

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

Pre-school Student Handbook

Revised 2025

Name :		
Address:		
Level:	Section:	

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 the authorities, not only because of possible punishment but also because of conscience."

Romans 13:5

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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 established 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. Teasurer) 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 an other 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 comport 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 GOALS

- 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/her to be a model Filipino in his chosen profession.

II. ACADEMIC POLICIES

- A. Registration and Administration Registration Procedures and Requirements
- 1. Pre-school applicants
 - 4 Kinder 1
 - 5 Kinder 2

2. Old Students

Present the following:

- > Report card (SF9)
- ➤ 2 copies 2 x 2 ID colored pictures for issuance of application card and registration forms.

3. New Students (Filipino Citizen)

- > 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

4. Transferees

A. Filipino Citizen Studying in the Philippines

- 1. Submit to the registrar's office the following requirements.
 - Report card (SF9)
 - ➤ Photocopy (Colored) of PSA birth certificate.
 - Photocopy of Certification of Completion (for Kinder 2)
 - Good Moral Character
 - > ECCD Checklist (Upon Request)
 - Medical Certificate (those with medical conditions)

- ➤ 2 recent copies of colored ID picture (2 x 2)
- ➤ 1 Long Brown Envelop w/plastic envelop
- 2. Proceed to the cashier to pay tuition fee, books and uniforms.

B. Enrollees with dual citizenship

- a. New student:
 - i. Approval of Dual Citizenship
 - ii. Filipino Passport (Photocopy but must present original)
 - iii. Foreign Passport (Photocopy but must present original)
 - iv. Photocopy (Colored) of Birth Certificate from PSA
 - v. Medical Certificate (those with medical conditions)
 - vi. 2 recent copies of colored ID picture (2 x 2)
 - vii. 1 Long Brown Envelop w/plastic envelop

b. Transferee:

- i. Approval of Dual Citizenship
- ii. Filipino Passport (Photocopy but must present original)
- iii. Foreign Passport (Photocopy but must present original)
- iv. Report card (SF9)
- v. Photocopy (Colored) of PSA birth certificate.
- vi. Photocopy of Certification of Completion (for Kinder 2)
- vii. Good Moral Character
- viii. ECCD Checklist (Upon Request)

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

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

III. 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 withdraws 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.)
- 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/ECCD 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/ECCD 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 and must be observed all times, in the library, corridors, classroom, hallways and during class hours. Student 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 orderliness and cleanliness in the classrooms, canteen and the entire school.
- 3. Avoid roaming around during class period. If possible, use comfort rooms during break periods only.
- 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 posture 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 are recorders, VCD/DVD players 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. Student who wish to stay in the campus after class hour for practices in various activities are allowed provided that they must secure permit from their adviser and from 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 and the like.
- 17. Borrowing of school properties such as laboratory apparatus, tape recorders, tapes, 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

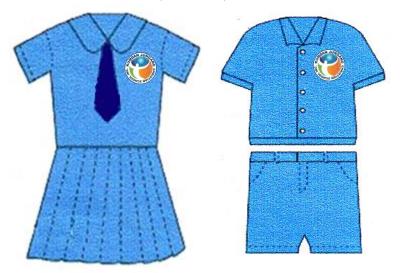
1. Pre School Department

- a. GIRLS School prescribed sky blue collared dress with logo on the left, black leather shoes and white socks.
- b. BOYS Sky blue short, sky blue polo with KJCSI logo.
- c. P.E. (boys & girls) White P.E. T-shirt with KJCSI logo and dark green jogging pants with 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 PRE-SCHOOLERS (SKETCH)



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

C. ATTENDANCE

Attendance in school is usually reflected in pupil's grades and achievements. There are times when absence is necessary because of illness, home problems, etc. These we give considerations.

1. Absences

- a. Pupils are strictly required to attend classes regularly. Any absence or truancy will necessitate a letter of excuse. In case of illness for more than 2 days; a medical certificate must be submitted.
- b. A letter from the parent or guardian explaining the pupil's absence must be presented to the teacher before she can be allowed to attend the class.
- c. Students with excused absences will be given special tests that they have missed for major exams only.

2. 5 times late will be equivalent to one (1) day absent

IV. ACADEMIC AFFAIRS

1. Grading System for Pre-school

Enclosure to Deped Order No. 47 S. 2016, Omnibus Policy in Kindergarten Education.

1. Rating Scale for Pre-school

For Pre-school, checklist and books are used to keep track of and record learners competencies such as knowledge, understanding, skills, attitudes and behaviors while the children are learning instead of numerical grade.

Rating Scale

Rating	Indicators
Beginning (B)	Rarely demonstrates the expected
	competency
	Rarely participates in class activities and/or
	initiates independent works
	Shows interest in doing tasks but need
	close supervision
Developing (D)	Sometimes demonstrates the competency
	Sometimes participates, minimal
	supervision
	Progresses continuously in doing assigned
	tasks
Consistent (C)	Always demonstrate the expected
	competency
	Always participates in the different
	activities, works independently
	Always performs tasks, advanced in some
	aspects

a) There are four (4) grading periods

2. Daily Work and Examination (complaints)

- a) Any complaint on the rating 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) Checklist and books are used in the pre-school
- 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 pupils are required to obtained 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 a head before the examination.
 - 4.3 The examination permit should be presented to the teacher.
 - 4.4 The modification or complete change of the test question for the special examination at the discretion of the subject teacher.

- 4.5 Any pupil 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 certification from various offices such as the principal and accounting office. 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 by 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 (DepEd Order No. 36, s. 2016)

a. Performance Awards for Pre school

Learner in Pre-school should be recognized for their most evident and most prominent abilities. They can also be recognized for showing significant improvement in a specific area. Since Pre-school learners have no numerical grades, they will recognize outstanding achievement of learner based on the different domains and/or learning competencies of kindergarten curriculum at the end of every quarter.

b. Character Traits for Pre-school
These awards are given to younger learners to affirm their
positive traits and attitudes or to recognize significant
improvement in their behavior.

7. Tutorials

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

- 7.1 The policy of the school regarding tutoring is not compulsory.
- 7.2 All arrangements for tutoring should pass through the Registrar 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 need 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. Moving-up Ceremony Requirements

Every Kindergarten student completers is required to attend the moving-up ceremony scheduled by the school, unless excused for valid reason by the president/principal.

10. Summer Classes

A pupil is required to attend summer classes through the recommendation of her teacher and the principal.

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".

V. 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.

VI. 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.

VII. 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.

VIII. 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.

The KJCSI library is fully air-conditioned. 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 system 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 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 books is required. It must be replaced within a week from the date student reported the loss or damage.
- 7. Students can barrow two circulation books for one week. Then can barrow 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 room is located at the third floor (Building B).

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 A.

a. Immunizations

KJCSI strongly recommends that students maintain current 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.

IX. SPEAK ENGLISH POLICY

Preschool is not covered of this policy because they can speak Mother Tongue according to DepEd.

X. 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.

XI. 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 the 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 class hour is not allowed.
- 9. Due attention and respect should be given to the teacher in charge.

XII. MAINTENANCE STAFF / CARE TAKERS

Maintenance staff must be treated with respect and politeness. Any mistreatment to the guard, canteen staff and cleaners is punishable.

1. They are authorized to keep the cleanliness and sanitation of the school.

XIII. 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 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 be only be achieved if they manifest obedience to our rules of orderly conduct, exercise self-control, show consideration of the rights of others.

XIV. DISCIPLINARY MEASURES AND PENALTIES - Section 1

The school has the right to protect from 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

 2^{nd} offense: written warning 3^{rd} offense: suspension and/or as per teacher's discretion

4th offense /: disciplinary probation and/or suspension

final offense (see page 34)

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 received a complaint or report on bullying is required to make necessary 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 disciplinary measure and penalties depending on how many times committed the offence or depending upon the gravity of the offence.

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 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 or 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 committees 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 frat bomb.
- 7. Fighting or inflicting injury upon any member of the school community, visitor 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 in 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

XV. 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.

XVI. 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 following are the list of extra-curricular activities	
Athletics	Games and competition
Scouting	Elocution, spelling oration and speech
Foundation	
Intramurals	

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	Science
English	Math

XVII. 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, student 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.

XVIII. 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.

XIX. 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 shall cooperate with the school in the implementation of the actual programs curricular and co-curricular.
- 2. Parents should be responsible that their children attend classes regularly and arrive in school on time.
- 3. The school assumes responsibility for the pupils only during school hours and during officially sanctioned activities.
- 4. Regular follow-up of pupil's school work is desired and signature on Test papers is required.
- 5. 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.
- 6. For security purposes, the main gate will be locked after the flag ceremony.
- 7. The proper channel of communication regarding comments, suggestions and complaints is any of the following:
 - Subject Teachers
 - > Adviser
 - > Principal
- 8. Classroom problems and complaints about your child's classmates should be settled with the adviser and never directly with the pupil.
- 9. Schedule of classes are given to students in all levels: morning/afternoon session.
- 10. Parents, who need to take their children home before dismissal for plausible reason, must come personally.
- 11. Parents or guardians should personally 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.
- 12. 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.

XX. 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. Leaving the school premises

No pupil is allowed to leave the school premises during class hours unless otherwise authorized. They should secure a permit or gate pass from the principal's office.

Note:

At any time in the school year. The administration reserves the right 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.	
Mother	
1.	
2.	
Guardia	n
1.	
2.	

Date:						
Pl	lease	excuse	my	daughter	/	son
					fo	r not
attendin	g his/he	er class(es) be	cause of	the following	reason(s	s):
				t's / Guardian	's Signo	ature
APPRO		Unexcused	Cl	ass Adviser Si	gnature	
		EXC	CUSE S	LIP		
Date:						
Pl	lease	excuse	my	daughter		son or not
attendin	g his/he	er class(es) be	cause of	the following		
			Paren	t's / Guardian	's Signo	ature
APPRO		Unexcused				
	_	_	Cl	ass Adviser Si	gnature	

Date	:					
	Please	excuse	my	daughter	/	son
					fo	r not
atten	ding his/he	er class(es) be	cause of	the following i	reason(s	s):
	PROVED:		Paren	t's / Guardian	's Signo	 ature
LJ*	zacuseu _		Cl	ass Adviser Sig	gnature	
Date	:	EXC	CUSE S.	LIP		
	Please	excuse	my	daughter		son or not
atten	ding his/he	er class(es) be	cause of	the following 1		
	PROVED:	Unexcused		t's / Guardian		ature
			C1	ass Adviser Si	gnature	

Date:			
Please excuse	my	daughter	
attending his/her class(es) bec	cause of	the following 1	for not reason(s):
APPROVED:	Paren	t's / Guardian	's Signature
Excused Unexcused	Class Adviser Signature		
EXC Date:	USE S	LIP	
Please excuse	my	daughter	/ son
attending his/her class(es) bec	cause of	the following 1	reason(s):
APPROVED:	Paren	t's / Guardian	's Signature
Excused Unexcused	Cl	ass Adviser Sig	gnature

Date	:					
	Please	excuse	my	daughter	/	son
					fo	r not
atten	ding his/he	er class(es) bed	cause of	the following	reason(s	s):
API	PROVED:		Paren	t's / Guardian	's Signe	ature
		Unexcused				
			Class Adviser Signature			
Date	:	<i>EXC</i>	USE S	LIP		
	Please	excuse	my	daughter		son r not
atten	ding his/he	er class(es) bed	cause of	the following	reason(s	s):
				t's / Guardian	's Signa	— ature
	PROVED: Excused [Unexcused	C1	ass Adviser Si	gnature	

Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: ☐Excused ☐Unexcused
Parent's / Guardian's Signature	Class Adviser/Discipline Coor. Signature
	NESS SLIP
Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: ExcusedUnexcused

Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: □Excused □Unexcused
Parent's / Guardian's Signature	Class Adviser/Discipline Coor. Signature
TARDI Date:	NESS SLIP
Grade & Section:	
Reason:	
	APPROVED: ☐Excused ☐Unexcused
	Class Adviser/Discipline Coor Signature

Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: □Excused □Unexcused
Parent's / Guardian's Signature	Class Adviser/Discipline Coor. Signature
TARDI Date:	NESS SLIP
Grade & Section:	
Reason:	
	APPROVED: ☐Excused ☐Unexcused
	Class Adviser/Discipline Coor Signature

Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: ☐Excused ☐Unexcused
Parent's / Guardian's Signature	Class Adviser/Discipline Coor. Signatu
	NESS SLIP
Date:	
Name:	
Grade & Section:	
Reason:	
	APPROVED: ☐Excused ☐Unexcused
Parent's / Guardian's Signature	Class Adviser/Discipline Coor. Signature

	Date:
Dear Mr./Mrs.	
Kindly see me in	n school regarding your child's
	Level and Section for
the following reason:	
Behavior	Absences
Tardiness	Grades/academic performances
Other's specify	
On	, 20 at AM/PM.
Teacher/Adviser	
RI Please check one	EPLY SLIP
I can come on the	stated date and time
May I come instea	nd on, 20 at
	AM/PM.
Parent's signature over t	

	Date:
Dear Mr./Mrs.	
Kindly see me in	n school regarding your child's
	Level and Section for
the following reason:	
Behavior	Absences
Tardiness	Grades/academic performances
Other's specify	
On	, 20 at AM/PM.
Teacher/Adviser	
RI Please check one	EPLY SLIP
I can come on the	stated date and time
May I come instea	nd on, 20 at
	AM/PM.
Parent's signature over t	

Date	
in school regarding	your child's
Level and Section	for
Absences	
Grades/academic 1	performances
REPLY SLIP	
e stated date and time	
ead on	_, 20 at
AM/PM.	
	in school regarding Level and Section Absences Grades/academic p, 20 at REPLY SLIP ae stated date and time ead on AM/PM.

	Date:
Dear Mr./Mrs.	
Kindly see me	in school regarding your child's
	Level and Section for
the following reason:	
Behavior	Absences
Tardiness	Grades/academic performances
Other's specify	
	_, 20 at AM/PM.
Teacher/Adviser	
Please check one	REPLY SLIP
I can come on the	ne stated date and time
May I come inst	ead on, 20 at
	AM/PM.
Parent's signature over	r printed name

	Date:
Dear Mr./Mrs.	,
Kindly see me	in school regarding your child's
	Level and Section for
the following reason:	
Behavior	Absences
Tardiness	Grades/academic performances
Other's specify	
	_, 20 at AM/PM.
Teacher/Adviser	
Please check one	REPLY SLIP
I can come on the	e stated date and time
May I come inst	ead on, 20 at
	AM/PM.
Parent's signature over	

		Date:	
Dear Mr./Ms./Mrs.:			
I would like	to set a	an appointment	regarding my
son/daughter/others:			
Name of Students:			
Grade & Section:			
Reason:			
On		at	AM/PM
Person requesting the appo	ointment:		
		Print name & S	Signature
	REPLY	SLIP	
Please check one			
Yes, I'm av	ailable		
SORRY I'n	ı not availal	ole but come instea	ad
on		at	AM/PM.
Print name & Sign	ature	Print name	e & Signature

	Date:	
Dear Mr./Ms./Mrs.:		
I would like to set	an appointment	regarding my
son/daughter/others:		
Name of Students:		
Grade & Section:		
Reason:		
On		
Person requesting the appointment: _	Print name & S	Signature
REPLY	SLIP	
Please check one		
Yes, I'm available		
SORRY I'm not availa	ble but come instea	ad
on	at	AM/PM.
Print name & Signature	Print name	e & Signature

	Date:	
Dear Mr./Ms./Mrs.:		
I would like to set a	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 availab	ole but come inste	ead
on	at	AM/PM.
Print name & Signature	Print nam	ne & Signature

	Date:	
Dear Mr./Ms./Mrs.:		
I would like to se	t an appointmen	t regarding my
son/daughter/others:		
Name of Students:		
Grade & Section:		· · · · · · · · · · · · · · · · · · ·
Reason:		
On	at	AM/PM
Person requesting the appointmen	t:	
	Print name &	Signature
REA Please check one	PLY SLIP	
Yes, I'm available		
SORRY I'm not av	ailable but come inst	tead
on	at	AM/PM.
Print name & Signature	 Print na	me & Signature

	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 &	Signatura
	Frini name &	Signature
REPL:	Y SLIP	
Yes, I'm available		
SORRY I'm not availa	able but come inste	ead
on	at	AM/PM.
Print name & Signature	Print nan	ne & Signature

	Date	
Го:		
Class Adviser's/Subject Teacher's Signature	Parent's/Guardian's Signature	

	Date	
Го:		
Class Adviser's/Subject Teacher's Signature	Parent's/Guardian's Signature	

	Date
Го:	
Class Adviser's/Subject Teacher's Signature	Parent's/Guardian's Signature

	Date
To:	
Class Adviser's/Subject Teacher's Signature	Parent's/Guardian's Signature

	Date
o:	
Class Adviser's/Subject Teacher's Signature	Parent's/Guardian's Signatur

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,		,
(p	arent/guardian)	
of_		
(n	name of student)	
	level & section)	
do agree with the rules a	and regulations written in this ma	nual.
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.

Lupa ng araw, ng luwalhati't pagsinta Buhay ay langit sa piling mo Aming ligaya na pag may mang-aapi Ang mamatay ng dahil sa iyo.

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 katapatan.

Iaalay ko ang aking buhay, pangarap, At pagsisikap sa bansang Pilipinas.

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 Kabalikat 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 Account: Kumdan Jungang Christian School Inc.—Formerly: BCCSI