



慧光基督學院

WISDOM LIGHT CHRISTIAN ACADEMY

50 P. FLORENTINO ST., BGY. LOURDES QUEZON CITY

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Student's Handbook

This handbook belongs to:



A light green rectangular box with a dashed white border, intended for the student's name.

Handbook revised 2020

WLCA PHILOSOPHY OF EDUCATION

The Wisdom Light Christian Academy is based on Christian faith.

The foundation of this faith is the conviction that God created the world good, that human beings fell into sin through Adam and Eve and that God redeems His chosen children through the saving work of Jesus Christ.

It is our sincere belief that, as Christians, we have received much, and we have been given a responsibility to all that God has created. This responsibility includes that of teaching the youth.

Christian education is one major method by which the school has the opportunity to teach children from a Godly perspective, to mold young children as they grow and to help prepare them for a Christian life.

Christian education must be of the highest possible quality. Therefore, we endeavor to serve our community with an education which aims at academic excellence, proper observance of health and hygiene, moral development and spiritual growth.



WLCA Vision

WLCA is Chinese-Filipino school that aims to develop God-fearing leaders through quality Christian education.



WLCA Mission

WLCA serves students from different cultures, preparing them to be Christ-like morally, educated holistically and globally competitive.



WLCA Core Values

We are living Christ-like
attitude of

- **L**ove
- **O**bedience
- **R**espect
- **D**iligence


We offer a value-rich curriculum...

WHOLE **L**EARNING **C**HRISTIAN **A**PPROACH


FOR

WISDOM **L**IGHT **C**HRISTIAN **A**CADEMY

WLCA FACILITIES



As a center of growth and learning, WLCA strives to continually offer a happy, healthy and safe atmosphere conducive to education. It is a community of learners where teaching and learning is a two-way process; where learners and teachers grow in faith and love, in caring and in serving.



WLCA has well-equipped and fully air-conditioned classrooms and auditorium with audio visual equipment (LCD, Laptop, Projector, Screen, and Speakers) available for the children to explore which offers a modern method of teaching through the application of technology and traditional learning styles presentation.

The school also has a safe outdoor playground facility that allows every child to enjoy and play: mini basketball court, open space for kids to play scooter, slide, swing, etc. to develop their gross as well as their fine motor skills.

WLCA ENGLISH AND CHINESE CURRICULUM

WLCA curriculum is developed to be age-appropriate to each child and consistent to the school's vision and mission. Learning is life itself, and that learning takes place at all times.

A balance between structured and unstructured activities is fostered for an enriching classroom experience. Structured activities are implemented so that academic excellence will be achieved with the use of worksheets about numbers, basic operations, arithmetic, letters, reading, writing, science and the Chinese language. Unstructured activities are also important to enrich the children's emotional, social and creative development. Integrated in the curriculum is an understanding of the Christian life, to practice Christian values, and to grow in the knowledge of God in their everyday lives.

Our Elementary course offers learning and reflective analysis learning experience. We used innovative Singapore-based XSEED curriculum in 3 major subjects: English, Math & Science. We nourished intellectual creativity and build problem solving and higher order thinking skills. Students are able to apply learning in realistic situation, and able to express their own thoughts and ideas. Thus, improving quality of learning, and students will be holistically educated.

Pre-Nursery

- ♥ Develop the sensory abilities, including matching objects, exploring textures, observing nature, distinguishing between shapes & more
- ♥ Develop cognitive skills, including sorting, carrying, manipulating, associating & more
- ♥ Develop fine & gross motor skills including cutting, throwing, balancing, spooning and more
- ♥ Encounters letters and numbers
- ♥ Learns phonetic sounds & picture names

Nursery

- ♥ Learn math concepts and develops problem solving skills
- ♥ Mastery of letters and sounds with proper pronunciation & intonation
- ♥ Enhance fine and gross motor skills and hones your child's innate talents and creativity
- ♥ Develop acquires new skills through play, arts & crafts
- ♥ Pre-reading skills

Kindergarten 1

- ♥ Teaches your child independence
- ♥ Master math concepts and develops problem solving skills
- ♥ Learn Consonant-Vowel-Consonant words, phrases and sentences
- ♥ Learn story reading with fluency
- ♥ Discover the world of Science
- ♥ Writing with proper strokes, spacing and composition skills

Kindergarten 2

- ♥ Your child will learn to achieve excellence
- ♥ Develops a sense of responsibility
- ♥ Performs scientific experiments

- ♥ Ready to face big school challenges
- ♥ Can read stories with fluency and comprehension
- ♥ Do challenging math tasks
- ♥ Writing with proper strokes, spacing & composition skills
- ♥ Social skills are developed

Grade School Education

- ♥ Develop learners' diligence & responsibility
- ♥ Develop language (English/Filipino/Chinese) ability and reasoning skills in expressing their own thoughts
- ♥ Cultivate self-reliance and independence in performing daily tasks
- ♥ Recognize the children's uniqueness and help develop their potentials
- ♥ Prepare the children academically for them to have reasonable proficiency in Science, Mathematics, Social Science and Communication Arts for the next grade level
- ♥ Grow spiritually in loving & serving God
- ♥ Understand deeply the world we live in
- ♥ Think critically and yield worthwhile products and output of learning
- Do challenging Math tasks

Learning Areas

Chinese Language	English	Mathematics	Science
Social Studies	Filipino	Mother Tongue	HELE
Moral Education	MAPEH	Computer	



July

18	Parents Orientation (Sat) 10am
25-Aug 15	Technical Online Orientation & Training For Parents and Students (Every Sat)

August

19	QC Day (Holiday)
21	Ninoy Aquino Day (Holiday)
24	Classes Opening
28	WLCA Foundation/Thanksgiving
31	National Heroes Day (holiday)

October

2	Mooncake Festival
5	Teacher Day Celebration
13-16	1 st Quarter Assessment
23	United Nation Celebration
24	Start of Semestral Break

November

1	All Saints' Day (Holiday)
4	Resumption of classes
6	1st Quarter Parent-Teacher Conference
27	Reading Month Celebration
30	Bonifacio Day (Holiday)

December

14-17	2nd Quarter Assessment
18	Christmas Celebration
19	Start of Christmas Break

January

5	Resumption of classes
15	2 nd Quarter Parent-Teacher Conference

February

11	Chinese New Year Celebration
12	Chinese New Year Day (no classes)
25	EDSA Revolution Anniv.
26	Art Month Celebration

March

2-5	3 rd Quarter Assessment
19	3 rd Quarter Parent-Teacher Conference
26	Fire Prevention Month
31- Apr2	Observance of Holy Week

April

9	Araw ng Kagitingan
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May

11-14	4 th Quarter Assessment
28	Moving Up Day/Recognition Day Distribution of report cards

** Dates are subject to change*

WLCA POLICIES

WLCA Student Expected Behavior

1. Make sure that he/ she is well-groomed, uniform is neat and fresh and nails are clean and without nail polish.
2. Wear the complete uniform and Identification Card (ID).
3. Uphold our core values of being loving, obedient, respectful & diligent in how they relate to others and in everything they do.
4. Classroom etiquette:
 - * Bring all needed things required for the day's activities that contribute to his/her learnings and those that are in compliance with the school regulations.
 - * Present his/her excuse letter if he/she is absent or tardy to the class adviser.
 - * Pay close attention to the subject teachers and classmates during class discussions and activities.
 - * Raise his/ her hand if he/she wants to recite or ask a question.
 - * Refrain from borrowing and/ or asking for materials from his/ her classmates or schoolmates.
 - * Use instructional materials and school properties properly and with care.
 - * Dispose trash properly to maintain cleanliness and orderliness inside the classroom and around the school.
5. Stand in attention during prayers, singing of the National Anthem and School Song
6. Carry all your things and roll your trolley bags from the guard's gate to the 1st floor stairway in the flag pole area.

Admission

1. Enrollment is offered on a first-come-first-served basis, determined by:
 - Date of receipt of application. (fill up the online form)
 - Availability of space in the appropriate class.
 - A comprehensive evaluation assessment will be given prior to enrollment.
2. Registration Procedures

Old students will have their Records evaluated and must update the Student's Information sheet. Then they can now proceed to Registrar's Office and Cashier for enrollment. Parents wishing to enroll their child/ren in Preschool/Primary must fill out an information sheet with the following attachments:

 - a. NEW STUDENT
 - latest 1pc. 1x1 colored I. D. picture
 - NSO/PSA Birth Certificate (photocopy)
 - Medical record (photocopy) in case of allergies or other illnesses
 - Psychological/ Developmental Pediatrician's Report for students diagnosed with special cases. Students who fail to submit aforementioned requirements will not be able to receive any modification services.
 - b. TRANSFEREE: The child is considered as temporarily enrolled unless he/she submits required docs such as:
 - Form 137/SF 10 (Permanent Record)
 - Form 138 (Original & Signed Report Card)

3. Students are not officially enrolled unless they have paid the required initial fees. A reservation fee is required to ensure that a space will be reserved for the child. This deposit will be credited towards the tuition fee if/and when a child is enrolled. However, it is non-refundable but is transferable to a new student.
4. Parents who have successfully enrolled their children will receive a Student's Handbook containing all school policies and procedures. Along with this, a Fetcher's ID form will be released with information about:
 - a. Name of persons authorized to pick up your child.
 - b. Pictures of the fetchers and contact number of immediate family members/ guardians.

School Office

1. The school is open from 8:00am to 5:00pm on Mondays to Fridays and 8am to 12nn during Saturdays. All transactions should only be done during these hours. Personal requests and individual requirements will not be entertained.
2. Request for release of Permanent Record needs the School Principal's approval. This also goes for any student records request required by a parent. Turn-around time of completion of requests will be 3-5 working days from the day of request.
3. The school will only release Diplomas, Report Cards and other pertinent credentials, if and only when all the obligations of the students have been satisfactorily settled.
 - a. Miscellaneous fees are paid in full upon enrollment.
 - b. Tuition fees must be paid in annual, semi-annual or quarter accordingly.

The school reserves the right to hold the report card and other credentials of students who have not settled their financial obligation as a contract agreement.




Authorized Guardians

1. Parents are not allowed to go directly to the classroom during class hours. Appointment must be made with the Secretary two days before meeting with a teacher for approval. The office will then be the one to arrange a special PTC. Parents are requested not to hold conferences with a teacher without an appointment as the teacher might have a next class or some other activities to attend to.

2. During Online classes: Parents are requested to give minimal assistance to the children while on class time. (Except for Pre-school students and Children with Special Needs) Parents are also discouraged to help in answering Online quizzes and assessments. Parents who will be seen doing this will receive a warning from the teacher (first offense). If warning will not be heeded, a deduction from your child's score will be made. Student will incur additional deductions if action is further repeated.

3. All fetchers are encouraged to stay in the waiting area to maintain low noise level to avoid class disruption. Parents and Caregivers are requested not to stay inside school building especially along the corridors and inside the classroom during the class hours. Please help us train our children to be independent.

4. For the caregivers who are left to wait for the children, please do keep in mind the following:

-  Caregivers are requested to wear decent or appropriate clothing while in the waiting area.
-  Use of school electricity and other utilities is highly discouraged.
-  Please maintain cleanliness at all times and avoid loitering in the canteen area during students' break time and lunch hour.

5. For Hybrid and Pure Homeschooling students, a guardian who is a college graduate is needed to be assigned to assist the students in working on tasks given. This will be the parents choosing but the school management must be informed.

Attendance

- * Attendance is checked every day for regular
- * Students who cannot attend classes or is absent on the previous day because of sickness or any other reason, should notify the class adviser as soon as possible. The parent should either write a letter or inform the office.
- * The class adviser records an absence in the attendance log.
- * A student is allowed to have a maximum of ten (10) absences in a quarter, as stated by DEPED.

School Wear

WLCA requires all officially enrolled students to wear their ID at all times. During Monday until Thursday, pupils should wear their prescribed school uniforms, white socks and black leather shoes; during Fridays, wear PE uniform. Uniforms are for sale at the school office.



ELEMENTARY

PRESCHOOL

PE uniform for boys and girls:

- * Pupils wear white T-shirt with the school emblem printed and green jogging pants.
- * Rubber shoes should be worn with socks on PE days.
- * Bring extra WLCA PE white T- shirt.

School ID

Once the school ID is released, it must be worn at all times once inside the school premises. In case of loss, report it to our school secretary and fine will be imposed on replacement of the lost ID.

School Time (Grade School only)

Arrival

1. Every pupil must come to school every day promptly. There will be a flag raising ceremony every Monday at 7:45am. Regular school time starts at 8:00 am.
2. A Late Slip will be given to a student who comes in later than this time.
3. They must follow the line, walk properly proceeding to the classroom immediately after the ceremony.

Flag Ceremony

1. Everybody must stand straight with right hand on the left chest, should be in their proper behavior while singing the National Anthem, school song, hymn or song of praises and reciting the pledges (Panatang Makabayan or Panunumpa ng Katapatan sa Watawat ng Pilipinas).
2. Everyone must show reverence to God during prayer and meditation periods.

Adjustment Period (for Pre-School only)

1. The school encourages the parents and caregiver to leave the child to the care of the teachers from the start of the classes if the child is ready.
 - If there is a discrepancy in the Fetcher's ID and the fetcher, parents/guardians will be called for confirmation.
 - If the student has to leave earlier than the regular dismissal schedule, a letter from the parents must be presented to the
2. If necessary, parents or caregivers may be allowed to stay with the child during the first week of classes upon the Teacher's and Principal's advice.

Snacks/Lunch Time

1. All students are required to take recess and lunch inside the school premises.
2. Junk food, soda and chips are highly discouraged. Snacks and lunch must be placed in sealed containers and juice or water must be in watertight containers.
3. The School Canteen serves and sells lunch and snacks. Pupils may go to the school canteen during lunch time and after classes, but not during class hours.

Dismissal Time

1. Students must leave the classroom immediately after the last period to allow the maintenance staff to tidy the room.
2. Fetchers should wait at the waiting area. Children should be fetched promptly. On rare occasions when fetchers cannot pick up the child on time, kindly inform the office.

- Upon picking up your kid, we require you to present our authorized Fetcher ID to the guard upon entering.
- Fetchers other than those endorsed should present a letter of Authorization duly signed by the parent/guardian. Parents should inform the office regarding the change in fetcher. Class Adviser and a gate pass should be secured from the Office.
- If a student is to be sent home due to illness, the Adviser or Secretary will call up the parents to pick him up.
- All pupils should leave the school premises after dismissal, except for those pupils who have tutorial classes. Students with academic tutorial or have other special classes/activities must stay within the area assigned for their use.
- Curfew during regular school days is at 5:00 pm only. A demerit card will be given to those children who exceed the curfew hour.
- Students not fetched at this time must wait at the waiting area. Going to the classrooms and offices after classes are prohibited.

Health Measures

1. Weather changes may cause respiratory related illnesses and contagious diseases. Therefore, we advise parents to keep the child at home when he/she has a bad cold, or even a slight fever. Please call the office to inform us of the child's absences.
2. If and when the child has been absent for three days or more continuously, a Medical Certificate or excuse letter should be provided as to assure that the child is in good health and ready to go back to school.

1. Moreover, if your child has allergies or a special diet, please do inform the office as to assure the safety of the child. A health record will be kept on file for each child. In the event of illness or injury, this record is used as reference. It is essential that you keep your contact numbers and information current and regularly updated. Kindly notify the school when there is any change to be recorded.
4. Should a child have health complaints in the morning, please inform the child's teacher. If the condition continues during the day, the office will call the parent/guardian for the child to be taken home.
5. In case of any emergency that will require hospital care the respective teacher or the administrator will accompany the child to the nearest hospital, either Chinese General Hospital or Sta. Teresita Hospital. Parents will be contacted immediately.
6. Only the teachers are permitted to administer first aid if the need arises. Teachers may give medication only upon the instruction of parents and the approval of the School Directress.

Holidays/Suspension of Classes

1. WLCA observes all public and special holidays prescribed by the Department of Education. Based on revised guidelines from the DepEd, classes in the preschool and primary level are automatically suspended when:

- * Storm signal no.1 (for Pre-School) and signal no.2 (for Grade School) is hoisted when over Metro Manila.
 - * A state of national emergency or national declaration of suspension of classes is declared.
2. Should important announcements come after classes have started, children will be kept in school until the parents/guardians come to claim them.
 3. During localized cancellation/ suspension of classes, announcements must come from the local government. Parents are advised to monitor weather advisories.
 4. Students who are not able to report to school should inform their advisers as soon as they get back to school regarding their absence.
 5. The school will also rely on the discretion of parents to decide if their child will attend class.
 6. Cancellation and Suspension of classes will apply for the whole duration of the day even if the storm signal has already been lifted.
 7. The school will make necessary efforts to announce suspension or cancellation of classes through Facebook and some through SMS at the earliest possible time.

Child's Personal Belongings

1. A student's personal belongings must bear the child's name. On the first week of classes, a list of things to bring shall be given. All items must be labeled accordingly.
2. To prevent unnecessary losses, children should not bring money, personal items, jewelry or electronic gadgets. The school will not be held responsible for such losses.

All lost and found items within the school premises will be kept at the office where they may be claimed. The staff will attempt to trace the owners. At the end of the school year, any unclaimed found items will be donated.

Disciplinary Offense and Penalties

1. Corporal Punishment is NOT practiced in WLCA. Suitable and age-appropriate disciplinary actions will be imposed for possible misbehavior.
2. List of offenses:

Minor Offenses:	Major Offenses:
No excuse letter, incomplete uniform, littering, sleeping, disturbing during classes, bringing gadgets, using profane vulgar or indecent language, leaving classroom without permission, improper behavior during school events, non-submission of pertinent documents	Damaging school properties, vandalism, stealing, violation of school policies, fighting, threatening, bullying, cyber-bullying, cheating, disrespect including disobedience, malicious name calling, shouting, howling, humiliating and inflicting injury upon any member of the school community

Disciplinary action:

For minor offense

- 1st Offense - Warning + Intervention
- 2nd Offense - Warning + Intervention
- 3rd Offense - Receive a demerit card.
 - Go to Administrator's office for counseling
 - If necessary, call for conference with parents
- 4th Offense - Suspension from class

For major offense

The student will automatically receive a **Demerit card** and conference with the parent will be requested in the Administrator's office.

3. In response to the school's mission, WLCA teachers focus on instilling a good behavior among the students. Thus, a **Merit card** will be given to the students who had shown consistent positive behavior.

4. A demerit or merit card will be issued in response to the student's behavior and will both affect the student's grade in conduct. The parents are required to sign the card, attached in the Communication Notebook, to ensure that they are well aware of their child's behavior within the school premise.

Communication Folder/Weekly Journal

1. A communication folder and weekly journal can be found inside the students' envelope. It includes notes from the teachers, weekend assignments and school reminders.
2. It is where parents are encouraged to write if they want to relay something to the Teacher. It is an update of accomplished weekly task.

School Materials

1. Every student is expected to come to class with the necessary school materials. The class schedule is a guide in determining what needs to be brought to school in particular days.
2. Pupils are required to bring all the things they need (books, workbooks, pens, pencils, papers, snack, etc.) to school.

3. The school materials should bear the students name and section to prevent losses.
4. School materials needed for the day which were left at home and to be delivered to school by the parents/guardian, will be picked up by the student at the guard station or lobby.
5. Students are discouraged to bring unnecessary things for learning. The teacher may confiscate these things and returned to the parents of the student after class. In general the list includes pets, toys of all sorts, magazines, comic books, playing cards, game board and any audio/video equipment and accessories and other electronic devices. Confiscation is necessary if the material or gadget brought is a distraction, it encourages theft, may cause harm or injury.
6. Possession of cellular phones and other gadgets within school premises from arrival to dismissal time is strictly prohibited. These objects will be confiscated.
7. If such materials are needed and essential for any class activities and have to be brought to school, permission is required from the Directress or Adviser.
8. When it is deemed necessary, for the benefit of the common good, the School Directress may conduct a search and/or inspection of any bag. This of course will be done at the presence of the owner of the bag.
9. Pupils who destroy, beyond reasonable doubt, school property and materials should pay the cost of the damaged assets.

If the student deliberately destroyed a school material or property, additional disciplinary sanction will be implemented. Once the cost of the damage has been established, payment should be made at the Cashier. Parents will be required to settle the cost as soon as possible.

WLCA Grading System

WLCA’s grading system is a systematic way of looking at the child’s development over time. It is a careful process of observing, recording and documenting the progress work of a child.

- Averaging is used in the computation of the grades.
- The mark in the card is derived from:

TRADITIONAL		Languages	Soc. Sci	EsP	Science	Math	MAPEH	EPP /TLE
Grade 1 to 6	Written Work	30%			40%		20%	
	Performance Tasks	50%			40%		60%	
	Quarterly Assessment	20%			20%		20%	

HYBRID/PURE		Components	
Grade 1 to 6	Written Works	40%	Workbooks, assignments, additional worksheets
	Performance Tasks	20%	Projects, portfolio, individual/group activity, class participation (hybrid)
	Assessments	40%	Quarterly Assessment

- Make-up test will be given only on a scheduled basis with the subject teacher. 5% will be deducted from the examination grade if due to sickness with medical certificate as evidence and 10% if not for valid reasons.
- The numerical system of grading is used and grades are expressed in multiples of one in the report card. However, grades are computed up to two decimal places for computation of honor students.
- The passing mark in any learning area is 75%. The highest grade is 100% and the lowest is 60%.
- A pupil is eligible for promotion to the next grade level if he passes and gets a final grade of 75% or more.
- A pupil who fails in one major or one minor learning area at the end of the school year is required to take summer/ remedial classes as a condition to become eligible for promotion to the next grade level.
- If the student passes the summer/ remedial class, he/she will become eligible for promotion to the next grade level. However, if he fails or does not take the summer/ remedial class, he/ she will be retained in the following school year.
- Students under academic or disciplinary probation will not be allowed to repeat the same grade level but will be advised to transfer to another school.

Quarterly Assessment

1. An evaluation paralleled according to the child's grade level. It is used as reference for marking quarterly progress remarks.

Conduct Scale	
A	95-100
A-	90-94
B	85-89
B-	80-84
C	76-79
C-	75 and below

2. Examinations are given to measure and evaluate the accomplishment and extent of learning and to diagnose strengths and weaknesses of the students in each subject area. During examination, students should behave properly, clear desks, stay in the classroom the whole duration of the exam and respect the teacher-in-charge and classmates.
3. In cases where the student is unable to take the Periodic Examination on the scheduled date:

A doctor's certificate or parents excuse letter should be presented by the time he/ she returns in class. The student who will take a make-up exam will be scheduled within three days after the exam.



In case of tropical storms wherein classes are suspended, the scheduled exam for that day will proceed right after classes resume, following the sequence in order.



A minimal amount is required for make- up exams per subject area. Please coordinate to the school office for further details.

Report Cards

- * Each student whether regular or homeschooling program should have:
 - Pre-School students – combined English and Chinese report card.
 - Grade School students – one English and one Chinese report card
- * The report card is given 4 times a year.
- * All parents should read and sign at the back of the report card.
- * Parents and Teachers conference is held three times a year. It is done two weeks after the quarterly assessment.
- * For immediate and specific concerns, parents may consult by appointment or after classes only. Phone calls/ impromptu conferences/ texting will not be entertained by the teachers during class hours or after office hours. Any concerns should be coursed through the office for appointment.
- * A special conference is held for parents of pupils who have failing grades in the report card after card distribution or if a pupil is struggling in his or her academic subjects or has a behavioral problem.
- * If a child failed in any three (3) subjects in English or Chinese class, he or she should repeat or be retained in the same grade level regardless of the general average.
- * Report cards will only be released when clearance from the school office has been obtained.

- * Every pupil is required to attend the culminating activity (moving up/graduation) before the school year comes to a close. On April/May, we give due recognition to a child's achievements, efforts, even his letdowns that had drawn out learning and have made him a self-propelling individual. The school gives special awards to deserving pupils during this day.

Honor Pupils

To qualify for an academic award, a student must have an average of:

95.01 - 100	With Highest Honors
92.51- 95	With High Honors
90 - 92.50	With Honors

- * Have a final grade not lower than 85% and have at least a grade of B in Conduct.
- * Have not been subjected to any disciplinary action or under Disciplinary Probation Status within the School Year.
- * Have completed all the tasks and works in the prescribed curriculum required in each grade level for the whole School Year.
- * Have conducted himself/herself in conformity with the school rules and regulations.

- * Top outstanding pupils will be determined and posted quarterly based on the general average of the pupil per quarter.
- * Transferees can be considered for Academic Awards provided that they were enrolled not later than a month of classes of the current School Year.
- * The general average should not be lower than 85% in any subject and the conduct mark should be B or better for the child to qualify for an award. **(ATTENDANCE will affect the general average of the pupil conduct grade)**
- * A special award per subject is given to deserving student.
- * There will be two groups of honor roll ranking: one for regular mode of learning and one for homeschooling mode of learning.

Dropping

1. Formal request for dropping must be done in writing after the parent's consultations with the teacher. This must be addressed to the Principal.
2. If withdrawal or dropping is due to justifiable and the student files the request promptly within the semester, the student will be charged up to the last day of attendance. However, if the withdrawal or dropping is done at the Third Quarter onwards, the student should pay in full.
3. A pupil who for any reason leaves the school has to pay the tuition up to the end of the semester. An official clearance is necessary, without which, report card and Form 137 (Permanent Records) will not be released.

4. If the parent has already paid but has decided to drop his/her child, he/she will get an 80% refund of tuition fee only during the 1st week of trial period. There will be no more tuition fee refund thereafter.

Online or Onsite Summer Classes

1. Summer classes are provided for students who at the end of the school year have academic deficiencies or failures.
2. Students who are enrolled in summer classes are required to attend the number of hours prescribed by the DepEd.
3. Students without Chinese Language as a subject before are required to take summer classes.
4. The school also has summer offerings that can enhance and help the students learning holistically.

Library

1. Pupils are encouraged to use the library during its operational hours.
2. When borrowing a book:
 - a. For Pre-Nursery to K1: Parents/Guardians must sign the borrower's logbook for the student.
 - b. For K2 and up: Students must bring their library card and sign the book card of the books they want to borrow.
3. A student can borrow a maximum of 3 books at a time and return the book/s after 5 days. 5.00 pesos will be charged per day for overdue books.

4. If a student loses a book on loan, he/she must replace the same or latest edition of the book and the corresponding fine should be paid. If the book is irreplaceable, the current price of the book must be paid plus additional half of the current price to cover acquisition and processing cost.

Assigned Places and Off-Limit Areas

During school days and class time, WLCA is responsible for the whereabouts of its students. Therefore, pupils must only stay within their assigned places during class hours and inside the premises of the school.

The following places are off-limits to the students:

- Administration Office
- Faculty Room
- School Auditorium (unless on official program/ activities)

Online or Onsite Birthdays Celebrations

Birthdays are milestones in a child's life. To facilitate harmony, we have formulated guidelines that are in accordance to the school's values upheld.

- * Party fare should be simple (No elaborate preparations, no clowns or magicians, mascots).
- * Parents inform teachers three days prior to celebration.
- * The party will be limited to the celebrant's respective class.
- * The party will be held only on *Fridays*.
- * The party will run during snack/lunch break only.
- * If loot bags will be given, parents should make sure that it does not contain either junk food or any hazardous or toxic materials.

GENERAL & ACADEMIC REGULATIONS

1. The student's registration at Wisdom Light Christian Academy is an expression of willingness on the part of the pupil and parents to abide by the rules and regulations of the school.
2. The school reserves the right to recommend or dismiss at any time the pupils to transfer due to:
 - * Major disciplinary problems
 - * Failing in the same grade level twice.
3. In order to mold the character and self-confidence of the students, they are expected to participate and attend respectively in all the extra-curricular activities organized by the school such as:
 - * Monday Service
 - * Chapel Time
 - * Thanksgiving/Evangelical Service
 - * Family Fun Day/Educational Field Trip
 - * Chinese New Year Program
 - * Christmas Program
 - * United Nation Celebration
4. Parents will be informed about school sponsored field trips, excursions or other activities held outside the school through letters. The school is not responsible for any activities organized by the pupils or other parents without the approval of the school principal/directress.

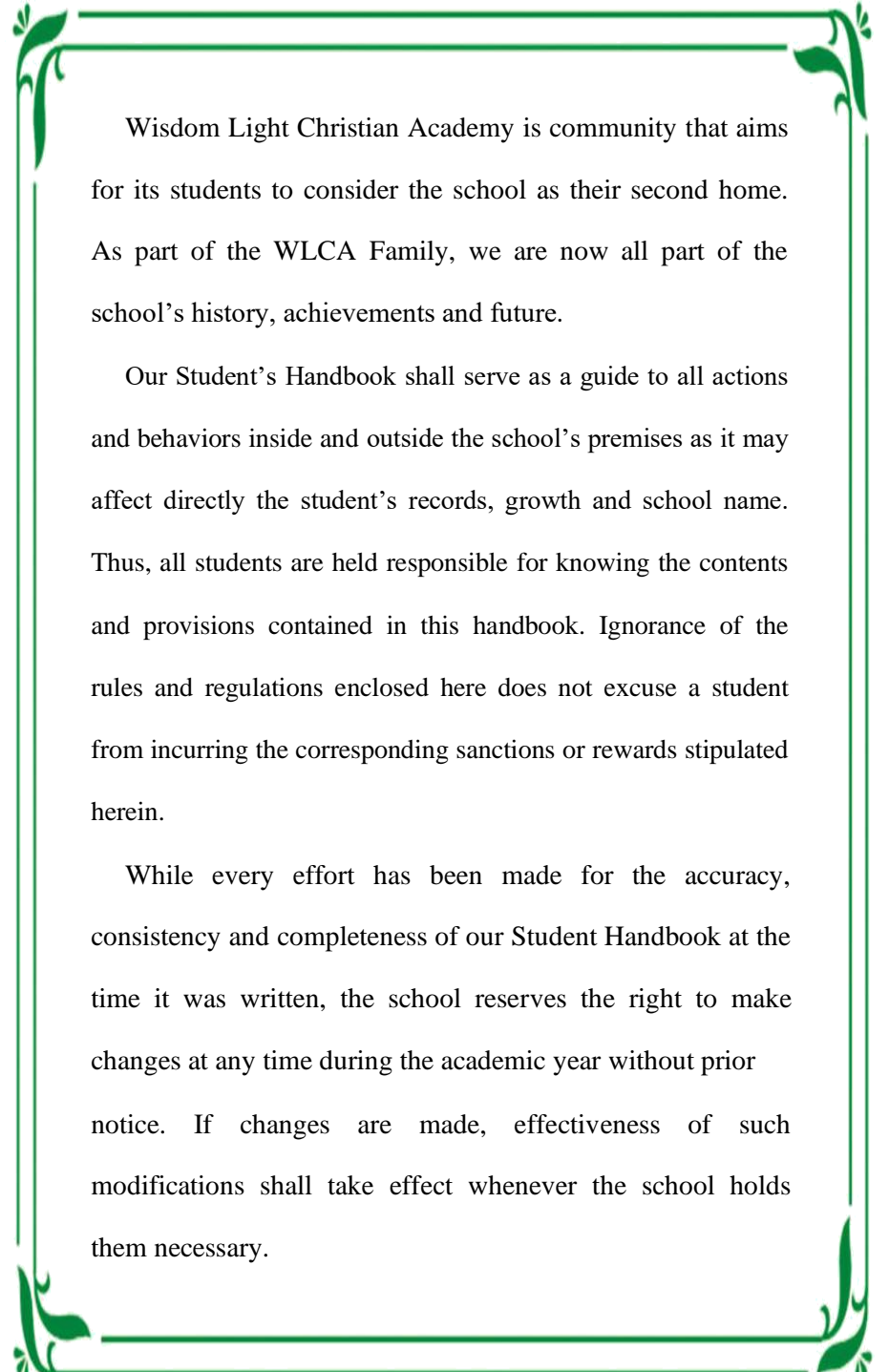
5. All enrolled students including personnel are insured against accidents within the school premises.
6. Medical service rendered by the school are giving first-aid and conducting a well-child checkup from our visiting Pediatrician.
7. English and Chinese are the medium of instruction in school. Each pupil should strive to speak English during English classes and Chinese in their Chinese classes.

Tutoring

1. We offer tutorial services geared to make your child understand better and apply the lessons he/she has learned. He/she will definitely shine with our per grade level mentoring.
2. Teachers and non-teaching staff employed in the current School Year are not allowed to tutor inside and outside the school without official permission.
3. Parents are to fill up a tutorial slip and make a one-month advance payment to the Cashier. The Directress shall then assign the respective tutors.
4. We also offer Group Tutorials at a competitive cost.

GENERAL REGULATIONS DURING ONLINE CLASS/ HOME SCHOOL PROGRAM

1. Students are given schedules for their online classes. Students are expected to attend all their online classes on time. Each class will be a 40-minute class period.
2. Zoom meeting platform is the preferred classroom for the 1st quarter. Online class meetings may extend to the next quarter/s depending on the ruling of the DepEd and the Philippine government. WLCA will give the zoom meeting id and the password of the teachers to the parents for each class.
3. As precautionary measure, teachers may lock the Zoom classroom after 10 minutes of the start of the class thereby prohibiting anyone to enter class after the said time.
4. During the online class, students are encouraged to have their own personal space for studying, preferably with a table and a chair. Students are expected to come to class prepared with their respective books and notebooks, writing pens and erasers, and other materials as may be advised by their subject teachers for the class scheduled.
5. Hybrid home school students may attend on-line classes twice a week. Pure home school students need not to attend on-line classes. Once face-to-face class is assumed, Hybrid home school students are thereby encouraged to come to school twice a week. They will use this time for submitting their portfolios and for socialization. They are also encouraged to join scheduled school programs.
6. A teacher will be assigned as the Home school coordinator. All necessary information will be coursed through the assigned coordinator. All queries regarding the lessons or requirements should also be coordinated through the said coordinator.
7. Parents may choose as to what program to enrol their children whether traditional/regular; hybrid home school; or pure home school. Students may shift from one program to another only for the 1st two quarters. On the 3rd quarter, parents should be definite as to what program they intend for their children.



Wisdom Light Christian Academy is community that aims for its students to consider the school as their second home. As part of the WLCA Family, we are now all part of the school's history, achievements and future.

Our Student's Handbook shall serve as a guide to all actions and behaviors inside and outside the school's premises as it may affect directly the student's records, growth and school name. Thus, all students are held responsible for knowing the contents and provisions contained in this handbook. Ignorance of the rules and regulations enclosed here does not excuse a student from incurring the corresponding sanctions or rewards stipulated herein.

While every effort has been made for the accuracy, consistency and completeness of our Student Handbook at the time it was written, the school reserves the right to make changes at any time during the academic year without prior notice. If changes are made, effectiveness of such modifications shall take effect whenever the school holds them necessary.



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I hereby acknowledge that I have received and understood the Wisdom Light Christian Academy Student's Handbook. I would adhere to its contents & stipulations with acceptance and be bound by its provisions.

Name of Student: _____

Level & Section: _____

Date: _____

Parent's signature over Printed Name