



ASSUMPTA TECHNICAL HIGH SCHOOL

Sta. Monica, San Simon, Pampanga

School Year 2022- 2023

Circular Letter #1, s. 2022

September 1, 2022

Dear Parents/Guardians,

**Assumpta as a Synodal Church:
Launching Out into the Deep and Embracing the Newness of Life
School Thrust**

Faced with a new beginning, let us live out our school thrust by walking together and listening to one another, especially in this period where the challenges of the transition from distance learning to in-person learning, are expected to come about.

Our dear parents and guardians, with joyful hearts, we welcome you once again in the School Year 2022-2023. We would also like to thank you for your active presence during the conduct of the Parents' Virtual Orientation last month where important policies and procedures related to ATHS Realflex Learning Modality were discussed.

Anticipating possible scenarios that may take place given our COVID-19 situation in the country, we would like to share with you the additional academic procedures below.

ADDITIONAL ACADEMIC PROCEDURES RELATED TO COVID-19

A. On Cases of Learner's Prolonged Absence Due to COVID-19

1. The school nurse reports to the Class Adviser the case and will continue to update him/her about the condition of the learner until such time that he/she will be ready to go back to school.
2. The Class Adviser informs all the subject teachers of the learner and will continue to update them of his/her health condition.
3. The Class Adviser informs the parent/guardian of the learning arrangement for the child during his/her absence from the school.

LEARNING ARRANGEMENT:

1. The learner will be asked to utilize the uploaded self-learning modules and Aralinks resources during the days when he/she is asked to stay at home. For the Grades 1-3 learners, the parent/guardian's accompaniment is sought during this situation.
2. For questions/queries about the lessons, the child consults with the concerned subject teachers. For Grades 1-3, the parent/guardian assists the child in communicating with the teachers.
3. The child also takes the summative assessment via Aralinks during the set schedule. If the child will not be able to take the SA as scheduled because of his/her health condition, the parent, guardian, or the learner himself/herself communicates this to the subject teacher so that a special test schedule will be made.
4. For subjects where summative assessments are taken face-to-face, the teacher schedules and facilitates the special test with the learner online.
5. For the Performance Tasks which are done face-to-face, the teacher makes a special arrangement where the child does the performance task at home and submits it online or onsite.
6. If the child is out during the quarterly assessment days, a special schedule will be made for him/her to take the QA face-to-face.

AT THE BACK

B. When A Class Will Be Put to Quarantine Due to a COVID-19 Case

1. The nurse communicates the case to the Class Adviser.
2. The Class Adviser informs the Subject Teachers concerned.
3. The Class Adviser communicates to the learners and parents the learning arrangement for the whole class.

LEARNING ARRANGEMENT:

1. The scheduled face-to-face session will be conducted online via zoom meeting following the set AM schedule where all learners will be required to attend.
2. For SA which are supposed to be taken face-to-face, the teacher will convert the test online and will be taken simultaneously by the learners, supervised by the subject teacher via zoom meeting.

C. When the Whole School Will Be Put to Quarantine Due to COVID-19 Cases

1. Scenarios that would warrant a partial or full school closure could include, but are not limited to, an outbreak of COVID within or outside the community, faculty shortage due to illness, greater number of positive COVID cases in the school community. ATHS will work with local health officials when determining a partial or full school closure.
2. After consultation with the LGU or IATF, the health and safety team will meet and will make a recommendation to the Core group regarding partial or total closure of the school.
3. The information will be relayed to the school employees via the ATHS GC Official Messenger Account and to the parents through the Aralinks and Parents' Portal.
4. School facilities will be disinfected. Necessary personal protective equipment will be provided to non-teaching personnel who will be in charge of the school's daily cleaning and maintenance routine, as well as those who will be required to perform administrative duties as needed.
5. During a school lockdown, it is critical to keep learners engaged in meaningful activities to ensure learning continuity and if necessary, the school shall provide psychosocial support to learners whose mental health was harmed as a result of the situation.

LEARNING ARRANGEMENT:

1. The whole school will migrate to purely online learning modality during the entire duration of the quarantine period.
2. Class sessions will be conducted online, via zoom meeting, following the AM schedule of the face-to-face instruction where all learners (Group A and B) will be required to attend.
3. The afternoon will be used for the online asynchronous activities.
4. For SA which are supposed to be taken face-to-face, the teacher will convert the test online and will be taken simultaneously by the learners, supervised by the subject teacher via zoom meeting.

D. When a Teacher is Put to a Period of Quarantine Due to COVID-19

1. The SC arranges for the teacher's substitution.
2. If possible, the teacher conducts the lessons via zoom meeting supervised by the substitute teacher. If not, the substitute teacher makes use of the Aralinks resources.

Thank you very much. Let us fervently pray that the whole school year will run smoothly and that no member of the school community will be affected by COVID-19. See you again virtually on September 10, 2022 for the discussion of the Philosophy, Mission, Vision, Objectives, Core Values, School Thrust, and Rules and Regulations of the school.

Sincerely,

ARLENE S. CARLOS
School Director

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REPLY SLIP

I read the circular letter dated September 1, 2022 and noted its contents.

Date	Name of Student Grade & Section	Signature of Parent/s or Guardian/s over printed name