



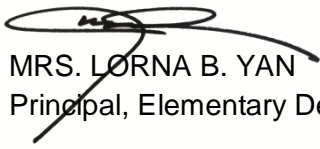
# 基立学院

## JUBILEE CHRISTIAN ACADEMY

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

DATE : OCTOBER 9, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

FROM :  MRS. LORNA B. YAN  
Principal, Elementary Department

SUBJECT : ORIENTATION ITEMS AND UPDATES

A pleasant day to you.

To help increase the likelihood of student success in their online classes, may we remind you of the following guidelines discussed during the "Meet the Principal" in our Parents' Conference last August 2020 and their updates?

1. Online Platform	Google Classroom: Learning Management System Google Meet: Video Conferencing  Starting 2nd quarter, Google Meet link will be by subject. Recording, muting, and other control functions are difficult to navigate if the link ownership is not the subject teacher's.
2. Learning Time	Daily schedule with time designated per subject and 5-minute rest time in between is followed.
3. Attendance  3.1 Absence	3.1.1 Attendance is checked by logging into Google Meet with video on 3.1.2 Planned Absence - Parent / Guardian should notify the Adviser beforehand through email. Date and reason of absence to be indicated. 3.1.3 Unplanned absence - Inform the Adviser as soon as possible by emailing him/her the reason of such absence and when the child will be expected to get back for the online classes. 3.1.4 Acceptable reasons for absence: health, processing official documents, family emergency. 3.1.5 Habitual absenteeism or unexcused absence is defined as having four (4) absences in a month.

3.2 Tardiness	<p>3.2.1 Logging in five (5) minutes after the session has started is considered tardy. The parent receives an email notification of such tardiness from the respective teacher within 24 hours.</p> <p>3.2.2 Acceptable reason for tardiness: health, connectivity issue, electrical interruption, emergency, and device issue.</p> <p>3.2.3 Habitual tardiness is defined as being late for more than five (5) times in a month.</p> <p>In case of absence or tardiness, download the Attendance Form from the elementary webpage, fill it in, and submit to the respective teacher / adviser. Attach a proof in relation to the reason (e.g., internet speed test, VISA application, etc.).</p>
4. Official Communication with Students	<p>Primary: Google Stream Secondary: JCA Email</p> <p>Expect reply from teachers within 5 working days. NO communication thru mobile number, Viber, Twitter or other social media platforms.</p>
5. Class Suspension	<p>Signal #1: Classes to push through Signal #2 and severe weather disturbances: Classes to be suspended</p> <p>Synchronous classes may be suspended due to technical difficulty (e.g., internet disruption, Google Classroom glitches)</p>
6. Lesson Recording	<p>Teacher to record and place it in the Google Classroom: Synchronous activities, teacher-centered, and items students need to master.</p> <p>Student are NOT allowed to do recording.</p>
7. Student Weaning	<p>G1 to G3: Parents at one (1) meter distance from the child up to October 16, 2020.</p> <p>From October 26 onwards, parents may leave the student and just check from time to time to enable the child to learn responsibility and independence.</p> <p>G4 to G6: Regular monitoring of students needed but no need for parents to stay with the child.</p> <p>Five-Day Notice: To be issued for activities needing adult supervision (e.g., cutting, cooking, etc.)</p>
8. Deportment	<p>The School will continue to develop students' behaviour according to its core values through the online platform.</p> <p>Conduct and misconduct discipline measures will be implemented per student handbook and circular guidelines.</p>

9. Student Discipline	Conducted through Google Meet Notice to be issued by the Level Coordinator within 5 working days
10. Submission of Homework and Other Outputs	Students are given 3 to 5 days to submit depending on the kind of required output.  .5 deduction is given per day of late submission; maximum of 2.5 deduction will be given; non-submission means zero in the assessment
11. Assessment	Honor System (Honesty) is emphasized Tests: Online seat work, quiz, unit test, quarter test, projects / output
12. Grading System	G1 to 3: Participation, 30% Seatwork and Homework, 35% Quiz, Unit Test, and Quarter Exam, 35% G4 to 6: Participation, 30% Seatwork and Homework, 30% Quiz, Unit Test, and Quarter Exam, 40% Christian Education G1 to 6: Participation, 35% Seatwork, 40% Written Assessment, 25%  There are NO unit tests and quarter exams in the 1st quarter.
13. Student Recognition	Quarterly Virtual Recognition Posting of best work through Padlet Recognition to be given: School Awards (JCA Honor Student Scholar, JCA Exemplary Department Scholar) and Department Awards (Quarterly and Year-end Honors, Chinese Honors, Department Award, Model Student, and Subject Excellence Award)
14. Parent-School Communication	Subject concern: Email and / or conduct Google Meet with the subject teacher. Teachers' email addresses are listed in the adviser's Google Classroom. Department concern: Check the department circulars, Email us at <a href="mailto:elem@jca.edu.ph">elem@jca.edu.ph</a> , Viber us through 0927 956 5290 for emergency purposes, or Call the Elementary Department landline 8294- 0843 to 45 Local 800. Monthly Parent-Teacher Conference (PTC) and Student-Teacher Conference (STC) through Google Meet No Messenger, Twitter, and other social media platforms.

We highly appreciate your support in helping our children in their online classes. As always, we count on you for the success of this endeavor.

Thank you and God bless.