

基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : OCTOBER 9, 2020

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM :  MRS. CAROL B. SEMING
Preschool Principal

SUBJECT : ONLINE LEARNING GUIDELINES, SCHOOL YEAR 2020-2021

Greetings in the name of our Lord Jesus Christ!

We thank the Lord for His guidance and provisions for the first month of classes. The teachers, students, parents, and guardians are able to establish positive teaching-learning relationships even through the online platform.

Please take note of the following guidelines for this school year. Most of the items were discussed during the Parents Conference last August 12, 2020.

1. SUBJECT MASTERY

1.1 Student

1.1.1 Uniform - All students should have been in their proper uniform by October 12.

1.1.1.1 Old uniform or plain white collared shirt with walking shorts

1.1.1.2 Casual attire (e.g., jeans, shorts, sandals, rubber shoes for both boys and girls; skirt/dress/blouse for girls) every Thursday.

1.1.2 Learning Space

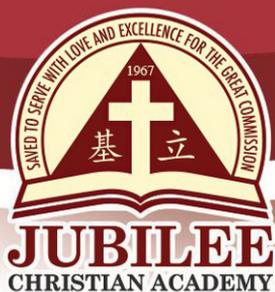
1.1.2.1 Student's study area should be away from noise and destruction.

1.1.2.2 Learning materials should be ready and within the student's reach during online class

1.2 Time

All students are to observe the class time. Students are advised to log-in the Google Meet five (5) minutes before the class time. Log-out if the teacher is not yet in the class.

1.2.1 Attendance of students will be checked by each subject teacher at the start of the class; a five-minute grace period will be given to students before being marked absent or late



基立學院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

1.2.2 Acceptable reason for absence or tardiness (e.g., internet connectivity issue, health, emergency cases, device issue)

1.2.2.1 For planned absences, email the adviser beforehand

1.2.2.2 For unplanned absences, email the adviser as soon as possible

1.2.3 Subject teacher will email the parents of students who are absent or late in the subject

1.3 Class Suspensions

1.3.1 Online classes to push thru during signal #1. Classes to be suspended during signal #2 and other severe weather disturbances.

1.3.2 Synchronous classes may be suspended due to technical difficulty (e.g., internet disruption, Google Classroom glitches)

1.4 Subjects

1.4.1 Christian Education (CE), Chinese, Language, Math, Reading, and Writing

1.4.2 Music and Movement (Physical Education), and Arts are integrated in the different subject areas

1.5 Assessment

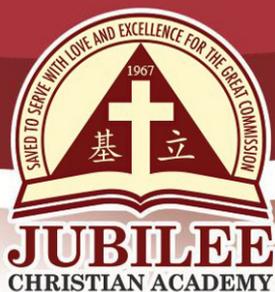
1.5.1 Participation, Seat works (including homework), quizzes, and quarter exam will be graded.

1.5.2 Only Kinder (K) will take quarter exam starting 2nd quarter. One subject will be tested in the quarter exam.

1.5.3 Please see the following components and percentage allocation

1.5.2.1 Table 1

Component	Participation	Seatwork (Seatwork and Homework)	Quiz/ Quarter Exam (K only)	TOTAL
Subject				
Reading				100%
Language	40%	35%	25%	100%
Math				100%
Christian Education	50%	50%		100%



1.5.2.2 Table 2

Component Subject	Participation	Seatwork (Seatwork and Homework)	Quiz/ Quarter Exam (K only)	TOTAL
Music and Movement (PE)	100%			100%
Arts		100%		100%
Writing (K only)		100%		100%

1.5.2.3 Table 3 - Chinese

Listening	Speaking	Reading	Writing	Total
50%	40%	5%	5%	100%

1.5.3 Deadlines - Students are given one (1) day to turn in seat work and 3 to 5 days for assignments depending on the required output

1.5.4 Quizzes and quarter exams (Kinder only) are done during synchronous class

1.5.5 Deductions - .5 deduction is given per day of late submission; maximum of 2.5 deductions will be given; non-submission means zero in the assessment

1.6 Lesson Recording

1.6.1 Teachers will record lessons that need student mastery and review. Students or parents/ guardians are not allowed to record lessons while classes are on going.

1.6.2 No downloading or sharing of recorded lessons. They can only be accessed through the Google Classroom.

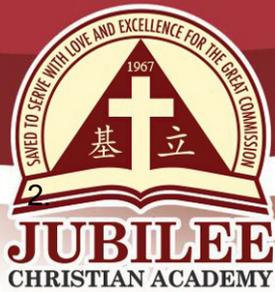
1.7 Learning Materials

1.7.1 Printed Materials - Textbooks, Chinese writing worksheets

1.7.2 Applications

1.7.2.1 Google Classroom and Google Apps (e.g., Forms, Sheets, Slides, Docs)

1.7.2.2 Activity Apps (e.g., Jamboard, Kahoot)



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

2. PARENT PARTNERSHIP

2.1 Communication

- 2.1.1 No invitation of teachers to personal social media account or personal / family events
- 2.1.2 Use Google classroom and official JCA gmail address (e.g., ps@jca.edu.ph) to communicate
- 2.1.3 Expect reply from teachers within 5 working days
- 2.1.4 Monthly Parent-Teacher-Conference (PTC) through Google Meet will be observed

2.2 Supervision and Monitoring

To help the students become self-sufficient, the following items will be implemented:

- 2.2.1 October 12, parents need not sit beside the student; can supervise in the room
- 2.2.2 October 19, parents can step out of the room and check on student once in a while, may supervise from afar
- 2.2.3 During synchronous assessment, Honor System (Honesty) is emphasised.
- 2.2.4 The teachers will inform the parents beforehand if there is an activity that needs their assistance (e.g., activity that requires scissors)

3. DEPARTMENT

3.1 The School will continue to develop students' behaviour according to its core values through the online platform. Conduct and misconduct discipline measures will be implemented per student handbook and circular guidelines.

3.2 Discipline measures

- 3.2.1 The teachers will inform the parents of any discipline concern
- 3.2.2 A conference maybe set to discuss discipline concerns

Please be guided accordingly.

Thank you.