



MONTESSORI DE MANILA

Primary • Elementary • Secondary Levels

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Learning Continuity Plan Part 2 for School Year 2022-2023

July 4, 2022

Dear Parents / Guardians,

Thank you for answering the initial Parents' Feedback Form that we released together with LCP Part 1 last February 11. Your responses helped us further tailor our plans, especially for the In-Person Learning Expansion Activity Period (I-LEAP). We are pleased to inform you that representatives from the City Health Office of Las Piñas and DepEd conducted an initial ocular of the campus last February and posed no objection to our plan of implementing in-person classes.

Please see our updated plans for your child/ren. Again, kindly know that we are working with DepEd, DOH, DSWD, IATF, and the City of Las Piñas; thus, these plans may still be improved over time.

I. LEARNING SET-UP AND OPENING OF CLASSES

Online Learning and In-person Learning Expansion Activity Period (I-LEAP) will still be conducted. Depending on the department, we have increased either the number of sessions per week, or the number of hours per session, or both. This informed decision was made considering your child and household's vaccination status, willingness to have your child attend I-LEAP, and community alert level status, among others.

The official opening of School Year 2022-2023 shall be on **July 25, Monday**.

For our new parents and students, there will be a Google Webinar on **July 20, Wednesday** by department. This is to help you familiarize yourself with the features of the Google Workspace for Education. There will be an email with more details regarding this.

The Parents' Orientation shall be held online on **July 21 and 22 (Thursday and Friday)**. There will be an email with more details regarding this.

Our In-Person Learning Expansion Activity Period (I-LEAP) will start on **August 22, Monday** for the Grade School, **August 24, Wednesday** for the High School, and **September 1, Thursday** for the Casa Department.

Kindly refer to the summary of important information below:

Learning Modality	Online Synchronous Discussion (OSD) Students join online from home.	In-person Learning Expansion Activity Period (I-LEAP) Students attend face-to-face sessions on campus.
<p>Schedule and duration</p> <p>For specific class durations, please see II. SAMPLE SCHEDULE.</p>	<p>Casa: three times a week Elementary: twice a week High School: twice a week</p>	<p>Casa: twice a week for all levels (starting Sept. 1) Elementary: thrice a week (starting Aug. 22) High School: thrice a week (starting Aug. 24)</p>
<p>Content</p>	<p>Academic and nonacademic lessons and activities; Homeroom classes</p>	<p>Casa: academic lessons, work with classroom materials; small group presentations and activities, etc. Elementary: academic and nonacademic lessons; skills enhancement activities; cocurricular programs, etc. High School: academic lessons, cocurricular programs, and extracurricular activities</p>
<p>Requirements</p>	<p>Required attendance and graded assessments to be submitted</p>	<p>Attendance will be taken for record purposes.</p> <p>Attendance in the I-LEAP is flexible. A student may start attending it once sessions begin, or much later if he is still unsure. If a student misses an I-LEAP session, he will not be considered absent; however he cannot make up for the missed session anymore.</p> <p>Casa: Pupils who are not in I-LEAP will do Offline Work at home. Elementary: Students who are not in I-LEAP may join Online Synchronous Activity Periods (OSAP) on specific afternoons, where activities related to the module will be done/answered. Nonacademic subjects (held once per term) will be graded either during I-LEAP or OSAP. Mastery Check-Ups (MCU), scheduled per term, shall be done online. High School: Reporting to I-LEAP will still be optional as students can still listen in while at home. There will be a camera in the I-LEAP so that students at home can also participate simultaneously in all graded activities. Mastery Check-Ups (MCU), scheduled per term or per quarter, shall be on-site. A different exam schedule for students not attending/joining I-LEAP will be announced.</p>
<p>Attendees</p>	<p>Students per section</p>	<p>Casa: Maximum of 12 Elementary: Students per section, but they may be divided into 2 groups High School: Students per section (maximum of 25 per section)</p> <p>All MDM employees are fully vaccinated. Students are welcome to attend I-LEAP regardless of vaccination status.</p>

		<p>Health and safety precautions in the classroom include physical distancing, airconditioned rooms with ample fresh air cross ventilation, and hand sanitizers at the doors.</p> <p>Per DOH, physical distancing is encouraged but not required for Alert Level 1.</p> <p>MDM will automatically shift to online classes when Alert Level 2 is announced.</p>
Contingency Measures	OSD may continue regardless of lockdown or heightened alert level.	In the event of a breakout, lockdown, or heightened alert level that prevents the conduct of I-LEAP, students simply switch to OSD.

II. SAMPLE SCHEDULE

Below is the **updated schedule that reflects the increase in I-LEAP**. Schedules may change depending on new health regulations in the coming months.

A. Casa

Junior Casa, Senior Casa, Preparatory

Early Morning Session:	Mid-Morning Session:	Afternoon Session:	Monday, Tuesday, Wednesday
8:00 - 8:50	10:30 - 11:20	1:00 - 1:50	OSD: All levels
8:50 - 9:00	11:20 - 11:30	1:50 - 2:00	Break
9:00 - 9:30	11:30 - 12:00	2:00 - 2:30	OSD: Junior Casa and Senior Casa Offline Work: Preparatory
9:30 - 10:00	12:00 - 12:30	2:30 - 3:00	OSD: Preparatory Offline Work: Junior Casa and Senior Casa

Early Morning Session:	Mid-Morning Session:	Afternoon Session:	Thursday & Friday (I-LEAP)
8:00 - 9:30	10:30 - 12:00	1:00 - 2:30	All levels

B. Elementary

Groupings shall be determined on a first-enrolled, first-served basis. If you have already enrolled your child, please expect a call from the Business Office to communicate your preferred slot for your child: Group A (a.m.) or Group B (p.m.)

Grade School (Grade 1 to 6) Sample Schedule

Schedule of pupils attending morning I-LEAP (Group A):

	I-LEAP		OSD		I-LEAP		OSD		I-LEAP
	Monday		Tuesday		Wednesday		Thursday		Friday
8:00 - 9:00	Nonacad/SET	8:00 - 9:00	Math	8:00 - 9:00	Math	8:00 - 9:00	Geometry	8:00 - 9:00	Geometry
9:00 - 9:20	Recess	9:00 - 9:15	Break	9:00 - 9:20	Recess	9:00 - 9:15	Break	9:00 - 9:20	Recess
9:20 - 10:20	Nonacad/SET	9:15 - 10:15	English	9:20 - 10:20	English	9:15 - 10:15	Filipino	9:20 - 10:20	Filipino
10:20 - 11:20	Nonacad/SET	10:15 - 10:30	Break	10:20 - 11:20	SS	10:15 - 10:30	Break	10:20 - 11:20	Science
11:20	Dismissal	10:30 - 11:30	SS	11:20	Dismissal	10:30 - 11:30	Science	11:20	Dismissal
		11:30 - 11:45	Break			11:30 - 11:45	Break		
		11:45 - 12:00	Homeroom			11:45 - 12:00	Homeroom		

Schedule of pupils attending afternoon I-LEAP (Group B):

	I-LEAP		OSD		I-LEAP		OSD		I-LEAP
	Monday		Tuesday		Wednesday		Thursday		Friday
1:00 - 2:00	Nonacad/SET	8:00 - 9:00	Math	1:00 - 2:00	Math	8:00 - 9:00	Geometry	1:00 - 2:00	Geometry
2:00 - 2:20	Recess	9:00 - 9:15	Break	2:00 - 2:20	Recess	9:00 - 9:15	Break	2:00 - 2:20	Recess
2:20 - 3:20	Nonacad/SET	9:15 - 10:15	English	2:20 - 3:20	English	9:15 - 10:15	Filipino	2:20 - 3:20	Filipino
3:20 - 4:20	Nonacad/SET	10:15 - 10:30	Break	3:20 - 4:20	SS	10:15 - 10:30	Break	3:20 - 4:20	Science
4:20	Dismissal	10:30 - 11:30	SS	4:20	Dismissal	10:30 - 11:30	Science	4:20	Dismissal
		11:30 - 11:45	Break			11:30 - 11:45	Break		
		11:45 - 12:00	Homeroom			11:45 - 12:00	Homeroom		

*There is no afternoon schedule for Grades 2 and 3. Their I-LEAP schedule is in the morning.

Students not attending I-LEAP may opt to attend Online Synchronous Activity Period (OSAP).

OSAP Schedule is as follows:

	OSD (SET ONLY)		OSD		OSD		OSD		OSD
	Monday		Tuesday		Wednesday		Thursday		Friday
8:00 - 9:00	SET	8:00 - 9:00	Math	8:00 - 9:00	MT	8:00 - 9:00	Geometry	8:00 - 9:00	MT
9:00 - 9:20	Break	9:00 - 9:15	Break	9:00 - 9:20	Break	9:00 - 9:15	Break	9:00 - 9:20	Break
9:20 - 10:20	MT	9:15 - 10:15	English	9:20 - 10:20	MT	9:15 - 10:15	Filipino	9:20 - 10:20	MT
10:20 - 10:40	Break	10:15 - 10:30	Break	10:20 - 10:40	Break	10:15 - 10:30	Break	10:20 - 10:40	Break
10:40 - 11:40	MT	10:30 - 11:30	SS	10:40 - 11:40	MT	10:30 - 11:30	Science	10:40 - 11:40	MT
		11:30 - 11:45	Break			11:30 - 11:45	Break		
11:40	Dismissal	11:45 - 12:00	Homeroom	11:40	Dismissal	11:45 - 12:00	Homeroom	11:40	Dismissal
		12:00	Lunch			12:00	Lunch		
			OSAP for:				OSAP for:		
		1:00 - 2:00	Nonacad/MT			1:00 - 2:00	Nonacad/MT		

	2:00 - 2:15	Break		2:00 - 2:15	Break	
	2:15 - 2:45	Math		2:15 - 2:45	Geometry	
	2:45 - 3:00	Break		2:45 - 3:00	Break	
	3:00 - 3:30	English		3:00 - 3:30	Filipino	
	3:30 - 3:45	Break		3:30 - 3:45	Break	
	3:45 - 4:15	SS		3:45 - 4:15	Science	

*OSD (Online Synchronous Discussions)

*I-LEAP (In-Person Learning Expansion Activity Period)

*MT (Module Tasks). The pupils will study the modules and answer the assessments asynchronously.

*SET (Skills Enhancement Time). These are classes that develop pupils' other skills and interests in social, mental, and physical aspects. There is a separate schedule every Monday for those who cannot attend SET.

*Nonacad (Nonacademic Subjects). Each Nonacademic Subject shall be scheduled every Monday during I-LEAP; 1 hour per term. There is a separate schedule for those who cannot attend I-LEAP.

*Those already attending I-LEAP are **neither required nor encouraged** to attend the Online Synchronous Activity Periods (OSAP) in the afternoon; the activities done in OSAP are the same as those done during I-LEAP.

C. High School

Junior High School (Grade 7 to 9) Sample Schedule

Time	Online Class		Onsite Class / I-LEAP		
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00	NA	Math	NA	Math	Homeroom
9:00 - 10:00	English	Filipino	English	Filipino	Interest Club
10:00 - 10:15*	Recess 1	Recess 1	Recess 1	Recess 1	Recess 1
10:15 - 10:30*	Recess 2	Recess 2	Recess 2	Recess 2	Recess 2
10:30 - 11:30	AP	Science	AP	Science	EA
1:00 - 4:00	Module Tasks	Module Tasks	Module Tasks	Module Tasks	Module Tasks

*NA - Nonacademic Subjects

*EA - Extracurricular Activities (Optional)

*Module Tasks will be done asynchronously by students at home.

*I-LEAP (In-Person Learning Expansion Activity Period). Reporting to I-LEAP will still be optional as students can still listen in while at home. There will be a camera in the I-LEAP so that students at home can also participate simultaneously in all graded activities.

*Online Consultation is anytime from 8:00 a.m. - 5:00 p.m. during teachers' vacant time.

Junior High School (Grade 10) Sample Schedule

Time	Online Class		Onsite Class / I-LEAP		
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 11:30	Module Tasks	Module Tasks	Module Tasks	Module Tasks	Module Tasks
12:30 - 1:30	NA	English	NA	English	Homeroom
1:30 - 2:30	AP	Filipino	AP	Filipino	Interest Club
2:30 - 2:45*	Recess 1	Recess 1	Recess 1	Recess 1	Recess 1
2:45 - 3:00*	Recess 2	Recess 2	Recess 2	Recess 2	Recess 2
3:00 - 4:00	Science	Math	Science	Math	EA

*NA - Nonacademic Subjects

*EA - Extracurricular Activities (Optional)

*Module Tasks will be done asynchronously by students at home.

*I-LEAP (In-Person Learning Expansion Activity Period). Reporting to I-LEAP will still be optional as students can still listen in while at home. There will be a camera in the I-LEAP so that students at home can also participate simultaneously in all graded activities.

*Online Consultation is anytime from 8:00 a.m. - 5:00 p.m. during teachers' vacant time.

Senior High School (Grades 11 & 12) Sample Schedule

Time	Online Class		Onsite Class / I-LEAP		
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 11:30	Module Tasks	Module Tasks	Module Tasks	Module Tasks	Module Tasks
12:30 - 1:30	Rdg & Wrtg	Philosophy	Rdg & Wrtg	Philosophy	Homeroom
1:30 - 2:30	MIL	Stat & Prob	MIL	Stat & Prob	Interest Club
2:30 - 2:45*	Recess 1	Recess 1	Recess 1	Recess 1	Recess 1
2:45 - 3:00*	Recess 2	Recess 2	Recess 2	Recess 2	Recess 2
3:00 - 4:00	PE & Health 2		PE & Health 2		EA

*EA - Extracurricular Activities (Optional)

*Module Tasks will be done asynchronously by students at home.

*I-LEAP (In-Person Learning Expansion Activity Period). Reporting to I-LEAP will still be optional as students can still listen in while at home. There will be a camera in the I-LEAP so that students at home can also participate simultaneously in all graded activities.

*Online Consultation is anytime from 8:00 a.m. - 5:00 p.m. during teachers' vacant time.

III. OTHERS

A. Uniforms

	OSD (ONLINE)	I-LEAP (ONSITE)
Casa	<u>Monday to Wednesday:</u> Smart casual civilian attire or regular school uniform	<u>Thursday:</u> Regular school uniform <u>Friday:</u> PE uniform
Elementary	<u>Tuesday and Thursday:</u> Smart casual civilian attire or regular school uniform	<u>Monday:</u> PE uniform <u>Wednesday and Friday:</u> Regular school uniform
Secondary	<u>Monday and Tuesday:</u> Smart casual civilian attire or regular school uniform	<u>Wednesday and Thursday:</u> Regular school uniform <u>Friday:</u> PE uniform

Each PE shirt order is always 2 pieces. The extra PE shirt will be required to be brought every I-LEAP for changing into if the student needs to (i.e., sweating, spills). No other shirt may be used for this purpose; this is to aid school personnel in identifying and monitoring students for health and safety reasons.

We shall soon send you a Google Form for ordering your child's uniforms.

B. School Bus Service

To date, we are still awaiting guidelines from DepEd and the LTFRB if bus services may be offered.

C. Canteen

The canteen will be selling prepacked snacks for Grade School and High School students who cannot prepare snacks at home. We highly recommend that students bring snacks that are easy and fast to consume to avoid being unmasked for too long.

D. School ID and Gate Pass

A school ID will be issued, together with the official school ID lace. These should be worn at all times.

Kindly take note of the following dates for picture-taking in school and strictly follow the guidelines below:

<u>Grade School</u>	: July 18, Monday	} any time from 9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m.
<u>High School</u>	: July 19, Tuesday	
<u>Casa</u>	: August 30, Tuesday	

***The school staff will only take a photo of your child if these guidelines are followed:**

1. Attire: school blouse/polo or a white collared, sleeved shirt/blouse.
2. Boys' hair is neatly trimmed: above the ear on the sides, above the eyebrows for bangs, not touching the back of the collar.
3. Girls' hair is neatly styled. Accessories, if any, must be simple and small.
4. Hair must be naturally colored. No other hair color (whether hair is being grown out) will be accepted.

***For new students and students not joining I-LEAP, please submit a 1x1 ID picture with a white background, and following the same guidelines above.**

A Gate Pass will also be issued, to be used in picking up the child/ward.

***IMPORTANT:** Please come at the designated dismissal time of your child/ward to lessen the number of people waiting on campus and to prevent your child/ward from waiting too long.

E. Waiting Area

Following the Las Piñas City Health Office protocol, waiting on campus and lingering in school after dismissal are **highly discouraged**. However, designated waiting areas with **limited** seats shall be provided.

F. MDM Covid-19 Safety Manual

We have created an **MDM Covid-19 Safety Manual** that outlines our protective measures, campus protocols in various scenarios, and other important information to be sent to you soon.

G. Required Consent Form

We request you to kindly fill out another form for us to have a better idea of the number of students expected to attend I-LEAP once sessions begin, or much later if you are still unsure. This will also update us of your child's vaccination status, and signify your consent to have your child attend I-LEAP or not : [Consent Form for I-LEAP S.Y. 2022-2023](#)

Thank you and we look forward to having your child/ren back on campus!

Yours in education,

Montessori De Manila Board of Administrators, Faculty, and Staff