



## (Attachment #4)

### LEARNING CONTINUITY PLAN 2020-2021

#### BASIC EDUCATION DEPARTMENT

##### I. Enrolment

Enrolment will start on June 3, 2020 through online. The students will access their account on **MyLCCT** portal to proceed with the enrolment process. New students who have not yet preregistered may do so at <https://preregis.lcctanauan.edu.ph/main.php>.

Students will be marked as “temporarily enrolled” but this status will change upon submission of the required documents for enrolment. New students should submit the following: Report Card, Baptismal Certificate and Confirmation Certificate. (Confirmation certificate requirement does not apply to Early Childhood and Lower School applicants.) Transferees also need to submit Certification of Good Moral and 2 (2x2) colored picture aside from those already mentioned. Meanwhile, old students should submit their Report Card.

The registration, assessment of fees and validation of payment will be through the system.

Payments should be made through bank transactions and proof of payment should be sent to the finance office ([finance@lcctanauan.edu.ph](mailto:finance@lcctanauan.edu.ph)) for the final validation.

The student’s status of enrolment can be verified on their portal. All other advisories with regard to the guidelines for enrolment will be posted on our official FB page.

##### II. Students’ and Parents’ Orientation

Starting July 2020, the School Orientation video could be accessed at the La Consolacion College website by the students and their parents. The Orientation Program will include the following: LCCT vision, mission and core values, academic policies, discipline policies, guidance program and standard operating procedures in transacting with the Registrar and Finance Offices. The orientation for the students will also include the learning modalities to be used for distance learning.

**Note: Due to a number of requests from parents, the video orientation will be uploaded to the school website this month (June). This will give parents the information they need to make decisions relative to their child’s enrolment for S.Y. 2020-2021.**

##### III. Class Opening

Class opening for SY 2020-2021 will be on August 2020. On August 3, 2020, the students will be informed of their section name and class adviser through the MyLCCT



portal. During that week (August 3- 7) they will be meeting their adviser and classmates virtually where they will have acquaintance and class orientation activities.

#### IV. Mode of Instructional Delivery

The mode of instructional delivery will be through distance learning, either online or through other accommodations, such as paper-based learning packets. Distance learning will be done during the entire first grading period, which will be from the months of August to October; or this learning mode may be extended depending on the recommendations or protocols set by government authorities to safeguard the health and safety of the students and teachers.

##### A. The Learning Modalities to be Utilized for Distance Learning:

###### 1. The Learning Management System (LMS)

Each department will use a Learning Management System (LMS) which enable teachers to support course delivery and provide online learning and blended learning modalities for the students.

The Lower School, Middle School and Junior High School Departments will utilize Schoology. Each student will be given a personal Schoology account which will enable them to access the uploaded lessons, submit tasks and worksheets, attend virtual classes and take quizzes and tests.

The Senior High School Department will utilize EduNxt as their LMS which works the same as the LMS previously mentioned.

The students who have connectivity problems would be allowed to submit requirements or access the teachers' lessons outside the official LMS but through Messenger accounts provided that these are properly communicated to the teachers and privacy of information or data is guaranteed by both parties concerned. This app can be easily accessed even through mobile data.

###### 2. Paper-Based Learning Packets (PBLP)

Although all students would have their LMS accounts, **those with limited internet connectivity** will be provided with paper-based learning packets containing their lessons and tasks. These will be given to them on a weekly basis.

The PBLP's of the students will be delivered to particular drop-off points. The parents/guardians will be the ones to receive them. Drop-off points as well as the time of distribution will be determined before the opening of classes. The submission of these materials will be done on the same manner (at the drop-off points) and then another set of learning packets will be given.



The learning packets for Early Childhood and Lower School pupils will contain timetable of activities and instruction on how to perform the activities. The subject teachers will monitor the pupils' progress and will have consultation through email or LMS from Mondays through Fridays at 8:00 -10:00 am.

The learning packets for MS, JHS and SHS students will contain the lessons, explanations, tasks and exercises. The subject teachers will secure the contact details of the students so that they can follow-up the students regarding the accomplishment of the task or guide them in their lessons if students need so. The teachers will also provide their contact details to the students so that the latter could communicate with them when clarifications about the lessons are needed.

The learning packets must **always** bear the name of the student, grade and section, and adviser's name.

The parents/guardians who will get the PBLP must wear masks and physical distancing must be maintained during the distribution of the materials.

### **3. The Role of the Textbooks on Distance Learning:**

The textbooks issued to the students of Early Childhood, Lower School, Middle School and Junior High School Departments will provide the supplemental inputs, activities and exercises aside from those given on online platforms and learning packets. The students would need to refer to their textbooks for additional content explanations and concept illustrations and for enrichment or summative exercises. The days when the books are to be submitted will be communicated by the teachers to the students.

### **B. Time Frame for Distance Learning**

LCCT is aware that the sudden shift from in-class learning to distance learning would demand a tremendous adjustment on the part of the students. This challenge adds with the emotional burden they might have because of the current pandemic and the restrictions that go with it. Hence, the time frame to be devoted for learning this grading period is made flexible and non-demanding. Similarly, the students would engage in off-line tasks, instead of purely online classes.

The students will be free to determine the time they will work on off-line tasks or see the lessons uploaded by the teachers, but there would also be lessons for synchronous modality wherein students will attend virtual classes together with their classmates.

The workload to be given to students will be based on the approximate time frame for each subject which will be explained to the students during the orientation.



## **C. Assessment for Distance Learning**

Formal assessments will be in the form of quizzes and tests to be given on both online and off-line modalities. There would only be limited number of quizzes, exercises and tasks required from the students, depending on their grade level. The performance tasks to be given to students are not by individual subjects. Rather, the teachers will design integrated or interdisciplinary performance tasks. This way, the students will only be given few outputs to work on, but still would be able to manifest the skills or competencies that they acquired from their subjects.

## **D. Grading Academic Performance on Distance Learning**

The academic marks will be simplified to put greater focus on the evidence of learning. Every grading period, the students will be given non-numerical or qualitative academic marks that will reflect their degree of mastery of the competencies of each subject. A more detailed explanation about the academic policies that will be utilized for distance learning will be explained during the orientation.

## **E. Instructional Support**

### **1. Programs from the Student Life and Career Management Center**

The current pandemic might have considerable effects to the emotional well-being of the students. Hence, the Student Life and Career Management Center (formerly Guidance Office) will provide services that will assist students to cope with the current situation. These are online counselling, psychoeducation on the New Normal and a host of other wellness activities designed to keep students from academic burnout.

### **2. Remedial/Intervention Program**

A month after the school opening, the entry level students (Grade 1, Grade 7 and Grade 11 students) who are found to have difficulty coping with the lessons in class particularly in English and Mathematics) will be subject for remediation or intervention. The consent of the parents will be sought through a conference. The remediation measures will be done through virtual modes and worksheets.

## **F. Roles and Responsibilities of Key Stakeholders on Distance Learning**

### **1. Students**

- a. Set aside a particular time of the day for academic tasks.
- b. Identify a place at home where you can learn and study comfortably.
- c. Always secure your weekly lessons and tasks from your class adviser.



- d. Regularly check your Schoology/EduNxt account for lessons and tasks uploaded by your teachers.
- e. Complete tasks with integrity and academic honesty.
- f. Do your best to submit requirements on time.
- g. Communicate with your teacher, class adviser or vice principal if you lack the resources to engage in distance learning and/or if you have difficulty coping with your lessons or requirements.

## 2. Parents/Guardians

- a. Provide a place at home where your child could learn and study comfortably. The place should be free from any distraction; and it should also not be too secluded so you can monitor your child's activities during online classes.
- b. If you are a parent of a Middle School, Junior High School or Senior High School student, advise him/her to work on a definite daily schedule for engagement to distance learning. Help him/her set a particular time during the day for his/her school tasks, except for virtual classes wherein the time will be determined by his/her subject teacher.  
However, if your child is a pre-school or Lower School pupil, ensure that he/she is properly predisposed before engaging him/her in learning.
- c. Ensure that the length of time indicated on his/her weekly schedule of activities is followed. Please do not have more than what is indicated so as not to cause stress to your child.
- d. Allow your child to work independently as this would be more helpful for his/her personal and intellectual development.
- e. Check the behavior of your child regarding lessons and school tasks. Be aware of manifestation of stress and difficulty.
- f. Keep updated with the communications sent by the school through the class adviser and the La Consolacion College Tanauan Premiere Account.
- g. During weekdays, let your child to follow a waking and sleeping time which are the same as what they usually have during normal schooldays.
- h. Allow your child to engage in a worthy hobby or encourage physical activity and exercise when they are not working on school tasks.

## 3. Teachers

- a. Translate course modules into both online and offline modalities.
- b. Explain to students the target competencies at the start of every module.
- c. Maintain students' engagement, discipline and sense of responsibility during the conduct of distance learning.



- d. Provide adequate formative assessment tasks to students to ensure mastery of content and skills.
- e. Allot time during working hours to track student work and progress, and give substantial feedback.
- f. Work closely with academic heads to ensure attainment of learning outcomes.
- g. Communicate with academic heads any emerging difficulty or challenge in conducting distance learning.

#### **4. Class Advisers**

- a. Meet advisory class virtually for regular prayer service, announcements, updates and reminders.
- b. Respond to the queries and concerns of the parents/guardians of class.
- c. Facilitate the sending and receiving of weekly learning packets to the parents of advising class.
- d. Coordinate with other units such as Student Affairs, Discipline Office, Student Life and Career Management Center, Registrar's Office in order to address specific student concerns.
- e. Provide advising class with guidance, feedback and support as needed.
- f. Hold in-person conferences with parents of students who need academic and discipline advising.

#### **5. Academic Heads**

- a. Guide teachers in selecting most salient content for distance learning.
- b. Support teachers in designing learning activities suited for distance learning.
- c. Monitor and check teachers' instructional materials (online materials and learning packets) regularly.
- d. Get regular feedback from both teachers and students regarding the conduct of distance learning.
- e. Conduct virtual observation of classes with coaching and feedback.
- f. Manage the printing and distribution of learning packets.
- g. Coordinate teachers' and students' online learning concerns/problems to the LMS provider or to the school-based technology specialist.



## LEARNING CONTINUITY PLAN DURING POST GCQ

1. When the General Community Quarantine (GCQ) is lifted and health authorities would already allow face-to-face instruction in schools, LCCT will adopt blended learning modality wherein each class will be composed of 40 students, with half of them attending in-class discussion while the other half are at their respective homes; but they have to access the online lecture of their teachers or they work on the worksheets provided by their teachers. These students will submit their outputs the following day, when they will be the ones to attend the in-class discussion while their counterpart will be attending the online class or working on a different set of worksheets. This will be the set-up presumably from second quarter (November-December 2020) and may extend until the succeeding quarters, depending on the protocols set by authorities.
2. Students who have cold and cough would be excused from attending the classes. Their parents should inform the class advisers about this.
3. Students should constantly wear protective gear like face shield and face mask the whole time that they are in school. They should also have their personal alcohol and hand sanitizer.
4. The temperature of the students will be checked through a thermal scanner upon entry to the school. Students who are found to have a temperature of 37.5 and above will be sent to the clinic and will be asked to stay in the isolated area of the clinic until their parents/guardians come to fetch them.
5. There would be different recess, lunch and dismissal schedules for each grade level to avoid overcrowding at the canteen and school gate.
6. Assemblies by grade level or by department are not allowed. Flag Ceremony will be done inside the classrooms.
7. Collaborative works will be not allowed in class; instead they would be done online.
8. Monthly and Quarterly Examinations will be done in a staggered basis wherein particular grade levels will take their exam in the morning; and another set of grade levels will take theirs in the afternoon.
9. Students' list of grades for every quarter will be available to parents through online. Parents who wish to clarify or ask questions regarding the grades of their children will set an appointment with the advisers or any of the Academic Heads. Meanwhile, the



parents of students having difficulties on academics will be called for conference and will be notified through online communication and through letters duly signed by the Academic Heads. The actual report card will be given to the parents at the end of the school year.

10. Honors' Assembly will no longer be held. The recognition of honor students for every quarter will be done through posting of the honors list in the classrooms of honor students. Their honor cards will be given by their advisers.

## I. Religious Affairs Activities

1. Spiritual formation activities such as recollections and retreats will be scheduled only on post GCQ. These will be done in LCCT and physical distancing and necessary health protocols will be strictly observed.
2. Institutional Masses may be done even during GCQ but it will be through virtual means. Meanwhile, class Masses could be done starting October but the class has to observe physical distancing.
3. The First Communion of the Grade 3 pupils will be done in October 2020 but health and safety measures, including physical distancing will be observed during rehearsals and actual event.

## II. Student Affairs Concerns

1. Activities of the Student Affairs shall be postponed until the second quarter of the academic year. This is done in order to enable the students to concentrate solely on their academics.
2. At the offset of the second quarter, the students will be oriented about the school clubs and organizations through class orientation, online posts, and bulletin boards. Enlistment for club membership will be done in the classrooms through the advisers on a particular date set by the Office of Student Affairs.
3. Initial meetings devoted to election of officers and planning of activities will be done online. The club moderators will design activities that could be done online.
4. The election of the Student Coordinating Body (SCB) of the LS, MS and the JHS Departments, along with the Supreme Student Government (SSG) of the SHS Department will be done on the second quarter of the school year. Campaigns



will be done through social media. Meanwhile, the computerized election will be scheduled by the Office of the Student Affairs following proper physical distancing measures.

5. There shall be no in campus academic and non-academic contests that would require student assemblies. LCCT students shall also not participate on off-campus academic and non-academic contests until such time that it would already be safe for them to do so.
6. Exposure and immersion activities of the MRBCEC shall be suspended until such time that the holding of these activities would no longer be perilous for the students' and teachers' health and safety.
7. Holding of field trips shall also be suspended.
8. Work immersion of Tech-Voc HE and Tech-Voc ICT shall be done by January 2021 if the holding of such activities would not compromise the health and safety of the students. Otherwise, the SHS department shall devise mechanisms that would enable the students to gain the work immersion competencies through other means aside from actual industry immersion.
9. All in campus and off-campus activities scheduled from January 2021 until the end of the school year will be done following the health and safety guidelines set by the authorities.

**Note: The provisions in this Learning Continuity Plan may be adjusted based on the fluidity of the national and local situations and the pronouncements of the government through the IATF on Emerging Infectious Diseases.**

**Also , meetings to discuss the possible separate continuity plan for the Kinder and Grades 1-3 pupils will be held in the next days.**

**Thank you.**