



# STATEFIELDS SCHOOL, INC.

National Road, Molino III, Bacoor Cavite

PAASCU-FAAP Accredited

## Learning Continuity Plan School Year 2020-2021

### S.E.C.U.R.E. – Statefields’ Education Continuum Uplifting Resilience and Excellence

#### I. Rationale:

Statefields School, Inc. (SSI) believes that every child is born smart and has the capabilities to optimize his/her intelligence(s). Aside from recognizing and developing these intelligences, SSI remains steadfastly committed to imbuing the students with positive values and equipping them with 21<sup>st</sup> century skills. In furtherance of such commitment, it has continuously and constantly innovated and redefined curriculum and instruction and intentionally provided and programmed opportunities and venues to showcase students’ growth in becoming more whole persons.

School Year 2019-2020 has been a challenging year. The CALABARZON region, and the entire country, has experienced various forms of man-made and natural scares, such as but not limited to monsoon rains and flash floods, typhoons, earthquakes, volcanic eruption, worrying white van kidnapping attacks, fires, and lately, the COVID-19 crisis. The school, in partnership with the home and the church and in support of government efforts, has to form and equip the child with coping, enabling, and survival mindset, attitude and skills for whatever way of life these unfortunate experiences may cause without losing the yearning and passion for learning and continuous improvement.

Forming and developing the whole child has been part of its curriculum and instruction since the school was established, as explicitly expressed in its vision and mission statements. With its theme of “G.R.I.T.! = Growing Rigorously in Tenacity! (The Whole Child Approach) for SY 2019-2020, the school has become more intentional and purposive in its noble goal of working in partnership with all stakeholders in serving, preserving, and promoting the learners’ wellness and wholeness.

The zealous commitment to this noble goal remains and has become stronger. This time, we shall contend with the additional challenge that the teaching-learning process has to happen and persist while the students are safe, sound, and secured within the confines of their respective homes. The theme for SY 2020-2021, “Living Up to be Responsive,

Responsible, and Resilient Whole Persons”, exemplifies the school’s fervent desire and intent to fulfill such goal.

Thus, SSI’s Learning Continuity Plan - Statefields’ Education Continuum Uplifting Resilience and Excellence (S.E.C.U.R.E.) has been conceived and shall be implemented.

## II. The Plan:

### A. Definition of Terms

For better appreciation and understanding of SSI’s Learning Continuity Plan, we would like to introduce and familiarize you with the following terms:

Distance Learning – This is a formalized teaching and learning system specifically designed to be carried out remotely in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate teacher to student and student to student communication. These technologies comprise of but are not limited to:

- Voice-centered technology using CDs, MP3 recordings or webcasts
- Video technology using instructional DVDs and video conferencing
- Computer-centered technology delivered over the internet

Online Learning – This is a form of distance learning where students do not come to school at all and courses or programs are intentionally designed in advance to be delivered over the internet.

Offline Learning – This is a form of distance learning where learning materials that were set up ahead, either pre-recorded or downloaded from the internet, can be accessed without requiring connectivity at a particular moment.

Synchronous Learning – This is a form of instruction and learning where students learn in real time and log on at the same time. This type of learning is required when structured lesson and more student interaction are necessary.

Asynchronous Learning – This is a form of instruction and learning carried out online or offline where students work at their own pace. In this type of learning, students have to be self-motivated and do not need direct guidance to complete their work.

### B. School Opening and Calendar

Pursuant to DepEd Order No. 007, series of 2020, classes in all levels in SSI for SY 2020-2021 will start on August 24, 2020. There shall be a weeklong orientation on school offerings, academic features, online distance learning policies and procedures, learning management system familiarization, grading system, and other pertinent matters to ensure student success throughout the year.

Bridging Program for two weeks will follow to equip the students with all the necessary competencies and skills to be more ready for the coming school year.

Start of actual roll out of online distance learning shall be by September 14, 2020. Please refer to the herein attached School Calendar for the schedule of major examinations like Summative Tests and Term Examinations for Preschool to Grade 10 and Midterm and Final Examinations for Grades 11 and 12.

C. Offerings

Its philosophy, vision and mission statements, and objectives plus its institutional goals and motto of “Excellence through the Multiple Intelligences, Positive Values, and 21<sup>st</sup> Century Skills” shall continue to be at the heart of SSI’s curriculum and instruction. Hence, all subjects in the DepEd’s mandated Kto12 Basic Education Program shall be enriched by the integration of multiple intelligences, positive values, 21<sup>st</sup> century skills, and other SSI initiated academic features.

Year Levels	Offerings	Additional Features
Nursery 1 and 2	Word Smart English Number Smart Thematic	Read-Aloud, Penmanship, Music & Movement or Arts & Crafts (Fine & Gross Motor Skills Activities)
Kindergarten	Word Smart English Word Smart Filipino Number Smart Thematic	
Grades 1 to 3	English Mother Tongue and Filipino Mathematics Science Araling Panlipunan Christian Living or Edukasyon sa Pagpapakatao Music, Art, Physical Education, and Health Computer	Penmanship for Grades 1 and 2, Journal Writing and Silent Reading for Learning and Pleasure once a month, Differentiated Activities
Grades 4 to 6	English Filipino Mathematics Science Araling Panlipunan Christian Living or Edukasyon sa Pagpapakatao Music, Art, Physical	

	Education, and Health Computer Edukasyong Pangkabuhayan at Pantahanan	
Grades 7 to 10	English Filipino Mathematics Science Araling Panlipunan Christian Living or Edukasyon sa Pagpapakatao Music, Art, Physical Education, and Health TVE - Cookery	Journal Writing and Silent Reading for Learning and Pleasure once a month, Differentiated activities, Formation and Wellness Classes, Guidance check- ins for individual and group counseling through zoom or video calls
Grades 11 to 12	All Core, Applied, and Specialization subjects under the Academic Track and Science, Technology, Engineering, and Mathematics Strand (STEM), Accountancy, Business, and Management Strand (ABM), Humanities and Social Sciences Strand (HUMSS), and General Academic Strand (GAS)	Online Guidance Symposia, Research- related Online Surveys, Open Book type tests and practical tests, online business projects/activities for ABM and entrepreneurship, online public relation activities for HUMSS, Local and International Webinars for STEM

#### D. Delivery Mode of Instruction and Assessments

In consideration of the prevailing unwarranted circumstances due to the COVID-19 outbreak, the delivery mode of instruction and assessment shall be through Online Distance Learning primarily and principally facilitated by Learning Management Systems for the entire SY 2020-2021. There shall be a balance mix of synchronous and asynchronous learning activities to be implemented. To enrich the teaching-learning process, there shall be video presentations, video conferencing, and zoom classes.

Year Levels	Learning Management System
Kindergarten	Genyo e-Learning
Grades 1 to 2	Genyo e-Learning
Grades 3 to 6	Genyo e-Learning

Grades 7 to 10	Quipper School Premium
Grades 11 to 12	Quipper School Premium

It is advisable that each student uses a tablet or computer with the following specifications: at least Intel Core i3-9100 3.60GHz; 8GB Single DDR4 2666 MHz; Memory Western Digital Blue 1TB and each household has internet connectivity or capacity of 10 mbps.

An additional subject in Kindergarten is Thematic where Araling Panlipunan and Science concepts are introduced to the learners. For continuity, SSI offers Science in Grades 1 and 2, beyond what are prescribed in the Kto12 Basic Education Curriculum. Hence, there shall be digital books for Science 1 and 2.

Most of the platforms available in the market have so far content only in the Core and Applied subjects and STEM Specialization subjects in Senior High School. Thus, there shall likewise be digital books for the ABM and HUMSS Specialization subjects.

E. Class Program Prototype

To provide a more vivid picture of how classes, including all other activities, shall be rolled out, please refer to the following prototypes of the different year levels.

**Preschool**

- LMS + Video Conference App
- Compiled Worksheets

**I. Proposed Distribution of Schedule**

Morning Classes		Mid-Morning to Afternoon Classes	
Nursery 1, Kinder	8:00 to 11:30 AM	Nursery 2, Kinder	1:00 to 4:30 PM
Grades 1 and 3	7:45 AM to 12:00 NN	Grade 2	11:45 AM to 4:00 PM
Grade 5	7:15 AM to 2:00 PM	Grades 4 and 6	9:45 AM to 4:00 PM

**II. Morning Classes**

A. SCHEDULE (Inclusive of homeroom, health break and asynchronous class time)

- Nursery 1; Kinder (AM) - 8:00 to 11:30
- Grades 1 and 3 - 7:45-12:00
- Grade 5 - 7:15 -2:00

B. CLASS SCHEDULE PROTOTYPE

- Nursery 1, Kinder

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM					

CLASS					
8:00-8:30	Homeroom; Pupils Log; Routines: Prayer, Songs & Dances				
8:30- 9:30 (N1)	<b>Synchronous</b>				
8:30-10:30 (K) (inclusive of frequent breaks)	Word Smart (English)	Number Smart	Thematic	*Word Smart (Filipino)  *not given to N1	MI Block/Non-Academic Day
9:30-10:30 (N1) 10:30-11:30 (K)	Asynchronous learning activities; Teachers on call for consultation				

- LMS + Video Conference App

- Grades 1, 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:00	Homeroom; Pupils Log; Routines				
8:00-9:00	<b>Synchronous</b>				
	English	Math	Science	Mother Tongue Filipino	AP
9:00-9:30	Health Break				
9:30-10:30	<b>Synchronous</b>				
	CL/EsP	Music & Art	PE & Health	Computer (30 mins only)	MI Block c/o Class Adviser
10:30-12:00	Asynchronous learning activities; Teachers on call for consultation				

- Grade 5

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:15-7:30					
7:30-8:30	English	English	English/Filipino	Filipino	Filipino
8:30-9:00	Health Break				
9:00-10:00	Math	Math	Math/Science	Science	Science
10:00-11:00	AP	AP	CL/EsP	EPP	Computer
11:00-12:00	Music & Art	PE & Health			MI Block
1:00-2:00	Asynchronous learning activities; Teachers on call for consultation				

### III. Mid-Morning to Afternoon Classes

A. SCHEDULE (Inclusive of homeroom, health break, synchronous and asynchronous class time)

- Nursery 2/Kinder (PM) - 1:00 to 4:30
- Grade 2 - 11:45-4:00
- Grades 4, 6 - 9:45-4:00

B. CLASS SCHEDULE PROTOTYPE

- Nursery 2/Kinder

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>PM CLASS</b>					
1:00-1:30	Homeroom; Pupils Log; Routines: Prayer, Songs & Dances				
1:30- 3:00 (N2)	<b>Synchronous</b>				
1:30-3:30 (K) (inclusive of frequent breaks)	Word Smart (English)	Number Smart	Thematic	*Word Smart (Filipino)  *not given to N2	MI Block/Non-Academic Day
3:00-4:00 (N2) 3:30-4:30 (K)	Asynchronous learning activities; Teachers on call for consultation				

- Grade 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
11:45-12:00	Homeroom; Pupils Log; Routines				
12:00-1:00	<b>Synchronous</b>				
	English	Math	Science	Mother Tongue Filipino	AP
1:00-1:30	Health Break				
1:30-2:30	<b>Synchronous</b>				
	CL/EsP	Music & Art	PE & Health	Computer (30 mins only)	MI Block c/o Class Adviser
2:30-4:00	Asynchronous learning activities; Teachers on call for consultation				

- Grades 4 and 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:45-10:00	Homeroom; Pupils Log; Routines				
10:00-11:00	English	English	English/Filipino	Filipino	Filipino
11:00-12:00	Health Break				
12:00-1:00	Math	Math	Math/Science	Science	Science
1:00-2:00	AP	AP	CL/EsP	EPP	Computer
2:00-3:00	Music & Art	PE & Health			MI Block
3:00-4:00	Asynchronous learning activities; Teachers on call for consultation				

### **Junior High School**

Academic Subjects: English, Filipino, Mathematics, Science, Araling Panlipunan

Special Subjects: MAPEH and TVE – Cookery

Christian Living / Edukasyon sa Pagpapakatao

SSI Special Academic Features:

Journal Writing

SRLP (Silent Reading for Learning and Pleasure)

Formation Session -

will be given focusing on Guidance Classes, Character Formations to be given by invited speakers like school officers.

Wellness Session

is a session that promotes healthy living for students especially now that most of the time they stay at home and lack mobility. They will engage in home exercises like Zumba and conditioning activities.

Multiple Intelligences Block

is an hour to develop the Multiple Intelligences of the students through different activities and exercises.

Guidance PartnerShift Program

LGU – Let Guidance Understand (Routine Interview)

GCQ – Guidance and Counseling Quest (Guidance Classes)

MECQ – Managing Emotions and Changes Queries (Referral/Counseling)

ECQ – Enhancing Capabilities during Quarantine (Facebook Page)

### **SUBJECT OFFERING DISTRIBUTION**

Math, English, Science

4 meetings x 60 minutes per week – 2 zoom classes



**AP & FILIPINO**

3 meetings x 60 minutes per week – 1 zoom class

**MAPEH/TVE**

2 meetings x 60 minutes per week (online)

2 meetings x 60 minutes per week (asynchronous)

**CL/VE**

2 meetings x 60 minutes per week – 1 zoom class

**CLASS PROGRAM PROTOTYPE**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:30-09:30	Consultation/Guidance Check-in Asynchronous for TVE		FORMATION: CL-VE(2x)/ Guidance Class (1)/ Officer’s Hour for Character Formation (1)	Consultation/Guidance Check-in Asynchronous for MAPEH	
09:30-10:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
10:00-11:00	Math	Math	MAPEH	Math	Math
11:00-12:00	English	English	MAPEH	English	English
12:00-1:00	LUNCH				
1:00-2:00	Science	Science	CL/VE	Science	Science
2:00-3:00	Filipino	Filipino	TVE	Filipino	MI BLOCK
3:00-3:30	BREAK				
3:30-4:30	AP	AP	TVE	AP	WELLNESS

**SYNCHRONOUS – ZOOM**

ASYNCHRONOUS – LMS (QUIPPER SCHOOL PREMIUM)

## **Senior High School**

### GRADE 11 – PROTOTYPE SCHEDULE

Synchronous Classes – Monday, Tuesday, Thursday, Friday 8:00 am – 12:30 pm

Wednesday – Special Activities such as MI Block, Guidance Hour, SRLP/JW, Webinars, Online Tutorials, etc.

Asynchronous Classes – Consultation hours ( non-zoom classes) random schedule in the afternoon

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
1:30-2:30 pm	21 <sup>st</sup> Century Literature (Consultation)	Komunikasyon at Pananaliksik (Consultation)		Media and Information Literacy (Consultation)	English for Academic and Professional Purposes (Consultation)
2:30-3:30 pm	General Mathematics (Consultation )	Earth Science (Consultation)		Oral Communication (Consultation)	Specialization (Consultation)

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
8-9 AM	21 <sup>st</sup> Century Literature	Komunikasyon at Pananaliksik		21 <sup>st</sup> Century Literature	Komunikasyon at Pananaliksik
9-10 AM	General Mathematics	Earth Science		General Mathematics	Earth Science
10-10:30	Health Break			Health Break	
10:30-11:30	Media and Information Literacy	English for Academic and Professional Purposes		Media and Information Literacy	English for Academic and Professional Purposes
11:30-12:30 PM	Oral Communication	Specialization		Oral Communication	Specialization

**GRADE 12 – PROTOTYPE SCHEDULE**

Synchronous Classes – Monday, Tuesday, Thursday, Friday 12:30 pm – 5:00 pm

Wednesday – Special Activities such as MI Block, Guidance Hour, SRLP/JW,

Webinars, Online Tutorials, etc.

Asynchronous Classes – Consultation hours ( non-zoom classes) random schedule in the morning

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
8-9 AM					
9-10 AM	Personal Development (Consultation)	Filipino sa Piling Larang (Consultation)		Specialization 1 (Consultation)	Specialization 2 (Consultation)
10-10:30					

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
12:30-1:30 pm	Personal Development	Filipino sa Piling Larang		Personal Development	Filipino sa Piling Larang
1:30-2:30 pm	Specialization 1	Practical Research 2		Specialization 1	Practical Research 2
2:30-3:00	Health Break			Health Break	
3:00 -4:00	Understanding Culture, Society and Politics	Practical Research 2		Understanding Culture, Society and Politics	PE and Health
4:00 – 5:00	Specialization 2	Specialization 3		Specialization 2	Specialization 3

## F. Grading System

Assessments have always been the measure of how much of what were taught have been acquired and mastered by the learners. They provide the teachers quantitative and qualitative measure of what learners know and can do with the competencies and skills imparted to them.

Formative assessments are on-going or in-process evaluations of student acquisition, comprehension, and retention what were taught and discussed, further learning needs, and progress. They come in the form of drills, entry and/or exit cards, low stake short quizzes, polls, recap activities, and those making use of total participation techniques. Summative assessments are to evaluate student learning, skill acquisition and mastery, and academic achievement at the conclusion of a defined instructional unit or period against pre-determined standards or criteria. Examples of this type of assessments are long and high stake quizzes, chapter tests, and term examinations.

Product and performance tasks are tangible evidences of learning. They are evaluated or graded based on a set of established criteria or rubrics aligned with targeted standards or outcomes. They may be in the form of presentations, portfolios, projects, and performances.

The nature, frequency, and length of assessments shall definitely be impacted by the delivery mode of instruction and assessment as well as by the enrichment and integration of Multiple Intelligences, Positive Values, and 21<sup>st</sup> Century Skills to the DepEd prescribed Most Essential Learning Competencies. However, the components and their weights shall still be in adherence to the mandates of the Kto12 Basic Education Program.

## G. System of Support and Intervention

Part and parcel of each Class Program, and Teacher's Program as well, are blocks of time for online tutorials and consultations. Likewise, there shall be allotted time for homeroom periods, formation talks, guidance individual and team counselling sessions, and symposia. It is therefore a must for students to make the most out of these available intervention schemes.

The Class Program has provisions as well for Formation sessions and online Guidance individual or group counselling.

For this school year, the Guidance Department has coined their various programs and offerings as "Guidance PartnerShifts". These programs include among others the continued roll out of their Guidance classes and Symposia to the different levels, career pathways directing for Grades 8 to 12 students, and even the Parenting Seminars to be delivered online in October and February.

## H. Awards and Recognition

Given the different delivery mode of instruction and assessment and the modified grading system, there shall be lesser awards than the school would usually give away to achieving students.

In each level, there shall still be Red Honors, Green Honors, and Cream Honors Academic Awards recipients and Blue Honors Conduct Awards recipients. Qualified recipients at the end of each term/semester shall be issued corresponding certificates and at the end of the year the appropriate medals.

Yearend qualified Kindergarten, Grade 6, Grade 10, and Grade 12 students shall be recognized for their achievements in the different intelligences. During the Grade 6 Completion, Grade 10 Advancement, and Grade 12 Graduation Ceremonies, the top ten students in academic achievements shall be recognized with appropriate medals.

There shall also be Loyalty Awards and Fidelity Awards by the end of Grade 12 to be bestowed on students who have been with the school since Grade 1 and Preschool, respectively.

Criteria for the selection of Awards Recipients are explicitly written in the Student Handbook of each Department.

## I. Online Distance Learning Tips to Parents

Here are 10 helpful and useful ways to help your child adjust to online learning and finish the school year successfully from American Professional Counselor, Dr. Raychelle Cassada Lohmann.

1. Discuss rules and expectations. Right from the start, establish rules for how the school week should go. You would want to have a set schedule that still allows for some flexibility. If you lay out the rules and expectations early in the game, you'll have a lot more success in implementing them. Plus, it will help provide structure for your child's day.

2. Get back into a routine. While you may not need to wake up your children at 5 a.m. to catch the shuttle service, you also don't want them sleeping the day away, either. Don't let your kid lounge in their pajamas all day. Instead, try to begin the day early. Have them get up and get dressed just like when school is in session. (They are not expected to be in uniform but have to be wearing at least decent shirts.)

Also, have your child go to bed at a proper time, just as they should normally on school nights, so that the child can get eight to 10 hours of sleep.

Remember, kids are used to a lot of structure during the academic day, and, even though they may fight that structure, most kids thrive with it. Structure helps kids know what to expect, and it provides consistency, something kids need in their lives

right now. Providing this sense of normalcy in kids' daily lives can help them feel less anxious and more secure during this uncertain time.

3. Establish a consistent school schedule. Just as schools typically operate on a daily schedule, so should your children. If your kids are older, have them set their own school schedule and share it with you. To ensure success, establish a daily schedule that's as close to their traditional school schedule as possible. Or at the very least, make sure it conforms to the expectations set forth by teachers and the school. (The school will provide the schedule and length of synchronous learning activities daily.)

For example, if your child would normally have math first period, then do math first. The rationale behind this approach is two-fold. First, kids are accustomed to their schedule, and it's a part of their routine. So it will be easier for them to hop back into the swing of things if they follow their normal schedule. Next, it's not uncommon for kids to put more time into the subjects they like and push the other subjects to the back burner.

In a traditional school day, the teacher is physically there to prompt your kid or remind them to turn something in. But in the virtual world, kids can forget or ignore that unwanted assignment. By keeping students as close to their typical schedule as possible, you can help them make sure they are tackling all their subjects, even their least favorite ones.

4. Designate a "school zone". With most of the family being at home now, privacy and space may be hard to come by. Given such challenges, just as schools are having to be innovative, so are parents. Designate a space in your home where your child can do schoolwork uninterrupted and free from distractions like the TV.

5. Encourage your child to take lots of breaks. Make sure your kid is staying active and intermittently breaking away from studies throughout the day. That could involve shooting hoops, riding a bike or going for a walk. It's not healthy to stay stuck in front of a computer all day, and that goes for adults who are working remotely, too. (Be guided by the schedule of synchronous classes to be provided by the school.)

So make sure your child is taking breaks throughout the day and moving around. During these breaks, it's best not to play video games, since doing so can take time away from being active and studying and may undermine your routine.

6. Facilitate social connections. During the school day, your child had opportunities to interact and hang out with friends. Social connections are a vital part of childhood and adolescent development.

Kids may feel isolated from their friends at a time when they need them the most. Make sure that you encourage your kids to stay connected, even if it's a virtual connection, such as via FaceTime or Skype. No, it's not the same as interacting with friends in person, but for now, it's the best we can do.

You can help younger kids connect with their friends using technology by, for example, setting up a video chat and having kids bake something together, practice funny dance moves with one another or have a virtual picnic lunch. Older kids and teens can have online study sessions or do a virtual group lunch.

7. Communicate with school personnel. Parent and teacher communication is already essential, and with online schooling, it's even more important. If you feel at a loss regarding how your child is doing in this new virtual environment or would like to know when something is due, reach out to your child's teacher. As a parent, remember, you still have the right to know how your child is doing and to understand teacher and school expectations.

8. Advocate for your child's needs. If your child has identified needs, you have the right to make sure those needs are being met. You can contact your child's class adviser to see how and when the meeting will be conducted. Many schools are opting to do virtual meetings, using platforms such as Zoom or Google Meet, so this may be an option.

9. Develop a social support system. Reach out to other parents or a class parent and come up with creative ways that you, as parents, can stay in the loop with what's happening with virtual education in your child's school.

Create a parent support group and share information with one another. Ask your kids' teachers to be a part of the group, too. Although we may be physically apart, we don't have to live in social isolation. We can accomplish so much more when we work together.

10. Exercise patience. We are living in an unprecedented time, and virtual education is not the status quo for traditional Kto12 educational institutions or most teachers. Be patient with teachers and staff at school. They, too, are adjusting to the new normal.

Parents and school personnel have a common interest, which is to make sure kids get the education they need to prepare for the future. During the COVID-19 pandemic, we can teach our children a lot about how to cope and adapt to change during stressful times. This will help them tackle challenges not only related to school but in all aspects of their lives.

#### J. Online Distance Learning Behavioral Expectations for Students

1. Always be respectful and courteous to other students and teachers during virtual check-in sessions. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during virtual check-in sessions will not be tolerated.
2. Students must use their respective accounts to log into a virtual check-in session. They have to log in on time daily, in all synchronous classes.
3. Login credentials must not be shared. Sharing of login information violates other students' and teachers' rights to confidentiality, and could allow class

participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.

4. Students who are disruptive and/or “trespass” virtual check-in sessions will receive appropriate consequences in accordance with the Student Code of Conduct.
5. Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in virtual check-in sessions. Students receiving this consequence would have assignments provided to the student’s parent/guardian.
6. Students must dress appropriately.
7. Student videos must be on and their face visible at all times.
8. Students must be sitting at a desk, table, workstation, etc.
9. Student attendance is mandatory during each of the scheduled synchronous periods.
10. Any misbehavior will be documented in the portal for parents to view.

#### K. Online Distance Learning Guidelines for Parents/Guardians

1. Virtual check-ins are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in check-in sessions, although parents/guardians may assist their child with technology and/or remain nearby.
2. They should not video record, audio record, photograph, live stream, or transmit in any other way any part of a virtual check-in, including not posting it on any social media platform.
3. Any confidential or personally identifiable information related to students’ participation during virtual check-ins should not be collected, discussed or shared.
4. Parents/guardians should not engage with students during virtual check-ins. If they need to speak with their child during a check-in session, they have to first mute their child’s microphone.
5. If a parent/guardian has a question, he/she may email his/her child’s teacher.
6. Parents/guardians could email their child’s school with any questions or concerns regarding privacy or virtual classroom expectations.

#### L. Student Attendance Monitoring

The daily attendance and participation of learners may be checked and monitored in two ways. Every learner will be assigned a Learning Management System account. Each time the learner logs into the system, particularly during asynchronous learning activities, that instance is recorded. During synchronous sessions, all learners are provided with the corresponding Zoom access ID and Password to be able to join and attend such sessions. Similarly, the time a learner logs in and out of the synchronous activity, these instances are recorded and taken as the learner’s attendance in the session.



The instances a learner logs in and out of the LMS during asynchronous activities and of Zoom classes during synchronous activities shall be consolidated periodically to serve as the learner's attendance record for a Term or even for the entire year.

M. Parents' Consultation with Teachers

In the Parents' Portal, particularly in the SSiConnect, there are downloadable appointment slips a parent may accomplish to schedule a meeting or conference with a teacher.

Both Learning Management Systems, Genyo for Preschool to Grade 6 and Quipper for Grades 7 to 12, have a mailing system or feature where teachers and parents can communicate.

The portal provides the email addresses of the different School Officers and Departments through which parents can elevate or raise specific concerns.

N. Notification to Parents

There are various ways the school may reach out to parents. Announcements may be posted on the school website, portal, Facebook page, and Twitter account.

The school shall exhaust all means possible to inform parents of important announcements.