



## BALIWAG MARITIME ACADEMY

Km 54 Cagayan alley Road  
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### SENIOR HIGH SCHOOL

#### ADDENDUM TO THE PROVISIONS OF FLEXIBLE BLENDED LEARNING SENIOR HIGH SCHOOL HANDBOOK SY 2020 – 2021

### Introduction

The **Baliwag Maritime Academy-SENIOR HIGH SCHOOL** created system of prevention during extraordinary situations for establishing new standards in our academic norms and services to eliminate the dangers it may cause to our clientele and stakeholders. Assuring that we can deliver quality education as one of our thrusts, positioning of new modalities to process and to perform teaching and learning is now viewed as empirical and efficient.

Moreover, the **Senior High School** of *Baliwag Maritime Academy* believes that these new and alternative modes will not result to the “loss of instruction” but, more so will provide students new interesting ways to discover their world and engage in learning to acquire knowledge at their own pace and deliver desired outcomes.

During unprecedented event like COVID-19 pandemic brings in unprecedented problems and challenges, however, BMA assures our students, parents, stakeholders and employees that the health and safety are of paramount importance. We have limited choice but rather to transform and make these challenges into opportunities for improvement.

These addendum outlines the following procedures and instructions an organization, students and stakeholders must follow in the face of extraordinary times:

#### Article 11 Administrative Policy

- Section 1 Admission Policy
- Section 2 Withdrawal & Dropping
- Section 3 Refunds

#### Article III Academic Policies

- Grading System
- Section 6 Examination Guidelines
- Section 8 Issuance of Report Cards

#### Article IV Student Activities/Club Activities

#### Article V General Policies

#### Article VI Policies and Rules on Discipline

- Section 1 Wearing of Prescribed Uniform
  - 1.1 Proper Grooming & Haircut
- Section 2 Attendance
- Section 3 Suspension of classes due to Typhoons and other calamities
- Section 4 Disaster Management
- Section 5 Waste Management
- Section 6 Supervision of Learning (monitoring of school heads)
- Section 7 Provision of Transition Program
- Section 8 Announcement/Communication
- Section 9 BMA Compliance to minimum Health Standards issued by DepEd, DOH, and IATF

## ARTICLE II ADMINISTRATIVE POLICY

- ❖ BMA goal remains the same. Our Mission, Vision, and Quality objectives are unchanged.
- ❖ Our priority is the faculty's and students' safety and well being
- ❖ Our processes will be rearranged

Deployment of reasonable, transparent and outcomes-based flexible blended learning taking into consideration the importance of health and safety.

Generally, three main delivery modes exist: face-to-face, flexible and distance learning. Importantly, learning technology applies to all three modes; technology can be used to:

- **Enrich traditional face-to-face teaching**
- **Enhance existing flexible forms of delivery**
- **Increase the level of engagement and social presence of students studying at a distance**
- **Enables students to learn at their own pace**

In each delivery mode, technology can be used to blend the best of conventional teaching with online forms of learning.

## SECTION 1 ADMISSION POLICY

Academic Track and Strand offered:

Pre-Baccalaureate Maritime Specialization

Final Subject grade in English, Math & Science must be at least 80% and above.

### 1.1 Admission Test

All student-applicants for the Senior High School Program are required to take the Academy's Admission Test. This two (2) hours online entrance examination covers Language Skills, Analytical Ability, Mathematics and Sciences.

### 1.2 Admission Test Requirements

- Photocopy of Report Card or SF9
- Photocopy of PSA Birth Certificate (must not be over 20 years old)
- Certificate of Good Moral Conduct issued by the school
- 2 recent 2x2 colored picture with applicant's name tag

**Reminder:** Please bring original document for verification. All submitted documents in compliance with the entrance examination requirements shall become a property of Baliwag Maritime Academy and are not to be returned to the applicant.

### 1.3 Admission Qualifications

- High School graduates/Grade 10 completer

### 1.4 Admission Process

- Applicants are required to submit a scanned copy of the documents required at Baliwag Maritime Academy-Registrar's Office FB Page prior to scheduled date of examination.
- The applicants shall receive a notification the he qualifies to undergo the entrance examination stating the date and time of examination. He will also be advised to pay the entrance examination fee at the accounting office.
- Proceed to the Online Entrance Examination on the given date and time.
- Qualified student-applicants must undergo briefing/orientation prior to enrolment
- Student-applicants can proceed to Virtual Reservation of Enrolment and shall pay a non-refundable Reservation Fee to the Accounting Office amounting to Php 1,000.00.

### 1.5 Medical Requirements

- The height of the applicant must be 5'2" and above.
- The applicant must not be color blind.
- Must pass the medical examinations conducted in ANY accredited Department of Health (DOH) clinic.
- The Academy strictly implements the NO MEDICAL, NO ENROLMENT POLICY.

## 1.6 Enrolment Process

To qualify and be eligible for enrolment, the following guidelines must be strictly adhered;

### • ENROLMENT REQUIREMENTS

- Grade 11** - Grade 10 completer  
Passed the Entrance Examination and Medical Requirements  
SF9  
Certificate of Good Moral Conduct  
Original & Photocopy of PSA Birth Certificate  
Photocopy of Certificate of Completion  
2 pcs. 1x1 picture
- Grade 12** - Grade 11 completer  
Passed the medical requirements  
Clearance  
SF9

**Note:** If the documents stated above are not submitted during registration/enrolment, the students will be given leniency subject to prescribed date to submit the required documents.

For leniency and convenient enrolment accessibility, the Academy offers two enrolment modes which enrollees / parents may opt to decide;

### • MODE OF ENROLMENT

#### **Online Enrolment**

#### **Face to Face Enrolment**

For Online Enrolment, requirements shall be submitted via LBC or any express padala prior to scheduled enrolment.

For the face to face enrolment, enrollees/parents, shall set an appointment with the school registrar in advance before proceeding to the Academy and bring the enrolment requirements.

**CONTACT NOS. FOR APPOINTMENT – 766-1263/0920-971-0820**

Please be reminded that the Academy strictly observed the, “NO APPOINTMENT, NO ENROLMENT POLICY” and the “NO FACE MASK, NO ENTRY POLICY”.

## SECTION 2 WITHDRAWAL AND DROPPING

### **2.1 WITHDRAWAL**

Refund Basis: Payments made for Tuition Fee, Miscellaneous and Other Fees (Except Uniform and Books)

Computation of refund shall also be based on the fixed **non-refundable amount** as follows:

- Within two (2) weeks prior opening of classes – P 3,600.00
- Within the week of opening of classes – P 5,000.00
- One (1) week after opening of classes – P 7,000.00
- Two (2) weeks after opening of classes – no refund will be granted

Note: All payments made relating to uniform and books are **non-refundable**.

### **2.2 DROPPING**

Refund Basis: Payments made for Tuition Fee only

Refund/Settlement of fees based on filing date:

- Any payments made in excess of the pro-rated Tuition Fee based on the filing date shall be refunded to the midshipmen/student.
- Unsettled balances from the pro-rated Tuition Fee based on the filing date shall be settled for clearance of the midshipmen/student.
- Computed refund related to tuition fee, miscellaneous and other fees shall be adjusted if there are any overpayments or outstanding balances related to Uniform and Books.

## SECTION 3 REFUNDS

3.1 Any approved refund shall be released by the Accounting Office two weeks after the date of filing of the Withdrawal/Dropping Form.

3.2 The claimant of refund shall submit a photocopy of one (1) valid ID affixed with signature to the Accounting Office and shall accomplish a Transmittal Slip.



ARTICLE III ACADEMIC POLICIES

The teaching and learning modality will be “**Blended Learning**”, a combination of online teaching and traditional classroom method. Internet connection will be necessary for both students and teachers.



1. All students are **REQUIRED** to enroll and to attend on their dynamic platform thru Academy’s prescribed Learning Management System – S E A V E R S I T Y classes regularly and religiously.  
**SCHEDULE OF CLASSES** is modified without compromising the minimum requirement of DepEd. Duration of classes is 240 min screen time from Monday to Friday. There will be time allotted for online session and self-paced learning.
2. Students shall report to school twice a month for monitoring of activities, projects and academic and discipline progress.  
However, if face-to-face instruction is not yet allowed on the scheduled date of reporting or even beyond, the following measures shall be continued:
  - The Academy will continue conducting classes through the use of flexible learning arrangement which already started when the school year opened.
  - If circumstances will not allow or allow, a phase may be extended, shortened or shift to another phase on the bases of the sound decision of Administration.
3. Students shall submit the accomplished portfolio for every subject at the end of the grading quarter.
4. Students should adopt to asynchronous modality for the purpose of information dissemination.

The BMA Learning Management System will have:

1. Online Classes
2. Offline Mode (Independent Learning-Asynchronous)
3. Small Group Assessment
4. Online Library
5. Responsive and accessible system
6. Personalized dashboard which gives a current status
7. Collaborative Tools and activities
8. Notification and messaging
9. Progressive and real-time tracking on progress of learners
10. Peer and self-assessment

TECHNOLOGY REQUIREMENTS

Those with digital access	Those with limited digital access
Smart phone with capacity to do video calls or take photos -Internet connection -Earphones or headset <b>The following equipment is an advantage:</b> -tablet -desktop -4mbps internet connection	Phone with capacity to make calls and text messages, earphones

LEARNING MATERIALS

(All Learning materials can be picked up from school or can be downloadable)

<b>GRADE 11</b> <b>GRADE 12</b>	Textbooks & E-books Activity Sheets Online Library Faculty Student Module Form Portfolio-Outline LMS
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ON THE UTILIZATION OF COMPUTER LAB AND LIBRARY

The SHS Library is equipped with adequate books, magazines, periodicals and other materials, as well as selected current newspapers. Students are encouraged to use the facilities for their own intellectual growth and development. Internet-connected computer units are also provided for research purposes. Likewise, they are required to abide by the Library rules and regulations and Computer Laboratory rules.

- The Librarian continuously uploads e-books, e-journals and e-magazines to BMA SHS Facebook Page for online references exclusive for bonafide students and employees of the academy.

For Student Access to Seaversity LMS:

- The students shall have access to BMA Learning Management System – S E A V E R S I T Y (e.g. e-books, resources, references, Work Immersion, Teaching and Learning exercises, etc.)
- The students will log in and out before and after using the e-resources.
  - 1.1.Teachers shall check the attendance of the class using the virtual classroom
  - 1.2.In case that a student shall have 3 consecutive absences on Seaversoty classes, his parents/legal guardian shall meet with the adviser and Coordinator for Discipline.

GRADING SYSTEM

The BMA-SHS shall use the same grading system as per DepEd Order #8, s. 2015 with some modifications if needed.

SECTION 6 EXAMINATION GUIDELINES

Formative and summative assessment shall be conducted by the teachers to track and measure students’ progress. These shall be done through paper-based, offline or online assessment format, whichever is appropriate to the context and needs of the students.  
Portfolio-based assessment is positioned to support independent learning which is under the regular monitoring of the subject teacher and to be submitted at the end of the grading period

The following measures shall be taken in observance of the online examinations for extraordinary situations and national crisis:

1. A code shall be generated and will be sent to the students to access examinations platforms like google forms and the likes;
2. The examination is under time pressure and in strict observance of discipline, integrity and credibility. For these cases the student must open his camera while taking the examinations in order for the teacher to monitor the situation, failure to do so would mean non-conformance and it will automatically void the examinations;
3. On these circumstances, the student must prepare for strong and reliable internet connection. Poor connection may result to invalidity of the examinations on his end.
4. The student must secure a safe and place free of interruptions during the test taking.
5. For the giving of the disciplinary sanctions, the Coordinator for Discipline shall call for a conference with the student and his parent or legal guardian with the presence of the Adviser.

## **SECTION 8 ISSUANCE OF REPORT CARDS**

We will follow the same procedure on the distribution of report cards, however, if face-to-face instruction is not yet allowed on the scheduled date of reporting or even beyond, the following measures shall be implemented:

1. The copy of the report card shall be sent to the registered e-mail of the parent by the adviser on the scheduled date of the Academy;
2. Since the acknowledgement of the parent or legal guardian is necessary, he or she shall send a notice to adviser that he or she received the copy of the report card;
3. The response shall be done within 48 hours.

## **ARTICLE IV STUDENT ACTIVITIES/CLUB ACTIVITIES**

1. The Club Moderators shall identify activities to be undertaken online and virtually (video clipping, photographic materials, and the likes) per quarter for the approval of the Principal and SHS Administrator;
2. Dissemination of the list of activities shall done among the members under the monitoring of the Moderators;
3. All approved materials and activities shall be posted on the Official LMS Platform and/or Official SHS FB Page.

## **ARTICLE V GENERAL POLICIES**

### **ARTICLE VI POLICIES AND RULES ON DISCIPLINE**

Student handbook will still be the guide in imposing discipline to the students.

During virtual classes, students shall observe the following disciplinary measures:

1. Observe proper decorum. During online classes or meetings, video may appear on other screens thus students must represent themselves the way they want to be seen in public. Students should observe academy's haircut requirements and face must be free from beard and mustache.
2. Dress appropriately. Just like face to face learning, wearing of the prescribed uniform is a requirement. The camera should be turn on and listen critically and carefully to the discussant.
3. To protect learners from misconduct or misbehaviors during online learning, the following are the plans for discipline in the new normal. Teachers will report to the Coordinator for Discipline in case that there are students showed negative attitude/misbehaviors during online classes such as:
  - ❖ Cyberbullying to their classmates;
  - ❖ Gross acts of disrespect in word or in deed which tend to put any member of the administration, faculty and non-teaching staff in ridicule or contempt.
  - ❖ Posting of undesirable videos and photos;
  - ❖ Three consecutive online absences
  - ❖ Cheating/ dishonesty. Teacher should validate the authenticity of their work outputs.
  - ❖ Hacking of personal accounts
  - ❖ Acts of lewdness, immorality, display or distribution of inappropriate material like pornographic pictures and videos.
  - ❖ Unruly behavior during online classes
  - ❖ Other analogous acts that may endanger/threaten any learner, school personnel or the school



SECTION 1 WEARING OF PRESCRIBED UNIFORM

Students will start wearing the prescribed uniforms once start of classes begins (Online/In-Campus)

DAY	GRADE 11	GRADE 12
MONDAY	White T-shirt w/ BMA Logo, Maong pants and white rubber shoes and white socks	White and Green with White Undergarment, black socks and shoes.
TUESDAY		Green (lower and upper) with White undergarment
WEDNESDAY		
THURSDAY		
FRIDAY		PE Uniform with white rubber shoes
For IN-Campus: Wearing of IDs/nameplate		

GUIDELINES TO OBSERVE WHEN IN-CAMPUS REPORTING TO BALIWAG MARITIME ACADEMY

1. When reporting to the Academy, the student should wear proper uniform and observe proper haircut, if NOT, the Academy is given the right to perform haircutting to impose as a disciplinary protocol.
2. Students should NOT be posting anything on the internet which may cause damage to the name of the Academy.
3. Students should not publicized materials or capture dashboard of LMS or conversation disseminated and distributed to them using any modality by their teachers to uphold integrity
4. Students shall ensure that he is healthy and free of any illness and its symptoms when to report to the Academy, if determined to be, he shall not be allowed to enter the school premises.
5. Do not go to off limit areas.
  - a. SHS Faculty room
  - b. Barracks
  - c. Registrar Office
  - d. Accounting Office

1.1 PROPER GROOMING AND HAIRCUT

- a. Proper Hair cut (2x3) every reporting
- b. Shine paraphernalia
- c. Shaved mustache and beards
- d. Wearing of jewelries are not allowed.
- e. Wearing of face mask is required.
- f. Bring alcohol or hand sanitizer.
- g. Strictly observe physical distancing.
- h. Transaction shall only be done in designated areas/windows.

SECTION 2 ATTENDANCE

The students are required to attend his class regularly as per set schedule of classes. The Advisers and Coordinator for Discipline shall monitor the attendance record of students. In any case the students acquired more than (3) absences shall be subjected for disciplinary measures.

SECTION 3 SUSPENSION OF CLASSES DUE TO TYPHOONS AND OTHER CALAMITIES

The suspension of online classes due to typhoons and other calamities shall be observed upon the announcement of the local government unit or national government. And to compensate the loss of instruction during the suspension, make up online classes shall be upheld on **Saturday**. To this, students must attend to all online and virtual activities will be given by subject teachers.

SECTION 4 DISASTER MANAGEMENT

**Disaster Management Plan & Control** - In the event of unprecedented or unexpected emergency, the school administration shall be ready to take immediate course of action necessary for disaster management such as in cases of fire, earthquake, disease outbreak/health crisis (Pandemic, etc.). The aim of School Safety Plan is to ensure the safety of students and staff during emergencies. It is necessary to know how to identify hazards in the school, how to manage the hazards and how to mitigate the effects through planning and effective response.

The Company safety officer under the guidance of the Quality Management Committee shall formulate emergency plans and programs for implementation of crisis mitigation to protect the operational safety and security of the Cadet/customers, personnel/staff, infrastructures/facility and other stakeholders. Development of plan of action to be taken shall be in consideration of the procedures No. 13 Designs and development and Annex-D1 of the quality management system.

The Administration shall conduct regular emergency Training drills to enhance awareness of its personnel and customers in disaster response procedures in line with the government guidelines and advisories (national and LGU).

## SECTION 5 WASTE MANAGEMENT

Cleaning and waste disposal: The school environment is kept clean and safe. Classrooms and other teaching areas are regularly cleaned to minimize dust. Outside and inside areas are free of sharp objects and other physical hazards. Solid waste is collected from classrooms and offices daily and disposed of safely. Wastewater is disposed of quickly and safely.

- Designated place to be earmarked outside the classroom for collection of black bags.
- It should be collected at least twice daily by maintenance.



## SECTION 6 SUPERVISION OF LEARNING (monitoring of school heads)

### *Monitoring Schemes and Support System*

Monitoring, as a pivot in achieving quality and excellence is part of the advance planning of the institution, and believe to be an inseparable part of the operations. With this, to safeguard the delivery of quality instructions in the new normal, the following measures are to be observed as part of the monitoring:

- The Office of the Principal shall monitor the On-line delivery of teaching and learning in collaboration with IT Department in order to address concerns of faculty members and students. He shall likewise monitor the effectiveness of “Blended” Learning being provided.
- Advance and regular submissions of Daily Lesson Log
- Use of Learning Matrix Template aligned with Most Essential Learning Competencies
- A dedicate Coordinator for Discipline assigned to regularly monitor students’ participation in Face to Face mode
- The Principal shall also randomly communicate with parents twice a semester to ensure and keep established and strong line of communication with stakeholders.



SECTION 7 PROVISION OF TRANSITION PROGRAM

- Training of school heads, teachers and learners/ Program for parents’ orientation on new norms including Psycho-socio intervention of schools’ officials, teaching and non-teaching personnel, and learners
1. Furthermore, aside from attending webinars and online fora, the institution is planning to hold a Faculty Training Workshop to continually enhance their knowledge and capacity in recognizing the needs of the present situation. Series of training will also be conducted to all employees necessary on the transition for the new normal including psychosocial support likewise mental health & psychosocial support will be given to Students
  2. The **Orientation Program** is part of the annual preparation for the opening of classes in the senior high school which is done per year level for the previous year. However, since physical distancing must be observed, for the A.Y. 2020-2021, the following guidelines must be followed:
    - General Orientation Program on the utilization of blended learning delivery will be conducted BY BATCH.
    - During the orientation program, the scenario for this plan shall be explained.
    - The Academy policy on academics, non-academics and payments shall be discussed.
    - Internet connectivity of all students shall be verified.
    - The orientation program for every section shall be done every two hours.
    - Ensure the registration and enrolment of all students on the Approved Learning Management System and/or prescribed platform by the administration.
    - Contact number of parent shall be given to the Adviser
    - There will be a trial on Student’s Online Classes

The abovementioned topics are believed to be essential for the stakeholders to cope with the present situation and will aid them for the transition from traditional practices to the new normal.

SECTION 8 ANNOUNCEMENT/COMMUNICATION

Those with digital access	Those with limited digital access
Seaversity, Email, Official SHS Fb Account, Text messaging	Text messaging

SECTION 9 BMA COMPLIANCE TO MINIMUM HEALTH STANDARDS ISSUED BY DepEd, DOH and IATF

With these unprecedented challenges in the educational system, the Academy will observe all the guidelines of the DepEd, DOH and the IATF, on whether the risks classification in a locality will allow face-to-face attendance in schools, or not. We will implement a “*safe back to school program*”, consisting of health standards that will ensure everyone’s safety in areas that will already allow physical attendance in schools.

Given the anticipated disruptions in face-to-face holding of classes, and the need for social distancing, alternative blended learning will be a major component of learning delivery for the incoming school year. The administration is working double time to ready our delivery of accessible and quality education in the “New Normal” scenario without compromising the health and safety of our students, employees and stakeholders.

BMA adopted the following health and safety precautionary measures:

- 👉 ○ Perform routine environmental cleaning and disinfection of Classrooms and Laboratories, Offices, Messhall, surroundings and frequently touch objects that are exposed to students, employees and customers.(Schedule will be posted)
- Security Personnel shall strictly conduct Thermal scanning without fail to identify and control entry of visitors. Students/Employees who will be determined by thermo scanner with 37.5 degrees body temperature will NOT be allowed to enter the school premises and will be advised to seek medical attention from the professionals.
- Provision of footbath at the school entrance and sanitation stations in strategic places and ensure availability of hand wash soap in al toilets.
- Students, Midshipman, employees are required to bring handy alcohol in their pockets
- Maintain personal hygiene at all times by washing your hands often.
- Wearing of appropriate face mask is mandatory by students and personnel.
- Social distancing in case of face- to- face encounter
- Modify classroom arrangement to ensure social distancing measures
- Utilizing the classrooms during recess and lunch break
- Staggered breaks and lunchtimes
- The School Nurse shall post the Do’s and Dont’s in strategic location

**What if somebody among students or staff tests positive of COVID-19?**

- ☞ The management shall immediately notify local health officials, staff, and family of any case of COVID-19 while maintaining confidentiality in accordance with the Department of Health directives.
- Isolate the student/worker immediately away from other individuals
  - Strict home quarantine for Students, staff, and faculty who are sick or experiencing a COVID-19 like symptoms
  - Recommend the employee to undergo 14 days of self-isolation
  - Refer the employee to the company healthcare provider or nearest local health center or hospital.
  - Decontamination of Workplace

**SECTION 9 COMMUNICATIONS**

*Signed*  
**CHRISTIAN LAWRENCE N. REYES**  
*Principal, SHS*

*Signed*  
**MA. CONCEPCION C. ONG**  
*SHS Administrator*

*Signed*  
**CAPT. MAXIMO M. PESTANO**  
*School Director*

*CONFORME*

*Date*

We fully understand and will willingly abide on the above stated policies of Baliwag Maritime Academy. We also give BMA the right to perform disciplinary protocols included in the aforesaid provisions.

_____ Signature over Printed Name (Parent/Legal Guardian)	_____ Signature over Printed Name (Student)
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