



# MONTESSORI DE MANILA

Primary • Elementary • Secondary Levels

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Learning Continuity Plan Circular 2

May 25, 2020

Dear Parents/Guardians,

MDM is excited to share with you all the preparations we have been doing during the ECQ to make sure that our virtual classes for School Year 2020-2021 will be as engaging and educational as our physical classes in the past years.

Here are some reasons why MDM's Distance Learning curriculum is a good choice for you and your child:

- Montessori principles of independence, freedom of choice, and freedom with discipline are still practiced in distance learning.
- Montessori materials for Casa and Elementary are still part of learning.
- Schedule of the subjects per term is manageable, flexible, and not overwhelming.
- Modules are self-instructional and can be accomplished with minimal adult supervision. These are applicable for both online and offline learners.
- Class Directors and Class Directresses are available for consultation at designated schedules.

Here are additional details for your guidance. For information not listed here, we thank you for your patience as we continue to finalize further details.

## I. OPENING OF CLASSES AND SCHOOL CALENDAR

The school year will officially start on August 3, 2020. Prior to this, please take note of the following dates in the abridged schedule for the First Term. A more complete and detailed School Calendar will be released soon.

July 20 - 24	<p>To gain access to Google Classroom - the Learning Management System MDM will use - we will send you your child's Gmail address after you email to us the following information in the indicated format:</p> <p><i>Subject:</i> Gmail address of my child/ren <i>Body:</i> Name/s of child/ren LRN or Student ID Incoming Grade Level</p> <p>Upon receiving your child/ren's Gmail address, you may activate it by changing the password.</p> <p><u>Only enrolled/reserved students will be issued a Gmail address.</u> Enrollment is on-going until slots are available.</p>
August 3 - 7	<p>Advisers will call you about the Classroom Orientation, class schedules, conduct of distance learning, requirements, reminders, and use of the Google Meet app for the scheduled online tutorials (webinar).</p>
August 10 - 14	<p><b>Online Tutorials for Google Classroom (Webinar)</b></p> <p>Select faculty will conduct Google Classroom tutorials through a Google Meet webinar to practice how to navigate the virtual classroom. We strongly encourage parents/guardians to participate in this and familiarize yourselves in order to facilitate faster learning for your child. <u>Helpful links are posted in Part VII on p. 8 of this circular; these will also be the contents of the webinar.</u></p>



August 17 - 20	<b>Classroom Orientation for Grade School and High School students:</b> This will be done by advisers and school officials via Google Meet this week to discuss the following: School Rules and Regulations on the Conduct of Distance Learning, Learning Areas, Evaluation System, and School Discipline.
August 24 - 29 September 1 - 5, 7 - 12, 14 - 19, 21 - 26	Distance Learning
September 28 - October 3 October 5 - 10	Distance Learning
October 12 - 17	Distance Learning (GS & JHS); 1 <sup>st</sup> Quarter Mastery Check-Up (MCU) and End of 1 <sup>st</sup> Quarter of SHS
October 19 - 24	Distance Learning
October 26 - 30	1 <sup>st</sup> Term MCU of GS & JHS; End of 1 <sup>st</sup> Term of Casa, GS, & JHS

## II. MODE OF DELIVERY

MDM will hold online classes for the entire school year 2020-2021. Once it is safe for students to report to school, those who need face-to-face meetings for extra reinforcement, academic assistance, or to consult their teacher/s, may set an appointment with the Department Head. This is **optional**. Rest assured that our school employees' health conditions are monitored and recorded daily, should your child wish to meet with a teacher face-to-face.

## III. SCHOOL POLICY ON ONLINE LEARNING

Rules and regulations stated in the School Policies 2020-2021 will apply. Your copy will be available when Casa Activity Pads and GS/HS textbooks are ready for pick-up.

**Generally, these are the Core Values all MDM students are expected to live by:**

- Upholds what is true, right, and good - respecting all, cognizant of one's responsibility to be a productive member of the community, a good citizen of any country, and an integral part of humanity
- Is committed to academic excellence and outstanding values at all times by being critical thinkers and lifelong learners with the noble purpose to serve one's creator and fellowmen
- Manifests awareness of one's cosmic tasks, concern for, and appreciation of God's creations
- Demonstrates love, pride, and honor for one's country and culture
- Displays a well-rounded development and positive work habits that are free from extrinsic incentives and rewards in both independent and collaborative tasks

Other General Rules:

To prepare the environment and students for unhampered learning during Online Synchronous Discussions (OSD), it is recommended that students:

1. Prepare all equipment/devices and materials (notebooks/textbooks, writing implements, etc.) needed during the OSD at least 15 minutes before going online. The following devices may be used for OSD: laptop, desktop, tablet, smartphone.
2. Set up their equipment in a well-lit, quiet area with the least distractions, or eliminate possible distractions (toys, TV, other people, etc.) as much as possible.
3. Wear a headset/earphones (noise cancelling, if possible) to eliminate external sounds.
4. Keep their webcam on at all times, to maintain eye contact and demonstrate focus on learning. If this is not possible due to weak internet signal, use the chat feature on Google Meet to convey that they are still there and are focusing.

5. Wear either: old MDM blouse/polo, MDM PE shirt, any MDM activity shirt (Sportsfest, ESC shirt, etc.), or any decent, sleeved shirt with a modest neckline. Good grooming is a must: brush hair and teeth, and sanitize hands before handling equipment.
6. Eat meals/snacks and attend to toilet needs prior to OSD. Drinking water is allowed during OSD.

#### IV. CURRICULUM, LEARNING DELIVERY MODE, & ASSESSMENTS OF LEARNING

##### A. Curriculum

**CASA:** Practical Life, Sensorial, Language, Math, and Cultural Arts (including Art, and Music & Movement)

**ELEMENTARY (GS) & JUNIOR HIGH SCHOOL (JHS):** The Learning Areas have two components:

1. Academic Areas. Each academic area will have an equivalent meeting of 5 times a week.
2. Nonacademic Areas. Each of the three groups of nonacademic areas that were paired will have an equivalent of one meeting a month and the students' output will be project-based, combining the skills for these areas.

##### Elementary / Grade School

<i>Level I-A (Grade 1)</i>	<i>Level I-B (Grade 2)</i>	<i>Level I-C (Grade 3)</i>	<i>Level II-A (Grade 4)</i>	<i>Level II-B (Grade 5)</i>	<i>Level II-C (Grade 6)</i>
<u>Academic Areas</u> 1. Math & Geometry 2. Science 3. English 4. Filipino 5. Social Studies	<u>Academic Areas</u> 1. Math 2. Geometry 3. Science 4. English 5. Filipino 6. Social Studies	<u>Academic Areas</u> 1. Math 2. Geometry 3. Science 4. English 5. Filipino 6. AP	<u>Academic Areas</u> 1. Math 2. Geometry 3. Science 4. English 5. Filipino 6. AP	<u>Academic Areas</u> 1. Math 2. Geometry 3. Science 4. English 5. Filipino 6. AP	<u>Academic Areas</u> 1. Math 2. Geometry 3. Science 4. English 5. Filipino 6. AP
<u>Nonacademic Areas</u> 1. CLE/VE 2. Music & PE 3. Computer & Art	<u>Nonacademic Areas</u> 1. CLE/VE 2. Music & PE 3. Computer & Art	<u>Nonacademic Areas</u> 1. CLE/VE 2. Music & PE 3. Computer & Art	<u>Nonacademic Areas</u> 1. CLE/VE & Computer 2. Music & PE 3. HELE & Art	<u>Nonacademic Areas</u> 1. CLE/VE & Computer 2. Music & PE 3. HELE & Art	<u>Nonacademic Areas</u> 1. CLE/VE & Computer 2. Music & PE 3. HELE & Art

##### Junior High School (JHS)

<i>Grade 7</i>	<i>Grade 8</i>	<i>Grade 9</i>	<i>Grade 10</i>
<u>Academic Areas</u> 1. Math 2. Science 3. English 4. Filipino 5. AP	<u>Academic Areas</u> 1. Math 2. Science 3. English 4. Filipino 5. AP	<u>Academic Areas</u> 1. Math 2. Science 3. English 4. Filipino 5. AP	<u>Academic Areas</u> 1. Math 2. Science 3. English 4. Filipino 5. AP
<u>Nonacademic Areas</u> 1. VE & Computer 2. Music & PE 3. TLE & Art	<u>Nonacademic Areas</u> 1. VE & Computer 2. Music & PE 3. TLE & Art	<u>Nonacademic Areas</u> 1. VE & Computer 2. Music & PE 3. TLE	<u>Nonacademic Areas</u> 1. VE & Computer 2. PE 3. TLE & Art

Casa, GS, and JHS will observe these dates per term:

1<sup>st</sup> Term: Aug. 3 - Oct. 31

2<sup>nd</sup> Term: Nov. 3 - Jan. 30, 2021

3<sup>rd</sup> Term: Feb. 1 - Apr. 23

**SENIOR HIGH SCHOOL (SHS):** Grade 11 and Grade 12 will have two strands: STEM and GAS. Each strand will have its own set of subjects offered for every quarter.

<i>Grade 11 Science, Technology, Engineering and Mathematics (STEM Strand)</i>			
1 <sup>st</sup> Quarter (Aug. 3 – Oct. 17)	2 <sup>nd</sup> Quarter (Oct. 19 – Dec. 12)	3 <sup>rd</sup> Quarter (Dec. 14 – Feb. 27)	4 <sup>th</sup> Quarter (Mar. 1 – Apr. 23)
<ol style="list-style-type: none"> <li>21<sup>st</sup> Century Literature from the Philippines and the World</li> <li>Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino</li> <li>Oral Communication</li> <li>Pre-Calculus</li> </ol>	<ol style="list-style-type: none"> <li>Contemporary Philippine Arts from the Regions</li> <li>General Mathematics</li> <li>Personal Development</li> <li>Earth Science</li> </ol>	<ol style="list-style-type: none"> <li>Understanding Society &amp; Culture</li> <li>Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik</li> <li>Media &amp; Information Literacy</li> <li>Basic Calculus</li> </ol>	<ol style="list-style-type: none"> <li>Statistics and Probability</li> <li>Reading and Writing</li> <li>Introduction to the Philosophy of the Human Person</li> <li>Disaster Readiness and Risk Reduction</li> </ol>

<i>Grade 11 General Academic Strand (GAS)</i>			
1 <sup>st</sup> Quarter (Aug. 3 – Oct. 17)	2 <sup>nd</sup> Quarter (Oct. 19 – Dec. 12)	3 <sup>rd</sup> Quarter (Dec. 14 – Feb. 27)	4 <sup>th</sup> Quarter (Mar. 1 – Apr. 23)
<ol style="list-style-type: none"> <li>21<sup>st</sup> Century Literature from the Philippines and the World</li> <li>Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino</li> <li>Oral Communication</li> <li>Physical Science</li> </ol>	<ol style="list-style-type: none"> <li>Contemporary Philippine Arts from the Regions</li> <li>General Mathematics</li> <li>Personal Development</li> <li>Philippine Politics and Governance</li> </ol>	<ol style="list-style-type: none"> <li>Understanding Society and Culture</li> <li>Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik</li> <li>Media and Information Literacy</li> <li>Earth and Life Science</li> </ol>	<ol style="list-style-type: none"> <li>Statistics and Probability</li> <li>Reading and Writing</li> <li>Introduction to the Philosophy of the Human Person</li> <li>Disaster Readiness and Risk Reduction</li> </ol>

<i>Grade 12 Science, Technology, Engineering and Mathematics (STEM Strand)</i>			
1 <sup>st</sup> Quarter (Aug. 3 – Oct. 17)	2 <sup>nd</sup> Quarter (Oct. 19 – Dec. 12)	3 <sup>rd</sup> Quarter (Dec. 14 – Feb. 27)	4 <sup>th</sup> Quarter (Mar. 1 – Apr. 23)
<ol style="list-style-type: none"> <li>Research in Daily Life 1</li> <li>E-Tech: ICT for Professional Tracks</li> <li>General Chemistry 1</li> <li>General Physics 1</li> </ol>	<ol style="list-style-type: none"> <li>Research in Daily Life 2</li> <li>Entrepreneurship</li> <li>General Biology 1</li> </ol>	<ol style="list-style-type: none"> <li>English for Academic and Professional Purposes</li> <li>Pagsulat sa Filipino sa Piling Larangan</li> <li>General Chemistry 2</li> <li>General Physics 2</li> </ol>	<ol style="list-style-type: none"> <li>Research Project</li> <li>Work Immersion or Culminating Activity</li> <li>General Biology 2</li> </ol>

<i>Grade 12 General Academic Strand (GAS)</i>			
1 <sup>st</sup> Quarter (Aug. 3 – Oct. 17)	2 <sup>nd</sup> Quarter (Oct. 19 – Dec. 12)	3 <sup>rd</sup> Quarter (Dec. 14 – Feb. 27)	4 <sup>th</sup> Quarter (Mar. 1 – Apr. 23)
<ol style="list-style-type: none"> <li>Research in Daily Life 1</li> <li>E-Tech: ICT for Professional Tracks</li> <li>Fundamentals of Accountancy, Business and Management 1</li> <li>General Physics 1</li> </ol>	<ol style="list-style-type: none"> <li>Research in Daily Life 2</li> <li>Entrepreneurship</li> <li>Creative Writing</li> </ol>	<ol style="list-style-type: none"> <li>English for Academic and Professional Purposes</li> <li>Pagsulat sa Filipino sa Piling Larangan</li> <li>Organization and Management</li> <li>Creative Nonfiction: The Literary Essay</li> </ol>	<ol style="list-style-type: none"> <li>Research Project</li> <li>Work Immersion or Culminating Activity</li> <li>Applied Economics</li> </ol>

## B. Learning Delivery Mode

### CASA:

1. **Learning Kits** will be ready every 2 weeks. These contain concrete Montessori materials, Word Lists, worksheets to supplement the Casa Activity Pads, ready-to-do art activities, and a guide for parents. Recorded videos of material presentations will also be accessible online (via Google Classroom or an emailed link).
2. **Scheduled Online Synchronous Discussion.** Casa pupils will have a scheduled OSD with their adviser and classmates several times a week for social interaction and development of communication skills. These sessions will include Montessori material presentations, music and movement, storytelling, arts and crafts, etc. Schedule will be announced during orientation.

### ELEMENTARY, JHS, & SHS:

1. **Modular with Distance Learning Support.** Students will receive **modules** weekly from the subject teachers. The module is self-instructional and may be accomplished offline and with minimal adult supervision, though for Elementary Level I (Grades 1 -3) we recommend the guidance of an adult. This will contain lectures available in these formats:
  - a. Printout that may be picked up from school (for those with no internet access). Please coordinate with the Department Head for this.
  - b. Digitized, PDF format that may be received through email or through Google Classroom.

Embedded/Attached in the modules are supplementary materials (for reinforcement and learning enhancement purposes) which may be in these online formats:

- Livestreamed lectures / Videoconferencing that will be scheduled by the teacher with the same content as the printed lecture.
  - Pre-recorded lectures (slides, slides with voice-over narration, and other video lectures)
  - Links to online resources / Open Educational Resources, e.g., textbooks, handouts, scanned materials, websites, articles, papers, slides, podcasts, videos, and other digital sources
2. **Scheduled Online Synchronous Discussion** with the subject teachers and other classmates will ensure social interactions and collaboration with others. Discussions may involve a teacher with the entire class or with small groups of students. This may be done in the virtual classroom, or for **High School**: a teacher-created, teacher-supervised social media group, like Viber. For offline students, this will be in the form of text messages, emails, or phone calls.

Homeroom periods for Elementary and High School, where pupils meet with their advisers, are scheduled on Saturdays.

## C. Assessments of Learning

**CASA:** Qualitative assessment is done by observation of activities and tasks pupils are engaged in during OSD with the teacher, and by sending videos or photos of themselves working on materials and tasks, Activity Pad, and worksheets.

**ELEMENTARY, JHS, SHS:** Formative and summative assessments for offline and online learners are in the module for students to choose from. These are either in written form that students turn in via Google Classroom / email, or performance tasks. An example of an offline assessment is a worksheet printed out at home. Evaluation will be based on the given rubric found in the module. All instructions on how to perform the assessments are detailed in the module.

## V. EVALUATION SYSTEM, ATTENDANCE, & TARDINESS

### A. Evaluation System

**CASA:** There shall be three (3) evaluation periods (3 terms) where pupils will be assessed based on mastery of the materials and activities presented, and observed work habits. Their progress will be marked accordingly in the report card, using a qualitative system throughout the 3 terms.

Learning Areas, Work Habits, and Social Behavior:

Code	Evaluation
SP	Superior Progress
AP	Average Progress
MP	Minimum Progress
NI	Needs Improvement
NPG	Needs Parental Guidance
NR	Not ready for activity
MSP	Material still to be presented

### ELEMENTARY, JHS, & SHS:

- There shall be three (3) evaluation periods (3 terms) / For **SHS**: four (4) evaluation periods (4 quarters).
- The minimum evaluation mark needed to pass a specific area of study is 60.00, which is transmuted to 75% in the report card.
- The steps in computing for the Final Evaluation:
  - The raw scores for each of the two (2) components: Assessment and Mastery Check-Up are added.
  - The total raw score for each component is converted to a Percentage Score (PS).
  - Percentage Scores are then converted to Weighted Scores (WS).

Components	Components' Weight
1. Assessment a. Written Tasks b. Performance Tasks	90%
2. Mastery Check-Up	10%

- The Initial Evaluation will be taken from the sum of the Weighted Scores in each component.
- The Term Evaluation (GS & JHS) / Quarterly Evaluation (SHS) is the transmuted Initial Evaluation and appears in the student's report card.

The General Average is computed by dividing the sum of all final evaluations by the total number of areas of study. Each area of study has equal weight. The Final Evaluation in the report card shall be expressed in letters (Elementary) and whole numbers (High School).

### B. Attendance and Tardiness

Every term (GS & JHS) and every quarter (SHS) has a required number of school days that each student must attend. With regular attendance during scheduled OSD and consistent submission of requirements, all students will be recorded present and on time. If a learner cannot connect online, he/she must message or call the adviser.

#### CASA, GS, JHS:

1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	Total
74 days	62 days	67 days	203 days

#### SHS:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
48 days	64 days	45 days	46 days	203 days

## VI. SAMPLE CLASS SCHEDULE

**CASA:** For the first few weeks of classes, shortened periods will be observed for online classes to allow children to adjust to the new set-up. This is similar to the shortened period schedule observed during the regular school year. Each class meets several times a week (8:00 - 10:00 a.m.) for interaction, material presentations, and other activities. Pupils also have time to independently work on the activities/materials (presented during the OSD) via the Learning Kits. The final schedule will be given during the Parent/Child Orientation.

**ELEMENTARY, JHS, & SHS:** Students' schedule is flexible. All modules for the academic subjects will be released in advance (5 days early), so students may work on them at their own pace. Students will work on their modules from Mondays to Fridays; schedules for their OSD with their subject teachers will be discussed during the Classroom Orientation.

All required assessments will be submitted on or before Saturday. Here is an example of an Elementary and High School class schedule for Monday; times will vary per day (in Casa and Elementary). Saturday classes are required by DepEd, which we have allotted for Homeroom. Advisers will share the complete schedule with you during orientation.

### ELEMENTARY LEVEL I (Grades 1 - 3):

TIME	MONDAY
8:00 – 9:00	Module Tasks
9:00 – 9:30	RECESS
9:30 – 10:00	Module Tasks
10:00 – 11:00	Online Synchronous Discussion
11:00 – 12:00	Online Synchronous Discussion
12:00 – 12:30	LUNCH

### ELEMENTARY LEVEL II (Grades 4 - 6)

TIME	MONDAY
8:00 – 9:00	Module Tasks
9:00 – 9:30	RECESS
9:30 – 10:00	Module Tasks
10:00 – 11:00	Online Synchronous Discussion
11:00 – 12:00	Online Synchronous Discussion
12:00 – 12:30	LUNCH
12:30 – 3:00	Module Tasks

### JUNIOR HIGH SCHOOL:

TIME	MONDAY
8:00 – 10:00	
10:00 – 10:30	RECESS
10:30 – 12:30	Module Tasks
12:30 – 1:00	LUNCH
1:00 – 2:00	Online Synchronous Discussion
2:00 – 3:00	Online Synchronous Discussion
3:00 – 3:30	RECESS
3:30 – 4:30	Module Tasks
4:30 – 5:30	Module Tasks

### SENIOR HIGH SCHOOL:

TIME	MONDAY
8:00 – 10:00	
10:00 – 10:30	RECESS
10:30 – 12:30	Module Tasks
12:30 – 1:00	LUNCH
1:00 – 2:00	Module Tasks
2:00 – 3:00	Module Tasks
3:00 – 3:30	RECESS
3:30 – 4:30	Online Synchronous Discussion
4:30 – 5:30	Online Synchronous Discussion

## VII. GOOGLE SUITE FOR EDUCATION AS LEARNING MANAGEMENT SYSTEM

Your responses in MDM's initial survey on your online capabilities enabled us to finalize GSuite for Education as our Learning Management System. All learning activities such as distribution of learning materials (modules); planning, submission, evaluation, and storage of schoolwork; discussion through teleconferencing or video calls; and communication through the use of Google tools (e.g., Drive, Doc, Slides, Sheets, Calendar, Gmail) happen in a safe environment imported from MDM's domain; this will streamline the process of sharing files between teachers and students.

GSuite for Education provides collaboration tools for students in various formats: *Google Classroom* - the organizational platform where students view and submit their class work, *Google Meet* - the platform for OSD where students can see their teachers and classmates in real time, *Google Docs* and *Google Sheets* - where GS and HS students can collaborate on documents, and others. We recommend already downloading these apps in your laptops, desktops, tablets, or smartphones.

**We suggest that you learn these applications to aid your child and to be updated with their class work.**  
Here are some quick tutorials you can watch:

For desktops/laptops/tablets:

- How to join Google Classroom as a student (5 mins) <https://www.youtube.com/watch?v=G5P7nVbQWJc>
- How to submit/turn in an assignment 1 (4 mins) <https://www.youtube.com/watch?v=LsD1QJEN0Yg>
- How to submit/turn in an assignment 2 (4 mins) <https://www.youtube.com/watch?v=N9rWfgFVAEg>
- Introduction to Google Docs <https://www.youtube.com/watch?v=jvV5SS6rP4o>
- Introduction to Google Slides <https://www.youtube.com/watch?v=lfpneIqnXTE>

For mobile phones:

- Getting Google Classroom started on mobile phone <https://www.youtube.com/watch?v=5G61nWj4K00>

**Equipment needed:** While parents still have the option to make do with what is already available, here are some recommendations should you decide to purchase. For quality and stable video conferencing at home, the speed required is 10 mbps. This also depends on the number of users accessing the internet at home simultaneously. A printer is also recommended for each family.

Level	Suggested Device	Minimum System Requirements
Casa	Tablet/iPad Wired earphones/headset (noise cancelling, if possible)	Android 8.0 or later iOS 10.3 or later Storage: 64GB or higher
Elementary to Secondary	Laptop/Desktop/Tablet or iPad that enables learners to: <ul style="list-style-type: none"> <li>• join video calls and participate in OSD</li> <li>• create and edit documents/slide presentations</li> <li>• watch videos</li> <li>• access websites</li> <li>• take and edit photos and videos</li> <li>• record video file</li> <li>• share screen</li> </ul> Wired earphones/headset (noise cancelling, if possible)	<u>For Tablet/iPad</u> Android 8.0 or later iOS 10.3 or later Storage: 64GB or higher  <u>For Desktop/Laptop</u> Processor: 2.2 GHz Intel 2nd-generation i3/i5/i7, AMD equivalent or better, processor to support HD video.  A built-in web camera or external USB camera.  Memory: 4GB RAM or higher Storage: 500GB or more  OS: MS Windows 8 or later/ OS X Yosemite or later

All Google Applications can be downloaded through the Google Play store or Apple App Store. If you have existing devices you may test its compatibility by downloading the latest version of the application.

## VIII. PAYMENT SCHEME

A monthly payment scheme is now available. Please contact 0919-0674303 to inquire. Adjustments to certain fees will be communicated soon.



## **IX. OTHERS**

### **A. Co-curricular and Extracurricular Activities**

National and local celebrations like the Filipiniana Week, etc. will be integrated in the different subject areas' modules or OSD, and no physical activities will be done to commemorate said occasions.

### **B. School Functions.** Only necessary school functions will be observed.

1. Parent-Teacher Dialogue, necessary in updating parents of their child's progress, will either be by phone or video conference. Your PTD schedule will be sent to you via email or Google Calendar.
2. SHS Track Orientation, an important activity that will prepare our Grade 10 students in their choice of Academic Track, will be scheduled. All the events related to the SHS Track Orientation will happen in our virtual classroom.
3. Career Orientation, an important activity that will prepare our SHS students in their choice of school and course, will be scheduled. All the events related to the Career Orientation will happen in our virtual classroom.
4. Preparation for College Admission Tests will be facilitated by the Guidance Center.

### **C. School and Home Correspondence**

All forms necessary to inform parents of their child's academic and behavioral progress will be sent via email:

1. Monthly Report on Academic Progress (MRAP)
2. Academic Follow-Up Form
3. Academic Warning Form
4. Progress Report Card
5. School Circulars and Parent Enrichment Newsletters

### **D. Remedial Measures.** For students needing academic assistance, tutorials or consultation may be arranged with the Department Head. Tutorials will be subject to teachers' availability.

### **E. Library.** Library books for leisure reading will be posted on the school website. Student borrowers may borrow two (2) books at a time, good for 5 days. Books will be disinfected prior to pick-up and after return.

### **F. Guidance Services.** Individual online counseling sessions (mental health, other concerns) may be done on Saturdays, upon schedule with the school's Guidance Counselor.

Guidance Services for Career Orientation will be scheduled.

Several factors were considered in designing MDM's Distance Learning set-up; these are:

- Health and safety of all members of the school community, particularly the students;
- Access to internet and strength of signal in the household;
- Access to electronic devices, e.g., laptop, desktop, tablet, smartphones;
- Academic support present in the household for the learners;
- Parents' work schedule;
- Students' mental and social well-being;
- Learning competencies and learning styles;
- DepEd's and government's directives and guidelines.

We hope this explains how we will conduct our virtual classes this school year. In MDM, experience the personalized approach of the MDM teachers, and learn together as a community with your classmates and friends.

Thank you and see you soon!

Yours in education,

Montessori De Manila Board of Administrators, Management, Faculty, and Staff