



**FEU**  
HIGH SCHOOL

# The FEU High School Way of Learning (FEULE)

Providing a Holistic Online Learning Experience

**A Primer on the FEU High School  
Learning Plan for S.Y. 2020-2021**

Version 1 2020



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# Introduction

FEU High School recognizes the extensive changes the COVID-19 pandemic has brought in our lives. This unprecedented event upended our ways of doing things and shifted the whole world to what people have taken to calling a new normal.



Nonetheless, education must continue.

The experiences of other countries suggest that when schooling is disrupted, students may unlearn what they have mastered, significant numbers of them never return to school, and those who do find it harder to meet learning standards – all of which redound to poorer lifetime prospects for the affected age cohorts and diminished productivity for the country's human resources.

For the foregoing reason, we stand with the Department of Education in pushing for continued education during this difficult time – by shifting to flexible learning modes. We believe that we are in a unique position to do so, having been using blended learning since our inception in 2015. Through Canvas,<sup>1</sup> our learning management system, we can continue to offer our community a viable, effective, and quality schooling experience amid this pandemic.

Accordingly, for SY 2020-2021 FEU HS will be implementing a remote, online mode of delivery,<sup>2</sup> organized on Canvas, up until the end of the first semester or until such time as we, in consultation with all stakeholders, deem it safe to hold in-school, face-to-face classes again in our beloved campus in Morayta.

Thus, in the new school year FEU HS stakeholders – school administrators, faculty, non-teaching personnel, and students and parents – can expect to experience new ways of learning and teaching, providing and receiving support and assistance, and relating with each other.



# Introduction

They can anticipate facing new opportunities and challenges as they learn from doing and ease into their re-cast roles, while still aspiring to live by our core values of Fortitude, Excellence, and Uprightness.

But even in the new delivery mode, FEU HS will continue to foster an environment of community and learning. Our students will continue to Learn, Live, and Experience the #FEUHighAdvantage, in the process of acquiring knowledge and mastering skills – though now at their convenience and with agency – under the guidance, mentoring, and nurturing of teachers who make themselves available for online consultations. And, on Canvas, our students will continue to receive support services, such as guidance and counseling, health check-ups and consultations, and information and library resources.

We assure our students and their parents that everyone in FEU HS is and will be doing his/her level best to make our transition to a “new normal” smooth, easy, and convenient for all. We commit to strive, do our best, unlearn, learn, and relearn until we get it right. We pray that this enterprise will strengthen our camaraderie and, in humility, ask for your cooperation and understanding.



# Definition of Terms

To better understand the FEU HS Way of Learning in SY 2020-2021, please familiarize yourselves with our new vocabulary.

## 1 **Asynchronous Learning** - not occurring at the same time.

An asynchronous, online activity means that the student and teacher do not have to be logged in in the school's learning management platform at the same time.

Example: A reading assignment. The teacher uploads the reading material and its diagnostic assessment to Canvas. She then announces to the class via Canvas's email feature that they should read the assigned text and submit the accomplished assessment by a certain date. Within the stipulated period, the students at their convenience log into Canvas, download the assigned text and assessment, and do the assignment at their own pace. Once done with the assessment, they log back into Canvas and upload their work for the teacher to check.

## 2 **Check-in Sessions** – an online video-conference session intended for either (a) homeroom teachers to check up on their students' well-being or conduct a wellness activity or (b) subject teachers to check their students' progress or conduct subject-specific virtual face-to-face activities.

Example: A check-in session to introduce a new learning unit (or set of related topics to be learned together). The teacher announces on Canvas that a check-in session will be held during the class time next week to introduce a new learning unit. She also issues the link to the meeting in her email announcement. On the assigned date and time, the teacher hosts the video-conference sessions on Microsoft Teams. Students click on the link provided by the teacher to attend the virtual class in real time. The teacher and the students can see each other via the webcams of their computers or tablets. To conduct the session, the teacher may share her presentation slides with the class. As the teacher explains the lesson, students can click on the "raise-hand" icon to ask a question or type a comment on the chat box. When the session ends, everyone clicks on the "leave-meeting" box.

**3 FEULE** – the alternative mode of delivery of FEU HS this SY 2020-2021.

**4 Learning Management System** – is a software application that organizes (a) the learning resources and activities in a course or set of courses that the student is enrolled in and (b) the instructional resources and activities that the teacher uses in the courses he/she teaches.

**5 Self-paced Learning** – a learning method in which the learner controls how much of the material he/she absorbs and how much time he/she allocates to the learning activity.

**6 Synchronous** – occurring at the same time.

A synchronous, online activity means that the student and teacher must be logged in in the school's management system all at the same time.

Example: A check-in session.

**7 TamSpace** – the official Learning Management Environment of FEU HS.





# Our Learning Space

**Classes will be delivered on TamSpace**, the official Learning Management Environment of FEU HS. TamSpace is powered by Canvas and the Microsoft Office 365 Suite, both of which have desktop and mobile applications. All FEU HS students and teachers will have full access to Canvas and a select set of Office 365 applications.

As part of the School's "on-boarding" orientation program, online workshops for students and parents will be conducted in July 2020 to acquaint them on TamSpace, its features and functionalities, and how they can navigate the learning environment and use its various resources.

Please note that other educational apps/software may be used, as necessary, in specific subjects.





FEU High School has been using blended learning since 2015. Thanks to Canvas, our students have been accessing their learning modules, taking quizzes, and checking their grades, among other activities, online anytime, anywhere. This year we are leveling up from simply using a learning management system as an enhancing resource to drawing up a learning management environment (LME) or ecosystem at the front and center of curriculum delivery. Nicknamed **TamSpace**, the LME is powered by the integrated use of Canvas and Microsoft Office 365.







A learning management system, Canvas organizes the school-related activities of students and teachers. With a single sign-on, students easily and conveniently access all their subjects on Canvas online, anytime, anywhere. They can retrieve the course syllabus and all sorts of learning materials that the teacher has uploaded (such as videos, lecture notes, presentation slides, readings, assignments, and tests) in the course site. Canvas also facilitates teacher-student communication (via features such as text messaging, email, video conferences, and discussion boards) and the students' online submission of homework and taking of tests. Teachers can do record-keeping (such as class attendance and grades), create assessments (assignments and tests) and upload rubrics (or grading schemes) on Canvas.

Canvas is a very secure, stable, and reliable platform; it hardly – i.e., never – crashes and keeps its data safe and secure.

*“Canvas...*

- connects seamlessly with other educational software applications, making it easy and secure for students to access and use those other applications inside the Canvas environment*
- ensures privacy and security by encrypting all of its inbound and outbound internet traffic, in effect making the student anonymous to other users*
- utilizes cloud-based servers, thus decreasing system downtime and keeping student data intact*
- backs up its data everyday, thus keeping information always up-to-date”*



FEU HS students will have full (i.e., online and offline) access on their computers, tablets, or smart phones to the following applications of the Microsoft 365 Suite:

- Outlook, a personal information manager with email, calendar, and task-managing functions
- Word, a word processing program
- Excel, a spreadsheet, data-visualization, and data analysis program
- Powerpoint, a presentation program, and
- OneNote, a digital notebook for collecting, organizing, and sharing information

In addition, Microsoft Teams, a communication and collaboration platform that has chat, video-meeting, and file-storage functions, is embedded in Canvas as a signature feature of TamSpace. Teams on Canvas will allow FEU HS teachers to continue to be a nurturing influence in their students' lives even in a remote, online learning environment, by being able to virtually check on their students, host or direct class activities, and conduct one-on-one consultations.





**Assessment and LEarning Knowledge Spaces (ALEKS)** is a web-based assessment and learning system that uses artificial intelligence to customize student learning. Using adaptive questioning to track what a student knows or does not know (or has not retained) in a course, ALEKS presents to the student only the set of topics he/she is ready to learn at a given time. The student is thus provided with his/her own unique mastery path to the course's intended learning outcomes. Beginning this school year, **ALEKS** will be used by students taking General Mathematics and the Fundamentals of Accountancy, Business, and Management (FABM) 1 and 2.





# Our Structure:

## The FEU HS Learning Experience (FEULE)

Through the pandemic, FEU HS will continue to foster an environment of community and learning in ways that give utmost consideration to the health-safety of our students and their families. Hence, our students will continue to Learn, Live, and Experience the #FEUHighAdvantage, though in the meantime via a remote, online system. Specifically, this means that when school opens in July 2020, classes will be using the FEU HS Learning Experience (FEULE) alternative mode of learning.

A learner-centered instructional strategy adopted by FEU HS since 2015, the Flipped Classroom is a framework of blended learning wherein the student first studies and absorbs the content to be learned at home with the aid of technology, and his or her learning is then deepened, enriched, and practiced in in-school classes. In the FEULE, students will access and download learning modules, quizzes, and assignments from TamSpace and generally work on these offline at their own pace but within defined time periods. In other words, these will be asynchronous and self-paced activities within set deadlines.

Then, they will be required, at scheduled times, to participate in synchronous, check-in sessions with their teacher and classmates to address the socialization aspect of schooling. Through these online, live events, teachers can get a better sense of the “pulse” of their classes – how students are coping with schoolwork, where students might have problems in the materials and resources provided, who might be lagging and whose motivations might be flagging, among others – and students, for their part, will have a means to connect with their teachers and classmates and feel less isolated. In addition, these sessions can also be a way by which teachers can provide the deepening and enrichment of learning.

To minimize the time that students need to be connected to the internet (and the cost this may entail in terms of data usage), the FEULE will generally be in asynchronous mode and only go into synchronous mode, usually in short time segments (except perhaps during exams), at scheduled times that are announced ahead of time.

# Learning at your Convenience

## Asynchronous Learning

As may be inferred from the previous section, in the **FEULE**, students for the most part will work at their own pace within specified time periods. This will give students greater control of their learning activities. Our intention is that this independence will spur them to develop agency – the “capacity and propensity to take purposeful initiative” – which in turn will lead them to own their learning goals rather than be passive recipients of instruction.

The self-paced or asynchronous learning activities will include, among others, (a) the students’ accessing and downloading of learning modules, e-learning materials, assignments, and quizzes, and announcements that their teachers have uploaded on **TamSpace**; (b) their working on the implied tasks offline; and (c) their participation in discussion forums. Students have to be mindful, however, of the submission deadlines of the assigned tasks and work. In addition, students have to note that their virtual school attendance will be based on the logs of discussion forums and task submissions.

The instructional materials will be in forms of audio or video clips, recorded video lectures, handouts, e-books, and the like. All of these will have corresponding text versions (in pdf format), so that students will have recourse to learning during those hopefully rare occasions when they have poor internet connectivity.





# Check-in Sessions

## Synchronous Learning

A problem with remote online learning can be that the socialization aspect of schooling is overlooked, and students can feel isolated and disconnected from school and their friends as a consequence. To address this concern, the **FEULE** insists on holding synchronous class events regularly, so that students and teachers can have virtual face-to-face interactions in real time and forge the usual bonds of friendship and camaraderie.

Hence, students will be required to attend check-in sessions, which may be about 10-20 minutes per subject and not more than four (4) hours per day in total across all subjects. These sessions will be marked and announced on the TamSpace course calendar to enable the students plan their other activities around these times. Attendance will be checked during these sessions.

Unlike in in-school delivery where subject teachers meet their classes at the specified hours of the regular weekly schedule, subject teachers may opt to host check-in sessions at least once a week depending on the depth or difficulty of content of lessons and assessments. Under the FEULE, the weekly schedule of classes is provided to minimize scheduling conflicts in synchronous events when teachers want to hold them.

Aside from the regular check-in sessions, teachers will be available for virtual face-to-face consultations between 7:00 am and 4:00 pm during school days. Students are required to set appointments via **TamSpace** so that their teachers can allocate sufficient consultation times for their concerns.





# Schola Brevis

Online schola brevis sessions will be conducted for parents and students in the second half of July to orient them about the **FEULE** as well as with school policies, expectations, and roles. A tentative schedule of activities in schola brevis is provided below. Please note that activities and dates are subject to change; we will endeavor to provide prior notice.

## Parent's Orientation Schedule

Activity	Date
Announcement of Parents' Orientation with a Primer on Canvas	July 13
Enrollment of Parents in Canvas Courses	July 2
Educational Landscape and the Pandemic (Asynchronous)	July 3-5
School Policies (Asynchronous)	

## Student's Orientation Schedule

Activity	Date
Announcement of Students' Orientation with a Primer on Canvas	July 13
Canvas and Expectations on Online Learning	July 6-10
School Policies	July 13-24
Student Services	July 13-24
Health Services	TBA
GoCare	TBA
Library Services	TBA
Homeroom Activities	July 27-31
Subject Orientation	August 3-7

In addition, an outline of the activities for the entire semester will be provided during the orientation so that the students can plan ahead and manage their time well in accomplishing their tasks. Using the outline, students and their parents will be able to monitor whether subject milestones and learning goals are achieved.



# Weekly Routines and the Homeroom Program

We deem it important, especially at this time when so much of social life is restricted, to foster a (virtual) school environment that promotes student wellness, character development, and co-curricular learning activities. Our interventions here include weekly routines, which may be an effective way of establishing a semblance of normality under current conditions, and guidance on a select set of student wellness themes.

Homeroom sessions will be conducted once a week for announcements, updates, and co-curricular activities that develop the overall well-being of our students. These will be scheduled from 7:30 am to 8:45 am (Monday or Tuesday). There will be two types of Homeroom Sessions: **The Homeroom Check-in Sessions** and **The Homeroom-Period Sessions**.



# Weekly Routines and the Homeroom Program

## Homeroom Check-in Sessions

Schedule: 7:30 am - 7:45 am (Mon/Tue or Thu/Fri)

Dedicated for short announcements, *kumustahan*, or updates on activities or submissions set by other teachers

This is a synchronous check-in Session

## Homeroom-Period Sessions

Schedule: 7:30 am - 8:45 am (Mon or Tue)

Dedicated for student wellness or character development, as outlined in the Homeroom Program for the year

Students may also be allowed to consult guidance counsellors

May be synchronous and/or asynchronous





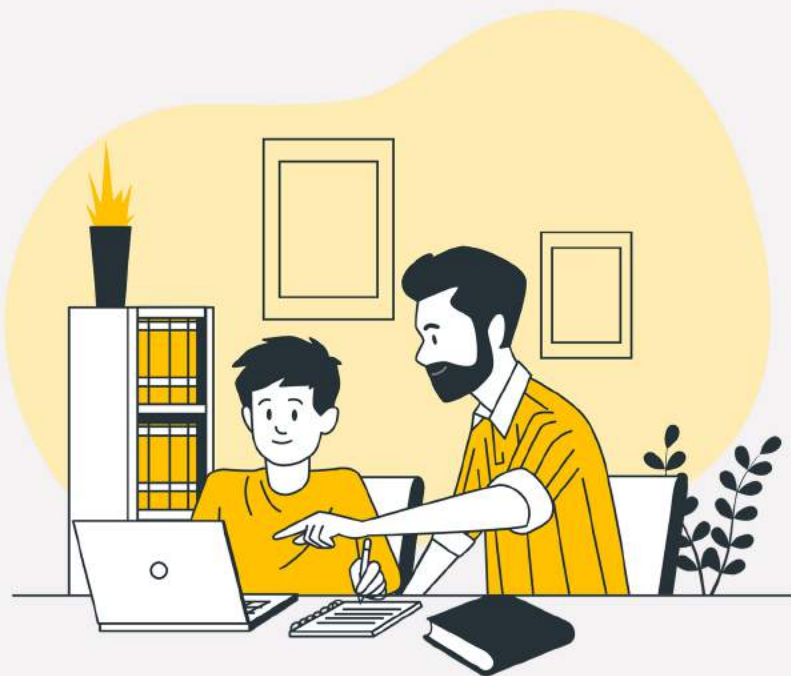
# Weekly Routines and the Homeroom Program

The **Homeroom Program** will focus on student wellness which will address the following concerns, among others:

- Communicating online
- Wellness
- Stress management
- Time management
- Online etiquette and anti-cyber bullying
- Developing agency

Homeroom advisers will also be available for consultations between **7:00 am and 4:00 pm** during school days.





## Consultation Periods

Teachers will assume the roles of learning facilitators, mentors, and coaches. Since instruction may be carried out asynchronously with pre-recorded lecture videos, presentation slides, and lecture notes that are uploaded on **TamSpace**, teachers may allocate their time to check their students' progress, deepen their students' understanding of content, and hold consultations, especially with students who may be struggling with their lessons.

Students are encouraged to avail of the scheduled consultation periods within the school day and confer with their teachers when they have questions on the content being studied or assigned activities. They may also leave messages for their teachers at any time. Teachers may not immediately respond to these messages, especially outside of office hours, but students should expect to get feedback within two (2) school days.



# Attendance

All school policies will remain in place but adapt to the new mode of delivery. Subject teachers and homeroom advisers will monitor student attendance during check-in sessions. “Attendance” through TamSpace logs will also be noted when assigned tasks are submitted or discussion forums are closed. Students will be marked present, late, or absent based on the TamSpace timestamp of their submissions. Students will be able to view their attendance records on TamSpace.

Attendance notices will be served to students based on the following instances:

**Three (3) absences** - Students are notified via TamSpace by the subject teacher

**Five (5) absences** - Parents are notified through their registered e-mail address by the homeroom adviser.

**Ten (10) absences** - Parents are notified by the Grade Level Head through an Attendance Contract.





# Attendance

Per DepEd Order No. 8 s. 2015, a student who incurs more than twenty (20) absences in a subject automatically gets a failing grade. In addition, FEU HS policy implements that three (3) records of tardiness are equivalent to one (1) absence.

For an incurred absence in either an asynchronous or a synchronous session, the student will be required to present an excuse letter signed by his/her parent or guardian.

An absence may be deemed excused if due to personal illness, death of an immediate family member, force majeure, a religious holiday or similar event, or some other reason accepted by the school administration. For an absence due to personal illness to be excused, however, a medical certificate must be attached to the parent's/guardian's letter.

When the student's absence is excused, he/she will be allowed to make-up for missed class activities.

# Assessments and Grading System

Similar to in-school, face-to-face classes, student performance will be evaluated through assessments (Written Tasks, Performance Tasks, Quarterly Assessments), which will be assigned the weights specified by the DepEd in the calculation of the quarterly grade. No more than three (3) assessments will be allowed per day. Performance tasks will be assigned at least one (1) week before the deadline. A subject may have at most two (2) assessments per week. All examinations will be conducted in TamSpace at specified times which will be announced at least a week prior to exam date to give students sufficient time to ensure that they will have stable and reliable internet connections then. TamSpace will automatically record the scores in student gradebooks.

## Parent-Teacher Appointments

Requests for appointments may be coursed through the subject teacher or the Homeroom Adviser via their respective TamSpace mailbox. Students or their parents may expect to receive a note confirming of the appointment within three (3) school days.





# Sample Schedule of Classes

Under the **FEULE**, the weekly schedule of classes is provided to minimize scheduling conflicts in synchronous events when teachers want to hold them. Below are sample schedules of synchronous classes for Grades 11 and 12. Please note that schedules may vary depending on the activities conducted by subject teachers. Official holidays and class suspensions declared by the school administration will be observed.

## Grade 11 Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 7:30	Consultations				
7:30 – 8:45	Homeroom	Subject 6	Group	Subject 1	Subject 6
8:50 – 10:00	Subject 1	Subject 7	Activities	Subject 2	Subject 7
10:00 – 11:15	Subject 2	Subject 8	Consultations	Subject 3	Subject 8
11:15 – 12:15	LUNCH				
12:15 – 1:30	Subject 3	Subject 9	Group	Subject 4	Subject 9
1:30 – 2:45	Subject 4	Subject 10	Activities	Subject 5	Subject 10
2:45 – 4:00	Subject 5	Consultations	Consultations	Consultations	Consultations

## Grade 12 Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 7:30	Consultations				
7:30 – 8:45	Homeroom	Group Activities Consultations	Subject 6	Subject 1	Group Activities Consultations
8:50 – 10:00	Subject 1		Subject 7	Subject 2	
10:00 – 11:15	Subject 2		Subject 5	Subject 3	
11:15 – 12:15	LUNCH				
12:15 – 1:30	Subject 3	Group Activities Consultations	Group Activities Consultations	Subject 4	Group Activities Consultations





# **Our Non-Academic Services and Other Learning Resources**

## **Guidance Services**

Online guidance services will be provided. Students may either be referred by their teachers or set an appointment on their own using the contact information at the end of this document. From time to time, the GoCare Office may also invite a student to a regular counseling session. Webinars and other online modules will also be made available to parents or guardians to help them provide support and encouragement to their son/daughter or ward through this new learning experience.

## **Virtual Library**

In addition to the modules and resources supplied by their teachers, students may access the virtual library resources of the school to enhance their learning activities.

## **Parent-Teacher Conferences**

Midterm and semestral parent-teacher conferences will be scheduled online for the teachers and the parent to exchange notes on the academic status and progress of their students.



# Recommended Software and Hardware for the FEULE

To ensure that our students will have an effective and high-quality digital learning experience devoid of frustrating snags, we recommend the following system requirements:

Resource	Specification
Internet connection	At least 8 mbps for video
	At least 5 mbps for audio only
Operating systems	Windows 10 (recommended)
	Mac OSX 2018 version or higher
Desktop / Laptop	At least i3 processor or equivalent
	4 gb ram or higher
	500 gb hard drive
	Monitor with 1024 ´ 768 resolution or higher
	Video card support with 1024 ´ 768 resolution or higher
	Speakers
	A web camera capable of video conferencing
	Computer microphone or attachment
Browser	Google Chrome latest version (recommended) or Firefox latest version
Mobile (optional)	iOS or Android latest version

# Our Roles and Responsibilities

## Students

- Be punctual in attending classes
- Attend all online synchronous sessions
- Participate in all online asynchronous sessions
- Consult teachers regarding clarifications on lessons and activities
- Submit requirements by the set deadlines
- Answer surveys conducted by the school
- Follow the required dress code during synchronous and asynchronous group or class sessions
- Check announcements in Canvas daily
- Create a regular study schedule
- Manage time and work load
- Keep teachers and class adviser informed should there be issues affecting their schooling

## Teachers

- Create an online environment of community and learning in your courses
- Monitor the progress of all students
- Give immediate feedback to students
- Schedule consultation sessions with students
- Schedule conferences with parents for updates

## Parents/Guardians

- Update the school on information that may affect the student and his/her schooling
- Support the technical requirements of online learning
- Set up a working/study area for the student to use daily
- Encouraged to monitor study habits and student progress





## Connect with us.

This Primer is intended to briefly describe SY 2020-2021 learning plan of FEU High School to our students and their parents. Any additional guidelines shall be communicated to the school community through official channels. For specific concerns and clarifications, please contact the appropriate email or link provided in the following table:

Office	Concern	Email Address
Academic Director ( <i>Alternative Delivery Mode Coordinator</i> )	Academic concerns	academics@feuhighschool.edu.ph
Registrar	Transcript of Records Enrollment Requirements/Procedure	admissions@feuhighschool.edu.ph
Cashier	Tuition Fees Payment Schemes	finance@feuhighschool.edu.ph
Homeroom	Student Activities	ktan@feuhighschool.edu.ph
GOCARE	Career Interviews Counselling	guidance@feuhighschool.edu.ph
Library	Library Resources	library@feuhighschool.edu.ph
EdTech	IT concerns Canvas access and issues	edtechoffice@feuhighschool.edu.ph

# S.Y. 2020-2021 School Calendar

JULY 2020						
Su	M	T	W	R	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	T	W	R	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	
1	2	3	4	5	6	
1	2	3	4	5	6	7
30	31					

SEPTEMBER 2020						
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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
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22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
Su	M	T	W	R	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Dates to Remember

### 2020

July 27 - 31 - Homeroom Orientations  
 August 3 - 7 - Subject Area Orientation  
 August 10 - Regular Classes for Grades 11 and 12  
 September 9 - Midterm Consultation  
 October 1 - 2 - First Semester Midterms Week  
 October 5 - 6 - Special Exams  
 October 28 - 1st Semester Advisement Grades on Canvas  
 November 26 - 27 - First Semester Finals Week  
 December 1 - 2 - Special Exams  
 December 7 - 8 - Removal Exams  
 December 16 - First Semester Report Card Distribution  
 December 18 - Last Day of Class for 2020

### 2021

January 4- Offices Open  
 January 4 - Start of Classes for 2021  
 January 6 - Second Semester Midterms Consultation  
 February 8 - 9 - Second Semester Midterm Exams  
 February 11 - Second Semester Special Exams  
 March 3 - Second Semester Advisement Cards on Canvas  
 April 15 - 16 - Grade 12 Second Semester Finals Week  
 April 19 - 20 - Grade 12 Special Exams  
 April 22 - 23 - Grade 12 Removal Exams  
 April 22 - 23 - Grade 11 Second Semester Finals Week  
 April 26 - 27 - Grade 11 Special Exams  
 April 29 - 30 - Grade 11 Removal Exams  
 May 12 - Card Distribution  
 May 18 - Thanksgiving Service  
 May 19 - June 16 - Summer Classes  
 May 20 - Graduation Ceremonies

## Legal Holidays and Non-Class/Working Days

July 20, 2020, Monday - Eid' Adha  
 August 21, 2020, Friday - Ninoy Aquino Day  
 August 22, 2020, Thursday - Eid' Adha  
 August 27, 2020, Tuesday - National Heroes Day  
 November 1, 2020, Sunday- All Saint's Day  
 November 2, 2020, Monday - All Soul's Day  
 November 30, 2020, Monday- Bonifacio Day  
 December 25, 2020, Friday - Christmas Day  
 December 31, 2020, Wednesday- Rizal Day  
 January 9, 2021, Saturday - Black Nazarene  
 February 12, 2021, Friday, Chinese new year  
 February 25, 2021, Thursday- EDSA Revolution Anniversary  
 April 1, 2021 - Maundy Thursday  
 April 2, 2021 - Good Friday  
 April 3, 2021 - Black Saturday  
 April 9, 2021- Day of Valor  
 May 1, 2021- Saturday Labor day  
 May 13, 2021, Thursday- Eid' Adha

JANUARY 2021						
Su	M	T	W	R	F	Sa
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24	25	26	27	28	29	30
31						

FEBRUARY 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
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28	29	30	31			

APRIL 2021						
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MAY 2021						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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# FEU HS Back to Work, Health, and Safety Protocols

In line with the efforts of the Philippine government in ensuring public safety, and mindful of health, well-being, and safety of the FEU community and the general public, the Facilities and Technical Services (FTS) Office has prepared for the phased re-opening of the campus - by installing all necessary equipment for health-safety protocols and thoroughly clearing and sanitizing all spaces and surfaces.

Operations shall resume on 8 June 2020 based on a work schedule and back-to-work instructions set forth in this guidelines. FEU High School (FEUHS) shall implement the following:

1. Starting 8 June 2020, campuses shall resume operations on a limited workforce basis from Monday to Friday in two (2) flexible work arrangements:
  - Work from Home (WFH)
  - Rotational Teams (Team A and Team B)
2. Employees who are sick are advised to stay at home and seek health care service.



3. The following general preventive measures shall be observed and practiced at all times whether inside or outside the campus:

- Physical distancing of at least one (1) meter radius from other persons
- Wearing of a face mask
- Frequent handwashing with water and soap
- Proper coughing and sneezing etiquette
- Minimal and brief face-to-face transactions that are conducted only if unavoidable

4. Entry Protocol into the campus:

- All persons are advised to use Gate 4 to enter (and Gate 3 to exit) the Manila campus
- While on queue to enter the campus, all persons shall observe physical distancing of at least 1 meter.
- A “no face mask, no entry” policy shall be strictly implemented.
- FEU employees shall tap their ID on the turnstile before entering the campus. Non-FEU employees must secure a Visitor’s ID prior to entry.
- All persons, including those in vehicles, must undergo temperature scanning. Employees whose body temperatures are above 37.5 C, even after 5 minutes of rest, shall be referred to the University Health Services (UHS) for further assessment. Non-employees whose body temperatures are above 37.5 C shall be advised to seek health care service and not be allowed to enter.
- Those who pass the thermal scan are required to hand-sanitize using the alcohol-based rub/solution provided and must accomplish the daily health checklist form, record their temperature on the form, and submit the same to the security personnel.
- Before and after using a biometric machine, all employees are required to hand-sanitize using the alcohol-based rub/solution placed near the machine.

5. Comportment Inside the Campus

All persons inside the campus are advised to:

- refrain from touching their face, especially the mouth, eyes, and nose
- frequently wash their hands with water and soap or hand-sanitize using an alcohol-based rub

6. All employees are required to sanitize their workstation upon arrival at and before leaving the office.
7. All employees are encouraged to bring their own meals and (hot/cold) drinking water supplies, utensils, and other personal items (e.g., drinking glasses, mugs, towels, dishwashing soap, and cleaning sponges).
8. Two (2) food concessionaires at the ABFB canteen shall be open for take-out orders only.
9. Aside from the parking area inside the campus, the Engineering Bldg. and R. Papa parking areas shall be made available subject to existing policies. A parking area for bicycles shall be designated by FTS.

We ask for everyone's understanding and full cooperation in complying with these measures. Let us conduct ourselves during these difficult times with Fortitude, Excellence, and Uprightness.

Be Brave and Stay Safe, Tamaraws!

