



STUDENT HANDBOOK

TABLE OF CONTENTS

| | |
|--|-------|
| UCA VISION, BRIEF HISTORY..... | 3 |
| SCHOOL AIMS AND OBJECTIVES, STATEMENT OF CORE VALUES | 4 |
| STUDENT LEARNING OUTCOMES | 5 |
| GENERAL ADMISSION | 6-7 |
| STUDENT ACCOUNTS | 8-9 |
| SCHOOL MANAGEMENT | 10 |
| ACADEMICS | 11-14 |
| STUDENT CODE OF CONDUCT | 15-16 |
| STUDENT DUTIES AND RESPONSIBILITIES | 17-20 |
| STUDENT DISCIPLINE | 21-23 |
| ACADEMIC INTEGRITY POLICY | 24-25 |
| ATTENDANCE AND TRUANCY POLICY | 26-28 |
| INTERNET SAFETY & NETIQUETTE | 29 |
| SCHOOL SERVICES AND FACILITIES | 30 |
| SCHOOL AGREEMENTS | 31-43 |



UCA VISION

United Christian Academy's vision is to be a quality Christian school committed to molding its students towards academic and spiritual excellence. It employs a student-centered educational approach focused on making education a joyful, creative and motivating experience for students, teachers and parents. The school shall provide students with an environment that approximates the real world, acquiring practical skills and adjusting to social demands while upholding the Christian values of love, obedience, discipline, hard work, unity and concern for others. The school aims to produce students who are well-integrated personalities, with strong academic foundation balanced with sensitivity and concern for their fellowmen. They shall go through life fired with Christian love and imbued with practical wisdom that shall make them useful citizens and leaders of society.

BRIEF HISTORY

The school first came into being from a vision revealed by the Lord to Rev. Dr. William G. Sy, the incumbent founding President. These visions identical to each other came to him three times in succession in one sitting. On a morning of February 1992, he saw magnificent colorful broken glasses in glittering disarray coming from four directions flying all over and zooming in. Then, they arranged themselves on the table taking the form of textbooks of different colors, design and sizes stacked either lying down or standing right side up. Becoming excited, Dr. Sy at first took it to mean as establishing a Bible School. After having shared it with the congregation, he started organizing a teaching staff of formally trained Pastors to train laymen into the ministry. For two terms, the training center had lasted; the first one in 1992 followed by the second and last batch in 1994. Since then, until the earlier part of 1997, the Bible school did not come to fruition. It was only sometime in March 1997 that a definite revelation from God became clearer to him that God was bidding him to establish an academic school.

With renewed excitement, Dr. Sy shared it again with the congregation on April 27, 1997. He put up the first seed of faith of One Hundred Thousand Pesos (Php 100,000.00) on May 25 of the same year. Alongside it, he started engaging professional services of the people concerned from the Consultant to the Principal down to the entire teaching staff of ten faculty members.



SCHOOL AIMS AND OBJECTIVES

1. To instill love for Christ and for the Christian Church and do all things for His glory.
2. To guide the students in the development of scripturally approved goals and values.
3. To possess both Scriptural and personal knowledge of Christ who is the Word (Logos). He is God's supreme, general communication of Himself to man.
4. To develop a personal relationship with God and to be attuned to the Divine mind.
5. To realize that rational mind with a microcosmic mind in the image of God. He is God's most important creature. To know that subject matter in the physical sciences attempt to explain the universe, which God created for thought and problem solving.
6. To present Christian Theism and Christian faith in Christ as an imperative.
7. To present the plan of salvation through faith in Christ as an imperative.
8. To understand that sanctification is the moral goal to man. The moral standard is love not indifferent but unselfish benevolence.
9. To recognize the Holy Spirit as the agent of God's revelation to men and as the agent by which man reacts to God's personal revelation.
10. To develop the pupils and students intellectually, physically, morally, socially, spiritually and creatively.
11. To develop responsible citizens dedicated to the common good of their church, community, state & world.
12. To develop the knowledge, skills and attitudes necessary to be economically efficient as consumers and producers.
13. To develop love and respect for the members of the family and revere Christ as the head.
14. To develop and practice health awareness.
15. To develop vocational skills that will help make morality possible.
16. To acquire and practice Christian values.

STATEMENT OF CORE VALUES

United Christian Academy affirms the following core values:

1. The Scripture (Bible) is the inspired Word of God and is taught as truth.
2. Pupils/students are unique children of God with individual abilities, talents, and gifts.
3. The home, school, church and community are partners in the education and the holistic development of the child.
4. Educators (administrators, faculty, staff and volunteers) model Christ in leading, teaching, and serving.
5. All pupils/students can achieve and are held to high academic, ethical, spiritual values, moral standards and personal discipline
6. The culture of excellence and professional and ethical standards are upheld by school personnel and volunteers.
7. The integration of faith and learning is maintained in all academic and extra-curricular disciplines.
8. The main (curriculum) and secondary (supporting) programs are innovative and inspiring.
9. The school environment is safe, disciplined and conducive to learning.
10. The school strives to develop future leaders in various disciplines.
11. The school community demonstrates the fruit of the Spirit which is love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control in all norms.



STUDENT LEARNING OUTCOMES

Graduates of United Christian Academy will demonstrate the following criteria:

Academic Excellence

1. Be equipped for success in higher education or vocational endeavors.
2. Be disciplined and meticulous in completing all tasks and assignments.
3. Be proficient in language arts and mathematics; able to decode, analyze, and comprehend.
4. Have a basic understanding of life, earth, and physical sciences.
5. Have a knowledge and understanding of people, events and movements in history.
6. Be competent in research and analysis and in the use of current technology.
7. Be able to approach all areas of study with an open mind.

Spiritual Maturity

1. Be rooted in the Christian faith, knowledgeable of God's love, mercy and grace.
2. Be biblically literate, able to apply God's word in everyday life.
3. Be globally sensitive with a Christian worldview.
4. Be responsible stewards, caring for the Earth and generously sharing of self and substance.
5. Be the salt and the light of this world for Jesus in everyday life, modeling Christ in words and in deeds.

Personal Character

1. Be committed to values of justice, peace, honesty, integrity, and caring.
2. Be respectful of and peace with all people including their boundaries.
3. Be well-mannered, composed, and polite.
4. Possess a moral conscience.



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 nang 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 nananalangin
nang buong katapatan.
laalay ko ang aking buhay,
pangarap, pagsisikap
sa bansang Pilipinas

PLEDGE ALLEGIANCE TO THE BIBLE

I pledge allegiance to the Bible,
God's holy word,
I will make it a lamp unto my feet
And a light unto my path,
And will hide its words in my heart,
So I might not sin against God.

PLEDGE ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag,
And to the Savior, for whose Kingdom it stands,
One Savior, crucified, risen and coming again,
With life and liberty for all who believe.



GENERAL ADMISSIONS & REQUIREMENTS

A. Admission Requirements

1. Age Requirements

- Pre-Nursery - Required age should be three (3) years old by August 31 of every calendar year.
- Nursery - Required age should be four (4) years old by August 31 of every calendar year.
- Kindergarten - Required age should be five (5) years old. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the Philippine Early Childhood Development (ECD) Checklist must be administered to the learner prior to the start of the opening of school year, to ensure that the learner is capable of meeting the expectation of the grade level.
(DepEd Order No. 020 s. 2018, Omnibus Policy on Kindergarten)
- Grade One - Learners who completed Kindergarten can enroll in Grade 1 provided that the required age should be six (6) years old by August 31 of every calendar year they will enroll in.

2. Name Requirement

Students should be enrolled only under their true names, or those names appearing in their PSA birth certificate or, for foreign students, their alien certificate of registration. No aliases are allowed unless their use has been judicially approved.

Illegitimate children shall use the surname of their mother and have no right to use their fathers' surname unless the latter acquiesced in the use thereof or were duly acknowledged by him/her as his/her illegitimate children or unless they were adopted by their father.

** Stated with remarks of updated surname appearing in their PSA birth certificate*

3. Enrollment Contract

The enrollment of pupils or students in every private school shall be conducted during the registration days indicated on the approved calendar and the pertinent procedures of the school, and subject to the following rules;

- a. When a student registers in a school, it is understood that he is enrolling for the entire school year for pre-elementary, elementary and secondary courses;
- b. Aside from the specified registration period, a pupil or student may enroll and be admitted in accordance with the reasonable rules of the school for late enrollment.
- c. No pupil or student shall be officially enrolled unless he presents the proper school credentials on or before the end of the enrollment period for the school term namely:
 - Duly accomplished Application Form
 - Pays the Assessment Test Fee of Php 300.00 for New Students and/or upon Early Enrolment Fee* for Old Students (*deductible from tuition fee but not refundable)
 - Student's Report Card (Form 138 or SF9) and Permanent Record (Form 137 or SF10) for Elementary & Secondary
 - Certificate of Good Moral Character



- PSA Birth Certificate
- Baptismal Certificate
- Medical Health Record (Latest)
- Three (3) pieces 2"x2" latest colored picture in white background
- Letter of Recommendation (optional)
- ESC student number (for Government Scholars)
- Learner's Resource Number (LRN)

Additional Requirements for Foreign Student

- Present Original Passport with photocopy
- Present Original Alien Certificate of Registration (ACR) with photocopy
- Student's Visa

Note: Original copies of all photocopied documents submitted should be presented for authentication.

- d. A pupil or student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials, has made an initial payment of his school fees which has been accepted by the school, and has been authorized to attend classes in the school.

4. Provisional Enrollment

Upon complete submission of the documentary requirements, the learner shall be tagged as officially enrolled in the LIS. Otherwise, the learners retain the status of temporarily enrolled. Learners will be given until August 31st of the school year they will enroll in to produce and submit the required documents; the learner cannot be officially promoted to a higher-grade level, and the learner cannot officially graduate from the school. The learner will not be recognized should he/she attain the qualifying average and other criteria for academic honors, and the receiving school shall not release official documents such as the SF9, SF10, Certificate of Completion, Diploma, etc. (DepEd Order No. 03, S. 2018)

5. Withdrawals

If a parent wants to withdraw their student from UCA, they should contact the registrar to begin the withdrawal process. The registrar will work with the family and possibly refer them to the school head to speak with before withdrawing. Once the withdrawal has been confirmed with the parent, the UCA office will email a form and other documents (statement of account) to the parent's personal email address to be completed, returned and paid in full. Once the forms are received and payments have been made, the registrar will request final grades from the teacher who will then submit those to the registrar. The clearance process will commence and after it was satisfied the withdrawal will then be completed.

I understand the content of this section, including the terms and conditions, and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____

STUDENT ACCOUNTS

1. Fees

Student is being enrolled for the entire School Year and further understands that the overhead expenses of the school do not diminish with the departure of some students during the course of the school year. Once this contract has been submitted with the tuition and other school fees, I am liable for the entire school year's tuition and other school fees as liquidated damages even if the Student is withdrawn, absent, or is involuntarily separated from School.

2. Withdrawal of the Student & Refund Policy

A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged ten percent (10%) of the total amount due for the term if he withdraws within the first week of classes, or twenty percent (20%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws any time after the second week of classes.

If Student is withdrawn, absent, or involuntarily separated, for any reason, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the School's election, become immediately due and payable. It is impossible for the School to determine at the time of Parent's execution of this enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. However, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance.

3. Payment of Fees

The parents/guardian jointly and severally agree to pay the Fees applicable to each Term directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each Term are due and payable as cleared funds before the commencement of the School Term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid.

Mode of Payment

- a. Full/Annual Payment
- b. Semesterly Payment
- c. Quarterly Payment
- d. Monthly Payment

All parents/guardians are requested to make regular and prompt payments for their children. All payments should be remitted to UNITED CHRISTIAN ACADEMY, INC.

4. Payment Schedule

School fees should be made on or before the 15th day of the month. In case of delay due to any reasons, a written letter shall be submitted to the Accounting Department ten working days before the said date.

**5. Payment of Fees by a Third Party**

An agreement with a third party to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Bursar. The School reserves the right to refuse a payment from a third party.

6. Payment with Foreign Currency

Fees will be based on Peso value regardless of any currency.

7. Confirming Payments

Payments made through but not limited to online banking, post-dated cheques, remittances, and other electronic payment will not be considered paid unless confirmed by the Accounting Office. Only if the transaction is confirmed, official acknowledgment receipt will be issued.

8. Fee Receipt

Parents should ensure that an official 'Fee Receipt' is immediately obtained from the School for any payment made online, bank deposit or over-the-counter cashier. The School is not responsible for remittances made without obtaining an official receipt from the School. The duty of obtaining a receipt rests solely on the person making payments to the School. Parents/guardians should preserve the receipts obtained from the School.

9. Penalty

A penalty of Php 2,500.00 plus other bank charges will be imposed for bouncing checks.

I understand the content of this section, including the terms and conditions, and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



SCHOOL MANAGEMENT

The school management recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to solve them. We also realize that parents and students do not always know what to do or where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

Step 1a. All academic concerns and issues should first be directed to the student's teacher through the school's email. If the teacher cannot resolve the issue, he/she will direct the parent to the appropriate contact for assistance.

Step 1b. All student records related concerns and issues should first be directed to the registrar through the school's email. If the registrar cannot resolve the issue, he/she will direct the parent to the appropriate contact for assistance.

Step 1c. All financial account concerns and issues should first be directed to the account officer through the school's email. If the account officer cannot resolve the issue, he/she will direct the parent to the appropriate contact for assistance.

Step 2. If you still have questions or concerns, you may discuss them with the school head. Please send your request for a meeting via email to ucaphil@yahoo.com.



ACADEMICS

A. Curriculum

UCA makes use of the Omnibus Policy on Kindergarten (DepEd Order No. 020 s. 2018), and the K to 12 Basic Education Curriculum and the MATATAG Curriculum for Grade One to Grade 12 in a progressive roll-out starting with S.Y. 2024-2025 for Kindergarten, Grade One & Grade Seven.

B. Courses Offered

UCA offers Kindergarten, Elementary and Secondary Courses.

C. Grading System (DepEd Order No. 08, S. 2015)

The grades of a pupil or student shall reflect consistency between the true level and degree of mastery of competencies in each subject area. The final grade or rating given to a pupil or student in a subject should be based solely on his scholastic performance.

1. Passing Grade

The passing grade shall be 75% and should be a faithful reflection of student achievement of the competencies for the subject area.

2. Lowest Grade on the Reports Card

Any grade lower than 65% shall be reflected as 65% on the individual report card.

D. Promotion / Retention in the Program

(DepEd Order No. 13, S. 2018)

To be promoted, the pupil or student must:

- Not have a final grade lower than 75% in the area of specialization
- Not have incurred absences equal to 10% of the total number of school days
- Not have incurred failures of 3 units or more during the regular school year and is unable to make up for the failed subjects during the summer session
- Physically fit and mentally capable of doing skills inside and outside of the school

Parents/guardians are required to get the Report Card of their child/ward personally during the Parent Teacher conference (PTC).

E. Honors / Awards (DepEd Order No. 36, s. 2016)

1. The School Head shall be the chairman of the school selection committee composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the School Head not later than five (5) days before the recognition/commencement rites.
2. Candidates for honors, at any grade level, shall be drawn from the top ten (10) pupils/students of the school. They must not have a grade lower than 75% in any subject, in any grading period including the deportment mark.
3. Pupils/Students shall be ranked using the 7-3-point scheme (7 points for academic performance and 3 points for co-curricular activities)

4. Co-curricular activities are planned by the school and are considered part of the legitimate school program but distinct from traditional classroom work. Students engage in these activities on a voluntary basis. The rate for co-curricular activities shall be based on the quality of the candidate's participation and leadership in activities in school government, development projects in the community, civic activities, dramatics, etc.
5. The final rating shall be computed to the three decimal places for graduating pupils/students and two decimal places for non-graduating pupils/students. In case of tie, candidates shall both be declared in the same honor ranking (both as valedictorians, salutatorians and so on).
6. Achievements of pupils/students in specific academic disciplines (such as Mathematics, Science, and English) and in special curricular areas (such as athletics, performing arts, and campus journalism) shall be given recognition.
7. An Academic Excellence Awardee pupil/student with an average of 90% - 94% will be awarded With Honors and a bronze medal, 95% - 97% will be awarded With High Honors and a silver medal and 98% - 100% will be awarded With Highest Honors and a gold medal.
8. An honor candidate must have taken the last two (2) curriculum years of his course in the school he/she is about to graduate from. He/she must also have completed the course within the prescribed number of curricular years without any failures.
9. In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within three (3) working days from the final announcement and shall be settled by the selection committee with three (3) working days from the filing of the protest.

F. LOYALTY AWARDS

1. Graduates who have completed all the three (3) courses (Kindergarten, Elementary and Secondary) at UCA will be awarded a gold medal.
2. Graduates who have completed all the two (2) courses (Kindergarten and Elementary or Elementary and Secondary) at UCA will be awarded a silver medal.
3. Graduates who have completed one (1) course (Kindergarten or Elementary or Secondary) at UCA will be awarded a bronze medal.

Grading System

Based on DepEd Order No. 8, s. 2015. Read for more details.

Weight of the components for Grades 1 – 10

| Components | Language | AP | Values | Science | Math | MAPEH | EPP / TLE |
|----------------------|----------|----|--------|---------|------|-------|-----------|
| Written Work | 30% | | | 40% | | 20% | |
| Performance Tasks | 50% | | | 40% | | 60% | |
| Quarterly Assessment | 20% | | | 20% | | 20% | |

Weight of the components for Senior High School

| Components | Core Subjects | Technical-Vocational and Livelihood (TVL-ICT Track) | |
|----------------------|---------------|---|---------------------------|
| | | All other subjects | Work Immersion / Research |
| Written Work | 25% | 20% | |
| Performance Tasks | 50% | 60% | |
| Quarterly Assessment | 25% | 20% | |



STUDENT CODE OF CONDUCT

Students are subject to the rules and restrictions implemented by United Christian Academy and the Student Code of Conduct: Acceptable Use Guidelines for the Internet. Students enrolled should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, or national laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Acceptable Use Guidelines for the Internet

- Posting anonymous messages online is not permitted unless authorized by the online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own user names and passwords, and must not share these with anyone.
- Students may not interfere with other users' ability to access UCA Online or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students are not allowed to download, transmit or post material that is intended for personal gain or profit, non-UCA commercial activities, non-UCA product advertising, or political lobbying on a UCA owned instructional computing resource.
- Students may not use UCA Online instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on UCA instructional computing resources that are not specifically required and approved for student assignments.

Inappropriate Behavior

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment (continually posting unwelcome messages to another person) or use of threats
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person, including distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content

UCA reserves the right to review any material transmitted using UCA instructional computing resources or posted to a UCA instructional computing resource to determine the appropriateness of such material. UCA may review this material at any time, with or without notice. E-mail transmitted via UCA instructional computing resources is not private and may be monitored.

UCA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. UCA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. UCA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of UCA, its



affiliates, or its employees. UCA assumes no responsibility for damages to the user's computer system.

Violation Consequences

- Removal of student access to UCA instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from UCA.
- Involvement with law enforcement agencies and possible legal action.

UCA administration reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to UCA instructional computing resources. UCA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by UCA.

I understand the content of this section, including the terms and conditions, and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



STUDENT DUTIES AND RESPONSIBILITIES

- To obey and observe all laws and prescribed school rules and regulations;
- To respect proper authority, whether governmental or institutional;
- To uphold the aims, ideals and integrity of his school;
- To abide by, comply with, and maintain the prescribed academic standards of his school;
- To conduct himself in a proper and irreproachable manner in his relations and dealings with all members of the academic community;
- To observe at all times, inside or outside the classroom or school campus, the accepted principles of proper decorum and good behavior; and
- To meet promptly his financial and property obligations to the school.

A. Attendance and Punctuality

1. Regularity of attendance and punctuality are required in all classes.
2. A pupil/student who has been tardy, absent or has cut classes is required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the adviser or guidance counselor as the case may be.

Admission policy: Students who arrive 15 minutes after the start of class will no longer be admitted, shall be sent home, and will be recorded absent. Hence, the student shall provide a letter for admission on the following day written by their parent or guardian to address the student's record of absence.

3. A pupil/student who incurs absences of more than twenty percent (20%) of the prescribed number of classes during the school year should be given a failing grade and given no credit for the course or subject. Furthermore, the school head may at his discretion and in the individual case exempt a pupil/student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.
4. Habitual tardiness especially during the first period shall not be allowed. Teachers concerned shall call for the parent or guardian of the student concerned or visit him at home.
5. Leaving the campus for any reason is prohibited unless a specific written permission from the parent or guardian and duly approved by the guidance office is presented.

B. School Uniform / Haircut

1. GIRLS
 - a. Uniform for Preschool
 - Blue dress, white socks, black leather shoes
 - b. Uniform for Elementary
 - White short sleeves blouse with plain white undershirt and plaid skirt, white socks, black leather shoes
 - c. Uniform for High School
 - White long sleeves blouse with plain white undershirt and plaid skirt, white socks, black leather shoes



- d. Haircut
 - Combed and worn so it does not cover the face and above the eyebrows
 - No hair dyeing

2. Boys

- a. Uniform for Preschool to Grade 3
 - White short jack, navy blue short pants, white socks, black leather shoes
- b. Uniform for Grade 4 to Grade 6
 - White short jack, navy blue long pants, white socks, black leather shoes
- c. Uniform for High School
 - Blue short jack, black long pants, white socks, black leather shoes
- d. Haircut
 - Combed and worn so it does not cover the face nor hang below the collar line in the back, over the ears on the side and above the eyebrows
 - No hair dyeing
 - No punk, sideburn, undercut, skinhead hairstyle
- e. Physical Education Uniform for all Pupils and Students
 - White T-shirt with UCA logo, jogging pants with colors red for preschool, yellow for elementary and blue for high school, white socks, white rubber shoes

C. Student Activities and Behaviors

Meetings, assemblies, convocations and activities shall be held in the presence and with knowledge of the School head or other school personnel.

- 1. Classroom
 - a. Classrooms are to be used for academic purposes only. Co-curricular activities shall be subject to prior approval of the school head.
 - b. Silence and order should be maintained at all times especially in entering and leaving the classrooms and during class hours. Loitering is strictly prohibited.
 - c. Pupils/students must give due respect to all school personnel at all times and must refrain from doing things that are irrelevant to the lesson such as eating candies and the like.
- 2. School Premises
 - a. Maintain order when passing along the walkways and going up or down the stairs. Always keep right and fall in line to avoid congestion.
 - b. Strenuous activities, shouting, running, whistling, boisterous talking before and in between classes as well as during breaks is strictly prohibited.
- 3. Toilet and lavatories
 - a. Proper use and maintenance of toilet and lavatories should be observed consistently.
 - b. Report leaking faucets or out of order toilets/lavatories to the office.
- 4. Nutrition Center / Canteen
 - a. Observe courtesy in the line and good table manners.
 - b. Clean up and put things in order before leaving.
 - c. Count your change before leaving the counter.



5. Library
 - a. It is a place for reading and studying. Eating is not allowed at all times.
 - b. Borrowed books should be handled with care and returned on or before the due date. Overdue books will be charged accordingly. Lost books are to be replaced or paid for.
6. Computer Lab., T.L.E. Shop, Science Lab., Athletic Center
 - a. Use of these facilities must be under the supervision of their teachers.
 - b. Proper attire and safety measures must be observed. (e.g. Laboratory gown, gloves, working outfit, goggles, P.E. uniform, rubber shoes.
 - c. Tools and equipment must be handled with care. If broken, must be replaced or paid for by the pupils/students' concern.
7. Chapel
 - a. Pupils/students should maintain proper decorum and respect at all times during any Christian functions and activities.
 - b. Always bring your Bible, notebook and a pen.
8. School Health Clinic
 - a. Pupils/students can avail comprehensive range of services that specifically meets a health problem as well as provides general medical care.
 - b. Pupils/students can talk about sensitive issues in health and substance abuse.
 - c. Pupils/students can stay healthy in school by identifying and addressing health problems that may intervene in the learning process.
 - d. Pupils/students can learn to be better health care consumers.
9. Lockers
 - a. Only books, notebooks, and other school supplies will be placed in the locker, others such as electronic devices, toys, and the like are not allowed. (subject to confiscation)
 - b. Lockers may be opened before the start of classes, during breaks and at dismissal time only.
 - c. Pupils/students must provide their own padlocks and submit a duplicate key to the office.
10. Mobile Phones & other communication devices
 - a. Waivers signed by parent or authorized guardian must be presented to the office to authorize student from bringing their gadgets such as *Mobile Phones, Laptops, etc.*, here in school.
 - b. For a student with a signed waiver, he/she is permitted to bring and to use a mobile phone/gadget to school for personal use before and after school hours.
 - c. Mobile phone use is prohibited during school hours. Use is interpreted as using any mobile phone function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices or any other facility on school grounds.
 - d. The student is responsible for the care, security, and appropriate use of his/her mobile phone.
 - e. The school is not liable for lost, stolen, or damaged devices, nor for any misuse of the device while on school grounds.



- f. Mobile phones must be turned off or silenced and stored in accordance with school policy during class time or as directed by school staff.
- g. Violation of school rules related to mobile phone use may result in disciplinary action or temporary confiscation of the device.
- h. Meanwhile, any inappropriate use of mobile phones, including but not limited to, inappropriate photographs, cyberbullying, and unauthorized recording or videotaping within school premises even out of school hours may result in confiscation of the phone or appropriate disciplinary action as well.

D. Campus Security

- Only bona fide students of the school shall be allowed inside the school campus.
- No visitors, including parents or guardians, shall be allowed inside the campus during school hours except for valid reasons. They shall be required to sign the logbook of the security service.
- Teachers shall confer with parents/guardians or entertain visitors during their off period.

I understand the content of this section and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



STUDENT DISCIPLINE

"All educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency."

The school, its administrators and teachers, or the individual entity or institution engaged in child care shall have special parental authority and responsibility over the minor child while under their supervision, instruction or custody.

It is better view that there are instances when the school might be called upon to exercise its power over its students xxx for acts committed outside the school and beyond school hours in the following:

- a. In cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus; and
- b. In case where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

"In addition to those provided for under existing laws, every student shall:

- Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
- Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other personnel."

A. Minor Offenses

1. Incomplete or improper use of uniform and ID
2. Unauthorized hair style and hair cut
3. Unauthorized body accessories
 - body piercing (earrings*, nose ring, lips ring, and the like)
 - body art (nail art, tattoo and the like)
 - eyeglasses with no grades and shades
 - jackets and sweaters**
 - excessive use of accessories

*allowed for girls except for multiple and dangling earrings
 **unless authorized
4. Wearing of make-up (eye shadow, lipsticks, and the like)
5. Nails longer than 2 mm
6. Causing disorder
 - Littering and playing with the garbage can
 - Cutting and loitering during class hours
 - Shouting, running and creating disturbance
 - Action inappropriate and unrelated to class discussions
7. Excessive or habitual tardiness and absences without due reason

8. Non-submission of report cards, all correspondence including reply slips, excuse slips, doctor certificate and the like
9. Non-bringing of textbooks, notebooks, handbook and other materials needed in class
10. Offenses analogous to the above

B. Major Offenses

1. Gross misconduct
2. Cheating and stealing
3. Grave acts of disrespect, insubordination and assaulting a school personnel (teacher or any other school authority or his/her agents) and students
4. Foul and abusive language
5. Circulating false and degrading information about the school, any school personnel and student
6. Smoking inside and outside the school premises
7. Vandalism, writing on or destroying school property like chair, tables, windows, books, laboratory equipment and others
8. Gambling of any sort
9. Drinking intoxicants and liquor
10. Carrying and concealing deadly weapons and their imitations (toys and the like)
11. Extortion or asking money from others
12. Fighting, causing injury to others
13. Using, possessing, and selling of prohibited drugs
14. Hazing in any form or manner whether inside or outside the school premises
15. Immorality / sexual harassment
16. Instigating, leading or participating in concerted activities leading to stoppage of classes
17. Preventing, threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises
18. Forging or tampering with school records, letters and official documents or transfer forms
19. Going to game stations and wild parties
20. Offenses analogous to the above

C. Action on Minor / Major Offenses

A teaching personnel or school officials, in the exercise of his rights as substitute parent in relation to his students shall have authority to impose appropriate and reasonable disciplinary measures in the interest of good order and discipline in case of minor offenses committed in his presence. When the offense committed is serious, the teaching personnel or school officials shall submit a report concerning the violation to the school head who may cause the institution to appropriate disciplinary action against the erring student, if warranted by the circumstances of the case.

For the first and other offenses which are not very serious in nature, a fine and/or an extra work and/or a suspension from school not to exceed three (3) days may be justified.

For the first and other offenses which are guilty of a serious offense, a fine and/or an extra work or a suspension from the school not more than one (1) year may be imposed. Parents will be informed by the school of any misconduct on the part of their children through a written violation report and must be called for a conference.



In all cases of suspension, a written promise of future exemplary conduct signed by the pupil/student and countersigned by his/her parents or guardians shall be required as a condition for readmission.

1. **Fine.** This penalty is usually imposed on students who violate internal traffic, cleanliness, and other rules and regulations.
2. **Extra Work.** Students are obliged to obey under parental power, and to observe respect and reverence toward them always. They may be required to fulfill certain obligations against their will as punishment for the violation of disciplinary rules. They may be required to clean the classroom as a punishment for noisiness, and another may be detained after school for rowdiness.
3. **Categories of Administrative Penalties.** The three categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations which may be applied upon an erring pupil or student are: Suspension, Exclusion, and Expulsion.
 - a. **Suspension.** Suspension is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year of term.
 - b. **Preventive Suspension.** A pupil or student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school.
 - c. **Exclusion.** Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls for being undesirable, and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the Department is required in the imposition of the penalty.
 - d. **Expulsion.** Expulsion is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil or a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any pupil or student or school personnel from entering the school
 - e. Premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

I understand the content of this section and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



ACADEMIC INTEGRITY POLICY

All work submitted and/or marked complete in the UCA Online is assumed to have been completed only by students from their own student account. Students are also responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the Principal and will result in a conference with the student's parent. Students who violate this policy are subject to the following consequences.

Consequences

1. **First Offense** - The parent is informed and the student will have the opportunity to redo the assignment with a 25% deduction.
2. **Second Offense** - Conference with teacher. The student will receive a zero on the assignment with no opportunity to resubmit.
3. **Third Offense** - The student will receive a zero on the assignment and will be required to do a presentation over plagiarism at a mandatory meeting with the teachers, parents, and principal.
4. **Fourth Offense** - Possible expulsion hearing with the Principal.

Plagiarism

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that is not tolerated are:

- Copying or rephrasing another student's work.
- Taking material from Internet sources and using it as your own, even if some words are changed.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

Student's Code & Pledge

As a student at UCA, I take personal ownership of my education and behavior. I understand and embrace the scholarly traits which will lead me to success.

**Student's Traits**

- Goal Oriented – I have goals and I strive every day to reach them.
- Perseverance – I don't give up. If I have struggles, I seek to resolve them.
- Pride – I always take pride my school and my work.
- Curiosity – I have questions and I look for answers.
- Resourcefulness – I use resources and references to the best of my ability.
- Organization – I have a personal system for organizing and collecting ideas.
- Academic Integrity – I practice honesty in all aspects of my learning.

In addition, I know the unethical behaviors of cheating and plagiarism are NOT tolerated. I understand that these behaviors will damage my chances for success and also impact the success of others.

Plagiarism includes, but is not limited to

Failing to provide proper credit and citations when:

- Copying another person's actual spoken or written words
- Using another person's idea, opinion, or theory
- Using facts, statistics, graphs, drawings, and pieces of information that are not common knowledge
- Paraphrasing another person's spoken or written words
- Downloading papers or excerpts from a website and turning them in as your own

Cheating includes, but is not limited to

- Copying, stealing, borrowing, or turning in as one's own, the work of another student
- Loaning your work to another student to help him/her complete an assignment
- Collaborating on assignments without instructor's permission and submitting as your own work
- Getting or giving questions to other students in another section to help with a test
- Purchasing, downloading or copying software programs, documents, graphic designs, papers, assignments, tests or answer keys from the Internet to complete any part of an assignment
- Copying or taking pictures of tests, test questions or answers and posting on internet websites like Facebook or sharing test information in any public forum
- Multiple submission or using work previously submitted for course credit at UCA or any other school, even if it is revised or altered

Consequences

1. **First Offense** - The parent is informed and the student will have the opportunity to redo the assignment with a 25% deduction.
2. **Second Offense** - Conference with teacher. The student will receive a zero on the assignment with no opportunity to resubmit.
3. **Third Offense** - The student will receive a zero on the assignment and will be required to do a presentation over plagiarism at a mandatory meeting with the teachers, parents, and principal.
4. **Fourth Offense** - Possible expulsion hearing with the Principal.



Academic honor, and integrity are important parts of all future endeavors and the consequences of my actions may also result in the loss of recommendations, and college admissions as well as internships and job opportunities. In the event that a student is non-compliant with school expectations, his/her continued enrollment is in danger and the teacher will implement a recovery plan as a last attempt to get the student on track and avoid failure or possible withdrawal from the program. Students may also be referred to the school administration for further action.

I understand the content of this section and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



ATTENDANCE & TRUANCY POLICY

The purpose of this section is to set expectations for UCA parents. Student success is a primary goal of UCA and that can only be achieved if you, the parent, are successful. To be successful it is important that parents of UCA students understand and are in agreement with the following curricular and attendance requirements:

- I understand that my student is enrolled in a private school with attendance requirements that I am expected to meet. The DepEd requirement is an average of 2-4 hours per day. Please see the Instructional Time section of the Parent/Student Handbook for more information. Students who have poor attendance (insufficient hours recorded over time in the system) may be referred to as a truant student in need of supervision.
- I accept the responsibility to supervise my student in using the K-12 curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and not in place of, the K-12 curriculum lessons. UCA does not consider it acceptable to leave a student home alone or unsupervised to complete coursework.
- I understand and agree that student progress is an expected part of the UCA program in addition to the hours logged, and that my student is expected to complete the work of one grade level in one academic year. I understand that my student should be completing all of the listed assignments and activities in the course. I am committed to ensuring that my student meets this expectation.
- I understand and agree that I am expected to follow the guidance and support of a certified teacher in implementing the UCA program with my student.
- I understand and agree that I am expected to participate in regular conferences and meetings with my student's teacher, and that my student must submit work samples as required.
- I understand and agree that, as students in a private school, UCA students are required to participate in the National Achievement Test (NAT) for Grade 6 and Grade 10, and National Career Assessment Examination (NCAE) for Grade 12. I understand my child is expected to fully participate in the testing at his/her enrolled grade level and that I am required to provide transportation to all testing sites regardless of distance.
- I understand and agree that it is my responsibility to secure an Internet service provider according to the school policy and compliancy with the program, as described in this handbook. My student is also required to have a working desktop computer, laptop, tablet, or smartphone capable of browsing and video conferencing.
- I understand and agree that UCA Online is a full-time private school program and that my student may not be enrolled in any other full-time or part-time school.
- I understand that if my child due to his/her poor scholastic performance is required for a remediation class, that I must provide additional compensation due to those services.

Compliancy

Families who enroll their children in United Christian Academy agree to the "I Understand" statements listed in this Parent Orientation Guide. These expectations represent the basic minimums to which parents and students must comply in order to experience success. The POG is sent to parents in email and parents should complete the survey to note they have read the POG.



The vast majority of families who enroll with United Christian Academy consistently and conscientiously comply with these expectations. However, as the school year progresses, some families may demonstrate the inability or unwillingness to fulfill one or more of the "I Understand" statements.

In the event that a student is non-compliant with school expectations, his/her continued enrollment is in danger and the teacher will implement a recovery plan as a last attempt to get the student on track and avoid failure or possible withdrawal from the program. Students may also be referred to the school administration for further action.

It is the goal of United Christian Academy to partner with parents in order to ensure that all students are successful and the school remains compliant with DepEd requirements. If there is no response to this attempt to resolve the student's non-compliance within the provided timeline on the recovery plan, the student's continued enrollment may be jeopardized.

Instructional Time

The Department of Education requires all schools to offer a minimum of one-hundred-eighty (180) days of instruction. For a student to receive credit, UCA requires that a student be in attendance 80% of the scheduled school days.

Attendance for UCA students is accounted for in the following ways:

Distance Learning Students

1. Student working in coursework whether on or offline in the UCA Online Learning Management System;
2. Student participation in assigned virtual online sessions with certified teachers.

Face-to-Face Students

1. Student attending on-site classes in accordance to the official class schedule set per level;
2. Student participation in assigned virtual online sessions with certified teachers in case of class shifts during calamities, national emergencies, threats, etc.

Attendance credit will be submitted for each approved student two ways: full day present or full day absent. Full day present and full day absent are determined based on the total minutes below, which are logged by the teacher:

Excused Absences

When a parent/legal guardian knows that their student will be absent, it is requested that the parent/legal guardian give the school prior written notice of the upcoming absence by sending a message through the school's email. UCA considers the following factors, to be a "reasonable" excuse and will result in an "excused absence" for time missed from school:

- Personal illness (a written physician's statement verifying the illness may be required);
- Observance of a religious holiday;
- Death in the immediate family; shall mean: parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles;
- Family emergency; circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the School Head, School Head's designee, on a case-by-case basis);



- Other situations beyond the control of the student as determined by the School Head, School Head's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties.

When it is necessary for a student to be absent, it is the parent's responsibility to call or email the student's Teacher/Advisor.

Required sessions

Failure to attend required Intervention, Remediation or Tutoring sessions is considered absence from school and may result in truancy being filed. Each student's grades and standing in the course will determine their individual expectations for attending sessions. Teachers will notify students if they are required to attend a session.

Accumulated Unexcused Absences and Truancy Process

Students who do not attend required online sessions or fail to log attendance within the UCA Online (LMS) when required, will be considered absent for the required amount of time unless a valid written excuse is provided. Absences not identified as "reasonable" above will be considered "unexcused." Families who fail to log a full day in the Online School are subject to unexcused absences (see Attendance Credit Chart above).

A student is deemed truant when he/she is absent from school without an acceptable excuse when three (3) unexcused absences are accumulated. The parent/legal guardian must submit a doctor's note or a written excuse for absences that are deemed as excused.

- **(5) Unexcused Absences:** Students who accumulate a total of five (5) absences will be sent a warning letter via personal email.
- **(10) Unexcused Absences:** Students who accumulate a total of ten (10) absences will be sent an invitation to attend a Truancy Mediation Hearing via personal email. Parents and students (if necessary) will be required to attend a meeting with school personnel; teachers, administrators, and anyone else designated by the School Head, to discuss the absences and a truancy plan for improvement.
- **(40) Unexcused Absences:** After a total of forty (40) or more total absences are accumulated for any student, the student will be withdrawn and ineligible for return for the current school year.

Student Engagement and Non-Compliance Policy

Requirements for schooling with UCA are:

1. Actively participating in courses by completing course assignments in all courses.
2. Actively engaging in instruction.
3. Attending required in-person national assessments, such as National Achievement Test (NAT) for Grade 6 and Grade 10, and National Career Assessment Examination (NCAE) for Grade 12.

Student Records

Student records are maintained at the UCA office. Parents/legal guardians may contact the office to obtain a copy of student records. A processing fee will be required. If parents change their address, telephone, e-mail address, or place of employment, they are asked to



follow the procedure below. Parents are responsible for keeping contact information current within the school year.

Change of Contact Information

Mailing Address

In the event your address is different and needs to be changed, a proof of residence is required in order to update your address in the UCA system. Once the document has been submitted, our administrative office will be happy to update your new address.

Please submit any of the following documents as new proofs of residence:

- Barangay Certificate stating the address;
- Any valid ID (Driver's License, Voter's ID, etc.) with address;
- Utility Bills (water, or electric) – must show service address;

Please ensure the proofs of residence are in the name of the parent/guardian, otherwise the documents will not be accepted. If the proofs of residence you are submitting are not in your name, you will need to fill out a form and have it notarized (contact school office for the form). You will send this notarized form in with your new proofs of residence.

Academic Calendar

Due to the design of the linear calendar, students in a traditional school are expected to progress at the same rate during the one-hundred-eighty-day (180) day school year. High-performing students may be held back and low-performing students may be left behind. All students are presented the same lesson at the same time. Students are often not required to master the lesson objectives before advancing to the next grade level. Advancement of students before they are ready may result in gaps or deficiencies of knowledge that is essential for success in the next subject level.

Decisions to advance in a course level are made jointly by the parent and teacher at any time of the year. Advancement of a student from one course level to the next requires the approval of the Principal. Students are required to master at least 90% of the course objectives before advancing to the next course level. This approach results in a solid foundation of core knowledge essential for success in the next subject level.

I understand the content of this section, including the terms and conditions, and I agree to comply and adhere to the set standards and policies of the school.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



INTERNET SAFETY AND NETIQUETTE

Student Internet Safety

Do not reveal on the Internet personal information about yourself or others. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to people outside of the school. Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the school.

Network Etiquette

As a student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues being discussed, not on the individuals involved.
- Focus your responses on the questions or issues
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses

Cyber Bullying

What is cyber bullying?

Cyber bullying is sending any type of threatening or hateful message to someone over the Internet or a cellphone. Many people believe that they can get away with this type of behavior. They mistakenly think they can hide their identity and won't have to take responsibility for their actions.

How can cyber bullying be prevented?

Talk about it before it ever happens. Many young people are not aware that saying hurtful things about another person, calling him/her names in an email, or telling lies about someone, even as a joke, is a form of cyber bullying.

What do you do if you are a victim of cyber bullying?

- Ignore the person and the comments. Most bullies want the attention they gain and will give up if they are ignored. If you respond to their messages, they will know that you are affected, which will encourage them to continue.
- Leave the site or get off the Internet immediately. Most email services and instant message sites also allow you to block access to another person.
- Change your screen name or email address. Be sure to only give the new one to your friends.
- Tell your parents.
- Make a copy of any threatening or outrageous email messages in case you need proof later.
- Report the bullying behavior to the proper authorities – the site moderator, the school, or even the police.



SCHOOL SERVICES AND PROGRAMS

A. Accounting Office

Payments for all school related fees must be made at the Accounting Office. Receipts for all payments will be issued by the finance officers.

B. Registrar's Office

It facilitates the registration of Preschool, Elementary and High School students. It prepares Transcript of Records for all levels and issues Certification of Enrollment or Registration. More so, it prepares other documents pertaining to students and serves as Liaison Officer to Department of Education Division Office.

C. Guidance Office

The guidance office is a place where an individual with problems and needs are to be discussed with attention and understanding. It is designed to assist every student to assimilate values, make decisions, formulate goals, execute plans and evaluate his/her efforts toward self-improvement in the society where he/she lives.

Services under the Guidance Program:

1. Personal Guidance
2. Spiritual Guidance
3. Academic Guidance
4. Vocational & Career Guidance
5. Counseling
6. Information Service
7. Follow-up Service
8. Issuance of Certification of Good Moral Character

D. Spiritual Development Program

To promote a Christian atmosphere and foster Christian values. The UCA spiritual development program offers the following:

1. Chapel Hour
2. Faculty and Student Retreat
3. Home Bible Study (if requested by the Parent)
4. Sunday School Program
5. Prayer, Counseling and Visitation Ministry
6. Daily Devotion and Memory Verse Recitation before classes start
7. Thanksgiving prayer before snacks and mealtime
8. Mission Tours with the approval of the parents and pastors
9. Students are invited to attend the Church Sunday Service and may also present some number during Worship Services
10. Other related Christian Ministries.

E. Communication Services

The school office handles incoming mails for students.

Emergency calls are allowed but should be authorized by the office.



DATA PRIVACY POLICY

Name of Student: _____

Grade Level: _____

United Christian Academy believes in the sanctity of personal information and the rights of individuals to Data Privacy per Republic Act 10173 (Data Privacy Act of 2012). Thus, UCA is committed to the protection and responsible use of such information. UCA will only collect, use, and disclose personal information with the student's or if applicable, guardian's or parent's knowledge and consent.

What kind of information does UCA collect or acquire?

When a student applies to take an Assessment Exam, registers online, or enrolls once accepted into the School, UCA requires the following data:

- personal information;
- family information;
- facial and signature specimens;
- complete school records;

Rights of UCA to use Personal Data?

To the maximum extent allowed by law, UCA may use personal data to pursue its objectives as an educational institution. This may include a variety of academic, administrative, research, historical, and statistical purposes. For example, UCA may use the information to:

- assess applications for admissions into the school and to process confirmation of acceptance of incoming students and transfer students;
- gather and maintain records of the student's work, such as homework, seatwork, exams, research paper, essays, and/or presentations;
- gather and maintain records, manually, electronically, or through other methods, of class attendance and participation in curricular, co-curricular, and extra-curricular activities;
- exchange information with regards to grades and class performance between and among faculty members, and other individuals with legitimate official need, for academic deliberations;
- process applications for scholarships, grants, and other forms of assistance;
- probe into reports of misbehavior and to disciplinary sanctions if necessary;
- compile information for directories and alumni records;
- generate data for statistical and research purposes;
- offer advice and/or assistance regarding your physical health, emotional, and/or psychological welfare;
- provide assistance to student's needs in relation to information technology and library services;
- provide assistance to student's needs in relation to sports/recreation development;
- provide assistance to student's needs in relation to transportation, parking, campus mobility, safety, and security services;
- announce official School communications;
- make information available to market and advertise UCA-related functions, events, projects, and activities;

- engage student's participation in academic and non-commercial studies and surveys;
- keep parents informed of student's class performance through correspondence, student handbook, parent-teacher conference, and school system; and
- fulfill UCA's legal obligations and duty.

In the event where UCA requests personal information about a student or parent, and if the information requested is not provided, UCA has the right to refuse to enroll the student or permit the student to take part in a particular activity.

Rights of UCA to share, disclose, or transfer personal data

By requirement of the law, UCA may also share, disclose, or transfer personal data to other persons or organizations in order to uphold student's interests and/or pursue the School's legitimate interests as an educational institution. UCA may share, disclose, or transfer student's personal data to:

- notify concerned regarding admission to the school; award financial aid and scholarship grants; post class lists, class schedules, online or on school bulletin boards or other places within the campus;
- communicate information to parents, guardians, or next of kin, as prescribed by law, on a need-to-know basis, or as determined by the school, in order to best serve your interests and to ensure your health, safety, and security, or that of others;
- disseminate information to donors, funders, or benefactors to encourage contributions for scholarships, grants, and other forms of assistance;
- publish scholars' graduation brochure for distribution to donors, funders, or benefactors;
- publish list of graduates and awardees including their image in preparation for and during school events, recognition rites, moving up ceremony, and commencement exercises;
- inform the National Privacy Corporation (NPC) and other government bodies or agencies, such as the Commission on Higher Education (CHED), Department of Education (DepEd), Bureau of Immigration (BI), Department of Foreign Affairs (DFA), Civil Service Commission, Bureau of Internal Revenue (BIR), Professional Regulation Commission (PRC), Legal Education Board (LEB), Supreme Court (SC), and others when prescribed or allowed by law;
- release information to individuals or organizations, such as the Private Schools Association of Parañaque (PSAP), Private Education Assistance Committee (PEAC), and other similar associations, to determine your eligibility to participate in academic, sports competitions, and other similar events;
- adhere to court orders, subpoenas, and/or other legal obligations;
- generate data through research or surveys for the development of the School;
- circulate academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees on school bulletin boards, website, social media sites, and publications;
- publish academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in upon their request;
- feature photos, videos, and other information in order to advertise the School, its activities and events, through promotional materials, such as brochures, website

posts, newspaper advertisements, physical and electronic bulletin boards, and other media;

- stream live affairs and events of/in the School;
- publish information through news or feature articles in School publications and social media sites;
- disseminate information such as class lists and photos to partner hospitals, local health centers, insurance companies, and other similar organizations.

Rights of UCA to retain Personal Data and Records

UCA will retain personal data until the fulfillment of its purpose. In cases where a retention period is required by law, all records after such period will be duly and securely disposed of.

Students' personal data are stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between UCA's different units or offices. Access to student's personal data is limited to School personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that the school will not allow excessive use of the student's personal data.

UCA Data Breach Protocol

Any data security incident or breach that comes to the knowledge of UCA will be recorded and reported as required by law. UCA will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects a student's personal information, UCA will notify the concerned student and/or parent of such incident in an appropriate manner. If a student, parent or guardian would like further information about the way UCA manages the personal information it holds, or wishes to complain about breach of the Act, please contact the School Head:

Name : Rev. Dr. James Sy
E-mail Address : ucaphil@yahoo.com
Office Address : #17 Highlight St., Area 4, Fourth Estate Subd., Parañaque City

UCA may, from time to time, make changes to this Policy. On such occasions, this will be disseminated through the School's website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

I, _____, am fully aware that United Christian Academy (UCA) or any of its duly authorized representative, is duty bound and obligated under Republic Act 10173 (Data Privacy Act of 2012) and its Implementing Rules and Regulations, and other data privacy rules, to protect all my personal and sensitive personal information that it collects, processes, and retains upon my enrolment and during my stay in the School.

Personal or sensitive personal information includes any information about my identity, academics, or any document containing my identity. This includes, but is not limited to, my name, address, landline/mobile numbers, email address, names of my parents or guardians, date of birth, academic information such as grades and attendance, and other information necessary for basic administration and instruction.



I understand that by applying for admission in UCA, I authorize the School to collect and process information relating to my application and to be used by UCA to pursue its legitimate interests as an educational institution. I am also fully aware that UCA may share such information to its affiliated or partner organizations as part of its contractual obligations, or with government agencies pursuant to law or legal processes.

I also understand that the photocopies of my personal documents that I will submit in relation to my admission application will be properly disposed by the School if I am not accepted or if I decide not to pursue my application. On the other hand, once accepted and upon enrollment, I will submit the original copy of the needed personal documents at the Office of the School Registrar.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



LIABILITY RELEASE AGREEMENT

Student's Full Name: _____ (referred to as "Minor") wishes to participate in UCA Online "Activity", an Online Learning Management System created and managed by United Christian Academy, Inc. "School".

The undersigned parent or legal guardian of Minor agree that the Activity may pose risks, including possible illness, injury, as well as similar and dissimilar risks ("Risks"). The undersigned is fully aware of the Risks and other hazards inherent in the Activity and is participating in the Activity voluntarily and assumes the Risks and all other risks of loss, damage, or injury that may be sustained while participating in the activity.

It is understood that the School do NOT provide any insurance coverage for the Minor's person or property, and Minor's parent (s) or guardian (s) acknowledge that they are responsible for the Minor's safety and the Minor's own health care needs, and for the protection of the Minor's property.

In exchange for allowing the Minor to participate in these Activities offered by the School, the Minor, by and through the undersigned, the undersigned, and their respective heirs, personal representatives and estates agree(s) to release from liability and hold harmless the School and any agent, officer or employee of the School acting within the scope of their duties for any injury to the Minor's person or damage to the Minor's property. I authorize the School to take any action, including seeking medical care, necessary in its judgment if I am not present or reachable in the event of an emergency. The undersigned acknowledges that as a part of this Release he or she shall be 100% liable to pay for all medical expenses resulting or to result from any injury incurred during, or as a result of, participation in the Activity.

If any term of this agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder shall not be affected thereby, and each and every remaining term of this agreement shall be valid and enforced to the fullest extent permitted by law. In the event of any need to enforce this agreement, the School shall be entitled to its attorney fees and costs. This agreement will be governed by the Republic of the Philippines Law.

I, the undersigned, state that I am the parent or legal guardian of the Minor. I have fully read and understand the above terms and conditions and that they apply to said Minor and to myself, and that no oral representations, statements or inducements apart from the foregoing written agreement have been made to the undersigned. This document is binding on myself, the said Minor, and any person suing on behalf of said Minor.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



HEALTH CONSENT

Name of Student: _____

Grade Level: _____

The following are the stipulated health protocols as prescribed by the DepEd, IATF, and Department of Health together with the School:

Personal Health Profile

- To accomplish the health declaration form which shall be updated every Monday of the week and to be submitted to the school.
- To share my child's personal information which may include my child's name, home address, age, photos, and other information needed for my child's health to persons as required by the law or on a need-to-know basis as determined by the school to promote my child's best interests or protect your health, safety and security, and the like.
- To inform the school of any important changes to my child's health, medication, or needs, including any changes to our home address and contact numbers.

Scope of Responsibility

The School Clinic

- To provide preventive services by educating teachers on the signs and symptoms of health problems of students and health screening.
- To provide infectious control such as daily cleaning, sanitation, and disinfection of the facilities.
- To provide health awareness programs using posters and seminars.
- To decline and instruct the child to go home when the child may compromise the health and safety of the school community.
- To administer medications in cases where it is prescribed by a physician due to my child's health condition.
- To provide first aid as needed. Basic treatment, such as wound dressing, applying an ice pack or hot compress, and the like, is to be given to my child as the need arises provided that I will be notified as to my child's health status.

School's Health Protocols

- In case of minor cases (minor wounds, scratches, minor injuries and etc.)
These are health-related cases that do not require the child to go home or into the hospital.
 - The teacher, faculty, and staff shall notify the School Clinic immediately.
 - The School Clinic shall assess and apply first aid as needed.
 - The School Clinic shall notify the parents/guardians about their child's status.
- In case of moderate degree cases (fever, severe stomachache, and etc.)
These are health-related cases that require the child to go home but not into the hospital.
 - The teacher, faculty, and staff shall notify the school clinic.
 - The School Clinic shall assess and apply first aid as needed.
 - The School Clinic shall notify the parents/guardians immediately and request the parents to fetch their child from the school.



- In case the student is infected by a contagious or infectious disease, the child is mandated to home and be fetched by the parent/guardian.
- In case of emergency cases

These are health-related cases that require the child to go to the hospital.

 - The teacher, faculty, and staff shall notify the School Clinic immediately.
 - In the event of an emergency, I give them permission for medical treatment to be administered where considered necessary by the nominated first aider.
 - The School shall contact me immediately and inform me about the status of my child. The School shall inform me which hospital my child will be brought.
 - If I am not reachable at that moment and should require emergency hospital treatment, I am allowing the school to bring my child to the nearest hospital.
 - The School Representative shall endorse my child to me or my child's guardian that will arrive at the hospital.
 - I shall pay hospital or treatment bills.
 - I shall present a medical certificate that my child is ready to go to school again upon admission.

Parents/Guardians

- To inform my child's health and medical condition and to update them regularly.
- To check my child's health status before he or she goes to school. In case there is a presence of any of the symptoms such as fever, chills, cough, colds, or other symptoms that indicates a low immune system, parents shall let their child stay and learn at home until fully recovered to prevent any further health complications.
- To acknowledge the risk of allowing my child to go and participate in any of the school programs and activities, such as acquiring infectious diseases, injuries, accidents, and any other health-related diseases and problems that may result in health complications and even death. Therefore, I shall decide whether I will allow my child to go and participate in any of the school programs and activities.
- To present an excuse letter upon admission. For some cases, such as being infected with a contagious or infectious disease and the like, the parent shall present a medical certificate that indicates the readiness of the child to go to school again.

I understand that in cases when my child has aggravating conditions, he or she will be referred to the Medical Doctor for further medical evaluation (usually at the Doctor's private clinic and by appointment), or will be advised to consult a pediatrician for further assessment and evaluation.

I have read and understood the school's health protocols and will strictly comply with the above statements. I am aware of the risk of allowing my child to go and participate in any school programs and activities. My child's participation in this school is entirely voluntary. I hereby release and waive United Christian Academy, its teachers, faculty members, staff, and other school personnel from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether be known, anticipated or unanticipated, resulting from or arising out of participation of any school programs or activities.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



ACADEMIC PROBATION

Name of Student: _____

Grade Level: _____

We, the parents/guardians of student aforementioned above, are aware of the fact that our child is under Academic & Behavioral Probation for the period of One (1) Year. Further, we are aware that, as such, he/she is subject to the following provisions governing students under Academic & Behavioral Probation.

1. There are three steps/degrees under academic probation, namely ACADEMIC & BEHAVIORAL PROBATION, STRICT ACADEMIC & BEHAVIORAL PROBATION and VERY STRICT ACADEMIC & BEHAVIORAL PROBATION.
2. Failure in one (1) subject and/or none submission of academic requirements and/or committing one (1) Major Offense will automatically place a student under the following:

Step 1: (ABP), conference with parents & signed Incident report;

Step 2: (Strict ABP), conference with parents, signed Incident report & In-house Suspension;

Step 3: (Very Strict ABP), conference with parents & candidate for Drop-out.

3. A Student who fails to improve his/her performance within the given duration for every academic year is candidate for In-house Suspension, Drop-out and/or non-readmission (NRA) and will not be given a certificate of good moral character.
4. The School reserves the right to refuse readmission to students who fails to meet its academic & behavioral standards.
5. The Student must seek tutorial assistance or attend remedial classes in subject areas of difficulty upon receipt of notice from his/her adviser.
6. The Student must participate in all school activities and programs for his/her development.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



HEALTH DECLARATION FORM

To maintain the safety of our community and prevent further health-related complications, we are accomplishing a weekly health declaration form. Your cooperation is important to help us take precautionary measures to protect your child and everyone in the UCA campus.

1. In the past 14 days, which of the following symptom(s) have your child experienced? Please put a check (✓) before the symptoms.

| | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> fever | <input type="checkbox"/> diarrhea | <input type="checkbox"/> headache |
| <input type="checkbox"/> sore throat | <input type="checkbox"/> body aches | <input type="checkbox"/> tiredness |
| <input type="checkbox"/> dry cough | <input type="checkbox"/> shortness of breath | <input type="checkbox"/> others _____ |
| <input type="checkbox"/> none of the above | | |

2. Has your child been in contact with a confirmed COVID-19 patient in the past 14 days?

☐ yes ☐ no

3. Has your child been in high-risk areas for COVID-19 in the past 14 days?

☐ yes ☐ no

4. Does your child have a health condition/s?

| | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> asthma | <input type="checkbox"/> cancer | <input type="checkbox"/> eye problem | <input type="checkbox"/> fracture |
| <input type="checkbox"/> diabetes | <input type="checkbox"/> UTI | <input type="checkbox"/> leukemia | <input type="checkbox"/> scoliosis |
| <input type="checkbox"/> heart disease | <input type="checkbox"/> allergic rhinitis | <input type="checkbox"/> hypertension | <input type="checkbox"/> muscle disorder |
| <input type="checkbox"/> epilepsy | <input type="checkbox"/> lupus | | |

Others (any other known diseases): _____

5. Does your child have known allergies? Specify: _____

The information I have given is true, correct, and complete. I understand that failure to answer any question or giving false answer can be penalized in accordance with law.

I voluntarily and freely consent to the collection and sharing of the above personal information only in relation to the Department of Education COVID-19 internal protocols.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



MULTIMEDIA RELEASE FORM

I, _____
(full name of parent/ guardian) am the parent / legal guardian of _____
(full name of child) of Grade _____. I hereby grant United Christian Academy the absolute right and permission to use photographic portraits, pictures, digital images, or videos of me and my child, or in which me and my child may be included in whole or part, including but not limited to use on the school Facebook page, without payment or any other consideration.

I hereby waive any right that I or my child may have to inspect and/or approve the finished product or the copy that may be used in connection therewith. I hereby release, discharge, and agree to indemnify and hold harmless the school from all claims, demands, and causes of action that I or my child have or may have by reason of this authorization or use of my child's digital images, including publication on the internet, in social media, in tarpaulins, in the weekly newsletter, or any other marketing or promotional materials.

I represent that I am at least eighteen (18) years of age and am fully competent to sign this Release.

READ IT CAREFULLY AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING. Please check one of the boxes below then sign your name(s).

- ☐ **CONSENT:** I hereby certify that I am the parent or guardian of the above-named child and do hereby give my consent without reservation to the foregoing for myself and on behalf of my child.
- ☐ **NON-CONSENT:** I hereby certify that I am the parent or guardian of the above-named child and do not hereby give my consent without reservation to the foregoing for myself and on behalf of my child.

Parent's/Guardian's Name: _____ Signature: _____

Parent's/Guardian's Address: _____

Date: _____



MOBILE PHONE / GADGET WAIVER FORM

Student Information

Name: _____

Grade & Section: _____

Parent/Guardian Information

Name: _____

Relationship to student: _____

Mobile Phone Policy Acknowledgment

I, the undersigned parent(s) or legal guardian(s) of the above-named student, acknowledge that:

- My child is permitted to bring and to use a mobile phone/gadget to school for personal use before and after school hours.
- Mobile phone use is prohibited during school hours. Use is interpreted as using any mobile phone function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices or any other facility on school grounds.
- My child is responsible for the care, security, and appropriate use of his/her mobile phone.
- The school is not liable for lost, stolen, or damaged devices, nor for any misuse of the device while on school grounds.
- Mobile phones must be turned off or silenced and stored in accordance with school policy during class time or as directed by school staff.
- Violation of school rules related to mobile phone use may result in disciplinary action or temporary confiscation of the device.
- Meanwhile, any inappropriate use of mobile phones, including but not limited to, inappropriate photographs, cyberbullying, and unauthorized recording or videotaping within school premises even out of school hours may result in confiscation of the phone or appropriate disciplinary action as well.

Waiver of Liability

I hereby release and hold harmless the school, its faculty, staff, administrators, and board of education from any claims, damages, or liabilities resulting from the loss, theft, or misuse of my child's mobile phone while on school grounds. I have read and understood the policy and procedure of UCA for the acceptable and unacceptable use of mobile phones inside the campus. I hereby allow my child to bring his/her mobile phone/gadget to school. Moreover, I agree to abide by the terms and conditions held therein.

Phone / Gadget Model: _____

Description: _____

Serial Number: _____

Sticker Number: _____

(The sticker number will be provided by the Guidance Counselor)

Parent/Guardian Signature: _____ **Date:** _____

**COMMUTER'S WAIVER FORM****Student Information**

Name: _____

Grade & Section: _____

Parent/Guardian Information

Name: _____

Relationship to student: _____

I, the undersigned parent or legal guardian of the above-named student, hereby give permission for my/our child to commute to and from school independently, using transportation of their own choosing (e.g., walking, biking, public transit, etc.).

I understand and acknowledge the following:

- The school is not responsible for my child's safety, supervision, or conduct during their commute to and from school.
- The school's responsibility begins once the student enters school grounds and ends once they leave the premises at the conclusion of the school day or activity.
- I assume full responsibility for the safety and conduct of my child during their commute.
- I release and hold harmless the school, its faculty, staff, administrators, and board of trustees from any and all liability, claims, or causes of action arising out of or related to my child's commute.

Acknowledgment and Signature

By signing below, I affirm that I have read and understood this waiver and consent to allow my child to commute independently.

Parent/Guardian Signature: _____ **Date:** _____