



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: www.dlszobel.edu.ph

29 April 2020

TO: DLSZ School Community

A handwritten signature in blue ink, appearing to read "Bernard S. Oca".

FR: Br. Bernard S. Oca FSC
President

RE: DLSZ's Continuity of Learning Plan: Update #1

We are into our 7th week under the Enhanced Community Quarantine (ECQ) and we hope and pray that everyone is coping well amidst the imposed restrictions and the heightened risk to the health and safety of those in the frontlines. Many of our alumni and the parents or family members of our students and employees are among the frontliners who have been active in the fight against COVID-19. Knowing that many of our stakeholders have been gravely affected by this pandemic, the school administration is presently mapping out the DLSZ Continuity of Learning Plan that will ensure your children's continued education.

We would like to update you on the school's plans in the interim, taking into careful consideration the health and safety of our students and employees.

Grades and Closure for AY 2019-2020

Once the ECQ is lifted on May 16, 2020, our teachers and other Lasallian Partners will be able to retrieve the materials left behind in the campus to finish all the grading requirements needed to close the Academic Year 2019-2020.

We are hoping to release online the students' report cards by the end of May or mid-June, at the latest. The report cards and other academic certificates of only the Seniors and those who will be transferring to other schools will be printed and made available for pick up from the Registrar's Office on a designated date.

Even with the lifting of the ECQ, the Department of Health (DOH) will most likely prohibit mass gatherings to limit the spread of the virus. In view of this reality, it is



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with a heavy heart that we wish to inform the community, especially our Seniors Class of 2020, that we are cancelling the Graduation rites of the Grades 6 and the Grade 12, as well as the Moving Up Ceremony of the Grade 10. We recognize how much the graduating class and their parents have looked forward to this very important event but we are constrained to prioritize health and safety over our much-awaited tradition of awarding excellent Lasallians. It is our wish that each one of our high school graduates will continue to live the animo as they start to pursue their college dreams.

We will be announcing the Academic and Special Awardees of the graduating classes by the second week of June, if not earlier. Diplomas and medals will be distributed by the Registrar's Office, as stated above.

School Opening for AY 2020-2021

Our Admission processes have included online entrance tests to prospective high school students and the Registrar has been in touch with the new parents via email. With the process of enrollment underway, we will be in a better position to evaluate the number of slots available for each level and finalize the official roster of students for the AY 2020-2021.

With the COVID-19 vaccine still in the testing stage and its availability in the market will take a longer time to happen, there is a big probability that schools may still be closed for months. In order to ensure that the process of teaching and learning continues, the school administration is preparing for the opening of the new academic year by the third week of June 2020. Before we roll-out the Online Distance Learning, we will be conducting a series of online orientation for the students and their parents. Online distance learning is when students work online at home while the teacher works through their digital lessons and assessments.

In preparation for the eventual opening of Alabang and Vermosa campuses, the school facilities especially the classrooms are being reconfigured to allow social distancing. Signages will be put in all the classrooms, hallways, and other areas to guide the students with safety protocols. The school is also purchasing portable wash basins to be placed in strategic areas along the corridors so that it will be more convenient for students to wash their hands.

We have recently run a survey to the faculty to gather data on their capability to facilitate online distance learning from where they are. We will be running



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another survey, this time to all employees, to evaluate how they are at this point in time and to determine their readiness and capabilities for a Work-from-Home setup. This week, we are also sending out a similar survey to all DLSZ parents. We hope to get a better understanding of their family's capabilities and readiness in the implementation of the Continuity of Learning Plan. The data that we will cull from all these surveys will help us arrive at a collective decision that will be beneficial to all. Thus, we request the active participation of all parents and employees by responding to the survey.

DLSZ Continuity of Learning Plan

The school administration is presently working on the DLSZ Continuity of Learning Plan while waiting for the new guidelines from the Department of Education (DepEd) for the "New Normal" classroom setting. We are studying the possibility of offering online distance learning for the first term and shift to a Hybrid distance learning once the DepEd and the DOH allow our school to open the campus to students. Hybrid distance learning happens when students in a class are divided into two groups, each group having face-to-face meetings with the teachers on alternate days twice a week and doing online activities on the remaining week days. The reduced number of students per class will allow the students to practice proper social distancing. It will also allow the teachers and school personnel to closely monitor the students' movements inside the campus as well as the latter's proper hygiene practices.

With the implementation of the PEARL Program in AY 2012-2013 and the transition to Next Generation Blended Learning thereafter, the school has seven (7) years of head start with online classes. The school has been awarded world-class certifications as an Apple Distinguished School and Microsoft Showcase School for trailblazing in the use of technology not only in the classroom but also in its office systems. These recognitions have given us the confidence and the know-how in carrying out the Continuity of Learning Plan.

More details on the Continuity of Learning Plan will be sent out as soon as we firmed up our preparations.

Teacher Training and Preparation for AY 2020-2021

Our Academic heads, together with their councils and select teachers, have been meeting online regularly to lay down the ground works for the further training and preparation of teachers in light of the "new normal" school setting.



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The technical and professional development programs that we provided our teachers, administrators, and staff through the years resulted in a number of them earning Education Technology certifications from Apple, Google and Microsoft. This May, they will continue to undergo training on distance learning modules, additional technology skills, digital citizenship and data privacy, social and emotional learning, among others.

Scholarships and Financial Offerings for AY 2020-2021

Each department is presently reviewing the items under the specific fees that they can possibly take out for the coming academic year. We will let you know once this is finalized.

For families with outstanding balance for AY 2019-2020, the school is willing to give them until September 2020 to settle these accounts.

For AY 2020-2021 enrollment, we will allow late payments of tuition and fees without penalty for 30 days from lifting of the ECQ. In addition to this, we have also activated the monthly tuition payment scheme in the Family Portal's assessment form to help ease some financial difficulties that parents may be facing right now.

All DLSZ scholarship grants are on hold pending review of application forms, recommendations, and other pertinent records. The parents of scholarship applicants will be notified accordingly.

We are aware that several of our parents in the Br. Rafael Donato FSC Night High School (BRafeNHS) have lost their income due to the ECQ. As a way of helping them, we are waiving their enrollment fee for AY 2020-2021.

Mental Health Support

We would also like to reach out to the members of our community who may have been gravely affected by this pandemic. We will do our best to help in whatever way we can.

Our guidance counselors/mentors are available for emotional or mental health support as previously communicated through our Notes and Homework page last March 31, 2020. You may send an email to dlszcares@dlszobel.edu.ph with the following details: *Name of Student, Grade/Section and Reason for Referral/*



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Concern. Your email will be directed to a corresponding guidance counselor who has volunteered for this purpose.

We hope that these plans will ease your worries about your children's educational future. Rest assured that we will be updating you with relevant and timely information as we firm up these plans.

Let us continue to pray for God's grace to keep us safe and healthy as we work together as a community with a common goal of providing excellent Lasallian education.

Thank you and stay safe.