



CSQC Guide for the Safe Conduct of In-person Classes



SY 2022-2023

SCIENTIA MAXIME CUM VIRTUTE



INTEGRATED BASIC EDUCATION School Year 2022-2023

Scientia Maxime cum Virtute

CSQC Guide for the Safe Conduct of In-person Classes

The past two school years of the Claret Operative Distance Education (CODE) have taught us many lessons that helped us thrive amid the challenges of the times. Learning for our students continued and we remained faithful to our commitment to the promotion of intellectual growth and virtue formation. This is fittingly expressed in our motto, *Knowledge is Best with Virtue*.

Although the pandemic is not over yet, we are thankful that the health situation in our country continues to improve. And so, we think of ways to improve the delivery of instruction to serve the development needs of our students.

To help our students and their families, and our teachers smoothly transition to full-time in-person instruction, CSQC will employ a hybrid strategy beginning October 3, 2022.

CODE *plus*

We transition to CODE *plus* with features of hybrid learning combining remote and in-person instruction. With the government's call for the return to face-to-face classes, CSQC will gradually shift from our current full-time online distance learning to a hybrid type of instruction. Through the hybrid strategy, we will combine both remote online and in-person learning to improve student experience and prepare everyone in school for the eventual return to full-time in-person setup.

Increased synchronous engagement is an important feature of CODE *plus* with the aim of prioritizing learning activities in the subjects for in-person instruction. On high priority for in-person time are learning activities such as, experiments, group collaboration, guided practice, and summative assessment

and feedback. Student activities (sports activities, clubs, academic celebrations, student assemblies) will be held in person to allow our students to revive social connection with their peers and teachers, and to enhance engagement in physical activities.

The online learning platform of CSQC has become an essential facility for our curriculum planning and implementation. It will serve to complement in-person learning for our students and continue to support pedagogical innovation in our classrooms.

1. How are the students grouped for the weeks-based alternating in-person and online distance modes?

	In-person instruction	Online distance learning
1 st Week (Oct. 3-7)	Grades 4, 5, 6 Grades 9, 10 Grades 11, 12	Nursery & Kindergarten Grades 1, 2, 3 Grades 7, 8
2 nd Week (Oct. 10-14)	Nursery & Kindergarten Grades 1, 2, 3 Grades 7, 8	Grades 4, 5, 6 Grades 9, 10 Grades 11, 12
3 rd Week (Oct. 17-21)	Grades 4, 5, 6 Grades 9, 10 Grades 11, 12	Nursery & Kindergarten Grades 1, 2, 3 Grades 7, 8
4 th Week (Oct. 24-28)	Nursery & Kindergarten Grades 1, 2, 3 Grades 7, 8	Grades 4, 5, 6 Grades 9, 10 Grades 11, 12
1 st Week (Nov. 7-11) onward	The alternating groupings and modes of learning continue.	

2. How are the class schedules organized in both in-person and online distance modes?

There will be 2 class schedules: In-person Class Schedule, and Online Distance Class Schedule.

Grades 11-12
Class Schedule (In-person)
First Semester, SY 2022-2023

Time		Monday	Time		Tuesday	Wednesday	Thursday	Friday
7:40-8:40	1	Homeroom Period	7:40-8:00		Homeroom Check-in & Prayer			
8:40-9:40	2	Subject 1	8:00-9:00	1	Subject 1	Subject 1	Subject 1	Subject 1
9:40-10:10		Recess	9:00-10:00	2	Subject 2	Subject 2	Subject 2	Subject 2
10:10-11:10	3	Subject 2	10:00-10:30		Recess			
11:10-12:10	4	Subject 3	10:30-11:30	3	Subject 3	Subject 3	Subject 3	Subject 3
12:10-1:10		Lunch	11:30-12:30	4	Subject 4	Subject 4	Subject 4	Subject 4
1:10-2:10	5	Club for Grades 11 & 12 (3 rd & 4 th weeks) Grade Level Cluster Assembly for Grades 11 & 12 (1 st week) Group Guidance/Library Instruction (2 nd week)	12:30-1:30		Lunch			
2:10-3:10	6	Group Guidance/Library Instruction (1 st & 3 rd weeks)	1:30-2:30	5	Subject 5	Subject 5	Subject 5	Subject 5
2:10-3:40	6	Microsoft Office Specialist Program for Grades 11 & 12 (2 nd & 4 th weeks)	2:30-3:30	6	Subject 6	Subject 6	Subject 6	Subject 6
Dismissal: Tuesday to Friday 3:30 P.M.								
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 P.M.								

Grades 11-12
Class Schedule (Online distance)
First Semester, SY 2022-2023

Time		Monday	Time		Tuesday	Wednesday	Thursday	Friday
7:40-8:40	1	Homeroom Period	7:40-8:00		Homeroom Check-in & Prayer			
8:40-8:50		Break	8:00-9:00	1	Subject 1	Subject 1	Subject 1	Subject 1
8:50-9:50	2	Subject 1	9:00-9:10		Break			
9:50-10:00		Break	9:10-10:10	2	Subject 2	Subject 2	Subject 2	Subject 2
10:00-11:00	3	Subject 2	10:10-10:20		Break			
11:00-11:10		Break	10:20-11:20	3	Subject 3	Subject 3	Subject 3	Subject 3
11:10-12:10	4	Subject 3	11:20-12:20		Lunch			
12:10-1:10		Lunch	12:20-1:20	4	Subject 4	Subject 4	Subject 4	Subject 4
1:10-2:10	5	Club for Grades 11 & 12 (3 rd & 4 th weeks) Grade Level Cluster Assembly for Grades 11 & 12 (1 st week) Group Guidance/Library Instruction (2 nd week)	1:20-1:30		Break			
2:10-2:20		Break	1:30-2:30	5	Subject 5	Subject 5	Subject 5	Subject 5
2:20-3:20	6	Group Guidance/Library Instruction (1 st & 3 rd weeks)	2:30-2:40		Break			
2:20-3:50	6	Microsoft Office Specialist Program for Grades 11 & 12 (2 nd & 4 th weeks)	2:40-3:40	6	Subject 6	Subject 6	Subject 6	Subject 6
Dismissal: Tuesday to Friday 3:30 P.M.								
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 P.M.								

Grades 11-12 Monday Schedule (in-person & online distance)

Week	Date	Grade level grouping	Mode	5 th Period	6 th Period
1 st week	October 3-7	Gr. 11-12	In-person	Grade Level Cluster Assembly (1:10-2:10)	GGP/LIP (2:10-3:10)
2 nd week	October 10-14	Gr. 11-12	Online distance	Group Guidance Period (GGP)/ Library Instruction Period (LIP) (1:10-2:10)	Microsoft Office Certification Program (2:10-3:40)
3 rd week	October 17-21	Gr. 11-12	In-person	Club (1:10-2:10)	GGP/LIP (2:10-3:10)
4 th week	October 24-28	Gr. 11-12	Online distance	Club (1:10-2:10)	Microsoft Office Certification Program (2:10-3:40)

Grades 7-10 Class Schedule (In-person)						School Year 2022-2023		
Time		Monday	Tuesday	Wednesday	Thursday	Time		Friday
7:40-8:00		Homeroom Check-in and Prayer				7:40-8:40	1	Homeroom Period
8:00-9:00	1	Subject 1	Subject 1	Subject 1	Subject 1	8:40-9:10		Break
9:00-9:30		Break						
9:30-10:30	2	Subject 2	Subject 2	Subject 2	Subject 2	9:10-10:10	2	Subject 1
10:30-11:30	3	Subject 3	Subject 3	Subject 3	Subject 3	10:10-11:10	3	Subject 2
11:30-12:30	4	Subject 4	Subject 4	Subject 4	Subject 4	11:10-12:10		Lunch
Asynchronous Online Learning						12:10-1:10	4	Subject 3
						1:10-2:10	5	Subject 4
						2:10-3:10	6	Club
Dismissal: Monday to Thursday 12:30 P.M./ Friday 3:10 P.M.								
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 PM on Fridays. Deadline for turning in of daily assigned tasks is 7:00 PM.								

Grades 7-10 Class Schedule (Online Distance)						School Year 2022-2023		
Time		Monday	Tuesday	Wednesday	Thursday	Time		Friday
7:40-8:00		Homeroom Check-in and Prayer				7:40-8:40	1	Homeroom Period
8:00-8:10		Break				8:40-8:50		Break
8:10-9:10	1	Subject 1	Subject 1	Subject 1	Subject 1	8:50-9:50	2	Subject 1
9:10-9:20		Break				9:50-10:00		Break
9:20-10:20	2	Subject 2	Subject 2	Subject 2	Subject 2	10:00-11:00	3	Subject 2
10:20-10:30		Break				11:00-12:00		Lunch
10:30-11:30	3	Subject 3	Subject 3	Subject 3	Subject 3	12:00-1:00	4	Subject 3
11:30-11:40		Break				1:00-1:10		Break
11:40-12:40	4	Subject 4	Subject 4	Subject 4	Subject 4	1:10-2:10	5	Subject 4
Asynchronous Online Learning						2:10-2:20		Break
						2:20-3:20	6	Club
Dismissal: Monday to Thursday 12:40 P.M. / Friday 3:20 P.M.								
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 PM on Fridays. Deadline for turning in of daily assigned tasks is 7:00 PM.								

Grades 4-6					Class Schedule (In-person)			School Year 2022-2023		
Time		Monday	Tuesday			Wednesday			Thursday	Friday
7:40-8:10		Homeroom Check- in & Prayer	Homeroom Check-in & Prayer	7:40-8:20	1	Homeroom Period	7:40-8:10		Homeroom Check-in & Prayer	Homeroom Check-in & Prayer
8:10-8:50	1	Subject 1	Subject 1	8:20-9:00	2	Subject 1	8:10-8:50	1	Subject 1	Subject 1
8:50-9:30	2	Subject 2	Subject 2	9:00-9:40	3	Subject 2	8:50-9:30	2	Subject 2	Subject 2
9:30-10:00		Recess	Recess	9:40-10:10		Recess	9:30-10:00		Recess	Recess
10:00-10:40	3	Subject 3	Subject 3	10:10-10:50	4	Subject 3	10:00-10:40	3	Subject 3	Subject 3
10:40-11:20	4	Subject 4	Subject 4	10:50-11:30	5	Subject 4	10:40-11:20	4	Subject 4	Club
11:20 -12:00	5	Subject 5	Subject 5	11:30-11:40		Dismissal c/o Homeroom Adviser	11:20 -11:30		Dismissal c/o Homeroom Adviser	Dismissal c/o Club Moderator
Asynchronous Online Learning				Asynchronous Online Learning			Asynchronous Online Learning			
Dismissal: Monday, Tuesday 12:10 P.M./ Wednesday 11:30 A.M./ Thursday, Friday 11:30 A.M.										
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 P.M.										

Grades 4-6 Class Schedule (Online distance)
School Year 2022-2023

Time		Monday	Tuesday			Wednesday			Thursday	Friday
7:40-8:00		Homeroom Check- in & Prayer	Homeroom Check- in & Prayer	7:40-8:20	1	Homeroom Period	7:40-8:00		Homeroom Check-in & Prayer	Homeroom Check-in & Prayer
8:00-8:15		Break	Break	8:20-8:35		Break	8:00-8:15		Break	Break
8:15-8:55	1	Subject 1	Subject 1	8:35-9:15	2	Subject 1	8:15-8:55	1	Subject 1	Subject 1
8:55-9:10		Break	Break	9:15-9:30		Break	8:55-9:10		Break	Break
9:10-9:50	2	Subject 2	Subject 2	9:30-10:10	3	Subject 2	9:10-9:50	2	Subject 2	Subject 2
9:50-10:05		Break	Break	10:10-10:25		Break	9:50-10:05		Break	Break
10:05-10:45	3	Subject 3	Subject 3	10:25-11:05	4	Subject 3	10:05-10:45	3	Subject 3	Subject 3
10:45-11:00		Break	Break	11:05-11:20		Break	10:45-11:00		Break	Break
11:00-11:40	4	Subject 4	Subject 4	11:20-12:00	5	Subject 4	11:00-11:40	4	Subject 4	Club
11:40-12:40		Lunch	Lunch	Asynchronous Online Learning			Asynchronous Online Learning			
12:40-1:20	5	Subject 5	Subject 5							
Asynchronous Online Learning										
Dismissal: Monday and Tuesday 1:20 P.M./ Wednesday 12 noon/ Thursday and Friday 11:40 A.M.										
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 P.M.										

Grades 1-3 Class Schedule (In -Person)
School Year 2022-2023

Time		Monday	Tuesday			Wednesday			Thursday	Friday
7:40-08:10		Homeroom Check- in & Prayer	Homeroom Check- in & Prayer	7:40-08:20	1	Homeroom Period	7:40-08:10		Homeroom Check- in & Prayer	Homeroom Check- in & Prayer
8:10-08:50	1	Subject 1	Subject 1	8:20-09:00	2	Subject 1	8:10-08:50	1	Subject 1	Subject 1
8:50-09:30	2	Subject 2	Subject 2	9:00-09:40	3	Subject 2	8:50-09:30	2	Subject 2	Subject 2
9:30-10:00		Recess	Recess	9:40-10:10		Recess	9:30-10:00		Recess	Recess
10:00-10:40	3	Subject 3	Subject 3	10:10-10:50	4	Subject 3	10:00-10:40	3	Subject 3	Subject 3
10:40-11:20	4	Subject 4	Subject 4	10:50-11:30	5	Subject 4	10:40-11:20	4	Subject 4	Subject 4
11:20 -11:30		Dismissal c/o Homeroom Adviser	Dismissal c/o Homeroom Adviser	11:30 -12:10	6	Club	11:20 -11:30		Dismissal c/o Homeroom Adviser	Dismissal c/o Homeroom Adviser
Asynchronous Online Learning				12:10 - 12:20		Dismissal c/o Club Moderator	Asynchronous Online Learning			
				Asynchronous Online Learning						
Dismissal: Monday, Tuesday, Thursday, Friday- 11:30 A.M./ Wednesday 12:20 P.M.										
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 PM.										

Grades 1-3		Class Schedule (Online distance)				School Year 2022-2023				
Time		Monday	Tuesday			Wednesday			Thursday	Friday
7:40-08:00		Homeroom Check-in & Prayer	Homeroom Check-in & Prayer	7:40-08:20	1	Homeroom Period	7:40-8:00		Homeroom Check-in & Prayer	Homeroom Check-in & Prayer
8:00-08:15		Break	Break	8:20-08:35		Break	8:00-8:15		Break	Break
8:15-08:55	1	Subject 1	Subject 1	8:35-09:15	2	Subject 1	8:15-8:55	1	Subject 1	Subject 1
8:55-09:10		Break	Break	9:15-09:30		Break	8:55-9:10		Break	Break
9:10-09:50	2	Subject 2	Subject 2	9:30-10:10	3	Subject 2	9:10-9:50	2	Subject 2	Subject 2
9:50-10:05		Break	Break	10:10-10:25		Break	9:50-10:05		Break	Break
10:05-10:45	3	Subject 3	Subject 3	10:25-11:05	4	Subject 3	10:05-10:45	3	Subject 3	Subject 3
10:45-11:00		Break	Break	11:05-11:20		Break	10:45-11:00		Break	Break
11:00-11:40	4	Subject 4	Subject 4	11:20-12:00	5	Subject 4	11:11-11:40	4	Subject 4	Subject 4
Asynchronous Online Learning				12:00-1:00		Lunch	Asynchronous Online Learning			
				01:00-1:40	6	Club				
				Asynchronous Online Learning						
Dismissal: Monday, Tuesday, Thursday, and Friday 11:40 A.M./ Wednesday 1:40 P.M.										
Weekly learning objectives, topics, tasks, and resources are posted by 4:00 P.M. on Fridays. Deadline for turning in of daily assigned tasks is 7:00 P.M.										

Kindergarten	
Online Distance Class Schedule	In-person Class Schedule
Morning Session – Faith and Love	
<p>Monday, Wednesday, Friday (1 hour and 45 mins/day, 3 times/week)</p> <p>8:00 – 8:10 A.M. Circle time 8:10 – 8:45 A.M. Integrated learning activity time 8:45 – 9:00 A.M. Break 9:00 – 9:35 A.M. Integrated learning activity time 9:35 – 9:45 A.M. Wrap-up</p> <p>Tuesday, Thursday (1 hour/day, 2 times/week)</p> <p>8:00 – 8:10 A.M. Circle time 8:10 – 8:50 A.M. Music, Arts, Physical Education 8:50 – 9:00 A.M. Wrap-up</p>	<p>Monday to Friday (2 hours and 20 mins/day, 5 times/week)</p> <p>8:00 – 8:10 A.M. Circle time 8:10 – 9:00 A.M. Integrated learning activity time 9:00 – 9:20 A.M. Break 9:20 – 10:10 A.M. Integrated learning activity time 10:10 – 10:20 A.M. Wrap-up</p>
Online Distance Class Schedule	In-person Class Schedule
Afternoon Session – Hope, Justice, and Courage	
<p>Monday, Wednesday, Friday (1 hour and 45 mins/day, 3 times/week)</p> <p>2:00 – 2:10 P.M. Circle time 2:10 – 2:45 P.M. Integrated learning activity time 2:45 – 3:00 P.M. Break 3:00 – 3:35 P.M. Integrated learning activity time 3:35 – 3:45 P.M. Wrap-up</p> <p>Tuesday, Thursday (1 hour/day, 2 times/week)</p> <p>2:00 – 2:10 P.M. Circle time 2:10 – 2:50 P.M. Music, Arts, Physical Education 2:50 – 3:00 P.M. Wrap-up</p>	<p>Monday to Friday (2 hours and 20 minutes/day, 5 times/week)</p> <p>12:45 – 12:55 P.M. Circle time 12:55 – 1:35 P.M. Integrated learning activity time 1:35 – 1:55 P.M. Break 1:55 – 2:55 P.M. Integrated learning activity time 2:55 – 3:05 P.M. Wrap-up</p>

Senior Nursery	
Online Distance Class Schedule	In-person Class Schedule
Morning Session – <u>Mabait and Marangal</u>	
Monday, Wednesday, Friday (60 mins/day, 3 times/week) 10:00 – 10:10 A.M. Circle time 10:10 – 10:30 A.M. Integrated learning activity time 10:30 – 10:40 A.M. Break 10:40 – 11:00 A.M. Integrated learning activity time/ Wrap-up	Monday, Wednesday, Friday (2 hours and 10 minutes/day, 3 times/week) 8:00 – 8:05 A.M. Free play 8:05 – 8:15 A.M. Circle time 8:15 – 8:50 A.M. Integrated learning activity time 8:50 – 9:10 A.M. Recess 9:10 – 10:00 A.M. Integrated learning activity time 10:00 – 10:10 A.M. Wrap-up
Online Distance Class Schedule	In-person Class Schedule
Afternoon Session – <u>Magalang and Masigla</u>	
Monday, Wednesday, Friday (60 mins/day, 3 times/week) 12:30 – 12:40 P.M. Circle time 12:40 – 1:00 P.M. Integrated learning activity time 1:00 – 1:15 P.M. Break 1:15 – 1:30 P.M. Integrated learning activity time/ Wrap-up	Monday, Wednesday, Friday (2 hours and 10 minutes/day, 3 times/week) 1:00 – 1:05 P.M. Free play 1:05 – 1:15 P.M. Circle time 1:15 – 1:50 P.M. Integrated learning activity time 1:50 – 2:10 P.M. Recess 2:10 – 3:00 P.M. Integrated learning activity time 3:00 – 3:10 P.M. Wrap-up
Online Distance Class Schedule	In-person Class Schedule
Morning Session – <u>Mahusay</u>	
Tuesday, Thursday, Friday (60 mins/day, 3 times/week) 9:00 – 9:10 A.M. Circle time 9:10 – 9:30 A.M. Integrated learning activity time 9:30 – 9:40 A.M. Break 9:40 – 10:00 A.M. Integrated learning activity time/ Wrap-up	Tuesday, Thursday, Friday (2 hours and 10 minutes/day, 3 times/week) 10:30 – 10:35 A.M. Free play 10:35 – 10:45 A.M. Circle time 10:45 – 11:20 A.M. Integrated learning activity time 11:20 – 11:40 A.M. Recess 11:40 A.M. – 12:30 P.M. Integrated learning activity time 12:30 – 12:40 P.M. Wrap-up

Junior Nursery	
Online Distance Class Schedule	In-person Class Schedule
Monday, Wednesday, and Friday (45 mins/day, 3 times/week) 10:00 – 10:10 A.M. Circle time 10:10 – 10:35 A.M. Integrated learning activity time 10:35 – 10:45 A.M. Wrap-up	Monday, Wednesday, and Friday (2 hours, 3 times/week) 8:00 – 8:05 A.M. Free play 8:05 – 8:15 A.M. Circle time 8:15 – 8:50 A.M. Integrated learning activity time 8:50 – 9:10 A.M. Recess 9:10 – 9:50 A.M. Integrated learning activity time 9:50 – 10:00 A.M. Wrap-up

3. Who can attend in-person classes?

Although the DepEd-DOH joint memorandum on face-to-face learning has stipulated that all learners may participate in f2f classes regardless of vaccination status, we would encourage our students to be inoculated against COVID 19.

CSQC will ensure the strict implementation of health & safety protocols during the conduct of in-person classes. The details of the school's protective measures are presented in the **FAQs on Health and Safety Protocols** (p. 11).

4. What do students bring to school for the in-person classes?

Students bring their textbooks, notebooks, paper, pens, pencils, highlighters, and other school supplies that may be assigned by the teachers.

Bringing of cellphone:

- Students in Nursery to Grade 6 will not be required to bring their gadgets to school.
- Students in Grades 7-10 may bring cellphones/gadgets only when required by the teacher for a lesson activity.
- Students in Grades 11-12 may bring their cellphones and use them in learning activities in the classroom or when necessary during break time. Detailed guidelines will be released.

The rules on the use of cellphones and other gadgets in school are subject to the provisions in the student discipline chapter of the student handbook.

5. How is classroom capacity regulated?

The CSQC classrooms are relatively spacious; most of the classrooms have a row of windows on both sides, and 2 doors. Bigger classes (35-38 students) are assigned to bigger classrooms that are well ventilated. In other classrooms with windows on just one side, air flow is enhanced through the installation of more wall/ceiling fans, and industrial drum fans to ensure increased circulation of outdoor air. Air

purifiers/air filters, and ceiling/wall fans are installed in airconditioned classrooms, laboratories, and activity areas.

6. Do students have to bring their own food and drink? Will there be canteens?

Students will bring their own snacks, lunches, and drink on their in-person weeks. Water dispensers will be available so students can refill their water jugs.

The areas for the canteens are being prepared and prospective canteen concessionaires are being assessed. In the meantime, students may eat inside the classrooms or in designated eating areas outdoors.

7. What is the prescribed uniform during the in-person classes?

Nursery & Kindergarten, Grades 1-6: plain white shirt (with collar, short sleeves), or plain white polo shirt; chino/khaki pants (black, brown, dark blue, or gray); leather school shoes or loafers (black, brown, dark blue, or gray), white socks

Grades 7-12: plain color polo shirt or shirt (with collar, short sleeves); slacks or chino/khaki pants (black, brown, dark blue, or gray); leather shoes or loafers (black, brown, dark blue, or gray), white socks

Grade 11-12 female students: decent dress or blouse (with sleeves, no plunging neckline, not form-fitting), and skirt (at least 2 inches below the knees, not form-fitting), or chino pants/slacks (black, brown, dark blue, or gray); leather shoes (plain closed toe shoes; 1.5 inches heels at most; stilettos, sandals, slip-ons are not allowed).

For P.E./P.E.H. classes: decent/proper sports T-shirt and jogging pants, predominantly white rubber shoes, white socks

The **CSQC I.D.** must be worn in the school campus at all times.

The **prescribed haircut** is neat and short (**for male students**). Hair should not reach the eyebrows, and the nape. Fancy hairstyles, coloring /dyeing of hair, and excessive shaving are not allowed. Mustache, beard, goatee, or long sideburns are not allowed.

For female students: well-groomed and simple hairstyle; no coloring/dyeing of hair; no shaving; simple hair accessories.

8. How can students enlist the services of the CSQC school bus service?

The Office of the Registrar can provide the list of accredited school bus operators and their contact information.

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FAQs on Health and Safety Protocols

1. What must each student prepare and bring to school?

- Each student is required to bring a Personal Safety Kit (*alcohol or sanitizer, wipes, tissue, hand soap, hand towel*), extra face masks, and personal medicines if necessary.

2. Who will be allowed to enter the campus?

- All learners may participate in face-to-face classes regardless of COVID-19 vaccination status.
- Only students who are asymptomatic (no fever, cough, colds, sore throat, diarrhea, etc.) will be allowed to enter the school premises. This is to ensure an infection-free school environment.

3. How will students be screened at the entrance and how will their movement be regulated?

Students shall proceed to their designated entrance gate, check their body temperature, scan their school ID, and disinfect their hands.

Entrance and Exit Gates

Grade Level	Entrance Gate	Exit Gate	Waiting area at dismissal
Nursery/Kinder Grades 1-3	Gate 6	Gate 6	Classrooms Covered Area near Gate 6
Grades 4,5 & 6	Gate 4	Gate 4	Primary Covered Gym
Grades 7-12	Gate 2 / Gate 8	Gate 2/ Gate 8	
Shuttle-served students from Nursery- Gr. 12	Gate 9	Gate 9	

4. What requirement must be presented before a student who got sick of COVID-19 or any other illness shall be admitted back to School?

- If a student was not able to come to school because of health reasons especially if positive for COVID-19, the parents/guardians are required to report it to the school clinic. A *medical certificate* shall be submitted via MS Teams **before coming back** to school and a *final clearance* shall be provided by the clinic personnel, to be presented to the class adviser before a student is allowed to report back to class.

5. Who shall be required for immediate isolation?

- Immediate isolation shall be required for any individual with fever, a thermal temperature reading of 37.5 degrees Celsius or higher and at least two or more symptoms of COVID-19.
- Parents and/or guardians shall be notified by the Clinic if their children exhibit flu-like symptoms while inside the school premises or become a close contact of a confirmed COVID-19 case.

6. What medical management shall be done to students in isolation?

- a. Assessment shall be done by rechecking the temperature, acquiring, and recording health-related data.

- b. The clinic personnel shall call the parent/guardian for confirmation of the health-related data gathered from the student and inquire about the drug/medicine to be administered to the student.
- c. The clinic personnel shall administer antipyretic medicine to the student/patient.
- d. If the student is advised to rest at home, a permission slip to go home is signed by the attending physician/nurse and later countersigned by the assistant principal *(or by the assigned representative)*.
- e. Then, the student's parent/guardian is informed to pick him/her up at the clinic.
- f. In case of an emergency or whenever hospitalization is necessary, the student is brought to the nearest hospital. The parents are immediately notified.

7. What are the general health and safety guidelines while inside the classroom and in the campus?

- a. Always wear the face mask properly except when eating or drinking.
- b. Proper distance shall be maintained between individuals at all times.
- c. In using the comfort rooms, the teacher shall permit one (1) student at a time to go and take the CR break.
- d. During meal breaks, students shall stay in designated areas. Eating shall be done in a manner where all individuals face in one direction. Maintain the cleanliness of the area before and after use.
- e. Everyone shall follow school markers and signage when walking along the corridors and stairways; keep right and avoid counterflow.
- f. Students must stay only in designated facilities during classes and other activities and minimize movement around the campus.
- g. When not feeling well, students must report to the teacher/homeroom adviser for instructions before going to the clinic.

8. Is the School liable once a student or an employee gets sick of COVID-19?

- Schools shall not be held liable should any learner or personnel turn COVID-19 positive. There is no need for parents or guardians to sign a waiver for this item. Likewise, no parent's or guardian's consent shall be required for a learner to resume in-person classes.

9. When shall classes be suspended due to COVID-19 and what are the guidelines to be followed?

- Face-to-face classes may be declared suspended when alert level 3 is declared by the IATF or there is a suspect, probable, or confirmed case of covid-19 among the students or school personnel

Guidelines:

- a. Contact tracing shall be done accordingly.
- b. Disinfection of involved places inside the school shall follow when contact tracing is completed.
- c. Classes may resume after at least 24 hours since suspension and upon ensuring the following
 - completed contact tracing
 - completed disinfection activities
 - existing alert level 1 or 2 in the locality

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As we endeavor to bring back school-life balance –enhancing social connection among students, teachers, school staff, and parents, let us put our trust on one another and continue to be committed partners in upholding Claretian education. Keep safe always.