



# MONTESSORI DE MANILA

Primary • Elementary • Secondary Levels

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

January 29, 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 (MDM) 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 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 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 will always prioritize the safety of not only the students and their families, but also other members of the school community. Also, MDM will always abide by the directives of the government's Inter-Agency Task Force, DepEd, and the Las Piñas Local Government Unit.

In the consultative meeting held last January 20 between the Federation of Associations of Private Schools and Administrators (FAPSA) and DepEd NCR, represented by Regional Director Malcolm S. Garma, Asst. Regional Director Carlito Rocafort, and in-charge of Quality Assurance, Dr. Jennifer Vibas, it was stressed that there will be no face-to-face classes until it is safe; and that "all decisions to impose, lift, or extend community quarantine rest with the IATF alone."



Therefore, **optional** face-to-face **activities, if any at all**, shall be decided on when the government's Inter-Agency Task Force, DepEd, and the Las Piñas Local Government Unit deem it safe to go to school; MDM is ready to adapt.

This flexibility allows us to plan wisely, in recognition of the ideal setting for basic education but not discounting the seriousness of the health situation. Details of optional face-to-face learning, **if any**, shall be announced in due time.

2. MDM will officially start the school year based on the Department of Education's guidelines and directives. Based on a radio interview with Secretary Leonor Briones on January 13, 2021, the school year may **tentatively** start in July. Again, we will wait for further directives. A more complete and detailed School Calendar will be released in time.

## **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.
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 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.

### III. CURRICULUM, LEARNING DELIVERY MODE, & 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) & JUNIOR HIGH SCHOOL (JHS):** 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.

#### 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

**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. 21st Century Literature from the Philippines and the World 2. Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino 3. Oral Communication 4. Pre-Calculus	1. Contemporary Philippine Arts from the Regions 2. General Mathematics 3. Personal Development 4. Earth Science	1. Understanding Society & Culture 2. Pagbasa at Pagsusuri ng Iba’t Ibang Teksto tungo sa Pananaliksik 3. Media & Information Literacy 4. Basic Calculus	1. Statistics and Probability 2. Reading and Writing 3. Introduction to the Philosophy of the Human Person 4. Disaster Readiness and Risk Reduction

*Grade 11 General Academic Strand (GAS)*

1. 21st Century Literature from the Philippines and the World 2. Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino 3. Oral Communication 4. Physical Science	1. Contemporary Philippine Arts from the Regions 2. General Mathematics 3. Personal Development 4. Philippine Politics and Governance	1. Understanding Society and Culture 2. Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik 3. Media and Information Literacy 4. Earth and Life Science	1. Statistics and Probability 2. Reading and Writing 3. Introduction to the Philosophy of the Human Person 4. Disaster Readiness and Risk Reduction
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*Grade 12 Science, Technology, Engineering and Mathematics (STEM Strand)*

1. Research in Daily Life 1 2. E-Tech: ICT for Professional Tracks 3. General Chemistry 1 4. General Physics 1	1. Research in Daily Life 2 2. Entrepreneurship 3. General Biology 1	1. English for Academic and Professional Purposes 2. Pagsulat sa Filipino sa Piling Larangan 3. General Chemistry 2 4. General Physics 2	1. Research Project 2. Work Immersion or Culminating Activity 3. General Biology 2
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*Grade 12 General Academic Strand (GAS)*

1. Research in Daily Life 1 2. E-Tech: ICT for Professional Tracks 3. Fundamentals of Accountancy, Business and Management 1 4. General Physics 1	1. Research in Daily Life 2 2. Entrepreneurship 3. Creative Writing	1. English for Academic and Professional Purposes 2. Pagsulat sa Filipino sa Piling Larangan 3. Organization and Management 4. Creative Nonfiction: The Literary Essay	1. Research Project 2. Work Immersion or Culminating Activity 3. Applied Economics
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## B. Learning Delivery Mode

### CASA:

- 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).

- 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*, *Mid Morning*, and *Afternoon*. Specific times will be announced later on.

## **ELEMENTARY, JHS, & SHS:**

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. 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, JHS, SHS:** 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'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 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 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=lfpneIqnXTE>

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)	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 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 0919-0674303 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.

1. 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.



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 college/university program, 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. 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 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) are available and may be scheduled with the school's Guidance Counselor. Guidance Services for Career Orientation will be scheduled.

Several factors were considered in finalizing MDM'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:

- Class schedules
- 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](http://www.montessoridemanila.edu.ph)

We wish to thank you once again for your full trust in MDM, and we look forward to continuing this unique journey with you and your children!

Yours in education,

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