



MONTESORRI DE MANILA - DAVAO

Primary • Elementary Levels

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Learning Continuity Plan (LCP) Part 1 for School Year 2021-2022

May 17, 2021

Dear Parents / Guardians,

Greetings of good health and peace!

We trust that you and your family are safe and healthy during these uncertain times. This school year has seen the Montessori De Manila-Davao (MDM-D) community put to the fore the strong values of resilience and fortitude. This partnership of school and home has, and will always be, in the service of the students placed under our care. The MDM-D faculty is Google Certified, and it is our privilege to continue educating your children this coming S.Y. 2021 - 2022.

Please see some details for this coming S.Y. 2021-2022. We would like to inform you of **several improvements** for this school year, namely:

1. Longer and enhanced Online Synchronous Discussions, which mean more time for students to accomplish and discuss module activities with teachers and classmates
2. Online Synchronous Discussions for all nonacademic areas of study
3. Saturday classes, previously required by the Department of Education, will now be integrated in the 5-day class week.
4. More online co-curricular and extracurricular activities, allowing for more social interactions outside of academic classes

I. MODE OF DELIVERY AND START OF THE SCHOOL YEAR

1. Montessori De Manila-D will be continuing its carefully and meticulously designed Online Distance Learning Program for S.Y. 2021-2022, following Montessori principles of independence, freedom of choice, and freedom with discipline.

We have decided on this based on:

- availability of a vaccine and the assurance of vaccination for all members of the school community;
- changes in the mobility of minors, if any;
- health and safety of all members of the school community, particularly the students;

While we acknowledge the advantages of onsite and face-to-face, physical classes, please remember that MDM-D will always prioritize the safety of not only the students and their families, but also other members of the school community. Also, MDM-D will always abide by the directives of the government's Inter-Agency Task Force, DepEd, and the Davao Local Government Unit.

The mode of delivery is still online distance learning. To date, the Department of Education has not yet finalized the school calendar for the coming school year. **However, MDM-D will officially begin its School Year in July.**



II. SCHOOL POLICY ON ONLINE LEARNING

Rules and regulations stated in the School Policies 2021-2022 will apply. A digital copy will be uploaded to one of your child's Google Classrooms created for this purpose. A printed copy or an emailed copy is also available upon request.

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 canceling, if possible) to eliminate external sounds. For younger Casa pupils who need to be assisted by an adult, wearing of headphones/earphones is not required.
4. Keep their webcam on to maintain eye contact and demonstrate focus on learning. This also creates a sense of connection to the community of learners, and accountability. If this is not possible due to weak internet signal or other concerns, use the chat feature on Google Meet to convey that they are still there and are focusing.
5. Wear either: old MDM-D blouse/polo, MDM-D PE shirt, any MDM-D 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.

III. CURRICULUM, LEARNING DELIVERY MODE, SAMPLE CLASS SCHEDULES, & ASSESSMENTS OF LEARNING

A. Curriculum

CASA: Practical Life, Sensorial, Language, Math, and Cultural Arts (Study of Flora, Fauna, Science, Geography, History, Art, and Music & Movement)

ELEMENTARY (GS): The Learning Areas have two components: Academic and Nonacademic areas of study. These are all part of DepEd's Most Essential Learning Competencies, integrated in the advanced curriculum of MDM-D.



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 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. 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

B. Learning Delivery Mode

CASA:

1. **Learning Kits** will be provided, to be used at home by each child during online classes and for their offline work. The Learning Kits will contain:
 - ❖ teacher-made Montessori materials
 - ❖ activity sheets
 - ❖ ready-to-do activities
 - ❖ art materials, etc.

A Parents' Guide (PG - to guide parents on the usage of materials) and a List of Additional Materials (LoAM - items commonly found at home) will be emailed on a regular basis to help the parents prepare. A few, low-cost Montessori materials may also be required to be ordered from any online shopping platform.

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 Class Directress, Assistant Class Directress, 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.
 - Mixed-age grouping is still practiced, but there will be blocks of time where the group will be divided by level due to the activities and lessons presented.
 - There are 3 class schedules available: *Early Morning* and *Afternoon*.

ELEMENTARY:

1. **Modular with Distance Learning Support.** Students will receive **modules** weekly for each area of study, via their Google Classrooms. You may also want to print these out at home. The module is self-instructional and may be accomplished offline with minimal adult supervision, though for Elementary Level I (Grades 1 -3), adult guidance is recommended.

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

- 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:** May involve a teacher with the entire class or with small groups, done in the virtual classroom. Individual consultation may be arranged for those who missed the OSD or need further clarification on a particular topic. Additionally, teachers will have a fixed schedule where students can consult outside of the OSD.

C. Sample Class Schedules

CASA (Junior Casa, Senior Casa, Preparatory)

Early Morning Session:	Afternoon Session:	Monday, Wednesday, Friday
8:00 - 8:45	1:00 - 1:45	OSD: All levels
8:45 - 8:55	1:45 - 1:55	Break
8:55 - 9:30	1:55 - 2:30	OSD: Junior Casa and Senior Casa Offline Work: Prep
9:30	2:30	Dismissal of Junior Casa and Senior Casa
9:30 - 10:00	2:30 - 3:00	OSD: Prep

Early Morning Session:	Afternoon Session:	Tuesday
8:00 - 10:00	1:00 - 3:00	OSD: Prep (with break) <i>Completion of Offline Work (No OSD): Junior Casa and Senior Casa</i>

Early Morning Session:	Afternoon Session:	Thursday
8:00 - 8:15	1:00 - 1:15	OSD: Junior Casa
8:15 - 9:15	1:15 - 2:15	OSD: Junior Casa and Senior Casa (with break)
9:15 - 9:45	2:15 - 2:45	OSD: Senior Casa
		<i>Completion of Offline Work (No OSD): Prep</i>

ELEMENTARY LEVEL I (Grades 1 to 3)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00	Math	Math	Geometry	Geometry	SGP (Group A)
9:00 - 9:30	Break	Break	Break	Break	Break
9:30 - 10:30	Science	Science	Social Studies	Social Studies	SGP (Group B)
10:30 - 11:00	Break	Break	Break	Break	Break
11:00 - 12:00	English	English	Filipino	Filipino	Homeroom
12:00 noon	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
1:00 - 2:00	Consultation	Consultation	Consultation	Consultation	

*SGP - Small Group Presentation; pupils will be divided into 2 groups - Group A: 8:00 - 9:00 a.m.
Group B: 9:30 - 10:30 a.m.*

Consultation is available for pupils who may need extra time with their teachers.

Each Nonacademic Subject's OSD shall be scheduled in the afternoon; 1 hour per term.

ELEMENTARY LEVEL II (Grades 4 to 6)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00	Geometry	Geometry	Math	Math	SET
9:00 - 9:30	Break	Break	Break	Break	Break
9:30 - 10:30	AP	AP	Science	Science	Consultation
10:30 - 11:00	Break	Break	Break	Break	Break
11:00 - 12:00	Filipino	Filipino	English	English	Homeroom
12:00 noon	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
1:00 - 2:00	Consultation	Consultation	Consultation	Consultation	

SET (Skills Enhancement Time): These are classes that develop pupils' other skills and interests in social, mental, and physical aspects.

Consultation is available for students who may need extra time with their teachers.

Each Nonacademic Subject's OSD shall be scheduled in the afternoon; 1 hour per term.

D. Assessments of Learning

CASA: Qualitative assessment is done by:

- observation of activities and tasks pupils are engaged in during OSD with the teacher
- sending videos or photos of themselves working on materials and tasks, Activity Pad, and worksheets.

ELEMENTARY: Formative and summative assessments for learners are in the students' module. These are either in written form or performance tasks that students turn in via Google Classroom. 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.

IV. GOOGLE SUITE FOR EDUCATION AS LEARNING MANAGEMENT SYSTEM

For this school year, GSuite for Education is still 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-D'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* - where students view and submit their classwork, *Google Meet* - the platform for OSD where students can see their teachers and classmates in real time, *Google Docs* and *Google Sheets* - where GS 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 classwork. 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=1fpneIqnXTE>

For mobile phones:

Getting Google Classroom started on mobile phone

<https://www.youtube.com/watch?v=5G61nWj4K00>

Equipment needed:

Because the Online Synchronous Discussions (OSDs) will be lengthened, **siblings' class schedules may overlap. It is then advisable for each student to have his/her own device.** A **printer** is also recommended for each family.

Some recommendations should you decide to purchase: For quality and stable video conferencing, the required speed is 10 mbps, depending on number of users simultaneously accessing the internet at home.

Level	Suggested Device	Minimum System Requirements
Casa	Tablet/iPad/Laptop Wired earphones/headset (noise canceling, if possible) Computer speakers	Android 8.0 or later iOS 10.3 or later Storage: 64GB or higher
Elementary	Laptop/Desktop/Tablet or iPad that enables learners to: <ul style="list-style-type: none"> ● join video calls and participate in OSD ● create and edit documents/slide presentations ● watch videos ● access websites ● take and edit photos and videos ● record video file ● share screen 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 4th-generation i3/i5/i7, AMD equivalent or better, processor to support HD video. A built-in web camera or external USB camera. Memory: 8GB 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 their compatibility by downloading the latest version of the application.

V. PAYMENT SCHEME

A monthly payment scheme is now available. Please contact 0919-0648502 to inquire.

VI. 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.

B. **School Functions.** Necessary school functions will be observed. Parent-Teacher Dialogue, necessary in updating parents of their child's progress, will be via Google Meet. Your PTD schedule will be sent to you via email or Google Calendar.

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. Offense Slips
5. Progress Report Card
6. School Circulars and Parent Enrichment Newsletters

D. **Remedial Measures.** For students needing regular academic assistance, tutorials may be scheduled with the Teacher in Charge. Tutorials will be subject to teachers' availability.

E. **Guidance Services.** Individual online counseling sessions (mental health, other concerns) are available and may be scheduled with the school's Guidance Counselor.

Several factors were considered in finalizing MDM-D's Distance Learning set-up for another year; these are:

- Availability of a vaccine and the assurance of vaccination for all members of the school community
- Changes in the mobility of minors, if any;
- Health and safety of all members of the school community, particularly the students;
- 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

Part 2 of our Learning Continuity Plan, including details of the following, shall be released in due time:

- Evaluation system
- School calendar
- Other important information

Admissions now on-going for new students! Kindly check our website for the list of requirements and admissions procedures: www.montessoridemanila.edu.ph

Onward in education,

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