



JESUS' FLOCK ACADEMY FOUNDATION INC.

# Information Handbook S.Y. 2024-2025

KINDER | ELEMENTARY | JUNIOR HIGH SCHOOL | SENIOR HIGH SCHOOL



**CONQUERING MORE MOUNTAINS**

# **JESUS' FLOCK ACADEMY FOUNDATION, INC.**

## **SCHOOL YEAR 2024-2025**

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## INTRODUCTION TO SCHOOL YEAR 2024-2025

This year marks a significant milestone for Jesus' Flock Academy as we are entering our 40th year! We remember how the dream of putting up a school was birthed from the hearts of the leaders and elders of Jesus' Flock. Where it first started as a dream, and now God has caused the school to bring a meaningful impact in Marikina and extending its influence to the greater body of Christian schools in the Philippines.

“CONQUERING MORE MOUNTAINS” is the theme of School of Tomorrow® Philippines for this academic year. As part of a bigger community, Jesus' Flock Academy aligns with the general direction of the SOTP as well as the Accelerated Christian Education Ministries International, which serves more than a hundred countries all around the world. Despite the challenges JFA have faced, we are strengthened by how God through His grace has carried us through and has now inspired us to continue raising the banner of a Biblical and individualized system of education – to conquer more mountains, and the most evident one is the mountain of our own school property. Let us all partner in believing Joshua 14:12, “Now therefore give me this mountain, whereof the LORD spake in that day; for thou heardest in that day how the Anakims were there, and that the cities were great and fenced: if so, be the LORD will be with me, then I shall be able to drive them out, as the LORD said.”

As a ministry under the umbrella of Jesus' Flock church, we want to fulfill its vision to Worship God. Love People. Transform Nations. Our goal is to impact the community as a leader in quality education while upholding our role as the “pillar and ground of truth” in society. We will remain faithful to our call to produce worshipers, disciples, and responsible citizens who will make an impact in the world for Christ.

As we enter our 40th year of operation, we are looking forward to a deeper level of partnership with our parents in fulfilling the Christian Education Mandate entrusted to us by our Lord and Savior, Jesus Christ.

*The Administration*

## THE JESUS' FLOCK EDUCATION

### OUR VISION STATEMENT

"Jesus' Flock Academy exists to produce individuals who are worshipers, disciples, and responsible citizens who will make an impact in the world for God."

#### OUR IDENTITY:

##### A Church-School

Jesus' Flock Academy Foundation, Inc. is the church in action. It is a church- school, therefore, it works as part of the church ministry. It follows the principles of the Scriptures in all aspects of administration and is submitted to the elders of Jesus' Flock, Inc. who provides the spiritual and directional covering.

#### OUR MISSION:

##### Academic Excellence and Character-Building

It teaches students to see life from God's point of view, to take responsibility for their own learning, and to walk in wisdom. All activities, both academic and extra-curricular, aim to develop in each student excellence both in academics and in character.

As an educational institution, JFA works towards **ACADEMIC EXCELLENCE**. Through the School of Tomorrow® System (Accelerated Christian Education – A.C.E.), JFA provides the students with complete preschool, elementary, and high school core academic programs aimed at preparing them to go into higher education and into business and professional pursuits with confidence and superb educational background. JFA has all DepEd-required subjects and offers electives that can further develop the students' God-given gifts and talents. Some of these subjects are done through lectures, workshops, mini-classes, and discussion groups. JFA is fully recognized by the DepEd from preschool to Junior High School and has a permit for Senior High School Academic Tracks (ABM,GAS, HUMSS, STEM) and is concentrating on STEM and GAS for its first few batches of students.

As a church ministry, JFA gives emphasis to **CHARACTER-BUILDING**. The A.C.E. system is distinctive in its inclusion of wisdom as a deliberate aspect of the learning process. Biblical values and concepts considered foundational to meaningful interpersonal relationships and productive living are conveyed throughout JFA's program in such a way as to become life-shaping influences.



Character training received as a part of the learning experience prepares students to welcome and accept challenges and future opportunities that come their way. JFA's mission of academic excellence and character building seeks to fulfill the vision of producing worshipers, disciples, responsible citizens, and individuals who will make an impact in the world for God - **WORLD CHANGERS**.

### OUR CURRICULUM:

#### Christian, Individualized, Filipino, International



JFA is **CHRISTIAN**. Its philosophy of education is totally theistic. It believes that the Bible is the main foundation of all truth and the curriculum it uses begins with the basic Biblical presuppositions: God's unique purpose for every individual, the individuality of each person, the priesthood of the believer, and the importance and accountability of every individual on a personal basis towards God. All subjects are presented in the light of the Scriptures; therefore, students are trained to live from a Biblical worldview. The **LORD JESUS CHRIST** is the center of the church-school ministry, the model and ideal for character.

JFA as a Christian school strives to realize its call to service. Through various activities, JFA allows its students to have hands-on experience in missions by serving others. Some of its programs are outreaches, community immersion, relief-giving activities, and exposure trips abroad. Training for church ministry becomes a natural outflow of the Biblical training the students get from their studies. The ultimate goal – the glory of **GOD**.

#### *This is JFA's commitment to **WORSHIP**.*



JFA is **INDIVIDUALIZED**. Individualism is theistic and must be re-affirmed as a basic philosophy of education and life. JFA provides classrooms that enhance maximum individualized learning. Unlike conventional schools, JFA puts students of different ages and academic levels in one room called a "Learning Center" where a "supervisor" and an assistant provide help and instruction to compliment the learning process made possible through the use of self-instructional materials of the Accelerated Christian Education – A.C.E. (School of Tomorrow). In this way, the responsibility of learning is given to the student.

The individualized system of the A.C.E. allows each student to work at his own pace. It therefore caters to all kinds of children – "the fast-learner, the average, and the slow-learner."

The school does not in any way categorize the students as such but identifies the academic and vocational skills and abilities of every child so that he can be given the correct academic program to prepare him for tertiary education and his future station in life.

Upon reaching the end of six years in elementary school – an evaluation of the student’s performance will determine his high school program. Though JFA’s Junior High School program may be classified as “General Secondary,” it has sub-classifications – **Honors Course of Study** (Math or Science Concentration for those seeking to pursue a career in engineering, math, natural sciences, and related disciplines), **College Preparatory Course & General Course of Study** (for communications, social sciences, business, arts and related fields). A fourth sub- classification is called **Para-Professional Track**, which aims to prepare students with special academic needs to pursue non-degree courses after high school. These courses of study transitions students smoothly to the Senior High School programs they will take.

The staff-student ratio of 1:10 to 1:15 guarantees that each student is personally cared for. A JFA “teacher” is more than just an academic instructor. He or she takes on the different roles of teaching, assisting, motivating, counseling, pastoring, and at times, parenting. Our teachers recognize that they are in JFA not because of the job, but because God called them to the ministry – the ministry of preparing future leaders through quality Christian education.

*This is JFA’s commitment to **DISCIPLESHIP**.*



JFA is **FILIPINO**. Though it uses an international curriculum, JFA remains Filipino at heart. Jesus’ Flock Academy Foundation, Inc. is a one hundred per cent Filipino non-stock, non-profit educational corporation. As a Filipino school, JFA seeks to promote the spirit of nationalism and aims to contribute to the development goals of the nation. Through regular interaction with foreign nationals, including its few foreign students, JFA seeks to establish the uniqueness of the Filipino culture and hopes to demonstrate the effectiveness of the Filipino in the field of world missions and global service.

In line with this, JFA promotes alternative classroom activities that will help increase awareness of the society and its needs. Classes make use of outside- the-classroom-learning processes like field trips, community visitations, workshops, and camps. Through the integration of socio-cultural activities in its programs and the importance given to subjects in the national language, literature, history, geography, civics, and economics, JFA aims to enrich the students’ sense of appreciation of the Philippine culture, inculcating in them the truth that God has a special and unique purpose for this nation.

*This is JFA’s commitment to **CITIZENSHIP**.*



JFA is **INTERNATIONAL**. The A.C.E. system have been tried and proven for over four decades in thousands of schools - public, government, private, and church- schools – in more than one hundred countries throughout the world. Being international, therefore, as far as JFA is concerned means that its basic curriculum is designed to be applicable in any national setting - a powerful way of preparing globally effective individuals in a growing community of nations. Though the use of an international program does not make JFA an international school, an integral part of its mission is to assist foreign missionaries here in the Philippines in the education of their children by accepting a limited number of foreign students. High school students are encouraged to participate in the A.C.E. International Student Convention held annually in the United States for global exposure.

JFA also recognizes the fact that as a Christian school, its mandate is to raise men and women who will take the light of the Lord Jesus Christ to different parts of the world – both as conventional and professional missionaries.

*This is JFA's commitment to **WORLD MISSIONS**.*

## OUR MEMBERSHIPS & AFFILIATIONS



**JESUS' FLOCK, INC.**

**DEPARTMENT OF EDUCATION  
DIVISION OF MARIKINA CITY**

**BUREAU OF IMMIGRATION  
SCHOOL OF TOMORROW®-PHILIPPINES  
ACCELERATED CHRISTIAN EDUCATION MINISTRIES, INT'L  
MARIKINA PRIVATE SCHOOL ADMINISTRATORS' ASSOCIATION**

## OUR LOGO



The book and the cross in the logo of JFA represent its two-fold mission:

### **ACADEMIC EXCELLENCE and CHARACTER-BUILDING.**

The **BOOK** represents the Bible as the main foundation of all truth in academics.

The **CROSS**, placed in the middle, represents the  
**LORD JESUS CHRIST**,  
the center of the ministry of JFA, the model and ideal for character.

JFA's academic and character training programs  
aim to establish the students in four areas depicted in the logo –

**WORSHIP** represented by the crown,  
**DISCIPLESHIP**, represented by the fish (ICHTHUS)  
**CITIZENSHIP**, represented by the flag,  
and **WORLD MISSIONS**, represented by the globe.

These symbols visually present JFA's Vision Statement -

"To produce individuals who are worshipers, disciples and responsible citizens who will  
make an impact in the world for God."

The colors of the logo – red, white, blue, and yellow (gold)  
are taken from the colors of the Philippine flag  
and are adapted as JFA's school colors.

The year 1985 in the banner represents the year of the school's foundation.

## CORE VALUES

**I am JFA.**

**JESUS**

***Christ-centered***

I believe that the Bible is the main foundation of all truth, thus all practices are presented in the light of the Scriptures. I embody humility, integrity, and strong moral values.

The ultimate goal – the glory of God.

**FLOCK**

***Community-centered***

I recognize that JFA is a ministry of Jesus' Flock Gateway Church and that the church's doctrinal position on the Word of God will be reflected in all affairs & teachings of the school. Therefore, in all that I do, I honor Jesus' Flock Gateway Church and submit to its authority.

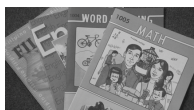
I also recognize the uniqueness of each individual and believe in the special purpose God has for each one. Therefore, in all that I do, I embody compassion, collaboration, and commitment to spur each one to their God-given destiny.

**ACADEMICS**

***Academics-centered***

I believe that God who works in me is excellent, thus in all that I do I exemplify excellence whether in academics, spiritual, and service to people.

## **I.GENERAL OBJECTIVE:**



JESUS' FLOCK ACADEMY aims to assist the learner achieve the highest academic, spiritual and moral standards reflecting the Christian faith utilizing the Accelerated Christian Education (A.C.E.) System that will enable each individual learner to become responsible, productive, creative, law-abiding, and God-fearing citizen of his country and society.

## **II.SPECIFIC OBJECTIVES:**

The educational system adopted by the JESUS' FLOCK ACADEMY presents factual knowledge and aims to develop skills, values, and attitudes, which are in keeping with God's Word. Among its major objectives are to develop the following in the stated categories:

### ***A. A.C.E. Reading Readiness Program (Pre-School-Nursery)***

The A.C.E. Reading Readiness Program is designed to develop basic skills which prepare a child to be ready to learn to read. Cartoon animal songs and stories, PACEs, physical development activities and Bible stories are employed to foster quick learning of the letter sounds; to encourage understanding of number concepts and word relationships; to strengthen visual, auditory and coordination skills, and to build Christian character.

### ***B. Learning-to-Read (ABC's of A.C.E. – Kindergarten)***

1. Academic:
  - a. Recognition of each letter, sound, and blending.
  - b. Properly write the letters in alphabetical order.
2. Character:

Same with Reading-to-Learn objectives.

### ***C. Reading-to-Learn (Grade School to High School)***

1. Academic:
  - a. Reading, writing, problem-solving, spatial abilities
  - b. Memory skills
  - c. Ability to express themselves effectively both in oral and written language.
  - d. Motor skills, muscle control and coordination.
  - e. Appreciation for music and arts.
  - f. Manual skills and creative talents.

## 2. Character:

- a. Love, trust, obedience to the Lordship of Jesus Christ.
- b. To train the child to love and obey the Scriptures and apply Christian principles and truth to real life situations.
- c. To inculcate discipline and morality.
- d. To train the child to set goals for himself.
- e. To develop a well-rounded personality and emotional stability.
- f. To develop a sense of responsibility and leadership.

## **I. ADMISSIONS:**

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### **A. General Admissions –**

1. Children of faithful members of the Jesus' Flock Church and children from other evangelical/Christian homes shall be admitted to the Academy unless the child is enrolling in the Reading-Readiness & Learning-to-Read Programs.

2. Children of pastors and missionaries of other Christian organizations who are based in the Philippines.

3. Each applicant is required to secure an application form from the Jesus' Flock Academy office that must be submitted within a specific period of time.

4. Entrance is not based on IQ or achievement ability. The underachiever is welcome unless he gives an evidence of becoming a social and moral liability to other students. Elementary and Junior High School (JHS) applicants will go through all Diagnostic Tests. SHS applicants are to be evaluated through an initial interview and Diagnostic Testing for Mastery.

5. Admission of new applicants and transferees will depend upon the availability of student offices (learning tables) in elementary and JHS.

6. The applicant and his parents/guardian shall be interviewed by the Pastor or Administrator or by the Principal or any other authorized personnel. The applicant will be accepted or denied depending on the result of the interview.

7. No child outside of Jesus' Flock Church shall be accepted –

a. who is above twelve (12) years of age unless coming from an SOT school - other applicants above twelve may be considered on a case-to-case basis upon recommendation of an active member of the Jesus' Flock church or by faithful members of the JFA Family. Grade VI graduates will be admitted to Year VII in Junior High School while those who completed High School units may be asked to do a remedial year depending on Diagnostic Tests results. All transferees are required to take the Diagnostic Tests.

b. who has been arrested; who has used drugs; who smokes.

c. who has been dismissed or expelled from any educational institution.

d. who is or had been married; who has run away from home.



8. The child must have a physical examination by a reputable physician and submit a medical form.

9. A **Pastor's Recommendation** is required. The head of a missionary organization may issue this for missionary kids.

10. Both parents must attend the **PARENT-TEACHERS' FELLOWSHIP on August 17, 2024 Saturday**, and all other scheduled Parent-Teachers' Conferences and Fellowships.

11. Parents and Guardians must sign the **PARENT'S FINANCIAL AGREEMENT** indicating their willingness to faithfully clear all financial obligations on or before the specified dates of payments.

12. Students will be accepted in order of date of receipt of application and payment of fees.

13. All children in the family must enroll unless special circumstances exist. JFA is not a reformatory or a SPED school.

14. A birth certificate will be required for office use but it is not related to grade level (residency) placement.

### **B. Specific Admissions for Pre-School/Nursery and ABC's of A.C.E./Kindergarten –**

1. For the Pre-School, the child must be at least four (4) years old by August 2024 while in the ABC's, the child must be or will be five (5) years old by August to October 2024 with Pre-School background.

2. The child should take the Reading Readiness Test. A minimum grade of 80 is required for the ABC's class.

3. Parents and guardians must agree to the basic Christian principles of education.

4. Parents and guardians must satisfy all the general admission policies unless inapplicable.

## C. Specific Admissions for Senior High School –

1. JFA JHS completers are automatically accepted in SHS.
2. Grade 10 completers from other schools using the A.C.E./School of Tomorrow System with a minimum of General Course of Study Track completed.
3. Grade 10 completers who are members of Jesus' Flock Church and JHS completers from other non-SOT schools may apply provided they satisfactorily pass the Diagnostic Tests for SHS.

## B. Financial Policies –

1. A student is considered officially enrolled only after the payment of the required “upon registration” down payment of either 5%, 10%, 15%, or 25% of the Services & Administrative Cost, other basic fees, and the payment of the academic materials. The rest will be collected on a monthly basis.

2. Parents must sign the FINANCIAL AGREEMENT.

3. Parents/guardians must **fulfill all monthly financial obligations as specified in the Financial Agreement. Due date is every 15th day of the month, which will be collected from August through May. PACEwork will be stopped automatically and student will not be allowed to attend classes for failure to pay dues for two consecutive months. Progress Report Cards will be withheld from parents with delinquent accounts.**

**Parents must agree to the following statement:**

*“We recognize without reservation, the authority of Jesus' Flock Academy to bar or not to allow our child from entering the school and attending his classes is case we fail to pay two (2) consecutive installments of the due demandable educational pledge and other schools fees as indicated in the current schedule of payment and that he will only be readmitted as soon as the educational pledge and school fees are paid.”*

4. Children of parents with delinquent accounts may be refused admission the following school year. **Permanent Records will likewise be withheld until accounts have been settled.**

5. Cash Payments should be given to the Finance Officer or the authorized school personnel. **For bank transfers, a transaction slip is to be sent through email [jesusflockacademy@gmail.com](mailto:jesusflockacademy@gmail.com) for verification purposes.**

6. Refund - The following percentages of refund will be applicable in case of pulling out of students:

- a. First week of classes - 80% of total amount paid
- b. Second week of classes - 60% of total amount paid
- c. Third week of classes - 40% of total amount paid
- d. One month after opening - No more refund

7. If a student decides to withdraw, we will require an official submission of a withdrawal letter to process the request. **Educational pledges will only be stopped upon receipt of the said withdrawal letter.**

## II. TESTING:

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Diagnostic Testing, which does not necessarily determine acceptance, will be conducted before the child may be admitted to school. The test results will determine the proper PACE levels from which the child would start. However, tests for the Reading-Readiness and the ABC's will determine whether the child is qualified or not in Nursery or Kindergarten respectively.

## II. SCHOOL DATES:

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The school year 2024-2025 will begin on the **19th of August 2024, Monday** and will end on the **9th week of the 4th quarter, 9th of May 2025, Friday**. **Recognition Day/Graduation will be on May 17, 2025, Saturday.**

## III. SCHOOL TIME:

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- |                                 |                         |
|---------------------------------|-------------------------|
| 1. ABC's of A.C.E.-Kindergarten | : 8:00 a.m. – 12:00 nn  |
| 2. Primary (Years 1-2)          | : 8:00 a.m. – 3:00 p.m. |
| 3. Primary (3) & Intermediate   | : 8:00 a.m. – 4:00 p.m. |
| 4. Junior High School           | : 8:00 a.m. – 4:00 p.m. |
| 5. Senior High School           | : 8:00 a.m. – 4:00 p.m. |
- With Independent Study

**Students must be picked up not later than 6:00 pm, otherwise, please coordinate with your child's supervisor.**

## IV. SUSPENSION OF CLASSES:

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Regular classes will be suspended following the closure notices declared by the PAGASA and for any abnormal circumstances such as strikes, rallies, etc. No classes will be held on official national holidays set by the Department of Education.



The school will observe the following S.O.P. regarding typhoons:

- Typhoon Signal # 1 : No classes for Nursery, Kinder, and Elementary Levels Typhoon
- Typhoon Signal # 2 : No classes in all levels.

Parental discretion may be used for students coming from areas where roads to school may be deemed not passable due to floods.

## V. CHURCH ATTENDANCE

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As a Christian school, Jesus' Flock Academy believes that church life is vital to the education of its students, thus, **regular church attendance in a Bible- believing, evangelical Christian church is part of the commitment parents sign in the PARENTS' UNDERSTANDING AND COMMITMENT.**

## **VI. GRADING SYSTEM, RESIDENCY & RULES ON LATES & ABSENCES:**

A.C.E. departs from the traditional classroom situation since each child completes the requirements of each academic level at his own pace. PACE and quarterly grades are averaged. In the elementary department, **JFA identifies each child in terms of residency, not academic level, which covers six years (Years 1-6).**



Academic programs for Junior (Years 7-10) and Senior (Years 11-12) High School are projected upon completion of A.C.E. basic elementary materials or upon completion of the minimum requirements of the sixth year of elementary residency. Junior High School students must complete their **four-year residency** before moving up to Senior High School.

A fast-learner, however, may enjoy the benefit of acceleration. Acceleration in ACE means completing more materials in a given time frame rather than skipping a school year, giving a child higher academic advantage.

### **Lates**

#### **Elementary to Junior High School**

Students who come to school by 11 am is considered half day in attendance. Habitual lates will be monitored.

#### **Senior High School**

Senior high classes have lectures scheduled for 1.5 hours. Students who arrive more than 30 minutes late will not be permitted to enter the Learning Center and must wait for the next class period.

**A STUDENT WHO INCURS ABSENCES OF MORE THAN 20% OF THE PRESCRIBED SCHOOL DAYS WILL BE GIVEN A FINAL MARK OF “INCOMPLETE”** unless the student fulfills the minimum academic requirements. **A STUDENT WHO DOES NOT COMPLETE HIS ACADEMIC PROJECTION FOR GRADUATION WILL HAVE TO EXTEND HIS RESIDENCY UNTIL THE COMPLETION OF THE ACADEMIC PROJECTION REQUIREMENTS.** Academic Projections are reviewed annually.

## **VII. PROMOTIONS**

The following minimum requirements must be fulfilled in order for a student to be promoted from one academic category to the next.

#### **Nursery – Reading Readiness Class**

Students must complete all the work and activity requirements in the Preschool with Ace and Christi Reading-Readiness Class to be awarded a Certificate of Completion.

A student who fails to satisfy the requirements will be awarded a Certificate of Attendance.

#### **Kindergarten – ABC’s of A.C.E. Plus**

Students must complete the ABC’s of A.C.E. Learning-to-Read Classes plus completion of at least **PACE 1012 in all the core subjects** (Math, English, Science, Social Studies, Word Building) by the end of the academic year to be awarded a Certificate of Completion.

A student who fails to complete the minimum requirements will be awarded a Certificate of Attendance and will be recommended to do remedial work to qualify for elementary level.

## **Elementary Level**

After six years of residency in the elementary level, a student must complete at least **PACE 1084 in Math, English, Science, and Word Building, complete 1072 in Filipino, and finish the Philippine History PACEs** in order to qualify for elementary graduation and promotion to Junior High School. However, **students who complete PACE 1072 in the core subjects may be promoted** to Junior High School but may only be accepted under the **General Course of Study Track** and, later, in the **General Academic Strand (GAS)** for Senior High School.

An Elementary Year 6 student who fails to complete the minimum requirements by the end of the school year will not be awarded the Certificate of Completion during the Graduation Day but upon completion of requirements.

Elementary Year 6 students with major academic deficiencies will be retained in their residency.

## **Junior High School**

Junior High School Year 10 students must complete the requirements of their course of study – General Course, College Preparatory or Honors Course based on the Academic Projection – to be promoted to Senior High School. Year 10 students with minor deficiencies will not be allowed to march during the Moving-Up Ceremony on RecognitionDay.

Year 10 students with major academic deficiencies will not be promoted to Senior High School.

## **Senior High School**

Senior High School students must complete the requirements of their Track to be awarded the SHS Diploma.

**Special Academic Students (SAS)** may be exempted from certain requirements. Please refer to item XIV.B on page 19.

## VIII. ACADEMIC AWARDS AND HONORS REQUIREMENTS

**1. Quarterly Honors – Honor Status every quarter is based on the fulfillment of the minimum requirements, which are as follows:**



- Grade Average of 95-100 for Honor Roll A and 90-94 for Honor Roll B.
- Recited all Scripture Memory Work
- Completed PACE/class Requirements (at least 3 PACEs per subject or as specified. Gap PACEs – remedial work – are not counted). A student working on very high academic levels may be exempted from the 3-star requirement upon the approval of the Administration.
- Completed other academic requirements.

**2. Annual Honors Award – fulfilled combined requirements of the four quarters.**

Based on the new DepEd Policy Guidelines on Awards and Recognition for the K-12 Basic Education Program, we will be using the following categories for our Annual Honors Award:

- With Highest Honors - 98-100 General Average
- With High Honors - 95-97 General Average
- With Honors - 90-94 General Average

**ALL LEVELS: May 9, 2025, is the deadline for completion of honors requirements.**

### **3. Senior High School:**

**o The Most Outstanding Graduates** – One for every three graduating students is the ratio to determine the number of awardees.

If there are only six graduating students, only the top two will be given.

If there are more than twelve graduates, awards will only be given up to the Third Most Outstanding Graduate. However, ties may be awarded. The following will be the criteria for ranking:



ACADEMIC PERFORMANCE – (70%) (Year 11 40% & Year 12 60%) LEADERSHIP, CHARACTER, CO-CURRICULAR ACTIVITIES (30%)

o **Special awards** are given to deserving graduates – **Academic Excellence Award, Leadership Award and the Christian Character Award.** A graduate who receives all three awards is given the Christian Spirit Award. A **Loyalty Award** is given to a student who completed ABC's of ACE/Kinder to Senior High School Year 12 in JFA.

o **Special awards** will also be given during the Senior High School Culminating Activity/Exhibit –

- Best in Work Immersion
- Best Research Work
- Best Final Project

o A graduating student who has been suspended or has committed serious disciplinary infractions during the Graduating Year shall be disqualified from the top honors.

**“No-March Policy”: Failure to complete requirements before Graduation day will mean a graduating student would not be allowed to join the graduation ceremonies.**

## **IX. FACULTY AND STUDENT RATIO:**

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JFA Learning Center staff, called Supervisors (licensed teachers), Monitors, and Teacher Aides are committed to working with students towards the attainment of their goals. The student-staff ratio is from 10:1 to a maximum of 15:1. **Only active members of the Jesus' Flock church and graduates of JFA with teaching qualifications are accepted as members of the JFA staff.** The school also hires the services of practitioners who can provide specialized instruction for workshops, lectures, and trainings.

## **X. DRESS CODE:**

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### **A. Learning Center Attires (Senior High School)**

1. Boys: The School ID is part of the uniform.
  - a. Brown khaki pants – straight cut, no jeans.
  - b. A black belt is considered a part of the official uniform.
  - c. Short-sleeve blue polo with patch.
  - d. Black socks and black “shine-able” leather shoes  
(black rubber shoes, “gamusa” or sandals are not allowed.)



2. Girls: The School ID is part of the uniform.

- a. Blue short-sleeve collared polo with patch
- b. Brown khaki skirt below the knee.
- c. White socks and black (“shine-able”) leather shoes – girls’ school shoes or boys’ Greg-type shoes only (high-cut and more than 2” high heels are not allowed).
- d. Make-up is not part of the school uniform.

**B. Learning Center Attires (Primary-Junior High School) –**

1. Boys: The School ID is part of the uniform.

- a. Dark blue long pants – gabardine/wool type; no patch-sewn pockets.
- b. A black belt is considered a part of the official uniform.
- c. Short-sleeve white polo shirt-jack with JFA patch, with plain white undershirt.
- d. White socks and black “shine-able” leather shoes  
(black rubber shoes, “gamusa” or sandals are not allowed.)

2. Girls: The School ID is part of the uniform.

- a. White short-sleeve blouse with patch (elementary with pocket & HS secret pocket)
- b. All around pleated royal blue skirt below the knee.
- c. White socks and black (“shine-able”) leather shoes – girls’ school shoes or boys’ Greg-type shoes only (high-cut and more than 2” high heels are not allowed).
- d. Make-up is not part of the school uniform.

**C. Pre-School and ABC’s/Kinder of A.C.E. Uniform –**

1. Boys: The School ID is part of the uniform.

- a. White Polo Shirt-jack with JFA patch and white undershirt.
- b. Dark Blue shorts
- c. White socks and black (“shine-able”) leather shoes (No high cut).

2. Girls: The School ID is part of the uniform.

- a. White blouse, baby collar, pockets in front and royal blue buttons;  
royal blue garterized pants.
- b. White socks and black leather shoes (No high cut allowed).

## E. Decorative Items –

No offensive pins, badges, or other unnecessary items will be allowed inside the Learning Center. Earrings – no dangling - for girls and watches for boys and girls are allowed to go with the official uniform. No earrings, chokers (leather or shells) or bracelets for boys. Only one (1) baller/band or bracelet may be allowed as long as the print is not offensive to Christian values. No multi-earrings and chokers (leather or shells) for girls. The wearing of expensive jewelry and wristwatches are discouraged for security reasons.

## F. P.E. Uniforms -

Official P.E. uniforms, which can be ordered through the office, are to be used during prescribed P.E. days only, Fridays.

**The administration and Learning Center Staff may stipulate more precise appropriate modes of attire for special events in or out of the school facility such as during field trips, immersions, and conventions.**

## XI. HAIR CODE/FINGERNAILS:

**Boys:** Standard, conservative clean-cut; be off-collar, eyes and ears; and combed neatly. **No extreme fad style** will be allowed. **Modern but discreet hairstyles may be acceptable.** No color streaks or flashy (unnatural) color-dyed hair or skinhead (totally-shaved) will be allowed. **Haircut check will be done every 15th of the month.** The school staff will not accompany students for haircut. **Fingernails** should be neatly trimmed. Only official guitarists may be allowed to sport long nails on their plucking/strumming hand.

**Girls:** Properly maintained, neatly combed hair. Bands and clips may be used to maintain order. **No color streaks.** Color-dyed hair will not be allowed except conservative colors or that which highlight the hair's natural color. High school girls may sport long nails. Only natural polish, however, may be used during regular school days.

**XII. CELL PHONES & ELECTRONIC GADGETS:**

Cell phones and other electronic gadgets such as Nintendo Switch, tablets, digital camera, smart watch, and similar items are not allowed in school and will be confiscated. **Only parents can redeem confiscated items** – first offense, after a week; second offense, after a month; third offense, after an equivalent of one quarter. **However, for special school activities, digital cameras, video cameras and other electronic gadgets needed may be allowed, “as announced by the administration.”** Senior High School students may bring either a phone, laptop, or tablet for use in their classes but are allowed only to be used inside the Learning Center. Earphones are not allowed.



**“PRIVILEGE E”** – This privilege allows a student to bring a cellphone and earphones to be used in the Learning Center only. The Supervisor will coordinate with the parents.

For emergency purposes, students may use the land phones at the Administrative Office or get in touch with their parents through the Learning Center Supervisor’s and Monitor’s mobile units. Spot checks will be done regularly.

**XIII. CONDUCT POLICIES:**

Christian character and discipline are strongly ingrained in the A.C.E. system. Since we believe that education is a partnership of the Church and the parents, both parents are thus expected to comply with the disciplinary measures that will keep the child in the fear of God and in obedience to his parents and his superiors. Offenses like cheating, scoring violation, lying, disrespect for supervisors and monitors, vandalism, cursing, name-calling, bullying, etc., are subject to disciplinary action.

- **FIRST OFFENSE:** Teacher-Student conference.  
(Parents will be informed of the child’s behavior.)
- **SECOND OFFENSE:** Teacher-Student & Teacher-Parents’ conference.
- **THIRD OFFENSE:** Principal’s Office.
- **FOURTH OFFENSE:** Pastor-Student and Pastor-Parents’ Conferences with corresponding disciplinary action: e.g. in-house suspension or series of counseling.
- **FIFTH OFFENSE:** Suspension or dismissal. (The Board of Trustees and the entire staff are involved in decision-making)

The implementation of these disciplinary measures and the course of action decided by the Board and staff will be on a case-to-case basis. Measures will depend on the gravity of the offense.

**MAJOR AND CRIMINAL OFFENSES:** Serious disciplinary infractions such as stealing, pilfering of school records and files, causing injury to others, indecent conduct, intentional damage to property and the like will result in immediate suspension. Other acts considered criminal under the Philippine laws would warrant immediate dismissal after due process has been done.

Below is an expanded explanation of “major and criminal offenses”:

As a general principle, cases are considered major if any of the following conditions are present: acts against the laws of the Philippines, endangering the life and safety of the members of JFA community, or direct and intentional defiance of the JFA Standard of Conduct. Students can be suspended, dismissed or expelled for the following offenses involving:

### **A. Security**

1. Going to school under the influence of alcohol or prohibited substances
2. Possession, use, or distribution of dangerous drugs (according to RA 9165)
3. Possession of deadly weapons
4. Engaging in behavior that might lead to serious injury or loss of life, whether intentionally or as a result of negligence or recklessness.

### **B. Order**

1. Disturbing or disrupting a class or a school function without just cause (An example of a just cause is “announcing an emergency”)
2. Gambling in school
3. Illegally obtaining or gaining access to and/or using restricted school documents.
4. Committing, in the school or during a school function outside the facility, any acts considered crimes under the laws of the Philippines.
5. Committing acts outside the school, which affect the good name, reputation, morale, or general welfare of the school, especially acts considered crimes under the laws of the Philippines of which the person has been formally charged or convicted.
6. Repeated and/or willful failure to comply with official summonses issued by the administration.

### **C. Individuals or Groups**

1. Acts of misconduct of a sexual nature
2. Physical assault
3. Bullying (see the JFA Child Protection and Anti-Bullying Policy on page 34)
4. Instigating and/or engaging in activities resulting in injury or moral damage to an individual or a group.

### **D. School Property**

1. Stealing and/or unauthorized possession of others' and school property, including PACEs, Score Keys, PACE Tests, and Test Keys.
2. Vandalizing school property and facility.
3. Instigating and/or engaging in activities resulting in damage to school property.
4. Tampering with fire extinguishers, removing or disarming fire alarms, dropping objects from the building, and the like.

### **E. Academic Dishonesty**

Any form of dishonesty committed in the context of Learning Center Procedures.

This includes but is not limited to the following:

1. Possession and/or use of unauthorized notes, materials or equipment that may be used in a dishonest act during PACE Test or examination such as photocopied PACEs, photocopied Checkups and Self-Tests, a copy – handwritten, photocopied, downloaded, or electronic – test answer. Use of calculators is only allowed in specific cases.
2. Possession of actual or copy – handwritten, photocopied, or electronic – of Score Keys and Test Keys.
3. Copying – handwritten, photocopied, photographed, downloaded – and distribution of Score Keys and test Keys.
4. Plagiarism
5. Fabrication or submission of falsified data, information, citation, or source.
6. Deception by providing false information to an academic staff to gain approval or exemption from a requirement.
7. Tampering with and/or falsifying school documents and communication, whether physical or electronic.

## **F. Public Morals**

1. Accessing, possessing, or distributing pornographic materials in school or during school sanctioned activities whether in physical or electronic form
2. Engaging in, or provoking, scandalous behavior in school or during out-of-facility school sanctioned events and activities like field trips, immersions, and conventions.

**Students must sign the STUDENT STANDARD OF CONDUCT.**

**See page 29.**

## **XIV. SPECIAL POLICIES:**

**A. Foreign Students:** Foreign students may be accepted to Jesus' Flock Academy provided they present records from their previous schools and are holders of student or resident visas. **The general policies set by the Department of Education and the Bureau of Immigration for admission of foreign students will be followed. Non-English speakers cannot be admitted** to the school since the curriculum is English-based unless enrolling in the Learning-to-Read Program. Those with difficulty in English will be required to go through a remedial program or an intensive training on the English language. **A foreigner will be charged extra fees to cover extra expenses like immigration fees and other legal requirements.**

Recognizing the different academic calendars of other countries, **foreign graduating students are required to complete all requirements of DepEd**, in general, and of JFA, in particular, before they are given certificates of graduation in case they have to leave the Philippines prior to the date of graduation to pursue college studies abroad.

**B. Special Students:** Special students, specifically those with limited physical handicap, may be admitted to Jesus' Flock Academy provided their disability would not in any way prevent them from using of the A.C.E. system. **JFA is not equipped to assist blind or deaf children.** A limited number of those with learning handicap may also be admitted such as those with dyslexia (as properly diagnosed by a doctor) or other diagnosed reading problems. An individual with academic learning disabilities **as medically diagnosed** by a reputable mental or psychological testing center may be accepted as a **Special Academic Student (SAS)** provided the individual will not distract the normal function in the Learning Center through unacceptable social behavior.

## POLICIES

When the child's mental level proves to be much below the average – such as intellectual disability or extremely low mental ability – and requires the expertise of an institution for special education, the child will be recommended for transfer to an appropriate school that can meet the child's educational needs. **JFA reserves the right to deny admission of students it is not equipped to minister to in the area of education. Further, JFA is not a reformatory for juvenile delinquents.**

## JESUS' FLOCK STATEMENT OF FAITH

### Article I

#### THE BIBLE

We believe that the Bible is the verbally inspired Word of God and is the final authority for faith and life.

### Article II

#### GOD

We believe in one God existing eternally in three persons – the Father, Son, and Holy Spirit.

### Article III

#### JESUS CHRIST

We believe that the Son of God became man without ceasing to be God, was conceived by the Holy Spirit, and born of the Virgin Mary. He came to reveal God and to redeem man from his sins by dying on the cross as man's substitute. We believe that he resurrected from the dead, ascended to heaven, and is now seated at the right hand of God as our High Priest, Intercessor, and Advocate

### Article IV

#### HOLY SPIRIT

We believe that the Holy Spirit dwells in every believer making him one with the body of Christ. We believe in the full operation of the gifts of the Holy Spirit and that they still operate today. We believe in the fruit of the Holy Spirit being made manifest in every believer's life as he walks in the Holy Spirit's power.

## **Article V**

### **MAN**

We believe that man was created in God's image but because of Adam's sins was separated from God; that man is lost and unable to save himself. We believe that the Word of God assures believers of their salvation but that the same Word commands believers not to use this freedom as a license to sin.

## **Article VI**

### **CHURCH**

We believe that the Church is the body and the bride of Christ made up of born- again persons; that its continuance and establishment is taught in the New Testament. We believe that the Lord Jesus Christ left two commands to be observed to remember Him and His work: the baptism in the Name of the Father, Son, and Holy Spirit and the partaking of the Lord's Supper.

## **Article VII**

### **RESURRECTION**

We believe that all men will be resurrected: the saved to eternal life and the unsaved to eternal punishment.

## **Article VIII**

### **SECOND COMING**

We believe that the Lord Jesus Christ will surely, personally, and literally return to establish His kingdom on earth and that every believer should be constantly looking forward to His coming when He takes His bride, the Church.

## **Article IX**

### **DISCIPLESHIP, EVANGELISM & MISSIONS**

We believe that every believer has the responsibility to walk as His disciples, to demonstrate by life and by word the truth of the Word of God, and to proclaim the Gospel of salvation to all mankind.



We, the undersigned, parents/guardians of \_\_\_\_\_  
(If more than one child, list others next page), do hereby request enrollment at  
JESUS' FLOCK ACADEMY FOUNDATION for our child/children. **We acknowledge that the Bible places the primary responsibility in the home for education especially on the fathers**, and request this school to assist us in meeting this responsibility. It is our conviction that our child/children must have an academic education which is based on the Word of God.

We hereby certify that **we request the school to operate on our behalf "in loco parentis"** with the following understanding:

1. We understand that **Jesus' Flock Academy is a ministry of Jesus' Flock Church**. It is an effort of the church to help us train up our children in the way that God would have them to go, and that the church's doctrinal position on the Word of God will be reflected in all the affairs and teachings of the school.

2. We further understand that it is expected of our family that **we will maintain a family and church life that is consistent with the teachings of the Word of God**. This includes regular prayer and Bible reading in the home, church attendance, and loyal support of the ministry of the pastor and the church. If we are not members of Jesus' Flock, we will supply a letter from our pastor evidencing this involvement in our church, which is fundamentally sound in doctrine.

3. We further understand that **we expect the school to exercise consistent Biblical discipline** and that should it be necessary that our child is disciplined with any form of correction, we may be asked immediately to come to school and discuss the school's recommended discipline. We further acknowledge that the school teachers and administrators have our confidence and that we will honor their judgment about the necessity of such discipline should it be recommended or administered.

4. We further understand that since Jesus' Flock Academy is a spiritual ministry of Jesus' Flock Church, under the immediate direction of its pastors, elders and staff who specialize in educational ministry that no "tuition" as such is charged by the school. However, **educational pledges will be collected to cover all operations and services**.

5. We further covenant with the pastors of Jesus' Flock and their assistants and counselors, and **we will be consulted on matters affecting the spiritual life of our family and children so that we may build the lives of our children** in obedience to the Word of God. Should our children have any complaints, we commit to support the school by verifying the veracity or legitimacy of the complaint first. Should any misunderstanding or dissatisfaction arise regarding any of the teachings, philosophy, or policies of the church or school, we will consult with the proper authorities, namely the Pastor-Administrator, the Principal and their assistants, to resolve them as quickly as possible and that if irreconcilable differences continue, we will withdraw from participation in the school.

6. We further covenant that **we will attend all the PARENT-TEACHERS' ORIENTATION, FELLOWSHIPS and CONFERENCES** of the school.

7. **We further covenant to regularly pray for the Pastor and Staff of Jesus' Flock and the Academy** and encourage its ministry in every way possible. We will speak favorably of it or not at all. And we volunteer our physical services to sustain its ministry whenever and wherever possible.

8. We further certify that we expect Jesus' Flock Academy not to specialize in extra-curricular activities. **We expect the school to make academics and spiritual development its major emphasis.** However, we recognize extra-curricular activities as pleasant addendum to the school program especially in the development of extra-curricular skills and talents among its students. We further recognize the school's role in encouraging the development of these skills and talents without sacrificing the academic and spiritual standards.

9. **We understand that if for any reason the Administration of the school determines that we are not in compliance with the letter and spirit of this agreement, we may be asked to withdraw from participation in Jesus' Flock Academy until we will comply without recourse.**

## PARENT'S UNDERSTANDING & COMMITMENT

**WE ENTER INTO THIS AGREEMENT VOLUNTARILY AND ENTHUSIASTICALLY AND REQUEST THAT WE BE MADE PART OF THE FAMILY OF FAMILIES OF THE JESUS' FLOCK ACADEMY.**

\_\_\_\_\_  
Signature of Parents/Guardian

Date: \_\_\_\_\_

### PARENTS' LETTER OF AGREEMENT

Having read all information concerning the **JESUS' FLOCK ACADEMY FOUNDATION** embodied in this **PARENT'S UNDERSTANDING AND COMMITMENT** and the **2024-2025 INFORMATION HANDBOOK**, and understanding the high spiritual, academic, and disciplinary standards set forth, I/we hereby pledge my/our support and agreement to JFA policies.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Signature of Parents/Guardian

Name/s of other children enrolled:

1.

2.

3.

4.

## STUDENT STANDARD OF CONDUCT

The student's attitudes, conversation, and behavior reflect the character of the institution from which he derives his training, both home and school. This form reflects the school's attempt to secure students who would best adjust to the rigor of a highly disciplined training program, which must set a high standard as an institution for an international development program.

**Please answer the following questions honestly.**

If need be, you may be asked to discuss your answers with the Pastor, Administrator, or Principal.

Do you attend Church regularly? \_\_\_\_\_

Where? \_\_\_\_\_

Are you a born-again Christian? \_\_\_\_\_

At what age did you accept Jesus as Savior and Lord? \_\_\_\_\_

Do you accept the Bible as God's Word and submit yourself to its principles as final authority? \_\_\_\_\_

Do you sincerely pledge allegiance to the Christian and Philippine flags? \_\_\_\_\_

### **QUESTIONS ON SOCIAL CONDUCT:**

Have you ever smoked/vaped. ? \_\_\_\_\_ When? \_\_\_\_\_

Do you drink alcoholic beverages? \_\_\_\_\_ Since when? \_\_\_\_\_

Have you used narcotics in the past (dope, pills, marijuana, shabu, ecstasy, etc.)? \_\_\_\_\_

How long ago? \_\_\_\_\_

Will you agree to appear in public according to church-school standards being a consistent daily example? \_\_\_\_\_

### **DRESS CODE:**

**Boys:** Modest clothing. No extreme hippies or punk style. No prints offensive to Biblical standards.

**Girls:** Modest clothing. No "revealing" clothing or very short dresses and short shorts. No prints offensive to Biblical standards.

## STUDENT STANDARD OF CONDUCT

### HAIR CODE:

**Boys:** Standard, conservative clean-cut; be off collar and ears, combed away from the eyes. No extreme fad style will be allowed. Modern but discreet hairstyles may be acceptable. No color streaks or flashy (unnatural) color-dyed hair or skinhead will be allowed.

**Girls:** Properly maintained, neatly combed hair. Bands and clips may be used to maintain order. No color streaks. Color-dyed hair will not be allowed except that which highlights the hair's natural color.

### DECORATIVE ITEMS:

No offensive pins, badges, or other unnecessary items will be allowed inside the Learning Center. Earrings for girls and watches are allowed to go with the official uniform. No earrings, chokers (leather or shells) or bracelets for boys. No multi-earrings and chokers (leather or shells) for girls. Make-ups do not go with the school uniform.

Do you understand and accept the school rule on maximum allowed absences which states that: **"A STUDENT WHO INCURS ABSENCES OF MORE THAN 20% OF THE PRESCRIBED SCHOOL DAYS WILL BE GIVEN A GRADE OF "INCOMPLETE" AND WILL BE RETAINED IN HIS/HER YEAR LEVEL** unless the student fulfills the minimum academic requirements"?  
\_\_\_\_\_

**Will you commit not to enter into a romantic relationship** until you have graduated from school, believing that academics and Christian growth are your priorities while in school?

Will you honestly agree to keep all the school's rules and regulations and respect authority?  
\_\_\_\_\_

Do you want to attend this school? \_\_\_\_\_

Why? \_\_\_\_\_

# STUDENT STANDARD OF CONDUCT

## GENERAL POLICY:

Students are expected to abide by these standards of conduct throughout their enrollment, whether at home, at school, or elsewhere. Students found to be out of harmony with these school ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

## STUDENT'S LETTER OF COMMITMENT

As a student of JESUS' FLOCK ACADEMY, I **pledge to uphold the school's standard** against cheating, swearing, gambling, drinking beer and hard alcoholic beverages, using or talking favorably of narcotics, or using indecent language, and will act in a very orderly and respectful manner. I will maintain Christian standards of courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct, and other areas of life.

**I agree to abide by the above standard of conduct** and the regulations expected of each student enrolled in this Christian Education program while I am a student of this school and will not give an impression to students, parents, or faculty that I am not in harmony with the goals, aims, and standards of the Jesus' Flock Academy.

I understand that non-compliance with the school's Student's Standard of Conduct may mean being asked to withdraw from its roster of students.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Administrator's Signature:

**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

**OBJECTIVE**

**Promote a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.**

**I. FOUNDATIONAL STATEMENTS**

**JESUS' FLOCK ACADEMY FOUNDATION, INC. (JFA)** is fully committed to promoting children's rights, notably their right to be protected from harm, abuse, and exploitation. **JFA** has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure the following:

- That as an educational institution, we will actively endeavor to fulfill our role of providing quality academic training - keeping in mind that each child is a unique individual. We believe that part of protecting the child is to provide venues for the discovery of his God-given talents and abilities so that he develops his full potential by prescribing a curricular track that will prepare him for his future station in life.
- That as a Christian school, we will maintain effective child discipline that is Bible- based because it is our conviction that the Word of God is the final authority in all aspects of life. We believe that by teaching a child to set boundaries and parameters through rules and regulations, and the efficient implementation of these, a child grows into adulthood with a balanced view of his rights in line with his responsibilities – thus, ultimately protecting him through wise living.
- That as a partner of the government, the Department of Education in particular, we will support its campaign on child protection as embodied in the “DepEd Child Protection Policy” enclosed in DepEd Order No. 40 s. 2012. We recognize the duties and responsibilities of the school and school personnel stated in the policy as well as the duties and responsibilities of the pupils, students, and learners stated therein. We believe that a balanced emphasis given to the duties and responsibilities of both the school and the learners will provide ultimate protection for all. To ensure this, Staff Rules, Regulations and Practices on Discipline in the Workers' Handbook and a Student Standard of Conduct-Student's Letter of Commitment are enforced (Appendix A).

**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

- That as an employer, will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. This policy aims to prepare them as effective agents of discipline as well as protect them from unfair and false accusations by students and parents.
- That as partners of parents and guardians, we will exercise parental authority and responsibility over the pupils, students and learners while under our supervision, instruction and custody in all authorized activities whether inside or outside the school premises. We believe that this authority is given by the parents through the Parents' Commitment and Understanding and Parents' Letter of Agreement (Appendix B) signed upon registration.
- That as "second" parents of the pupils, students and learners, we will provide a balance of nourishment and discipline.

## **II. GENERAL CHILD PROTECTION POLICY PRINCIPLES**

**With the foundational statements, JESUS' FLOCK ACADEMY FOUNDATION, INC. (JFA) will:**

1. Ensure that the school shall be conducive to learning and children shall have the right to education free from fear;
2. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Ensure that corporal correction shall not be used in school for the purpose of discipline, training, or control;
5. Take steps to prevent bullying and ensure that the appropriate interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination, and bullying;



**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

6. Ensure that pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;

7. Ensure that parents shall be actively involved in all school activities, or events that raise awareness on children's rights, positive discipline, and the prevention of bullying;

8. Ensure that the school shall orient visitors and guests on the Child Protection Policy.

9. Establish a Child Protection Committee, of which composition are updated every school year.

**Further, JFA shall:**

1. Coordinate with appropriate offices and other agencies for appropriate assistance and intervention, as may be required in the performance of its functions;

2. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation;

3. Develop best practices in relation to the recruitment of all workers– full-time, part-time or volunteers;

4. Ensure that all workers – full-time, part-time or volunteers - understand their responsibility to work to the standards and procedures detailed in the school's Workers' Handbook;

5. Ensure that all workers understand their obligations to report care or protection concerns about a pupil, student or learner, or a worker's conduct towards a pupil, student or learner, to the school head;

6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner;

7. Ensure that the school meets all its responsibilities in adhering to the requirements of the DepEd Child Protection Policy;

**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

8. Provide opportunities for all workers– full-time, part-time and volunteers - to develop their skills and knowledge particularly in relation to the care and protection of children and young people;

9. Endeavour to keep up to date with national developments relating to the care and protection of children and young people.

### **III. SPECIFIC ANTI-BULLYING POLICY STATEMENTS**

In compliance with the Implementing Rules and Regulations of the Anti-Bullying Act of 2013 (Republic Acts 10627), JFA will:

1. Prohibit the following consistent with Section 3 of the Act –

a. Bullying in the school grounds and its adjacent properties, in school-sponsored or school-related activities on or off the school grounds, vehicles leased by the school for special events, and school buses accredited by the school.

b. Cyber-bullying – bullying through the use of technology and electronic device or other forms of media owned, leased, or used by the school.

c. Retaliation against a person reporting a case of bullying.

2. Address bullying through preventive and intervention programs as provided for in Rule IV Sections 6 and 7 of the Anti-Bullying Law.

3. Implement the mechanisms and procedures provided for in Rule VI Sections 8.4-8.6 of the Anti-Bullying Law.

**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

**IV. PROTOCOL ON DISCIPLINE CASES**

**JFA will follow the general procedures in handling disciplinary cases:**

1. All child abuse and bullying incidents shall be reported to the School Head.
2. The School Head shall in turn inform the parents of the students concerned and a meeting shall be held for that purpose.
3. The student shall be referred to the CPC for counseling and other interventions.
4. The school may impose measures in accordance with the Conduct Policies stated in the Information Handbook using the principles of positive and non-violent discipline.
5. Punitive measures such as suspension or dismissal will be a last resort.

**V. THE CHILD PROTECTION COMMITTEE The Composition (SY 2024-2025):**

- Chairperson – Rev. Erich Bernard V. Santos, School Pastor
- Vice Chairperson – Ms. Anika Therese Dolor, Administrator-Principal
- Faculty Representative – Ms. Karen Grace M. Romero
- Parents' Representative – Mrs. Maria Rosario Diana B. Reyes
- Students' Representative – Student Council President

**Jesus' Flock Academy Foundation, Inc.**  
**CHILD PROTECTION POLICY**  
**Including Specific Anti-Bullying Policy Statements**

**The Functions of CPC:**

1. Initiate information dissemination programs and organize activities for the protection of children including awareness-raising programs in preventing and addressing bullying;
2. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
3. Monitor all cases or incidents related to child abuse and bullying;
4. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child;
5. Ensure that the children's right to be heard is respected and upheld in all matters and procedures affecting their welfare; and
6. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by circumstances.

# Jesus' Flock Academy Foundation, Inc.

## Academic Year 2024-2025

### General Calendar of Activities

#### **FIRST QUARTER:**

#### **AUGUST 19 - OCTOBER 18, 2024**

August 17, Sat	PARENT ORIENTATION-FELLOWSHIP
August 19, M	First Day of Classes/Student Orientation Day 1
August 20, T	Student Orientation Day 2
August 21, W	Holiday: Ninoy Aquino Day
August 22, TH	SHS Leadership Talk/NCAE Year 10
August 23, F	SHS Leadership Talk/NCAE Year 10
August 26, M	Holiday: National Heroes Day
August 30, F	Buwan ng Wika Celebration
September 9-13, M-F	Writing Workshop: Junior Student Convention
September 13, F	Student Council Elections
September 26-27, TH-F	No Classes: SOT Educator's Convention
September & October	The Church Series
October 4, F	Cheering Competition
October 11, F	Club Fair
October 14-18, M-F	Writing Workshop: High School
October 14-31, M-TH	Intervention Program
October 18, F	Last Day of 1st Quarter

#### **SECOND QUARTER:**

#### **October 21-December 20, 2024**

October 21, M	First Day of 2nd Quarter
October 25-26, F-S	Video Production Workshop
October 30, W	1st Quarter Awarding
November 1, F	Holiday: All Saint's Day
November 1-2, F-S	Jesus' Revolution Now Convergence
November 7-8, TH-F	Chess & Checkers Competition
November 9, S	Parent-Teacher Conference
November 19-22, T-F	Junior Student Convention
November 26, T	Christmas Art Competition
November 29, F	Student Council Busking & Live Artwork
December 6, F	Holiday: Marikina Teacher's Day
December 20, F	Christmas Chorale/Christmas Party/Last Day of Second Quarter
December 21-January 5	Christmas Break

# Jesus' Flock Academy Foundation, Inc.

## Academic Year 2024-2025

### General Calendar of Activities

#### **THIRD QUARTER:**                      **January 6-March 7, 2025**

January 5-10, S-F	National Student Convention
January 6, M	Resumption of Classes/First Day of Third Quarter
January 15, W	2nd Quarter Awarding
January 17, F	Spelling Competition
January 18, S	Parent Teacher Conference
January 23, TH	Elementary Field Trip
January 29, W	Holiday: Chinese New Year
January 20-February 6	Intervention Program
January 31, F	Science Fair
February 7, F	Night to Shine
February	High School: Love Seminar Series
February 21, F	Speech Workshop
February 22, S	Family Fun Day
February 25, T	Holiday: People Power Celebration
February 28, F	Speech Competition
March 5-7, W-F	High School Retreat
March 7, F	End of Third Quarter

#### **FOURTH QUARTER:**                      **March 10-May 9, 2025**

March 10, M	First Day of Fourth Quarter
March 16, S	JFA Sunday
March 18, T	Bible Competition
March 19, W	3rd Quarter Awarding
March 19-April 4	Intervention Program
March 22, S	Parent-Teacher Conference
March 24-29, M-S	Outreach Week
March 31, M	Muslim Observance
April 4, F	Sports Fest
April 8, T	Elementary Retreat
April 9, W	Araw ng Kagitingan
April 11, F	Sports Fest
April 17-19, TH-S	Holy Week Break
April 26, S	Student Performances
May 1, TH	Holiday: Labor Day
May 8, TH	Culminating Activity - Year 12
May 9, F	Last Day of Honors & Last Day of the Fourth Quarter
May 12-16, M-F	Completion Week
May 14, W	4th Quarter Awarding
May 17, S	40th Annual Recognition & Graduation Day
May 24-29	International Student Convention



**JESUS' FLOCK ACADEMY** is the basic education ministry of Jesus' Flock church and is overseen by its Elders and School Board. It's vision is to produce worldchangers through its two-fold mission - academic excellence and character building.



JFA is part of the School of Tomorrow Philipppines family and is committed to the Biblical principles and procedures of individualized Christian education. JFA enjoys a Certified SOT Model School Status.



JFA is an active member of the Marikina Private Schools Administrators' Association (MARIPRISA) and participates in the programs of the Division of Marikina City.



JFA is fully recognized by the Department of Education in Preschool, Elementary, and Secondary Levels, and has a permit to operate Senior High School.

## CONTACT US



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### WEBSITE/SOCIALS

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