



KJCSI

***Kumdan Jungang
Christian School Inc.***

(Formerly: Batasan Chunan Christian School, Inc.)

181 Sitio 3 Bayanihan St. Batasan Hills, Quezon City

Telephone No. 8932-5197 / 09623538182

Elementary/ High School Student Handbook

Revised 2025

Government Recognized

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.”

Romans 13:1

“Whoever loves discipline loves knowledge, But he who hates reproof is stupid.”

Proverbs 12:1

“Therefore it is necessary to submit to the authorities, not only because of possible punishment but also because of conscience.”

Romans 13:5

Personal Data

Name of Student: _____

Student Number: _____

Grade & Section: _____

Class Adviser: _____

Address: _____

Contact Number: _____

Date of Birth: _____

Parents:

Father: _____

Mothers: _____

Guardian: _____

In case of accident or emergency please inform:

Name: _____

Relationship: _____

Address: _____

Contact Number: _____

Class Schedule

<i>Time</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>

Parent / Guardian

Class Adviser

TABLE OF CONTENTS

Introduction	1
History	2
Philosophy, Vision & Mission	5
I. Educational Objectives	6
II. Academic Policies	7
A. Registration and Administrative Procedure and Requirements	7
B. Payment of Tuition fees and Others Fees	10
C. Discount on Tuition Fees	10
III. Academic Rules & Regulation	11
A. Attendance and Punctuality	11
B. Basic Education Curriculum (BEC)	12
IV. Manual of Regulation for School	
Tuition Fee Charge	13
➤ Procedure for withdrawal of enrollment	13
➤ Non-settlement of Accounts	13
➤ Document Fees	13
A. General Rules & Behavioral Expectation	14
B. School Uniforms & Boys Haircut	15
V. Academic Affairs	19
1. Grading System	19
2. Complaints on Grades	20
3. Periodic Growth (Monthly Report Card)	20
4. Periodical Examination & Policies	21
5. Transfer Credentials	22
6. Awards & Recognition	22
7. Tutorials	26
8. Parent-Teacher Conferences	26
9. Graduation Moving Up Ceremony Requirements	26
10. Summer Classes	26
VI. Spiritual Growth	27
VII. Field Trip / Educational Trip	27
VIII. Waiting Areas	27
IX. Student Services	28
A. Library	28
B. Computer / Audio Visual Room	30
C. Canteen	31

D. Laboratory	32
E. Guidance & Counseling	32
F. Lost & Found	33
X. Speak English Policy	33
XI. Promissory Notes	33
XII. Classroom Behavior	33
XIII. Maintenance Staff / Care Takers	34
XIV. Politeness	34
XV. Disciplinary Measures & Penalties	34
XVI. Suspension of Classes in Special Cases	39
XVII. Student Activities	40
A. Extra-curricular activities	40
B. Student Talent Competition	41
C. School Clubs & Organization	41
XVIII. General Regulations	43
XIX. Safety Rules	43
XX. Guidelines to Parents	44
XXI. Security Measure	46
A. Entrance & Exit	46
B. Withdrawal from Classes	46
Authorized Facsimile Signatures	47
School-Home Communication	48
➤ Excuse Slip	48
➤ Tardiness Slip	52
➤ Call Slip for Parents	57
➤ Appointment Slip	61
➤ Letter/Notes/Reminders	66
Pledge to the Bible	72
Pledge to the Christian Flag	72
Agreement	73
Lupang Hinirang	74
Panatang Makabayan	74
KJCSI Hymn	75



INTRODUCTION

This student handbook shall serve as a guide which incorporates the policies, rules and regulations of Kumdan Jungang Christian School Inc. formerly Batasan Chunan Christian School, Inc. on matters concerning academic, administration, student affairs and various education related activities.

This handbook has been prepared for students and abide by, for parents enlightened for Kumdan Jungang Christian School, Inc. administration to implement.



HISTORY

Kumdan Jungang Christian School Inc. formerly Batasan Chunan Christian School, Inc. is a private school located in Batasan Hills, Quezon City. It is run by the Korean Missionaries headed by Rev. Hee Beag Joung. It was founded in 1992 with the name KORPHIL (Korean Philippine) Batasan Flowergarden Kindergarten School having Preschool supervised by four teachers mentoring in only one room. During this time students were free from paying tuition fees and even had a medical assistance. But due to added number of students and teachers in 1998, the school collected payments from students to sustain the financial assistance of every worker.

Its first head teacher was Mrs. Vilma Soledad (1998-2007) whose term saw the initial growth of the school. To accommodate the growing number of student population under her supervision, the first building was constructed in 2000.

In 2002 Kumdan Jungang Christian School Inc. formerly Batasan Chunan Christian School, Inc. was establish under the administration of BCBC (Batasan Chunan Baptist Church) board of elders (Engr. Edwin L. Bico – President, Bro. Rey C. Arizo – Vice President, Danilo Soledad, Jr. Treasurer) deacons (Sis. Vilma M. Soledad – Corporate Secretary, Sis. Leonora B. Salvador – Registrar, Sis. Precilla L. Bico – Cashier, Sis. Genita J. Almodal – Auditor) and members with the supervision of KORPHIL. From Preschool, Grade I, II and III were added in 2004 and complete elementary level in 2007 with its first 13 graduates.

As number of enrollees was increasing, the school needed a Principal who would cover the different areas including the leadership, teacher evaluation, student discipline and several others. In 2004, Mrs. Concepcion P. Dumilon took over as Principal. She anchored her work on central issues of learning and teaching. Improvement areas were identified and actions for change were initiated like dividing classes into two sessions (am and pm classes) due to number of students enrolled. The school also began to celebrate its foundation day every month of September. In 2017. Mrs. Dumilon retired and Mr. Rolito

N. Casimero hired as a new Principal of the school and also new Chaplain hired to teach High School Student, Faculty & Employees for spiritual growth. In year 2020 due to financial difficulties of the school due to COVID-19 pandemic school President takeover as a Principal of the school.

KJCSI formerly BCCSI continues to improve as years pass by. With the full time management of Dr. Edwin L. Bico (President). His administration was supported and assisted by Dr. Peter B. Joung the Chairman and Venus E. Domanico the school registrar. In 2011 another building is constructed it is allocated for High School, school year 2012 has secondary course offered. Facilities are incessantly developed. Proofs of this are the added air-conditioned classrooms, spacious faculty room, wide library and computer laboratory, sanitized comfort rooms, bigger school canteen, faucet in every corner of the school for accessible hand washing and the available worship hall used for meeting, school activities and Friday devotion.

With the great effort and dedication of all who become part of the school, KJCSI formerly BCCSI continues to equip and develop now and in many years to come as in pursuit of the philosophy of the school to excel towards the holistic formation of the human person.

In 2017, Batasan Chunan Christian School, Inc. (BCCSI) changes its name to Kumdan Jungang Christian School Inc. (KJCSI) with Dr. Peter B. Joung as the Chairman of the Board of Trustees and Dr. Edwin L. Bico as President. Some of the major development on campus during the joint administration of the Chairman and the President.

Kumdan Church in Korea, donated enough financial support to continue construction of fifth floor, putting-up roof, installed wall, window glasses, fire exit, plastering high school building & repaint church building.

In 2020, KJCSI formerly BCCSI move into online learning due to COVID-19 pandemic wherein all student stay at home for their lesson.

KJCSI formerly BCCSI continues to improve through the help of Korean missionary donated financial support for renovation and beautification of the school for the preparation for blended learning (face to face and online classes) year 2022 and in the year 2024 school offered again full face to face classes.

Kumdan Jungang Christian School, Inc. (KJCSI) continues to move forward towards the direction of the new century marked by progress and expansion, resolutely determined to continue to provide relevant and quality education.

Board of Trustees

Chairman: Dr. Peter B. Joung

President: Dr. Edwin L. Bico

Vice President: Edward Paul L. Bico

Secretary: Anthony J. Almodal

Treasurer: Ronalyn R. Bico

Member: Eui Sig Kim

Member: Dong Sun Shin

PHILOSOPHY, VISION AND MISSION

Philosophy

The Kumdan Jungang Christian School Inc. is dedicated to pursuit of knowledge, truth and excellence toward the holistic formation of the human person as a strong foundation for discipline and development. KJCSI is to serve children in the development of their highest potential thus, helping them expand their learning experience through a balance training, intellectually, physically, socially and nurturing faith community rooted in spiritually, which develops transformative Christian life.

Vision

The Kumdan Jungang Christian School Inc. is committed to provide quality education, moral development and spiritual growth based on the biblical principles to prepare the learner as a role model for useful citizenship through a holistic education, towards academic excellence as a foundation in building a long life worth.

Mission

The Kumdan Jungang Christian School Inc. aims to:

1. To train up the child in the way he should go; so that when he grows up, he will not depart from it.
2. Provide quality and relevant education accessible to all; and
3. To bring them up in the training and instructions of the Lord and imbued with the core values of personal integrity.

I. EDUCATIONAL OBJECTIVES

A. ELEMENTARY

1. Physical and emotional well-being.
2. Communication Skills.

Education should develop in each learner. The reading, writing, listening, speaking and computing skills necessary for communication as well as ability to think critically and clearly.

3. The equipping of an individual to be a productive member of his family with upright living for God's glory and service to his fellowmen.
4. To form desirable habits, values and practice that will enable him to be a model Filipino in his chosen profession.

B. HIGH SCHOOL

1. To continue to promote the objectives of Elementary Education.
2. To become mature Christians who are called to live the Gospel that will lead them to a fullness of life in the image and likeness of God.
3. To obtain knowledge and form desirable attitudes for understanding the nature and goals of man, of one self, his own people interrelationships of all peoples and environment; thus promoting a capable sensitivity to oneself, of family, and of the global communities for peace and unity.
4. To show appreciation and respect for the Filipino and Christian cultures, as well as other cultures, and thus, bring out a healthy spirit of Patriotism.
5. To discover and enhance the different aptitudes and interest of the students so as to equip him with skills for productive endeavor and/or prepare him for SHS and tertiary schooling.

II. ACADEMIC POLICIES

A. Registration and Administration Registration Procedures and Requirements

Old Students

Present the following:

- SF 09 (Report card)
- 2 pcs. 2 x 2 ID pictures
- 1 long brown envelop w/plastic envelop (Grade 7 only)

Transferees

Entrance examination and interview.

1. The applicant must have an average of 82 and above & pay an entrance examination fee.
2. Take the entrance test.
3. Wait for the result. Interview with the student and parent will follow.
4. Submit to the registrar's office the following requirements.

A. Student is Filipino citizen (Studying in the Philippines)

- F138 / SF09 (Report Card) with LRN
- Good Moral Character
- F137 / SF10 / ECCD (upon request)
 - ✓ Certification of Completion - Incoming Grade 1
- Photocopy(Colored) of Birth Certificate PSA
- Medical Certificate (those with medical conditions)
- 2 pcs. Colored ID picture (2 x 2)
- 1 long brown envelop w/plastic envelop

B. Student from abroad Filipino citizen

- SF10/F138 must be translated already in English & grading system must be indicated
- Good Moral Character (English)
- Certificate of Completion / Enrollment (English)
- Photocopy(Colored) of Birth Certificate PSA
- SF10 (F137) must be English translated (duly Authenticated / Red Ribbon)
- 2 pcs. Colored ID picture (2 x 2)
- Medical Certificate (those with medical conditions)
- 1 long brown envelop w/plastic envelop

C. Student with Dual Citizenship

a. Studying in the Philippines

- i. Must have their Credential upon enrollment SF09 / F138 or Report card (Certificate of Transfer must be signed by Principal / Registrar) & Good Moral Character
- ii. Approval of Dual Citizenship
- iii. Filipino Passport (Photocopy but must present original)
- iv. Foreign Passport (Photocopy but must present original)
- v. Photocopy(Colored) of Birth Certificate from PSA
- vi. Medical Certificate (those with medical conditions)
- vii. 2 pcs. Colored ID picture (2 x 2)
- viii. 1 long brown envelop w/plastic envelop

b. Studying abroad

- i. SF09 / F138 must be translated already in English & grading system must be indicated
- ii. Good Moral Character (English)
- iii. Certificate of Completion / Enrollment (English)

- iv. Approval of Dual Citizenship
- v. Filipino Passport (Photocopy but must present original)
- vi. Foreign Passport (Photocopy but must present original)
- vii. Photocopy(Colored) of Birth Certificate from PSA
- viii. SF10 (F137) must be English translated (duly Authenticated / Red Ribbon)
- ix. Medical Certificate (those with medical conditions)
- x. 2 pcs. Colored ID picture (2 x 2)
- xi. 1 long brown envelop w/plastic envelop

5. Proceed to the cashier to pay tuition fee, books and uniforms.

Important:

A student who transferred at Kumdan Jungang Christian School Inc. SF10/ F137 must forwarded already in our office on or before end of school year. If ever a we did not received his/her SF10/F137 at the end of the school year he/she will be retained in the grade where he/she enrolled.

Note:

All old student must reserve their enrollment to avoid closing of section. Reservation fee is Php. 2,000.00 is non refundable it is credited on the tuition fee upon enrollment. Non reservation of enrollment will no longer be accepted if the section is closed already. All reserved enrollment must officially enrolled before start of classes.

B. Payment of Tuition fees and Other Fees

1. Mode of Payments

a. Cash Basis (Full Payment)

A discount of 5% on Tuition fee will be granted for those who will pay in cash.

Other fees which consist of P.E. Uniforms, School Uniforms, books, journals, instructional and testing materials should be paid in cash before the start of classes.

b. Early Bird enrollment

5% discount on Tuition Fee

c. Installment Basis

Down payment must be payable upon enrollment and the balance to be paid Monthly. **A penalty of 5% per month will be billed on fees not paid within due date.**

C. Discount on Tuition Fees

1. A discount of 5% is granted to each of two brothers/sisters. Other discount may be given as listed below:
 - Third brother/sister - 5% discount on tuition fee
 - Fourth brother/sister - 10 % discount on tuition fee
 - Fifth brother/sister - 15% discount on tuition fee
2. Scholarship privilege for 50% discount on tuition fee shall be granted to top 1 student. (combined AM & PM section just choose 1 students per grade level). Transferee are not entitled to this privilege.

III. Academic Rules and Regulation

A. Attendance and Punctuality

Regularity of attendance and punctuality are required in all classes.

1. A student who has been absent or has cut classes is required to present a letter of explanation from his/her parents or guardian or bring them to school for a short conference with the section adviser or guidance counselor as the case may be.
2. Attendance of students in special holidays & activities related to their religion, e.g. Ramadan, shall be allowed provided permission of the school head is sought.
3. A doctor's certificate is needed for absences due to illness for 2 days
4. A student who incurs absences of more than 20% of prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. Furthermore, the school head may at his/her discretion and in the individual case exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the school.
5. A student, who is absent from class, must be responsible for all matters taken up during his absences.
6. If the student has been absent during the quarterly examination day, his parents/guardians must come personally to the school and explain to the Class Adviser.
7. A student given an allowance of 5 minutes for his first period subject only. If he arrives after the given time allowance, he is considered late.
8. If he is late, he should fill-up the School-Home Communication in student handbook indicating the reason(s) for his/her tardiness.
9. Three (3) late marks in the attendance record is counted as one (1) unexcused absence.

B. Basic Education Curriculum (BEC)

1. The Matatag Curriculum aims at raising the quality of the Filipino learners, graduates and empowering them for lifelong learning, which requires the attainment of functional literacy.
2. To help our learners become functionally literate, the Matatag curriculum has been restructures into different learning areas per grade level, for Grade 1 & Grade 2 five (5) learning areas as follows: Makabansa, GMRC, Reading & Literacy, Language/English & Math, for Grade 3 six (6) learning areas as follows: Filipino, English, Makabansa, GMRC, Science & Math and for Grade 4 to Grade 10 is eight (8) learning areas as follows: Filipino, English, Science, Mathematics, Araling Panlipunan, TLE/EPP, MAPEH, & GMRC/ Values Education with stronger integration of competencies within and across these learning areas.
3. Filipino, English, Science & Mathematics are the basic tool subject.
4. The goal of the Enhanced Matatag Curriculum Basic education program is to create a functional basic education system that will produce productive and responsible citizens equipped with the essential competencies and skills for both life-long learning and employment.
5. To give every student an opportunity to receive quality education based on an enhanced and decongested curriculum that is internationally recognized and comparable.
6. To change public perception that high school education is just a preparation for college; rather, it should allow one to take advantage of opportunities for gainful career or employment and/or self-employment in a rapidly changing and increasingly globalized environment

IV. MANUAL OF REGULATION FOR SCHOOL TUITION FEE CHARGE

A student who transfers or otherwise withdraws in writing within 2 weeks after beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month maybe charged ten percent (10%) of the total amount due for the term if he/she withdraw within the first week of classes or twenty percent (20%) if within the second week of classes. However if the transfer or withdrawal is due to a justifiable reason the student shall be charged the pertinent fee up to and including the last month of attendance. (*Article XIII Section 66 Education Law and the Private School*).

PROCEDURE FOR WITHDRAWAL OF ENROLLMENT

1. A written request for enrollment withdrawal shall be submitted to the Office of the Principal for approval. (The date of filing the request will be the official withdrawal date / indicate in the letter.)
2. Administration personnel's conference with the parents.
3. The final decision and/ or approval by the principal.

NON- SETTLEMENT OF ACCOUNTS

A student who fails to settle in full their financial and/or property accounts with KJCSI cannot be issued their transfer credentials and any school records. Nor, shall not be allowed to enroll for the next school year or term.

DOCUMENT FEES

1. A minimal fee of Php 50.00 is charged for the issuance of Certificates
2. A fee of Php 300.00 is charged to those who are requesting for their Form SF10 /F137 for entrance exam, PSA, abroad and others.
3. A fee of PHP 500.00 pesos is charge to those student requesting documents for Transfer it included the following documents (Transfer Certificate, Certificate of no Balance, Good Moral Character, SF10/F137 copy for school (upon request), Documentary stamps & Courier fee (LBC/Others).

A. GENERAL RULES AND BEHAVIORAL EXPECTATION

1. Maintain silence in the classroom, office and other designated place, likewise silence must be observed at all times, in the library, corridors, classroom, hallways and during class hours. Students in the afternoon session are required to wait for their turn to use their assigned room quietly in the waiting area provided by the school.
2. Help in maintaining order and cleanliness in the classrooms, canteen and the entire school.
3. Avoid roaming around during class period. If possible, use comfort rooms only during break periods.
4. Follow all instructions faithfully.
5. When class is in session, seek permission from the teacher in-charge before entering or leaving the classroom.
6. Avoid any form of misbehavior that may disrupt or interrupt class in session such as stamping of feet, howling, shouting or boisterous laughter.
7. Due respect and courtesy should be given to all faculty members, staff and visitors whenever you meet them.
8. All students are expected to respect the Philippine flag during flag raising ceremonies, their teachers, classmates, the administrators and non-teaching staff at all times. They are expected to use proper language, which reflects respect for other person.
9. Every student must practice honesty and courtesy at all times and in all places.
10. Good manners and proper gesture is expected from every student.
11. It is a must that the students and teachers should maintain the cleanliness and orderliness of the classroom and school grounds.
12. Visitors are not allowed inside the classroom. A waiting area is provided for visitors.
13. Gadgets such as speaker, recorders and the like are not allowed unless with the permission of the subject teacher and the principal. It must be deposited

in the office and be taken to the room only when it is already needed and has been given permission. Cell phones are not allowed except in case of emergency but need to surrender to class adviser.

14. Students, who wish to stay in the campus after class hour for practices in various activities, are allowed with supervision of teacher, provided that they must secure permit from their adviser approved by the principal.
15. Classroom must be used properly. Staying after class is prohibited unless it rains. Chairs and other properties must be well taken care of.
16. Unnecessary accessories such as, excessive jewelries on females and males, earring, body piercing and the like are prohibited. Hair dyes/colors and excessive use of hair gel improper hair style are not allowed. High-heeled shoes for girls or rollers are not allowed inside the campus. Henna tattoo is also prohibited.
17. Borrowing of school properties such as laboratory apparatus, projector, kitchen utensils equipments and the like by students are not allowed. Only their teachers may borrow them.
18. Wear proper and prescribed uniform at all time, including ID.

B. SCHOOL UNIFORMS AND BOYS HAIRCUT

1. Elementary Department

- a. GIRLS - Sky blue jumper dress, white baby collared blouse and sleeves with KJCSI logo on the navy blue necktie.
- b. BOYS - White polo with KJCSI logo & aqua blue long pants
- c. P.E. - (boys & girls) White P.E. T-shirt with KJCSI logo and Sky blue jogging pants with KJCSI school name.

2. High School Department

- a. Girls – White blouse, Sky blue skirt w/ KJCSI logo on the sky blue necktie
- b. BOYS - White polo with KJCSI logo and black long pants (straight cut)
- c. P.E. - (boys & girls) Gray PE T-shirt with KJCSI logo and Navy blue jogging pants with orange at the side and KJCSI school name

Important

1. *The prescribed haircut for male is that hair should not be touching the ears and the hair at the front should not be touching the eyebrows.*
2. *Every student is expected to bring anything he/she needs in school. Borrowing thing in class is to be discouraged as it shows lack of responsibility.*
3. *Loss and damage of borrowed books and other school equipment should be duly accounted for.*
4. *Articles that are lost and found in the school are displayed for the owners to claim them at the office.*
5. *Anyone who violates these rules will be subjected to principals' punishment.*

PRESCRIBED SCHOOL UNIFORM FOR FOR ELEMENTARY
(SKETCH)



Note: Black leather shoes with white socks for boys and girls.

PRESCRIBED SCHOOL UNIFORM FOR HIGH SCHOOL
(SKETCH)



Note: Black leather shoes with white socks for boys and girls.

V. ACADEMIC AFFAIRS

1. Grading System under Matatag & K-12 Basic Education Curriculum are the same

Enclosure to Deped Order No. 8 S. 2015, the following policy Guidelines on classroom assessment for the Basic Education Program.

Weight of the Components for Grade 1-10

Grade	Components	Language / English	Makabansa / AP	GMRC / Values Education	Science	Math	MAPEH	EPP/ TLE
1-10	Written Work	30%			40%		20%	
	Performance Task	50%			40%		60%	
	Quarterly Assessment	20%			20%		20%	

The following are the steps in computing for Final Grades.

Step1: Grades from all student work are added up. This result is the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment.

Row scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

Step 2: The sum of each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%.

Step 3: Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.

Descriptive, Grading Scale and Remarks

Descriptor	Grading Scale	Remarks
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	Below 75	Failed

- a) There are four (4) grading periods
- b) A monthly exam will be given at alternate periods

2. *Complaints on Grades*

- a) Any complaint on the grades given should be discussed with the teacher concerned or the class adviser within three (3) days after such grade is given to the student.
- b) Complaints that are not resolved within two (2) days after discussing with the teacher concerned or class adviser can be referred to the guidance counselor and if not, to the principal.

3. *Periodic Growth (Monthly Report Card)*

- a) Cumulative grading system is used in students SF9 or the monthly report card.
- b) Complaints on errors or omission on periodic grades must be made to the class adviser within two (2) days after receipt of the report card.
- c) Complaints that are not resolved by class adviser must be filed to the Principal or administrator.

4. Periodical Examination and Policies

There shall be scheduled periodical examinations during the year. No change in the official schedule shall be made without prior approval of the president / principal.

It is therefore necessary to adhere on the following guidelines regarding examination policy to avoid untoward situation during examination days.

- 4.1 Parents are requested to get in touch with the principal ahead of time for any problem connected with periodic exams.
- 4.2 All students are required to obtain examination permits before the periodical exams. The school accepts a monthly installment basis, of which monthly due is payable every month. It is important therefore that a student / pupil has his examination permit at least one day ahead before the examination.
- 4.3 The examination permit should be presented to the teacher before exams.
- 4.4 The modification or complete change of the test question for the special examination is at the discretion of the subject teacher.
- 4.5 Any student caught cheating during the examination will automatically fail in the subject concerned and in conduct.
- 4.6 Special periodical examination test shall be allowed on occasion where reasons are most justified. These shall require approval from the principal. It shall be held from the third to the fifth day only of the regularly scheduled examination day.
- 4.7 The student should be informed of the result of their examinations. A student, who, for serious and just reasons, failed to take any examination, may be given a special examination at the discretion of the president / principal.

5. Transfer Credential

A student in good standing who desires to transfer to another school shall file a written petition to the registrar/ principal with his/her parent or guardian. If the petition is granted he/she shall be issued his/her transfer credentials signifying that he/she has withdrawn in good standing from the school. No transfer credential shall be issued until he/she secures all the clearances prescribed by the school from all his/her money and property responsibility.

6. Awards and Recognition

Policy guidelines on awards and recognition for the Matatag & K-12 Basic Education Program under DepEd Order No. 36 S. 2016 is the same.

A. Classroom Awards

1. Conduct Awards

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (*Maka-Diyos, Makatao, Makakalikasan, Makabansa*).

1.1. Character Traits for Grade 1 to Grade 3

These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior.

1.2. Conduct Awards for Grades 4 to 10

Conduct Awards for grades 4 to 10 in each class will be given at the end of the school year.

2. Academic Excellence Award

The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas. The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

Academic Excellence Award

Academic Excellence Award	General Average	Specifications of Medal
1. With Highest Honors	98-100	Gold
2. With High Honors	95-97	Silver
3. With Honors	90-94	Bronze

3. Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class.

B. Grade-level Awards

1. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 10 who have attained a General Average of 90 and above and a passing Final Grade in all learning areas.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the Principal as a Chairman the list of qualified learners to be awarded during a school ceremony.

Academic Excellence Award

Academic Excellence Award	General Average	Specifications of Medal
1. With Highest Honors	98-100	Gold
2. With High Honors	95-97	Silver
3. With Honors	90-94	Bronze

2. Leadership Award

The leadership award is given to learners in grades 6 and 10 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.

This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. Have no failing grades in any of the learning areas.
2. Have not committed any offense punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year.
3. Be a class officer or an active member/officer of any recognized school club, team, or organization.

Criteria for Leadership Award

Criteria	Weight	
	Adviser	Peers
1. Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engages group and/or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2. Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and/or school	24%	16%

b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/or uses resources wisely		
3. Contribution to the School and/or Community (20%) Renders service and/or implements activities relevant to the school population and/or community	12%	8%
TOTAL	60%	40%

2. Award for Outstanding Performance in Specific Subjects

These awards are given to recognize learners in grades 6 and 10 who have exhibited exemplary skills and achievement in specific subject.

3. Athletic of the Year Awards

This award is given to a learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsmanlike conduct and character.

4. Loyalty Award

These award is given to the graduating class of Grade 6 and completers of grade 10. The learner must be a student of KJCSI from Pre school to Grade 6 for Elementary and Pre school to Grade 10 in High School.

The School Head / Principal shall be the chairman of the Awards Committee composed of at least 3 members from the teaching staff and shall make the final announcement. Cases of protest shall be filed by the candidate with his/her parent or guardian to the School Head / Principal within three (3) working days from the announcement and shall be decided by the School Head / Principal, considering the recommendations of the Awards Committee three (3) working days from filing.

7. Tutorials

Recommendation for tutorial is given to student who has a problem of difficulties in comprehending his/her subjects in class. However,

8.1 The policy of the school regarding tutoring is not compulsory.

8.2 All arrangements for tutoring should pass and approved through the Registrar's Office and Principals' office. School shall claim part of tutorial fees to cover up the use of facilities.

8. Parent – Teacher Conferences

The school encourages conference between teachers and parents to achieve mutual understanding of the various needs and problems concerning their child.

8.1 Teachers should be available for the conference after class hour so as not to disrupt teaching during class.

8.2 Conference must be made by appointment through the principals' office.

9. Graduation and Moving Up Ceremony Requirements

Every grade 6 graduating students and 10 completers is required to attend the graduation and moving Up Ceremony scheduled by the school, unless excused for valid reason by the principal / president. Grade 6 graduating students and 10 completers must pass all the necessary requirements/projects asked by the subject teachers. He/she must also have a passing grade in all subjects.

10. Summer Classes

A student is required to attend summer classes through the recommendation of her teacher and the principal to student who gets a failing grades in his/her subject.

CODE OF DISCIPLINE

“To learn you must love discipline; it is stupid to hate correction.” (Proverbs 12:1)

“No discipline is enjoyable while it is happening – it is painful! But afterward there will be a quit harvest of right living for those who are trained in this way.” (Hebrews 12:11)

Discipline is a part of personality formation. It creates and preserves the condition essential to the orderly functioning of the school. Help the students to learn more effectively and to grow and develop as person gradually instilling the fundamental attitude of self-control and personal responsibility. “Discipline is better achieved in the climate of family spirit where the young has the certainty of being understood; love and trusted”.

VI. SPIRITUAL GROWTH

1. The school is a bible-believing institution and non-denominational Christian school. It will not allow any exercise, performance and statement of faith showing a ritual or practice of a cult in the school campus except the spiritual activities that are prescribed in the curriculum.
2. Any spiritual activity other than those indicated in the school calendar must seek approval from the school administration to the event.

VII. FIELD TRIP/EDUCATIONAL TRIP

1. All field trips must have the approval of the principal/ administration.
2. The school reserves the right for the venues, routes, postponements or cancellation of any field trip.

VIII. WAITING AREAS

1. Parents, yaya and drivers must be at their designated waiting places.
2. Strictly “No Smoking” and “No Loitering” are imposed inside the school premises.
3. Gambling, lying down and loud noises are prohibited.

IX. STUDENT SERVICES

A. Library

The Kumdan Jungang Christian School Inc. library provides the students, faculty members, non-academic personnel and the administration with a concise presentation, its holdings and resources, sections and services, facilities, guidelines, rules and regulations.

To support this library service, the administration regularly allocates a substantial budget. It considers the growth of the library system a pivotal point of the faculty development program. It recognizes the importance of carrying out the mission and objectives of the school and its role in improving the quality of instruction through well-selected books and non-book materials.

The KJCSI Library Mission and Vision

Mission

The Kumdan Jungang Christian School Inc. library aims to:

1. Provide access to information resources.
2. Collect library materials necessary to support course work, research and service.
3. Preserve its important collection for future use.
4. Maintain appropriate physical accommodations for library materials and operations and for users of the library resources and services.
5. Educate and assist faculty, students and staff in the identification and effective use of information resources.

Vision

The KJCSI library sees a future where, keenly attuned to the distinctive needs of the academic community, it becomes an increasingly vital force in the school by exercising leadership in identifying and acquiring information resources essential to KJCSI larger mission. Employing Christian expertise,

professional interpersonal skills and appropriate technology, it provides uncomplicated and swift access to needed resources and assistance in their use. To achieve this vision, prayers and unity of the administration are involving, energizing and dynamic.

Library Users

The facilities and holdings of the Kumdan Jungang Christian School Inc. library are available to:

1. All bonafide KJCSI students.
2. Administrative officials, Board of Directors, faculty members and non teaching personnel.

Library Policies

The library should be considered by the student as special place where they can concentrate and study. Every student is required to follow the library rules.

1. Each student is entitled to have a library card. They can secure it from the library. This gives him the right to borrow books from the library.
2. Present library card when you wish to barrow and bring out books. Get it back when you return the books you borrowed.
3. Your library card is non-transferable. The owner is responsible for any material borrowed upon such card. If you lose it, report it and secure another one.
4. Encyclopedias, magazines and collections cannot be brought outside the library.
5. Any student caught damaging or mutilating library materials will suffer suspension of library privileges or disciplinary measure will be imposed depending on the gravity of the offense.

6. Lost books must be reported at once to the librarian, otherwise overdue will be incurred! Replacement/ payment for lost book is required. It must be replaced within a week from the date student reported its loss or damage.
7. Students can borrow two circulation books for one week. Then can borrow anytime of the day to be taken home. Failure to return the book on due date would mean a fine of php 10.00 per day/book excluding non-school days.
8. Pages removed, torn or bladed should be reported at once. Students caught vandalizing library properties will be subjected to disciplinary action.

REMINDERS TO STUDENTS

- a. Silence must be observed at all times.
- b. Napping, eating/or gum chewing and public display of affection are not allowed.

Library will strictly impose the policy

“NO LIBRARY CARD, NO LIBRARY SERVICE.”

B. Computer/Audio Visual Room

The Kumdan Jungang Christian School, Inc. computer / audio visual room is located at the 3rd floor (Building B).

Students are bonafide to hands on the computer with the supervision of their respective teacher in charge on every schedule time given.

Computer Laboratory / AVR Policies

1. Computer Laboratories will be open from 7:00 am to 4:00 pm from Monday to Friday.
2. All Special Classes must be noted / endorse / approved by Asst. Principal / Principal.
3. Silence must be observed in the laboratory at all times.

4. Cleanliness and orderliness in the laboratory must be observed always.
5. Strictly no eating inside the laboratory. PC covers are placed, automatic voltage regulators (AVRs) are turned off and chairs put in their proper places before leaving the laboratory.
6. Vandalism, i.e, writing on the tables and on the PC hardware, will be penalized.
7. Computers are numbered according to seating arrangements. A student must only use the computer assigned to his/her. Each student is responsible for any breakage or losses incurred during the laboratory classes.
8. All computers for repair must be reported immediately. A logbook will be provided for documentation to be filled-up and signed by your teacher. The logbook will be collected at the end of the day and returned in the morning.
9. Printing jobs must be done in the computer area with fee of Php. 3.00 black only.
10. For smooth computing environment, all disk drive must use new CD or scan USB flash disk to avoid virus infection. Students are required to save their work in a folder that will be created in the hard disk or PC assigned to them.

C. Canteen

All bonafide students, faculty members and administrators of the school have the right to avail themselves of the services of the store. Buying outside the school premises is not allowed. Pupils in return should follow proper decorum as follows:

1. Fall in line when buying.
2. Return utensils right after used.
3. Clean the space provided and occupied.

D. Laboratory

Students may use laboratory facilities with the guidance of their teacher in charge. Any instruments borrowed, lost or damage will be the responsibility of each student.

E. Guidance and Counseling

The guidance counselor shall perform with competence and comply with the laws, school policies, standards, rules and regulations that have been or may here after be promulgated.

Students whose studies and personal lives are negatively affected by any form, which are manifested commonly by tardiness, violence, restlessness, irregular attendance, indifference, etc. Could avail themselves of the services of this office for advice and/or enlightenment. This service center is created for the student's welfare.

F. Student Health Services

A Nurse / Clinic In-charge serves as Coordinator of the Student Health Services Center and provides a range of student health services, including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources as needed.

The Student Health Services Center is available at no cost to KJCSI students during regular business hours, with or without an appointment. The Student Health Services Center is located in the 1st floor Building B.

a. Immunizations

KJCSI strongly recommends that students maintain immunizations.

- ❖ **COVID-19** –Philippine Government recommends COVID-19 vaccinations
- ❖ **Flu Vaccine** - preventing the flu, reducing the risk of serious illness, and helping to protect vulnerable populations.

G. Lost and Found

The school assumes no responsibility for any student's belongings. However, the school maintains a "*lost and found*" service to all concerned.

1. Articles that are lost and found in the school are displayed for the owner/s to claim them at the office.
2. Any lost or found by the students must be reported to the office at once.

X. SPEAK ENGLISH POLICY

In an effort to improve communication skills in English, all Grade 4-10 students and teachers are required to speak English inside the classrooms and corridors except when having difficulty in clarifying or explaining a point. This does not apply to subject with Filipino language. For Grade I-III can speak Mother Tongue according to DepEd.

XI. PROMISSORY NOTES

It is a general policy that promissory notes will be allowed under valid emergency circumstances subject to the approval of the Accounting Department. However, it is important to note that promissory notes are promises to pay and may be subjected to legal action once the maker defaults.

XII. CLASSROOM BEHAVIOR

1. Courtesy should always be observed within or outside the campus.
2. Cleanliness and orderliness must be observed at all times. Littering is strictly punishable.
3. Personal necessities should be done before the start of the classes or during recess.
4. Students are not allowed to roam around the room and corridors during class hours.
5. Students are expected to come to school equipped with necessary materials for learning.

6. Regular/punctual attendance in all classes is required of all students.
7. Chairs should be free from scratches and all other major damages.
8. Chewing, eating or drinking during inside the classroom is not allowed.
9. Due attention and respect should be given to the teacher in charge.

XIII. MAINTENANCE STAFF / CARE TAKERS

1. Maintenance staff must be treated with respect and politeness. Any mistreatment to the guard, canteen staff and cleaners is punishable.
2. They are authorized to keep the cleanliness and sanitation of the school.

XIV. POLITENESS

It is mandatory that every student greet all teachers they meet in the classroom, along the hallways, in any where inside and outside the school premises. This is also applies to all visitors.

RULES OF CONDUCT

All students are expected to conduct in gentlemanly or lady like manner on and off campus, abide by the school's policies and rules. Be considerate to others and lead exemplary Christian lives.

Firm, fair and just discipline is the foundation of an effective and efficient institution. Our aims for our student will only be achieved if they manifest obedience to our rules of orderly conduct, exercise self-control, show consideration of the rights of others.

XV. DISCIPLINARY MEASURES AND PENALTIES - Section 1

The school has the right to be protected from any disturbing influences but at the same time the maladjusted student should receive sympathetic and intelligent treatment. Misbehavior or offenses should be dealt with

understanding at all times. Christian charity, coupled with fairness, achieves better results. Corrective measures to be used for disciplinary problems are:

1st offense : verbal warning

2nd offense : written warning

3rd offense : suspension and/or as per teacher's / Principal's discretion

4th offense /: disciplinary probation and/or suspension *final offense*
(see p. 39)

Type A Minor Offences

1. Tardiness in class.
2. Staying in the canteen without permission from the teacher in-charge.
3. Wasting time in the comfort room.
4. Repeated violations of rules in wearing the school uniform and haircut.
5. Eating and chewing bubble gum in class.
6. Frequent neglect of home work, class work and textbook.
7. Non-submission of report cards, student handbook/parent's agreement and other office correspondence on or before deadlines.
8. Violation of library rules.
9. Unnecessary talking, giggling, howling, inattention, eating or any interruption of preceding.
10. Texting, use of cell phones during class hours.

Type B & C Offences

Anti-Bullying

Types of Bullying

1. Physical bullying

- when someone hits, shoves, kicks, spits, or beats up another person
- when someone damages or steals another student's property

2. Verbal bullying

- name-calling, mocking, hurtful teasing
- humiliating or threatening someone
- making people do things they don't want to do

3. Social bullying

- excluding others from the group
- spreading gossip or rumours about others
- making others look foolish
- making sure others do not spend time with a certain student

4. Electronic bullying

- using computer, e-mail, phone or cellular phone text messages to:
- threaten or hurt someone's feelings
- single out, embarrass or make someone look bad
- spread rumours or reveal secrets about someone

COMPLAINT PROCEDURE

1. A student who experience or witnesses a bullying should promptly report immediately to the class adviser or to the teacher.
2. Class Adviser or Teachers who received a complaint or report on bullying is required to make necessary report and action regarding the matters.
3. Action / investigation of the bullying complaint / report shall commence immediately.
4. The Guidance Counselor / Principal of the school is responsible for disciplinary measure and penalties depending on how many times the offense is committed or depending upon the gravity of the offense.

Explanation

First Offence – Verbal Warning

Personalized or ground dialogue with the erring students to make them realize the consequences of their action.

Second Offence – Written Warning

Parents will be notified about the problem of their children.

Third Offence – Last Warning

Students are sent to the guidance office and require to sign an agreement with the parents concerned regarding the possible action that will be given by the school.

Final Offense

Students after signing an agreement and given a final warning will be subjected to suspension, dismissal or denial of privileges depending upon the nature and gravity of the offense done.

Section 2 – Causes for disciplinary action

There are two types of disciplinary sanctions suspension and dismissal that the school may impose to erring students depending upon the degree of offense after giving/serving oral and or verbal warnings. The causes for which students may be subjected to disciplinary action are as follows:

Section 2.A Ground for suspension

The school authorities will determine on the gravity of the offense done. A suspended student will be marked absent in his/her class. Offenses that warrant suspension are the following:

Type B Serious Offences

1. Leaving school premises without official gate pass or permit.
2. Cutting off or skipping classes
3. Habitual tardiness and absences
4. Gross disregard and repetitive violation of rules and regulation.

5. Disrespect and insubordination to school officials, faculty members and non academic employees.
6. Mischievousness that disrupts classes.
7. Fighting that amount to infliction of physical harm.
8. Vandalism, such as tearing off or defacing any library book or magazine, working or drawing on the wall, breaking glass windows and school properties, electrical gadgets, unauthorized removal of notice and posters from the bulletin boards and similar acts.
9. Petty theft or hiding somebody's property for fun.
10. Assault upon administrators, teachers, employees, and students, as well as uttering defamatory or libelous statements against them and displaying of unpleasant sign.
11. Using profane or indecent language.
12. Refusal to accept reprimand or violation report for and offence from the class adviser or any school official.
13. Threatening, intimidating, provoking or coercing any member of the school community.
14. Truancy.
15. Bullying

Section 2.B Ground for Dismissal

The school has the right to dismiss a student on the following serious grounds, which are as follows:

Type C Very Serious Offences

1. Immoral conduct committed with in the school and in appropriate cases, outside the limits of the school premises.
2. Obstruction or disruption of teaching, administrative or any school activity.
3. Disrespect, disobedience, defiance, or abusive misbehavior towards school authorities including refusal or failure.

4. Possession use or bringing in campus or into off campus activities of prohibited drugs, including marijuana and shabu.
5. Stealing.
6. Possession, use or sale of deadly weapon or explosive including fire crackers and fart bomb.
7. Fighting or inflicting injury upon any member of the school community, visitor or guest.
8. Organizing or affiliating with an organization whose objective and/or activities are contrary to the school's philosophy, objectives, policies and rules.
9. Smoking inside and outside the school premises.
10. Gambling in any form within the school premises.
11. Tampering or forging school records and credentials, signature of authorities, parents or guardians.
12. Giving or submitting false fabricated or misleading information or any official record or document submitted to the school administrator.
13. Joining unauthorized fraternities or organizations.
14. Theft or damage to the school property or property owned by any member of the school community.
15. Exhibition and display of any obscene or pornographic magazines or picture within the school community.
16. Absence or more and repeated undesirable behavior.
17. Any other causes analogous to the foregoing as may be deemed appropriate by respective institution.
18. Bullying

XVI. SUSPENSION OF CLASSES IN SPECIAL CASES

1. Announcement by DepEd regional director – as matter of policy, the suspension, cancellation region, division or district shall be announced by

the regional director after consultation with superintendents and local government official.

2. Announcement by the school heads – in cases where condition endanger the lives and safety of pupils, teachers and other personnel, school head in affected areas may use their discretion in suspending classes. School heads are joined to your best judgment in this regard.
3. Announcement of local officials – in extreme cases; such as floods, earthquake, etc., the local chief executive of the particular area and later on, inform the highest school official in the said area.
4. When the rains are heavy, causing flood in the community and in the area of the school, classes in the school affected is automatically suspended.

XVII. STUDENT ACTIVITIES

The school affords excellent opportunities for participation in a well balanced and properly coordinated co-curricular activities program. For better supervision and coordination, the principal is given the overall authority in programming these activities.

A. Extra-curricular activities

Students are required to participate in extra-curricular activities. The activities of different kinds are held regularly throughout the school year, to promote the development of the whole person.

The main objective of Extra-curricular activities is to develop leadership abilities, interpersonal relationship, sense of responsibility, cooperation, generosity among the students, personal discipline, and selfless cooperation for the greater good of the community. It also aims to discover the special talents and potentials of the students.

<i>The following are the list of extra-curricular activities</i>	
Athletics	Basketball and Volleyball
Debates	Elocution, spelling oration and speech
Scouting	Social Drives
Foundation/ Intramurals	Games and competition Quiz Bee

B. Student talent competition (group of students)

Every student is encouraged to participate the competition. The following is a list of subjects to be participated.

Religious	Athletic
Math	Science
English	

C. School Clubs & Organization

1. Student Government

The student Government organization, the core group of the student body has been organized to promote and maintain mutual trust and respect among the members of the Elementary and High School community: between student and teachers, between student and administration, and among students themselves.

2. Environmental Children's Organization (ECO)

ECO is a voluntary group comprising of students and teachers of a school which promotes participation of students in learning about and working towards the sustainability of their environment.

3. English Club

The English club is a student organization for have those intense desire and love for English. To bring awareness of the essential roles played by English to our society and to the world.

4. *ScieMath Club*

The club aims to help students acquire basic knowledge of Science and assist to stimulate and develop students' interests in Mathematics. To develop students' awareness of and concern for scientific issues in personal, social, environmental and technological contexts.

5. *Boy Scouts of the Philippines*

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law. To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.

6. *Girls Scouts of the Philippines*

To help girls and young women realize the ideals of womanhood and prepare themselves for the responsibilities in the home, the nation and the world community. The Filipino girl and young woman who are progressive, dynamic, pro-active, patriotic and God-loving.

7. *FilKas Club*

Ang FilKas club ay itinatag upang mahikayat ang mga mag-aaral na magkaroon ng pagmamahal sa kapwa, sa ating wika at higit sa lahat sa bansang Pilipinas.

8. *KJCSI Band*

This club will train members (bass guitarist, lead guitarist, keyboard player, drummer, percussion player, and a soloist) to play music using acoustic instruments. The sound in this type of instruments is not made louder by electronic amplification thus reproducing the natural sound accurately. The musical pieces are focused on Christian music.

XVIII. GENERAL REGULATIONS

There are certain places where students are not allowed to stay or loiter around the school premises.

OFF-LIMITS

1. *Faculty Room.* A faculty room is a private room for principal and teachers, students are not allowed to enter in this room for no valid reasons. Knock at the door or ask for specific teacher that you need to talk with. He/she will entertain you in any vacant room available.
2. *Medical Clinic.* The clinic is neither a resting nor a hiding place. No student therefore is allowed to stay in unless permitted by the teacher in charge.
3. *Corridors in front of classroom.* Students are not allowed to play or make noise in front of the classroom where classes are going on.
4. Climbing, pulling, throwing of candy wrappers at the window, and picking of plants and flowers are strictly prohibited.

XIX. SAFETY RULES

1. *Know the rules.* All students are required to familiarize themselves with the safety rules of the school to avoid any injury or damage to life and property.
2. *Loitering.* Loitering along corridors or hallways while the classes are going on is prohibited. When classes are not in session students should keep away from laboratories, work rooms or similar places, especially where in flammables are kept, dangerous substances stores, or electrical devises set up and from subject objects that may be dangerous.
3. *Use of stairway.* When walking on stairway or hallways students shall always keep to the right to insure an orderly and easy flow of human traffic. They should not joke or push each other and do any which will harm or tend to cause harm to themselves and to others.
4. In case of emergency such as fire or earthquake, students should have their presence of mind. They should keep away from falling objects or debris and from live electric wires inside the school campus.
5. *Flood and typhoons.* When classes are suspended by order component authorities, students should leave the school only when it safe to do so.

6. *Bus or Car Rides.* When riding or getting off the bus in going and returning from official off-campus activity, all students are required to exercise extreme care to avoid any injury to themselves. They should get on or get off the bus or car only if the vehicles have come to a complete stop and upon the instruction of the driver.
7. *Accident reporting.* In case of serious illness or accident, the teacher should notify the office of the principal or parents if they contacted. The child should be taken immediately to the school clinic for treatment or rushed to the nearest clinic or hospital whenever treatment other than first aid is needed.

XX. GUIDELINES TO PARENTS

“Fathers, don’t make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord.”(Ephesians 6:4)

Kumdan Jungang Christian School Inc. implore full cooperation of parents to generate an excellent teaching-learning atmosphere in school and other to value its objectives for the growth and development of the pupils through the support and observance of the following guidelines:

1. Parents must attend conference when they are called.
2. Parents shall cooperate with the school in the implementation of the actual programs curricular and co-curricular.
3. Parents should be responsible that their children attend classes regularly and arrive in school on time.
4. The school assumes responsibility for the pupils only during school hours and during officially sanctioned activities.
5. Regular follow-up of pupil’s school work is desired and signature on Test papers is required.
6. Aside from the general conferences, individual conference with teachers must be arranged by appointment at principal’s office. The official time for

such conference is normally after classes, unless otherwise announced and posted.

7. For security purposes, the main gate will be locked after the flag ceremony.
8. The proper channel of communication regarding comments, suggestions and complaints is any of the following:
 - Subject Teachers
 - Adviser
 - Principal
9. Classroom problems and complaints about your child's classmates should be settled with the adviser and never directly with the pupil.
10. Schedule of classes are given to students in all levels: morning/afternoon session.
11. Parents, who need to take their children home before dismissal for plausible reason, must come personally.
12. Parents or guardians should get the report cards of their children and to confer with the teachers through the principal on their child's academic deficiency if there is any.
13. No complain of parents or guardians to the effect that they have not been informed about the academic conduct and standing of their child will be entertained by the school at the end of the school year.

XXI. SECURITY MEASURES

A. Entrance and exit

There are two gates facing the street. The main gate is used as entrance and exit. It is also used for delivery of materials. The other gate is another exit. Only students and teachers are allowed to enter the school premises with their ID, other non-school related personnel will not be allowed to come inside without official business or purpose.

B. Withdrawal from Classes

Parents may not withdraw their children from class without any urgent and valid reason or without Off-Campus Pass issued by the principal. In absence of the Principal, the assistant Principal and/or guidance counselor may issue the pass.

Permission to withdraw one's student may be granted for the following reasons:

- a. Sickness
- b. death in the family
- c. funeral or immediate kin (first degree)
- d. court hearing

In case of scheduled test, no make-up test will be administered without any valid reason. Request for early dismissal or permission to leave the campus before the dismissal must be submitted in writing by the parent/guardian at least a day before.

Note:

At any time in the school year. The administration reserves the right to amend or modify any regulations as it may deem necessary for the benefit of the students and the school as a whole.

AUTHORIZED FACSIMILE SIGNATURE

Father

1. _____

2. _____

3. _____

Mother

1. _____

2. _____

3. _____

Guardian

1. _____

2. _____

3. _____

SCHOOL-HOME COMMUNICATION
EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

SCHOOL-HOME COMMUNICATION
EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

SCHOOL-HOME COMMUNICATION
EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

SCHOOL-HOME COMMUNICATION
EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

EXCUSE SLIP

Date: _____

Please excuse my daughter / son
_____ for not attending

his/her class(es) because of the following reason(s):

Parent's / Guardian's Signature

APPROVED:

☐ Excused ☐ Unexcused

Class Adviser Signature

***SCHOOL-HOME COMMUNICATION
TARDINESS SLIP***

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

TARDINESS SLIP

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

***SCHOOL-HOME COMMUNICATION
TARDINESS SLIP***

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

TARDINESS SLIP

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

***SCHOOL-HOME COMMUNICATION
TARDINESS SLIP***

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

TARDINESS SLIP

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

***SCHOOL-HOME COMMUNICATION
TARDINESS SLIP***

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

TARDINESS SLIP

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

***SCHOOL-HOME COMMUNICATION
TARDINESS SLIP***

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

TARDINESS SLIP

Date: _____

Name: _____

Grade & Section: _____

Reason: _____

APPROVED:

☐ Excused ☐ Unexcused

Parent's / Guardian's Signature

Class Adviser/Discipline Coord. Signature

Kumdan Jungang Christian School, Inc.
CALL SLIP FOR PARENTS

Date: _____

Dear Mr./Mrs. _____,

Kindly see me in school regarding your daughter/son:

Name: _____

Grade and Section _____

for the following reason:

_____ Behavior _____ Absences

_____ Tardiness _____ Grades/academic performances

_____ Other's specify _____

On _____, 20__ at _____ AM/PM.

Teacher/Adviser

REPLY SLIP

Please check one

_____ I can come on the stated date and time

_____ May I come instead on _____, 20__
at _____ AM/PM.

Parent's signature over printed name

Kumdan Jungang Christian School Inc.
CALL SLIP FOR PARENTS

Date: _____

Dear Mr./Mrs. _____,

Kindly see me in school regarding your daughter/son:

Name: _____

Grade and Section _____

for the following reason:

_____ Behavior _____ Absences

_____ Tardiness _____ Grades/academic performances

_____ Other's specify _____

On _____, 20__ at _____ AM/PM.

Teacher/Adviser

REPLY SLIP

Please check one

_____ I can come on the stated date and time

_____ May I come instead on _____, 20__
at _____ AM/PM.

Parent's signature over printed name

Kumdan Jungang Christian School Inc.
CALL SLIP FOR PARENTS

Date: _____

Dear Mr./Mrs. _____,

Kindly see me in school regarding your daughter/son:

Name: _____

Grade and Section _____

for the following reason:

_____ Behavior _____ Absences

_____ Tardiness _____ Grades/academic performances

_____ Other's specify _____

On _____, 20__ at _____ AM/PM.

Teacher/Adviser

REPLY SLIP

Please check one

_____ I can come on the stated date and time

_____ May I come instead on _____, 20__
at _____ AM/PM.

Parent's signature over printed name

Kumdan Jungang Christian School Inc.
CALL SLIP FOR PARENTS

Date: _____

Dear Mr./Mrs. _____,

Kindly see me in school regarding your daughter/son:

Name: _____

Grade and Section _____

for the following reason:

_____ Behavior _____ Absences

_____ Tardiness _____ Grades/academic performances

_____ Other's specify _____

On _____, 20__ at _____ AM/PM.

Teacher/Adviser

REPLY SLIP

Please check one

_____ I can come on the stated date and time

_____ May I come instead on _____, 20__
at _____ AM/PM.

Parent's signature over printed name

Kumdan Jungang Christian School Inc.
APPOINTMENT SLIP

Date: _____

Dear Mr./Ms./Mrs.: _____

I would like to set an appointment regarding my son/daughter/
others: _____

Name of Students: _____

Grade & Section: _____

Reason: _____

On _____ at _____ AM/PM

Person requesting the appointment: _____

Print name & Signature

REPLY SLIP

Please check one

_____ Yes, I'm available

_____ SORRY I'm not available but come instead

on _____ at _____ AM/PM.

Print name & Signature

Print name & Signature

Kumdan Jungang Christian School Inc.
APPOINTMENT SLIP

Date: _____

Dear Mr./Ms./Mrs.: _____

I would like to set an appointment regarding my son/daughter/
others: _____

Name of Students: _____

Grade & Section: _____

Reason: _____

On _____ at _____ AM/PM

Person requesting the appointment: _____

Print name & Signature

REPLY SLIP

Please check one

_____ Yes, I'm available

_____ SORRY I'm not available but come instead

on _____ at _____ AM/PM.

Print name & Signature

Print name & Signature

Kumdan Jungang Christian School Inc.
APPOINTMENT SLIP

Date: _____

Dear Mr./Ms./Mrs.: _____

I would like to set an appointment regarding my son/daughter/
others: _____

Name of Students: _____

Grade & Section: _____

Reason: _____

On _____ at _____ AM/PM

Person requesting the appointment: _____

Print name & Signature

REPLY SLIP

Please check one

_____ Yes, I'm available

_____ SORRY I'm not available but come instead

on _____ at _____ AM/PM.

Print name & Signature

Print name & Signature

Kumdan Jungang Christian School Inc.
APPOINTMENT SLIP

Date: _____

Dear Mr./Ms./Mrs.: _____

I would like to set an appointment regarding my son/daughter/
others: _____

Name of Students: _____

Grade & Section: _____

Reason: _____

On _____ at _____ AM/PM

Person requesting the appointment: _____

Print name & Signature

REPLY SLIP

Please check one

_____ Yes, I'm available

_____ SORRY I'm not available but come instead

on _____ at _____ AM/PM.

Print name & Signature

Print name & Signature

Kumdan Jungang Christian School Inc.
APPOINTMENT SLIP

Date: _____

Dear Mr./Ms./Mrs.: _____

I would like to set an appointment regarding my son/daughter/
others: _____

Name of Students: _____

Grade & Section: _____

Reason: _____

On _____ at _____ AM/PM

Person requesting the appointment: _____

Print name & Signature

REPLY SLIP

Please check one

_____ Yes, I'm available

_____ SORRY I'm not available but come instead

on _____ at _____ AM/PM.

Print name & Signature

Print name & Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

Date _____

To: _____

[illegible]

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature

Letter/Notes/Reminders

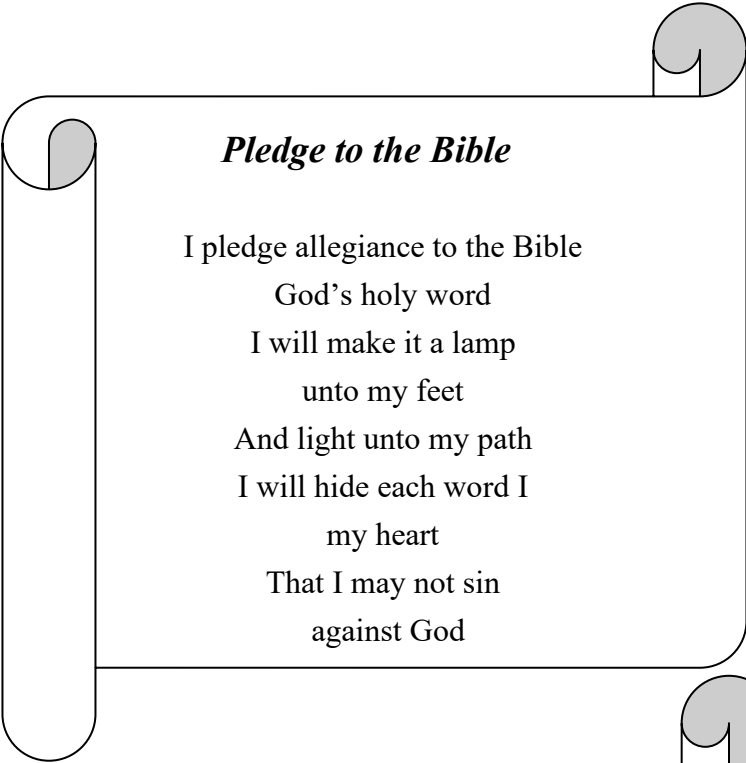
Date _____

To: _____

[illegible]

*Class Adviser's/Subject
Teacher's Signature*

Parent's/Guardian's Signature



Pledge to the Bible

I pledge allegiance to the Bible
God's holy word
I will make it a lamp
unto my feet
And light unto my path
I will hide each word I
my heart
That I may not sin
against God



Pledge to the Christian Flag

I pledge allegiance to the
Christian Flag
And to the Savior for where
Kingdom stand
One Savior, crucified, risen
and coming again
With life and liberty
for all who believes



AGREEMENT FORM

I, _____,
(*name of student*)

do agree with the rules and regulations written in this manual.

Signature: _____

Grade & Section: _____

Date: _____

I, _____,
(*parent/guardian*)

do agree with the rules and regulations written in this manual.

Signature: _____

Date: _____

Address: _____

Contact Number: _____



LUPANG HINIRANG

Bayang magiliw
Perlas ng Silanganan
Alab ng puso
Sa dibdib mo'y buhay
Lupang hinirang
Duyan ka ng magiting
Sa manlulupig
Di ka pasisiil.

Sa dagat at bundok
Sa simoy at sa langit
mong bughaw
May dilag ang tula
At awit sa paglayang
minamahal.

Ang kislap ng watawat
mo'y
Tagumpay na
nagniningning
Ang bituin at araw niya
Kailan pa ma'y di
magdidilim.

PANATANG MAKABAYAN

Iniibig ko ang Pilipinas
Aking lupang sinilangan
Tahanan ng aking lahi
Kinukupkop ako at
tinutulungang
maging malakas,masipag
at marangal
Dahil mahal ko ang
Pilipinas

Diringgin ko ang payo ng
aking
mga magulang
Susundin ko ang tuntunin
ng paaralan.
Tutuparin ko ang
tungkulin
ng mamamayang
makabayan;

Naglilingkod, nag-aaral
at
nagdarasal nang buong

KJCSI HYMN

*Kumdan Jungang Christian School Mabuhay ka
Kumdan Jungang Christian School
Kami'y Magpupugay*

*Pangarap ko Sayo'y Makakamtan
Ikaw ang Aking Sandigan
Paaralan ng Diyos na Nagbibigay Gabay
Karamay Kabaliklat Patungo sa Tagumpay*

*Kumdan Jungang Christian School
Kumdan Jungang Christian School
Kumdan Jungang Christian School
Kumdan Jungang Christian School*

*Composer: Edward Paul L. Bico
Anthony J. Almodal
Song by: Anthony J. Almodal*

Kumdan Jungang Christian School, Inc.

Email Address: bccsi2002@yahoo.com & kjcsi2017@yahoo.com

Facebook Page: Kumdan Jungang Christian School Inc. - Formerly: BCCSI

Website: <http://bccsi2002.wix.com/kjcsi>