



STUDENT'S HANDBOOK

Name: _____

Address: _____

Contact Number: _____

Parent's/Guardian: _____

FOREWORD

The regulations that appear on this Student Handbook apply to students who are enrolled in Shelomith Learning Center, Inc. Upon admission, they agree to abide by these regulations so as to maintain discipline, uphold the good order of the school, preserve the fair name of the institution, and actualize its Mission-Vision Statement. Aside from norms contained in this Student Handbook, bulletin board and website postings, special manuals for specific purposes, and published announcements are the ordinary channels by which the school administration informs the student body of official business. The students should consult these channels regularly. The administrative authority of the school is vested on the school managers and supervisors of the institution. The continued attendance of any student at Shelomith Learning Center, Inc. subjects him or her to this authority, conforming to the spirit of the on-going policies set by the academic community.

HISTORICAL BACKGROUND

SHELOMITH LEARNING CENTER is a non-sectarian school founded by a family of educators with progressive educational management background both here and abroad. From its modest beginning the pioneering effort of Mr. Reno A. Ewican and Mrs. Ana Maria C. Ewican transformed their residential home into a Pre-school and has achieved tremendous results in academic aspects. Presently, the school has expanded a new building site located at H. Alquizola St., Poblacion, Barili, Cebu.

Shelomith Learning Center is a non-stock, non-profit institution duly organized and existing under the terms and laws of the Philippines and registered with Securities and Exchange Commission on March 20, 2002 with its official name SHELOMITH LEARNING CENTER, INC. Shelomith is a beautiful biblical name which means "heaven above."

VISION-MISSION STATEMENT

Shelomith Learning Center, Inc., a non-sectarian school, considers itself a national trust committed to the excellent and relevant education of the country's future leaders. In living up to this trust and its dedication to the threefold ideal of religion, morals, and culture, SLC reaffirms its mission by aiming at:

The formation of a Christian Filipino with compassion and humility to serve others. In pursuing this mission, the SLC school community professes to:

1. respect the individuality of each person while the totality of his human potential is taken into account in his continuous training and development;
2. be a center of academic excellence in the academic community and an agent for national development;
3. emphasize the development of social awareness, social justice, social responsibility and moral courage, and;
4. affirm and promote the growth of an emerging Filipino culture without sacrificing fidelity to living tradition

THE SCHOOL EMBLEM



The school logo consists of a laurel at the bottom symbolizing accomplishment and greatness and dignity; an eternal flame for limitless education; a book which means knowledge; the sun and 3 stars means a sense of nationalism and ambition to presume her ambition; and the blocks stand for diligence.

Consistent with the school mission, the logo signifies these important things about Shelomith Learning Center. First, that is committed to enrich the students with knowledge and the desire for its continued pursuit. Second, that the school aims to inculcate good values for a dignified living. Third, that it continuously motivates students to accomplish the excels for the good of others. The school motto "Walk in Harmony, Serve with Joy and Live the Vision" further emphasizes the Spirit of an SLCian family.

INTRODUCTION

WELCOME TO SHELOMITH LEARNING CENTER, INC.!

You are very lucky to enroll as one of those talented and promising boys and girls who shall be honed to become good leaders and responsible citizens of our community and our country.

Our Junior High School Department offers an intensive Mathematics and Science Curriculum. We also focused on improving our English curriculum by implementing Remedial Reading as one of its basic components. Basic research is also introduced and required as an elective subject in grade 10.

Shelomith Learning Center Secondary Level will try to provide students with personally satisfying learning experiences and opportunities that will help them develop the ability to think critically, communicate effectively, exhibit scientific mindedness and proficiency in Mathematics, Science Research and Statistics.

English will have additional Remedial Reading focusing on Word Study, Comprehension and Work -Study Skills like outlining, note-taking and Basic Research Techniques.

SLC is on its way in discovering and enhancing the different aptitudes and interests of students and equipping them with skills for productive endeavor.

Enroll at SLC — Secondary School which has adopted a curriculum that entails more Science and Mathematics courses will be offered. The usual core subjects like English, Filipino, Social Studies MAPEH (Music, Arts, Physical Education, Health), TLE (Technology Livelihood Education) and Christian Experience Program will also be taught concepts with values of social awareness and responsibility for others.

To assist the students in their learning, the school provides the following services:

LEARNING RESOURCE CENTER

The Learning Resource Center is a library for all students. It has a complete set of Groliers Collection for research. It also provides a wide selection of reading materials printed for extensive reading programs.

SCIENCE LABORATORY ROOM

The school's Science Laboratory Room has enough supplies and equipment in conducting laboratory experiments. The room is wide enough to accommodate 40 students comfortably. It is also well ventilated and near access to exits.

COMPUTER ROOM

This room houses enough computer units for hand-on work for each class. "Across the Curriculum" aside from the basic skills on computer systems. We are in the process of providing a wide screen television that can visualize on screen operations that are being taught.

INSTRUCTIONAL TECHNOLOGY ZONE

This room will be located right beside the computer room. It will house 3 computer units to facilitate program-generated lessons. It is an IT ZONE, which may be used for multi-media presentations using CD-ROM and Internet connections. It will also house large television and CD player enrichment exercises.

HOME ECONOMICS ROOM

We will soon provide the TLE room equipped with a refrigerator, cupboard for kitchen materials, and a dining table which are used to demonstrate skills necessary for home building and interior decorating.

SPEECH LABORATORY ROOM

This room will be equipped with the necessary equipment for oral competence in English. It is a fully air-conditioned room with 20 cubicle units and audio tapes designed to develop student's self-confidence, correct intonation patterns, and good diction of the English Language.

REGISTRATION & ADMISSION

A. ADMISSION

The enrollment period of old pupils for the next year is determined by the registrar.

BASIC REQUIREMENTS:

Photostat copies of the following:

- a. PSA Birth Certificate
- b. Accomplished Enrolment Form/Personal Data Sheet issued by the Registrar's Office
- c. 2 copies 2x2 ID picture
- d. Certificate of Good Moral
- e. Report Card (SF9) with LRN

ADMITTANCE IN DIFFERENT GRADE LEVELS

Acceptance of application for the secondary and elementary level highly depends on the result of the admission test.

REQUIREMENTS:

1. Personal data sheet issued by SLC to be filled up.
2. Report card (SF9) with the final grades following grade requirements:

No final grade lower than 80%vv in Science, Math and English. The final average should not be lower than 80%; no conduct on deportment ratings of C or below average.

3. Letter of recommendation or certificate of Good Moral Character.

DATE OF EXAMINATION

The Schedule of Entrance Examination is given at the time of application by the Prefect of Studies. The result of the examination will be posted a week after and parents will be notified through text or email of the result.

ADMITTANCE TO GRADE 7 AND OTHER JUNIOR HIGH SCHOOL LEVELS

Old Students:

- a. Submission of SF9 or Report Card
- b. Satisfactory Department Grade
- c. The Prefect of Studies reserves the right to require applicants to take summer remedial classes in SLC prior to admission.

New Students:

- a. Submission of Final Form 138 or Report Card upon application of entrance examination
- b. A final grade of 80% with no grade below 75%
- c. Satisfactory department grade (B or A)
- d. A written recommendation of the Principal or Certificate of Good Moral Character
- e. Completion of the Registration Form
- f. Payment of all testing and registration fees.

FEES & PAYMENTS

1. Tuition and special fees are determined by the Chief Executive Officer during the enrollment period.
2. Discounts and other privileges by the School Head.
3. The school through the Accounting Office has devised payment plans to ease the financial burden of parents and guardians.
 - a. Books — 50% payment upon registration. The balance will be paid on 3 monthly installments.
 - b. Entrance fees - 25% upon registration. The balance will be paid on 4 monthly installments.
 - c. Tuition fees

• Plan A

Tuition Fees for the entire year are paid upon registration. It has a 3% discount.

• Plan B

Tuition fees for the first month are paid upon registration and tuition fees for the next month are paid on the 28th.

4. Certification — any certification requested from the Accounting Office shall be issued upon payment of a fee and after 48 hours from the date of request.

5. Parents and students are further reminded to keep their official receipts for any payment made.
6. All financial matters specified by the Student Accounts Office are settled therein.
7. Upon making payments, parents and students are requested to bring their handbook, for recording purposes. Admission slips are already found at the back of this handbook. The pupil is requested to let the accounting office sign the designated slip for validation. A school seal and signature should appear in the blank portion of the said form.

ASSESSMENT OF STUDENT'S PERFORMANCE

The Grade School and Secondary Department has adopted an electronic approval with emphasis on the use of cooperative learning with clear starting objectives and an ongoing system of assessment that monitors the performance of pupils.

It has the following objectives:

1. to encourage learners to be "PEAK PERFORMANCE INDIVIDUALS".
2. to encourage learners to exchange ideas with peers; learning from each other and helping one another.
3. to improve learners' communication skills and their depth in undertaking a content.
4. to encourage learners to think about their learning process.
5. to provide team teaching and empower students to determine the appropriate technology to use at a right time.

SECTIONING

Pupils are resection at the end of every school year. The schemes of grouping are homogeneous for the accelerated/advanced and heterogeneous for the average group.

ASSESSMENT

Evaluation is an important part of any program because it provides evidence of the extent of a pupil's progress and achievement in the different subject areas. It also describes the work completed by individual learners as compared to the goals and purpose that the instruction wants to achieve.

SCREENING TEST

It is given to a child for placement and admission purposes. This will determine whether the child is in the advanced group or regular group in case the enrollment is more than 40 in a particular grade level.

POST TEST

This is a test that is used to measure to what extent learning has been achieved. This is given after one or two skills have been taught.

MASTERY TEST

This test is designed to assess mastery of skills taught. This is usually given after four weeks. The test covers the skills given in the post test.

PERIODICAL TEST

This is given at the end of the granting period. The test includes all skills taught within the trimester.

ACHIEVEMENT TEST

This test is given at the end of the year to measure the skills or knowledge attained by the pupils in English Language, Science and Mathematics.

GRADING SYSTEM

The school adheres to the new grading system prescribed by the Department of Education under the K-12 Basic Education Program. Quarterly grades for Grade 1 to Grade 10 are computed based on the following components.

1 to 10	Components Written Work	Languages AP EsP	Science Math	MAPEH EPP/TLE
	Performance Tasks			60%

Initial grades as computed using the components will then be transmuted based on the transmutation provided by the Department of Education.

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	100	66.40 - 67.99	79
98.40 - 99.99	99		
96.80 - 98.39	98	64.80 - 66.39	78
95.20 - 96.79	97	63.20 - 64.79	77
93.60 - 95.19	96	61.60 - 63.19	76
92.00 - 93.59	95	60.00 61.59	75

90.40 - 91.99		56.00 - 59.99	
88.80 - 90.39	93	52.00 - 55.99	73
87.20 - 88.79	92	48.00 — 51.99	72
85.60 - 87.19	91	44.00 — 47.99	71
84.00 - 85.59	90	40.00 - 43.99	70
82.40 - 83.99	89	36.00 - 39.99	69
80.80 82.39	88	32.00 35.99	68
79.20 - 80.79	87	28.00 - 31.99	67
77.60 79.19	86	24.00 - 27.99	66
76.00 - 77.59	85	20.00 - 23.99	65
74.40 75.99	84	16.00 - 19.99	64
72.80 - 74.39	83	12.00 -- 15.99	63
71.20 - 72.79	82	8.00 - 11.99	62
69.60 - 71.19	81	4.00 7.99	61
68.00 - 69.59	80	0 - 3.99	60

The numerical periodical grades of each subject are computed to arrive at a final grade. Likewise, the average of the final subject grades are in the card and the permanent record.

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www.shelomithlc.com