



St. Scholastica's Academy
City of San Fernando, Pampanga

BASIC EDUCATION

- Pre-School
- Grade School
- High School



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A PRIMER

S.Y. 2020 - 2021

"Inspiring Excellence, Forming Character"



PRIMER for SY 2020-2021

BASIC EDUCATION

- ◆ GRADE SCHOOL
- ◆ JUNIOR HIGH SCHOOL
- ◆ SENIOR HIGH SCHOOL

We, in St. Scholastica's Academy are pleased to share this primer to everyone – teachers, learners and parents in preparation for the “new normal” this School Year 2020 – 2021. This provides a detailed framework for the distance learning offered by the institution.

SAFE, SMART ALTERNATIVES in LEARNING will be SSA-SF's trademark for this school year's academic program.

Through this **Safe, Smart Alternatives in Learning**, SSA-SF aims to provide a holistic, technology-integrated, student – centered and value-infused Benedictine education.

SSA – SF stands firm to provide quality Catholic Benedictine education anchored on academic excellence as social responsibility.

Definition of Terms

For a better appreciation and common understanding of the features of our **Safe, Smart Alternatives in Learning** program, kindly be guided by the following terms used in this primer.

Online Learning – is a teaching and learning set up that takes place over the internet. Communication with teachers and delivery and submission of requirements will be done online. The teacher provides students with content and tasks that the latter need to accomplish within a time frame. Thus, the teacher and students are not required to report to school for a face- to –face class.

Synchronous Activity – is a type of online learning that involves conducting class using an application in real time and carry out tasks throughout the allotted time. In the context of the school, this is the online consultation with and follow-up by teachers.

Q : What are the parents' role in the education of their children in the new normal?

A : Parents play a crucial role in the education of their children at home. Since the HOME is the new classroom , they are expected to be more proactive as partners of the school in assuring learning for the students.

More specifically, the parents are expected to....

1. Provide a conducive learning place where their children can study and focus on learning.
2. At the end of the week/month or before the end of the week/month, follow up on the progress made by their children in accomplishing learning activities.
3. Set aside time to assist their children in accomplishing learning tasks.
4. Make sure that needed materials for the lessons are available. These will be specified in the modules.
5. Establish close linkage with the teachers so that a healthy partnership for the education of your children will be fostered.
6. Have an adult to supervise your children especially the young ones while they do activities online.

Q : In case the DepEd allows face-to-face or blended learning but I am not in sending my child to school , may he/she continue with the chosen modality?

A : Yes. The learner may just continue either with Online Learning or Learning. Simply coordinate with the class adviser.

We are asking for cooperation and understanding from our dear parents and guardians to make sure our children accomplish their tasks since supervision by teachers in distance learning is limited.

A **Bridging Program** shall be implemented next school year where teachers will make sure students understood the lessons for the previous school year first before proceeding to the next set of lessons.

No matter what the option chosen, still, rest assured that our goal remains the same and that is to make students develop their skills for them to be **academically excellent**, and at the same time, **form a good character** through the accomplishment of these well-planned activities.

That in all things God may be glorified!

Q : What will be the attire of the students during synchronous classes/ sessions?

A : For old students – any SSA shirt and jogging pants/jeans for newcomers – any white/blue or navy blue and jeans

Q : Do we need to have two or more laptops/computers if we have two or more children studying in SSA?

A : Not necessarily. Most of the online activities are asynchronous; therefore, parents may schedule the use of the gadgets based on the schedules suggested by their teachers or at their most convenient time.

Q : How will Modular Distance Learning be done?

A : Learning packets or modules that cover a specific week's or month's lessons shall be provided.

Q : How may modules be accessed?

A : Learning packets or modules may be accessed in the following ways:

OPTION A: Picked up from school by parents or guardians weekly.

OPTION B: Sent by the teachers through email, Facebook messenger accounts of parents or students.

Q : Do we still need to buy textbooks?

A : Yes, textbooks will be the main references for the activities that our students will accomplish at home.

Q : If I chose Online Learning or Modular Learning initially but have encountered concerns and have decided to change modality of instruction in the middle of the school year, may I switch to Modular or Online Learning ?

A : Yes. Both modalities follow the same learning standards. Simply coordinate with the adviser of your child in case this happens.

Q : Are the modules to be prepared by the teachers the same with the ones from DepED?

A : No. Though the Most Essential Learning Competencies (MELCs) serve as the primary guides, the modules will include activities that are aligned with the Vision – Mission of the school and the Benedictine values. Learning activities will be contextualized to consciously integrate 21st century skills thus providing more enriching learning experiences for the students.

Asynchronous Activity – is a type of online learning that involves providing students with content and tasks that they need to accomplish within a time frame. These content and tasks are posted and uploaded by the teacher at an appointed time using online platforms. The teacher-student interaction does not happen in real time and the tasks/ activities are accomplished by the students without the teacher's presence.

Learning Management System (LMS) – is a software application or web-based technology used to plan, implement and assess a specific learning process.

It is through the LMS that both teachers and students are able to upload and download resources like lessons, modules, notes, assignments, videos, among others. It provides the teacher with a way to create and deliver content, to monitor student participation, to allow students to complete assessments online and to assess their performance.

In partnership with Phoenix, **Aralinks Collaborative Learning Environment** is SSA-SF's learning management system for Grades 4 – 12 and other online platforms for PK to Grade 3.

I. Instruction

We foresee that distance learning is the only safe mode of instruction this school year. Until a vaccine is available, or until the government declares it safe for students to attend face-to-face classes, **DISTANCE LEARNING** shall be adopted where students shall stay at home while learning.

All classes will be conducted in either of the two ways:

A. If students have access to the internet and a gadget they can use, preferably a laptop or a tablet, they may learn through **ONLINE HOME-BASED LEARNING**.

1. Having online classes does not mean students will be in front of the computer for a prolonged period. With the limitations of internet connections, technical problems that may arise and health hazards caused by too much screen time, it is not advisable to do full online classes.
2. Instead, the teachers will upload well-designed instructional materials for their class through **Aralinks Collaborative Learning Environment**, our official learning management system (LMS) for Grades 4 to 12 and other online platforms for PK to Grade 3. These materials may include reading materials, instructional videos, activity sheets, formative and summative assessments that students need to answer and submit before the deadline set by the teacher. Uploading of such documents every **Monday morning**.

Students may access these to learn at their own pace or follow a suggested schedule.

** An orientation on the use of Aralinks and other online platforms shall be scheduled at a later date, either before classes start or on the first week of the academic year.*

3. Printed textbooks are used as essential reference materials. The World Book Online will also be used as reference by both teachers and students.
4. Consultation hours/ synchronous sessions are scheduled in which the students may ask their teachers for clarifications or assistance in understanding the lesson. **Attendance to these is COMPULSORY** and it is intended to help augment understanding for students having difficulties. Please see sample schedule., pages 4-6.
5. Homeroom Period will be scheduled to build a sense of community, provide support system, and enhance the learning experiences of the students.

- However, activities shall be simplified by evaluating only the Most Essential Learning Competencies (MELCs).
- Quarter exams will be uploaded into the Aralinks by the teachers on scheduled dates. Module-based learners will have access of the examination materials on dates arranged by the teachers. A more detailed information regarding this will be communicated by the teachers to parents concern.

III. Technological Specifications

- A computer (desktop/laptop) with at least a 6th generation Pentium/i3 processor with 4gb of RAM). Though not as efficient, a mobile device (smartphone/tablet) could also be used for viewing content and video conferencing.
- To access Aralinks, the following browsers are recommended:
 - ◊ Google Chrome (latest version)
 - ◊ Mozilla Firefox (latest version)
- Adobe Acrobat Reader (latest version) – for viewing PDF files and learning resources
- Microsoft Office (includes Microsoft Word, Excel and Power-Point).
- Speakers/headphones/earbuds for listening to audio or videos presented
 - * All students must create a gmail account (surnamefirstnamesap@gmail.com)
Example: delacruzjuansap@gmail.com

FREQUENTLY ASKED QUESTIONS

Q : What are the learning modalities offered by SSA?

A : Online Distance Learning and Modular Distance Learning.

Q : How will Online Distance Learning to be done?

A : Teachers will upload well-designed instructional resources their class through the school's Learning Management System and other online platforms at the start of the week. These will be accessed by the students for self-paced learning at their most convenient time or at a time suggested by the teacher.

Q : How will teachers assist the students in Online Learning?

A : Consultation hours shall be scheduled in which the students may ask their teachers for clarifications or assistance in understanding the lesson.

B. If students do not have access to the internet and/or a gadget they can use, they may choose the **modified home-based learning** through the use of **LEARNING PACKETS**.

1. Upon request, a learning packet shall be provided that covers a specific week's lessons.
2. Learning packets or modules shall contain instructions, reading materials, activities, formative and summative assessments. They may be accessed through the following options:

OPTION	DESCRIPTION	STATUS
A	Modules will be picked up personally from school by the parents/guardians at the start of the week. This may also be arranged by you with your child's service driver.	No internet connection No gadget / computers
B	Modules will be sent by the teachers through email, facebook or messenger and to be downloaded by the parents or students at home.	Limited internet connection but downloading of modules is possible. With basic gadgets like cell-phones or tablets that have data allocation intended for simple downloading and viewing of files

3. Arrangement as to the submission of outputs will be communicated by the respective teachers of the department.
4. Teachers will arrange consultation time with the students.

II. Assessment

- The Grading System will remain the same, with students evaluated through their written works, performance tasks, and quarterly exams.

SAMPLE GRADE SCHOOL CLASS SCHEDULE			
		Monday and Tuesday	Wednesday and Thursday
Self-paced learning	8:00 – 8:50	CLE	Araling Panlipunan
	8:50 - 9:40	English	Math
Accessing and answering of digital resources or learning modules		Health Break	
	10:10 – 11:00	Filipino	MAPEH
	11:00 - 11:50	Science (Gr. 3-6)	TLE (Gr. 4-6)
	11:50 - 12:50	Lunch Break	
Synchronous teaching or consultation through Zoom or messenger	12:50 – 1:30	CLE	Araling Panlipunan
	1:30 – 2:10	English	Math
	2:10 – 2:50	Filipino	MAPEH
	2:50 – 3:30	Science (Gr. 3-6)	TLE (Gr. 4-6)

Friday Schedule	
8:00 - 8:30	Lectio Divina
8:30 - 9:00	Scholasthenics (P.E Enrichment Class)
9:00 - 9:50	Math
9:50 - 10:20	Recess
10:20 -11:20	Homeroom Class Guidance / GMRC
11:20 - 12:00	Mother Tongue Enrichment Activity for Grades 1-3
12:00 - 1:00	Lunch Break
1:00 - onwards	Drop Everything and Read Program Finishing of Modules or activities Online submission of outputs to teachers

SAMPLE CLASS SCHEDULE (JUNIOR HIGH SCHOOL)					
Time	Monday	Tuesday	Wednes- day	Thursday	Friday
8:00-9:00	Accessing Digital Resources/ Learning Modules	TLE (S)	Science (S)	Math (S)	English (S)
9:00-10:00		English (A)	Science (A)	Math (A)	English (A)
10:00-10:30	BREAK				
10:30 - 11:30	Home-room	Science (A)	Math (A)	Science (A)	Math (A)
11:30 - 12:30	Independent Learning	Araling Panlipunan (A)	MAPEH (A)	English (A)	Independent Learning
12:30 - 1:30	LUNCH				
1:30 - 2:30	TLE (A)	Filipino (S)	Araling Panlipunan (S)	MAPEH (S)	C.L.E (S)
2:30 - 3:30	Filipino (A)	Filipino (A)	Araling Panlipunan (A)	CLE (A)	C.L.E (A)

Legend:

S - Synchronous
A - Asynchronous

SAMPLE CLASS SCHEDULE (SENIOR HIGH SCHOOL - 1st sem.) Grade 11A - STEM strand					
Time	Monday	Tuesday	Wednes- day	Thursday	Friday
8:00 - 9:00	Accessing Digital Re-sources/ Learning Modules	Empowerment Technolo-gies (S)	Earth Science (S)	General Math (S)	English for Academic & Profes-sional Pur-poses (S)
9:00 - 10:00	Home-room	Empowerment Technolo-gies (A)	Earth Science (A)	General Math (A)	English for Academic & Profes-sional Pur-poses (A)
10:00 - 10:30	BREAK				
10:30 - 11:30	English for Academic & Profes-sional Pur-poses (A)	Earth Science (A)	General Chemistry (S)	Pre-Calculus (S)	Practical Research 1 (S)
11:30 - 12:30	Practical Research 1 (A)	General Chemistry (A)	General Chemistry (A)	Pre-Calculus (A)	Practical Research 1 (A)
12:30 - 1:30	LUNCH BREAK				
1:30 - 2:30	Empowerment Technolo-gies (A)	Komu-nikasyon at Panana-likasik (S)	General Math (A)	P.E & Health 11 (S)	Theology 1 (S)
2:30 - 3:30	Komu-nikasyon at Panana-likasik (A)	Komu-nikasyon at Panana-likasik (A)	Pre-Calculus (A)	P.E & Health 11 (A)	Theology 1 (A)

* Final Schedule to be provided during the orientation on the first week of classes.