



INTEGRATED MONTESSORI CENTER

51 DIEGO SILANG ST. AFPOVAI FORT BONIFACIO TAGUIG CITY

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INTEGRATEDMONTESSORI.EDU.PH

Advisory # 2020-14-07

LEARNING CONTINUITY PLAN FOR SY2020-2021

The Dept. Of Education announced that face to face classes will not take place for the opening of classes in August. It is in this light that IMC is pleased to announce the preparations that have been put in place for SY2020-2021.

I. OPENING OF CLASSES AND SCHOOL CALENDAR

August 24	High School Grades 10, 11, 12 Preschool AC
August 25	High School Grades 7, 8, 9 Grades School Grades 1, 2, 3 Preschool JC2
August 26	Grades School Grades 4, 5, 6 Preschool JC1
The entire week can be considered as 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 31 - Oct 16	First Quarter
Oct 19 - Dec 11	Second Quarter
Dec 14 - Feb 26	Third Quarter
Mar 01 - Apr 30	Fourth Quarter

II. MODE OF DELIVERY

All classes will be delivered online starting August 24. 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

Class schedules vary per section, per level. Schedules below are examples only. 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		Welcome Students Circle Time	Welcome Students Circle Time	
8:00 - 8:05	Break		Break	Break	
8:05 - 8:40	Phonics	Recorded Videos	FID / PE	Phonics	Recorded Videos
8:40 - 8:45	Break	Montessori Materials	Break	Break	Montessori Materials
8:45 - 9:20	Math	Reading	Artwork	Math	Reading
9:20 - 9:25	Break	Offline Activities	Break	Break	Offline Activities
9:25 - 9:50	Language		Science	Filipino	
9:50 - 10:00	Dismissal		Dismissal	Dismissal	

Grade School & High School

Grade School 1 - 6	<ol style="list-style-type: none"> 1. English 2. Filipino 3. Math 4. Science 5. Araling Panlipunan <p>Homeroom:</p> <ol style="list-style-type: none"> 1. Character Education 2. MAPEH 3. HELE (Grades 4-6 only)
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- Each section will have varying subjects per time slot to rotate the teachers

- No one section has the same class schedule

Grade One 7:00 - 11:00AM - Hydrogen					
Batch One	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 7:40	Math	Math	Homeroom Google Meet	Araling Panlipunan	Araling Panlipunan
7:40 - 8:20	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework
8:20 - 9:00	English	English		Science	Science
9:00 - 9:40				Genyo/Google Meet	Bookwork/Homework
9:40 - 10:20				Genyo/Google Meet	Bookwork/Homework
10:20 - 11:00				Filipino	Filipino
			Genyo/Google Meet	Bookwork/Homework	

Grade One 12:30 - 4:30PM - Carbon					
Batch Two	Monday	Tuesday	Wednesday	Thursday	Friday
12:30 - 1:10	Araling Panlipunan	Araling Panlipunan	Homeroom Google Meet	Math	Math
1:10 - 1:50	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework
1:50 - 2:30	Science	Science		English	English
2:30 - 3:10	Genyo/Google Meet	Bookwork/Homework			
3:10 - 3:50	Filipino	Filipino			
3:50 - 4:30	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework

High School 7 - 10	<ol style="list-style-type: none"> 1. English 2. Filipino 3. Math 4. Science 5. Araling Panlipunan <p>Homeroom:</p> <ol style="list-style-type: none"> 1. Character Education 2. MAPEH/TLE
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Grade Seven 7:00-11:00AM - Neon					
Batch One	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 7:40	Math	Math	Consultation Homeroom Google Meet	Filipino	Filipino
7:40 - 8:20	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework
8:20 - 9:00	English	English		Science	Science
9:00 - 9:40				Genyo/Google Meet	Bookwork/Homework
9:40 - 10:20				Genyo/Google Meet	Bookwork/Homework
10:20 - 11:00				Araling Panlipunan	Araling Panlipunan
			Genyo/Google Meet	Bookwork/Homework	

Grade Seven 1:00-5:00PM - Neon					
Batch Two	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 - 1:40	Filipino	Filipino	Consultation Homeroom Google Meet	Math	Math
1:40 - 2:20	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework
2:20 - 3:00	Science	Science		English	English
3:00 - 3:40	Genyo/Google Meet	Bookwork/Homework			
3:40 - 4:20	Araling Panlipunan	Araling Panlipunan			
4:20 - 5:00	Genyo/Google Meet	Bookwork/Homework		Genyo/Google Meet	Bookwork/Homework

Senior High School Grades 11 & 12

We offer the following tracks:

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

Grade 11 ABM & HUMSS CURRICULUM			
First Semester		Second Semester	
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Understanding Culture, Society, and Politics	Earth and Life Science	Statistics and Probability	Personal Development
General Mathematics	Oral Communication in Context	Pagbasa at Pagsusuri	Reading and Writing
Komunikasyon at Pananaliksik	English for Academic Purposes	Business Mathematics (ABM) World Religions (HUMSS) Pre-Calculus (STEM)	Organizational Management
Empowerment Technology	Research 1	Accounting 1	Physical Science Disaster Readiness & Risk Reduction (STEM)

** The schedule below is an example for Grade 11 ABM. Schedules for other levels and tracks will vary.

FIRST QUARTER					
ABM & HUMSS					
TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 9:00	E-Learning Google Classroom UCSP	BW/HW UCSP	Consultation (50 mins per subject) and Homeroom (40 mins for adviser)	E-Learning Google Classroom Gen Math	BW/HW GEN MATH
9:00 - 11:00	E-Learning Google Classroom Emp. Tech	BW/HW EMPT TECH		E-Learning Google Classroom Kom at Pan	BW/HW KOM PAN

IV. 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"> <thead> <tr> <th>Evaluation</th> <th>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"> <thead> <tr> <th>Components</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>A. Written Output/Online E-Learning/Genyo Activities</td> <td>45%</td> </tr> <tr> <td>B. Performance Task/Offline 1. Bookwork 2. Homework</td> <td>35%</td> </tr> <tr> <td>C. Quarterly Assessment 1. Quizzes/Tests 2. Periodical Exams</td> <td>20%</td> </tr> </tbody> </table>	Components	Weight	A. Written Output/Online E-Learning/Genyo Activities	45%	B. Performance Task/Offline 1. Bookwork 2. Homework	35%	C. Quarterly Assessment 1. Quizzes/Tests 2. Periodical Exams	20%
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V. 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.

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)
How to use Google Classroom as a student (Tagalog)
Introduction to Google Meet

<https://www.youtube.com/watch?v=N5UQ2V3nRp4>
<https://www.youtube.com/watch?v=9SsiVHXaStA>
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 SY2020-2021. 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"> • Laptop • Desktop • Tablet <p>THAT CAN:</p> <ul style="list-style-type: none"> • View or watch videos with audio • Open & login to email • View slide presentations • Create and edit documents • Access websites • Record videos • Take photos 	<p>THAT HAS:</p> <ul style="list-style-type: none"> • Windows 7/8/10 or • MAC OS <p><i>For compatibility with Genyo and required application software</i></p> <p>Application Software:</p> <ul style="list-style-type: none"> • Word, Excel & Powerpoint <p><i>For compatibility with the learning materials that will be sent</i></p> <ul style="list-style-type: none"> • Adobe Acrobat Reader (PDF File Reader) <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"> • VLC Media Player • Quicktime Player <p>ANY INTERNET BROWSER:</p> <ul style="list-style-type: none"> • Google Chrome • Firefox • Safari <p>Plug-ins:</p> <ul style="list-style-type: none"> • Flash Player <p><i>For compatibility with the interactive contents like videos and games on Genyo</i></p>

VIII. TUITION FEE

Adjustment on tuition fees will apply after the First Quarter, when the school has determined the savings or cost deductions after expenses. The amount will either be credited towards your child’s outstanding balance or refunded back if it was paid in full.

Please note that schedules and programs are subject to change, depending on IATF, DepEd or LGU guidelines, directives or ordinances.