Borrowed uniforms from the clinic are to be returned to the Clinic two days after, properly washed and ironed.
- 4.5 Parents / Guardians are likewise advised to refrain from sending their children to school when they are suffering from highly communicable diseases like sore eyes, chicken pox, diarrhea and / or fever.

5. Finance Office provides information and service on school fees

- 5.1 Students should follow strictly the payment schedule to avoid inconvenience.
- 5.2 A fine shall be imposed on late payment after the specified date of payment.
- 5.3 A student who wishes to withdraw from JCA after payment of enrolment fees must submit a letter to the Academic Head. A refund is subject to the following terms and condition;

- | | |
|--|-----------------------------|
| 5.3.1 withdrawal by first week of classes | – 90% refund of school fees |
| 5.3.2 withdrawal of second week of classes | – 80% refund of school fees |
| 5.3.3 withdrawal anytime after the second week | – No refund |

- 5.4 Non-payment of school fees will result in non-release of report card or non-submission whichever applies.
- 5.5 The school will not accept post-dated checks. A fine imposed on every return / bounced check.
- 5.6 All checks must be made payable to Jubilee Christian Academy.

6. General Services

6.1 Lost and Found collects and disposes unclaimed items.

- 6.1.1 Any item found by a student, teacher, or any personnel of the school is surrendered to the Bookstore Clerk.
- 6.1.2 The Bookstore Clerk records details of the items countersigned by the one who surrenders.
- 6.1.3 Any student, teacher, or any personnel of the school can inquire about the lost item or claim from the Bookstore.
- 6.1.4 Students / Parents get back the lost item if description fits the item.
- 6.1.5 Students / Parents sign in the log book to acknowledge the receipt of the lost item.



6.2 Janitorial Service ensures the cleanliness of the school campus

- 6.2.1 The classrooms are cleaned twenty minutes after dismissal time. The janitor locks the classroom doors after cleaning.
- 6.2.2 If the janitor observes any student /s that tend to go home late or mill around any portion of the school building, he will get the name of the students and report to the Academic Office.



6.3 Security maintains peace and order and provides safety within the school campus.

- 6.3.1 All visitors are to enter F. Manalo gate. They are issued visitor's pass upon surrender of any valid I.D., wear the pass in the campus, and surrender it upon exit.
- 6.3.2 A body / bag / locker/ vehicle search / check may be conducted if safety / security warrants it. For students, the Level Coordinator and Class Adviser will conduct the search / check. For other parties, the General Service Officer and the Security Officer-in-Charge will do so. The search / check may be conducted in the classroom, office, or Ground Parking Area.

7. Registrar's Office attends to student records and enrolment concerns.

7.1 Student Records

- 7.1.1 JCA students of the current school year, those who have transferred, or alumni can request for academic records for a variety of educational, civil, or professional reasons.
- 7.1.2 Requests are to be done either personally or by an authorized representative in the Preschool Office by filling a form for the purpose. An official letter from the parent and / or organization / school is necessary.
- 7.1.3 Corresponding fees have to be paid to the Finance Office.

7.2 Admission

The Registrar processes admissions of the Preschool, Elementary, High School Departments. Admission schedules are announced through school calendar

7.2.1 General Policy

- 7.2.1.1 The school is a co-educational institution that accepts new students and transferees as well as students from one department to another (e.g., K2 to G1)
- 7.2.1.2 Admission is done through a very selective process that is based on the results of entrance achievement, aptitude, and psychological assessment, academic records, character evaluation, and students' and parents' acceptance of the School's philosophy, mission, vision,



- 7.2.1.3 The School accepts applicants who are Christian / Non-Christian willing / able to have Christian Education; Chinese / Non-Chinese willing / able to study Chinese



- 7.2.1.4 Levels open are for N, K1 & 2, G1 to 4, and 7 and 8. Other levels are not accepted due to policy of residency.
- 7.2.1.5 Admission is on a first come, first served basis. The number of applicants to be admitted depends upon the number of slots to be filled in the level applied for. Therefore, no application will be entertained once placement is completed.
- 7.2.1.6 All admission assessment (e.g., test scores, descriptions, or interpretation of results) will not be discussed with the applicant and his parents. All admission results are held strictly confidential.
- 7.2.1.7 Application forms will be processed only if required documents are complete. Completion of an application form does not guarantee admission. Applicants must meet requirements as outlined in the section for requirements.
- 7.2.1.8 Admission is processed by the Admission Committee.

7.2.2. Application Procedure

- 7.2.2.1 Get the application form from the Registrar's Office.
- 7.2.2.2 Submit complete requirements with the accomplished forms to the Registrar's Office.
- 7.2.2.3 Pay the non-refundable / non-transferable testing fee at the Finance Office.
- 7.2.2.4 Present the receipt to the Registrar's Office.
- 7.2.2.5 Get the testing schedule and permit.
- 7.2.2.6 Arrived promptly at the Registrar's Office at the scheduled time. A Guidance Counselor will take the applicant to the Guidance Office.



7.2.3. Application Requirements



Requirements	Grade Level		
	N	K1	K2
Original Birth Certificate	√	√	√
For non-Filipino citizens, notarized photocopy of ACR / ICR / Study Permit / Recognition Paper	√	√	√
Accomplished and signed Application Form with 1” x 1” colored photo with white background attached	√	√	√
Accomplished and signed Medical Information Form with attached 1” x 1” colored photo with white background and immunization record	√	√	√
Certificate / Progress Report of at least one Quarter enrolment in Nursery Level with school seal and Principal’s signature		√	
Photocopy of Rating Form of current school year with school seal and Principal’s signature			√
Grade point Average not lower than 83			
No failing grade in any subject			
No retention at any level			
Department Rating of not lower than / B- /			

7.2.4 Testing Reschedule

- 7.2.4.1 Applicants who are unable to attend the first testing schedule for any reason may reapply only once for a second testing schedule for a certain fee.
- 7.2.4.2 Apply at the Registrar’s Office and pay at the Finance Office.
- 7.2.4.3 Present the receipt to the Registrar’s Office
- 7.2.4.4 Get the testing schedule and permit.
- 7.2.4.5 Arrive promptly at the Guidance Office at the scheduled time.

7.2.5. Assessment Evaluation Criteria – evaluate the applicant’s capabilities to achieve successfully JCA standards

- 7.2.5.1 N and K1 - school readiness as determined by age and / or experience – tests cover physical, intellectual, emotional, social domains
- 7.2.5.2 K2
 - 7.2.5.2.1 Tests on Chinese, English, and Mathematics
 - 7.2.5.2.2 Otis-Lenon Scholastic Aptitude Test (OSLAT)

7.2.6. Acceptance

- 7.2.6.1 Pass admission assessment.
- 7.2.6.2 Attend Parents’ Orientation; in case of failure to attend, submit to the Registrar a letter of compliance to school policies.
- 7.2.6.3 Pay deposit on per batch schedule; in case of late deposits, submit a letter of explanation.
- 7.2.6.4 The student applicant will be admitted upon the Registrar’s approval of the letter of compliance or explanation.

7.2.7. Release of Results

Letter of acceptance or regret to be picked up by the applicant, the parents of the applicant, or authorized representative upon presentation of parental authorization letter.

X. SCHOOL CALEDAR

Each school year is divided into four quarters of ten weeks each.

First Quarter	-	1 st week of June to mid-August
Second Quarter	-	mid- August to mid-October
Third Quarter	-	mid-October to 3 rd week of December
Fourth Quarter	-	1 st week of January to the end of March

During the school year, there are two break periods: the semestral break at the end of October and the Christmas break from the 3rd week of December to the 1st week of January.

National and school holidays are observed throughout the school year such as Independence Day, Quezon City Day, Teacher's Day, Bonifacio Day, School Foundation Day, and Chinese New Year.



XI. SCHOOL – HOME RELATIONSHIP

The school cherishes and nurtures its relationship with the parent as they are essential partners in bringing about the full and harmonious development of the students. The school provides avenues such as circulars, orientation, and parent-teacher conferences for closer coordination with the parents. It welcomes the feedback of the parents and maximizes them for its further improvement.

Parent groups like the Jubilee Christian Academy Parents' Auxiliary (JCAPA) support program such as scholarship and field trips for the benefit of the students. They sponsor Teacher's Day and Christmas Day events as well as extend medical check-up and the life insurance coverage for the welfare of the faculty / staff. The parent group also organize seminars and telephone brigade for the service of all parents.



XI. SCHOOL ALUMNI LINKAGES

The Jubilee Christian Academy Alumni Association (JCAAA) strengthens the work of the School by:

1. Providing framework for increased alumni involvement in achieving the goals of the School.
2. Creating greater awareness of the role of JCAAA to serve JCA and the greater community.
3. Providing programs and services that will strengthen the alumni bond.





ool at a Glance



Jubilee Christian Academy
Preschool Department
E. Rodriguez Sr. Ave., Quezon City