



Immaculate Conception Academy
High School Department

Online Distance Learning

Frequently Asked Questions

On Books and Supplies



When will we get our books and supplies?



The books and supplies will be delivered in time for the beginning of classes.

For those who purchased e-books, the codes for these will be given through the students' email.





Uniform

Are students required to wear the complete uniform?



Students are expected to wear the school uniform during their synchronous classes, official school activities and in all face-to-face meetings with the teachers to help set the mood of attending a formal academic event. The students may wear the ICA jacket, if they have these on-hand. If not, then any jacket, preferably in blue or white, will be allowed.

In PE, the prescribed uniform is still the PE shirt / alternative shirt and jogging pants. Rubber shoes are worn during classes that will entail physical movements.

In case the uniform or alternative shirts are not available or no longer fit, students may wear any white-colored top throughout the school year.



On Online Decorum



Why are students not allowed to eat or drink during synchronous classes?



Drinking and eating during synchronous class might cause further distractions to the students.

Transfer time every after 30 minutes (one class) is provided for the students to take their quick health break, including eating and drinking.



On Class Assignments



Are students shuffled this school year?



As much as we can, we will keep all classes intact, with only a few reassignment of sections for some students.

For the incoming Grade 11 students, sectioning will be based on selected strands.



Will there be SPLIT sections?



The SPLIT Program is suspended during this ODL school year.

Students who have advanced knowledge and interest in Math and Science will be given enrichment activities and exercises outside the synchronous classes.



On Device and Requirements



Can I use an iPad for ODL?



While an iPad may be used to attend online classes and view learning materials, our technical team still recommends the use of laptops/desktops for overall functionality. Students will be required to produce multiple writing outputs and performance tasks, which may be difficult when using an iPad.



What if my gadget does not meet the device recommendations specified in the Primer?



The given gadget specifications are meant to serve as a guide and should be viewed as recommendations. Using a gadget with lower specifications is your discretion. We caution you on the limitations of the gadget and the challenges you might encounter while engaging in ODL.



Are headsets required? How about airpods?



Students are required to use a headset with a microphone. A simple and basic headset will do.

Airpods or wireless earphones may be used during synchronous classes. However, these should be replaced by wired headsets during summative assessments / unit tests to enable efficient and accurate exam proctoring.



Do we need to have a camera?



Yes.

Students will be required to turn on their videos during their classes. This will allow the teachers to monitor the students' participation in the activities, especially during assessments.



The image features a woman with long dark hair, wearing a light grey t-shirt and dark blue pants, sitting cross-legged on the floor. She is pointing her right index finger towards the text 'On Attendance' inside a large white rounded rectangle that resembles a browser window. The window has three yellow circular icons in its top-left corner. To the right of the woman is a tall, thin floor lamp with a grey shade. In front of her, there is a small potted plant with two leaves on a stack of three books. The background is a solid dark blue with a large white curved shape behind the woman and the window.

On Attendance

Will students be marked absent or tardy because of internet connection difficulties?



Attendance will be monitored and recorded. However, the school will exercise consideration for cases like poor internet connection.

Feedback on recurring patterns of absences and tardiness will be forwarded to the attention of the parents, as these may already affect learning of the students.



ODL Curriculum



Will ICA be under ODL the whole school year?



The school will always remain in compliance with the directions of the Department of Education (DepEd) and the San Juan City local government. Any changes to the learning modality will be carefully reviewed and thoroughly discussed prior to implementation. However, all ODL policies, procedures and guidelines will remain in place for the ODL school year.



What happens in Study Hall? Is this required?



The regular schedule of Study Hall will allow many opportunities for students to set appointments with their teachers to clarify the subject matter.

Study Hall is not mandatory. If students do not need any clarification on the lessons taught, they may use these periods to work on their asynchronous tasks.



Why do we not have honors this school year?



In this time of pandemic, we recognize the challenges that may come with adapting to the new learning modality which is Online Distance Learning. We do not wish to disadvantage students who may not have good access to technology and a conducive learning environment. Additionally, we do not wish to impose more pressure on students.



How are assessments administered?



We shall be using different applications to administer formative assessments.

For summative assessments, we will use an exam platform. Details, orientation and practice will be given to the students during the different classes.



Will recording of synchronous classes be done?



Recording of synchronous classes are prohibited to protect the Data Privacy rights of all the participants in class.

Likewise, taking photos of the classes are not allowed.





School Activities



Will we still have graduation?



The school acknowledges that graduation is an important event for our Grade 12 students and parents. Thus, we shall work hard to organize a virtual event for the students even during the ODL school year. Yearbook will be distributed as a souvenir for the graduating batch.

Details will be released as soon as final.



Will we still have socials? How about INTRAMS? Will we still have the School Fair?



Unfortunately, social and sports gatherings where physical distancing cannot be assured is not allowed nor recommended for the health and safety of all. We shall suspend these activities this school year, or until further notice.



What about spiritual activities? Will we still have DWTL, retreats and recollections?



Spiritual activities that will require students to gather in groups will be suspended for the school year.

The school will continue to offer spiritual activities, such as First Friday masses, using the online platform to enrich the formation and spirituality of students. In addition, OIKOS prayer service will be conducted once a week in the students' respective classes.



On Clubs and Organizations



Are clubs required? How many extra-curricular activities can I join?



Clubs are optional this school year. You will be allowed to join only **ONE** extra-curricular club or organization since the schedule of meeting will be the same for all clubs.

To those who are interested to apply for clubs or organizations, the procedure for recruitment will be given during the school year.



On Academic Feedbacking



Can we have the emails of the teachers?



The emails of the teachers will be provided so that students can reach out to them regarding academic concerns. Teachers will be online from Mondays to Fridays, 1:00 - 3:00 pm.

Parents, on the other hand, are advised not to directly email the teachers but instead, course their concerns through the HELPLINE for proper attention.



How will parents know the progress of their daughters? Will there be PTCs?



Parents will be issued the Midterm Performance Feedback Report in the middle of each semester. This will allow them time to assist their daughter in improving further her academic standing before the final grades are given.

Online Parent-Teacher Conferences may be arranged. Parents may set appointments by emailing the HELPLINE at **hso@icagh.edu.ph**.





On Guidance Services



Do you have any updates on local College Applications?



The Senior High School Grade Level Counselor has been in constant communication with the admission representatives of UP, ADMU, DLSU and UST. As of this time, they have not released any official information on the schedule and process of college entrance examinations. We shall notify you immediately once the universities have released any information on this.



Do you have any updates on foreign admissions?



Many standardized tests (the SAT and ACT) were forced to cancel and postpone their testing dates. In response, many colleges abroad announced that they will temporarily not require students to submit standardized test scores. Ivy League colleges are also joining the temporary “test-optional” trend. This year, the evaluation will be based on a holistic admission process that includes a thorough review of academic records, recommendations, writing samples and virtual interviews.



When can students submit the remaining requirements in the college kits?



There is no need to submit the actual college kit on campus since we are anticipating online submission this year. We have made arrangements to return all college kits that were submitted to the Guidance Office. Please make sure to prepare and secure these documents with you in time for college application.



Do we still have online counseling?



The Online Distance Counseling will be available for students outside the synchronous class schedule. The Grade Level Counselor may call you for Routine Interview or you may also schedule an online appointment with her if you need one-on-one consultation. The Grade Level Counselors will be working remotely from 1:00pm to 4:00pm on weekdays and by appointment on Saturdays.





On Applications and Technical concerns

What email will the students use?



Students will use their official ICA Gmail accounts. Use of personal email is not allowed.

The username and password was sent to the students through the parents' email.



Will the school help students set up the apps needed for ODL?



The school will provide the students with Office 365 accounts. Email was sent by the IT office regarding this.

The teachers will take time to help the students navigate through different applications needed for ODL. These applications will be specified in the course outlines.



How do we use Zoom for web conferencing?



1. Click on the Zoom Meeting link or type the meeting ID assigned to your section.
2. Rename yourself accordingly: “CLASS NUMBER, LAST NAME, FIRST NAME”.
3. Keep your video and microphones on at all times, unless instructed otherwise.
4. After each class, click LEAVE MEETING.



What provisions are in place when a student experiences technical difficulties?



We have made the uploading of learning materials used during synchronous classes a procedure among teachers. This provision will allow the students to still keep up with the classes, in case they experience connectivity concerns.

Tech support may also be given to students through the HELPLINE: **hso@icagh.edu.ph** or through **tech-help@icagh.edu.ph**.



IT & TECH Support



What if I have a slow internet connection?



- Conduct speed test (*thru <https://www.speedtest.net/>*) to check if your connection does meet your internet plan requirement
- Reset the connection by clicking Wifi (thru System tray of the task bar) > Turn off and on the Wifi until it restores its connection
- Reset your modem/ router by turning it off and on
- If nothing happens, kindly contact your Internet Service Provider/ ISP for assistance



What if I get disconnected?



If disconnected in the middle of synchronous session:

1. Go to Wifi (thru System tray of the task bar).
2. Turn off and on the Wifi until connection is restored.



What should I do if I need technical assistance?



If you experience any technology-related issues and need support, please contact **tech-help@icagh.edu.ph** and our technology support staff will assist you as soon as possible.





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