



# SOUTHVILLE INTERNATIONAL SCHOOL AND COLLEGES

## VIRTUAL ONLINE LEARNING & TEACHING (SISC VOLT)

Plans for Student Safety, Continuous Learning,  
and Rigorous Academic Standards

A Proud Member of the  
Southville Global Education Network (SGEN)



# SOUTHVILLE GLOBAL EDUCATION NETWORK

SISC ensures that their students of all ages are globally equipped through excellent education by being WASC-U.S.A. accredited, ISO Accredited, IBO World School, IIP Gold Awardee and PQA Recipient.



Being a Microsoft IT Academy certified partner with internationally-based curriculum, and embracing the growth and grit mindset, Southville is undoubtedly one of the best international schools in the Philippines.

Southville International School affiliated with Foreign Universities

SISFU had established partnership and affiliations with colleges, universities, and academic programs from foreign countries known for their exacting standards and academic excellence. Upon completion of their courses, students are awarded diplomas or degrees from these foreign partners.



South Mansfield College

SMC takes pride of its competent academic staff in their field of expertise to ensure efficient instruction within a nurturing and caring academic environment and vibrant student life aimed at developing the holistic personality of the learners.



Stonyhurst Southville International School Malarayat Campus

Stonyhurst Southville International School - Malarayat Campus (SSISM) is the Home of the Kings! Located at the heart of Lipa City, SSISM boasts of an iconic building with a fantastic view of the grandeur of Malarayat mountains. Visit their campus and discover how to wear an invisible crown.



South SEED LPDH

SSLC's curriculum provides graduates with good opportunities to work in hospitals or clinics locally and internationally. SSLC is the top performing school south of Manila for the Medical Technology, Radiologic Technology and Pharmacy Licensure Exams



Stonyhurst Southville International School Batangas Campus

Stonyhurst Southville International School - Batangas Campus (SSISB) uses common Core and UK Curriculum in a safe and caring environment, holding the students to international standards which prepares them for opportunities both locally and globally.



Asian SEED Academy of Technology

Asian SEED Academy of Technology germinated into life from the drive of SISC to extend quality education to the financially challenged but deserving students who are eager to better their lot. Its diploma is the best asset for employment after one or two academic years.





## TABLE OF CONTENTS

- I. Introduction
- II. SGEN Modes of Learning
- III. Home-School Collaboration
- IV. Communication System
- V. Frequently Asked Questions (FAQs)
- VI. Platforms for Virtual Online Classes
- VII. Device Functions and Specifications
- VIII. Virtual Online Activities for College
- IX. Requirements to Pass the Subjects
- X. Online Conduct Code
- XI. Uniform and Dress Policy
- XII. Attendance Policy
- XIII. School Fees
- XIV. Admission Process
- XV. Academic Support Services
- XVI. Safety Protocols



## I. Introduction

Southville International School and Colleges (SISC) remains committed to excellence in the delivery of online classes and is one of the most prepared institutions in the Philippines for digital learning, as our digital infrastructure has been in place way back in 2010 and continually improved every year. The **Southville Virtual Online Learning and Teaching (V.O.L.T.)** has been using the online Learning Management System (LMS) MOODLE and Khan Academy for years now.

Students for the coming year will be able to use the following tools:

- Google Productivity Suite with the applications (Docs, Gmail, Meet, Hangout, Google Classroom, Sheet, Jamboard)
- Virtual Classrooms with Live Online Collaborative Activities (Google Meet or Zoom with Google Jamboard breakouts)





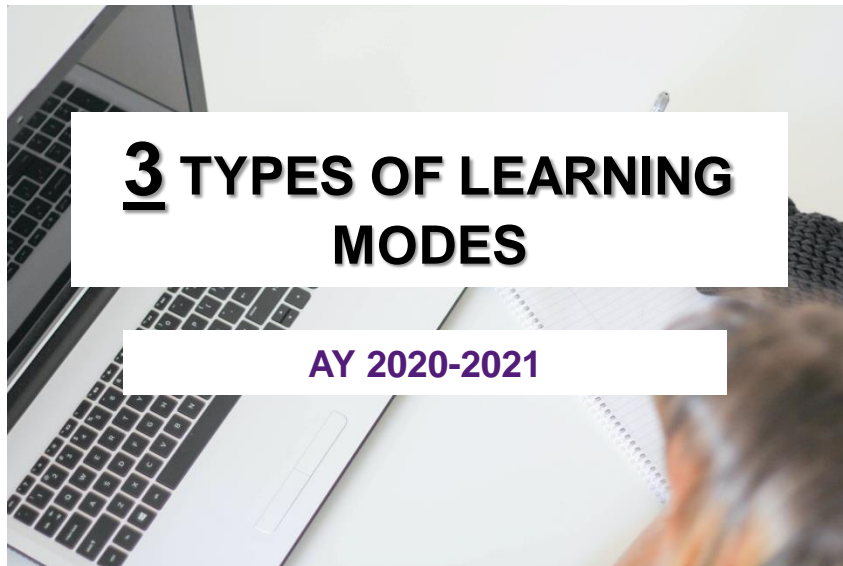
- Learning Management System accessible (Moodle) for notes, handouts, assignments, videos which can be accessed on Mobile/Desktop/Tablet (Android and iOS compatible Apps)
- Big Data and Learner Analytics using formative assessments to track the individual progress of students
- Learning community of over 4,000 students who enable each other through peer-learning with collaborative tools such as Wikis and Forums
- Live Virtual Classes which will be uploaded online from our many Southville schools. Every student will be able to watch more than 1,000+ hours of recorded and live virtual classes during the school year.

Southville is fortunate to have an Artificial Intelligence (AI) international expert from Imperial College - London (one of the top 10 universities in the world) as Chief Technology Officer to oversee its digital and virtual academic instructional strategies.

Currently, SISC teachers and staff are gearing up to deliver not the familiar online lessons but outstanding Virtual Online Learning and Teaching (V.O.L.T.) lessons of international standards. Intensive training sessions are currently being held to acquire the 45 competencies for SEAL through DAVIS (Student Engagement and Learning through Digital and Virtual Instructional Strategies) referenced from the International Standards for Online Quality Teaching. Southville VOLT goes beyond simple sharing of information; Southville VOLT creates spontaneous learning experiences in virtual presence of classmates and teacher, thus providing opportunities for socio-emotional support and connection. Through Southville VOLT, SISC remains steadfast to its commitment to deliver excellent academic and values education to its students in the comfort of their homes or other safe environment.

## II. SGEN Modes of Learning

SGEN will allow parents to choose from 3 types of learning modes during the school year and to switch seamlessly based on personal preference.



**100%  
VIRTUAL**

**Southville Virtual Online  
Learning and Teaching**  
(Southville V.O.L.T.)

**50%  
Virtual,  
50% Face  
to face**

**Mixed Mode Learning**  
(as permitted by the government/safety)

**100%  
Face to  
face**

**Face to Face Classroom Learning**  
(as permitted by the government/safety)

## II. SGEN Modes of Learning

### **1** Southville Virtual Online Learning and Teaching (V.O.L.T.) / Online Distance Learning (Recommended)

This refers to the Southville modality wherein **digital live teaching and learning** happen between and among teachers and students. It means that **teachers will meet the students online** and a virtual meeting will happen between the teacher and the students using video, audio, and text regardless of their location. As long as there is Internet connection, the teacher and the students will be able to share information and data in real-time without affecting learning. SGEN uses the Google Suite for Education which provides Collaboration tools (Gmail, Meet, Hangouts, Zoom), Document writing tools (Sheets, Docs, Slides), Productivity resources (Drive, Calendar) and much more. Specifically, the following will be done in a 100 % online class:

- Students attend and participate in the virtual interactive classes via Google Meet or Zoom (*Synchronous Learning*).
- Recorded live streams are uploaded online for access anytime (*Asynchronous Learning*).
- Students can access the Learning Management System (24/7) through their devices (*please see page 20 for the recommended devices*).
- Teachers are available during class-hours, and regular consultation hours for discussion.

## II. SGEN Modes of Learning

2

### Mixed Mode Plus

(as permitted by the Government)

This modality combines **learning at home** and **learning on school campus**. Those at home may join livestreams via Google Meet or Zoom or view recorded livestreams online. The students can access the Learning Management System (24/7) through their devices and will be given the option to join classes physically. Specifically, the following will be done in an SGEN Blended Class:

- Students can opt to not join physical classes and stay at home instead of going to school.
- Students join livestreams via Google Meet or Zoom (Synchronous Learning).
- Livestreams are uploaded online for access anytime (Asynchronous Learning).
- Students can access the Learning Management System (24/7) through their devices
- Teachers are available during class-hours, and regular consultation time for discussion

3

### Face-to-Face Classroom Learning

(as permitted by the Government)

Face-to-face classroom learning takes place when the government permits. This allows students to learn more comfortably and easily in a more structured educational environment with classmates and teachers giving more first-hand information and facilitating deeper understanding of concepts through live interaction with others.



## III. Home-School Collaboration

Children learn best when the significant adults in their lives -- parents, teachers, and other family and community members -- work together to encourage and support them. Schools alone cannot address all of a child's developmental needs. The meaningful involvement of parents and support from the community are essential.

Southville International School and Colleges (SISC) believes that when school and home collaborate closely with each other, the learners benefit the most.

These days, it can take extraordinary efforts to build strong relationships between families and educators. SISC reaches out to families, welcoming them as full partners in the educational process. Families, in turn, have to allot time and energy to support their children during their virtual online learning.

These are some guidelines to parents /guardians during virtual online learning:

Establish Routines	Prepare the environment	Stay in Communication with the School
<p><b>Remind your child to:</b></p> <ul style="list-style-type: none"> <li>➤ Wake up at the normal time</li> <li>➤ Eat breakfast</li> <li>➤ Undertake physical activity to remain active and maintain a positive mood.</li> <li>➤ Try to alternate screen time with off-screen activities to maintain strong mental and physical well-being</li> <li>➤ Keep in touch with their family and friends as online learning can feel isolating.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide a suitable space which is quiet, well lit, cool and free from distractions</li> <li>➤ Provide a table or desk</li> <li>➤ Provide an upright chair</li> <li>➤ Provide a stable internet connection</li> <li>➤ Provide digital devices</li> <li>➤ Have the learning materials available</li> </ul>	<ul style="list-style-type: none"> <li>➤ Check correspondences from the teacher</li> <li>➤ Check the grades in Pinnacle each term (prelims, midterms, finals)</li> <li>➤ Get in touch or make yourself available to teachers or Academic Heads when they reach out to you regarding attendance or performance of the student</li> <li>➤ Attend school sponsored webinars and virtual conferences</li> </ul>

## IV. Communication System

During the time of online classes, communication will be through email and social media platforms. For any inquiry or concern, you may email us at [pr@southville.edu.ph](mailto:pr@southville.edu.ph) or send a message through our Official Facebook Page – Southville International School and Colleges.

You may also direct your concerns to the following offices:

Area of Concern	Office/Person	e-mail address of person
<b>Admission</b>	PR Office	<a href="mailto:elyds@southville.edu.ph">elyds@southville.edu.ph</a> 09178532450
<b>Fees</b> <i>(tuition fees, miscellaneous fees, virtual wallet and other payables)</i>	Accounting Office	<a href="mailto:chona@southville.edu.ph">chona@southville.edu.ph</a> <a href="mailto:queene_balaoro@southville.edu.ph">queene_balaoro@southville.edu.ph</a> <a href="mailto:ona_pedrozo@southville.edu.ph">ona_pedrozo@southville.edu.ph</a>
<b>Transcript of Records, Enrolment, Certification</b>	Registrar's Office	<a href="mailto:joy_martinez@southville.edu.ph">joy_martinez@southville.edu.ph</a> 09274255426
<b>Internet, Technology, Gadget and LMS</b>	MIS Head Deputy Principal for Special Programs & INNOVE	<a href="mailto:marky@southville.edu.ph">marky@southville.edu.ph</a> <a href="mailto:junessal@southville.edu.ph">junessal@southville.edu.ph</a>
<b>Counseling and Psychological Services (CAPS) / Mentorship</b>	CAPS Head in College	<a href="mailto:belenm@southville.edu.ph">belenm@southville.edu.ph</a>



## ACADEMIC ADVISING

<b>College Director</b>	Dr. Ma. Felma Tria ( <a href="mailto:fctria@southville.edu.ph">fctria@southville.edu.ph</a> )
<b>Communication and Multimedia Arts</b>	Ms. Kristen Gabutero ( <a href="mailto:keiichi_gabutero@southville.edu.ph">keiichi_gabutero@southville.edu.ph</a> )
<b>Education</b>	Dr. Gina Caneo ( <a href="mailto:ginacaneo@southville.edu.ph">ginacaneo@southville.edu.ph</a> ) or  Dr. Robert Norberte ( <a href="mailto:robert_norberte@southville.edu.ph">robert_norberte@southville.edu.ph</a> )
<b>Information Technology</b>	Dr. Aris Ignacio ( <a href="mailto:aris_ignacio@southville.edu.ph">aris_ignacio@southville.edu.ph</a> )
<b>Institute of Tourism</b>	Dr. Nancy De Guia ( <a href="mailto:nancydg@southville.edu.ph">nancydg@southville.edu.ph</a> )
<b>Nursing</b>	Dean Carmel Villegas ( <a href="mailto:carmelita_villegas@southville.edu.ph">carmelita_villegas@southville.edu.ph</a> ) or  Ms. Marie Astrid Moreno ( <a href="mailto:astrid_deleon@southville.edu.ph">astrid_deleon@southville.edu.ph</a> )
<b>Psychology</b>	Dr. Ruel Cajili ( <a href="mailto:ruelc@southville.edu.ph">ruelc@southville.edu.ph</a> )
<b>School of Business</b>	Dr. Vic Manabat ( <a href="mailto:vic_manabat@southville.edu.ph">vic_manabat@southville.edu.ph</a> )
<b>General Education</b>	Dr. Robert Norberte ( <a href="mailto:robert_norberte@southville.edu.ph">robert_norberte@southville.edu.ph</a> ) or  Ms. Marie Ann Mirando ( <a href="mailto:mariem@southville.edu.ph">mariem@southville.edu.ph</a> )

## V. Frequently Asked Questions (FAQs)

1. **Because of the uncertainties, can there be friendlier payment options?** The school offers flexible payment schemes to choose from.

### **FIRST SEMESTER**

#### **Plan A - Full Payment**

Hundred percent payment upon enrolment.

#### **Plan B - Three Payments**

It is an installment plan that allows parents to pay at least **40%** of the fees upon enrollment and the remaining balance to be paid in **September** and **November**.

#### **Plan C - Five Payments**

It is payable in five installments with initial payment of **40%** of the fees upon enrollment and the remaining balance to be paid in **September, October, November** and **December**.

### **SECOND SEMESTER**

#### **Plan A - Full Payment**

Hundred percent payment upon enrolment.

#### **Plan B - Three Payments**

It is an installment plan that allows parents to pay at least **40%** of the fees upon enrollment and the remaining balance to be paid in **February** and **April**.

#### **Plan C - Five Payments**

It is payable in five installments with initial payment of **40%** of the fees upon enrollment and the remaining balance to be paid in **February, March, April** and **May**.

## V. Frequently Asked Questions (FAQs)

- 2. What support can parents expect from the school to help the students?** There is a guidance counselor who will give routine counselling to all students. Students needing special and intensive counselling will be met by the counselor more often. There is a Mentoring Program where a teacher-mentor helps student with emotional issues that can affect the child's schooling.
- 3. If we are not comfortable with the arrangements and decide to stop schooling, what are the implications?** Dropping from school would mean that the student will not be given credits that he/she finished the subject. Hence, the student may need to repeat the course subject the following school year.
- 4. Will attendance be checked in the virtual online classes?** Yes. Attendance will be checked everyday during classes. Attendance is also checked through responses to emails, discussion board postings, assignment submissions or as long as students respond to course requirements by the day and time established by the teacher.
- 5. What are the implications if students fail to attend the online classes?** Their academic routine will be disrupted and they will miss the opportunity to be equipped with the knowledge and skills required in the curriculum.
- 6. Do students need to be in uniform when they attend virtual online classes?** They should wear their Type A or Type B uniform during online classes.
- 7. Will students still have access to the library when they study online?** There are resources available online that they can utilize to help them with their references. Please check the online links on the SISC website.



## V. Frequently Asked Questions (FAQs)

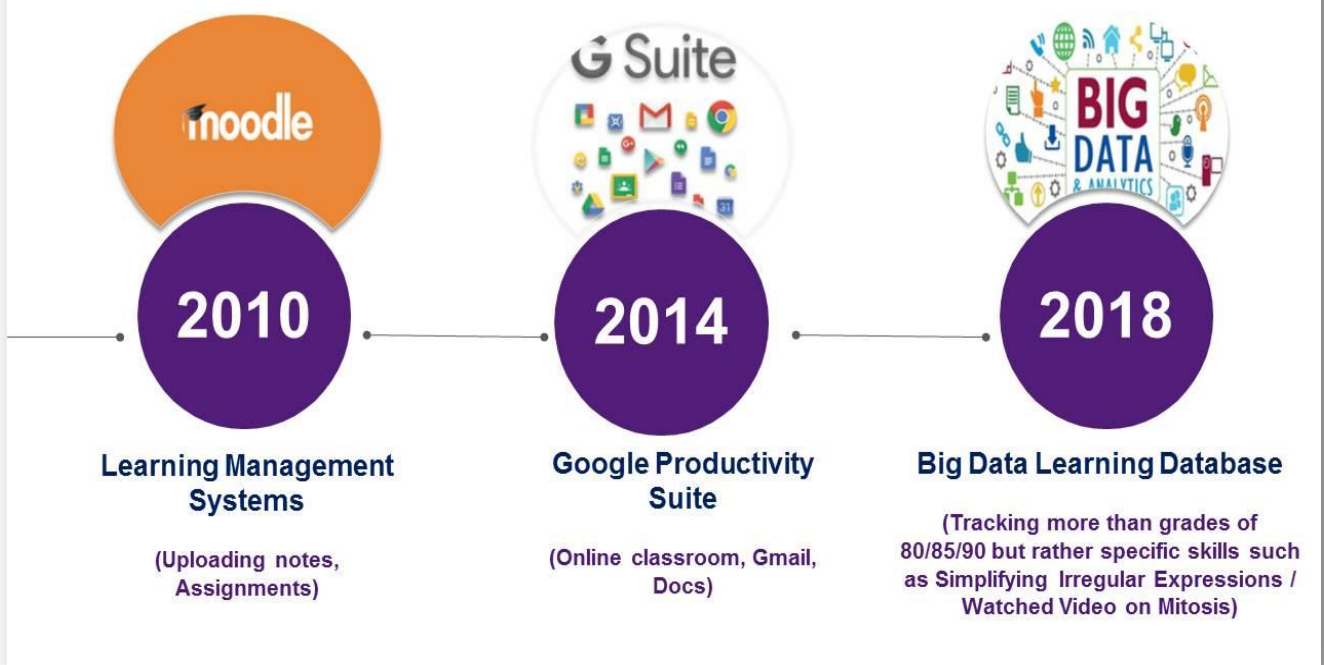
- 8. Will there be an available staff/teacher/officer who I could chat with if I have concerns?** You can send an email to the College officers as well as to the instructors to answer your queries. You can also send your inquiries to the Public Relations (PR) Office through email, Viber or Messenger.
- 9. If I have more questions, who will I contact?** You may address your queries to your Deans or Chairpersons. You may email them at [pr@southville.edu.ph](mailto:pr@southville.edu.ph). A personnel in-charge will also direct you to the right department for your concerns and immediately coordinate with it before getting back to you.
- 10. Who can students go to if they are feeling anxious?** Virtual online mentoring is happening even during quarantine. Please get in touch directly with the mentor or counselor. If you need help in contacting him/her, your Deans/Chairpersons or the PR Staff will help connect the two of you. Students also have mentors who they can approach anytime through online platforms.

## VI. Platforms for Virtual Online Classes

### Learning Management System (LMS)

SGEN has been using Moodle as its LMS since 2010. It is complemented by collaborative apps such as the Google Productivity Suite (Docs, Gmail, Meet, Hangout, Google Classroom) and more sophisticated areas of online learning such as Flipped Classroom, Big Data Analytics, and Real-time Data. E-mail notifications of student progress are sent to parents. The teachers and students use the LMS for accessing notes, assignments, and quizzes on their mobile devices and desktops and for joining discussion forums.







### How Southville prepared for digital learning (10 year story)





## VI. Platforms for Virtual Online Classes

The following are the online platforms that will be used and navigated by the students.

LEARNING MANAGEMENT SYSTEMS	
	 Google Classroom

COLLABORATION TOOLS	
 zoom	 Google Meet
 Google Hangouts	 <b>GMAIL</b>
 <b>VIBER</b>	 <b>MESSENGER</b>

DOCUMENT WRITING TOOLS	
 Google Docs	 Google Sheets

PRODUCTIVITY RESOURCES	
 Google Calendar	 Google Drive

*Note: Email will be sent to the accounts of the students via the LMS of the school.*



## **Learning through the use of FLIPPED CLASSROOMS**

Edutopia enumerated the advantages of Flipped Classrooms:

1. It allows for self-paced learning. Students can prepare for class before the formal face to face discussion of the lesson and gives them ample time to build their prior knowledge about the lesson.
2. It allows students to probe deeper into the subject. It will better prepare them for a more engaging discussion and rich input about the topic they are learning.
3. Corresponding results and statistics are immediately recorded while students complete their courses, assignments, and exams. Instructors can use these statistics to better track the progress of students and find patterns in their results. It makes it easier to have a clear idea of what topics student's, individually and as a group, struggle with the most.
4. It allows teacher to reuse the videos and other resources uploaded in the LMS.

## **Synchronous Activity**

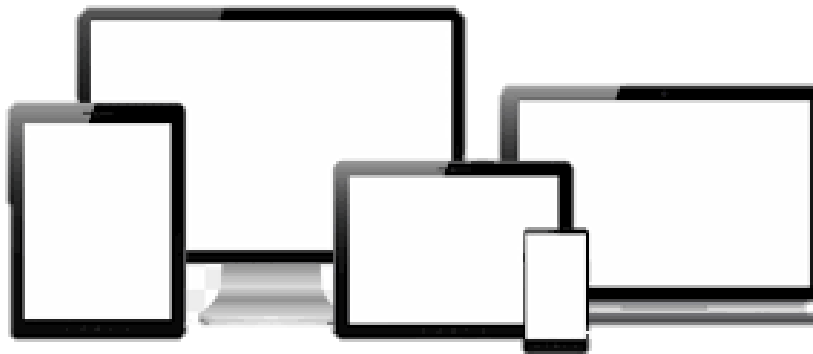
SGEN students will be able to join virtual classes via Google Meet or Zoom or have learning activities with teachers and their classmates in real-time through. Virtual classes will happen for all subjects. SGEN has added livestreaming as part of delivering instruction to provide real-time, on demand content to the students. Through livestreaming, the students will be able to access learning directly with their classmates. The experience will not only benefit them academically but also socially and emotionally as they see themselves to be part of a bigger classroom.

## **Asynchronous Activity**

SGEN students can watch uploaded livestreams of class instruction and access it anytime at their convenience. On scheduled days, classes will be done asynchronously using email, MOODLE, Google Classroom, and SGEN Academic Technology Strategies (SATS).

## VII. Device Functions and Specifications

<b>Recommended Device Functions</b>	1. Can connect to the Internet
	2. Can be installed with web browsers such as Chrome or Safari
	3. Can take video calls with audio and video
	4. Can create, edit and save documents and presentations
	5. Can create, take, edit and save images, audio files and videos
	6. Can support Google Suite applications (Gmail, Drive, Maps, Docs, Sheets, Slides, Jamboard, etc.)



<b>Recommended Device Specifications</b>	<b>Tablet</b> <ul style="list-style-type: none"> <li>•Any brand</li> <li>•Android OS version 8 or higher</li> <li>•Processor speed of 1.2 - 2.2 GHZ or higher</li> <li>•3000 mAh battery life (at least)</li> </ul>
	<b>Laptop</b> <ul style="list-style-type: none"> <li>•Any brand</li> <li>•7th to 9th Generation Intel I3 or I5, 2.66 GHZ and up processor</li> <li>•256 to 500 SSD (solid state drive)</li> <li>•4 gb memory (at least)</li> </ul>
	<b>Desktop</b> <ul style="list-style-type: none"> <li>•Any brand</li> <li>•7th to 9th Generation Intel I3 or I5, 2.66 GHZ and up processor</li> <li>•256 to 500 SSD (solid state drive)</li> <li>•4 gb memory (at least)</li> </ul>



## VIII. Virtual Online Activities for College

To ensure students will be able to complete their schoolwork and participate in Remote (Live) virtual classes, Southville uses the Google Suite for Education which provides Collaboration tools (Gmail, Meet, Hangouts), Zoom, Document writing tools (Sheets, Docs, Slides), Productivity resources (Drive, Calendar) and many more.



### APPROACHES TO OUTCOMES-BASED TEACHING-LEARNING (OBTL)

21st Century Skills	Sample engaging online activities
Creativity and Innovation	Gamification, Digital Library, 3D Models
Critical Thinking and Problem-Solving	Research; investigatory projects; Ideation, Business Plan
Communication and Collaboration	Blogging, Vlogging; Southville Academic Technology Strategies through Lexile Reading program
Global Awareness	Dialogues
Self-Direction	Flipped classroom, creating e-portfolios; Southville Academic Technology Strategies through Khan Academy
Flexibility and adaptability	MOOCs, Webinars
Effective interaction with others	Online Discussion Forum

## IX. Requirements to Pass the Subjects

### GRADING SYSTEM

Students are evaluated by their instructors and equated with other students in terms of meritorious performance, expected competencies, and other parameters.

Below is the matrix of the grading system for reference and guidance.

### GRADING SYSTEM MATRIX

Grade Point	Percentage	Description
4.0	99-100	Outstanding
3.75	97-98	
3.50	95-96	
3.25	93-94	Very Satisfactory
3.0	91-92	
2.75	89-90	
2.50	87-88	Satisfactory
2.25	85-86	
2.20	83-84	
1.75	80-82	Moderately Satisfactory
1.50	78-79	Fair
1.25	76-77	Moderately Fair
1.20	75	PASSED
0.0	74- below	FAILED
		INC (Incomplete)
		O.D (Officially Dropped)



## X. Online Conduct Code

In addition to what are written in SISC student handbook, the following must be observed by all students:

### Respectful Communication

1. Follow all SISC policies on the use of technology resources.
2. Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other people's ideas.
3. Keep your image "live" during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning to your classmates and teacher.
4. Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as whispering, chewing, sneezing, and tapping your pen or pencil, etc. so please keep distractions to a minimum or mute your microphone.

### General Online Etiquette

1. Avoid side conversations and multitasking.
2. Take your meals and snacks during break time; eating during class is generally frowned upon, and being in a virtual classroom is no different.
3. When in doubt, just think you are in your regular academic classroom and put your best virtual foot forward!
4. Switch on your videos during discussions or when requested by the teacher.

## XI. Uniform & Dress Code Policy

The SISC school uniform symbolizes the pride and culture of the institution and its members. All students are obliged to wear appropriately the prescribed school uniform even during online classes.

### TYPE A:

The prescribed uniform students is as follows:

MALE STUDENTS	FEMALE STUDENTS
<ol style="list-style-type: none"> <li>1. SISC polo (with pin stripes)</li> <li>2. SISC necktie</li> <li>3. Plain white undershirt</li> <li>4. SISC grey coat with logo (optional)</li> </ol>	<ol style="list-style-type: none"> <li>1. SISC blouse (white with pin-stripes)</li> <li>2. Purple ribbon</li> <li>3. SISC blazer (optional)</li> </ol>

### TYPE B:

Organization/Course shirt with collar

First year students and transferees from other schools are entitled to an adjustment period of two (2) weeks at the beginning of the academic year to acquire the uniform. In the meantime, polo (long or short) for male and blouse with collar for female must be worn during online classes.

The following attire/accessories are **NOT ALLOWED** during online classes:

MALE STUDENTS	FEMALE STUDENTS
<b>Hairstyle:</b> Loud hair color, faddish and fancy hairstyle, long hair (male), mohawk, hair tattoo, man bun	
<b>Apparel:</b> Collarless T-shirts, shirts with suggestive prints, designs, and text, fitness (muscle sleeved/sando type) shirts, sleeveless, and the like	<b>Apparel:</b> Tank tops, bare midriff, mini-skirts, bareback, halter top, venus cut, plunging/revealing neckline, and the like
<b>Accessories:</b> Bull cap, bandana, sunglasses, bead/fancy necklace, earrings, distracting and faddish bracelets, and the like.	<b>Accessories:</b> Hats, bandana, sunglasses, multiple oversized earrings, distracting faddish jewelries, necklaces, and the like



## XII. Attendance Policy

Attendance is mandatory for all subjects. A verifiable medical certificate must support absences due to his/her own illness or illness of a family member. For other absences, a supporting document shall be presented to the instructor immediately upon the student's participation in the online class. The supporting document should be authentic, verifiable and approved by the Dean/Chair. Excused absences have corresponding make-up course work.

It is the sole responsibility of the student to keep track of his/her absences. The student may verify his/her record with the faculty and vice-versa. A student who is absent is held responsible for all assignments and lessons missed. The Instructor/faculty must verify his/her attendance record with the student before giving the failing grade due to the missed activities during his/her absences. **The school has NO OBLIGATION to inform the parents/guardians of the number of absences their child has incurred.**

### ABSENCES

A student is deemed absent if he/she is not able to acknowledge the attendance roll call of an instructor; or arrives on the **16<sup>th</sup> minute**, after the scheduled inception of a class. The maximum allowable number of absences per subject of a student per semester is **20%** of the total number of class hours hence, the following matrix:

FREQUENCY OF CLASS (PER WEEK)	MAXIMUM NUMBER OF ALLOWABLE ABSENCES
1 Hour (once a week)	4 meetings
2 Hours (once a week)	4 meetings
3 Hours (once a week)	4 meetings
1.5 Hours (twice a week)	8 meetings
2.5 Hours (twice a week)	8 meetings
3 Hours (twice a week)	8 meetings
5 Hours (once a week)	4 meetings
6 Hours (once a week)	4 meetings





## XII. Attendance Policy

**Any absence in excess of the maximum allowable absences per subject shall deem the student failed due to absences with the student incurring a mark of (0.0) on said subject.**

Absence of a student may be excused in case of grave illness, death of an immediate member of the family or unforeseen natural calamities/circumstances (i.e. floods, strikes, typhoon, pandemic-related, etc., internet connection?).

Checking of attendance in a three-hour class is done twice.

### **ABSENCE DURING EXAMINATION**

Any student who incurs an excused absence at a time of a long test, unit test, prelim, midterm, final, announced or unannounced, is given a make-up activity provided that a supporting document is presented (within 10 days )

### **TARDINESS**

A student is considered tardy when he/she logs on to the class **one (1) minute** after the scheduled inception of a class he/she is officially enrolled in. **Three (3) accumulated tardiness is equivalent to one absence.**

## XIII. School Fees

SISC is happy to announce that there will be NO TUITION FEE INCREASE for the school year 2020-2021 despite the inflation of 2019 and the high expense that online teaching demands in terms of salaries of the teachers and staff, upgrading of the school's internet capability and IT infrastructure, payment for licenses of programs for online lessons, crafting of modules (depending on the subject) and also, the maintenance of the SISC Learning Management System (technical aspect) and SISC Content Management System (curriculum aspect). Class sizes will be managed to respond to physical distancing when you start reporting physically to the campus which will entail logistical support. Comprehensive Growth Series (CGS) and outdoor educational programs (field trips) will be carried out only when possible. Fees to these events may be paid during enrolment or will be collected as they happen within the academic year.

## XIV. Admission Process

**First semester enrolment is ongoing.** Classes start on **August 10, 2020.**

ACTIVITY	NON-GRADUATING STUDENTS	GRADUATING STUDENTS
<b>Enrolment for 1st Semester AY 20-21</b>	<b>June 15, 2020</b> for those who did not enroll in summer <b>July 20, 2020</b> for those who enrolled in Summer	Will follow the schedule of Non-Graduating Students (if applicable)
<b>Start of Classes</b> a) 1st Semester AY 20-21 b) 2nd Semester AY 20-21 c) Summer AY 20-21	August 10, 2020 to December 12, 2020 January 18, 2021 to May 29, 2021 June 14, 2021 to July 24, 2021	Will follow the schedule of Non-Graduating Students (if applicable)



## XIV. Admission Process

### A. For New Students

Please prepare the following documents for admission:

1. Latest Copy of the Report card (required)
2. Birth certificate (may follow later on)
3. Scanned copy of passport (required for international students)
4. Latest pictures (optional - may follow later on)
5. Certificate of good moral character (optional - may follow later on)

### **For Undergraduate / College Students and Transferees (New)**

Please fill out the pinnacle link

<http://southville.pinnacle.com.ph/southville/applicants/>

### **For Graduate programs / Online students**

Register and upload your latest report card via <http://bit.ly/GoSISC2020>. If there is any incomplete information, just write N/A and it can be filled out later.

### B. For Returning Students

Visit <http://southville.pinnacle.com.ph/southville/students/> to register for your subjects. If you have forgotten your password, please e-mail [officeoftheregistrar@southville.edu.ph](mailto:officeoftheregistrar@southville.edu.ph) with your student ID and we will resend to you the password.



## XV. Academic Support Services

### **LIBRARY**

The library will continue to support the students with online learning resources (e-books, e- journals, etc.). They may access the library portal through the school's website. Should they need further support, they just need to email [officeofthelibrary@southville.edu.ph](mailto:officeofthelibrary@southville.edu.ph).

### **COUNSELING AND PSYCHOLOGICAL SERVICES DEPARTMENT (CAPS)**

Students may feel anxious or uncertain because of the current situation. As such, they may reach out to the school counselors through [belenm@southville.edu.ph](mailto:belenm@southville.edu.ph) or [christoff\\_graza@southville.edu.ph](mailto:christoff_graza@southville.edu.ph).

### **MENTORING**

Some students have already done mentoring sessions online. For those who have not, they need to arrange a schedule with their assigned mentor directly or through their Coordinator/Chairperson/Dean. They may also reach out to the Institutional Course (IC) teachers.

### **CONSULTATION**

Consultation sessions are being utilized now more than ever. Students need to set an appointment with their respective subject teachers and make sure they adhere to the agreed schedule.

## XVI. Safety Protocols

We will institute protocols to ensure your safety and well-being along with the employees and the broader community when face-to-face learning will be allowed. Besides social distancing, the measures include:

1. Wearing of masks upon entry to school gates and keeping the masks on while inside the campus;
2. Checking of temperature upon entry to the campus and inside the classroom;
3. Submitting health declaration forms before coming to school;
4. Requiring everyone to bring his/her own sanitation supplies such as soap, alcohol, tissues and face masks;
5. Promoting best hand-washing and hygiene practices and providing hygiene supplies;
6. Coughing or sneezing into a tissue or elbow and avoiding touching the face, eyes, mouth and nose;
7. Providing you with information on how to protect yourselves;
8. Encouraging you to ask questions and express your concerns;
9. Having snacks and lunch in designated places in the building;
10. No holding of assemblies and major activities attended by more than 30 people;
11. Monitoring your health and keeping you home from school if you are ill;
12. Increasing airflow and ventilation.
13. Cleaning and disinfecting campuses at the end of each day; and
14. Disinfecting thoroughly buildings, classrooms, offices and facilities.