

MyCJPS Links

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PRIMER

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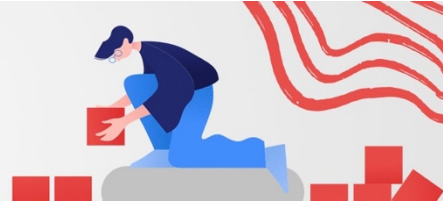


# PRIMER on MyCJPS Links

CJPS Online Learning Program

**“Connecting School and Home”**

## I. Introduction



Child Jesus of Prague School (CJPS) recognizes the many challenges the current COVID-19 crisis presents. However, the school believes that it is important for learning to continue regardless of the limitations we face. Committed to its Mission of providing quality and holistic education, CJPS will continue to develop *“holistically developed and top-performing students, who will be able to demonstrate outstanding communication and problem-solving skills and critical and creative thinking abilities”* through meaningful learning experiences that extend beyond the walls of the classroom.

**MyCJPS Links** is the online learning program of CJPS, catering to the new normal in education. It aims to:

1. ensure a safe environment for all students, parents, teachers, and staff;
2. provide continuity of learning opportunities for all students; and
3. sustain collaboration and partnership between home and school through a linked community.

The goal of **MyCJPS Links** is not to precisely replicate our usual regular school days, but rather to provide our students with quality instruction in various forms, and in both online and offline modes. It is important that we approach the changes as a caring and connected community as this situation brings opportunities for us to develop new ways to learn with and for each other.

Now, more than ever, we envision every Childean as a leader who becomes a significant link to a positive solution to any crisis. In the same way, we expect our CJPS Community -- students and their families, employees, and administration to do more, collaborate more, and grow even more together.

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**“We create school and home links to bring faith, wisdom and love in sync.”**



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The purpose of this primer is to present how CJPS will continue to offer quality education through online learning. Although we have temporarily taken a new learning route, we assure you that we will maintain the same quality of education, built on almost 40 years of exceptional education experience.

## II. Online Learning Key Terms

**Online Learning** - also called remote learning, refers to teaching and learning that relies on the use of online resources and tools to deliver lessons and ensure learning.

**Synchronous Activity** - refers to an online learning activity wherein the class is conducted in real-time, with both teachers and students present in a virtual classroom. The teacher facilitates a class through video conferencing to explain concepts or demonstrate skills.

**Asynchronous Activity** - takes place at the learner's flexible time and pacing. The teacher, through the online platform and Learning Management System (LMS), provides materials for reading, lectures for viewing, assignments for completion, and tests for evaluation. This allows for flexibility in terms of the learning pace of students, availability of gadgets (if shared with other people), studying/working time (if a student needs to be assisted by parents who have their own busy schedules), strength of available Internet connection, etc.

**Learning Management System (LMS)** - is a software application that is used to facilitate communication between the student and teacher.



Through the LMS, students access classes, announcements, resources, materials, links and other online tools.

**Check-In Time** - refers to the time frame where routine activities are facilitated by the Homeroom Adviser. Activities include daily prayer and reflection, morning exercise, checking of attendance and giving of reminders.

**Engagement Time** - refers to the grade-level-appropriate learning time allocated for every subject. This includes individual and group activities, contact time with the teacher, as well as flexible learning time.

**Consultation Time** - refers to either an individual or small group session scheduled by the teacher, student, Guidance Counselor, or parent for any concern within or beyond the academic context. For young learners in the Preschool and Grade School departments, Parent's Check-In time will be made part of the weekly schedule, in consideration of parents' availability and convenience.

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### III. Features of MyCJPS Links



#### 1. Organized

While **MyCJPS Links** does not aim to replicate the structure of the usual face-to-face classes, students will be provided with an organized learning environment with routines to help them focus and manage their tasks effectively and efficiently. This includes a fixed daily schedule for each grade level with both synchronous and asynchronous activities. Additionally, the length of the school day and the duration of each Engagement Time were planned with the students' attention span and varying needs in mind.

Level	Length of School Day	Duration of Engagement Time per Subject
Junior Nursery to Kindergarten	1.5 to 2 hours	20 minutes
Grade 1 - 4	4 hours	40 minutes
Grades 5 - 8	4.5 hours	40 minutes
Grades 9 - 10	4.5 hours	40 minutes
Grade 11	4 to 5 hours	60 minutes



## 2. Flexible

The learning design and content of **MyCJPS Links** was made with the learner's environment, needs, interests, and readiness in mind. Given this, **MyCJPS Links ensures the continuity of learning in various schemes --- online, blended and face-to-face.**

Additionally, flexibility will be provided in the following areas:

### a. Academic and Non-Academic Activities

**Content** - For many years, CJPS has tirelessly worked to craft its own curriculum that exceeds national standards. The same academic program for basic education, mandated by the Department of Education, will be delivered. With the help of an Academic Consultant, we have streamlined the curriculum and identified the most essential competencies and life skills for the learners to master. This guarantees that every child will be competently prepared for the next grade level; thus, no one will be left behind.

**Delivery** - Day-to-day lessons will be delivered through a learning design perspective deeply rooted in the needs of students, with the main objective to provide them with flexibility on the learning content, schedules, access, and learning styles. This customizes the learning environment to





meet the needs of the learners, using both technological and non-technological tools. Delivery of lessons will be done through synchronous and asynchronous modes.

- b. **Assessment and Grading** - A simplified grading system that reflects the CJPS standards will be the basis of each learner's academic progress. Through Google Classroom, teachers would be able to customize the rating system for each formative and summative assessment, based on standard rubrics. This supplements our existing Electronic Record Book software. Other evidence of learning through tangible outputs and performances will be an assessment integration across disciplines. Constant feedback on student progress will likewise be done to ensure that learning goals are met. The modified grading system will be discussed during the orientation of parents and students.
- c. **Schedules and Deadlines** - class schedules are designed in such a way that all subjects are given ample time and are evenly spaced so that learners will find flexibility and become more productive. Deadlines to be set would favor the flexible learning pace of the students.



### 3. Holistic

Driven by the School's mission to develop well-rounded individuals, **MyCJPS Links** offers the same opportunity for children to be able to excel in their intellectual, physical, emotional, moral, and spiritual facets of development.

- a. **Character and Spiritual Formation** - to foster character and spiritual formation, we will continue to integrate relevant activities to be made part of the student life in an online setting:
  - Verse of the Day Reflection and Sharing
  - Homeroom Activity Program facilitated by the Guidance Counselor and Homeroom Adviser
  - Leadership Training Sessions



## Recollection / Reflection Day

- b. **Extra-Curricular Activities** - the holistic approach to child formation calls for a balance between academics and other student activities. Optimum student involvement will be constantly encouraged as we continue to launch the student government, clubs, and other organizations.
- c. **Guidance and Counseling** - The Guidance Counselors will conduct regular virtual consultation time with students for academic and non-academic purposes, either in groups or individually. This may be initiated either by the Counselor or Adviser, student, or parents. Strict adherence to Data Privacy Law and Child Protection Policy will be employed on such occasions.
- d. **Health Clinic** - The role of the CJPS Health Clinic is of major importance during this time. Regular updates through the Health Bulletin will be communicated. Virtual sessions with students and other members of the school community will also be conducted as we ensure that everyone is successfully forming the right habits on safety measures and personal hygiene, either at home or as far as the “new normal” in the school setting is concerned.
- e. **Discipline** - As we transition to online learning where our learners will be out to explore a huge and seemingly limitless world and even as we gradually go back to face-to-face interaction, proper decorum for the “new normal” needs to be put in place. Our updated Disciplinary Policies will be discussed with students and parents during the orientation.



#### 4. Safe and Secure

One of the top concerns of both the school and parents is the security of learners in an online environment. In strict observance of the Data Privacy Law and the Child Protection Policy, CJPS will comply with age requirements and ensure the appropriateness of apps that will be used by the students. Collection of student personal data, images, or even videos will only be for academic purposes and will be done through the school's official platform. Written guidelines on Data Privacy concerning online learning will also be made available for all teachers, students, and parents to observe and to be protected.



#### 5. Collaborative

We have always acknowledged that a strong partnership between school and home is vital for the academic success of every child. **MyCJPS Links** is a program that paves the way to bring this partnership into new heights. A more solid connection between CJPS, parents and families will be established as we conduct virtual conferences and consultation sessions to guarantee that we are all on-board as we transition to remote learning.





## IV. Learning Management System (LMS) / Recommended Hardware & Software



The Google Suite for Education is CJPS's official online learning platform with Google Classroom as its LMS. This is accessible to our students through their official CJPS accounts.

Zoom Video Conferencing app is an alternative platform for live discussions during synchronous activities.



The following are the recommended hardware and software to be used during the online class:

### **HARDWARE**

Any device (tablet, laptop, desktop, or smartphone) that is capable of the following functions:

1. Connecting to the internet to access websites or search for information/data
2. Taking photos or videos (camera)
3. Joining a video call and online discussion (camera, microphone)
4. Creating documents and presentations
5. Recording audio file
6. Editing photos
7. Editing videos
8. Recording screens
9. Accessing and using G Suite or Google Apps
10. Accessing and using Zoom



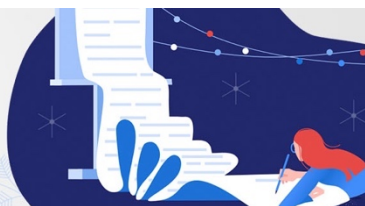
Internet connection (broadband wired or wireless) or mobile data (4G/LTE) - sufficient bandwidth is needed to be able to sustain the period of synchronous activity with the teacher. However, during this period of learning, students do not need to be online all the time as some activities will be done asynchronously.

## **SOFTWARE**

1. Media player for audio and video (Windows Media Player, VLC, etc)
2. Video conferencing apps (Google Meet, Zoom)
3. Productivity software
  - Email (Gmail)
  - Web browsing (Google Chrome)
  - Reading text documents (Adobe Acrobat Reader)
  - Word processing (Microsoft Word, Google Docs)
  - Viewing or creating presentations (Microsoft Powerpoint, Google Slides)



## V. Sample Class Schedule



**PRESCHOOL** - Sessions will be conducted in small groups.

	Junior Nursery	Senior Nursery	Kindergarten
Frequency	Monday - Thursday		
Circle time	5 minutes	5 minutes	5 minutes
Story Telling	5 minutes	5 minutes	5 minutes
Engagement Time ((English)	20 minutes	20 minutes	20 minutes
Engagement Time (Math)	20 minutes	20 minutes	20 minutes
Engagement Time (Filipino)	20 minutes	20 minutes	20 minutes
Goodbye			
Friday			
Parent's Check-in / Consultation time	8:00am - 4:00pm		

### GRADE SCHOOL - Grade 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30 (30)	Check- in HAP	Check- in	Check- in	Check- in	Content- Based Learning
8:40 – 9:20 (40)	English	English	A.P.	A.P.	
9:20 – 9:40 (20)	BREAK				
9:50 – 10:00 (40)	Filipino	Filipino	Science	Science	Asynchronous Learning
10:40 – 11:20 (40)	CLED/ESP	CLED/ESP	MAPEH	MAPEH	
11:30 – 12:20 (40)	MATH	Self- paced Independent Learning	MATH	Self- paced Independent Learning	Consultation Day
12:20 – 1:20 (60)	LUNCH TIME				
1:20 – 2:00 (40)	CONSULTATION PERIOD				



## MIDDLE SCHOOL - Grade 7

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	Personal Organization Time / Check-In / Flag Ceremony / Reflection Time	Check – in / Homeroom / Flag Ceremony / Reflection Time	Check – in / Homeroom / Flag Ceremony / Reflection Time	Check – in / Homeroom / Flag Ceremony / Reflection Time	Check – in / Homeroom / Flag Ceremony / Reflection Time
9:00 – 9:40	Homeroom	Filipino	CLED / Values	Math	Filipino
9:40 – 10:40	Break / Creative Time, Physical Activity, Helping Time				
10:40 – 11:20	Math	Science	TLE	Science	Club Meeting (weekly, 40 minutes per meeting)
11:20 – 12:20	Lunch Break				
12:20 – 1:00	English	AP	MAPEH	English	Guidance / Formation Sessions
1:00 – 2:00	Self-paced Independent Learning				Self-paced Independent Learning  Wrap Up Time “Have I met my targets this week?”
1:30 – 2:00*	Consultation Time			Faculty Meeting / Gawarasal	

## HIGH SCHOOL - Grade 9 & 10

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	HAP with the Adviser	Check - In	Self-Paced Independent Learning  Consultation Day with the Subject	Check - In	Check – In
9:00 – 9:40	Math	Science		Filipino	English
9:40 – 10:00	BREAK			BREAK	



10:00 – 10:40	CLVE *CL – first week * VE – second week	AP	Teachers  Guidance Counseling Day	MAPEH	TLE
10:40 – 10:50	BREAK			BREAK	
10:50 – 11:30	Filipino	English		Math	Science
11:30 – 12:30	Lunch			Lunch	
12:30 – 1:10	MAPEH	TLE		CLVE *CL – first week * VE – second week	AP
1:10 – 1:30	BREAK			BREAK	
1:30 – 2:00	Consultation Time	Consultation Time	Club Day  *twice a month	Consultation Time	Wrap Up Time “Have I met my targets this week?”
2:00 – 2:30					

### SENIOR HIGH SCHOOL – Grade 11

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	HAP with the Adviser	Check - In	Self-Paced Independent Learning  Consultation Day with the Subject	Check - In	Check – In
9:00 – 10:00	PE and Health	General Mathematics		General Mathematics	Oral Communication

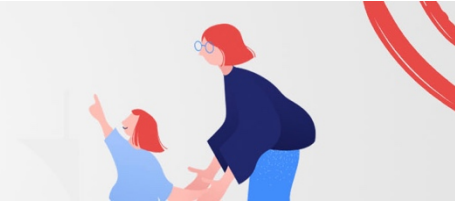


10:00 – 10:20	Break		Teachers  Guidance Counseling Day	Break	
10:20 – 11:20	Earth Science	Research 1		Komunikasyon	Philosophy
11:20 – 12:20	Lunch			Lunch	
12:20 – 1:20	Komunikasyon	Philosophy		Earth Science	Research 1
1:20 – 2:20	UCSP	Oral Communication		UCSP	
2:20 – 2:40	BREAK			BREAK	
2:40 – 3:10	Consultation Time	Consultation Time	Club Day  *twice a month	Consultation Time	Wrap Up Time “Have I met my targets this week?”
3:10 – 3:40					





## VI. Parent Support



Over the course of MyCJPS Links, our teachers will partner with parents to engage students in experiences that stretch their understanding and expand how they approach new learning. Teachers will continue to carry forward their instrumental role in guiding, supporting, and challenging students to take on new responsibilities and to become excited about new learning. Parents are expected to take an active role to ensure the efficacy of the online program as well as to help their child transition to this new mode of learning more smoothly. More specifically, we ask parents for the following support:

1. Discuss with or remind your child what to expect in online classes, as well as what is expected from him (i.e. stay focused, follow the set online class rules, be on time, prepare ahead, etc.)
2. Help your child sustain a daily routine which starts from waking up, preparing himself for the class, to allotting a reasonable time frame to study even when not online
3. Provide a learning space for your child, where he is not distracted by other members of the household or television.
4. Provide the technology required and prepare for potential technical issues.
5. Monitor your child's progress through parents' check-in, online consultation with the teacher, Newsletter, monthly academic topics, etc.



## VII. FAQs



### 1. Is MyCJPS Links online program the same as Homeschooling?

**MyCJPS Links** is NOT a Homeschooling program.

Homeschooling is an alternative method of teaching offered outside of a school setting. Typically, a family member delivers the entire educational program to children at home following a framework and curriculum provided by a Homeschooling institution.

**MyCJPS Links** is an online learning program where the teacher, not the parent, delivers the learning program. The curricula, instruction, direction, and activities will all come from CJPS. Regular assessment and evaluation of learners will be administered by teachers.

### 2. Are there any adjustments on Tuition and Other Fees?

As we give a major consideration on the different contexts our students and their families may be in, we are pleased to announce that a significant 30% and 41% at the average, have been deferred from the Miscellaneous and Other Fees, respectively.

- **DEFERRED FEES:** Several fees have been removed in the payment plan (Energy Fee, Laboratory Fee, Athletics, and others) The prorated equivalent amount will be added back if and when the blended learning program starts.
- **ZERO INTEREST:** All payment plans (Semestral, Quarterly and Monthly) were computed without surcharge. However, please help CJPS serve your children efficiently by paying dues on time.

A copy of the new rates is available upon request.



### 3. Will printed books & other supplies still be required for online learning?

Printed books and other supplies will still be required for online learning. Most of the standardized activities for lesson development, reinforcement, and formative assessment given to students are provided in our current textbooks. In addition, supplemental online learning materials will likewise be made accessible to students. Printed learning kits will be made available for students who may have limited access to said online materials.

### 4. How will the school prepare my child to adjust to the new program?

As we open the SY. 2020-2021, initial schedules and meetings will be devoted to the orientation of students. They will be guided on how to go about our platform and learning management system, and all its facilities essential to the given scheme. Necessary skills will be practiced under the teacher's supervision. Another part of the support network is the Guidance Counselors who will conduct sessions on socio-emotional wellness to debrief our kids of the situation and its challenges, and so prepare them for a productive academic year.

Parents or guardians will likewise be oriented. We will release updates on the schedule.

### 5. Until when do we expect learning to be delivered online?

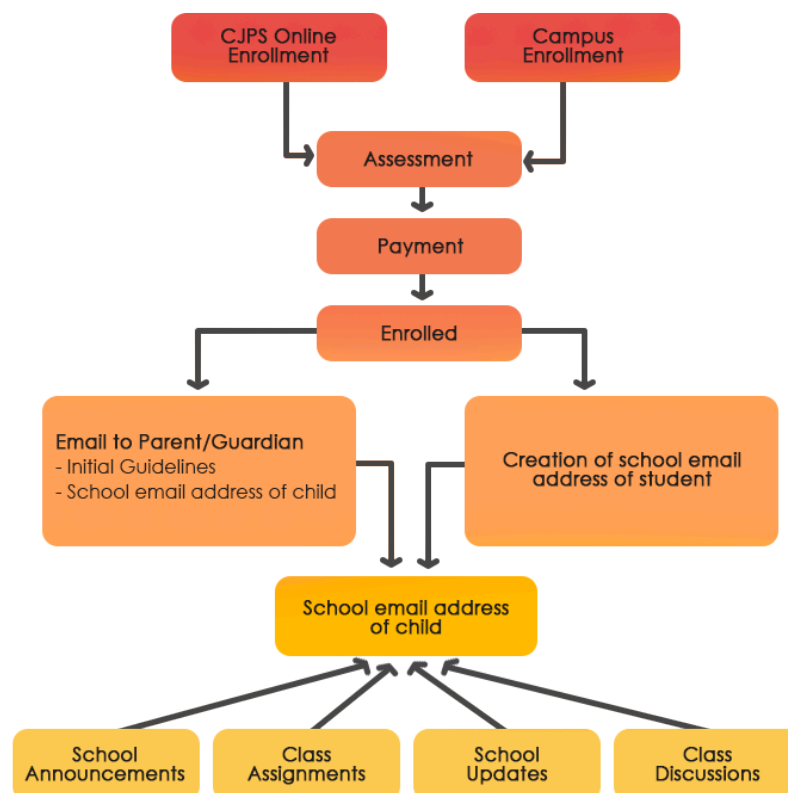
Given the uncertainties of the situation and factoring in, above all, the safety of all our stakeholders, CJPS intends to deliver online learning for at least two quarters, which is from August to December. If ever we decide to gradually shift to blended learning by January, due diligence will surely be exercised from the School's end. Consultation with parents, government recommendations, and local community status appraisal will all be duly considered.



## 6. To what extent is adult supervision expected in online learning?

Careful supervision by a parent or another responsible adult is necessary for younger learners in the Preschool and Grade School levels. This is to help the child prepare for the class, establish routines, and ensure learning goals are met. The learner is also guided on how to handle simple technical issues. On the other hand, minimal adult supervision is required for older kids, as they have to grow to become independent learners. Moreover, parental support is to be given constantly.

## VIII. Enrollment Procedure





Succeeding communications regarding specific details of the program, apart from the contents of this primer will be delivered right into the email of the parents of our reserved and enrolled students. Your email addresses are stored in our database.

Other matters:

1. The schedule of activities will be announced as we get more updates on the current scenario. Once the situation permits, we will proceed with the usual admission and enrollment activities, as well as the pending activities of the concluded school year, such as the distribution of report cards, graduation photos, and certificates. Please stay updated.  
Meanwhile, online enrollment is ongoing until July 30, 2020.
2. These challenging times give us concrete opportunities to care. It is common knowledge that CJPS has been accepting and supporting a number of deserving scholars. Some of them do not have the means to cope with the demands of the abrupt shift in the delivery of education. It is on their behalf that CJPS would like to appeal to families who are blessed to have a spare gadget and who are willing to lend it to any of our scholars who may have none. Please let us know if you are willing to help. Thank you.

We look forward to a school year that will make a difference and positive impact in the lives of our learners, as our community creates new and meaningful **Links** together.

If you have any questions or concerns, we are always here to help. You may contact us:

Enrollment: [admissions@cjps.edu.ph](mailto:admissions@cjps.edu.ph)  
Fees and Payments: [cjpscashier@cjps.edu.ph](mailto:cjpscashier@cjps.edu.ph)  
Other concerns: [customerservice@cjps.edu.ph](mailto:customerservice@cjps.edu.ph)

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Graphic Vectors: [icons8.com/ouch](https://icons8.com/)