



# INTEGRATED MONTESSORI CENTER

51 DIEGO SILANG ST. APOVAI FORT BONIFACIO TAGUIG CITY

TEL: 8556-2075 / FAX: 8556-1269  
INTEGRATEDMONTESSORI.EDU.PH

Advisory # 2021-24-06

## LEARNING CONTINUITY PLAN FOR SY2021-2022

As we gear up for another school year amidst the ongoing pandemic, we wish to inform you that our classes will remain virtual and online -- unless there are changes on guidelines, directives or ordinances by the IATF, DepEd or LGU. It is in this light that IMC is pleased to announce the preparations that have been put in place for SY2021-2022.

### I. OPENING OF CLASSES AND SCHOOL CALENDAR

August 9 Start of orientation classes	High School Grades 10, 11, 12 Preschool AC
August 10 Start of orientation classes	High School Grades 7, 8, 9 Grades School Grades 1, 2, 3 Preschool JC2
August 11 Start of orientation classes	Grades School Grades 4, 5, 6 Preschool JC1
Orientation week will be the transition or adjustment period, wherein orientations and tutorials on how to use and navigate the new online system will be given and taught to the students. No formal lesson will be introduced. It can also be the best time to gauge if equipment prepared for online learning is adequate or if home or internet setup is ideal for the online delivery.	
Aug 9 - Oct 22	First Quarter
Oct 25 - Jan 14	Second Quarter
Jan 17 - Mar 18	Third Quarter
Mar 21 - May 27	Fourth Quarter

### II. MODE OF DELIVERY

All classes will be delivered online starting August 09. Changes to this setup or a return to school for face to face delivery will be made only if new Executive Orders are issued by the government or by the Dept. Of Education.

### III. CURRICULUM & SAMPLE CLASS SCHEDULE

All class schedules presented below are samples. As we wait for new announcements and orders from the government or DepEd, class schedules below may change and vary per section, per level. Details of each student's class section will be given closer to the date of opening of classes.

#### PRESCHOOL

JC1	Phonics, Math, Cultural Arts, Reading & Writing
JC2	Phonics, Math, Cultural Arts, Language, Reading, Spelling & Writing
AC	Phonics, Math, Language, Filipino, Science, Reading, Spelling & Writing

\* Longer time slots per subject are given to JC1 & JC2 as they have lesser number of subjects compared to the AC

\*\* Available time sessions are: 7:30 - 10:00AM SESSION, 10:30 - 1:00NN SESSION, 1:30 - 4:00PM SESSION

ADVANCED CASA BATCH 1					
TIME	MON	TUE	WED	THURS	FRI
7:30 - 8:00	Welcome Students/Circle Time	Recorded Videos Montessori Materials Reading Offline Activities	HOMEROOM DAY Welcome Students Circle Time FID / PE Artwork Science	Welcome Students/Circle Time	Recorded Videos Montessori Materials Reading Offline Activities
8:00 - 8:05	Break			Break	
8:05 - 8:40	Phonics			Phonics	
8:40 - 8:45	Break			Break	
8:45 - 9:20	Math			Math	
9:20 - 9:25	Break			Break	
9:25 - 9:50	Language			Filipino	
9:50 - 10:00	Recap/Dismissal			Recap/Dismissal	

ADVANCED CASA BATCH 2					
TIME	MON	TUE	WED	THURS	FRI
7:30 - 8:00	Recorded Videos Montessori Materials Reading Offline Activities	Welcome Students/Circle Time	HOMEROOM DAY Welcome Students Circle Time FID / PE Artwork Science	Recorded Videos Montessori Materials Reading Offline Activities	Welcome Students/Circle Time
8:00 - 8:05		Break			Break
8:05 - 8:40		Phonics			Phonics
8:40 - 8:45		Break			Break
8:45 - 9:20		Math			Math
9:20 - 9:25		Break			Break
9:25 - 9:50		Language			Filipino
9:50 - 10:00		Recap/Dismissal			Recap/Dismissal

## GRADE SCHOOL

<b>Grade School 1 - 6</b>	1. English	Homeroom: 1. Character Education 2. MAPEH 3. HELE (Grades 4-6 only)
	2. Filipino	
	3. Math	
	4. Science	
	5. Araling Panlipunan	

AM CLASS 7:00 - 11:00 BATCH 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Math Online/Genyo/Google Meet 7:00 - 9:00	Math Offline/Books/Worksheet	Homeroom Google Meet Online 7:00-9:00 Batch 1	Araling Panlipunan Online/Genyo/Google Meet 7:00 - 8:20	Araling Panlipunan Offline/Books/Worksheet
English Online/Genyo/Google Meet 9:00 - 11:00	English Offline/Books/Worksheet		Science Online/Genyo/Google Meet 8:20 - 9:40	Science Offline/Books/Worksheet
			Filipino Online/Genyo/Google Meet 9:40 - 11:00	Filipino Offline/Books/Worksheet
AM CLASS 7:00 - 11:00 BATCH 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Math Offline/Books/Worksheet	Math Online/Genyo/Google Meet 7:00 - 9:00	Homeroom Google Meet Online 9:00-11:00 Batch 2	Araling Panlipunan Offline/Books/Worksheet	Araling Panlipunan Online/Genyo/Google Meet 7:00 - 8:20
English Offline/Books/Worksheet	English Online/Genyo/Google Meet 9:00 - 11:00		Science Offline/Books/Worksheet	Science Online/Genyo/Google Meet 8:20 - 9:40
			Filipino Offline/Books/Worksheet	Filipino Online/Genyo/Google Meet 9:40 - 11:00

- Each section will have varying subjects per time slot to rotate the teachers
- No one section has the same class schedule

PM CLASS 12:30 - 4:30 BATCH 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Filipino Online/Genyo/Google Meet 12:30 - 1:50	Filipino Offline/Books/Worksheet	Homeroom Google Meet Online 12:30-2:30 Batch 1	Math Online /Genyo/Google Meet 12:30 - 2:30	Math Offline/Books/Worksheet
Science Online/Genyo/Google Meet 1:50 - 3:10	Science Offline/Books/Worksheet		English Online /Genyo/Google Meet 2:30 - 4:30	English Offline/Books/Worksheet
Araling Panlipunan Online/Genyo/Google Meet 3:10 - 4:30	Araling Panlipunan Offline/Books/Worksheet			
PM CLASS 12:30 - 4:30 BATCH 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Filipino Offline/Books/Worksheet	Filipino Online/Genyo/Google Meet 12:30 - 1:50	Homeroom Google Meet Online 2:30-4:30 Batch 2	Math Offline/Books/Worksheet	Math Online /Genyo/Google Meet 12:30 - 2:30
Science Offline/Books/Worksheet	Science Online/Genyo/Google Meet 1:50 - 3:10		English Offline/Books/Worksheet	English Online /Genyo/Google Meet 2:30 - 4:30
Araling Panlipunan Offline/Books/Worksheet	Araling Panlipunan Online/Genyo/Google Meet 3:10 - 4:30			

## HIGH SCHOOL

<b>High School 7 - 10</b>	1. English	Homeroom: 1. Edukasyon sa Pagkatao (EsP) 2. TLE 3. Art 4. Music
	2. Filipino	
	3. Math	
	4. Science	
	5. Araling Panlipunan	
	6. PE & Health	

AM CLASS 6:40 - 11:40 BATCH 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Math Online/Genyo/Google Meet 6:40 - 8:40	Math Offline Books/Worksheet	Homeroom/Consultations 6:40 - 7:40	Araling Panlipunan Online /Genyo/Google Meet 6:40 - 8:20	Araling Panlipunan Offline/Books/Worksheet
		Music 7:40 - 8:40		
Science Online/Genyo/Google Meet 8:40 - 10:40	Science Offline Books/Worksheet	Art 8:40 - 9:40	Filipino Online/Genyo/Google Meet 8:20 - 10:00	Filipino Offline/Books/Worksheet
		TLE 9:40 - 10:40		
PE/Health Online/Genyo/Google Meet 10:40 - 11:40	PE/Health Offline	EsP 10:40 - 10:40	English Online/Genyo/Google Meet 10:00 - 11:40	English Offline/Books/Worksheet

AM CLASS 6:40 - 11:40 BATCH 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Math Offline Books/Worksheet	Math Online/Genyo/Google Meet 6:40 - 8:40	Music 6:40 - 7:40	Araling Panlipunan Offline/Books/Worksheet	Araling Panlipunan Online /Genyo/Google Meet 6:40 - 8:20
		Art 7:40 - 8:40		
Science Offline Books/Worksheet	Science Online/Genyo/Google Meet 8:40 - 10:40	TLE 8:40 - 9:40	Filipino Offline/Books/Worksheet	Filipino Online/Genyo/Google Meet 8:20 - 10:00
		EsP 9:40 - 10:40		
PE/Health Offline	PE/Health Online/Genyo/Google Meet 10:40 - 11:40	Homeroom/Consultations 10:40 - 11:40	English Offline/Books/Worksheet	English Online/Genyo/Google Meet 10:00 - 11:40

PM CLASS 12:40 - 5:40 BATCH 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Araling Panlipunan Online /Genyo/Google Meet 12:40 - 2:20	Araling Panlipunan Offline/Books/Worksheet	TLE 12:40 - 1:40	Math Online/Genyo/Google Meet 12:40 - 2:40	Math Offline/Books/Worksheet
		Art 1:40 - 2:40		
Filipino Online/Genyo/Google Meet 2:20 - 4:00	Filipino Offline/Books/Worksheet	EsP 2:40 - 3:40	Science Online/Genyo/Google Meet 2:40 - 4:40	Science Offline/Books/Worksheet
		Music 3:40 - 4:40		
English Online/Genyo/Google Meet 4:00 - 5:40	English Offline/Books/Worksheet	Homeroom/Consultations 4:40 - 5:40	PE/Health Online/Genyo/Google Meet 4:40 - 5:40	PE/Health Offline

PM CLASS 12:40 - 5:40 BATCH 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Araling Panlipunan Offline/Books/Worksheet	Araling Panlipunan Online /Genyo/Google Meet 12:40 - 2:20	Homeroom/Consultations 12:40 - 1:40	Math Offline/Books/Worksheet	Math Online/Genyo/Google Meet 12:40 - 2:40
		TLE 1:40 - 2:40		
Filipino Offline/Books/Worksheet	Filipino Online/Genyo/Google Meet 2:20 - 4:00	Art 2:40 - 3:40	Science Offline/Books/Worksheet	Science Online/Genyo/Google Meet 2:40 - 4:40
		EsP 3:40 - 4:40		
English Offline/Books/Worksheet	English Online/Genyo/Google Meet 4:00 - 5:40	Music 4:40 - 5:40	PE/Health Offline	PE/Health Online/Genyo/Google Meet 4:40 - 5:40

## SENIOR HIGH SCHOOL GRADES 11 & 12

For SY2021-2022, we are only offering Science, Technology, Engineering & Math (STEM) to Grade 11 students

However, Grade 12 will still have the following tracks:

- Accountancy, Business & Management (ABM)
- Humanities & Social Sciences (HUMSS)
- Science, Technology & Math (STEM)

GRADE 11 STEM PM CLASS 12:40 - 4:40	GRADE 12 ABM/HUMSS/STEM PM CLASS 12:40 - 4:40
<b>** Only PM classes are offered</b>	

#### IV. PLATFORMS USED, BOOKS & MATERIALS

##### Preschool

- Google Meet - is where the student meet with teacher and classmates. This is where they have their Circle Time and have social interaction with classmates.
- Offline activities is where independent learning or self-study is given more focus. The students answer and complete activities in the book or worksheet given by teacher, at their own pace and time. Videos of Montessori materials presentation is uploaded.

##### Grade School & High School

- Genyo E-Learning - is where students are given lesson packages, whether created and uploaded by the teacher or preloaded content in Genyo. During Genyo time, both student and teacher will be online. The Genyo Forum is a two-way feature for discussions and recitations, where they can interact with each other, ask questions and teacher can assist the student with the lesson at hand.
- Google Meet - is where the class or section meet with teacher for lessons on the subject matter, class collaborations and the online consultation and homeroom sessions.
- Bookwork & Homework (BW/HW) - is where students answer and complete activities in the book or worksheet given by teacher, at their own pace and time. This is considered offline where independent learning, self-study is given more focus.
- Online Consultation & Homeroom - is where the class adviser meets the class via Google Meet. The class will be divided into small groups to have their online meeting, where everyone is visible to all participants and have real-time discussions. Checking of lesson understanding, completed book works, homework, etc. may be done also. Subjects such as CE and MAPEH/HELE is integrated at this time.

\*\* Only GS 1-6 and HS 7-10 will use Genyo

#### BOOKS AND MATERIALS

We cannot take away the tangible use of the books and materials in the development of writing skills and sensory growth, therefore, the purchase of books and materials for each grade level is still required. This is part of the offline activities and homework to be done at home or during online homeroom sessions where checking of the books will be done by teacher through Google Meet. Other materials like notebooks, folders, spelling booklet, etc. are still essential materials needed by the student for note taking, math exercises or computations, compilation of quizzes and recording purposes.

#### V. ASSESSMENTS & EVALUATION

PRESCHOOL	GRADE SCHOOL TO HIGH SCHOOL																										
<p>Descriptive narratives and qualitative assessments done by observation of the student’s participation in the class activities and assigned tasks during the online classes will be given. Recording of the quizzes, worksheets and homework submitted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Evaluation</th> <th style="text-align: left;">Code</th> </tr> </thead> <tbody> <tr> <td>Highly Competent - Learners concept have been completely achieved with outstanding output</td> <td>HC</td> </tr> <tr> <td>Competent - Learners concept have been completely achieved</td> <td>C</td> </tr> <tr> <td>Good - Learners grasps concept but needs continuous growth</td> <td>G</td> </tr> <tr> <td>Needs Improvement - Learners strive to achieve expected output but needs further encouragement</td> <td>NI</td> </tr> </tbody> </table>	Evaluation	Code	Highly Competent - Learners concept have been completely achieved with outstanding output	HC	Competent - Learners concept have been completely achieved	C	Good - Learners grasps concept but needs continuous growth	G	Needs Improvement - Learners strive to achieve expected output but needs further encouragement	NI	<p>Formative and summative assessments for online tests and quizzes are given through Genyo. Other student works submitted to the teacher via Google Classroom will also form part of student evaluation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Science &amp; Math</th> </tr> <tr> <th style="text-align: left;">Components</th> <th style="text-align: left;">Weight</th> </tr> </thead> <tbody> <tr> <td>A. Performance Output/Online E-Learning/Genyo Activities Recitation Oral Test</td> <td>50% 30% 10% 10%</td> </tr> <tr> <td>B. Written Works/Offline Summative Test Quizzes Homework Seatwork</td> <td>50% 10% 10% 10% 20%</td> </tr> <tr> <th colspan="2" style="text-align: center;">Filipino, English &amp; Araling Panlipunan</th> </tr> <tr> <th style="text-align: left;">Components</th> <th style="text-align: left;">Weight</th> </tr> <tr> <td>A. Performance Output/Online E-Learning/Genyo Activities Recitation Oral Test</td> <td>60% 35% 15% 10%</td> </tr> <tr> <td>B. Written Works/Offline Summative Test Quizzes Homework Seatwork</td> <td>40% 10% 10% 10% 10%</td> </tr> </tbody> </table>	Science & Math		Components	Weight	A. Performance Output/Online E-Learning/Genyo Activities Recitation Oral Test	50% 30% 10% 10%	B. Written Works/Offline Summative Test Quizzes Homework Seatwork	50% 10% 10% 10% 20%	Filipino, English & Araling Panlipunan		Components	Weight	A. Performance Output/Online E-Learning/Genyo Activities Recitation Oral Test	60% 35% 15% 10%	B. Written Works/Offline Summative Test Quizzes Homework Seatwork	40% 10% 10% 10% 10%
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**VI. LEARNING MANAGEMENT SYSTEM (LMS)**

IMC will use both Genyo and Google Classroom as its Learning Management System (LMS). This digital platform is for submission of assignments, distribution of worksheets and learning materials, evaluation and storage of submitted works; while Google Classroom and its tools (Drive, Docs, Sheets, Calendar & Gmail) will be used for communication between parent & teacher, monitoring, consultations, and meetings with classmates and teacher.

We encourage you to learn these applications together with your child at the earliest. Here are some video tutorials that you can watch:

- How to use Google Classroom as a student (English) <https://www.youtube.com/watch?v=N5UQ2V3nRp4>
- How to use Google Classroom as a student (Tagalog) <https://www.youtube.com/watch?v=9SsiVHXaStA>
- Introduction to Google Meet [https://www.youtube.com/watch?v=44sGlczM\\_po](https://www.youtube.com/watch?v=44sGlczM_po)

Each student is required to create a Gmail account and email address following this strict format:  
*First name, last name (dot) imc@gmail.com      example: juandelacruz.imc@gmail.com*

You may add your middle initial or middle name if user name has already been taken.  
*example: juansantosdelacruz.imc@gmail.com*

**VII. SCHOOL POLICY ON ONLINE LEARNING**

Policies, rules and regulations found in the IMC Student Handbook still applies for SY2021-2022. We expect each student to show basic manners and right conduct in the online platform. A detailed, separate advisory of new policies, rules and regulations with regards to online learning etiquette will be released.

**Equipment needed:**

Internet access with stable connectivity at home is needed. A printer might be necessary but is not required. For easier typing, a keyboard is recommended. Wired earphones or headset is also suggested.

Hardware Specification	Software Specification
<p>ANY:</p> <ul style="list-style-type: none"> <li>• Laptop</li> <li>• Desktop</li> </ul> <p>THAT CAN:</p> <ul style="list-style-type: none"> <li>• View or watch videos with audio</li> <li>• Open &amp; login to email</li> <li>• View slide presentations</li> <li>• Create and edit documents</li> <li>• Access websites</li> <li>• Record videos</li> <li>• Take photos</li> </ul>	<p>THAT HAS:</p> <ul style="list-style-type: none"> <li>• Windows 7/8/10 or</li> <li>• MAC OS</li> </ul> <p><i>For compatibility with Genyo and required application software</i></p> <p>Application Software:</p> <ul style="list-style-type: none"> <li>• Word, Excel &amp; Powerpoint</li> </ul> <p><i>For compatibility with the learning materials that will be sent</i></p> <ul style="list-style-type: none"> <li>• Adobe Acrobat Reader (PDF File Reader)</li> </ul> <p><i>For compatibility with the learning materials that will be sent</i></p> <p>ANY VIDEO PLAYER:</p> <ul style="list-style-type: none"> <li>• VLC Media Player</li> <li>• Quicktime Player</li> </ul> <p>ANY INTERNET BROWSER:</p> <ul style="list-style-type: none"> <li>• Google Chrome</li> <li>• Firefox</li> <li>• Safari</li> </ul> <p>Plug-ins:</p> <ul style="list-style-type: none"> <li>• Flash Player</li> </ul> <p><i>For compatibility with the interactive contents like videos and games on Genyo</i></p>

*Please note that schedules and programs are subject to change, depending on IATF, DepEd or LGU guidelines, directives or ordinances. IMC also reserves the right to make decisions that is best suited for the students welfare, in line with the school values and principles.*