



South Mansfield College

Learning Continuity Plan (2020-2021)

Plans for student safety, continuous learning and rigorous academic standards

1 Southville Global Education Network





2 Principal's Message

Dear Students and Parents,

We are already in the last leg of the Academic Year 2019-2020. For this, congratulations to all for responding well to the global pandemic situation we are in. Our spirits may have been down due to the events that happened in Metro Manila, but our hopes and dreams for our children cannot be doused off by such terrible events. As our partner in educating the children, we have not stopped preparing for the opening of classes in August, 2020.

We look forward to a day when the government will finally declare that it is safe for our children to go to school. We sure miss the laughter and voices of our students ringing in the campus. However, like the rest of the world, we are captive to the pandemic and we all are compelled to stay at home. On top of what is happening, we have prepared a continuity plan for our students for Academic Year 2020-2021. We hope that this document will give you the big picture of how South Mansfield College will be delivering education in the coming Academic Year 2020-2021.



3 Modes of Learning

The educational aspirations of our students, along with their health and safety and that of the faculty and staff, remain the school's highest priority. The school is ready with any of the following modes of learning, depending on the situation and in compliance with the government's directives:

3.1 Virtual Classroom / Home-Schooling Plus / Online Learning (100% Online)

SMC will begin the academic year through Online Distance Learning (ODL) Classes, for a week (or more, as mandated by the government following the ECQ or GCQ protocols). All classes from Pre-School to Senior High School will be met through an interactive learning environment, designed to stimulate dialogue between the teacher and students, and among students themselves, utilizing platforms like the Google Classroom and Google Meet/ Handouts

3.2 Blended Learning (50% Online & 50% Face- to- Face with Social Distancing)

Once there is a decision by the proper authorities permitting learners and teachers to leave their home for school purposes, SMC will move to a Blended Learning modality, where students will experience 50% ODL and 50% Face-to-Face learning.

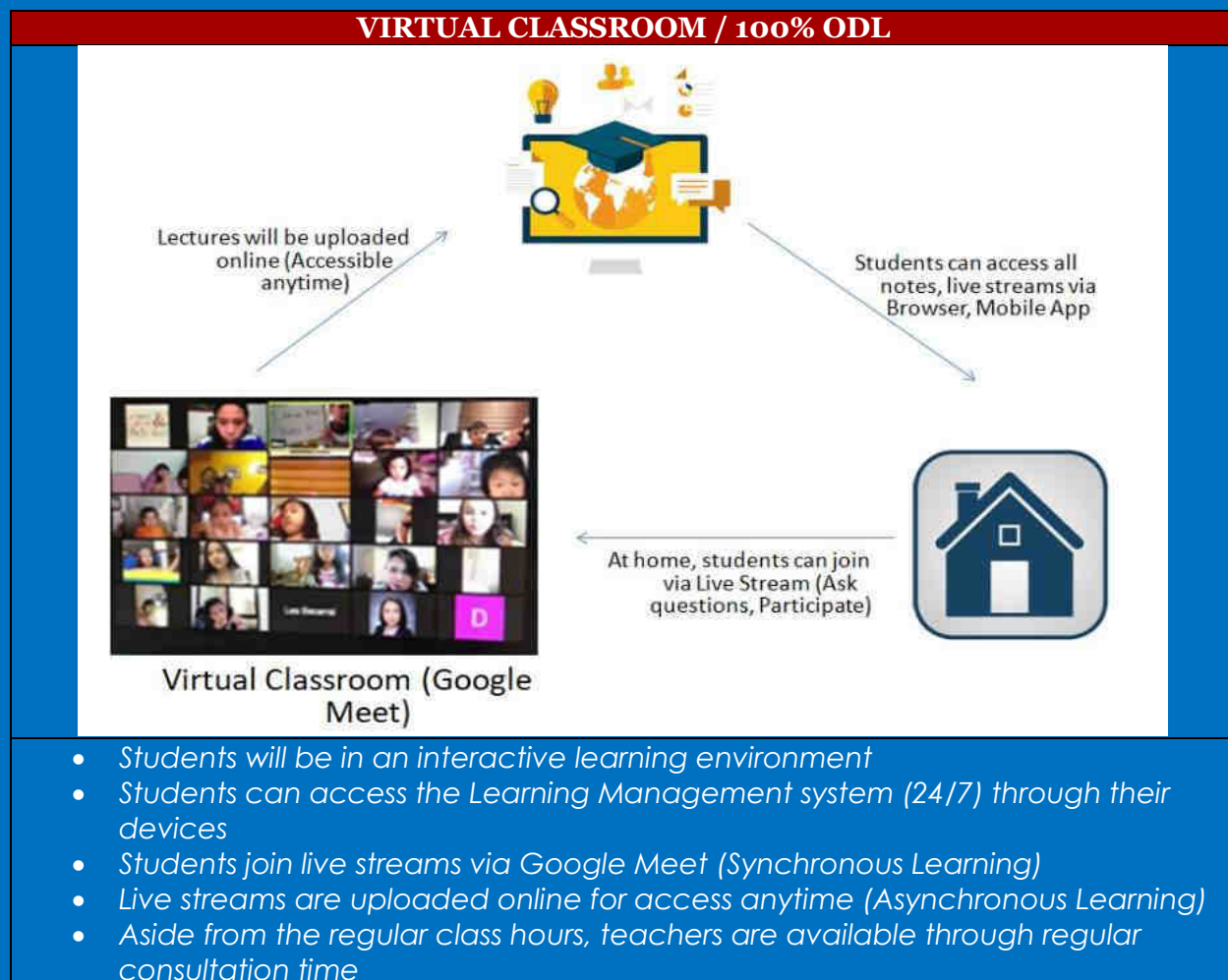
For Blended Learning, students in a class are divided into two groups, each group having face-to-face meetings with the teachers on alternate days twice a week and doing online activities on the remaining week days. The reduced number of students per class will allow the students to practice proper social distancing. It will also allow the teachers and school personnel to closely monitor the students' movements inside the campus as well as the latter's proper hygiene practices.

There will also be an option given to parents/students to continue with Virtual Classroom (or 100% ODL). This will entail students to join Live Streams via Google Meet.

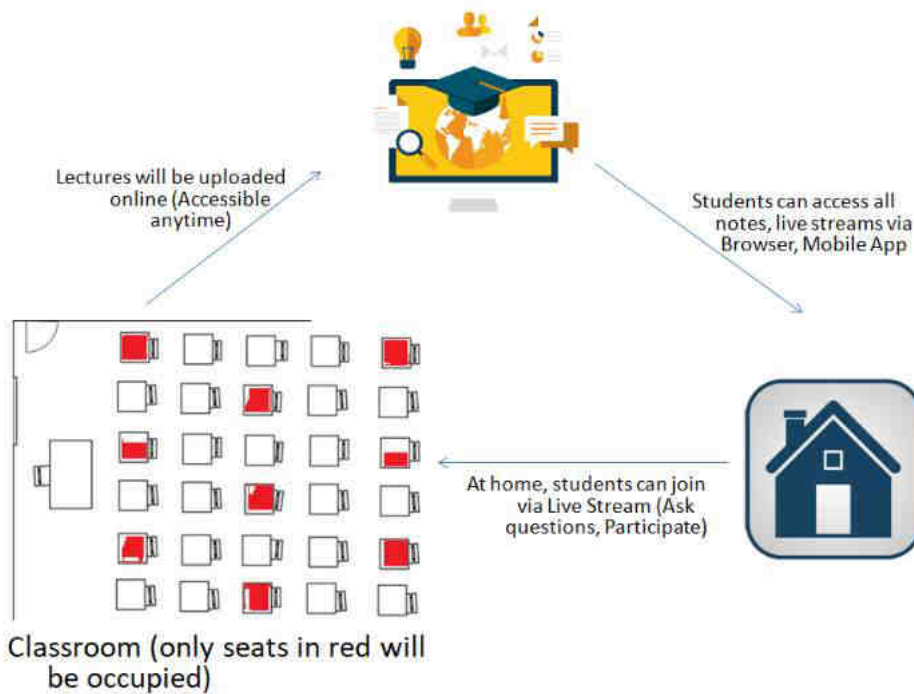
3.3 Face-to-Face Instruction

Once the government eases the social distancing restrictions, SMC will gradually and sensibly go back to Face-to-Face Instruction, with continued careful consideration to safety and health risks.

Below is a diagram showing how the different modes of learning will happen in SMC.



BLENDDED LEARNING WITH SOCIAL DISTANCING



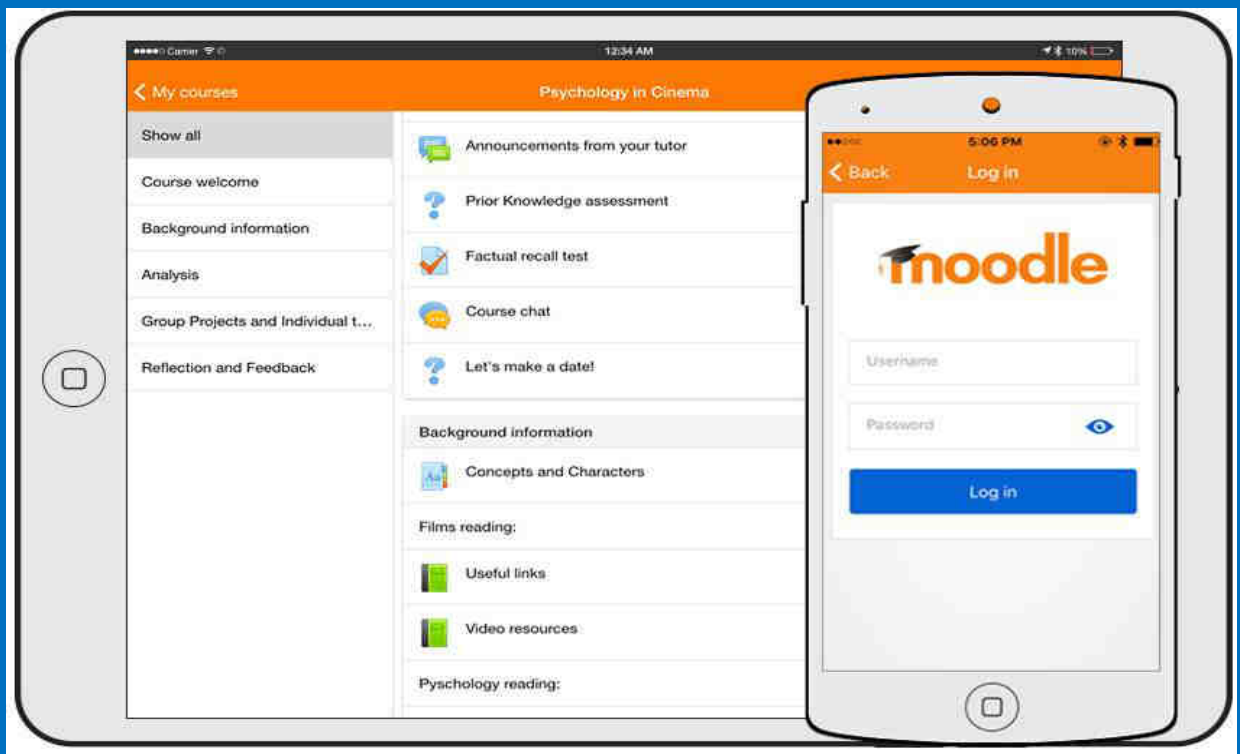
- Students will have 50% Online Instruction and 50% Face- to- Face with Social Distancing
- Students can access the Learning Management system (24/7) through their devices
- Students who opt to have Full Online Classes will be able to join through Live Streaming (Synchronous Learning)
- Live streams are uploaded online for access anytime (Asynchronous Learning)
- Teachers are available during class-hours, and regular consultation time for discussion

4 Technology

4.1 South Mansfield College (SMC) has been using an Online Learning Management System (LMS) for a few months now through MOODLE and Khan Academy. Some parents may have received the Khan Analytics Report showing the tracking of hundreds of skills of each student which is stored in an SGEN Big Data Academic Database.




Rather than just storing grades (e.g. 85, 90), we ensure we have more specific data such as "Can simplify irregular expressions" or "Has watched video on Mitosis". The school fully launched its Learning Management System using Collaborative apps such as the Google Productivity Suite (Docs, Gmail, Meet, Hangout, Google Classroom). It has also been using more sophisticated areas of online learning management namely Flipped classroom, Big Data Analytics, Real-time data, and E-mail notifications to parents.

The LMS (MOODLE) allows students to access all notes, lectures, formative assessments, announcements.





MOODLE is available using multiple platforms:

Via Web Browser: Students may navigate to https://moodle.southville.edu.ph	
Android Mobile App: Students can download at https://play.google.com/store/apps/details?id=com.moodle.moodlemobile	
Apple Mobile App: Students can download at https://itunes.apple.com/app/moodle-mobile/id633359593?mt=8	

4.2 To ensure students will be able to complete their schoolwork and participate in Remote (Live) virtual classes, South Mansfield College (SMC) uses the Google Suite for Education which provides Collaboration tools (Gmail, Meet, Hangouts), Document writing tools (Sheets, Docs), Productivity resources (Drive, Calendar) and much more.

5 Technological Support and Other Needs

5.1 *Devices/Gadgets*

Each student is required to have access to devices appropriate for online learning with Wi-Fi capability. Below is the recommended specifications:



RECOMMENDED TABLET SPECIFICATIONS

HARDWARE SPECIFICATION	MINIMUM REQUIREMENT	RECOMMENDED REQUIREMENT	HIGH END REQUIREMENT
Resolution	1448 x 1072	1920 x 1080	2560 x 1440 up
Pixel/Dot Density (DPI)	300 PPI	450 - 500 PPI	550 - 721 PPI up
Screen Size	7 inches	10 inches	10 inches up
RAM	At least 512 to 2GB	4GB	8GB up
Storage	8GB	16GB - 32GB	32GB

OPERATING SYSTEM SPECIFICATION	APPLE TABLET	ANDROID TABLET	WINDOWS TABLET
Operating System	iOS 7.1 or later	Android 4.1 or later	Win 8.1 or later

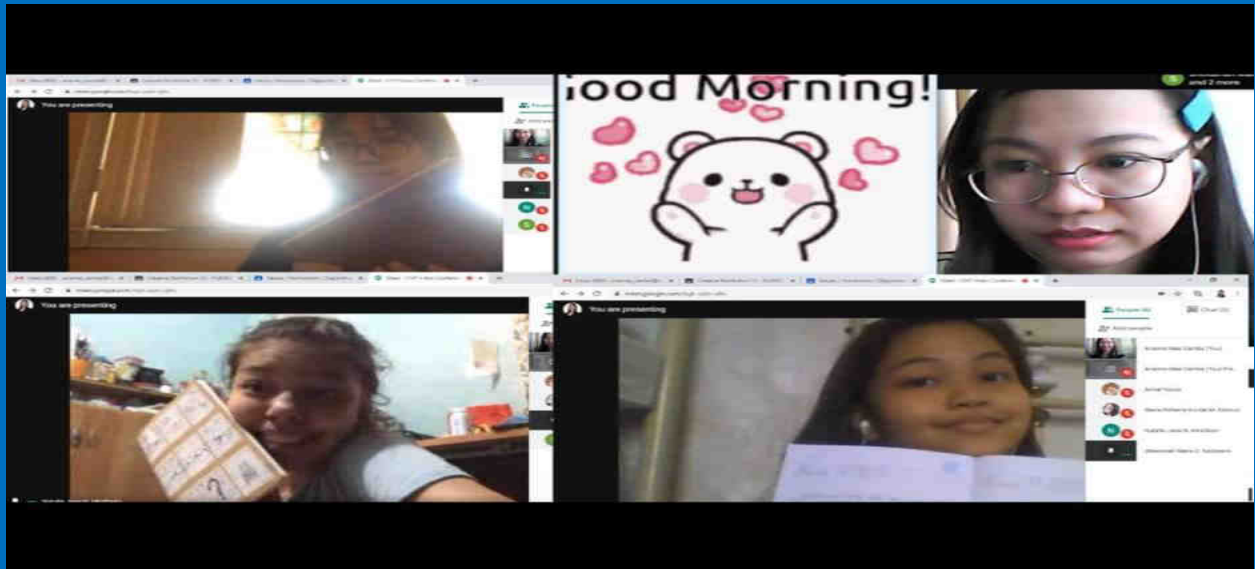
Applications that have to be installed:

1. CK12
2. Khan Academy
3. PDF Reader
4. VLC Media Player or Other Media Players
5. Augmented and Virtual Reality Applications
6. Moodle


5.2 Learning Materials

Physical Books will be available upon enrolment. Textbooks will be used during the school year and will remain to be one of the resources for learning. Materials and worksheets (especially for Pre-School) will be provided ahead of time. Parents and children will be given enough time to complete the assigned activities. There will also be supplemental resources available like audio, videos, YouTube links, book references and other online materials.

Learning Continuity Plan (2020-2021)



5.3 Topics students will be learning weekly will be found in the Academic Weekly Planner released every Friday. Below is an example of the AWP given to students:



South Mansfield College
A.Y. 2019 - 2020
ACADEMIC WEEKLY PLANNER (AWP)

SMCISF-ADP-010 Rev 000

Level: Grade 7 - Altruism Week of: (12) May 11-15, 2020

Activities	MONDAY May 11	TUESDAY May 12	WEDNESDAY May 13	THURSDAY May 14	FRIDAY May 15
Date:					
Value of Week	Taking Responsibility for One's Actions and Behavior				
English Communication Arts	CHECKING AND EVALUATING				
Math					
Science					
SLGE					
Filipino					
Special Subjects	RVED 1: GRASPS RVED 2: GRASPS	AI: RVED 1: GRASPS RVED 2: GRASPS	FinLit: RVED 3: GRASPS	Genius Hour: Project Making TLE: GRASPS Submission/ Completion of Requirements E-Math: RVED 3: GRASPS	
Readings To Do					
<p>ANNOUNCEMENTS: Pointers to Review for your ONLINE THIRD TERM EXAM will be posted by your subject teachers on your Google Classroom starting Tuesday. Official announcement regarding the <i>Subjects with Term Exam and no. of items</i> will be available on your Homeroom Google Classroom on or before Monday.</p>					

Note: Google classroom for PE is also available and can be accessed by the students at their most convenient time or as advised by their subject teacher. SPECIAL FILIPINO Google Classroom is already available. Please ENROLL. Materials needed for the subject and important reminders are posted there. Please communicate with your teacher.

"I like things to happen. And if they don't happen, I like to make them happen." - Winston Churchill

Signature _____

Received the AWP, I read and understood the AWP. ☐

Name of your child: _____

6 Assessments

6.1 It remains crucial that teachers find ways to find evidences of learning. Students will be assessed and evaluated using the formative and summative assessments. This will be in the form of quizzes, performance tasks, and term exams using online exam platforms.

The output that students will demonstrate should reflect the skills learned in all subjects. Therefore, projects will be integrated. Non-core subjects will not necessarily require projects. Instead, they will collaborate with a core subject teacher's authentic assessment for students. The teachers will give more formative assessments and are required to give feedback about the progress of the student.

Following our practice, a Report Card per term will be issued to the parents online or physically when possible.



6.2 The grades of the students for the current school year will be available on June 15, 2020. The grades will be composed of online tasks, GRASPS and term exams. The report card will be in PDF form and will be sent to the parents. The report card will also be available for pick up in the school from the Registrar's Office.



7 Online Conduct Code

7.1 **Recommended Dress Code.**

South Mansfield College (SMC) is proud of its tradition of having well-groomed and decently properly attired students. During Virtual Classes, students are expected to be respectful of the virtual classroom environment. Students may wear civilian clothes following SMC's dress code:

"When students are allowed to wear civilian clothes, they should demonstrate respect for themselves and for the school through their manner of dressing and appearance. Immodest attire (abbreviated shorts, singlet skirts, tank tops, bare midriffs, halter tops, tube tops, see-through clothes), distracting appearance, or obscene/suggestive words/slogans/are not allowed." (Student

7.2 Online Code of Conduct. In addition to what's written in the Student Handbook, the following must be observed by all students:

☐ **Respectful Communication.**

Students must:

- Follow SMC Policy for the use of technology resources.
- Be respectful of classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
- Keep image "live" during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning.
- Turn-off the microphones during discussions, and when it is not yet time to speak. Remember that teachers and classmates can hear noises in your environment such as whispering, chewing, sneezing, and tapping your pen or pencil, etc. Keep distractions to a minimum by muting microphones.

☐ **General Online Etiquette**

Students must:

- Avoid side conversations and multitasking.
- Save meals and snacks between classes or at the designated time given. Eating during class is generally frowned upon, and being in a virtual classroom is no different.



8 Academic Calendar

8.1 *Year-End Activities.*

For the remaining weeks of the current academic year, here are the important dates and events:

May 18-22 – Third Term Final Performance Tests (Non-Graduating Students)

May 25-29 – Virtual Home Visits

June 08-11 – Third Term PTC

8.2 *Summer Program*

Summer Programs will be from June 29 to July 24, 2020. South Mansfield College (SMC) will offer Enhancement and Booster Programs on English, Math, and Science. For interested students who would like to learn a new craft or develop a skill, there will be Online Distance Learning Classes on Reading, Writing, Arts, Music, and other online related activities.

8.3 *Opening of Classes for A.Y. 2020-2021*

For Academic Year 2020-2021, classes will open on August 17, 2020 (Monday) with the Online Distance Mode of Learning. The school will eventually move towards Blended Mode of Learning, as soon as the government permits.

9 School Services and Student Support

9.1 *Admissions and Documents Request*

Online and off-campus requests and transactions may be done via the following methods:

- For document requests, you may email smc@smc.edu.ph with "Document Request" as subject.
- For admission inquiries, you may email smc@smc.edu.ph or message 02-8623036. You may also visit our website page at smc.edu.ph for more details.



9.2 **Registration and Enrolment**

South Mansfield College (SMC) has an existing system for Online Registration, Admissions and Enrolment. You may access and fill out the registration form online through this link - https://bit.ly/SMC_OnlineRegistration2020 for Returning Students and : <https://bit.ly/BEdApplication2020> for New Students.

Once you are done with the registration, you will receive an email of your official tuition fee assessment coming from the Accounting Office. You may pay online and send us the receipt of payment through smc-accounting@southville.edu.ph with the "[Student Name} Deposit Slip Tuition Fee" as subject. Here are our bank details:

BDO

Account Name: South Mansfield College Inc.

Account No.: 006490-042-729

Branch: Putatan Muntinlupa

East West

Account Name: South Mansfield College Inc.

Account No.: 2000-2392-6031

Branch: Poblacion Muntinlupa

9.3 **Online Counselling**

The current health crisis brought about by COVID-19 has been stressful and overwhelming to everyone, especially to our students. The Counselling and Psychological Services (CAPS) Office is available for counselling. Parents and/or students may send an email to our Guidance Counsellor, Ms. Ace, at Ace almagrace_apura@southville.edu.ph with [ONLINE COUNSELLING] as your subject. After receiving your email, Ms. Ace will contact you for your Google Meet schedule.



9.4 **Communication**

During the time of Online Classes, communication will be through email and other social media platforms. For any inquiry or concern, you may email us at smc@smc.edu.ph or send a message through our Official Facebook Page – <https://www.facebook.com/southmansfield/>. You may also direct your concerns to the following people:

Mr. Rolly S. Donato, School Principal – ardeed@southville.edu.ph

Ms. Jennifer C. Pre, Deputy Principal – jennifer_pre@southville.edu.ph

Ms. Rhoda Abanador, School Registrar and Student Services Head – dang_abanador@southville.edu.ph

Ms. Julieta Kilapkilap, Finance Head – julietp@southville.edu.ph

Mr. Raymond , Administration Officer raymond_cuneta@southville.edu.ph

Mr. Charles Abedejos – charlito_abedejos@southville.edu.ph

Department Coordinator for ECED, Ms. Gwen Marie Faminialagao

gwen_faminialagao@southville.edu.ph

Department Coordinator for Grade School, Ms. Eunice Jane Resurreccion

eunice_resurreccion@southville.edu.ph

Department Coordinator for Junior High School, Mr. Amiel Yacon

amiel_yacon@southville.edu.ph

Department Coordinator for Senior High School, Ms. Natalie Relampagos

natalie_relampagos@southville.edu.ph

When classes resume to Blended Learning and students will be able to go to school, the Student Diary will be used as the main source of communication. When possible, and hopefully soon, parents are welcome to personally meet with the School Principal or any of our



10 School Fees

SMC is happy to announce that there will be NO TUITION FEE INCREASE for Academic Year 2020-2021. This is despite the high expense that Online teaching demands in terms of salaries of the teachers and staff, upgrading of the school's internet capability, payment for licenses of online programs, making of modules (depending on the subject) and also, the maintenance of the SMC Learning Management System (technical aspect) and SMC Content Management System (curriculum aspect).

Classes will be adjusted to a smaller class size to manage and respond to social distancing. This means that there would be a need for more teachers as the ratio of teachers and students will become smaller. Comprehensive Growth Series (CGS), Field Trips, Extended Learning Activities, and other outdoor activities will be carried out only when possible. Fees to these events may be paid during enrolment or will be

11. Safety Protocols

We will institute protocols to ensure the safety and well-being of students, employees and the broader community. Besides social distancing, the measures include:

- Wearing of masks upon entry to school gates, and keeping masks on while inside the campus;
- Checking of temperature upon entry to the campus and inside the classroom;
- Submitting health declaration forms before coming to school;
- Requiring everyone to bring their own sanitation supplies such as soap, alcohol, tissues and face masks;
- Promoting best hand washing and hygiene practices and providing hygiene supplies;
- Coughing or sneezing into a tissue or elbow and avoiding touching the face, eyes, mouth, and nose;
- Providing children with information on how to protect themselves;
- Encouraging children to ask questions and express their concerns;
- Having recess and lunch in the classrooms;
- No holding of assemblies and major activities attended by more than 30 people;



We will institute protocols to ensure the safety and well-being of students, employees and the broader community. Besides social distancing, the measures include:

- Keeping own trash bag and bringing home one's own trash,
- Increasing airflow and ventilation.
- Cleaning and disinfecting campuses at the end of each day;
- Disinfecting thoroughly buildings, classrooms, offices and facilities; and
- Providing an isolation area (apart from the clinic) and implementing health protocols as a measure to reducing the risk of possible infection.

The seriousness and fluidity of the COVID-19 pandemic means our plans are subject to change but we will keep you informed of any developments. We are very confident that SMC will ultimately return to a full, in-person school experience as we focus on finding a safe way to return to learning on campus. We look forward to the day when we celebrate our school's reopening and welcome the children into our classrooms once again.

Rest assured that the school will do everything that it can to prepare for the needs imposed by the "new normal" we are all experiencing.

South Mansfield College wishes you and your family a safe and healthful summer.

Dr. Ma. Theresita R. Yague, Ed.D.
School President