

Claret School of Quezon City
GRADE SCHOOL UNIT



CODE

CLARET OPERATIVE DISTANCE EDUCATION

PRIMER

SY 2021 - 2022

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INTRODUCTION

In the midst of the worldwide health crisis brought about by the pandemic, Claret School of Quezon City (CSQC) remains committed in molding individuals whose acquired knowledge is best lived out in virtue and in working toward social transformation. It will continue to provide the community a distinct Claretian education experience of an integrated Christian formation through various academic and nonacademic programs.

Claret School of Quezon City will implement flexible online learning options through the Claret Operative Distance Education (CODE).

The goal of the CODE is to provide students with meaningful and fun-filled learning experiences. This can be attained through careful recalibration of the curriculum focusing on the key knowledge and skills relevant and essential in our current context. The purposeful decongestion of the curriculum will enable students to enjoy digital learning while engaging themselves in other nonacademic activities.

Another important consideration in the crafting of the CODE is the safety and well-being of the students, parents and guardians, teachers, and other school personnel who are involved in the delivery of school programs and services. The class schedule has been designed to address the needs of the students, the teachers, and the students' learning companions.

Furthermore, the School's pursuit for academic excellence and student formation has been emphasized through learning experiences anchored on the Claretian core values: Compassion, Humility, Empowerment, Excellence, Respect for Life, and Service to Others (CHEERS). This Claret Operative Distance Education is Claret School's response to ensure the delivery of quality, value-laden, academically focused, and holistic brand of education.

Online Learning Key Words

- ❖ ONLINE LEARNING or e-learning is education via Internet.
- ❖ ONLINE LEARNING PLATFORM is an integrated set of interactive **online** services that provide **learners** with information, tools, and resources to support learning.
- ❖ SYNCHRONOUS engagements allow the students to meet real time with their teachers online. The sessions are used for academic instruction where teachers and their students interact virtually. There is a structured weekly schedule for synchronous sessions.
- ❖ ASYNCHRONOUS instruction happens through online channels without real-time interactions. This mode engages students in self-paced learning. In accomplishing tasks, the students may be assisted by parents or e-learning assistants any time after the synchronous sessions depending upon the availability of adult assistance and strength of Internet connection.

- ❖ **LEARNING MODULES** are printed instructional materials designed for specific subjects like Music and CLE. Other learning modules are also intended for Nursery students.
- ❖ **LEARNING GUIDES** are teacher-made plans for students and parents that include timeframe, lessons and competencies, self-study activities, and exercises for developmental learning.
- ❖ **CONSULTATION** is a provisional strategy to communicate and collaborate with parents within the virtual campus. Consultations with teachers are done through conferences via SMS, e-mail, phone call, and other messaging platforms during the scheduled consultation time.

I. CURRICULUM AND INSTRUCTION

Claret School understands that the current pandemic has brought students and their families in different situations. Given this, Claret School distance learning system contains the following features:

CURRICULAR AND COCURRICULAR OFFERINGS OF THE ACADEMIC PROGRAM

- ❖ Physical limitations are considered in identifying the number of meetings in subjects being offered. The School sees to it that academic excellence is not sacrificed. Hence, the following subject areas with the specified number of meetings per week are included:

Subject	Number of Meetings						
	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6
CLE	1	2	2	2	2	2	2
Math	1	2	2	2	2	2	2
Science		2	2	2	2	2	2
Reading	2	2	2	2	2	2	2
Language	1	2	2	2	2	2	2
Filipino	1	2	2	2	2	2	2
Araling Panlipunan		2	2	2	2	2	2
Music		2	2	2	2	2	2
Art		2	2	2	2	2	2
PE		2	2	2	1x/ mo.		
HELE					1x/ mo.		
Computer		2/mo	2/mo	2/mo	2x/ mo.		

- ❖ For Kinder, Filipino will take the slot of Language in the third grading period to prepare the students for Grade 1.

- ❖ The CODE of the Grade School Unit is further designed to ensure holistic development and formation of learners through the inclusion of the following areas.
 - Computer, is met twice a month from Grades 1 to 6.
 - Music and Art are treated separately with two synchronous engagements each month. Asynchronous activities are assigned during the month.
 - Home Economics and Livelihood Education (HELE) is offered in the intermediate levels with one synchronous session per month. Asynchronous activities are also given during the month.
 - Physical Education (PE) is met twice a month in Grades 1 to 3 and once a month in Grades 4 to 6.
 - **COCURRICULAR CLUB** is met synchronously twice a month on a fixed schedule. The cocurricular club program is designed to complement the curricular offerings of the Unit. The activities under this program help students to collaborate, solve problems, think critically, communicate effectively, and create new ideas.

The club activities and interactions are delivered synchronously twice a month to provide opportunities for students to develop their personality and their socioemotional well-being

- **HOMEROOM PROGRAM**, which is met synchronously twice a month, acts as the complementary force that supports the academic program of the school. It aims to assist students to transition smoothly to a new level, foster leadership and community building among members of the class, and help build healthy student-teacher relationship. Furthermore, it provides an avenue in the deepening of the school core values CHEERS.

The abovementioned subject areas and programs are considered to ensure the development of essential skills and competencies to enable students to:

- communicate effectively and think critically both in English and Filipino which involves the five macro skills namely listening, speaking, reading, writing, and viewing to help them become effective participants in community building and economic development;
- acquire and apply scientific process skills in their daily life situations. Claret online curriculum offers meaningful experiences through guided discovery and hands-on activities, making and using models, researching, interviewing, writing reports, and conducting investigatory activities;
- use mathematical understanding to be able to make critical and informed decisions, defend their ideas and evaluate the ideas of others and strive to analyze and solve problems linked to everyday life;

- express understanding about the necessity to survive through dignity of work, entrepreneurial skills and to become productive in life;
- exhibit personal talents and potentials when dealing with others, caring for the environment, and in preserving peace within the family and in the community where they belong;
- equip themselves with the 21st century skills specifically digital literacy for them to become responsible users of technology and social media.

SPECIAL ACADEMIC PROGRAMS

The school provides academic intervention programs for students who find difficulty in coping with their scholastic work.

1. Group Intervention Program (GRIP)

Students who perform below the expected standards may avail themselves of the Group Intervention Program (GRIP) classes arranged for specific subject areas during the school year.

2. Special Individualized Intervention Program (SIIP)

- a. Students who have special needs concerning academics are recommended to undergo the Special Individualized Intervention Program (SIIP), which comes in two forms:
 1. SIIP with focus on one or two subjects
 2. SIIP for non-Filipino speakers
- b. These programs can only be availed of through the concerned subject area coordinators.

3. Hand of the Gifted (HANDoG) – Math, Science, Music

The program aims to address the needs of the gifted/ advanced learners in Grades 4-6, the school offers the HANDoG classes in Mathematics, Science, and Music. Special classes in the subjects are offered to participants in addition to the regular curricular offerings of the academic program. Inclusion into the program is based on a given set of criteria.

Modes of Delivery and Routines

❖ Daily Routine

A typical virtual class day starts with the Student-Adviser Time (SAT) at 8:00 A.M. Learning and assigned tasks are posted on the designated day before 8:00 A.M.

- Students check in for SAT by joining the homeroom team meeting.

- The session starts with the morning praise, which is composed of the following:
 - Apostolic Prayer of Claret
 - Gospel Reading
 - Our Father, Hail Mary, Glory be . . .
 - Intercessory Prayers
 - Lupang Hinirang
 - Panatang Makabayan
 - The teacher checks the attendance. Simultaneously, the students' devices, cameras, and audio are checked if they are working as they respond to the teacher's questions.
 - The teacher gives announcements and reminders. The students write them in their Reminder notebook.
 - A short break follows after the SAT to enable students and teachers to prepare and enter the next period. As soon as they are admitted, the subject teacher plays the audio recording on student netiquette.
- ❖ To further assist students, parents, and student learning assistants, **LEARNING GUIDES** are provided. The guides are uploaded in the class Team prior to the class sessions. The learning guides are teacher-made plans for students and parents that include timeframe, lessons and competencies, self-study activities, and exercises for developmental learning. Below is a sample learning guide for Computer.

LEARNING GUIDE	
First Grading Period, SY 2021-2022	
Subject	Date
Computer Education 2	August 31 - September 25
Week 1 - Synchronous (August 31-September 4)	
Preparation	Prayer Attendance Check Reminders
Topic	Parts of the Computer System
Learning Targets	1. I can classify the parts and components of a computer system. 2. I can describe how a computer system works. 3. I can show proper care and handling of the computer system.
Essential Questions	1. What is a computer system? 2. How does the computer work? 3. Why should we take care of the computer system?

- ❖ **SYNCHRONOUS** class sessions are held to enable students and teachers to meet online via Microsoft 365. The sessions are utilized for discussions, interactions among students, and other activity engagements.

- ❖ ASYNCHRONOUS engagements enable students to work online or offline in self-paced learning without necessarily meeting face-to-face. These modes can be combined. The learning materials, assessments, tasks, and activities, are exchanged and accomplished online. Usually the tasks can be done independently by the students or with the assistance of an adult.

These combined modalities benefit students who have consistent and stable Internet connection and needed electronic devices.

- ❖ Physical books are required to serve as main reference materials of the students. Most of the online learning tasks and practice activities are found in the textbooks.

Consultation Period

- ❖ The consultation period in the class schedule is dedicated for home-to-school communication sessions or dialogue. Consultation with teachers by students and parents can be done through video via MS Teams, and arranged through SMS, e-mail, phone call, and other available modes of communication.

Grading System

- ❖ The school year is divided into three (3) grading periods or trimesters from Kinder – Grade 6.
- ❖ The development of skills and competencies as well as addressing specific learning needs of a student is the primary focus of the teachers' delivery of instruction. Teachers need to employ effective strategies to provide meaningful, timely, and responsive teaching and learning process.
- ❖ The results of performance assessments serve as guide in giving student ratings. The details of the grading scheme as well as the trimester and year-end academic and nonacademic awards will be included in the abridged version of the student handbook.

Learning Management System

Claret School of Quezon City will use Microsoft Teams and Office 365 for Education. This will serve as the school's virtual campus platform where the students can attend their online classes through a web browser, mobile application, or a Teams desktop application. The platform will allow students, teachers, and parents to attend meetings and consultation sessions through its video conferencing platform feature.

The Microsoft 365 Education Application Suite will serve as the school's **Learning Management System (LMS)**.

Online Learning Requirements

Since the Claret Operative Distance Education uses Microsoft 365 as platform, the School will provide technical support for students and parents to familiarize them on the features of the learning management system. To enable participation in online learning, the following considerations are suggested in the choice and/ or use of gadget:

- durability and strength
- wireless Internet connectivity to access websites or search information/ data
- minimum specification needed to store data (4GB memory for laptops/ notebook and 16 GB memory for tablets and ipads)
- camera for taking photos and videos
- camera and microphone for joining video calls or teleconferencing and online discussions
- provision for creating documents and presentations
- provision for recording audio files
- provision for editing photos and videos
- provision for recording screens
- Access to and use of Microsoft 365

Parental assistance is required for students in Nursery to Grade 3 while independence and self-reliance are being promoted in Grades 4-6.

The Class Schedule

The class schedule has been designed to meet the required minimum screen time for students in a day. Their capacity or attention span for virtual interactions has been taken into consideration. Hence, the following instructional time will be followed:

Instructional Time for Synchronous Sessions

The instructional time per day has been designed to meet the specific needs of teachers and their students. Reasonable short breaks in between periods have been included to enable students to rest and prepare for the next sessions.

Level	Duration Per Period	Break in Between Periods	Daily E-learning Time
Kinder	30 minutes	20 minutes	1 - 2 hours
Grades 1 – 3	40 minutes (inclusive of 5-minute before and	20 minutes	3.5 hours

	after settling time per period; academic contact time is 30 minutes)		
Grades 4 - 6	40 minutes	20 minutes	4 hours

The Student-Adviser Time (SAT) in the morning serves as a venue where teachers welcome their students and make them feel comfortable for the day's session. It is also an opportunity for the homeroom advisers to give announcements as well as reminders regarding requirements to be accomplished.

The Wednesday of the week is dedicated for nonacademic activities, formation programs, and socioemotional sessions with the guidance counselors. The afternoon is reserved for asynchronous sessions, consultations, and intervention activities.

Kindergarten

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:15	Circle Time		Circle Time		Circle Time
8:15 – 8:45	Story Telling/ Reading		Story Telling/ Language		Story Telling/ Reading
8:45 – 9:15					
9:00 – 9:30	CLE	MAPE	Math	CLUB/ FUN Thursday	Filipino
9:30 – 10:00					
10:00 – 11:00	Academic Consultation Period				

Grades 1 - 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:20	SAT	SAT		SAT	SAT
8:20-8:30					
8:30-9:10	CLE	Filipino		Language	Math
9:10-9:30					
9:30-10:10	Math	Science		CLE	Reading
10:10-10:30					
10:30-11:10	Science	Language		Filipino	AP
11:10-11:30					
11:30 – 12:10	Music/ Art	AP		Reading	PE/Comp
12:10 – 1:10	Lunch				
1:10 – 2:10	Academic Consultation Period				
2:10 – 3:10	Nonacademic Consultation Period				

Note: The 40-minute per period is inclusive of the 5-minute before and after for settling time. Academic contact time per period is 30 minutes.

Grades 4 - 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:20	SAT	SAT		SAT	SAT
8:20-8:30					
8:30-9:10	CLE	Filipino		CLE	Math
9:10-9:30					
9:30-10:10	Math	Science		Music/ Art	AP
10:10-10:30					
10:30-11:10	Science	Reading		Filipino	Language
11:10-11:30					
11:30 – 12:10	Language	AP		Reading	PE/Comp/ HELE
12:10 – 1:10	Lunch				
1:10 – 2:10	Academic Consultation Period				

Student Activities

Claret School of Quezon City provides a variety of cocurricular and extracurricular clubs where the students can engage in meaningful experiences to help them become well-rounded and talented individuals. Students choose from an array of clubs offered by the school.

Academic-related clubs, performing arts clubs, sports clubs, civic related clubs and hobby clubs provide opportunities for students to enhance their individual skills. Leadership potentials are also honed through the Samahang Barangayette ng Claret while the creative writing skills and oral skills of the students are sharpened through the The Claretian (journalism club).

Student Tasks and Responsibilities

Student discipline is an integral part of Claret School educational and formation programs and policies. Even during distance learning, students are expected to conduct themselves properly, recognize and be obedient to legitimate authority, submit themselves to rules and regulations, show concern for others, and exhibit self-respect. A good Claretian is expected to always strive to show his/her best behavior anywhere at all times.

1. Netiquette

- a. Be well-dressed for the virtual campus. Observe proper dress code. Wear either the old school uniform or old PE uniform. If the uniforms are not available, use decent and appropriate attire like plain polo or polo shirt and pants.
- b. Wear the student ID. Use last school year's ID until the new ID is given.
- c. Be at the learning station at least 15 minutes before the morning praise starts. Online devices and internet connection should be checked beforehand if they are working well.
- d. Review the learning guide and prepare the needed materials for the scheduled online class.
- e. Use health break to attend to personal needs, such as going to the restroom, having snacks, and preparing class materials.
- f. In case of emergency during the virtual class, inform the teacher by using the Raise Hand button or the Chat box feature.
- g. Always listen attentively and follow instructions carefully.
- h. Use the dedicated gadget only for online classes. Limit the use of unnecessary devices during classes to avoid interference and distraction. Use only what is needed.
- i. Communicate with respect and courtesy. Click the Raise Hand button and wait to be acknowledged by the teacher before speaking during synchronous sessions.
- j. Unmute the microphone only when called to speak. Mute the microphone while your teacher or classmate is speaking.
- k. Turn on the video when instructed.
- l. Be considerate of others. Relate to others. Ask the teacher every time when there is confusion. Offer help to a classmate when needed.
- m. Observe the Data Privacy Act. Teacher-made materials, videos, recordings, and screenshots during the synchronous and asynchronous classes must not be shared in any form.
- n. Check the planner for the lists of asynchronous activities. Submit the tasks and activities on time.

2. Gadget Care

- a. Dedicate your device for online distance learning. It should not be used for online games.
- b. Install antivirus software to detect viruses when downloading materials from the Internet.
- c. Clean and disinfect your device regularly.
- d. Delete all unnecessary files and downloads.
- e. Keep backup files in case something happens to your computer or device.
- f. Maintain the cleanliness of your computer or device. Wipe the screen with soft cloth or wipes specifically made for electronics.
- g. Use fans and vents when needed to keep the computer from getting too hot. Avoid extreme temperatures.
- h. Protect the computer system from power surge by using surge protector.
- i. Secure the computer or device in a case when not in use.

II. ACADEMIC SUPPORT AND SERVICES

Academic support and other services provide the required assistance to fully implement academic and nonacademic programs of the school. The services aim to address the cognitive, physical, emotional, and spiritual needs of every Claretian.

Student Development Center (SDC)

- The Student Development Center (SDC) ensures that each student has a positive emotional disposition (well-being) as well as a healthy and sound mind (mental health). The Center provides online check-ins, referrals, virtual conferences, follow-up sessions, and group guidance activities for students, so they can learn more about themselves and their potentials (strength-based activities).

Instructional Media Center (IMC)

- Instructional Media Center (IMC) supports the academic program with reliable and credible online resources that is accessible to students 24/7. The online resources include research data bases, e-books, e-journals, magazine subscriptions, and discovery service to libraries. The school librarians are ready to assist online through the IMC social media account, school website, and email.

Health Services

- The clinic provides medical care through its online consultations, medical bulletins, medical counseling, and follow-up on medical concerns and cases.

Faith Education and Enrichment Department (FEED)

- Spiritual formation is integral in the life of every student in Claret School of Quezon City. The Faith Education and Enrichment Department (FEED) provide spiritual activities for the students through its Campus Ministry Office (CMO). True to its mission in building a community of disciples, the CMO facilitates online eucharistic celebrations, recollections, retreats, masses, novenas or triduum prayers, spiritual counseling, and community involvement.

III. PARENT AND FAMILY SUPPORT

Participation of students in Online Distance Learning (ODL) will need the full support from parents, guardians, or other family members in order to achieve the desired outcomes. The adults in the home play a critical role in helping students cope with the demands of online learning. Hence, the following responsibilities shall be satisfied to make the remote learning environment of the student convenient.

1. System Requirements and Materials

- a. Provide up-to-date device (see: <https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>) with strong and stable internet connection.
- b. See to it that the things indicated in the Learning Guide (books, notebooks, writing/ coloring materials, etc.) are within the student's reach before each session starts.

2. Conducive Learning Space

- a. Provide a safe, quiet, properly lit, and well-ventilated learning space.
- b. Assist the student in the learning process particularly if the child is in the Junior Nursery to Grade 3 levels.

3. Health and Well-Being

- a. Ensure
 - that the student is physically, mentally, and emotionally ready;
 - that the student had taken his breakfast before the start of the class and snacks during break time;
 - that the student is well-rested in preparation for online and offline tasks;
 - that student is not sick. It is advised to rest until he is fully recovered. Missed activities and lessons are uploaded. The student will be called for consultation by the teacher/s concerned.
- b. Encourage daily conversation and sharing of learning experiences.

4. Monitoring Student Work and Behavior

- a. Encourage active participation during synchronous instruction.
- b. Develop a set of rules/expectations for Internet use at home.
- c. Foster independence in performing tasks.
- d. Demonstrate genuine interest in the student's work online or offline.
- e. Monitor student requirements for submission.
- f. Ensure that the student accomplishes requirements with academic honesty. Plagiarism is not allowed.
- g. Promote good digital citizenship.
- h. Check emails, announcements, and feedback from the teachers.
- i. Refrain from sharing screen shots bearing the faces and names of other students and teachers. Follow strictly the Data Privacy Act.
- j. Remind the student that reproduction and distribution of uploaded learning materials is against the Copyright Law.
- k. Be generous of praises and words of encouragement for the child's work.
- l. Be a positive role model in shaping the child's attitude toward learning.

5. Parent-Teacher Consultation

- a. Make appointments for conferences with the respective subject teachers through MS Teams.
- b. Follow strictly the 1:00 P.M. - 3:00 P.M. schedule for consultation.
- c. Practice courtesy at all times especially when communicating concerns with school personnel.
- d. Communicate with the teachers if student deadlines are not met or the child needs assistance.
- e. Maintain confidentiality of matters discussed during parent-teacher conferences.

IV. TECHNOLOGY AND DIGITAL SUPPORT

Claret School of Quezon City is a **MICROSOFT PARTNER SCHOOL**. The school is duly licensed and authorized to use Microsoft 365 Education Applications and its services including but not limited to Microsoft Teams for Education and Microsoft 365 Apps for Education.

The school's faculty and staff have undergone comprehensive training sessions on the use of the platform. These MS training sessions have been facilitated by Rakso Computer Technology, Inc., which oversees the management of the system.

For technical assistance, the staff of the **Information and Communications Technology Office (ICTO)** is available during office hours.

Each grade including the Child Study Center has designated a faculty member to be part of the **TECHNICAL WORKING GROUP (TWG)**. The members of the group attend to technical concerns experienced by students and teachers particularly in the utilization of MS Teams during synchronous classes.

VI. FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQsswith their corresponding answers shall serve as guide for queries regarding the ODL offering of the Grade School Unit of Claret School of Quezon City.

1. How will the School go about with the distance learning?

Claret School of Quezon City will implement distance learning through the Claret Operative Distance Education (CODE). The CODE can be accessed through the school website.

The document contains the following:

- a. Nature and Features of Online Distance Learning
- b. Academic and NonAcademic Offerings
- c. Class Routines
- d. Modes of Delivery
- e. Consultation Scheme
- f. Student Activities
- g. Student Discipline
- h. Formation and Student Services

- i. Sample Learning Guide
- j. Sample Class Schedule
- k. Gadget Requirements
- l. Netiquettes
- m. Roles and Responsibilities of Parents

2. What curriculum will be offered?

The School shall offer the curriculum based on the Minimum Essential Learning Competencies of the different subject areas released by the Department of Education (DepEd). Christian Living Education and the entire program of the Faith Education and Enrichment Department shall still be in place to ensure the integration of academic excellence, student formation, and Claretian values.

3. What platform shall be used?

The School shall use the Microsoft 365 as the platform. Orientation on how this will work will be discussed during the orientation and onboarding of students and parents. Schedule of these sessions will be announced.

4. What grade is parent assistance required?

Parent assistance is required from Junior Nursery Level to Grade 3 Level. However, it is recommended that parents should closely collaborate with the teachers in all levels for better student learning experiences.

5. Will the distance education of the School be in full scale for one school year?

Yes, the Claret Operative Distance Education (CODE) is in full scale for the entire school year.

6. If we already have an installed licensed version of Office 365, can the platform fee be deducted from the miscellaneous fees?

The fee **cannot** be deducted. The licensed MS Office 365 of the School has to be linked with each student for seamless learning experience. Each student shall be given an official account linked to the portal @claretschool.edu.ph once enrolled. The access to our system will be provided by the School.

7. Are the parents required to purchase a separate licensed MS 365?

The school shall provide the licensed MS 365, and this is included in the miscellaneous fees. Each student will be given credentials once officially enrolled.

8. Will the students still use physical books?

Yes, the students will still use textbooks. The official list will be issued and the prices will be announced once we get the price list from the publishers.

9. When will the students work on offline tasks?

Students are given offline tasks during asynchronous sessions. These tasks are done at their own pace. Teachers will give reasonable time for the students to complete the activities.

10. Will the school provide technical support for students and parents?

The School has a Technical Working Group (TWG) to address technical problems encountered by students, teachers, and parents. Aside from this, the help desk is also available. The group is composed of the Information and Communication Technology Office (ICTO) personnel.

11. Will there also be provision for training / orientation sessions or walk-through for parents on the use of the LMS?

Students and parents will be given orientation and training on the use of the Learning Management System (LMS). This will be done during the Onboarding sessions.

12. Will the school require specific gadgets for each grade based on the school's platform?

The requirements are included in the CODE.

13. What specific function/s should be taken into consideration in the choice/use of gadgets?

The following are some of the considerations in the choice of a gadget:

- a. provision for Internet connection to access websites or search for information/data
- b. camera for taking photos and videos
- c. camera and microphone for joining a video call and online discussion
- d. provision for creating documents and presentations
- e. provision for recording audio file
- f. provision for editing photos and videos
- g. provision for recording screens
- h. access and use of MS Office 365 Apps

14. How long is the expected screen time for the students?

For synchronous sessions, the following screen time will be followed:

CSC (JN, SN, Kinder)	60 minutes
Grades 1 to 3	120 minutes (excluding the 5-minute before and after settling time per period; academic contact time is 120 minutes))
Grades 4 to 6	160 minutes

15. How long are the health breaks of the students?

The students are given health breaks of 20 minutes after each class. This will give them time for snacks, attend to other necessities, and to prepare for the next class.

16. Will there be online masses, recollections, and other alternative outreach activities?

Recollections are still scheduled for the intermediate classes. Online eucharistic celebrations will also be held.

17. Will library services still be available?

The Instructional Media Center will be available to assist students' research needs. The School's library online program is managed by the IMC staff.

18. When do parent-teacher consultation sessions come in?

Parent-teacher and student-teacher consultations are scheduled in the afternoon. The school will provide the schedule. Teachers' official time is until 4:00 P.M.

19. Will student attendance be checked?

Attendance and punctuality are checked during the Student-Adviser Time (SAT) as well as before the start of each period. The record of attendance will be reflected in the student's Report Card.

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