



ST. THERESA'S COLLEGE
Grade School Department
2020 - 2021

July 25, 2020

Dear Grade School Parents and Guardians:

A blessed opening of SY 2020-2021!

We begin the new school year on Wednesday, August 5, 2020 for Grades 1 to 6 and on August 6 for Preschool. As we do that, we would like to thank you once again for entrusting your children to our care especially in this pandemic era. In a special way, we would like to welcome and thank the parents of Pre-Kinder and the transferees. You have made the right decision of enrolling your girls in STCQC.

We would like to inform you of the following important details prior to the opening of classes:

A. Dry Run Schedule for Online Learners

The Grade School Department of St. Theresa's College, Quezon City shall conduct a **dry run** of the Distance Learning class schedules and virtual classes with the students in preparation for the opening of classes. The dry run is intended to acquaint the students with the platforms to be used during synchronous classes and consultations. The schedule of the dry run is as follows:

**July 29 (Wednesday)- Grades 1 to 6
8:00 AM- 9:00 AM**

July 30 (Thursday) - Pre- Kinder and Kinder

Section	Group 1	Group 2	Group3
Pre-K Gold	8:30 - 9:00AM	9:10 - 9:40AM	9:50 - 10:20AM
Kinder Joy AM			
Kinder Love AM			
Pre-K Blue	10:40 - 11:10AM	11:20 - 11:50AM	12:00 - 12:30PM
Kinder Joy PM			
Kinder Love PM			

All officially enrolled students are asked to participate in the dry run using their STCQC Gmail account.

The student's STC gmail has the following format:

firstnamefamilyname@stcqc.edu.ph

The student number found in the assessment form used during enrolment is the student's password.

Example: Sandy Marie Cruz
Ma. Zoe Santos

email: sandymariecruz@stcqc.edu.ph
email: ma.zoesantos@stcqc.edu.ph

Aralinks-CLE account login details will be announced during the dry run.

B. G Suite Orientation for Preschool Online Learners: August 5, 2020 (Wednesday)

Pre-K Gold, Kinder Joy AM, and Kinder Love AM: 8:00 - 9:00AM

Pre-K Blue, Kinder Joy PM, and Kinder Love PM: 11:00 - 12:00 noon

C. G Suite Orientation for Grade 1 Online Learners: July 30, 2020 (Thursday)

Schedule	Section
8:00 - 8:40 AM	1 - Goodness
8:50 - 9:30 AM	1 - Kindness
9:40 - 10:20 AM	1 - Simplicity
10:30 - 11:10 AM	1 - Concern
11:20 - 12:00 NN	1 - Respect

D. CLE Orientation for Grade 2-6 Online Learners

Grade 2 – Day 1: July 30, 2020 (Thursday)

Schedule	Program
7:30 AM	Opening

<p>8:00 AM to 8:40 AM (3 Meeting Rooms)</p> <p>Rm. 1 - 2- Gratitude Rm. 2 - 2 - Obedience Rm. 3 - 2 - Honesty</p>	<p>1st Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>8:40 AM to 8:50 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>8:50 AM to 9:30 AM (2 Meeting Rooms)</p> <p>Rm. 1 - 2 - Humility Rm. 2 - 2 - Generosity</p>	<p>2nd Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer

Grade 2 – Day 2: August 3, 2020 (Monday)

Schedule	Program
<p>7:30 AM</p>	<p>Opening</p>
<p>8:00 AM to 8:40 AM (3 Meeting Rooms) Rm. 1 - 2 Gratitude Rm. 2 - 2 - Obedience Rm. 3 - 2 - Honesty</p>	<p>1st Schedule of the Student Orientation (Hands on)</p> <ul style="list-style-type: none"> · How to Login to CLE · Exploring CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>8:40 AM to 8:50 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>

<p>8:50 AM to 9:30 AM (2 Meeting Rooms) Rm. 1 - 2 - Humility Rm. 2 - 2 - Generosity</p>	<p>2nd Schedule of the Student Orientation (Hands on)</p> <ul style="list-style-type: none"> · How to Login to CLE · Exploring CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>9:30 AM</p>	<p>End of Orientation</p>

***Grade 3 – 1 Meeting Room**

***Grade 4 – 1 Meeting Room**

Schedule	Program
<p>7:30 AM</p>	<p>Opening</p>
<p>8:00 AM to 8:40 AM Rm. 1 - 3 - St. Maria Goretti Rm. 2 - 4 - Ruth</p>	<p>1st Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>8:40 AM to 8:50 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>8:50 AM to 9:30 AM Rm. 1 - 3 - St. Rose of Lima Rm. 2 - 4 - Deborah</p>	<p>2nd Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer

<p>9:30 AM to 9:40 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>9:40 AM to 10:20 AM Rm. 1 - 3 - St. Bernadette Rm. 2 - 4 - Martha</p>	<p>3rd Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>10:20 AM to 10:30 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>10:30 AM to 11:10 AM Rm. 1 - 3 - St. Cecilia Rm. 2 - 4 - Judith</p>	<p>4th Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>11:10 AM to 11:20 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>

<p>11:20 AM to 12:00 PM Rm. 1 - 3 - St. Anne Rm. 2 - 4 - Sarah</p>	<p>5th Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
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12:40 PM to 1:00 PM	Preparation for next Orientation Lunch Opening of Meeting Rooms/Waiting time for Students to join
1:00 PM to 1:40 PM Rm. 1 - 3 - St. Monica Rm. 2 - 4 - Esther	6th Schedule of the Student Orientation <ul style="list-style-type: none"> · Importance of their usernames and password · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
1:40 PM	End of Orientation

***Grade 5 – 1 Meeting Room**

***Grade 6 – 1 Meeting Room**

Schedule	Program
7:30 AM	Opening
8:00 AM to 8:40 AM Rm. 3 - 5 - Piety Rm. 4 - 6 - Mary of the Annunciation	1st Schedule of the Student Orientation <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
8:40 AM to 8:50 AM	Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join

<p>8:50 AM to 9:30 AM Rm. 3 - 5 - Reverence Rm. 4 - 6 - Mary of Bethlehem</p>	<p>2nd Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>9:30 AM to 9:40 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>

<p>9:40 AM to 10:20 AM Rm. 3 - 5 - Knowledge Rm. 4 - 6 - Mary of Nazareth</p>	<p>3rd Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) <p>Guidelines, Final Reminders, and Question & Answer</p> <ul style="list-style-type: none"> ·
<p>10:20 AM to 10:30 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>

<p>10:30 AM to 11:10 AM Rm. 3 - 5 - Fortitude Rm. 4 - 6 - Mary of Cana</p>	<p>4th Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>11:10 AM to 11:20 AM</p>	<p>Preparation for next Orientation Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>11:20 AM to 12:00 PM Rm. 3 - 5 - Counsel Rm. 4 - 6 - Mary of Jerusalem</p>	<p>5th Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>12:40 PM to 1:00 PM</p>	<p>Preparation for next Orientation Lunch Opening of Meeting Rooms/Waiting time for Students to join</p>
<p>1:00 PM to 1:40 PM Rm. 4 - 6 - Mary of the Assumption</p>	<p>6th Schedule of the Student Orientation</p> <ul style="list-style-type: none"> · Importance of their usernames and password · Reminders about forced change password on first login · CLE Interface (Participate, Timeline, My Subjects, Aralinks Resources, E-Portfolio) · Guidelines, Final Reminders, and Question & Answer
<p>1:40 PM</p>	<p>End of Orientation</p>

E. Orientation Week for Preschool - Grade 6 : August 5 - 7, 2020

DATE	ACTIVITY	TIME
August 5, 2020	Kumustahan Eucharistic Celebration: Live Streaming <i>(Preschool students are highly encouraged to join)</i> Messages/Introduction of Personnel	8:00 – 8:40 AM 9:00 – 10:00 AM 10:20 – 11:00 AM
August 6, 2020	Grades 1 - 6 -DL Orientation c/o CAs Preschool DL and Subject Orientation	8:00 AM 8:30 - 10:20 (PK Gold and Kinder AM Sections) 10:40 - 12:30 (PK Blue and Kinder PM Sections)
August 7, 2020	Grades 1 - 6 Level/Homeroom Orientation CLE Orientation for Grades 3 – 6 (1 meeting room per level, 1 section at a time per meeting room. Please see the schedule above.) Preschool DL and Subject Orientation	8:00 AM 8:00 AM – 1:40 PM 8:30 - 10:20 (PK Gold and Kinder AM Sections) 10:40 - 12:30 (PK Blue and Kinder PM Sections)

F. Learning Packets

1. Offline Learners

Weekly learning packets/kits will be released to the designated person at Gate 3 on August 3, 2020 (Monday) from 3:00 PM- 4:00 PM.

For the succeeding weeks, these will be released every Friday from 3:00 PM - 4:00 PM and Saturday from 8:00 AM- 10:00 AM.

Flash drive and the envelope that contains the expected outputs from the students must be returned when you get the next set of learning packets.

2. Online Learners

Weekly modules will be posted at the following platforms every Friday 3:00 PM.

Preschool - Google Classroom

Grade 1 - Google Classroom

Grades 2 - 6 - CLE/Google Classroom

G. Other Reminders

1. Every student should wear her regular school uniform every Monday, during Eucharistic Celebration and other assemblies. On other days with synchronous classes, she should wear decent attire.

For Preschool, they should wear the regular school uniform during their first synchronous classes for the week.

2. She logs in at the google form for her daily attendance. For an offline learner, she should send a message to her class adviser before 8:00 AM (Grades 1 to 6) and 8:30 AM (Pre-K and Kinder).

3. Only the teacher/school personnel is allowed to forward the link to students for access to synchronous sessions or consultation time. Students, parents or guardians are prohibited from forwarding the links to others.

4. Students may use one device only to log in during synchronous online sessions or consultations.

H. Agreement on the Delivery of Learning Packets/Synchronous Sessions

STCQC is governed by the Intellectual Property Rights and Data Privacy Act. As such, all these documents are considered properties of the school. In this connection, may we request you to sign the agreement below. Please send a PDF file of the signed agreement on or before August 5, 2020 to **gradeschool@stcqc.edu.ph**.

A G R E E M E N T

In conformity with the Intellectual Property Rights and Data Privacy Act, this AGREEMENT on the proper handling of all print and non-print learning modules, assessments, and other documents owned by St. Theresa's College, Q.C. is entered into by the duly enrolled student and her parent / guardian. By clicking a the button below, you AGREE to the following:

1. Learning modules and other documents/materials pertinent to Distance Learning are ready and available for students every Friday between 3:00 to 4:00 in the afternoon and Saturday between 8:00 AM to 10:00 AM prior to the week of their implementation. OFFLINE users are expected to have these materials picked up on said day and time religiously .
2. Learning modules, assessments, and other documents are properties of the school thus may not be shared with nor passed on to anyone, nor reproduced and duplicated or posted on public domain (ex. YouTube, social media sites).
3. Students, parents, guardians, or other members of the household may NOT record, take pictures or screenshots of synchronous classes, lessons, or live consultations with teachers.

Any violation of the above, including the provisions stated in the Intellectual Property Rights and Data Privacy Act , will be dealt with accordingly.

We AGREE

Student's Signature over Printed Name

Grade Level: _____

Date: _____

Parent's Signature over Printed Name

Date: _____