



基立学院

JUBILEE CHRISTIAN ACADEMY

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

DATE : NOVEMBER 6, 2020

TO : PARENTS / GUARDIANS OF GRADE 7 TO 10

FROM : *Frances R. Gaza*
FRANCES R. GAZA
Principal, Junior High School Department

SUBJECT : JUNIOR HIGH SCHOOL (JHS) ONLINE LEARNING GUIDELINES AND UPDATES,
SCHOOL YEAR (SY) 2020-2021

Greetings in the Name of our Lord Jesus Christ!

The Junior High School Department (JHS) would like to extend its sincerest appreciation to all parents, guardians, students and personnel for their patience and support as we all adjust to online learning. As we continue to embrace this shift in teaching and learning, we would like to update you of the following JHS Online Learning Guidelines for SY 2020-2021.

1. STUDENT

1.1. UNIFORM

1.1.1. Old uniform or plain white collared shirt, walking shorts or pants for regular classes; PE uniform or plain white collared shirt, jogging pants, rubber shoes for PE classes.

1.1.2. On Casual Day

- 1.1.2.1. Shirt / polo shirt, jeans or slacks for both boys & girls; blouse, skirt, or dress for girls. Walking shorts / culottes are allowed provided that they are not shorter than 2 inches above the knee.
- 1.1.2.2. Sando or sleeveless / muscle shirt, see-through shirt / blouse / dress, spaghetti-strap blouse / dress, plunging necklines, bareback / backless, midriffs, tank / crop tops, jersey shorts, skinny / ripped jeans, short shorts, are not allowed. No hair color / dye, no nail polish for both boys and girls.

1.2. TIME

- 1.2.1. Daily classes start at 7:15 AM. Students log in to their Grade Level Google Meet on Mondays for the Morning Ceremonies and in their Homeroom Google Meet on Tuesdays to Fridays for their Daily Quiet Time (DQT).
- 1.2.2. Students may refer to the Class Schedule provided in their Homeroom Google Classroom for their class schedule. Students log in to each subject Google Meet.
- 1.2.3. Bi-monthly Student Activities are offered every 1st and 3rd Thursday of the month at 2:00 - 2:50 PM.
- 1.2.4. Class schedule is subject to minimal change in succeeding quarters due to the shuffling of the quarterly offerings in Music, Arts, and Health, TLE, and Science. Schedule changes per quarter will be communicated to students via the Google Classroom and to parents via a circular.
- 1.2.5. Students are given a 5-minute break in between each class period except after the DQT.
- 1.2.6. Students have a 15-minute recess and 35-minute lunch break daily.
- 1.2.7. Should a student need to go for a restroom break during class, he / she is to type it in the chatbox. The Subject Teacher will acknowledge the student's message and permit the student. Upon return, the student is to inform the Subject Teacher via the chatbox that he / she has returned.



1.3. ATTENDANCE

1.3.1. Attendance is checked by logging into the Google Meet with video camera of students turned on and kept on for monitoring. Should students fail to check in to the Teacher by responding and presenting himself, the student will be marked absent.

1.3.2. Absence

1.3.2.1. Parent / Guardian should notify JHS for planned or unplanned absence by emailing jhs@jca.edu.ph the date/s and reason/s for absence as soon as possible via the [Attendance Form](#). Acceptable reason for absence includes health, processing of official documents, family emergency.

1.3.2.2. Habitual absenteeism or unexcused absence from class is defined as having four (4) absences in a month.

1.3.3. Tardiness

1.3.3.1. Logging in five (5) minutes after the session has started is considered tardy.

1.3.3.2. Acceptable reason for tardiness: health, connectivity issue, electrical interruption, emergency, and device issue.

1.3.3.3. Habitual tardiness is defined as being late for more than three (3) times in a month.

1.3.4. The parent / guardian will receive an email notification within 24 hours from the subject teacher if the child is absent or tardy in class.

1.3.5. In case of absence or tardiness, download the [Attendance Form](#) from the JHS downloadable forms webpage. Fill in and email the form to the JHS Department. Attach pertinent document in relation to the reason/s for absence or tardiness (e.g., internet speed test, internet or electrical disruption or maintenance announcement, appointment schedule, medical certificate, etc.).

1.4. Dismissal Time

MONDAY - WEDNESDAY	THURSDAY	FRIDAY
2:35 PM	12:15 PM	1:40 PM

1.5. Class Suspension

1.5.1. Regular classes will push through if there is typhoon signal no. 1 or other reasons that are not inclement-weather related to reduce the need to make up classes.

1.5.2. Classes are suspended if there is typhoon signal no. 2, severe weather disturbances, or government announcements.

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

2. LEARNING ACTIVITIES

2.1. Video recording of lesson discussions (e.g., teacher-directed /-presented content) may be done by Subject Teachers during the synchronous sessions and uploaded in the Google Classroom of the subject. Student video recordings will not be allowed on their own.

2.2. Lesson materials are only to be sent to students within class time.

2.3. Subject periods consist of both synchronous and asynchronous activities. Asynchronous time is integrated within the class period and will have teacher presence and monitoring. Maximum time for asynchronous activity are as follows:

2.3.1. Grades 7 and 8: 20 minutes

2.3.2. Grades 9 and 10: 25 to 30 minutes

2.4. Should certain class activities require adult supervision, the Department will inform the parent / guardian ahead of time to ensure that a companion is present before the activity commences.



3. LEARNING ASSESSMENTS

3.1. Assessments

- 3.1.1. A maximum of three quizzes is to be administered each day, except Wednesday which is Counseling Block-off Day.
- 3.1.2. Subjects will allocate three (3) to five (5) days for accomplishing certain assignments based on the nature and complexity of the task. Applicable deductions will apply for late submission. Non-submission will result to a grade of zero.

3.2. Grading System

JHS uses the averaging system. With the shift to online learning and the need to assess it more effectively, the following will be the grading components in each subject.

SUBJECT	LEVEL	QUARTER EXAM	QUIZ / UNIT TEST (UT) / TASK / PROJECT	PARTICIPATION	
CHINESE	G7-10	NA	Listening 25% Reading 25% Writing 25%	Speaking 25%	
FILIPINO MATH	G7-10	25%	35%	40%	Seatworks Participation Discussion Practice Exercises Laboratory
ENGLISH SCIENCE	G7-8	25%	35%	40%	
SOCIAL STUDIES	G9-10	30%	35%	35%	
SUBJECT	LEVEL	PRACTICAL TEST	QUIZ** / PARTICIPATION	PERFORMANCE TASK	
ARTS HEALTH MUSIC PE TLE	G7-10	40%	30%	30%	
SUBJECT	LEVEL	SEATWORK	QUIZ / UT / WRITTEN ASSESSMENT	PARTICIPATION	
CE	G7-10	40%	25%	35%	
SUBJECT	LEVEL	ACTIVITY			
EP	G7-10	100%			

- 3.2.1. There will be reduced number of subjects giving UT in Grade 9 to prepare students gradually for more summative assessments. Subjects will be scheduled quarterly.
- 3.2.2. There will be no UT in Grade 10 to prepare students for summative assessments of broader scope that require greater mastery of lessons.



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3.3.DEPORTEMEN

- 3.3.1.The School will continue to develop students' behaviour according to its core values through the online platform.
- 3.3.2.Conduct and misconduct discipline measures will be implemented based on the [Student Handbook](#) and circular guidelines issued that constitute policies that govern students.
- 3.3.3.Parent / guardian will be informed within 5 days by the Class Adviser or Level Coordinator should there be any discipline concern observed.
- 3.3.4.A Google Meet conference may be arranged to discuss discipline concerns.

4. OFFICIAL COMMUNICATION

- 4.1.The designated communication channels between students & teachers are the following:

- 4.1.1.Google Classroom
- 4.1.2.Google Meet
- 4.1.3.JCA official email for both student and teacher
- 4.1.4.Monthly Student-Teacher Conference (STC)

- 4.2.The designated communication channels between parent & teachers / the School are the following:

- 4.2.1.JHS Department email: jhs@jca.edu.ph
- 4.2.2.JCA official email of teachers
- 4.2.3.Registered email of parents
- 4.2.4.Google Meet for videoconferencing
- 4.2.5.Monthly Parent-Teacher Conference (PTC)

- 4.3.No communication is allowed via mobile number, Viber, Twitter, or other social media platforms.
- 4.4 To further keep our communication lines open, JHS will issue a monthly circular update on items raised to the Department.
- 4.5 Should any violation of these official communication lines is observed, kindly inform the JHS Department.

May we continue to take strides together as we make the most of these extraordinary times.

God bless you and your family.