



MANRESA SCHOOL
Hijos de Jesus
Candida Maria St., BF Homes,
Parañaque City 1700
Tel. No. 8842-99-18

September 23, 2020

Dear Parents/ Guardians,

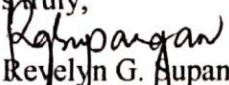
Greetings of Peace!

As we implement the Online Distance Learning (ODL) program this school year, we appreciate your efforts in accompanying your children in their ODL classes to ensure that they are making the most out of their interaction with their teachers and classmates.

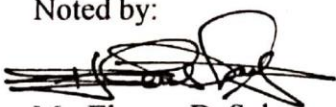
We hope to strengthen our collaborative relationship with you which would significantly contribute to the growth and development of our common children. In this regard, we are sending the ODL-BASED GUIDELINES FOR PARENTS that will serve as guide in the collaborative undertaking of parents in relation to monitoring of learners and communication with teachers and other concerned offices.

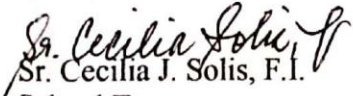
Thank you.

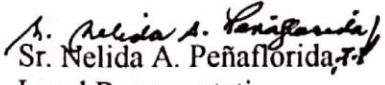
Yours truly,


Mrs. Revelyn G. Dupangan
Discipline Officer

Noted by:


Mr. Eleazar D. Solas
Principal


Sr. Cecilia J. Solis, F.I.
School Treasurer


Sr. Nelida A. Peñaflores
Legal Representative

In lieu of the traditional reply slip, please fill out the Google Form to acknowledge that you have read this advisory. Please click the link: <http://bit.ly/MS-ODL-Guidelines>



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ODL-BASED GUIDELINES FOR PARENTS

SY 2020 – 2021

In the context of the institutional implementation of Online Distance Learning provision, Manresa School strives to further strengthen its collaboration with various stakeholders, primarily the learners and the parents, in the belief that the success of this undertaking lies in the support from the entire educative community. From the viewpoint of parents and teachers, this collaboration manifests itself through constant monitoring of learners so as to render due guidance, specifically in the conduct of their academic activities. Also, this collaboration may come in the form of maintaining an open line of communication as means to extend the necessary assistance to learners. On the other hand, this collaboration also entails the observance of certain standards and procedures intended to guarantee the conduct of learning that is holistic and respectful to individual differences, and fosters positive relationship with one another.

In line with this, the institution adapts the following procedures, so as to serve as guidelines in the collaborative undertaking of parents in relation to monitoring of learners and communication with teachers and other concerned offices.

On the Monitoring of Learners

1. During the conduct of an academic session, younger learners in the primary level (Nursery 1 to Grade 3) are expected to be accompanied by a parent or guardian for monitoring and guidance purposes. In which case, should there be questions or comments from the parents or guardians, specifically on matters relating to activities or subject content, it would be well appreciated if these would be coursed to the concerned teacher at the end of the session. In this manner, the teacher and the learners can focus at the lesson at hand.
2. As a result of the close monitoring being extended to the younger ones, parents or guardians are able to directly observe the occurrences within the virtual classroom as well as all the participants therein. With respect to the privacy of persons specifically of the minors, participants within a virtual classroom are reminded to refrain from recording the sessions and/or taking pictures or screenshots of the proceedings as well as of the other participants. Likewise, printed and/or online materials given to learners are expected to be used on a personal manner and are not intended to be shared or disseminated to other parties.
3. As for the learners who are more capable of conducting the online session in a more independent manner, parents or guardians at home are expected to provide due space for their children to work on their own. Interruptions of parents/ guardians during class encounters may delay the implementation of the planned lesson/activities. In this way, learners can commit themselves more with the task at hand. Moreover, this provides the learners the opportunity to develop their sense of responsibility which is part of the value formation process of the school.

On Communicating with Teachers and Administrative Offices

1. In instances in which there is a need to formally confer with a teacher in relation to the academic and/or behavioral needs of the child, parents may communicate this request through an electronic message to be sent to the provided official email account of the grade level. As a general provision, these conferences are set after the class hours so as to ensure that these can be accommodated. Similarly, electronic messages may be sent to School Administrators so as to communicate certain matters or concerns.
2. In instances wherein, the learners are suffering sickness, facing emergency challenges, or experiencing technical problems, may inform the class adviser through the official communication channels endorsed by the school. If these are concerned with the Learning Management Systems being used in instruction, the learners or the parents/guardians may call the Technical Support office for the needed assistance.

Through the observance of the aforementioned guidelines, the parents and the school can create a collaborative relationship which would contribute not only in the Online Distance Learning Program of the School, but most importantly, to the growth and development of our common children. //