

# SISC AY 2022-2023 WELCOME LETTER

Dear Students,

When the pandemic began in the early months of 2020, no one thought that it would continue as long as this. More than two years later, as the world has continued to adapt, we are finally ready to welcome you back on campus! Congratulations for successfully navigating the 2-year virtual learning environment. Your grit and resilience allowed you to stay on in your chosen program and witness another unprecedented transition back to the “better” normal. We simply cannot say enough how inspirational you are for positively and patiently adapting to virtual classes under difficult circumstances.

As we welcome the new Academic Year 2022-2023, we would like to share with you SISC College’s plans for a safe campus return. Some of the practices we have adopted during this crisis have become opportunities for learning and will still be continued such as the use of LMS (Moodle), synchronous virtual classes (VOLT), and asynchronous learning activities. The block term structure for General Education (except for subjects with laboratory courses) and some major and professional subjects will still be retained. As we slowly adapt to the new normal, we will gradually introduce face-to-face classes for selected academic subjects through **HyVOLT**.

## **Modes of Learning**

Your educational aspirations, along with your health and safety and that of the faculty and staff, remain SISC’s highest priority. In compliance with the government’s directive and guidelines, SISC has prepared for a HyVOLT teaching-learning structure/mode.

The HyVOLT program of SISC College will include the following components:

1. A combination of face to face (onsite in school) with live streaming (HyVOLT) and virtual instruction (VOLT);
2. Classes will follow a specified schedule as identified by the Deans and Chairpersons. However, students may also study on their own time through MOODLE as supplement to their synchronous class sessions; and
3. Onsite classroom (HyVOLT) technology will be used per college as identified by the College Academic Heads, while also making materials available using mobile technology.

When classes for the first semester of AY 2022-2023 **open on September 5**, the academic instruction will be delivered via the following modes: **(1) Full online classes/VOLT** (100% online) for all General Education subjects (except laboratory courses) and **(2) Mixed Mode Learning/HyVOLT** (a combination of online/Virtual classes and during face-to-face with social distancing) for selected major and professional subjects. This arrangement will continue until the end of the 1<sup>st</sup> semester.

Social distancing and other healthful practices shall be observed during face-to-face instruction. To explain further, please see the illustration below:

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

Learning Mode	Explanation
<p><b>Full Online/Virtual Classes (100% Online)</b></p> <p>Students join live streams via <b>Google Meet or Zoom (Synchronous Learning)</b></p> <p>Live streams and lecture materials are uploaded online for access anytime <b>(Asynchronous Learning)</b></p> <p>Students can access the <b>Learning Management system (24/7)</b> through their devices</p> <p>Teachers are available for <b>regular consultations</b></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>Virtual Classroom (Google Meet)</p>

## Description of Mixed Mode Learning /HyVOLT

Learning Mode	Explanation
<p><b>Mixed Mode Learning/HyVOLT</b></p> <p>For selected major and professional subjects, students will join the classes physically. The subject teachers will schedule the rotation of students ensuring that the class size will not go beyond 60-70% of the room capacity.</p> <p>Students can join the virtual classes instead of onsite upon the approval of the College deans/heads. The arrangement has been made at the beginning of the semester and will be applicable for the entire semester.</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>

By **second semester**, we could hopefully go **full on-campus/HyVOLT for all** classes depending on the guidelines set by the government and public health agencies.

## **I. GUIDELINES FOR STUDENTS ONSITE**

### **Safety Protocols**

**Southville International School and Colleges (SISC)** prepares the school campus and prevents and contains the spread of COVID-19 and other viruses during face-to-face classes. It guarantees safety and security of its stakeholders (parents, students, faculty, staff, management, visitors and suppliers) and its facilities, equipment, and buildings with proper health and sanitation practices.

#### **1. MINIMUM HEALTH AND SAFETY PROTOCOL**

1. Well-fitted face masks (without a valve/vent) shall be mandatory for all students, employees and guests in the school premises.
2. Everyone is expected to exercise proper hygiene. Frequent washing of hands or using 70% alcohol/sanitizer is recommended. Everyone is required to bring his / her own alcohol or sanitizer.
3. Observe social/physical distancing while inside the campus.
  - a. Recess and lunch may be done in the classroom for Munich, STAR, Luxembourg and Tropical Campuses or in the cafeteria following at least 1 meter social distance.
  - b. In common areas such as the Laboratories, Library, Cafeteria, Stuff Shop, Gyms, Halls, PR Office, Registration Office and Accounting Office, the same protocol must be strictly observed.

#### **B. SCREENING**

1. All guests of Luxembourg, Tropical and College campuses will be directed to the Lux PR Lobby to conduct their official businesses. While STAR and Munich Campuses will be directed to the Business Office of their campuses.
2. Temperature check should be done before entry to the campus. Automatic thermal scanners are situated at the entrance gates.
  - a. If the temperature registers at  $T > 37.5$  but  $< 37.8$ , the student shall stay in the "holding area" outside of the venue, and have the temperature re-checked after 5 minutes.
  - b. If the temperature remains  $T > 37.5$ , the individual will be escorted to the Isolation room. For students, their parents and/or guardians will be informed that they are for immediate pick up.
3. The Medical Team in coordination with the Academics and HR Team immediately sends home students and employees who develop fever in school or stay in the isolation areas while waiting to be picked up.
4. Any visitor or student who has flu-like symptoms like cough, colds, runny or stuffy nose, sore throat, itchy throat, muscle or body aches, headaches, fatigue, and feeling feverish or chills is advised to stay home.
5. Parents are encouraged to monitor the health status of their children and report any findings to the Class Adviser &/or member of the SISC Medical Team
6. A student is required to submit a one-time health declaration form and

### C. SANITATION

1. Regular disinfection and sanitation happens regularly after classes. A general disinfection is done every Saturday. High-touch surfaces such as door handles, keyboards, faucets, toilets, elevator buttons, etc are disinfected once a day or as necessary.
2. Identified contaminated areas will be immediately disinfected and closed for use until full disinfection has been completed.

### D. ISOLATION AND QUARANTINE

If a student or an employee is tested positive for COVID, he /she should isolate following the IATF guidelines below (Guidelines for Nationwide Alert Level System as of 04 June 2022). A Medical Certificate or a negative antigen test shall be presented to the Medical department upon returning to school.

#### Isolation and Quarantine Guidelines

**Quarantine: Period to monitor well-being after being identified as close contact with a person with COVID-19**

COVID-19 case category	Vaccination Status	Required Days of Quarantine
Asymptomatic close contact	Fully Vaccinated (at least 2 doses)	At least 5 days from the last contact
	Partially vaccinated or Unvaccinated	At least 14 days from last contact

#### Isolation: Separating people with symptoms or confirmed COVID-19 cases

COVID-19 Case Category	Vaccination Status	Required Days of Isolation
Asymptomatic confirmed case	Fully Vaccinated (at least 2 doses)	At least 7 days from positive test (sample collection date)
	Partially vaccinated or Unvaccinated	At least 10 days from positive test (sample collection date)
<b>Symptomatic, suspect, probable or confirmed cases with MILD symptoms</b> (common cough and colds, fever or chills, itchy throat which are manageable at home)	<b>Fully Vaccinated</b> (at least 2 doses)	At least 7 days from onset symptoms

	<b>Partially vaccinated or unvaccinated</b>	At least 10 days from onset of symptoms
<b>Symptomatic, suspect, probable or confirmed case with MODERATE symptoms</b> (if mild symptoms worsen, consult your doctor)	<b>Regardless of vaccination status</b>	At least 10 days from onset of symptoms
<b>Symptomatic, suspect, probable or confirmed case with SEVERE and CRITICAL symptoms</b> (life threatening, need immediate medical attention)	<b>Regardless of vaccination status</b>	At least 21 days from onset of symptoms
<b>Severely immunocompromised</b> Autoimmune disease HIV, Cancer/Malignancy, Transplant patients, Undergoing steroid treatment, Patients with poor prognosis/Bed-ridden patients	<b>Regardless of vaccination status</b>	At least 21 days from onset of symptoms with negative repeat RT-PCR Test

*Guidelines on Quarantine and Isolation are subject to change at any given time base on future advisories from relevant and trusted government agencies (eg. IATF, DOH, DOLE, LGU's, CHED, and or DepED).*

#### **E. ADDITIONAL GUIDELINES FOR THE CONDUCT OF IN-CAMPUS CLASSES**

1. Checking of attendance will be done upon arrival of the students in their assigned classrooms and at the end of each class.
2. Students must coordinate with their instructors at least a day in advance for any health concerns that would prevent them from reporting onsite. The instructor will make instructional accommodations as appropriate.
3. As an additional precaution, students are encouraged to sanitize their workstations before and after use.

#### **II. GUIDELINES FOR STUDENTS ONLINE**

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

##### **Online Conduct Code**

Recommended Dress Code: During Virtual Classes, you are expected to be respectful of the virtual classroom environment. You may wear your uniforms to set the tone for learning or wear

civilian clothes following SISC's dress code. 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.

### Respectful Communication

- Follow all SISC policies on the use of technology resources.
- Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
- Keep your image "live" during class sessions. It is important to make eye contact with your camera to demonstrate your commitment to learning to your classmates and teacher. If conditions will not allow you to turn on your camera, inform your instructor.
- Please keep distractions to a minimum or mute your microphone.

### General Online Etiquette

- Avoid side conversations and multitasking.
- Take your meals and snacks during break time.
- When in doubt, just think you are in your regular academic classroom and put your best virtual foot forward!

**Policies on attendance as stated in the College handbook will apply.**

## **III. 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. For students onsite, you may visit the school library at the 4th floor of the Basic Education Building, Luxembourg Campus. Should you need further support, please email [officeofthelibrary@southville.edu.ph](mailto:officeofthelibrary@southville.edu.ph).

### Counseling and Psychological Services Department (CAPS)

We understand that some of you may be feeling anxious or uncertain brought about by our current situation. As such, please feel free to reach out to our school counselors through [belenm@southville.edu.ph](mailto:belenm@southville.edu.ph) or [christoff\\_graza@southville.edu.ph](mailto:christoff_graza@southville.edu.ph). You may also visit them on the 2nd floor of the College Building.

## Mentoring

Some of you have already done mentoring sessions online. For those who have not, please arrange a schedule with your mentor directly or through your Coordinator/Dean. You may also reach out to your Institutional Course (IC) teachers.

## Consultation

Consultation sessions are being utilized now more than ever. Please set an appointment with your subject teachers and make sure you adhere to the agreed schedule.

## **Contact Persons**

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

<b>Academic Advising</b>		
College Director	<b>Dr. Rolly S. Donato</b>	<a href="mailto:ardeed@southville.edu.ph">ardeed@southville.edu.ph</a>
Assistant College Director	<b>Ms. Marie Astrid Bernadette M. De Leon, MAN</b>	<a href="mailto:astrid_deleon@southville.edu.ph">astrid_deleon@southville.edu.ph</a>
Communication and Multimedia Art	<b>Ms. Kristen D. Gabutero, MAIT, MAP</b>	<a href="mailto:keiichi_gabutero@southville.edu.ph">keiichi_gabutero@southville.edu.ph</a>
Education and General Education	<b>Ms. Marie Ann C. Mirando, LPT, A-ELS</b>	<a href="mailto:mariem@southville.edu.ph">mariem@southville.edu.ph</a>
Information Technology	<b>Dr. Arise E. Ignacio</b>	<a href="mailto:aris_ignacio@southville.edu.ph">aris_ignacio@southville.edu.ph</a>
Institute of Tourism	<b>Dr. Nancy L. De Guia Dr. Reneiro E. Aligonero</b>	<a href="mailto:nancydg@southville.edu.ph">nancydg@southville.edu.ph</a> <a href="mailto:renea@southville.edu.ph">renea@southville.edu.ph</a>
Nursing	<b>Dean Carmel A. Villegas, MAN Dr. Ma. Liza P. Jimenez</b>	<a href="mailto:carmelita_villegas@southville.edu.ph">carmelita_villegas@southville.edu.ph</a> <a href="mailto:liza_jimenez@southville.edu.ph">liza_jimenez@southville.edu.ph</a>
Psychology	<b>Dr. Ruel A. Cajili</b>	<a href="mailto:ruelc@southville.edu.ph">ruelc@southville.edu.ph</a>
School of Business	<b>Dr. Victor C. Manabat</b>	<a href="mailto:vic_manabat@southville.edu.ph">vic_manabat@southville.edu.ph</a>
<b>Admission and Registration</b>		
PR & Marketing Head	<b>Ms. Elydia Reyes</b>	<a href="mailto:elyds@southville.edu.ph">elyds@southville.edu.ph</a>



Registrar	<b>Ms. Mary Joy A. Martinez, LPT</b>	<a href="mailto:joy_martinez@southville.edu.ph">joy_martinez@southville.edu.ph</a>
<b>Finance and Accounting</b>		
Finance and Accounting Head	<b>Ms. Elona Jean P. Dela Iglesia, CPA</b>	<a href="mailto:elona_pedrozo@southville.edu.ph">elona_pedrozo@southville.edu.ph</a>
<b>Counseling and Psychological Services Department (CAPS) / Mentorship</b>		
CAPS Head in College	<b>Ms. Avelina L. Mandin</b>	<a href="mailto:belenm@southville.edu.ph">belenm@southville.edu.ph</a>
<b>Student Affairs</b>		
Student Affairs Head	<b>Ms. Anna Maria R. Villarruz</b>	<a href="mailto:annav@southville.edu.ph">annav@southville.edu.ph</a>
Medical and Safety Officer	<b>Ms. Lucille Beyer</b>	<a href="mailto:lucille_beyer@southville.edu.ph">lucille_beyer@southville.edu.ph</a>

We are hopeful that the COVID-19 situation will continuously improve in the coming months. The situation has been anything but predictable, and the plans are subject to change. Rest assured that your safety and educational aspirations are our major considerations. SISC is more than prepared to give you the same educational experience whether it be through VOLT (online), or HyVOLT (mixed).

Again, welcome back SISC Monarchs! We wish you and your family continued safety and good health.

Sincerely,

**ASTRID M. DE LEON**  
Asst. College Director, SISC

**DR. ROLLY S. DONATO**  
College Director, SISC

**DR. JOCELYN P. TIZON**  
President, SISC

## STUDENT HEALTH AND SAFETY AGREEMENT

The health and well-being of our students, instructors and staff is a top priority. Despite the return to in-campus classes, it is imperative that we follow very specific guidelines until such time as the Pandemic ends. This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID-19 pandemic for all in-person classes. As a condition for your return to class, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

### **I understand that for my safety, the SISC College will do the following:**

Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study; initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms; quickly respond to student concerns and/or questions as they may arise, and; adapt, adjust, or change procedures or policies to adhere to DOH, CHED-IATF, LGU policy/guidelines.

### **Student Expectations:**

1. I will not come to class sick or stay if I feel sick, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor and I will not return to class until there has been at least 3 days with no fever, symptoms are resolved, AND there has been 10 days since symptoms first appeared. If I choose to have a COVID-19 test and share it with the Dean/Coordinator, I will be allowed to return to class after a negative test. For guidance and instructions, I may contact the SISC Medical Team at 835-6374 local 123.
2. I will not come to class if I have been in close contact with someone with COVID-19 within the past 5 days. Close contact would mean exposure to a COVID positive individual within a 6 meter distance longer than 15 minutes (with or without mask). I will quarantine based on the school guidelines. I will not come back to class until I have completed the prescribed quarantine period. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate, until I return to class. Students in clinical settings who, as part of their course work, are exposed to someone with COVID-19 are exempt from this requirement if the exposure occurred while the student was wearing appropriate personal protective equipment and followed other health protecting protocols.
3. If, after attending a class, I find out that I was exposed to someone with COVID-19 outside of class, I will contact my instructor immediately and quarantine. I will not come back to class until I have completed the quarantine period. My instructor may make instructional accommodations if appropriate. I will stay in touch with my instructor until I return to class.
4. If I am diagnosed with COVID-19 I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis. I will stay in touch with my instructor as I am able. I will not

return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the SISC Medical Department 835-6374 local 123 prior to returning.

5. I will practice social/physical distancing and will not congregate before, during, and after class, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active course-related activity.

6. I will wear a protective face covering (mask without vent or exhale valves) to all in-person classes. This will be required for campus and class admission. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave.

7. I will be prepared if this in-person class is moved online. In the event of a new outbreak or change in government guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and the internet with as little as 24 hours' notice.

8. I understand that I need to constantly keep myself updated for SISC Medical Alerts through my official email account not only about closing, but other emergency information I should know.

By signing my name below, I agree to the above Student Expectations as a condition of returning to campus for in-person classes. If, at any time, I fail to follow any of these conditions, I understand I may be subjected to a disciplinary action for compromising the health and safety of the SISC community.

This agreement will become part of the class record.

\_\_\_\_\_  
PRINTED NAME & STUDENT NUMBER

\_\_\_\_\_  
SIGNATURE/ DATE

\_\_\_\_\_  
PARENTS/GUARDIAN (If student is under 18)

\_\_\_\_\_  
SIGNATURE/ DATE