



Community of Learners

SCHOOL FOR CHILDREN

112 Alicia St., Brgy. Salapan, San Juan City
7001-4824 colfschool@gmail.com, info@colf.edu.ph

Rules for older Middle School to High School Online Days

I. Attendance:

1. Online days are school days when class schedules are to be observed. Attendance will be recorded.

Students are expected to log-in ON TIME for all zoom homeroom meetings and classes. They are expected to work asynchronously when scheduled to do so and to meet deadlines.

Teachers' Office Hours (OH) will continue to be scheduled. Individual students are encouraged to ask teachers across all subjects for help and a time to meet as needed. Students are also expected to show up for OH when assigned. Schedules are posted in Homeroom Google Classrooms.

2. In case of illness that pre-empts student participation:

Parents are required to email a medical certificate to explain student illness. Catching up with missed lessons and submission of delayed tasks will be a joint responsibility of students and subject teachers.

Parents are requested to monitor student compliance. It is important to ensure that students catch-up with missed lessons and tasks at the soonest possible time.

3. Absence due to family leisure trips **will not be excused and are discouraged**. We have provided you with a school calendar ahead of time so you can plan family vacations around the quarter and midyear breaks. Do not make it a habit of transforming Friday online days into long weekends. This disrupts your child's school life and learning.

II. Accountability for Learning:

1. Students' Work: Student Planners and Task Monitoring Charts (E-copies and hard copies) are to be used every day and completed weekly.

Parents are encouraged to monitor student use of TMCs especially at the start of the schoolyear and check-in with your children periodically over each quarter.



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2. Parents are asked to monitor individual student's google classrooms especially middle school students and to at least remind older students to check several times daily. Teachers will insert comments and “tag” students and parents by email to call attention to delays or issues that need to be addressed.
3. Turning in Tasks:
 - a. All completed tasks whether done in school, online or at home must still be turned into Google classrooms. Clear photos of hard copies (i.e. handwritten, drawings, artwork, models) must be turned in. This provides for complete documentation of student work that also help students reflect on their own learning periodically.
 - b. Students must be responsible for monitoring returned tasks requiring changes or completion and seeing these through to completion. Completed tasks are also returned for the students to learn from both their correct answers as well as their mistakes.

