STUDENT PRIMER
ON DISTANCE LEARNING

LCCB at 101:
Witnessing Christ's Love and
Compassion in the 21st Century

LA CONSOLACION COLLEGE BACOLOD
UNITY CHARITY TRUTH
1919

LA CONSOLACION COLLEGE BACOLOD
A Community of Friends

VISION

We are a Christ-centered, Augustinian, and Marian educational community dedicated to creating a more sustainable world.

MISSION

LCCB is committed to providing the community with:

- accessible, relevant and advanced curricular programs that promote life-long learning towards fulfilling careers;

- empowering and enriching avenues to conduct responsive research to push the frontiers of new knowledge; and

- meaningful experiences of the universal compassion of Christ through services and programs with the last, the least, and the lost.

LCCB Graduate Attributes

An LCCian graduate is...

... Christ-centered

... a restless searcher for Truth

... intellectually and universally competent

... nationalistic

,,, a responsible community and service-oriented individual

... is an active ecological steward

,,, culturally-sensitive

Dear Students and Parents,

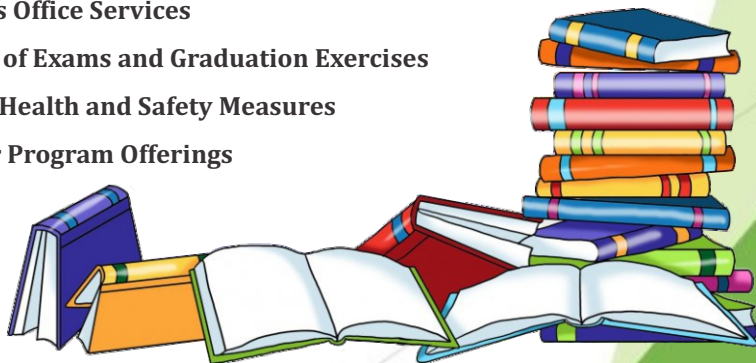**Welcome to La Consolacion College Bacolod, *Community of Friends!***

This primer is prepared to guide you through the different learning modalities we shall adopt this academic year 2020-2021. Through this primer, you will have a preview of how you are going to learn as we enter into the new school year and the new normal. Here, you will find the essential terms about the new learning modalities — Correspondence (COR) and Learning Management System (LMS) via Google Classroom.

This primer also details the various student support services you can avail and the necessary preparations you need to know to ensure your successful learning experience in the new normal. We are looking forward to an exciting school year ahead with you. Our school administrators, faculty, and support staff are ever-ready to begin this journey hand-in-hand with you.

Stay safe and stay well. We care for you!

What's Inside

LCCian Prayers

PRAYER TO THE HOLY SPIRIT

Breathe in me O Holy Spirit, that my thoughts may all be holy.
Act in me O Holy Spirit, that my work, too, may be holy.
Draw my heart O Holy Spirit, that I love what is holy.
Strengthen me O Holy Spirit, to defend all that is holy.
Guard me, then, O Holy Spirit, that I always may be holy. Amen.

- St. Augustine

**PRAYER FOR THE BEATIFICATION OF
VENERABLE MOTHER CONSUELO BARCELO**
*(Co-foundress of the Augustinian Sisters of
Our Lady of Consolation in the Philippines)*

God of Love and Compassion, you endowed Venerable Mother
Consuelo with great love and zeal for your honor and glory. We
commend to You her life and example of love of God and neighbor.
With faith and trust in Your gracious providence, we pray for her
beatification so that she may continue to inspire us in seeking
Your will and living a holy life. God of mercy, we also humbly
present to You our need, united with the confirmation of the
holiness of life of Venerable Mother Consuelo.

(Silently mention your intentions)

In gratitude for your boundless blessings, we praise and thank
you, Our God, Father, Son and Holy Spirit. Amen.

Our Lady of Consolation, pray for us.
Our great father, St. Augustine, pray for us.
Mother Rita, Venerable Mother Consuelo, and
all deceased Sisters, Priests and Brothers, intercede for us.

MY HEART IS RESTLESS, UNTIL IT RESTS IN YOU, O LORD.

LCC Bacolod
New Normal Management Committee

SR. MARIA A. GARCIA, OSA, School President, Honorary Chairperson

SR. JOAN BC S. INFANTE, OSA, Phd, SThD, VP for Academic Affairs, Over-all Chairperson

CO-CHAIRPERSONS
SR. AVERELL B. BISUÑA, OSA, *VP for Finance and Administrative Services*
MR. RODJHUN B. NAVARRO, *VP for Research, Publications, Innovation, and Linkages*
DR. ROMELA R. AUJERO, *VP for Personnel, Administration, and Alumni Relations*

MEMBERS
SR. GEROLINDA S. TINGSON, OSA, EdD, *Dean, Graduate School*
DR. MELONA Q. GUITCHE, *Dean, School of Sciences, Liberal Arts, and Teacher Education*
DR. AIREEN B. GEDORIO, *Dean, School of Hospitality and Tourism Management*
DR. THERESA JENNIFER H. MENDOZA, *Dean, School of Business and Information Technology*
DR. VINCENT RAYMUND Y. ALOVERA, *Dean, School of Architecture, Fine Arts, & Interior Design*
DR. MARGARITA P. INFANTE, *Director for Student Affairs and Services*
DR. RANDDIE P. CUELO, *School Registrar*
SR. DIOSIE T. TANGCA-AG, OSA, *IS & SHS Principal/Head, Center for Spirituality and Mission*
MRS. JENIFFER R. TINGSON, *Integrated School Academic Coordinator*
MR. MANUEL A. DELUMPA, *Senior High School Assistant Principal*

PROCESS DEVELOPMENT TEAM
DR. STEPHANIE R. VALERIO, *Quality Assurance Officer*
DR. CARMEN C. MENES, *Head, Research Office*

INSTRUCTIONAL MODULES' CONTENT AND STYLE CURATION TEAM
MRS. GLODY D. CASTILLON, *Program Head, Teacher Education*
All Program Heads, Subject Area Chairs, Track Chairs, and Team Leaders

INFORMATION SYSTEM AND EDUCATIONAL TECHNOLOGY TEAM
DR. BENRIE JAMES B. NUFABLE, *Head, Management Information System*
MRS. ZILLA ROZZI H. JAVIER, *Google Classroom Trainer*
MR. LENUEL S. BETITA, *Google Classroom Trainer*
MR. ERNIE P. MALLORCA, *Google Classroom Trainer*
MISS AIRA B. ILUSTRE, *Google Classroom Trainer*
MISS RAZEL S. VALDEZ, *EdTech Staff / G-Suite Trainer / Data Privacy Officer*

LCCB Philosophy of Distance Learning
Academic Year 2020-2021

La Consolacion College Bacolod (LCCB) serves the people of Bacolod City and beyond its borders by delivering quality Catholic, Augustinian, and Marian education which is relevant and responsive to the needs of the times. In light of the current pandemic that has greatly impacted the educational sector, LCCB continues to be true to its mission of serving students from the different strata of society with a bias towards the last, the least, and the lost by providing distance learning in two modalities, namely, Correspondence Modules and Online via Google Classroom. Should the governing and regulating bodies allow face to face learning, LCC Bacolod will provide residential instruction for laboratory subjects with a maximum of 15 students per classroom.
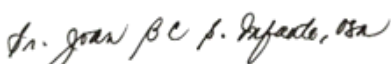
Distance learning in the LCCB tradition is characterized by enhanced collaboration, integral student formation, and promotion of independent learning for responsible citizenship. Enhanced collaboration has four facets. First, it pertains to the active collaboration of staff from different institutional offices, namely, the Multi-Media Center, the Guidance and Counselling Services Center, the Center for Student Formation, and the Center for Spiritual and Religious Formation with the Academic Team to ensure more than adequate support for the student for effective delivery of instruction. Second, collaboration also pertains to the school-home partnership wherein parents who are designated by law as the primary educators of their children are empowered to take an active role in their children's education. Third, collaboration among teachers is highly encouraged, especially in the choosing and assigning of tasks. Two subject teachers could target one student output for their subjects. Fourth and last, collaboration also means the provision of activities and tasks which promote student-to-student interaction and cooperation and prevent isolation.

Meanwhile, integral student formation is the embodiment of LCCB's thrust towards the holistic development of its students through the collaboration of its different student support systems. Notwithstanding La Consolacion College Bacolod's quest for quality Catholic Augustinian Marian education, the administration recognizes that academic excellence is but one of several factors that impact a graduate's success in the world.

Thus, the LCCB flexible learning program provides opportunities for the development of 21st-century skills as well as avenues for moral and spiritual growth.

Finally, the LCCB flexible learning options aim at promoting independent learning for responsible citizenship. The LCCB student will be taught in a flipped classroom. This means that learning materials will be provided on the online platform before the schedule of the class. Students are expected to study and dialogue with these materials. The institution recognizes the surplus of information in today's worldwide web milieu. As such, the Consolanian student will be provided with activities in which they learn to search, curate, and vet information. In the Augustinian spirit of the restless search for truth, they are expected to dialogue with study materials and think critically. La Consolacion College Bacolod will employ the *"3 Before Me Rule"*. Before asking a question during the synchronous lecture/discussion period or via the platform's chat window, students are expected to have done the *3 B's*: used their *Brain* to analyze and find an answer to their question, checked out *Books* which could contain the answers to their question, and asked a *Buddy* (or classmates) who might know the answer to their question. If they have done these three steps and still could not find the answer to their question, only then should they contact their teacher. By going through these processes, the students will acquire a sense of responsibility, develop critical thinking and research skills, experience the Augustinian spirit of community, and gain satisfaction for their effort.

As a school that is inspired by the teachings of St. Augustine, La Consolacion College Bacolod will strive for the continuous improvement and enrichment of its services to its students which is its contribution to and participation in the Mission of the Church.

SR. JOAN BC S. INFANTE, OSA
VP for Academic Affairs

12 Rules and Guidelines for Online Classes

1. Set up your computer 30 minutes before the start of the class. Check your camera and microphone. Make sure that you are in a conducive environment, well-lit, and free from distractions.
2. Have all the materials and resources prescribed in your module for each session near you before joining the web conferencing. This will help you to follow the lectures easily.
3. For current students, wear your school uniform or any departmental shirt. For new students, please wear any collared shirt or blouse with sleeves.
4. Observe punctuality in your virtual classes. School policies on attendance and tardiness shall apply.
5. Show respect to your teacher and peers by always turning on your video while doing web conferencing. Observe proper netiquette at all times. Be clear, concise, and professional when communicating with your teachers and peers. Sharing of personal information, photos, or videos that may embarrass, insult, or offend others is STRICTLY PROHIBITED.
6. Use the chat box only if necessary. Do not flood/interrupt the online class with irrelevant posts or messages. Remember, you are in the class.
7. Set your mic on "mute" mode at the start of the online class. This will ensure that no unnecessary noise will disrupt your class. Only the teacher's mic should be "on" during the lecture. Raise your hand if you want to speak or ask a question. When acknowledged, unmute your mic. After speaking, set it back to "mute" mode.
8. Study assigned readings and other materials (e.g. video) before joining the online class. You are in a flipped classroom. You are expected to already know something about the topic before coming to class.
9. Record or take photos of the discussion materials/online sessions ONLY when permitted by your teacher.
10. Observe output submission guidelines indicated in the syllabus. Submit your output within the designated period. For written output, please be reminded that LCC Bacolod will not tolerate plagiarism. When using the materials of other authors, you must properly acknowledge your sources.
11. Should you have questions and other academic concerns, please direct them to the concerned subject teacher during the agreed consultation hour. You may contact the Guidance Services Center (GSC) for counseling when needed. Every week, a staff of the Student Affairs Office will contact you to follow-up on your learning progress.
12. Please note that violations of the enumerated policies and guidelines are subject to sanctions based on the provisions in the LCC Bacolod Students' Handbook.

General Policies and Guidelines for Online Classes - *For Parents*

La Consolacion College Bacolod, through its online education program, continues to provide opportunities for the students to learn despite the restrictions imposed by the COVID pandemic. This is a privilege for LCCians. While we, the administration, faculty, and staff of LCC Bacolod, will do everything in our capacity to provide quality online education, parents must share the responsibility of educating their children. School-parent partnership is crucial in the achievement of optimum learning results.

The responsibility of parents in their child's education is clearly stated in Executive Order No. 209, Article 220 of the Philippine Family Code. Parents have the duty "*to support, educate and instruct their children by right precept and good example, and to provide for their upbringing in keeping with their means. Moreover, they are to provide them with moral and spiritual guidance, inculcate in them honesty, integrity, self-discipline, self-reliance, industry, and thrift, stimulate their interest in civic affairs [...]". Parents also have the duty "to furnish them with good and wholesome educational materials, supervise their activities, recreation, and association with others, protect them from bad company, and prevent them from acquiring habits detrimental to their health, studies and morals [...] and to impose discipline on them as may be required under the circumstances.*"

Thus, parents must take the time and exert effort to come up with strategies on how to fully support their children in adapting to the "new normal" as they begin to engage in online learning.

We know that the worldwide web has enabled the young to gain limitless access to a wide array of information and resources online. While this may be advantageous, it also poses problems and danger. Parents, therefore, need to design and craft safety nets that would cushion their children from unhealthy materials via the web.

To ensure that the students get the optimum benefit from their online education, La Consolacion College Bacolod has formulated twelve policies and guidelines which must be read, understood, and adhered to by the parents.

1. Parents/guardians are responsible for providing the gadgets and stable internet connection that would enable their child to study online.
2. Parents/guardians should ensure that the child follows the online class schedule provided by the subject teacher. Experts highly recommend students to have the same sleeping schedule they used to have when they attended classes in school.

3. Parents/guardians should secure a place or area in the house that is conducive for study and free from any form of distraction while online classes are in progress.

4. Parents/guardians are expected to monitor their children while they are engaging in online study and while they are doing the online tasks to ensure that study time is maximized and knowledge and skills are strengthened.

5. Parents need to create a balance in their child's study and recreation time. However, they must remind their child that education comes first.

6. Parents or guardians are encouraged to keep open at all times communication lines with the school. They should direct all queries or concerns for clarification to the teachers or administrators concerned and avoid posting the same on any social media platform. Every problem has the potential to be solved or resolved for as long as both parties are open to dialogue.

7. Parents/guardians should ensure that the child comes to the virtual class prepared. All things needed for the class must be brought by the student to the study area. No one is allowed to leave the class at any time except for bio breaks or personal necessity.

8. The class will last for one hour. Students will have a 30-minute break before their next class.

9. Eating during class time will not be tolerated. Parents/guardians should refrain from serving snacks while classes are going on. Students may take their snacks during breaks.

10. Parental controls must be installed on computers/laptops/gadgets to disable children's access to unauthorized harmful sites.

11. The opportunity to study from home should not be a reason for parents/guardians to do the assigned tasks for their children. Students learn best and find meaning in their accomplishments when they do the work themselves with parents and guardians supporting and helping them when needed.

10. Please take note: The school is not liable for any untoward and unexpected incident that may occur during the conduct of the virtual/online class at home, which is beyond its control. Students are responsible for their safety during the conduct of the online classes. In the case of minor students, parent's supervision is expected (R.A. 7610).

Thank you for enrolling your child at La Consolacion College Bacolod. We look forward to working closely with you!

General Policies and Guidelines for Correspondence Modality

Under the correspondence learning modality, it is assumed that the students do not or cannot have access to a seamless internet connectivity where instruction and assessment are channeled through. The students will use a mixture of printed course modules, textbooks, and media materials including lectures in USB. Parents are to take and bring these materials weekly from and to school. Teachers will communicate with the students, or their parents for children aged 9 or younger, through text/call or Messenger for follow up and feedback.

According to the Education Act of 1982, the State shall promote the right of every individual to relevant quality education, regardless of sex, age, creed, socioeconomic status, physical and mental conditions, racial or ethnic origin, political or other affiliation. The State shall, therefore, promote and maintain equality of access to education as well as the enjoyment of the benefits of education by all its citizens.

Moreover, students have the right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.

Given the aforementioned, a student's inability to acquire prescribed gadgets and to access the internet necessary in online classes should not be a hindrance for him/her to continuously enjoy the Augustinian brand of education that La Consolacion College-Bacolod offers, thus any student is welcome to avail of Correspondence Modular Classes to enable him/her to benefit from quality instruction during the Academic Year 2020-2021.

Hereunder are the policies and guidelines that should be read and understood by the students who desire to study through this mode of instruction.

(FOR STUDENTS)

1. All students who opt for this mode of learning must be duly enrolled for the current academic year.
2. Students are expected to have a working email and the necessary software applications that may be used in accomplishing all the learning modules.
3. The deadline for submission of all assignments, tasks, and other requirements must be strictly observed.
4. In cases of emergency, when a student cannot possibly meet the due date of a requirement, he or she must inform the instructor concerned and arrange for another date of submission.

5. Allowances for accepting late submission depend solely on the discretion of the instructor. Having another emergency on the extended deadline is very unlikely possible, thus the instructor may refuse to consider a second extension.
6. All submitted work should be the students' output. Plagiarism will not be tolerated, so all citations must be in place when the assignment requires quoting authorities or citing sources of information.
7. Modules have to be used only for instruction, and not meant to be circulated to others. No part of the module must be reproduced or photocopied or taken a picture of and uploaded in social media.
8. Assignment sheets containing inputs and instructions of teachers must never be shared with others, even to people belonging to the same class or course.
9. If necessary, students must be ready to print out tasks and assignments before handing them in.
10. Students are encouraged to communicate with or consult their instructors for whatever questions, clarifications, and concerns they might have.
11. Violations of the enumerated policies and guidelines are subject to sanctions based on the provisions stipulated in the student's handbook.

STUDENTS AND PARENTS ARE ENCOURAGED TO COMMUNICATE WITH OR CONSULT TEACHERS OR CONCERNED ADMINISTRATORS.

(FOR PARENTS)

1. Parents/guardians are responsible for providing whatever their child needs to be able to study online via the correspondence mode.
2. Parents/guardians should ensure that they get the modules on time or that they can access emails or any other forms of correspondence from the teachers and the school in general.
3. Parents/guardians should secure a place or area in the house that is conducive for study and free from any form of distraction while the child accomplishes the modules given.
4. Parents/guardians are expected to monitor their children while they are engaging in correspondence study.
5. Parents need to create balance in their child's study and recreation time. However, they must remind their child that education comes first.
6. Parents are encouraged to keep open communication lines with the school. They should direct all queries or concerns for clarification to the teachers or administrators concerned and avoid posting the same on any social media platform. Every problem has the potential to be solved or resolved for as long as both parties are open to dialogue.
7. Since there is no allotted time per module, and the child can learn at his/her own pace, parents must ensure that all modules are accomplished and submitted on schedule to be able to proceed to the next one.

8. The opportunity to study from home should not be a reason for parents/guardians to do the assigned tasks for their children. Students learn best and find meaning in their accomplishments when they do the work themselves with parents and guardians supporting and helping them when needed.
9. The schedule of payment of tuition and other school fees must be kept faithfully.
10. Please take note: The school is not liable for any untoward and unexpected incident that may occur during the conduct of the virtual/online class at home, which is beyond its control. Students are responsible for their safety during the conduct of the online classes. In the case of minor students, parent's supervision is expected (R.A. 7610).

Thank you for enrolling your child at La Consolacion College Bacolod. We look forward to working closely with you!

INDEPENDENT Learning

Independent learning or autonomy in learning is the capability to take responsibility for one's learning. It does not mean completely studying by oneself or learning on one's own. It is so much more than that. There are four facets to learning independently:

A. *It is being able to make informed choices.*
B. *It is taking charge of and proactively benefitting from learning activities.*
C. *It is being motivated and confident to pursue the path to discovery and learning.*
D. *It is choosing to work with another person when there is an opportunity, encouraging each other, discussing difficulties, and collaborating to hurdle challenges together.*

HOW TO DO INDEPENDENT LEARNING

1. Analyze your strengths, weaknesses, and special interests. Capitalize on your strengths to make progress while studying at home. Make a mental note to overcome your weaknesses. If you are not adept at using the computer or navigating through the platforms to be used in a virtual class, you can get acquainted with it before classes start.

2. Determine your priorities. List all the tasks you need to do. Work out how much time you think each task will take you. Put the tasks in priority order. Make a timetable. Organize your tasks under three headings: now, soon, and later.

3. Work out a study plan to tackle all tasks and priorities. Keep a detailed record of what you have done and your experiences. Reflect and improve on what you have accomplished, and plan what you would like to do.   This way, you articulate your personal goals and evaluate your progress towards their achievement.

4. Lastly, encourage a positive attitude to learn throughout life, and embrace opportunities to collaborate with others.

Benefits that You Get from Distance Learning

A. You can study anywhere and will not need to study in one location.

B. You can enjoy the comforts of your home/room and still take advantage of the time to learn.

C. You can engage in flexible study as you can make your study schedule and do things according to your preferences.

D. The cost is much lower as you do not need to pay for transportation fare and buy snacks and meals. You can eat home-cooked meals with your family.

E. You can maximize your time for studying and other things you need to do at home.

Out of necessity, students nowadays have to study without face-to-face contact with teachers and fellow students in a traditional classroom set-up. They have to study from a remote location.

SELF—MOTIVATION. Studying by oneself and rarely getting the chance to meet other students can be lonesome. A successful distance learning student can motivate himself/herself to study even when he/she is not up to it.

PERSEVERANCE. There are bounds to be challenged in this new mode of learning. A successful distance learning student can forge ahead despite the odds. When exhausted and de-motivated, he chooses to rest, but never quit.

HUMILITY TO ASK FOR HELP. Not all individuals are gifted with the skill and the wisdom to hurdle all tasks. There [may be occasions when one has to ask for help when he no longer knows what to do to solve a problem. This s what a successful distance learning student does when he has already exhausted all possibilities.

SELF—RELIANCE. A successful distance learning student engages in independent study and takes the initiative to progress well.

QUALITIES YOU NEED TO MAXIMIZE DISTANCE LEARNING

ENGAGEMENT. Being engaged in his or her studies makes a successful distance learning student proactive – participating in online discussions, accomplishing all activities, speaking up in consultation sessions, asking questions when confused or in doubt, accessing resources of all sizes and forms. He checks out all resources, discusses lessons or exchanges emails/conversations with an online buddy, reads in advance, improves skills, and consults mentors/coaches,

Tips for Distance Learning Students

- Create a conducive and comfortable study space.
- Define your reasons NOT JUST for studying BUT FOR studying well.
- Find online buddies to study and collaborate with.
- Get support from family and friends.
- Create a focused study routine and stick to it. (Including taking breaks)
- Control procrastination.
- Identify the task that you have been putting off or do not want to start doing yet, and just do it!
- Embrace technology.
- Record your successes, and reward yourself.
- Be positive, and stay positive no matter what.

Plagiarism and the Use of Sources

Studying from home comes with great responsibility. There are tasks required by your teacher that ask you to explain the concepts and topics discussed in your own words. Some papers that make you demonstrate your skill in research and accessing sources. Make sure that you know and understand plagiarism well. It is the inclusion of someone else's ideas or words without acknowledging him or her, which may be done through proper citation, and giving him or her credit in the list of references. This applies if the source is print or electronic, published or unpublished, or the work of any other person.

Examples of plagiarism include:

- Handing in another student's work as your own.
- Copying an essay or some text from a source without proper acknowledgment.
- Paraphrasing materials from a source text without appropriate referencing.
- Using someone else's ideas or arguments without acknowledging them.
- Using statistics, tables, figures, data, diagrams, or images without acknowledgment or reference.
- Handing in material downloaded directly from the internet.
- Submitting, in whole or in part, work that has previously been submitted by another student.
- Buying or commissioning work, such as essays or software programs.

Plagiarism, which is punishable by law, may be avoided.

Make sure to:

1. Include other people's ideas only if they support or negate yours in a paper, but give them proper credit.

2. Use direct quotations only when necessary, but cite the author accordingly and include him/her among your references.

3. Paraphrase or rephrase the ideas of others.

4. Never cut and paste from the web.

Source: Ethical Use and Citing Sources. (n.d.). Retrieved August 14, 2020
https://ohiostate.pressbooks.pub/choosingsources/chapter/ethical-use-and-citing-sources/

CENTER FOR SPIRITUALITY AND MISSION

We envision a Christ-centered, Augustinian, and Marian Center for Spirituality and Mission.

The CSM commits to providing integral and holistic formation to students; intensifying ongoing formation to personnel; supporting the spiritual and religious journey of parents and alumni; pursuing the search for Truth through research; and strengthening the missionary spirit of the institution.

The Center for Spirituality and Mission caters to the spiritual, liturgical, academic, and pastoral needs of the institution addressing a wider clientele including the students, parents, faculty, non-teaching personnel, general maintenance staff, and alumni. Campus Ministers are assigned to each department for better collaboration.

Programs and Services

A. Liturgical Formation *(Eucharistic Celebrations, First Friday Mass, Class Mass, Special Masses (on feast days and as requested by other departments), Confession, Confirmation, and First Holy Communion)*

B. Spiritual Formation
   Recollection, Retreat, Adoration of the Blessed Sacrament, Taizé Prayer, Marian Devotions

C. Academic Formation
   (Religion/Values Education, Learning the Faith Series)

D. Pastoral Formation *(Augustinian Lectio Divina, Reflection Session, Interfaith Celebration and Dialogue, and Pastoral Counselling)*

E. Mission
   1. Mother Rita Barceló Community Center (*Night High School Program, Service Learning Institutional Outreach Program, Adopt-a-School*)
   2. Scholarship Program
   3. Parish Involvement

F. Recognized Religious Groups
   (Augustinian Youth Organization, Friends of Mother Consuelo, Youth Marian Crusade, and Volunteer Religious Coordinators)

G. Student Ministries
   Altar Servers, Choir, Lectors, and Hospitality Ministry

YOUR SUPPORT GROUPS
THEN AND NOW

With the onset of COVID-19 pandemic comes the new normal protocols. We, therefore, are adapting to this changing time and CSM is making itself available through online ministering.

1. *Masses and other programs will be made accessible through the school's official FB page, La Consolacion College Bacolod.*
2. *In lieu of the whole-day annual recollection, students will be provided with an hourly monthly formation.*

The Campus Ministers are happy to be of service especially to you, our dear students. If you feel the need for personal conference, pastoral counselling or processing, you may book online through our website:

https://sites.google.com/lccbonline.edu.ph/csm or call through our landline (034)4349661 to 63 local 211.

STUDENT AFFAIRS SERVICES

Coordinator for Student Formation (CSF) as Mentor-Coach

The CSF/Mentor-Coach oversees the development of self-discipline and character formation of the students. Thus, it provides transformational activities that will help students develop ideal behavior and conduct.

More importantly, the office maintains and monitors the implementation of the rules and guidelines consistent with the norms and vision-mission of the institution, bearing in mind the belief that by nature, man is good.

CSF/Mentor-Coach conducts online or face-to-face mentoring-coaching to students who have behavioral issues such as disciplinary or academic to inspire them to become a better person and unleash their potential; ensures that best possible learning happens; encourages to raise their horizons; helps gain a deeper insight into how to handle the complexities and opportunities which is present in themselves and the workplace; motivates to learn new skills.

GUIDANCE SERVICES CENTER

The CGSC recognizes and desires to sincerely serve the students in their growing need for guidance in this crucial stage of their lives.

The Center aims to provide the students online professionalized counseling and psychological services so that they can maximize this phase in their educative journey and make their "stay" in LCC Bacolod more enjoyable, fulfilling, and worthwhile as they are trained and prepared for their chosen career.

HEALTH SERVICES CENTER

In the advent of COVID-19 Pandemic, a lot of concerns and changes occur not only with the individual's life but also with those running businesses and schools. Apprehensions, doubts, and even despair are occurring. A lot of worries and questions were asked when will this Pandemic ends. But sadly, no one knows the exact answer as to when or how?

Thus, the unit has designed its additional services to cater to the needs of the clientele despite this new normal way of life.

Health Alert. Relevant health topics will be posted on the official web site of the school. Another possibility of interviewing a resource person on a particular health topic and be uploaded online.

Consultation

a. The unit will have its *"Doctor on Line"* wherein parents and guardians can do the consultation, ask their concern through phone, and will be personally answered by the doctor on duty.

b. For clients that need face to face consultation, and those cases that will be needing prescriptions, they are advised to come to the clinic per doctor's duty, by appointment. Limit only patients up until 7 per doctor's shift.

c. Concerned parents or guardians can also post their health concerns through the official web site of the school.

Group Consultation. A letter of request will be made by the teacher in charge/adviser. It will be presented to the doctor on duty for the schedule. Once approved, a controlled number of students will come to the clinic for the said examination as scheduled.

Referrals

a. Subject teachers can freely refer to the clinic any students from there online classes that they think needs medical attention or those whom they think have problems concerning their health.

b. List of doctors with their field of specialization and contact numbers will be provided for those online callers in need.

LIBRARY AND LEARNING RESOURCE CENTER

As the institution's unwavering commitment to continue the mission of education in the province, LCCB Libraries and the Multi-Media Center follow the new and adjusted policies, guidelines, resources, and services in reopening all library facilities in conformance to the worldwide and national health protocols despite the lingering global crises. Serving its patron is one best way to stay relevant and connected.

Hold Pick Up and Returned Area. Parents whose children are enrolled in both correspondence and online learning modalities but cannot enter the school are allowed to pick up books borrowed by their children through phone, email, chat, or Messenger and other media platforms using the student's ID. Return books borrowed can be dropped in the hold pick up and returned area located near the Information Desk at the Galo Entrance Gate.

Parents need to call, chat, or email the LRC communication sites or FB page two days before and wait for the confirmation to be fully assisted by library staff in the process of claiming and returning books.

Library Hours
Libraries and MMC are open from:
8:00AM – 12:00NOON
With noon break
1:30PM – 4:00PM

Library eLoan. It is allowed for students who wish to borrow library materials using the library media platforms, phone, email, chat, or Messenger or FB account or through the Web OPAC using their school ID number as access code.

Physical/F2F. Every borrower is allowed to borrow a maximum of three (3) books for one (1) week; one in the reserved section and two in the non-reserved renewable for another week using the school ID.

Library staff will only cater to one user at a time. Users must follow signage in borrowing and returning library materials while observing one at a time transaction.

Book Drop. Returned books will be placed inside a box located near the circulation area which will be left untouched for 72 hours or three days for precautionary measures.
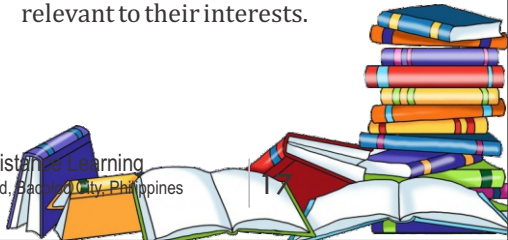
Book/s borrowed will initially be noted as "return" in the user's file and will be confirmed as "cleared" once the returned book/s are checked by the library staff with no damages, writing over and missing or ripped pages. Users are held accountable for any damage to the books borrowed.

Interlibrary Loan. Borrowing a book from the library of another school is allowed. Users are encouraged to call or chat through our FB page before the scheduled time of pick up of the Referral Form for immediate response and to avoid loitering in the library premises.

Wi-Fi. Free Wi-Fi can be accessed within the library premises for research and academic purposes only. Students/s caught doing otherwise will be sent out and subjected to disciplinary action to be imposed by the students' discipline officer.

Scanning. Library users can request for scanning of a document such as articles from periodicals or pages from a book for research or instructional needs by filling up the Scanning Form.

SDI (Selective Dissemination of Information). SDI is a current awareness service aimed to keep the users well-informed of the current and selective information which is highly relevant to their interests.

Media Platforms. Library users can use all the media platforms of the library for all libraries and MMC concerns:

FB Account:
LCCB Learning Resource Center *Email Address:*
lrmclccbonline.edu.ph
Local Numbers:
Grade School Library   *213*
JHS / SHS Library   *422*
College/Amistad Library   *421*
Multi Media Center   *223*

eLibrary Orientation. Libraries and MMC will be providing a virtual orientation that covers the instruction regarding the use and services of the libraries and the MMC under the New Normal.

5. Tables and chairs are arranged in conformance to the 6 feet or 2 arms-length apart from each other. Adding chairs in tables or re-arranging it is strictly prohibited. Offenders will be subjected to disciplinary action.
6. Library visit or stay is reduced to 2 hours as the allowable maximum number of users' need to observe two-meter social distancing.
7. Library Hours for the morning and afternoon schedules are reduced to balance the staff needed to cater both face to face and in-person and online services as well as in consideration of the minimal number of library staff on duty.

GENERAL GUIDELINES

Under the new normal, the following general guidelines are:

1. The libraries observe the "No facemask, No entry policy".
2. Library users must observe the use of disinfectants like alcohol provided at the entrance area.
3. A student who wishes to enter the library must sign the contact tracing form provided at the bags' counter.
4. With social distancing in place, library spaces will only be limited to a maximum of 60 library users at a time in response to two meters apart distancing and the capacity the library can accommodate.

8. The Discussion Room may be used as a research or study area with strict compliance to SILENCE as a general rule in respect of others. Social distancing is also observed. Offenders will be sent out of the library premises.

Resources

Printed and Non-Print Materials / Audio-Visual Equipment. All instructional materials of the libraries and Multi-Media Center - printed and non-print can be accessed through the Web OPAC using the school ID number.

Online Subscription. CE-Logic Infotrac is a database of journals and e-books subscribed to by the library. It is a one-stop source of news, periodical articles covering a wide range of topics, and e-books in selected disciplines. Access to this electronic resources is via URL:

http://infotrac.galegroup.com/itweb/phlccb
password: humility

These electronic resources can be accessed full text, it can be downloaded or printed- out for instructional and research needs.

Free Databases. Open Educational Resources are a list of free databases or open-access electronic journals and books evaluated and selected by the library staff to provide additional sources of information for researchers. Most of the electronic resources in these sites are free and openly available for public use:

California State University Merlot Collection
https://www.merlot.org/merlot/ind
Provides access to curated online learning and support materials and content creation tools.

Community of Practice for Open Education
https://www.cccoer.org
A consortium community and technical colleges provide expanding access to education through the adoption of open educational policy, practices, and resources

CORE
www.jisc.ac.uk
Multidisciplinary Aggregator of open access research which offers advanced search options to filter results by publication type, year, language, journal, repository, and author.

EBSCO Faculty Select
https://www.ebsco.com/products/ebsco-faculty-select
Provide access to quality open textbooks, Open Educational Resources (OER), and request access to unrestricted library e-books from top academic publishers.

Library Genesis
libgen.io or libgen.is
A file-sharing website for scholarly journal articles, academic and general-interest books, images, comics, and magazines.

Massachusetts Institute of Technology Open Courseware
https://ocw.mit.edu/courses/online-textbooks/
Index to the online textbooks at MIT OpenCourseWare. Some online textbooks are open-licensed electronic versions of print books. Others are self-published online books or course notes which are so thorough that they serve as an alternative to a conventional textbook.

OER Commons
https://www.oercommons.org/
A public digital library of open educational resources.

OpenStax Free e-Textbooks
https://cnx.org/
Publishes high-quality, peer-reviewed, openly licensed textbooks that are free online and low cost in print.

PHL CHED CONNECT
https://phlconnect.ched.gov.ph/search/category/architectureplanning
Contain higher education materials in various formats that are useful for teaching, learning, and research purposes.

Project Gutenberg
gutenberg.org
> Is a library of over 60,000 free eBooks. Choose among free epub and Kindle eBooks, download, or read them online. Find the world's great literature with a focus on older works for which U.S. copyright has expired.

Scholastic Teachables
https://teachables.scholastic.com/teachables/guesthomepage.html
> Free worksheets, activities, lesson plans, learning games, and more. Formerly known as Scholastic Printables. Download printable lesson plans, reading passages, games and puzzles, clip art, bulletin board ideas, and skills sheets for kids in any grade.

SLJ School Library Journal
http://www.slj.com/
Log-in information: SLJ.com
Password: SLJfullaccess1
> A source of quality journalism and reviews, features and news coverage on: literacy, best practices, technology, education policy and other issues of interest.

Washington State University Open Library
http://opencourselibrary.org/
> A collection of high quality, free-to-use course downloadable and useful for teaching. All content is stored in Google docs.

World Digital Library
https://www.wdl.org/en/
> Provides free access to manuscripts, rare books, maps, photographs, and other important cultural documents from all countries

REGISTRAR'S OFFICE

Under the new normal, the Registrar's Office will be slightly modifying the procedures in processing your scholastic records, whether you are a continuing student or already a graduate or alumni of the school. It is your responsibility to provide the Office with complete, accurate and truthful data or information needed in order to facilitate the processing of your requests.

Where walk-in or physical processing of records may not be permitted, the following common services may be accommodated through *online processing*. By *"online processing"*, we mean sending of request forms and validating documents or proofs, i.e., ID, e-signatures, authorization letters, etc. via the official FB Page of the LCCB Registrar's Office:

- ***Changing of Subject/s***
- ***Adding of Subject/s***
- ***Withdrawal of Subject/s***
- ***Change of Learning Modality***
- ***Request for School Records***

These requests must be done by completing a request form which can be downloaded or requested through the FB Official Page. Completed scanned forms may then be submitted attached with a clear photocopy of your valid student ID showing your picture and signature. Where necessary, an authorization letter may be requested if the owner of the document cannot personally process the request. All requests are subject for review, evaluation, and approval of respective department heads. Processing period varies according to the nature of the request.

For updates and inquiries, please visit the official LCCB Registrar's Office FB Page:

LCC-Bacolod Registrar's Office

SCHEDULE

Exams, Closing, and Graduation Ceremonies

INTEGRATED SCHOOL

First Quarterly Assessment	October 14-16, 2020
Second Quarterly Assessment	December 16-18, 2020
Third Quarterly Assessment	February 22-24, 2021
Fourth Quarterly Assessments	April 26-28, 2021 *(Graduating)*
	May 3-5, 2021 *(Undergrads)*

Recognition Day

Pre-School (Nursery and Kinder)	May 4, 2021
Grade School & Junior High School	May 19, 2021

Graduation/Moving Up Exercises

Prep	May 5, 2021
Grade School	May 20 2021
Junior High School	May 21, 2021

SENIOR HIGH SCHOOL

First Semester

First Monthly Test	September 23-25, 2020
First Quarterly Assessment	October 21-23, 2020
Second Monthly Test	December 2-4, 2020
Second Quarterly Assessment	January 13-15, 2021

Second Semester

Third Monthly Test	February 17-19, 2021
Third Quarterly Assessment	March 17-19, 2021
Fourth Monthly Test	April 14-16, 2021
Final Quarterly Assessments	May 6-7, 2021 *(Graduating)*
	May 13-14, 2021 *(Undergrads)*

Graduation Exercises

Arts & Design and Academic Tracks	May 28, 2021
TVL Track	May 29, 2021

COLLEGE LEVEL

First Semester

Prelims	Sep 29 - Oct 3, 2020
Midterm	Nov 10-14, 2020
Finals	Dec 17-22, 2020

Second Semester

Prelims	Mar 2-6, 2021
Midterm	Apr 5-8, 10, 2021
Finals	May 4-7, 2021
	(For Graduating)
	May 17-20, 2021
	(For Undergraduates)

Graduation Exercises: May 29, 2021

#LCCiansReadytoEmbracetheNewNormal

COVID-19
Health and Safety Measures

When Entering the School Campus

1. Strict implementation of *"No Face Mask, No I.D. No Entry"* policy will be observed.
2. Temperature check upon entry of the campus will be carried out. Temperature reading with 37.6°c or higher are restricted from entering, especially those showing signs of cough, colds, and the like.
3. Everyone should step on the foot bath.
4. Social distancing should be observed.
5. A limited number of people should enter the school campus. There will be one entrance and one exit gate to control the people getting inside the school.
6. Visitors should accomplish the Health Checklist before entering the school campus.
7. Persons with no appointment or transaction inside the school campus are not allowed to enter.

While Inside the School Campus

1. Face mask should be worn at all times and only be removed when eating and/or drinking.
2. Social distancing should be strictly observed in the school campus as well as inside the offices.
3. The LCCB Quadrangle will be used as a Holding Area with seats provided while waiting for office transactions.
4. Eating in communal areas is discouraged.
5. The use of personal sanitizing liquids/alcohol is highly encouraged.
6. All mass gathering inside the school campus is prohibited.

YOU'RE A PART OF THESE CURRICULAR PROGRAMS

Integrated School
(PAASCU Level 3)
>Pre School
>>Nursery
>>Kinder
>>Preparatory
>
>Elementary
>>Grades 1-6
>
>Junior High School
>>Grades 7-10

Senior High School
Arts and Design Track
Academic Track
>Accountancy, Business, and Management (ABM)
>Science, Technology, Engineering, and Mathematics (STEM)
>Humanities and Social Sciences (HUMSS)

Technical - Vocational - Livelihood Track (TVL)
>Hospitality Management
>Tourism Management
>ICT

The Integrated School and Senior High School academic programs envision to be Christ-centered, compassionate, and "Person With Others" academic units of LCC Bacolod. With living faith, its teachers, staff and students commit themselves to a renewed evangelization that will effect personal and communal transformation.

School of Architecture, Fine Arts, and Interior Design

LCCB's School of Architecture, Fine Arts and Interior Design (SARFAID) – (previously called ARFIEN Department) is the prime hub for ARTS and DESIGN offered by the province's oldest catholic private institution.

It has been recognized as one of the top performing schools in the country and has produced numerous board topnotchers and distinguished Architects, Artists and Interior Designers who are acclaimed because of their expertise and professionalism in local, national, and international fields.

Degree Programs Offered:

Bachelor of Science in Architecture (BSARCH) **PACUCOA Level 2**
Bachelor of Science in Interior Design (BSID) **PACUCOA Level 1**
Bachelor of Fine Arts major in:
Advertising Arts (BFA-ADV) **PACUCOA Level 1**
Digital Media Arts (BFA-DMA) **PACUCOA Level 1**
Industrial Design (BFA-IND) **PACUCOA Level 1**
Painting/Studio Arts (BFA-SA) **PACUCOA Level 1**
Fashion Design (BFA-FD) **PACUCOA Level 1**

School of Sciences, Liberal Arts, and Teacher Education

The School of Sciences, Liberal Arts, and Teacher Education commits to produce Gospel and value-laden graduates who shall work for sustainable and progressive society and provides holistic transformation of learners through excellent instruction and relevant experiential learning anchored on the 21st century skills framework. It is the service provider of General Education courses across the four departments of the College. It is most popularly known as the Home of the Little Giants with humongous heart.

Degree Programs Offered:

Bachelor of Arts in English Language Studies (AB-ELS) **PAASCU Level 3**
Bachelor of Arts in English Language Studies (AB-ELS) – ETEEAP
Bachelor of Elementary Education (BEED) **PAASCU Level 3**
Bachelor of Secondary Education major in:
English (BSED-ENG) **PAASCU Level 3** Filipino (BSED-FIL) **PAASCU Level 3**
Mathematics (BSED-MATH) **PAASCU Level 3** Science (BSED-SCI) **PAASCU Level 3**
Bachelor of Science in Biology (BS BIO)
Bachelor of Science in Psychology (BS PSYCH)
Bachelor of Technical-Vocational Teacher Education (BTVTE)
major in: Food and Service Management

School of Business and Information Technology

As global trends emerge, the School of Business and Information Technology adapts to hone and empower students to create positive and meaningful change to the community and to the society at large. The department is driven to produce graduates with integrity and creativity as their guiding principles, as well as individuals who later on will become relevant professionals in their chosen careers. Our thrust in the department is to mold leaders who possess 21st century skills complemented with a heart for serving humanity with passion and excellence.

Degree Programs Offered:
Bachelor of Science in Business Administration major in:
    Marketing Management (BSBA-MM) **PAASCU Level 3**
    Human Resource Development Management (BSBA-HRDM) **PAASCU Level 3**
    Marketing Management (BSBA-MM) - ETEEAP
    Human Resource Development Management (BSBA-HRDM) – ETEEAP
Bachelor of Science in Information Technology (BSIT) **PACUCOA Level 1**
Bachelor of Science in Entertainment and Multimedia Computing (BSEMC)
Bachelor of Science in Accounting Information System (BSAIS)

School of Hospitality and Tourism Management

The School of Hospitality and Tourism Management is the pioneer school to offer hospitality and tourism education in the province. It is popularly known as the "powerhouse" that provides industry-laden training and produces top industry leaders. The first school in the region to offer international practicum training program and the only school recognized by CHED to embed the ETEEAP (Expanded Tertiary Education Equivalency and Accreditation) Program.

Degree Programs Offered:
Bachelor of Science in Tourism Management (BSTM) **PACUCOA Level 2**
Bachelor of Science Hospitality Management (BSHM) **PAASCU Level 2**
Bachelor of Science Hospitality Management (BSHM) -ETEEAP
Bachelor of Science Hospitality Management major in:
    Culinary Arts (BSHM-CA) **PAASCU Level 2**

Conforme

Affixing my signature over my printed name here signifies that I have thoroughly read and understood the contents of this Student's Primer and is an expression of my willingness to abide by all the rules, guidelines, and policies stipulated herein. The school authorities, therefore, have the right to subject me to any sanction proportionate to my failure to observe the conduct and behavior expected of any true-blooded LCCian.

_____
Signature over Printed Name of Student

_____
Signature over Printed Name of Parent/Guardian

_____
Date

For questions and clarifications, please feel free to contact any of the following Mentor Coaches (MCs):

CRESILDA M. AMERILA, LPT
Integrated School MC

WILMA GRACE O. AMAR, LPT
Senior High School MC

JOSELITO M. DIAZ, MBA
Senior High School MC

PENNY V. SANCHEZ, LPT, PhD
SSLATE, SARFAID MC

MARY GRACE G. PORCESO, CGSP, MBA
SHTM, SBIT MC

Our hearts are restless until they rest in You, O God.