



SBSN ADVISORY NO. 4

Series of 2020

ST. BENEDICT SCHOOL OF NOVALICHES, INC. ACADEMIC AND NON-ACADEMIC PROGRAM FOR SCHOOL YEAR 2020-2021

A. ACADEMIC PROGRAMS

CONTENT

As stated by the Department of Education, “in determining and implementing learning delivery approaches that are suited to the local context and diversity of learners, while adapting to the challenges posed by COVID-19, the **Most Essential Learning Competencies (MELC)** shall serve as the primary reference of all schools, Schools Division Offices (SDO) and Regional offices (Ros).”

DELIVERY

SBSN will be delivering learning experiences with the use of the blended learning approach using the following:



HOW LECTURES WILL BE CONDUCTED

- Teachers will either provide real-time or pre-recorded lectures that will be made available for students online.

Learners with slow or no internet connectivity will not have to worry because a printed copy of the lectures will be made available to all learners. There will be a schedule for parents/guardians to pick up these printed lectures in advance.

SBSN WILL USE TEXTBOOKS AND MODULES TO AID ONLINE LEARNING

- Learning modules such as but not limited to case analysis, problem solving, and exercises will be made available and will be required to be answered using the learner's own handwriting. Parental or guardian assistance is needed in the weekly collection and submission of written works to SBSN on scheduled dates.

There will be an assessment at the end of each lesson.

- Textbooks will be used as learning material. Other than this, added enrichment materials will be provided.

THESIS WRITING

- Thesis will be integrated with English 10 and highlighted as a performance task.



CONSULTATION WITH TEACHERS AND ASSESSMENT OF LEARNING METHODS

- Time for constant and consistent communication between subject teachers, learners and parents/guardians via the internet will be included in each class schedule.
- Faculty meetings will be held weekly to assess and discuss improvements in learning methods implemented by teachers.

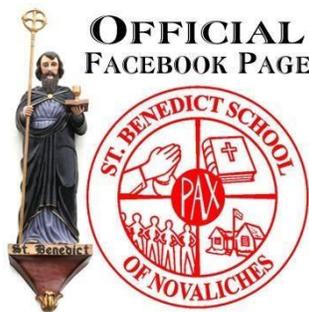
LEARNING MODE

SBSN will have a combination of Synchronous and Asynchronous learning mode.

What is Synchronous Learning?¹

Synchronous learning is any type of learning that takes place in real-time, where a group of people are engaging in learning simultaneously. Although learning occurs at the same time, learners don't have to be there in-person, or even in the same location. Synchronous learning enables learners to ask questions and receive answers on-the-spot, while also collaborating freely with their co-learners.

¹ Definition from <https://www.learnupon.com/>



Some examples of synchronous learning include:

- Live webinars
- Video conferencing
- Virtual classrooms
- Instant messaging

What is asynchronous learning?²

Asynchronous learning is more learner-centered. It enables your learners to complete courses without the constraints of having to be in a certain place at a certain time. In essence, asynchronous learning does not hinder learners by place or time. As long as they have access to the internet, asynchronous learners have the freedom to complete course materials whenever they choose, and from any location.

Although not taking place then and there, asynchronous learning still allows the opportunity for feedback. Learners are free to share thoughts and questions with instructors and fellow learners, though they may not receive an immediate response.

Some examples of asynchronous learning include:

- Online courses
- Email

² Definition from <https://www.learnupon.com/>



- Blogs
- Pre-recorded video lessons or webinars
- Online forums and discussion boards

LEARNING MODULES WILL BE PRINTED FOR ALL

At any rate, SBSN shall be providing lectures in printed form to both internet and non-internet households in order to ensure **ALL** learners are provided the same lectures and learning instruction.

FREQUENTLY ASKED QUESTIONS

What is a Computer Hardware?

A **computer hardware**³ refers to the physical parts of a computer and related devices. These include desktop computers, laptops, tablets, and smartphones.

The computer hardware is the physical tool that will be used by learners and parents/guardians in online learning and consultation.

³ Definition by <https://techterms.com/>



What is a Computer Software?

A **computer software**⁴, on the other hand, consists of programs and applications that run on a computer hardware. The following computer software shall be considered for online learning:

What is an internet access?

Internet access⁵ is the ability of individuals and organizations to connect to the Internet using computer terminals, computers, and other devices; and to access services such as email and the World Wide Web.

Internet access is sold by Internet service providers (ISPs) delivering connectivity at a wide range of data transfer rates via various networking technologies.

Suggested Computer Software for Online Learning

NATURE OF SOFTWARE	FUNCTION/USE	EXAMPLES
Media Players	Watching Pre-recorded Lectures/Instructions via internet	<ul style="list-style-type: none"> • VLC • RealPlayer • Windows Media Player • Winamp

⁴ Definition by <https://techterms.com/>

⁵ Definition by <https://en.wikipedia.org/>



		<ul style="list-style-type: none"> • Free MP4 Player • DIVX • Flash Movie Player
Video Conferencing Tools	<p>Live Lectures, Online Discussion/Recitation, Consultation</p> <p>via internet</p>	<ul style="list-style-type: none"> • Skype • Zoom • Facetime • Google Meet • Microsoft Teams
Productivity Software	<p>Application software used for producing information such as documents, presentation, work sheet, etc.</p> <p>via internet if information is being sent or received from another remote device</p>	<ul style="list-style-type: none"> • Microsoft Word • Adobe Acrobat • Microsoft Excel • Microsoft Power Point
Search Engine	<p>A computer software “research tool” used to search data for specified information</p> <p>via internet</p>	<ul style="list-style-type: none"> • Google Search • Yahoo Search • Bing Search



GRADING

SBSN will continue to follow the existing guidelines for grading as provided by the Department of Education unless a subsequent directive issued.

B. NON-ACADEMIC PROGRAMS

1. LEARNERS' MONITORING AND SUPERVISION PROGRAM

Homeroom Advisory and Consultation Period

In a time where online education is being implemented, the Homeroom Advisory Program plays a vital role in assisting learners and their parents/guardians.

The Homeroom Advisory will include the following: morning prayer/bible reading and brief reflection, attendance, announcements, and instructions.

During the advisory period, through the internet, homeroom advisors will closely coordinate with students and as needed, also with their parents/guardians in giving reminders, following up requirements, and scheduling consultation requests, among others.

Depending on the age and capacity of the learners, SBSN encourages its learners to develop a sense of self-reliance by not depending on their



parents on communication and query with teachers on lessons. However, this does not prevent parents/guardians from likewise communicating with teachers for other school related matters.

Finally, consultation Periods are provided for academic concerns such as:

- a) Questions regarding lessons or subject matter taught;
- b) Assignments;
- c) Modules;
- d) Performance Tasks.

Off Campus Discipline

As learners spend their class days at home, there is an increased role for parents and guardians to ensure that learners conduct themselves accordingly, especially during class hours.

Discipline in the observance of class hours, proper use of online gadgets and completion of assigned tasks should always be upheld to carry out the learning process properly and effectively.

With this, SBSN will make its teachers available to parents/guardians during designated periods in the class schedule to communicate updates regarding the learner's discipline. SBSN shall likewise come up with An "Off Campus" Code of Discipline for the guidance and observance of its learners.



Health and Safety

While learners are at home, all SBSN's staff shall be working within the school's premises. Hence, SBSN shall be providing face to face health and safety services to all its employees. On the other hand, health and safety assistance to learners shall be provided in a consultative manner. SBSN shall, however, issue health advisories when the need arises.

2. LEARNERS' PERSONAL DEVELOPMENT PROGRAM

Guidance and Counselling

Primarily, SBSN, through its guidance counsellors provide a support system for our learners and ensure them that they have qualified professionals who can privately discuss with them personal, family and academic concerns.

In so doing, learners are guided and assisted in enabling them to analyze and identify problems, consider/explore potential solutions and carefully decide a course of action to be taken. All sessions are disclosed to parents and are treated with utmost confidentiality.

Other related programs are being implemented by the Guidance Office for the duration of the school year. However, in view of the current set up, all activities in the guidance department shall be conducted either online or through modules.



Co-curricular Activities

Despite the current set up involving a non-face to face interaction between learners, teachers and school personnel, SBSN will continue its co-curricular activities. However, these activities may only be carried out via online or other non-face to face activities. Online activities may or may not be in real-time.

While not being part of the academic curriculum, it is an acceptable truth that co-curricular activities form an important role in school life. Learners are invited to join clubs and organizations with the aim of reinforcing practical and theoretical classroom learnings and promoting the total and complete development of its learners.

Developing One's Spirituality

SBSN shall continue the observance of its religious calendar for School Year 2020-2021. As much as practicable all religious celebration, observance of religious feasts, daily prayers, and other religious and spiritual activities, shall be done either using the internet or through the distribution of modules.



3. LEARNERS' SOCIAL CONSCIOUSNESS PROGRAM

Awareness on Current Events

SBSN shall provide its learners with relevant development of current events and endeavor to instill social awareness to its learners by incorporating them in applicable lessons of the relevant class subjects. Material developments and significant events inside and outside the country will continuously be taken up in class. Learning sessions from these shall be included in the assessment of all learners.

C. HOW PARENTS CAN ASSIST THEIR CHILDREN IN ONLINE LEARNING

Foremost, because it is a reality that the quality and/or availability of internet connectivity is not the same for all households, SBSN welcomes its parents to immediately contact the school for any technical difficulty they are experiencing.

In the meantime, we are suggesting our parents to include the following in their program of assistance to their children while school is taking place at home:

What can parents do for their children?

- Classroom Setup at Home



Parents do not need to provide an actual classroom for their children at home so long as the provided study area enables the children to go about their lessons properly and effectively.

- Discipline in the Use of Online Gadgets and Supervision of Work

While internet connectivity in gadgets post a very common temptation for children to use it in non-educational activities such as playing games and surfing irrelevant sites, parents/guardians should always be on the lookout to ensure that study time is not replaced by play time.

Checking on them every now and then will be a great help to ensure that they are doing their tasks and completing them on time.

- Physical, Health and Mental Preparation

Physical Preparation

Parents need to make sure that children are physically prepared for every school day at home. This means that children need to be adequately groomed for school. Also, a school uniform may be replaced by decent clothing to set the proper mood for learning.



Health Preparation

This means that their children need to get enough nutrition and rest before class. As frequent as possible, in the time of COVID-19, it is recommended that their body temperatures are checked before, during and after class.

Mental Preparation

Parents should likewise condition the minds of their children and prepare them for an actual school day class experience. Each school day at home should be treated as a normal school day as if it were a regular face to face class day in school. Hence, there should be no playtime or other activities done during allotted class hours. Children should likewise wake up in time for class.

With children spending their whole class day at home, SBSN will be working closely with those who will be supervising and monitoring them.



D. SAMPLE CLASS SCHEDULE

GRADE SCHOOL

The **Grade School** will have four quarters throughout its school year. Presented are sample schedules:

KINDER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
8:00-8:30	HOMEROOM ADVISORY				
8:30-8:45	ENGLISH COMMUNICATION ARTS				
8:45-9:00	READING	READING	READING	LANGUAGE	LANGUAGE
9:00-9:15	FOLLOW-UP ACTIVITY / WORK PERIOD				
9:15-9:30	MATHEMATICS	MATHEMATICS	MATHEMATICS	SCIENCE	SCIENCE
9:30-10:00	FOLLOW-UP ACTIVITY / WORK PERIOD				
10:00 – 10:15	MID MORNING BREAK – PRAYER BEFORE AND AFTER MEAL				
10:15-10:30	FILIPINO	FILIPINO	FILIPINO	FILIPINO	FILIPINO
10:30-11:00	FOLLOW-UP ACTIVITY / WORK PERIOD				
11:00-11:30	CULMINATING ACTIVITY MUSIC, ARTS AND P.E.				
PM					
2:00-3:00	CONSULTATION PERIOD				



PREP

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
8:00-8:20	HOMEROOM ADVISORY				
8:20-8:40	ENGLISH COMMUNICATION ARTS				
	READING	READING	LANGUAGE	LANGUAGE	WRITING
8:40-9:00	FOLLOW-UP ACTIVITY / WORK PERIOD				
9:00-9:20	MATHEMATICS	MATHEMATICS	MATHEMATICS	SCIENCE	SCIENCE
9:20-9:40	FOLLOW-UP ACTIVITY / WORK PERIOD				
9:40-10:10	MID MORNING BREAK – PRAYER BEFORE AND AFTER MEAL				
10:10 – 10:30	FILIPINO	FILIPINO	ARALIN	ARALIN	CLE
10:30-10:50	FOLLOW-UP ACTIVITY / WORK PERIOD				
10:50-11:30	CULMINATING ACTIVITY MUSIC, ARTS AND P.E.				
P.M.					
2:00-3:00PM	CONSULTATION PERIOD				



GRADES 1,2,3

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
7:30-8:00	HOMEROOM ADVISORY				
8:00-8:40	READING	READING	READING	MATHEMATICS	MATHEMATICS
8:40-9:20	MATHEMATICS	SCIENCE	SCIENCE	SCIENCE	HEALTH
9:20-10:00	MID MORNING BREAK – PRAYER BEFORE AND AFTER MEAL				
10:00-10:40	P.E.	MUSIC	ART	COMPUTER	CLE
10:40-11:20	FILIPINO	FILIPINO	LANGUAGE	LANGUAGE	LANGUAGE
11:20 – 12:00	ARALIN	ARALIN	ARALIN	MOTHER TONGUE	MOTHER TONGUE
P.M.					
12:00-1:00	LUNCH BREAK – ANGELUS AND PRAYER BEFORE AND AFTER MEAL				
1:00-3:00	<ul style="list-style-type: none"> • INDIVIDUAL WORK: ANSWER WORKTEXTS, MODULES, PERFORMANCE TASKS, ETC. GIVEN FOR THE DAY. • OPEN FOR POINTS OF CLARIFICATION REGARDING THE ABOVE 				
3:00-4:00	CONSULTATION PERIOD				



GRADES 4,5,6

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
7:30-8:00	HOMEROOM ADVISORY				
8:00-8:40	FILIPINO	FILIPINO	FILIPINO	ARALIN	ARALIN
8:40-9:20	ARALIN	READING	READING	READING	CLE
9:20-10:00	MID MORNING BREAK – PRAYER BEFORE AND AFTER MEAL				
10:00-10:40	MUSIC	ART	P.E.	TLE (EPP)	COMPUTER
10:40-11:20	LANGUAGE	LANGUAGE	LANGUAGE	MATHEMATICS	MATHEMATICS
11:20-12:00	MATHEMATICS	SCIENCE	SCIENCE	SCIENCE	HEALTH
P.M.					
12:00-1:00	LUNCH BREAK – ANGELUS AND PRAYER BEFORE AND AFTER MEAL				
1:00-3:00	<ul style="list-style-type: none"> • INDIVIDUAL WORK: ANSWER WORKTEXTS, MODULES, PERFORMANCE TASKS, ETC. GIVEN FOR THE DAY. • OPEN FOR POINTS OF CLARIFICATION REGARDING THE ABOVE 				
3:00-4:00	CONSULTATION PERIOD				



SAMPLE SCHEDULE FOR JUNIOR HIGH SCHOOL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M.					
7:45-8:10	HOMEROOM ADVISORY				
8:10-9:00	PE	TLE	PE	TLE	COMP
9:00-9:50	SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE
9:50-10:20	RECESS				
10:20-11:10	COMP	CLE	HE	M&A	VACANT
11:10-12:00	AP	AP	AP	AP	AP
P.M.					
12:00-12:40	LUNCH				
12:40-1:30	MATH	MATH	MATH	MATH	MATH
1:30-2:20	FIL	FIL	FIL	FIL	FIL
2:20-3:10	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
3:10-4:10	CONSULTATION PERIOD				



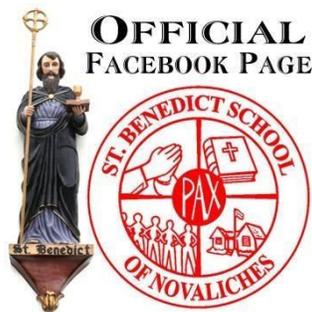
SAMPLE SCHEDULE FOR SENIOR HIGH SCHOOL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:45-8:10	HOMEROOM ADVISORY				
8:10-9:00	PERSONAL DEV'T	PERSONAL DEV'T	EARTH AND LIFE SCIENCE	EARTH AND LIFE SCIENCE	EARTH AND LIFE SCIENCE
9:00-10:00	KOMUNIKASYON AT PANANALIKSIK	PERSONAL DEV'T	KOMUNIKASYON AT PANANALIKSIK	KOMUNIKASYON AT PANANALIKSIK	KOMUNIKASYON AT PANANALIKSIK
10:00-10:20	RECESS				
10:20-11:20	INTRO TO CALCULUS	INTRO TO CALCULUS	INTRO TO CALCULUS	INTRO TO CALCULUS	PERSONAL DEV'T
11:20-12:20	CONTEMPORARY PHILIPPINE ARTS	EMPOWERMENT TECHNOLOGY	EMPOWERMENT TECHNOLOGY	EMPOWERMENT TECHNOLOGY	CONTEMPORARY PHILIPPINE ARTS
12:20-1:10	LUNCH				
1:10-2:10	ENTREPRENEURSHIP	MARRIANGE AND FAMILY	ENTREPRENEURSHIP	MARRIANGE AND FAMILY	ENTREPRENEURSHIP
2:10-3:10	PE AND HEALTH	ORAL COMMUNICATION	CONTEMPORARY PHILIPPINE ARTS	ORAL COMMUNICATION	ORAL COMMUNICATION
3:10-4:10	CONSULTATION PERIOD				



E. ONLINE ENROLLMENT SCHEDULE, PARENT ORIENTATION AND OPENING OF CLASSES

START OF ENROLLMENT	JUNE 1, 2020
DISTRIBUTION OF BOOKS AND LEARNING MODULES	DETAILS TO BE ANNOUNCED
ORIENTATION OF PARENTS	DETAILS TO BE ANNOUNCED
DISTRIBUTION OF CARDS (HARD COPY)	DETAILS TO BE ANNOUNCED
GRADUATION RITES	DETAILS TO BE ANNOUNCED AFTER GETTING FEEDBACK FROM PARENTS
OPENING OF CLASSES	AUGUST 3, 2020



F. REVISED SBSN TUITION FEE FOR SY 2020-2021

Having acknowledged the substantial change in the set-up for School Year 2020-2021, **SBSN has taken the following steps:**

- a. Removal all computer fees in all levels**
- b. Removal of all notebook fees**
- c. Removal of all activity sheet fees**

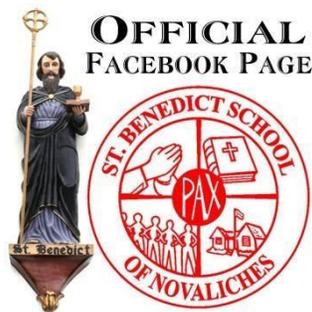
However, the miscellaneous fee will remain as **SBSN shall be increasing its cost of providing learning modules and printed lessons** in order to make sure **ALL** its learners are afforded the same lessons and learning materials.

With the removal of the computer, notebook and activity sheet fees, the increase in tuition fee for SY 2020-2021 has been easily offset.

Kindly note that 70%-80% of the increase in tuition fee will be used to augment the salaries of our teachers as yearly wage orders on wage increases are issued by the Department of Labor.

The rest (20%-30%) will be used to provide the teachers with adequate learning equipment such as laptops, other needed gadgets and improved internet connectivity in order to ensure effective delivery of learning.

In effect, there would be **no significant increase in “total school fees”** as compared to last school year.



G. INFORMATION HOTLINES

For further queries, you may reach us at the following numbers:

Department	Contact Numbers
Trunk Line	2098170
Accounting	0917-866-7276 0908-320-2139 0906-295-3295
Grade School	0917-847-7276 0966-630-6446
High School	0917-872-7647 0955-736-2548

30 May 2020.