

基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : November 05, 2020
TO : PARENTS / GUARDIANS OF GRADE 11 and 12
FROM :  NANCY R. RAMOS
Principal, Senior High School (SHS) Department
SUBJECT : **ORIENTATION ITEMS and UPDATES**

Greetings in the name of our Lord Jesus Christ!

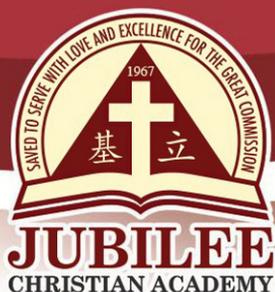
We would like to express our sincerest gratitude for your support to the *Triumph Over the Challenges of the New Normal Parents Conference* last August 12-14 and 17 2020. As we welcome the new school year, please be guided by the pertinent guidelines and procedures for School Year (SY) 2020-2021.

1. ATTENDANCE

- 1.1 Attendance is checked by logging into Google Meet with video on. Students are also asked to log-in via an attendance sheet link for recording purposes.
- 1.2 Planned absence - Parent / Guardian should notify the School by accomplishing the [SHS Attendance Form, S.Y. 2020-2021](#) and emailing it to SHS@jca.edu.ph (e.g., VISA application).
- 1.3 Unplanned absence - Inform the Adviser as soon as possible by by accomplishing the [SHS Attendance Form, S.Y. 2020-2021](#) and emailing it to SHS@jca.edu.ph when the student will be expected to get back for the online classes.
- 1.4 Acceptable reasons for absence: health, processing official documents, family emergency.
- 1.5 Habitual absenteeism or unexcused absence is defined as having four (4) absences in a month.
- 1.6 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.
- 1.7 Acceptable reason for tardiness: health, connectivity issue, electrical interruption, emergency, and device issue.
- 1.6 Habitual tardiness is defined as being late for more than five (5) times in a month.
- 1.7 In case of absence or tardiness, accomplish the [SHS Attendance Form, S.Y. 2020-2021](#) from the SHS webpage, and email to the respective teacher / adviser. Attach a proof relation to the reason (e.g., internet speed test).

2. CLASS SUSPENSION

- 2.1 Signal #1: Classes to push through
- 2.2 Signal #2 and severe weather disturbances: Classes to be suspended
- 2.3 Online classes may be suspended due to technical difficulty (e.g., internet disruption, Google Classroom glitches)



3. LESSON RECORDING

Teacher to record and place it in the Google Classroom synchronous activities, teacher-centered, and items students] need to master. Students are NOT allowed to do recording.

4. SUBMISSION OF HOMEWORK AND OTHER OUTPUTS

Students are given 3 to 5 days to submit depending on the kind of required output. Deduction of .5 is imposed per day of late submission; maximum of 2.5 deduction will be imposed; non-submission means zero in the assessment.

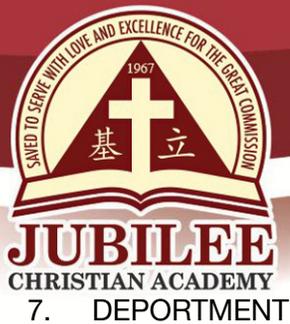
5. ASSESSMENT

Honor System (Honesty) is emphasized. Tests: Online seat work, quiz, quarter exam projects / outputs / performance tasks. A maximum of three quizzes a day is administered. The quiz schedule is posted in Homeroom Google Classroom (GC). A quarter examination is scheduled for 2 / 3 days on a half-day schedule

6. GRADING SYSTEM

SHS follows the averaging system. Below is the table of computation of quarter grades per semester.

Subject Area	Formative		Summative
MATH	Participation - 30%	Quiz - 40%	Quarter Exam 30%
ENGLISH	Participation - 35	Quiz - 35%	Quarter Exam /Output 30%
FILIPINO			
ABM / Technology	Participation - 35,	Quiz - 35%	Quarter Exam /Output 30%
P.E.	Performance Task -30%	Quiz - 20%,	Practical Test 50%
ARTS			
SOCIAL SCIENCE	Participation - 35%	Quiz - 35%	Quarter Exam /Output 30%
LIFE SCIENCE	Performance Task - 35%,	Quiz - 35%	Quarter Exam /Output 30%
PHYSICAL SCIENCE			
C.E. and GUIDANCE	Participation - 35%	Seat work - 35%	Quiz and Quarter Exam / Output 30%



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The School will continue to develop students' behaviour according to its core values through the online platform. Conduct and misconduct discipline measures will be implemented per student handbook and circular guidelines.

8. STUDENT DISCIPLINE

Conducted through Google Meet. Notice to be issued by the Level Coordinator within 5 working days

9. COMMUNICATION

4.1 For Students: Official communication between School personnel and student/s are via Google Classroom (GC), Google Meet and School Gmail. No communication shall be done via viber, personal mobile number or any social media platform.

4.2 For Parents / Guardians: On document requests, letter of excuse and other concerns, parents / guardians may email via SHS@jca.edu.ph and / or call via (02) 82940843 -45 loc. 500

4.3 Monthly Parent-Teacher Conference (PTC) and Student-Teacher Conference (STC) through Google Meet

10. HOME PARTNERSHIP

Although SHS students are geared toward self-direction, their parents/ guardians are enjoined to be partners of the School in ensuring necessary supervision when needed. For learning activities that may require adult supervision, parent / guardian will be informed through the subject teacher via email 5 days prior activity schedule. This is to ensure that a companion is present before activity is commenced.

We look forward to a blessed and fruitful S.Y. 2020-2021.