

You are receiving this email because your child is currently enrolled in SISC Basic Ed Division.



SISC's Learning Continuity Plan for AY 2020-2021

Dear Southville Parents and Guardians,

As we write, the students are completing their final requirements at the end of an unprecedented academic year. They have demonstrated incredible grit and resilience to keep learning and thriving despite the constraints and hurdles created by the COVID-19 pandemic. We simply cannot say enough how inspirational they are for positively and patiently adapting to virtual classes under difficult circumstances.

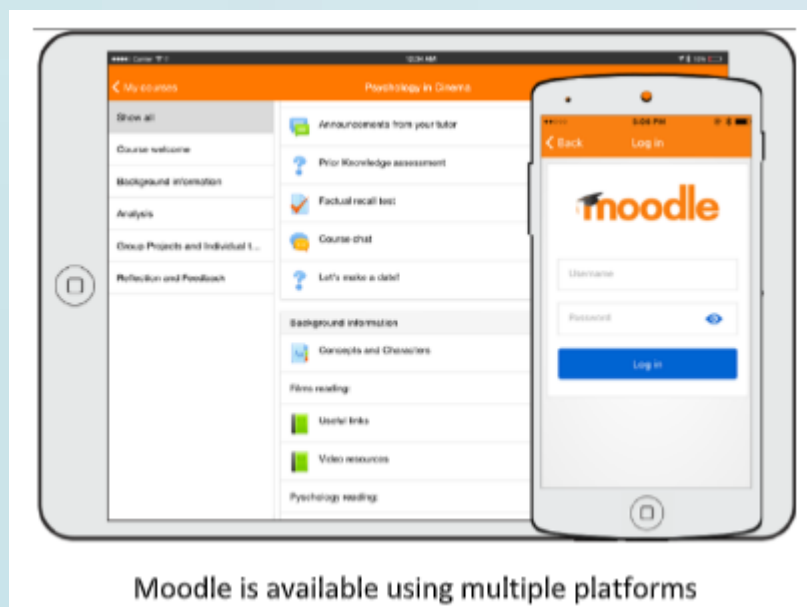
Your support, dear parents, is equally important and we want to recognize the lengths you went through to ensure that your children remain engaged in learning during these trying times. Thank you for your positivity and continued trust as we navigate through these first-time experiences.

As we approach the end of this highly unusual academic year, you may be asking, "What will the next school year look like?" Some of the practices we have adopted during this crisis have become opportunities for learning and we want to share with you SISC's current plans for Academic Year 2020-2021.

***Preparedness of SISC to conduct Full Online/Homeschooling
Plus/Virtual Classes and Blended Learning/Mixed Mode***

The school has established Learning Management Systems (LMS) which were set up for online instruction way back in 2010. SISC has shifted seamlessly to an Online Learning Management System (LMS) for a few months now through MOODLE and Khan Academy when the pandemic started. Some parents may have received the Khan Analytics Report showing the tracking of hundreds of skills of each student which are stored in a Southville Big Data Academic Database. Rather than just storing grades (e.g. 85, 90), we ensure we have more specific data such as “Can simplify irregular expressions” or “Has watched video on Mitosis”. The school fully launched its Learning Management System using Collaborative apps such as the Google Productivity Suite (Docs, Gmail, Meet, Hangout, Google Classroom). It has also been using more sophisticated areas of online learning management namely Flipped classroom, Big Data Analytics, Real-time data and E-mail notifications to parents.

The LMS (Moodle) allows students to access all notes, lectures, formative assessments, announcements. Please see illustration that follows:



Moodle is available using multiple platforms

Via Web Browser:

Students may navigate to
<https://moodle.southville.edu.ph>

Android Mobile App:

Students can download at:
<https://play.google.com/store/apps/details?id=com.moodle.moodlemobile>



Apple Mobile App:

Students can download at:

<https://itunes.apple.com/app/moodle-mobile/id633359593?mt=8>



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), Document writing tools (Sheets, Docs), Productivity resources (Drive, Calendar) and many more.

Curriculum

SISC will offer the same subjects for Academic Year 2020-2021 following the 7 Curriculum Groups namely: Studies in Language and Literature, Language Acquisition, Individuals and Societies (Financial Literacy/Business, Social Living and Global Education and Artificial Intelligence and Information Communication Technology), Sciences, Mathematics, Special Subjects and Values and Life Education. Integral in the curriculum are the Portfolio Assessment for Southville Students (P.A.S.S.) Research for Grades 6 and 12, and Emotional Quotient and Achievers' Core Training from Grade School to High School. In the case of IB, the essential courses are Theory of Knowledge, Extended Essay, and Creativity, Activity and Service. There are also sessions for Religion Classes such as Catholic Education/Christian Living that students can take if they choose to.

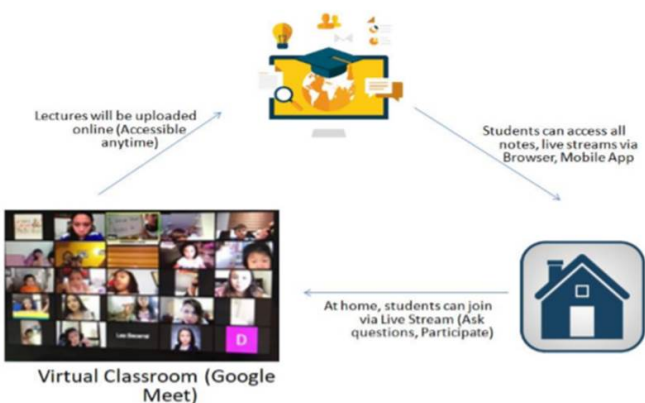
Modes of Learning

The educational aspirations of our students, along with their health and safety and that of the faculty and staff, remain the school's highest priority. In compliance with the government's directive on social distancing, when classes open on August 17, **the academic instruction will be delivered via online.**

On August 24, if the government will already allow physical classes, students will have the choice of a **(1) Full Online/Homeschooling Plus/Virtual Classes** (100% online) or a **(2) Blended Learning/Mixed Mode** (50% online/Homeschooling Plus/Virtual Classes and 50% face to face with social distancing). Social distancing and other healthful practices shall be observed during face to face instruction. This arrangement will continue for Preschool to Senior High and IB until the government eases the social distancing restrictions.

Students can opt to go Full Online/Homeschooling Plus/Virtual Classes (100% online) for the entire school year. Students who opt to start with a Full Online and decide later to go on a Mixed Mode or Blended Learning are given a code MW F-AM or TTh F-PM. What this code means is one group of students attends whole day Monday, Wednesday and Friday morning Face to Face (Set A) while on whole day Tuesday, Thursday and Friday PM, they do virtual online classes. The Tuesday, Thursday Friday PM group (Set B) likewise attends class Face to Face on these days while the rest of the days they attend virtual online classes. To explain further, please see the illustration below:

Description of Full Online Learning/Virtual Classes (100% Online)

Learning Mode	Explanation
Full Online/Virtual Classes (100% Online) Students join live streams via Google Meet or Zoom (Synchronous Learning) Live streams and lecture materials are uploaded online for access anytime (Asynchronous Learning) Students can access the Learning Management system (24/7) through their devices Teachers are available for regular consultations	 <p>Lectures will be uploaded online (Accessible anytime)</p> <p>Students can access all notes, live streams via Browser, Mobile App</p> <p>At home, students can join via Live Stream (Ask questions, Participate)</p> <p>Virtual Classroom (Google Meet)</p>

Description of Mixed Mode Learning
(50% Online or Virtual Classes and 50% face to face with social distancing)

Learning Mode	Explanation
<p>Mixed Mode Learning (50% Online/Virtual Classes and 50% Face to Face with Social Distancing)</p> <p>Students will be given the option to join classes physically. For those who will choose to go to school, the subject teachers will schedule the rotation of students.</p> <p>Students can opt to not join physical classes and stay at home instead of going to school.</p> <p>Students join live streams via Google Meet or Zoom (Synchronous Learning)</p> <p>Live streams are uploaded online for access anytime (Asynchronous Learning)</p> <p>Students can access the Learning Management system (24/7) through their devices</p> <p>Teachers are available for regular consultations</p>	<p>Lectures will be uploaded online (Accessible anytime)</p> <p>Students can access all notes, live streams via Browser, Mobile App</p> <p>At home, students can join via Live Stream (Ask questions, Participate)</p> <p>Classroom (only seats in red will be occupied)</p>

Schedule of Classes

The opening of classes for Academic Year 2020-2021 for all levels is on **August 17, 2020**. Students will do Full Online/Homeschooling Plus/Virtual Classes (100% online) up to August 21. We will transition to Blended learning/Mixed Mode starting August 24, 2020 (if permitted by government authorities) for those who have chosen the Blended learning/Mixed Mode. The detailed schedule of the students will be sent through their Academic Weekly Planner or AWP. To ensure social distancing, a class will be divided into two groups. Each group will have two and a half days face-to-face classes alternately and two and a half days virtual online classes for a total of 5 days a week. Students will be assigned a schedule to join classes.

Level	Time
Nursery	8:30 AM – 11:30 AM
Pre-Kinder, Junior Kinder Senior Kinder	8:30 AM – 12:00 NN
Grades 1 and 2	8:30 AM – 1:30 PM
Grades 3 to 6	8:00 AM – 2:00 PM
Grades 7 to 12	8:00 AM – 3:00 PM
IB 1 and 2	8:00 AM – 4:30 PM

For IB, students are grouped based on their chosen subjects and alternately, they attend online and face to face classes.

Students and parents will be informed of the details in schedule through the Academic Weekly Planner of the student.

Technology Requirements for a Successful Virtual Online Class for the student

To access the learning platforms, students need to have technology devices such as laptop, desktop, or tablet. Some learning activities can be conducted using mobile devices such as cellular phones or tablets with specifications indicated below.

RECOMMENDED TABLET SPECIFICATIONS

HARDWARE SPECIFICATION	MINIMUM REQUIREMENT	RECOMMENDED REQUIREMENT	HIGH END REQUIREMENT
Resolution	1448 x 1072	1920 x 1080	2560 x 1440 up
Pixel/Dot Density (DPI)	300 PPI	450 - 500 PPI	550 - 721 PPI up
Screen Size	7 inches	10 inches	10 inches up
RAM	At least 512 to 2GB	4GB	8GB up
Storage	8GB	16GB - 32GB	32GB

OPERATING SYSTEM SPECIFICATION	APPLE TABLET	ANDROID TABLET	WINDOWS TABLET
Operating System	iOS 7.1 or later	Android 4.1 or later	Win 8.1 or later

Applications that have to be installed:

1. CK12
2. Khan Academy
3. PDF Reader
4. VLC Media Player or Other Media Players
5. Augmented and Virtual Reality Applications
6. Moodle

Learning Materials

- Worksheets for preschool will be sent ahead of time and children will be given enough time to complete activities.
- Supplemental resources for preschool like videos, links to youtube, book references will also be sent weekly.
- The school will inform the parents once physical books and other materials are available.

Assessments

It remains crucial that teachers find ways to obtain evidence of learning. Students will be assessed and evaluated using the formative and summative assessments. The output that students will demonstrate should reflect the skills learned in all subjects. Therefore, projects will be integrated. Non-core subjects will not require projects. Instead, they will collaborate with a core subject teacher's authentic assessment for students. The teachers will give more formative assessments and are required to give feedback about the progress of the student. (ex. Writing drafts following the process of writing is a good form of formative assessment). Regular feedback to students and parents is structured in the schedule. SISC is guided by the principles of Assessment: *Assessment For Learning, Assessment As Learning, Assessment Of Learning*.

Online Conduct Code

- [Recommended Dress Code](#)

SISC is proud of its tradition of having well-groomed and decently properly attired students. During Virtual Classes, students are expected to be respectful of the virtual classroom environment. Students may wear their uniforms to set the tone for learning or wear civilian clothes following SISC's dress code.

- Civilian Dress Code (from SISC Student Handbook)

On occasions when the students are allowed to wear civilian clothes, they should demonstrate respect for themselves and for the school through their manner of dressing and appearance. Fancy/Mod attire such as very short shorts, singlet, mini skirt/micro-mini skirts, tattered pants, tank tops, bare mid-ribs, halter tops, tube tops, and see-through clothes are inappropriate for school wear. Statement shirts with obscene/suggestive words/slogans/pictures printed on worn outfits are strictly not allowed. Headwear and accessories that pose a distracting appearance are strongly discouraged.

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'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!

School Fees

SISC is happy to announce that there will be NO TUITION FEE INCREASE for the next 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 the students start reporting physically to the campus which will entail logistical support. CGS, cultural shows, and outdoor educational programs 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 school year)

Summer Programs

Due to the request of parents, especially those who are newly enrolled in SISC, **we will be offering online summer programs** that will ensure smooth transition of new students to Southville International Schools and Colleges. These summer programs are designed to enhance student (old and new) competencies in **Math, Languages and Science** and will run from **June 29, 2020 to July 23, 2020**. On the other hand, Pre IB and IB Summer Class will run from **July 27 to August 7, 2020**. Details of the schedule and programs will be announced by our PR Office.

Admission Process

Online admission and enrollment processing have started. If you would like to enroll and avail of the **early enrolment discount until June 15, 2020** for Basic Education for Academic Year 2020-2021, you may send an email to pr@southville.edu.ph with the complete name of your child and level for detailed instructions. Actual assessment of fees with early enrollment discounts will be sent through email. For early enrollees, you can choose your preferred schedule when the Blended Learning/Mixed Mode learning will start.

A. For New Students

Please prepare the following documents for admission:

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

Basic Ed / K-12 / International Baccalaureate

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

B. For Returning Students

Basic Ed / K-12 / International Baccalaureate

Fill out the online assessment of fees for us to know your preferred payment set-up. Click on the <https://bit.ly/SISC2020>.

Grades, Report Cards and Parent-Teacher Conference (PTC)

Students can view their grades online by logging in their student ID and password in this portal: southville.pinnacle.com.ph/southville/students. The final report cards may be claimed from the Registrar's Office. Parent-Teacher Conference will be held virtually following the schedule of the release of report cards. We will send the detailed schedule through email. Below is the schedule of availability of Final Grades and Release of Report Cards/PTC.

Availability of Final Grades for AY 2019-2020

- May 22 - Grade 6 and Grade 12
- June 5 - Grades 1, 2 and IB 2
- June 19 - Grades 3 to 5
- June 26 - Grades 7 to 11
- July 3 - IB 1

Release of Report Cards / PTC Schedule

- June 5 - ECED and IB 2
- June 19 - Grades 3-5
- June 26 - Grades 7-11
- May 22 - Grades 6 and 12
- July 3 - IB 1

Academic Support Services

Library

The library will continue to support you with online learning resources (e-books, e-journals, etc.). You may access the library portal through the school's website. Should you need further support, please email

Counseling and Psychological Services Department (CAPS) / Sponsorship

We understand that some of the students may be feeling anxious or uncertain brought about by our current situation. In this period of enhanced community quarantine due to the Covid-19 pandemic, it is also the school's mandate to ensure that the students' emotional well-being is being attended to. The Counseling, Assessment and Psychological Services (CAPS) of SISC together with the Homeroom Advisers and Deputy Principals are at the forefront of this challenge.

A. Online Counseling - The CAPS Team was able to reach out to 100% of the students who were online during this period. Follow-up counseling was conducted to address issues such as stress management, dealing with change, developing resilience and gratitude, strengthening their growth mindset and grit, and providing assistance in areas such as task management and management of emotions.

B. Online Career Counseling - Ms. Knoll San Pedro, our Gr 11 and 12 Level Counselor, has been busy day and night attending to queries and concerns, especially from the worried students of the graduating batch. Truly, they face much uncertainty as they transition into College. Ms. Knoll has likewise supported her Career Guidance classes with interactive sessions and podcasts so students are able to air their apprehensions and worries. She has also responded to requests for recommendation letters, asking students to have the forms delivered to her home so she can fill them out. Ms. Armie Ababa, IB Assistant Coordinator, has also been instrumental in guiding our IB 2 students with their college applications online.

C. Online Sponsorship - All students from Grades 3 to 12 are assigned a sponsor. A sponsor is any faculty or staff who serves as the student's buddy, confidant, cheerleader, mentor, and friend while the student is in school. Most of the sponsorship chats happened before the ECQ. Many of the sponsors are just waiting for their sponsorees to get in touch with them.

D. Tips, Articles, and Encouraging Posts - Check the Student Circular that the Student Affairs Team puts together every week. CAPS has contributed short videos, articles, and tips for students to cope with the challenges of the ECQ. In the first few weeks, students were encouraged to get in touch with their level

counselor if they needed someone to talk to about their fears and emotions. A few students from Basic Ed did get in touch.

For inquiries on programs or you simply need someone to listen, you may email us at caps@southville.edu.ph. Below are the respective email addresses of your Level Counselors as well:

Level	Contact
Grades 3 to 5	Ms. Shyr Bauzon ceshyr_bauzon@southville.edu.ph
Grade 6	Ms. Mary Mae Gigantoni mary_gigantoni@southville.edu.ph
Grade 7 and 10	Mr. Joseph Wong joseph_wong@southville.edu.ph
Grade 8	Ms. Juliet Catungal julietac@southville.edu.ph
Grade 9 and 11	Ms. Zendel Zuñiga zendel_zuniga@southville.edu.ph
Grade 11 and 12 Career Counselor	Ms. Knoll San Pedro maryknoll_sanpedro@southville.edu.ph
IB 1 and 2	Ms. Armie Ababa armieec@southville.edu.ph

Safety Protocols

We will institute protocols to ensure the safety and well-being of students, 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 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 their own sanitation supplies such as soap, alcohol, tissues and face masks;
5. Promoting best handwashing 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 children with information on how to protect themselves;
8. Encouraging children to ask questions and express their concerns;
9. Having recess and lunch in the classrooms;
10. No holding of assemblies and major activities attended by more than 30 people;
11. Monitoring children's health and keeping them home from school if they 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.

Contact Persons

For inquiries and concerns, please do not hesitate to get in touch with us.

<u>Admission and Registration</u>	
PR & Marketing Head	Ms. Elydia Reyes elyds@southville.edu.ph 09178532450
Registrar	Ms. Mary Joy Martinez joy_martinez@southville.edu.ph 09176390347

Academic Heads

SISC Principal	Ms. Marie Vic Suarez avics@southville.edu.ph
STAR Campus / Elizalde Deputy Principal	Ms. Sheryl Manalo smanalo@southville.edu.ph
ECED Munich Campus Deputy Principal	Ms. Phi Anh De Castro phianht@southville.edu.ph
Gr 3-5 Munich Campus Deputy Principal	Ms. Jenny Fonte jfonte@southville.edu.ph
Gr 6-9 Deputy Principal	Ms. Gladys Mintu gladysm@southville.edu.ph
Gr 10-12 Deputy Principal	Ms. January Gutierrez jang@southville.edu.ph
Deputy Principal for Special Programs and INNOVE	Ms. Nessie Lumbres junessal@southville.edu.ph
IB Coordinator	Mr. John Wraith john_wraith@southville.edu.ph
Asst. IB Coordinator	Ms. Armie Ababa armieec@southville.edu.ph

**Counseling and Psychological Services Department
(CAPS) / Sponsorship**

CAPS Head in K-12 and IB	Ms. Lia Amor Arcaina lia_arcelona@southville.edu.ph
Grades 3 to 5	Ms. Shyr Bauzon ceshyr_bauzon@southville.edu.ph
Grade 6	Ms. Mary Mae Gigantoni mary_gigantoni@southville.edu.ph
Grade 7 and 10	Mr. Joseph Wong joseph_wong@southville.edu.ph
Grade 8	Ms. Juliet Catungal julietac@southville.edu.ph
Grade 9 and 11	Ms. Zendel Zuñiga zendel_zuniga@southville.edu.ph
Grade 11 and 12 Career Counselor	Ms. Knoll San Pedro maryknoll_sanpedro@southville.edu.ph
IB 1 and 2	Ms. Armie Ababa armiec@southville.edu.ph

The seriousness and fluidity of the COVID-19 pandemic means our plans are subject to change but we will keep you informed of any developments. We are very confident that SISC will ultimately return to a full, in-person school experience as we focus on finding a safe way to return to learning on campus. In the meantime, you can choose from any of the possible modes of instruction delivery: (1) **Full Online/Homeschooling Plus/Virtual Classes** (100% online), (2) **Blended Learning/Mixed Mode** (50% Online or Virtual Classes and 50% face to face with social distancing), (3) **Full/100% face to face** when it is safe. We look forward to the day when we celebrate our school's reopening and welcome the children back into our classrooms once again. We wish you and your family continued safety and good health.

Sincerely,

Ms. MARIE-VIC F. SUAREZ
Principal, K-12 and IB

DR. JOCELYN P. TIZON

President, SISC

Please acknowledge that you received the e-bulletin. Acknowledgment of this email won't require you to submit reply slips. Kindly click the link below:

[Acknowledgment Form](#)

Basic Ed Bulletins

Southville International School and Colleges

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BF Homes International, Las Piñas City, Philippines

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