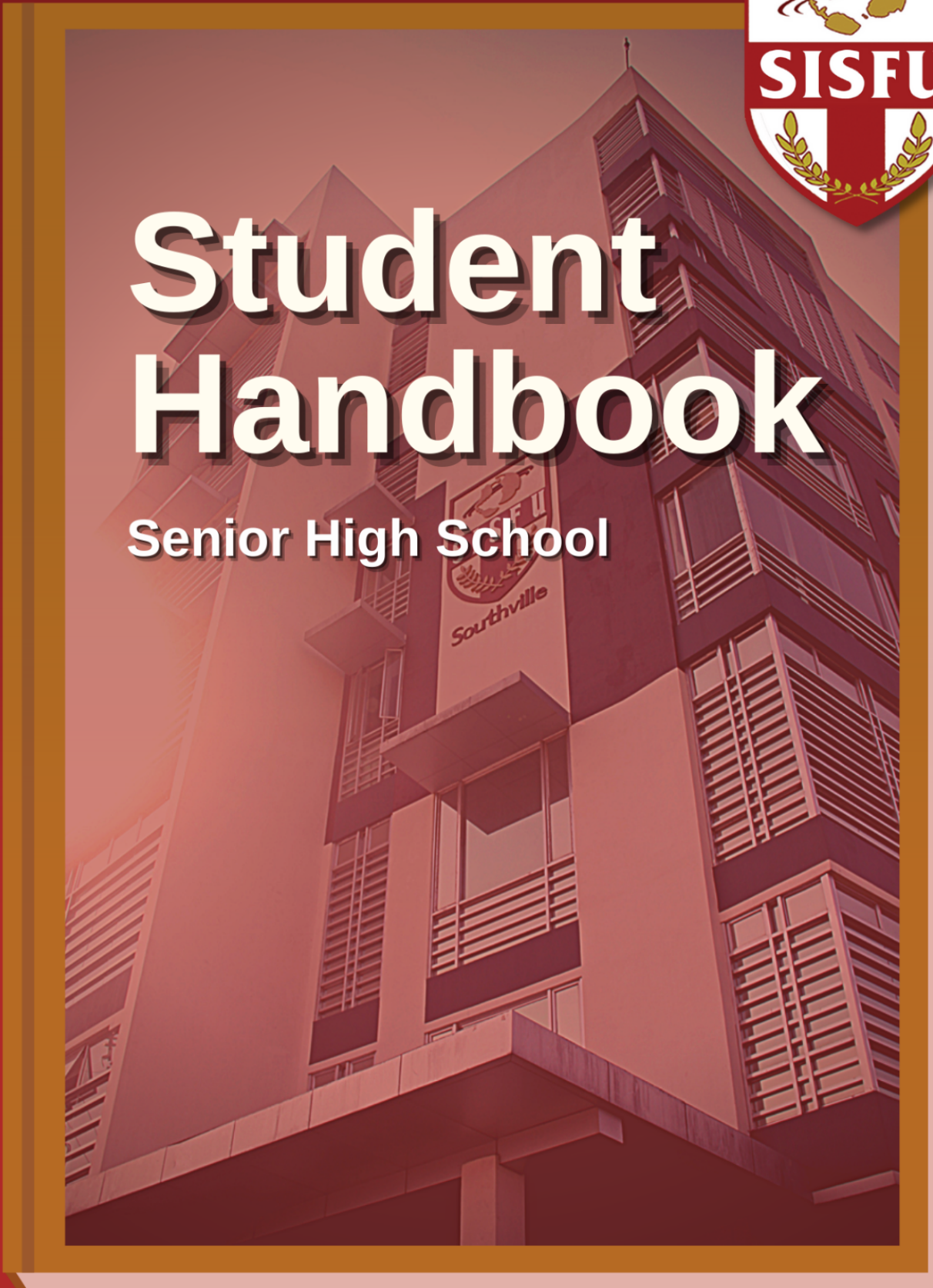


**Southville International School  
Affiliated with Foreign Universities  
(SISFU)**



# **Student Handbook**

**Senior High School**



# **Southville International School Affiliated with Foreign Universities (SISFU)**

Lima Cor. Luxembourg Sts., BF International, Las Piñas City 1741  
Philippines

This is to acknowledge receipt of the  
Southville International School Affiliated with Foreign Universities  
(SISFU) Handbook  
A.Y. 2022-2023

I understand that as a bonafide student of SISFU, it is my responsibility  
to read and understand the contents of this handbook. I promise to abide  
by all the rules and regulations for a long as I am with Southville  
International School Affiliated with Foreign Universities.

This handbook shall remain enforced unless revised.

-----  
(Student's Signature Over Printed Name)

Strand and ID Number: -----

Conforme:

-----  
(Signature Over Printed Complete Name  
of Parent/Guardian)

*Please submit this Acknowledgement Form to the Student Affairs and Services Office.*

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## **PURPOSE OF THE STUDENT HANDBOOK**

This handbook serves as a guide to the rules and regulations of Southville International School Affiliated with Foreign Universities (SISFU) that support the shared community values of Competence, Character, Collaboration, Commitment to achieve, and Creativity (the 5C's).

All students are expected to read and adhere to the policies, regulations, and procedures within the handbook to have an educationally meaningful and enjoyable time working with the SISFU faculty, staff and other students. It also includes information regarding school activities, organizations and services for the intellectual, physical, social, and emotional well-being of all members.

Should there be any changes after this handbook was published, the SISFU community will be notified through the notice boards, SISFU website, and in the next release of the revised handbook.

*Revised as of August 31, 2022*

## **WELCOME MESSAGE**

Welcome to **Southville International School affiliated with Foreign Universities (SISFU)**, where the focus is on quality and excellence in international education.

SISFU is the pioneer in transnational education in the Philippines. We establish partnerships and affiliations with colleges, universities, & academic programmes from foreign countries which are known for their exacting standards and academic excellence. These affiliations enable us to deliver the curricula of selected institutions, here in the Philippines, using their syllabi, teaching and assessment methodologies, standards and grading systems. Upon completion of your courses, you will be awarded diplomas or degrees from these foreign partners.

We take pride in our student-centered educational system. You will readily find out that here, learning is focused on you. We maintain a low student-faculty ratio to ensure optimum learning, to allow our faculty to pay attention to your learning needs, and to challenge you to explore your talents and full potential. Experiential learning takes place in the practical aspects of your curriculum and in your internships - often paid and abroad - in such places as the U.S.A., the U.K., Australia, Switzerland and the Middle East. The diversity of our student body exposes you to a variety of cultures and prepares you for the real life challenges of the 21st century. Equally diverse are our lecturers and tutors educated from all over the world, who bring with them not only their rich academic backgrounds but a wealth of industry experiences. I can say with pride that the academic rigor at SISFU prepares you to have an edge in the global marketplace.

It is indeed a great pleasure to have you at SISFU and enable you to discover and maximize your potential. Take full advantage of the wide range of services and personal support SISFU offers you to accomplish our mission - to make you globally competitive, competent professionals and successful entrepreneurs.

**Melva M. Diamante, D.B.A.**

President

# CHAPTER 1 : ABOUT SISFU

## 1.1 INSTITUTIONAL VISION AND MISSION

### **Vision**

SISFU will be the leading transnational university that develops global leaders and professionals. It is distinguished by its excellent academic standards, outstanding instructional methodologies, relevant research, high levels of student achievement, a culture of innovation, and strong partnerships with ranked educational institutions. Its graduates are sought after by top national and global organizations.

### **Mission**

SISFU, the premier transnational university in the Philippines, delivers globally-relevant quality undergraduate and graduate programmes developed by accredited educational partners from the UK, Australia and the USA. Using rigorous international standards in instruction, assessment and research, and supported by excellent facilities, highly-qualified faculty and industry collaboration, SISFU prepares students to be globally competitive, competent professionals, successful entrepreneurs, leaders and movers of society.

## 1.2 THE 5Cs CULTURE

SISFU believes in five anchors that are necessary to succeed in the 21<sup>st</sup> century:

### **Competence**

Competence is the knowledge and skill required to do a task. Tasks have evolved into complex components necessitating a very broad base of information but a focused development of skills. Competence includes analytical skills, problem solving, decision making, creativity, innovation, technical knowledge, verbal fluency, expertise in a discipline, global awareness and knowledge, a strong capacity to manage change, a positive attitude for staying updated in information, and lifetime dedication to learning.

### **Character**

Character is the basic anchor in life. Great men and women achievers are known for their striking qualities of courage and conviction. Character is the deep reservoir from which words are spoken, behaviors acted out and wisdom manifested. Character encompasses values of time and money, justice, fairness, conviction, firmness, global sensitivity, local action, intrapersonal or interpersonal sensitivity, compassion, courage and integrity.

### **Collaboration**

Collaboration is possessing excellent interpersonal skills, persuasive communication competencies, and well-developed collaborative attitude and skills. Great leaders are known for having these qualities. Although achievement can be an individual effort, there is much more that can be attained where there is synergy. The power to effect changes, to alter paradigms and to make a difference stems from the strength derived from a mass base. To galvanize a group into action or to inspire members to work towards something are most essential.

Each member's talent, skill or competency is tapped; conflicts are effectively handled such that it benefits the group. Personality and cultural differences and varied perspectives are treated in a complementary way by using the diversity to enrich the quality of the decision or action taken. Most of all, a person with collaborative skills lives in harmony with himself and with others.

### **Commitment to Achieve**

Commitment to achieve is transforming dreams into reality, vision into tasks, and aspirations into actual output. It involves a consistent commitment to get things done and have goals accomplished. What has transformed learners into great leaders, managers into effective managers, athletes into exemplary athletes, teachers into unforgettable teachers, the list goes on ... is a burning PASSION to get things done. These people think of, talk of, dream of the reality. For them, this quality is spelled out as an achievement and results orientation, excellence in work, timely delivery of output, focus and perseverance.

### **Creativity**

Creativity is the more efficient way of doing things, the new solutions to old problems, and the insatiable quest to improve processes and life. The mobility we are experiencing now, the technology we use every day, the excellent facility in communication and efficiency in systems we have, the quality of entertainment we enjoy, and our ever-increasing stretching of life spans - these are all products of the genius of man. Creativity holds the key to our quality of life in the future. The genius in each child has to be awakened, nurtured, and ultimately utilized by mankind for its good.



### 1.3 SISFU LOGO

- The Maroon color exemplifies the educational institution's passionate quest for knowledge.
- The White background refers to the purity of our intentions.
- The Globe represents our international presence and the Rings indicate our continuing search for technology.
- SISFU is written in a bold font to indicate the educational institution's passion in pursuit of its goals.
- SISFU in bold letters is carved in a wall of "T" to signify our commitment to pursue and defend the educational institution's Statement of Intention with vigor.
- Two Laurel branches with leaves stand for the excellent achievements of the educational institution, especially its graduates.
- The form of the logo is in the Shield of a knight for us to emulate the rich history and heritage of our partner schools.



### 1.4 SCHOOL HISTORY

Dr. Genevieve Ledesma-Laurel founded Southville International School and Colleges (SISC) in 1990 which grew rapidly into a full international school. In 1997, Roger and Helen Bartholomew teamed up with Dr. Ledesma-Laurel to start Southville International School Affiliated with Foreign Universities, the first transnational university in the country. In May 1998, the opening of SISFU was graced by prestigious dignitaries and a large contingent from the press.

SISFU answers the need for world-class education as trade barriers come down and countries become more and more interdependent on each other for a variety of products and services. With today's communication capabilities, knowledge and expertise can no longer be learned in isolation.

SISFU is characterized by a focused, relevant, outcomes-based curriculum, professional and industry-recognized qualification, cutting-edge technology, integrated learning strategies and an international faculty. In addition, the learning environment reflects the interaction between custom designed facilities and a motivated student body. Students also have the option of taking the final year of their studies abroad. SISFU

brings high quality education to the Philippines to enable its students to be globally competitive.

## **1.5 SISFU HYMN**

Lyrics and Arrangement by: Rosalinda Caoile

Shoulder to shoulder, dreaming together  
Sharing our hope and our vision  
Shoulder to shoulder, working together  
Facing the challenges of our mission

Shoulder to shoulder, marching together  
Holding high the torch of excellence  
Shoulder to shoulder, building together  
Leaders and champions of the world

We are the global champions  
We are the world's best men  
We are the leaders of the future  
We are brothers and friends

We are the global champions  
We are the world's best men  
We are the leaders of the future  
We are brothers and friends

Hail, Oh, Hail amazing SOUTHVILLE!  
Hail to our dear Alma Mater  
Hand in hand together we will stand  
Shoulder to shoulder, marching 'til the end

Shoulder to shoulder, marching together  
Holding high the torch of excellence  
Shoulder to shoulder, building together  
Leaders and champions of the world

Shoulder to shoulder, building together  
Leaders and champions of the world

## 1.6 PARTNER EDUCATIONAL INSTITUTIONS

### **Pearson**

The Business and Technology Education Council (BTEC) is a U.K. based work-related qualification and the world's most successful applied learning brand. It has been engaging learners in practical, interpersonal and thinking skills for over 25 years.



BTEC is built to accommodate the needs of employers and allow progression to a university. BTEC provides a practical, real-world approach to learning without sacrificing any of the essential subject theory. Its programmes can be taken alongside, or in place of, GCSEs and A levels. They can also form the knowledge component of Foundation Learning or BTEC Apprenticeships. Available across a wide range of industry sectors, they are continually developed and updated to meet the needs of employers and learners.

BTEC is a member of the Pearson Group of Companies. Few other awarding bodies in the world are regulated and reviewed to such exacting standards.

## CHAPTER 2: REGISTRATION AND ADMISSION

### 2.1 ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

Applicants are required to submit the following documents:

- 500 word- essay
- Original Birth Certificate/Photocopy of bio-page passport
- SISFU recommendation form (filled out by Principal or Dean/Guidance Counselor and Teacher or Professor)
- 4 pieces 2 x 2 ID pictures with white background
- Application Form ([link](#))

The documents below are admission requirements stated in the Conditional Letter of Acceptance received by the student after the interview with the Principal

#### Senior High School Applicants

- Completely filled out Application Form
- Grade 10 Report Card
- Official Transcript/Form 137
- Certificate of Good Moral Character

#### Additional Requirements for Senior High School Transferees

- Official Transcript/Form 137
- Course Description

#### Foreign Students

- Alien Certification of Registration (ACR) photocopy
- Student visa / Special Study Permit (SSP) photocopy
- Passport bio page and entry to Philippines page photocopy
- Required documents based on the applicant's entry level
- Guide on Certification of Foreign Documents and Filipino students who studied abroad (click on this [Link](#) to know the details)

#### Admission Procedure for New/Transferee Student:

1. The Applicant completes the [application form](#) (available online) and recommendation letter/reference form. These forms are submitted to the Education Specialist.
2. The Applicant pays the application fee.
3. The Education Specialist schedules an interview with the Head of School.
4. The Head of School evaluates if the applicant is qualified for the intended course based on the results of the interview. Appropriate special subjects may be recommended by the Head of School to help the applicant.

5. The applicant signs and receives the original Conditional Letter of Acceptance.
6. The applicant is given a month to complete the admission requirements.
7. When requirements are completed, an Unconditional Letter of Acceptance is issued.

## **Enrolment & Registration**

### **A. New/Transferee Student:**

1. Submits Enrollment Requirements.
2. Secures and signs the Registration Card from the Registration Staff.
3. The Accounting Staff verifies the assessed tuition fee.
4. The student pays for the tuition and other fees.

### **B. Old/Returnee Student:**

1. Secures the Clearance Permit from the Registration Staff.
2. Student seeks the approval of the Head of School
3. Student updates his/her personal information during enrolment.
4. Secures and signs Registration Card from the Registration Staff.
5. The Accounting Staff verifies the assessed tuition fee.
6. The student pays for the tuition and other fees.

## **Student Identification Cards**

Identification Cards will be provided to the students no later than one month from the date of the opening of classes.

Students will not be allowed to enter the campus without the properly validated I.D.

The I.D. will also be used to:

- allow student access to certain facilities in SISC campus including the library, Stuff Shop, and canteen.

In the case of lost or damaged ID, the school will charge the student a processing fee of Php 300.00.

## **2.2 SCHOOL FEES**

### **Tuition and Other Fees**

**Application Fee:** For students seeking admission into any programme, a one-time, non-refundable fee of USD 30.00 is paid at the time the applicant will take the admission exam.

**Administration Fee:** For students who successfully pass the application requirements, there is a one-time, non-refundable fee of USD 300.00 to be paid on or before the start of classes. It serves as the reservation fee for the chosen course.

**International Registration Fee (IRF):** The IRF covers the cost of official registration of the student with the foreign partner university for a specific period.

**Late enrollment Penalty:** If a student is a continuing student and enrolls after the first day of classes, he/she shall be charged a late enrollment fee of USD 150.00.

**Holding or Unfunded Check:** A penalty of PHP 500.00 shall be charged for each instance a payor requests for the holding of a post-dated check due for deposit, or every time a check bounces due to lack of funds.

### **Payments**

Fees are to be paid in US Dollars or the Philippine Peso equivalent using the foreign exchange rate at the time of payment.

Please refer to [www.metrobank.com.ph](http://www.metrobank.com.ph) (USD Selling Rate) for the daily forex.

Payments may be made using:

- Over the Counter Payment (SISFU Cashier)
- Credit Cards (Visa/ Mastercard/Banknet);
- Debit Cards (Visa/ Mastercard/Banknet);
- Bank Transfers to SISFU Metrobank Account
- Checks (Peso and Dollar Check)
- BPI InstaPay (Peso Only)
- GCash (Peso Only via bank transfer)
- Paymaya (via bank transfer)

Please visit <https://www.sisfu.edu.ph/sisfu-accounting> for the updated payment channels.

### **Payment Scheme**

Fees per term may be paid through the following schemes:

Plan A: Tuition Fees are paid in full.

Plan B: Tuition Fees are paid in two (2) installments with 3% interest on the tuition fee only.

Plan C: Tuition Fees are paid in three (3) installments with 5% interest on the tuition fee only.

Transfer fee from one program to another within the 1st term is USD 200.00.

Any change of program after 1st term, transfer fee is equivalent to USD 500.00.

Re-registration (IRF) applies when the student has completed HND/Level 2 beyond the period of registration. Should the programme reach certification end date, appeals fee shall apply based on the partner institution mandate. Final decision is made by the partner institution.

A 2% per month surcharge shall be imposed on late payments.

All payments and other financial transactions must be conducted at the Accounting Office only (Ground Floor of SISFU Building).

Payment information may also be viewed at: <https://sisfu.edu.ph/sisfu-accounting>

### **Refund Policy**

Students who leave the School after they have officially enrolled may be entitled to a refund of their tuition fee except for the miscellaneous fees and International Registration Fee (IRF). The following refund schedule shall be followed:

Tuition fees paid in full:	
First Week -	80% refund
Second Week -	50% refund
Third & Fourth Weeks -	25% refund
After 30 days -	No refund

Tuition fees paid on installment:	
First Week -	80% refund on tuition fee
Second to Fourth Week -	50% refund on tuition fee
After 30 days -	No refund on tuition fee

Refunds for advanced tuition fee payments requested before the start of the term will be processed upon the written request of the Parent/Guardian/Student addressed to the School Registrar with the understanding that a handling fee of USD 100.00 (local students) and USD 250.00 (foreign students) will be charged by SISFU.

If, for any personal reason or due to an administrative sanction from an infraction of rules and regulations, a student drops out of school during a given term, he/she shall be required to settle in full the outstanding accounts before any school record. (e.g. report card, official transcript of records, etc.) can be released.

### **2.3 SUBSTITUTION AND CREDITING OF SUBJECTS**

The following guidelines are executed by transferring/shifting students applying for crediting of subjects and grades taken from SISFU or other school:

## Guidelines:

1. Transferee student who wish to apply to substitute and credit of subjects already taken from the previous school should submit the following:
  - Substitution and Crediting of Subject Request Form
  - Senior High School Student Permanent Record
  - Course Description
2. Subjects (core, applied, and specialized) taken by a transferee from another school, may be credited provided that these subjects are equivalent to SISFU SHS subjects.
3. In case when a subject has an indefinite subject title (e.g Science) is deemed substituted and credited as long they have a similar subject description and content.
4. Transferee students must take other subject/s (core, applied, specialized) that are not approved for substitution and crediting and he/she missed through bridging class/es to achieve full alignment of his/her academic progression.
5. Students shifting from one strand to another, core and applied subjects already taken from the previous term/s may be credited. The student must take other subject/s (core, applied, specialized) that he/she missed from the previous term/s through bridging class/es to achieve full alignment of his/her academic progression.
6. Substitution and crediting of subjects should be done upon admission of the student.
7. Substitution and Crediting of Subjects are subject to validation and approval by the Principal and Registrar.
8. Subjects which are not applied and approved for substitution and crediting will not be credited.

## **2.4 WITHDRAWAL FROM THE PROGRAMME**

Should a student decide to discontinue his/her academic programme, he/she must see the Dean/Head of School or the Registrar within four weeks from the start of classes. The student will be asked to complete an Enrolment Revision Form to be submitted to the Registrar.



If a student is unable to complete the above withdrawal process, he/she will still be considered enrolled in the subject/s.

Scholars may change majors without any cost only when the subjects they have completed are common to their new major. When the subjects are not common, the tuition fees for the uncommon subjects already taken will be charged to the scholar.

Non-Scholars are allowed to transfer courses once the term has commenced.

In order to withdraw from a subject without academic penalty, a student must submit his/her Enrolment Revision Form on or before the 4th week of classes. If he/she is able to withdraw within this period, the student will receive a grade of WITHDRAWAL (W) for the subject.

If a student is unable to withdraw after the sixth week, he/she will automatically receive a grade of FAILED (F) for the subject unless the withdrawal is due to a valid medical reason.

The Enrolment Revision Form is available at the Office of the Registrar. Below are the steps of the withdrawal process:

1. Fill out the Enrolment Revision Form. Below is the order of the signatories:
  - Head of School/Dean
  - Accounting Head
  - Registrar
2. Indicate the reason for withdrawing from the subject/s, duly signed by the faculty of said subject/s.
3. If a student withdraws after the 4th week, he/she gets no refund from the tuition fee.
4. If a student withdraws after the 6th week, he/she gets a “FAILED” or “REFERRED” grade.

## CHAPTER 3: ACADEMICS AND STUDENT LIFE

### 3.1 SENIOR HIGH SCHOOL CURRICULUM

Southville International School affiliated with Foreign Universities delivers a very dynamic and progressive Senior High School curriculum such that both national and international programmes are creatively intertwined. Courses offered are supervised by foreign affiliates (Pearson, UK) in conjunction with prescribed curriculum of the Department of Education (DepEd) for Academic Track. Thus, students are provided an opportunity to earn dual qualifications at the end of the Senior High School programme.

#### ACADEMIC TRACK - ACCOUNTANCY, BUSINESS, AND MANAGEMENT STRAND (ABM)

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	1	M_GM	General Mathematics	1.00		
		EN_OC	Oral Communication in Context	1.00		
		ABM_OM	Organization and Management (Introduction to Business)	1.00		
		PD01	Personal Development	1.00		
		PEH1101	Physical Education and Health 1	0.50		
		M_SP	Statistics and Probability	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	2	ABM_BM	Business Math (Business Math)	1.00		
		S_ES	Earth and Life Science	1.00		
		CS_ICT	Empowerment Technologies (08-Innovation and Commercialisation)	1.00		
		CS_EN_EAPP	English for Academic and Professional Purposes	1.00		
		F_01	Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	1.00		
		UCSP01	Understanding Culture, Society, and Politics	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	3	ABM_FABM 01	Fundamentals of Accounting, Business and Management 1 (Accounting 1)	1.00		
		ABM_LM	Leadership and Management (04-Leadership and Management)	1.00		
		F_02	Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik	1.00		
		PEH1102	Physical Education and Health 2	0.50		
		S_PS	Physical Science	1.00		
		EN_RWS	Reading and Writing Skills	1.00		
		CS_RS01	Research 1 (Research Methods)	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	1	EN_Lit	21st Century Literature from the Philippines and the World	1.00		
		ABM_BF	Business Finance (10-Recording Financial Transactions)	1.00		
		CPAR01	Contemporary Philippine Arts from the Regions	1.00		
		MIL01	Media and Information Literacy	1.00		
		PEH1201	Physical Education and Health 3	0.50		
		ABM_PM	Principles of Marketing (02-Marketing Processes and Planning)	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	2	ABM_AE	Applied Economics	1.00		
		ABM_BESR	Business Ethics and Social Responsibility (01 -Business and the Business Environment)	1.00		
		ABM_FABM 02	Fundamentals of Accounting, Business Management 2 (05-Accounting Principles)	1.00		
		PPT01	Introduction to the Philosophy of the Human Person	1.00		
		CS_FA	Pagsulat sa Filipino sa Piling Larangan (Akademik)	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	3	ABM_BES	Business Enterprise Simulation (06-Managing a Successful Business Project)	1.00		
		CS_EP	Entrepreneurship	1.00		
		CS_III	Inquiries, Investigation and Immersion (03-Human Resource Management)	1.00		
		PEH1202	Physical Education and Health 4	0.50		
		CS_RS01	Research 2	1.00		

### **ACADEMIC TRACK - GENERAL ACADEMIC STRAND (GAS)**

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	1	M_GM	General Mathematics	1.00		
		EN_OC	Oral Communication in Context	1.00		
		ABM_OM	Organization and Management (01-Business and the BusinessEnvironment)	1.00		
		PEH1101	Physical Education and Health 1	0.50		
		M_SP	Statistics and Probability	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	2	EN_Lit	21st Century Literature from the Philippines and the World	1.00		
		CS_ICT	Empowerment Technologies (08-Innovation and Commercialisation)	1.00		
		CS_EN_EAPP	English for Academic and Professional Purposes	1.00		
		F_01	Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	1.00		
		ABM_PM	Principles of Marketing (02-Marketing Processes and Planning)	1.00		
		UCSP01	Understanding Culture, Society, and Politics	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
11	3	HUMMS_CW	Creative Writing	1.00		
		F_02	Pagbasa at Pagsusuri ng Iba't Ibang Teksto tungo sa Pananaliksik	1.00		
		PEH1102	Physical Education and Health 2	0.50		
		EN_RWS	Reading and Writing Skills	1.00		
		CS_RS01	Research 1	1.00		
		HUMMS_MCT	Trends, Network and Critical Thinking in the 21st Century (03-Human Resource Management)	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	1	ABM_BM	Business Math (05-Accounting Principles)	1.00		
		CPAR01	Contemporary Philippine Arts from the Regions	1.00		
		S_ES	Earth and Life Science	1.00		
		CS_EP	Entrepreneurship (09-Entrepreneurial Ventures)	1.00		
		MIL01	Media and Information Literacy	1.00		
		PEH1201	Physical Education and Health 3	0.50		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	2	ABM_AE	Applied Economics (04-Leadership and Management)	1.00		
		DRR01	Disaster Readiness and Risk Reduction	1.00		
		PPT01	Introduction to the Philosophy of the Human Person	1.00		
		CS_FA	Pagsulat sa Filipino sa Piling Larangan (Akademik)	1.00		
		S_PS	Physical Science	1.00		

GRADE	TERM	CODE	SUBJECT	CREDIT UNITS	PREREQUISITE	CO-REQUISITE
12	3	CS_III	Inquiries, Investigation and Immersion (06-Managing a Successful Business Project)	1.00		
		PD01	Personal Development	1.00		
		HUMMS_PG	Philippine Politics and Governance	1.00		
		PEH1202	Physical Education and Health 4	0.50		
		CS_RS02	Research 2	1.00		

Legend:

	DepEd with Pearson Assured (Foundation) Subjects
	DepEd with Pearson BTEC Level 4 Subjects

## 3.2 GRADING SYSTEM

### A. DEPED GRADING SYSTEM

Based on DepEd Order 08, s. 2015, the K to 12 Basic Education Programme uses a standards and competency-based grading system. These are found in the curriculum guides. All grades will be based on the weighted raw score of summative assessments.

Students are graded on Formative/Summative Assessments (SA/FA), Performance Tasks (PT), and Term Assessments (TA). These three are given specific percentage weights that vary according to the nature of the learning area.

### GRADING COMPONENTS

The components of these assessments are classified into three, namely, Formative Assessments (FA), Performance Tasks (PT), and Term Assessments (TA). These three components may be defined as to the nature of the different learning areas.

- Formative Assessments are assessments that measure the students' skills and grasp of concepts in but not limited to written form. This may include quizzes, long tests, written reports, and other graded written outputs.
- Performance Tasks are assessments that measure the students' ability to show what they know and accomplish it in diverse ways. This may include skills demonstration, group presentations.
- Term Assessments measures students' learning at the end of the term; also serves as the summative assessment.

For Grades 11 and 12, the percent composition of the components of the summative assessments for each learning area shall be as follows:

<b>COMPONENTS</b>	<b>WEIGHT</b>
Formative Assessments	25%
Performance Tasks	50%
Term Assessment	25%
<b>Total</b>	<b>100%</b>

**LEVEL OF PROFICIENCY:**

Student shall be graded in accordance with the following system:

<b>GRADING SCALE</b>	<b>DESCRIPTORS</b>	<b>REMARKS</b>
100-90	Outstanding	Passed
89-85	Very Satisfactory	Passed
84-80	Satisfactory	Passed
79-75	Fairly Satisfactory	Passed
74-70	Did Not Meet Expectations	Failed

INC	Incomplete	Incomplete
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An Incomplete (INC) grade is temporarily given to a student who may qualify for passing grade but has not taken any term assessments or its equivalent. Such requirement(s) must be satisfied within 30 days upon receiving the final grades. Otherwise, the student shall automatically be given a 70% grade without the benefit of an appeal. Thus, a student is required to take a remedial class.

As per DepEd Order No 08, s. 2015 students who acquired a failing grade in any subject in any term must undergo remediation to help the student cope up with the deficiency. SISFU responds to this recommendation by providing Required Remedial Classes to those students who do not meet the passing grade of 75% in any subject at the end of the term. The equivalent of the Final Grade for remedial class is the Remedial grade. The Final Grade at the end of each term and the Remedial grade are averaged. This results in the Recomputed Final Grade. The student shall obtain a recomputed final grade of at least 75% to be promoted to the next level or term.

**GENERAL AVERAGE:**

The General Average is computed by averaging the grades of the core, applied, and specialized subjects per term.

**B. PEARSON BTEC GRADING SYSTEM**

**ASSESSMENT DECISION THROUGH APPLYING UNIT-BASED CRITERIA:**

Assessment decisions for BTEC Higher Nationals are based on the specific criteria given in each unit and set at each grade level. The criteria for each unit have been defined according to a framework to ensure that standards are consistent in the qualification and across the suite as a whole. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of the qualifications.

The assessment criteria for a unit are hierarchical and holistic. For example, if an M criterion requires the student to show ‘analysis’ and the related P criterion requires the student to ‘explain’, then to satisfy the M criterion a student will need to cover both ‘explain’ and ‘analyse’



Therefore:

- To achieve a **Pass (P)**, a student must have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 4 of the national framework.
- To achieve a **Merit (M)**, a student must have satisfied all the Merit criteria (and therefore the Pass criteria) through high performance in each learning outcome.
- To achieve a **Distinction (D)**, a student must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.
- A student has not satisfied all the Pass criteria for the learning outcomes, he/she will receive **Referred (R)**.

### **CALCULATING THE OVERALL QUALIFICATION GRADE:**

A student's overall qualification grade is based on their performance in all units. They are awarded a Pass (P), Merit (M) or Distinction (D) using the points gained through all 120 credits, at Level 4 for the HNC. The overall qualification grade is calculated in the same way for the HNC and the HND.

### **POINTS PER CREDIT**

<b>GRADE</b>	<b>POINTS</b>
<b>REFERRED</b>	0
<b>PASS</b>	4
<b>MERIT</b>	6
<b>DISTINCTION</b>	8

### **POINT BOUNDARIES**

<b>GRADE</b>	<b>POINT BOUNDARIES</b>
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<b>PASS</b>	420-599
<b>MERIT</b>	600-839
<b>DISTINCTION</b>	840+

### 3.3 STUDENT PROMOTION AND RETENTION

#### DEPED

The school expects the students to meet the minimum academic grade requirement in all subject areas in order to be promoted to the next level. The following guidelines have been set by DepEd Order No. 8, s 2015:

Table 1 specifies the guidelines to be followed for student promotion and retention:

**Table 1. Student Promotion and Retention**

CONDITION	DECISION	
	Grade 11	Grade 12
<b>Final Grade of at least 75% in all subjects in a trimester</b>	Promotion after each term: Proceed to the next Promotion at the end of academic year: Promoted to Grade 12.	Promotion after each term: Proceed to the next term Promotion at the end of academic year: Eligible for graduation
<b>Failed in a prerequisite subject in a term</b>	Must take and pass remedial class within a specified timeline.	Must take and pass remedial class within a specified timeline.
<b>Failed in non-prerequisite subjects in a term</b>	Proceed to the next term but must take and pass remedial class of failed subject/s within a specified timeline.	Proceed to the next term but must take and pass remedial class of failed subject/s within a specified timeline.
<b>Year-End Promotion and Retention</b>	At the end of the extended academic year, if the student:	At the end of the extended academic year, if the student:

	<p>(1) failed 2 subjects and below, student is promoted to Grade 12 with conditions (tagged as irregular student placed under academic probation).</p> <p>(2) Failed 3 subjects and more, student will have to repeat the current grade level.</p>	<p>(1) failed 1 subject, allowed to join the graduation exercises. However, student academic records will not be released until all the academic deficiencies are cleared.</p> <p>(2) failed 2 subjects, a student will NOT be allowed to join the graduation exercises. All student academic records will not be released until all the academic deficiencies are cleared.</p> <p>(3) failed 3 subject and more, student will have to repeat the current grade level.</p>
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## B. PEARSON BTEC

To achieve Pearson BTEC Level 4 Higher National Certificate qualification, a student must have completed units equivalent to 120 credits at level 4 and achieve at least a pass in 105 credits at level 4.

Students who have attempted but not achieved a pass in one unit, he/she can still be awarded an HNC as long as he/she has completed and passed the unit through reassessment.

### 3.4 ACADEMIC REQUIREMENTS

SISFU evaluates the performance of the students and the effectiveness of instruction. For this purpose, assessments must be conducted and their results are given to students on a timely basis. As enumerated in DepEd Order No. 8, s. 2015 there are two types of assessment, namely, formative and summative.

Formative assessment may be seen as assessment for learning and assessment as learning. As an assessment for learning, lecturers may analyze the results to make

adjustments in their instructions. As assessment as learning, students will be given immediate feedback on their learning progress.

Summative assessment may be seen as an assessment of learning which is usually given at the end of a particular unit. Summative assessment measures whether learners have achieved the desired learning outcomes for a particular learning area.

Ensure that you are familiar with procedures and violations relating to Student Academic Integrity.

## **A. ASSESSMENT**

The Assessment per term is a comprehensive evaluation of the concepts and skills a student is expected to have learned during the term. The Senior High School Department schedules the date of assessments.

Policies and Guidelines:

1. Students are expected to observe all assessment rules and procedures that are enforced by the invigilator/proctor.
2. Assessment starts from the moment the assessment is handed over to the student up to the moment the same assessment is collected.
3. Students who come within 30 minutes after the assessment has started shall be allowed to take but shall never be given a time extension.
4. Therefore, no student shall be allowed to take the assessment 30 minutes after the assessment has started.
5. A student who failed to take the term assessment or submit a final requirement on account of illness or valid reason due to unforeseen events (such as death in the family, community-wide power outage, and the like) must present to the SHS Office a duly signed excuse letter from his/her parent or a medical certificate and must secure a Special-Removal Examination Request Form. This must be approved by the Principal/Academic Head.
6. The special assessment will only be given after the scheduled term assessment.
7. No advance assessment will be given to the student.

## **B. PERFORMANCE TASK**

Performance Tasks are assessments that measure the students' ability to show what they know and accomplish it in diverse ways. This may include skills demonstration, group presentations, oral work, multimedia presentations, and research projects.

Policies and Guidelines:

1. Performance Task must be completed during the prescribed period.
2. Research-related outputs and capstone projects for Grades 11 and 12 will be done under the supervision of the subject teacher or research adviser.

### **C. ASSIGNMENT BRIEF**

An assignment brief may take a variety of forms, including practical and written types. An assignment brief is a distinct activity completed independently by students (either alone or in a team). An assignment brief is separate from teaching, practice, exploration and other activities that students complete with direction from and formative assessment by tutors.

Policies and Guidelines:

1. Assignment Brief is submitted following the deadline set by the lecturer.
2. Students must submit their draft and final assessment in the submission portal on or before the given deadline.
3. Students must upload his/her final assessment in Turnitin for the similarity index report of his/her assessment.
4. Those students who fail to submit the Assignment Brief on the given deadline are given a mark of R (Referred) and required to file an Appeal for Reassessment Form and must settle a fee of USD 100.00 per unit. (refer to Academic Appeal for Reassessment Process)

### **3.5 STUDENT PROGRESS REPORT**

- **Student Midterm Performance Report**

This report is issued to students and parents in the middle of each term.

- **Parent-Teacher Conference**

At the end of every term, parents meet the lecturers of their children to:

- discuss the progress of their child and other school related concerns;
- Make an agreement as to how the teachers and the parents can best address the needs of the child.

Report Cards are released to parents and students.

### **3.6 ACADEMIC PROBATION SCHEME**

At the end of each term, students may be given the following academic probation status based on their academic performance:

#### **Academic Probation (AP)**

This is for students who incur one or two failing final grades in any subjects per term and shall enroll in remedial classes the following term.

A new student, upon evaluation of requirements and approval of the Principal may also be placed under Academic Probation. New students under academic probation are expected to have no final grade below 75% in any subjects at the end of each term.

#### **Strict Academic Probation (SAP)**

This prohibition is given to a student who:

Incurs three and more failing final grades in any subjects per term and shall enroll in remedial classes the following term.

Have been placed under Academic Probation from the previous term and have incurred another failing grade in any subject at the end of the current term.

#### **LIFTING OF ACADEMIC PROBATION**

An academic probation status is lifted at the end of each term following these conditions:

- Students have cleared all academic deficiencies from the previous term;
- If a new student does not incur a final grade below 75% in any subject at the end of the term.

### 3.7 ACADEMIC RECOGNITION AND GRADUATION

Following the policies and guidelines set by SISFU's Academic Board/Awards Committee and in compliance with the implementation of Republic Act No. 10533, otherwise known as Enhanced Basic Education Act of 2013 (K to 12 Law), Senior high School is adopting the enclosed Policy Guidelines on Awards and Recognition for Basic Education Programme (DepEd Order No. 36, s. 2016).

These awards have been designed to formally recognize the outstanding performance and achievement of learners in academics, leadership, and social responsibility, among other aspects of student progress and development. These awards are given to encourage learners to strive for excellence and to become proactive members of the school and community. All learners who have met the standards, criteria, and guidelines set by this policy shall be recognized.

**Term Awards** - are given to students in recognition of their outstanding performance in class.

**Year-End Awards** - are given to qualified students based on the deliberation conducted by the Awards Committee (AC) following the set policies and guidelines.

**Special Recognition** - is given to the students who have represented and/or won in competitions at the district, division, regional, national, and international levels. This is to publicly affirm learners who have brought honor to the school.

#### A. ACADEMIC AWARDS AND SPECIAL CITATIONS FOR GRADE 11 AND GRADE 12.

##### ACADEMIC EXCELLENCE AWARD PER TERM

The following criteria are observed to determine student eligibility for academic excellence at the end of each term:

Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades:

Table 1. Academic Excellence Award

<b>Academic Excellence Award</b>	<b>Average</b>
With Highest Honours	97 - 100
With High Honours	94 - 96

With Honours	90 - 93
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In addition, the following conditions have to be met:

- a. Student must not have a grade lower than 86% in any DepEd subject for each term;
- b. Student must not have a grade of R (Referred) in any Pearson BTEC HNC units; and
- c. Student must not have been involved in any disciplinary case within each term,

### **SUBJECT EXCELLENCE AWARD**

The Subject Excellence Award is given to a student who achieved the highest final average in a DepEd Core subject.

### **VALUES EXCELLENCE AWARD**

This award is given to graduating students who represent and embody the institution's core values which are anchored on the 5Cs Culture: Character, Competence, Collaboration, Commitment to Achieve, and Creativity.

In addition, the following conditions have to be met:

- a. No letter grade lower than AO (Always Observed) in each term; and
- b. Student must not have been involved in any disciplinary case within the academic year.

## **B. ACADEMIC AWARDS AND SPECIAL CITATIONS FOR GRADUATING STUDENTS**

### **GENERAL SCHOLASTIC EXCELLENCE AWARD**

The following criteria are observed to determine student eligibility for academic excellence at the end of the year:

Table 2 shows the specific General Scholastic Excellence Award given to learners who meet the following cut-off grades:

Table 2. General Scholastic Excellence Award

<b>General Scholastic Excellence Award</b>	<b>Average</b>
GOLD	97 - 100



SILVER	94 - 96
BRONZE	90 - 93

In addition, the following conditions have to be met:

- a. Student must not have a grade lower than 86% in any DepEd subject for each term;
- b. Student must not have a grade of R (Referred) in any Pearson BTEC HNC units; and
- c. Student must not have been involved in any disciplinary case within each term.

### **ACADEMIC ACHIEVEMENT AWARD - DISTINCTION**

This award is given to a student who achieves at least 840 point boundaries following the Pearson BTEC HNC overall qualification grade computation.

In addition, the following conditions have to be met:

- a. Student must not have a grade of R (Referred) in any Pearson BTEC HNC units; and
- b. Student must not have been involved in any disciplinary case within each term.

### **PRESIDENT’S MERIT AWARD**

Awarded to an outstanding graduate who has achieved academic excellence and who has exemplified the values of hard work and dedicated effort and is the TOP ONE of the graduating batch.

Table 3 shows the computation for President’s Merit Award

Table 3. President’s Merit Award

<b>Year-End Average</b>	
Grade 12	60%
Grade 11	40%

### **SUBJECT EXCELLENCE AWARD**

The Subject Excellence Award is given to a student who achieved the highest final average in a DepEd Core subject.

### **VALUES EXCELLENCE AWARD**

This award is given to graduating students who represent and embody the institution’s core values which are anchored on the 5Cs Culture: Character, Competence, Collaboration, Commitment to Achieve and Creativity.

In addition, the following conditions have to be met:

- a. No letter grade lower than AO (Always Observed) in each term; and
- b. Student must not have been involved in any disciplinary case within the academic year

### **LEADERSHIP AWARD**

The leadership award is given to graduating students who have demonstrated exemplary skills in motivating others and organizing projects that have made significant contributions to the school and/or community.

In addition, the following conditions have to be met:

- a. Student must not have any failing grade within the academic year;
- b. Student must not have been involved in any disciplinary case within the academic year; and
- c. Student must be an active member of any recognized organization of the school.

Table 4 shows the set of criteria and weights that will be used by advisers and peers in the evaluation and deliberation process.

Table 4. Criteria for Leadership Award

<b>Criteria</b>	<b>Weight</b>
<b>1. Motivational Skills</b> <i>a. Communicates effectively</i> <i>b. Shows initiative and responsibility</i> <i>c. Engages groups and/or clubmates to participate actively</i> <i>d. Established collaborative relationships</i> <i>e. Resolves Conflict</i>	40%
<b>2. Planning and Organizational Skills</b>	40%

<ul style="list-style-type: none"> <li>a. <i>Plans and designs relevant activities for the class, club, and/or school</i></li> <li>b. <i>Implements planned activities effectively and efficiently</i></li> <li>c. <i>Monitors implementation of plans and tasks</i></li> <li>d. <i>Manages and/or uses resources wisely</i></li> </ul>	
<p><b>3. Contribute to the School and/or Community</b></p> <ul style="list-style-type: none"> <li>a. <i>Renders service and/or implements activities relevant to the school population and/or community</i></li> </ul>	20%

### **SGEN LOYALTY AWARD**

This award is given to a graduating student who has been with the Southville Global Education Network (SGEN) schools (SISFU, SISC, SMC, SSIS) for eight (8) consecutive years or more.

### **SPECIAL CITATIONS**

This award is given to students who brought honor and prestige to the school by winning in competitions (academic, athletics, and the arts) at the district, division, regional, national, or international levels.

In addition, the following conditions have to be met:

- a. Student must not have any failing grade within the academic year; and
- b. Student must not have been involved in any disciplinary case within the academic year.

### **HOW TO DETERMINE AWARDEES**

An Awards Committee (AC) shall be organized and led by the principal. The committee shall be composed of at least five (5) members coming from the teaching staff, academic head, registrar, and/or representative from student affairs and services.

The AC shall:

- a. Establish the processes and timelines in accepting nominations and determining qualifiers for awards.
- b. Communicate to the school community, parents, and other stakeholders the processes involved in giving awards as stipulated in the student handbook.
- c. Deliberate on the qualifications of the candidates for the awards based on the set criteria specific to the awards.
- d. Recommend to the School President the result of evaluation for approval.

- e. Communicate to the school community, parents, and other stakeholders involved in the results of the evaluation.
- f. Recommend to the School President the resolution on any related issue that may arise from the results of the awards.
- g. Ensure that guidelines and criteria are stipulated in this policy.

## **COMPLAINTS AND PROTESTS**

- a. Cases of protest shall be filed by the candidate with his/her parent or guardian to the Awards Committee within three (3) working days from the day of the announcement.
- b. The Awards Committee shall convene and deliberate on the case.
- c. The decision of the Awards Committee shall be presented to the School President for final evaluation.
- d. The Awards Committee shall then communicate the resolution of the complaint and protest to the concerned party after three (3) working days from the receipt of the complaint and protest.
- e. The School President's final decision of the case is final and irrevocable.

## **3.8 SPECIAL ACADEMIC SERVICES**

### **A. TUTORIALS**

The objectives of the tutorial services are to assist students who have difficulty meeting the school's academic requirements and to offer assistance to a student who has missed or will miss their classes for a considerable period of time.

- **AUDIT TUTORIAL**

This tutorial is given to a student who enrolled 30 days or more after the opening of classes. This program enables late enrollees to cope with the academic demands by attending make-up lessons.

- **PULL-OUT TUTORIAL**

This tutorial is given to a student who needs special arrangements. The tutor prepares special lessons for the student on the subject.

- **ENHANCEMENT TUTORIAL**

This tutorial is given to student who need assistance in a specific subject. This is for enhancement/reinforcement purposes only.

## **B. BRIDGING PROGRAMME**

This programme is designed for a student who is transferring from a different track/strand. This is to achieve full alignment as part of academic requirements.

## **C. REMEDIAL CLASS**

This class is given to a student who acquired failing grade/s at the end of each term. This is to clear their academic deficiencies and move them forward to the next grade level.

### **Tutorial Services General Policies and Guidelines:**

1. A duly filled out Tutorial Request Form and Undertaking must be submitted to the Senior High School Office before the conduct of tutorial services.
2. The tutorial sessions shall commence as soon as the fees have been settled through the Accounting Office.
3. The finalization of the tutorial services is subject to the availability of lecturers. If no lecturer is available upon submission of the Tutorial Request Form, the office will look for another lecturer to handle the tutorial of the student.
4. Tutorial is done in school. If an official school function/event, suspension of classes, personal or medical absences coincide, a make-up session is arranged between the tutor and the student.
5. In case a student misses an agreed session/schedule without prior notice, the session is considered done and the number of hour/s will be deducted accordingly.
6. Reporting of student's progress will be done through:
  - a. Tutorial Report Form - given after each subject is completed.
  - b. Student Report Card - given during the scheduled distribution of Report Cards after each term via Parent-Teacher Conference (PTC).

## **3.9 CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

Southville International School affiliated with Foreign Universities aims to develop individuals with a holistic and well-rounded personality as manifested by students who are physically active, confident, value-laden and is able to socialize and relate well with others. Thus, its curriculum offers different activities that would complement classroom

instruction by translating into actual life experiences the principles, truths, and values acquired in class.

### CO-CURRICULAR ACTIVITIES

<b>Academic Enhancement:</b>	<ul style="list-style-type: none"> <li>● Industrial Visits/Trips</li> <li>● Symposia</li> <li>● Entrepreneurial Bazaar</li> <li>● Financial Literacy</li> <li>● Art Production</li> <li>● Academic and Non-Academic Competitions</li> </ul>
<b>Values/Skills Formation</b>	<ul style="list-style-type: none"> <li>● Leadership Training</li> <li>● Student Life Enhancement Programme</li> <li>● Well-Being Programme</li> </ul>
<b>Social Development</b>	<ul style="list-style-type: none"> <li>● Promenade</li> <li>● SISFUN</li> <li>● International Immersion Programme</li> </ul>

### STUDENT ORGANIZATIONS

SISFU encourages students to pursue sports activities and other interests and to form groups or clubs to carry out these activities. As far as possible, the SISFU will provide the facilities for the clubs that are formed, and where needed, will provide advisers and coaches.

### MAJOR ORGANIZATIONS

- **SISFU STUDENT COUNCIL**

In the spirit of diversity, the council promotes and protects your individual and collective rights and welfare in fostering a close relationship with everyone on campus. The Student Council serves as the representative of all your ideas to the school management, which upholds the ideals of SISFU, geared toward ensuring your social, cultural, international, and physical development.

- **THE BRIDGE**

SISFU allows student publication in recognition of freedom of expression and the press. The Bridge, being the official student organ of the school is a duly

recognized organization by SISFU to perform their function and circulate student publication. This organization is also an avenue to develop students' writing and journalistic skills.

## **CO-CURRICULAR ORGANIZATIONS**

- **SISFU BUSINESS CLUB**

Creativity, Tenacity, Team Orientation, Leadership, and Entrepreneurial drive are critical to success in tomorrow's business world. To encourage and develop collaboration among SISFU Business students, the SISFU Business Club will work to create opportunities to learn and grow as individuals and teams beyond the classroom in preparation for careers in the real world. Recognizing the lasting value of networking and experience in the world of business, the SISFU Business Club will open doors and invite industry leaders to share their insights.

- **HOSPITALITY MANAGEMENT AND CULINARY ASSOCIATION**

HMCA aims to provide you with challenging, interactive, and fun learning activities that will foster camaraderie, creativity and growth. You will be honed to be proactive in serving the community, as well as to be future leaders of the hospitality industry.

## **EXTRA-CURRICULAR ORGANIZATIONS**

- **CRADLE**

While promoting our performing arts, this club will develop your creativity and skills through the mounting of musical productions with a wide repertoire. The Cradle empowers you to become well-rounded and creative artists who will effectively embody the importance of culture and the arts in everyday life.

- **DIGITAL ALLIANCE**

This trains and motivates you to be more technologically capable so that you may be able to share with others your knowledge to face technology challenges, and to build your skills in editing and enhancing different types of media.

- **ROTARACT CLUB**

Consisting of a global network of diverse service volunteers, this club provides opportunities to enhance your social and leadership skills for your personality development. You will discover a wealth of experience in addressing the physical

and social needs of your communities. Through fund-raising activities, you will find satisfaction in providing these communities with all types of services and assistance, preparing you for the global community in which you will eventually play a leading role.

## **ATHLETICS**

The Futsal, Basketball and Volleyball teams for men and women mold you to become holistic individuals in pursuing excellence in sports. The organization fosters the value of fair play, camaraderie and healthy competitions, harnessing your talents in the field of sports.



## CHAPTER 4: SCHOOL DISCIPLINE

### 4.1 STUDENT CODE OF CONDUCT

The term “student” refers to an individual to whom SISFU maintains records and who:

- a. Is enrolled in or registered in an academic programme of SISFU.
- b. Has completed the immediately preceding term and is eligible for re-enrolment, including the break between academic terms.
- c. Has not filed for Leave of Absence (LOA).

To carry out its work of teaching, nurturing, character building, research and public service, Southville International School affiliated with Foreign Universities has an obligation to maintain conditions under which the school can work freely, with full recognition by all concerned of the rights and privileges, as well as the responsibilities and accountabilities, of those who comprise the SISFU Community.

Students are members of both society and the academic community with inherent rights and responsibilities. Students are expected to comply with the general laws, school policies, and campus regulations.

Students’ behavior not only projects their upbringing but also their education, hence, Southville International School affiliated with Foreign Universities aims to uphold academic and values excellence among the students. All SISFU students are always expected to exhibit good behavior.

This Discipline Policy covers ALL students of SISFU. SISFU has jurisdiction over student conduct committed on school property, dormitories, and within its immediate vicinity or in connection with official school functions whether on or off campus.

SISFU will not routinely invoke its disciplinary processes over student conduct that occur off-campus, except in connection with official school functions, it shall have discretion over conduct that occurs off-campus if the **alleged misconduct affects the good name and reputation of the school or affects the student’s status.**

## **4.2 ACCOUNTABILITIES AND RESPONSIBILITIES OF FACULTY, STAFF, AND OFFICERS**

Discipline starts in the home. In school, it is manifested first in the classroom with the Homeroom Adviser and Subject Lecturers as the source of information and as the key implementers of the concepts and guidelines.

The school officers, faculty, and authorized school personnel are recognized persons in authority and are duty-bound to enforce the school's policies and rules of discipline. They shall have the right to apprehend and/or refer any violation of school rules and regulations to proper school authority for appropriate action.

## **4.3 STUDENT ACADEMIC INTEGRITY CODE**

SISFU students shall observe, practice, and pursue the highest degree of intellectual honesty and integrity by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

### **Rationale**

The Student Academic Integrity Code (SAIC) aims to create an environment where academic integrity, and its resulting behavior, can be lived and practiced. It recognizes the importance of honesty, trust, fairness, respect, and responsibility in the academic life of the students enabling them to have responsibility for, and the ability to attain appropriate recognition for their academic and personal achievements. Moreover, it aims to establish standards of academic conduct and to provide a procedure that assures fair and just treatment to any student accused of violating any of the rules. By upholding the letter and the spirit of the code, ultimately, the SAIC aims to promote a culture of excellence where the students can be molded to be future “movers and leaders” of society.

### **Preamble**

The Student Academic Integrity Code (SAIC) is a student's commitment to observe, practice, and pursue the highest degree of ethical integrity and honesty in academic conduct.

It is an individual and collective commitment that students shall not cheat, lie, or plagiarize to gain an academic advantage over fellow students or gain undeserved academic credits in all their academic requirements.

## **Standards of Academic Integrity**

### **1. A SISFU student shall not cheat.**

Whereas CHEATING is defined as the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, and fraudulent means, a student, therefore, shall not commit any of the following:

- a. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, project, or any academic requirement;
- b. Write, take, research, develop, prepare, or answer an examination, assignment or homework, create a project, or make any academic requirement for another student, in whole or in part;
- c. Submit an examination, assignment, project, or any academic requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part;
- d. Prevent or interfere with the use by other students of any library, laboratory, or other academic-related resource;
- e. Damage, destroy, impair, or steal any library, laboratory, or other academic-related resources or another student's completed assignments;
- f. Copy, in whole or in part, from another student during a test, competition, seatwork, project, etc.;
- g. Purposely allow oneself to be an accomplice in cheating by permitting another student to copy from one's academic work during a test;
- h. Alter or interfere with grading done on any form of academic work or as seen on the report card or any grading document/record;
- i. Use or consult, during an examination, any sources (e.g. electronic equipment such as mobile phones, laptops, etc.), other students, or any material not authorized by the teacher/instructor;
- j. Commit other acts of fraud or deceit;
- k. Steal and/or sell copies of tests and/or other instruments of evaluation; or forge signatures on any document that would require the signature of an authority (e.g. school officer, teacher/instructor, or parent, etc.).

### **2. A SISFU student shall not lie.**

Whereas LYING is defined as the act of deceiving, misleading, or confusing another person or group of persons by telling half-truth statements or acts to gain undue academic advantage or avoid natural consequences of violation/s

against the SAIC for oneself and/or another student, a student, therefore, shall not lie, verbally or in writing, to a teacher/instructor, officer, or parent/guardian to:

- a. Improve one's grade or academic standing;
- b. Unjustly accuse another/other student/s to gain academic advantage;
- c. Cast doubt on the integrity of another student, a teacher, or school officer without enough proof or basis;
- d. Conjure/make-up false stories to save oneself and/or another student from consequences as a result of the violation;
- e. Conjure/make-up stories to mislead, delay, or confuse an investigation of an offense against the code; and
- f. Coerce another student to lie during an investigation.

### **3. A SISFU student shall not plagiarize.**

Whereas PLAGIARISM is defined as the act of representing the work of someone else as one's own and submitting it for any purpose, a student, therefore, shall not commit the following:

- a. Use, quote, or incorporate the ideas, words, sentences, paragraphs, or parts of another person's writings without giving appropriate credit, and representing the output as one's own;
- b. Represent another's artistic or scholarly works such as musical compositions, computer programmes, photographs, paintings, drawings, or sculptures as one's own;
- c. Allow oneself to be an accomplice by permitting another student to plagiarize one's academic work;
- d. Submit a paper or project purchased from a research or term paper service, including from the Internet; or undocumented web source usage; and
- e. Coerce another person to plagiarize and/or submit work in one's name.

### **The Student Academic Integrity Code Pledge Statement**

All SISFU students from senior high school up to college level are expected to memorize by heart and understand the SAIC Pledge Statement.

*I do hereby acknowledge the existence of the SISFU Student Academic Integrity Code.*

*I therefore commit myself to avoid cheating, lying, and plagiarizing.*

*I understand that the code is important in maintaining a culture of excellence in the campus characterized by the highest degree of intellectual honesty and integrity in academic conduct.*

*I understand that I shall be responsible for any consequence that might result should I choose to violate the letter and or spirit of any of the provisions stated in the code.*

This short version of the written pledge is placed in all examinations, assessments and assignments and is signed by the students before they start taking the exams or submit assessments.

*I do hereby commit to observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.*

### **Procedure in Handling Violations Against the Student Academic Integrity Code**

If a student violates any of the standards/provisions in the Student Academic Integrity Code, the investigating officer and/or body is/are bound to observe substantive and procedural due process. A student accused of violating any of the standards of the code shall be given due process and shall remain innocent until proven guilty.

### **Consequences of Violations Against the Student Academic Integrity Code**

In the event a student is proven guilty after having been afforded due process, the sanctions stated in Chapter 4 of this Handbook shall be upheld unless changed or refined by the Discipline Board and/or the Academic Council.

## **4.4 ATTENDANCE AND PUNCTUALITY**

**The following are the general guidelines for class attendance:**

1. Class attendance is a must for all subjects
2. A student is required to attend at least 80% of the classes in all the courses for which he/she is registered. This applies to all classes whether lectures, seminars, workshops, or industrial visits.
3. For absences due to medical conditions, a student has to notify the SHS Office and present a medical certificate from a doctor the day after he/she returns to class.
4. If a student exceeds the permissible percentage for absences (20%) he/she will have to re-enroll in the subject when it is next offered.

5. If a student arrives fifteen (15) minutes late for class, he/she will be marked as “late.”
6. Two “late” are equivalent to one “absent”
7. If a student arrives for more than fifteen (15) minutes for class, he/she will be marked as “absent.” The student will be allowed to enter the classroom.
8. Parents will be notified by the SHS Office when a student incurs habitual absences and tardiness.

#### **4.5 UNIFORM REGULATIONS**

Our SISFU uniform distinguishes us from other universities. Students are therefore required to wear it at all times inside the campus. Students are groomed to be future managers, entrepreneurs, and leaders, hence we take pride in our uniform.

##### **Business Uniform (Mondays-Thursdays)**

<b>LADIES</b>	<b>GENTLEMEN</b>
<ul style="list-style-type: none"> <li>● White Blouse with SISFU logo</li> <li>● Khaki Skirt (A-line and no more than 2 inches above the knee) or trousers</li> <li>● Navy Blazer (round collar) with SISFU badge</li> <li>● Navy ribbon</li> <li>● Neutral or beige stockings/pantyhose (with skirt)</li> <li>● Black court shoes (2 inch heel)</li> <li>● Well-groomed and clean hair</li> <li>● Discreet make-up</li> <li>● Discreet jewelry (one set of stud earrings, no other visible body piercing)</li> <li>● Well-manicured fingernails</li> <li>● SISFU Pullover (optional &amp; must be worn under the blazer)</li> </ul>	<ul style="list-style-type: none"> <li>● White shirt with SISFU logo</li> <li>● Khaki Trousers (must be the prescribed fabric)</li> <li>● Navy Blazer (full jacket with lapel) with SISFU badge</li> <li>● Navy Tie (properly knotted)</li> <li>● Black leather belt</li> <li>● Black socks</li> <li>● Black leather formal/dress shoes</li> <li>● Well-groomed and clean hair (off the collar and face , no colouring)</li> <li>● Clean shaven</li> <li>● No earrings or other visible body piercing</li> <li>● Well-manicured fingernail</li> <li>● SISFU Pullover (optional &amp; must be worn under the blazer)</li> </ul>

##### **Casual Business Days (Friday & Saturday)**

<b>LADIES</b>	<b>GENTLEMEN</b>
<ul style="list-style-type: none"> <li>● Maroon SISFU polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>● Maroon SISFU polo shirt</li> </ul>

<ul style="list-style-type: none"> <li>• Jeans or trousers on wash days should be full length (no shorts, pedal pushers or leggings or torn jeans)</li> <li>• Closed shoes</li> <li>• Socks</li> <li>• Other grooming standards as per business uniform</li> <li>• SISFU Pullover or Official Hoodie (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans or trousers on wash days should be full length (no shorts, pedal pushers or leggings or torn jeans)</li> <li>• Closed shoes</li> <li>• Socks</li> <li>• Other grooming standards as per business uniform</li> <li>• SISFU Pullover or Official Hoodie (optional)</li> </ul>
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*Note: Students are not allowed to wear any other jackets, sweaters, hoodies, and the like on regular days.*

### **P.E Uniform**

<b>LADIES</b>	<b>GENTLEMEN</b>
<ul style="list-style-type: none"> <li>• Black jogging pants with SISFU logo</li> <li>• P.E t-shirt with SISFU logo</li> <li>• Socks</li> <li>• Rubber Shoes (slip-ons/sneakers not allowed)</li> </ul>	<ul style="list-style-type: none"> <li>• Black shorts with SISFU logo</li> <li>• P.E t-shirt with SISFU logo</li> <li>• Socks</li> <li>• Rubber Shoes (slip-ons/sneakers not allowed)</li> </ul>

*Note: Only P.E t-shirts will be allowed as an extra shirt. Folding of sleeves and jogging pants are prohibited*

### **Dress Code**

SISFU is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. SISFU views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Following are guidelines for students:

1. Students are reminded to wear decent attire while inside the school premises. They should refrain from wearing very short-shorts, singlet, miniskirts/micro-mini skirts, tattered pants, tank tops, bare midriffs, halter tops, tube tops, see-through clothes, and plunging necklines.
2. Statement shirts with obscene/suggestive words/slogans/pictures printed on worn outfits are strictly not allowed.
3. Headwear and accessories that pose a distracting appearance are strongly discouraged.
4. Any jewelry, body art, piercing or extreme hairstyle/color deemed by the school to be inappropriate due to the distraction it causes to the learning environment is not acceptable.

5. Jewelry with spikes, chokers, wristbands or extra-large rings are not allowed on campus.

SISFU reserves the right to call the attention of the students who dress inappropriately. “No Compliance, No Entry” policy will be enforced for students who are not compliant with the dress code policy.

#### **4.6 LOST AND FOUND**

The school stresses the development of honesty as a worthy value among the students. As such, they are encouraged to turn over any lost items found at the Administration office.

A confiscation policy applies to all found items left unattended:

**1st offense:** Promissory note signed by the Head of School must be submitted to the Admin office upon retrieval

**2nd offense:** Promissory note signed by the Head of School must be submitted to the Admin office upon retrieval and a payment of Php 200.00 for the retrieval fee.

**3rd and succeeding offenses:** Promissory note signed by the Head of School must be submitted to the Admin office upon retrieval and a payment of Php 300.00 for the retrieval fee.

Retrieval Process: Items will only be released at exactly 5:00pm at the Administration Office.

The school does not assume responsibility for the loss of personal belongings left unattended within the school premises

#### **4.7 SAFETY AND SECURITY**

##### **Authorized Fetcher**

Students with authorized fetcher must submit a dismissal pass application form duly signed by the parent/legal guardian to SHS office to ensure the safety and orderly exit of students from school.

##### **School Bus Riders**

Students who wish to ride in an authorized school bus must submit a dismissal pass application form signed by the parent/legal guardian to the SHS office. Only then the student will be granted a dismissal pass by the SHS office.

##### **Commuters**



Students who wish to commute must submit a dismissal pass application form to the SHS office. Only then the student will be granted a dismissal pass by the SHS office.

## **Driving**

All traffic regulations set forth by the school will be observed. No student will be allowed to drive a vehicle within the school premises without the dismissal pass application form duly signed by the parent/legal guardian and upon presentation of a valid student/non-professional driver's license to be submitted to SHS office.

## **Parking**

Students with authorized dismissal pass and valid student/non-professional driver's license may drive their own vehicles to school and park them in Southville designated parking areas.

SISFU will NOT be held liable for any incident concerning vehicles parked within the designated parking areas. Students must exercise utmost care in the parking area to ensure the safety of all vehicles and persons. Accidents should be reported immediately to any SISFU or SISC security personnel.

Students whose vehicles are driven by their authorized fetcher are also directed to use Southville designated parking areas. The drivers are bound by Southville policies whenever they are within Southville facilities.

## **Crisis Management**

### **A. Fire Emergencies**

During fire emergencies, everyone is expected to do the following:

- Leave the building as quickly as possible using the nearest fire escape and go to the designated evacuation area; and
- Warn as many people as possible on his/her way out without necessarily slowing down. The person who discovers the fire must see to it that the nearest fire alarm is set-off.

### **B. Earthquake Preparedness**

During an earthquake, it is imperative that the following safety tips should be observed.

Before the Earthquake:

- Pay attention to safety orientations that will be conducted by the school.
- Join and take disaster drills seriously.

During the Earthquake:

- Duck, Cover, Hold

- Duck or drop down on the floor.
- Take cover under a sturdy desk, table or furniture, or cover your head with your bag to avoid falling debris.
- Hold onto the legs of the table. If the table moves. Move with it.

When tremor stops,

- Be alert and pay attention to the instructions.
- Quickly walk out of the classroom in an orderly manner.
- Look out for falling debris and exit at the nearest way out.
- Do not use the elevator. Walk down the stairs calmly and proceed to a safe and open area.
- When aftershocks occur while evacuating, repeat the DUCK, COVER & HOLD procedure.

After the Earthquake:

- Proceed to the evacuation area.
- Inform your lecturer of any missing classmate(s). Give the necessary information like where the missing person was last seen, for rescuers to easily track him/her.
- Stay with your group/class all the time. Inform your instructor/dean if you have to leave even for just a few minutes.

#### C. Bomb Threat

- Secure your personal belongings.
- Check for suspicious-looking baggage or objects.
- Listen for instructions from the authorized school official.
- If evacuation is declared, do not run or push each other.
- Proceed to a designated evacuation area.
- Stay in the evacuation area until the building is declared safe for you to go back.

## **4.8 COMPUTER SYSTEMS AND INTERNET USAGE POLICY**

This Internet Usage Policy provides students with rules and guidelines about the appropriate use of the school equipment, network and Internet access; having such a policy in place helps to protect both the school and the student.

This Internet Usage Policy applies to all students of SISFU who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by students of SISFU is permitted and encouraged where such use supports the goals and objectives of the school. However, access to the Internet through SISFU is a privilege and all students must adhere to the policies concerning computer and Internet usage. Violation of these policies could result in disciplinary action. Students may also be held personally liable for damages caused by any violation of this policy.

## I. Computer and Internet Usage

- Students are expected to use the Internet responsibly and productively.
- School-related activities include research and educational tasks that may be found via the Internet that would help the student academically.
- All Internet data that is composed, transmitted and/or received by SISFU's computer systems is considered to belong to SISFU and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of SISFU and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the schools' email system should not contain content that is deemed to be offensive. This includes, though not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by SISFU if they are deemed to be harmful and/or not productive to the student.
- The installation of software such as instant messaging technology is strictly prohibited unless required in class.

## II. Unacceptable Use of the Internet by Students includes, but not limited to:

- Access to sites that contain gaming, obscene, hateful, pornography, unlawful, violent, Adware, Drugs, Gambling, Discrimination, Weapons, Anonymizer, Proxy, or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via SISFU's email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the school, its products/ services, colleagues and/or customers.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to the schools' purposes or activities.
- Passing on personal views as representing those of the organization.

- Uploading pictures/ videos/ comments that may implicate or tarnish the reputation of the school or its personnel.

All terms and conditions as stated in this document are applicable to all users of SISFU's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by SISFU.

## **Social Media**

The social networking platforms are not the proper forum or venue for the discussion or airing of grievances against or of personal or private concerns with co-employees, administrators, students, or parents. In line with the policy of open communications, the different stakeholders in the school are encouraged to discuss concerns, issues or grievances with the person concerned or with the immediate head.

Any employee, parent, student or administrator, who airs, ventilates, discusses, discloses or uploads concerns or issues with the other stakeholders on the social networking platforms without first taking it up with the person concerned shall be guilty of fomenting, creating or causing dissension or discord, disloyalty or disrespect for authority and/or acts inimical to the common good of the institution and shall be dealt with accordingly.

## **4.9 ELECTRONIC GADGET AND OTHER RELATED DEVICES USAGE POLICY**

It shall be prohibited for any student, not being authorized by their lecturers to use any electronic gadget and other device such as iPod, iPhone, mobile phone, laptop computer, portable PlayStation, camera or any other similar electronic device including its accessory while and during class session.

Any student who willfully or knowingly does or who shall aid, permit, or cause to be done any of the acts prohibited in the preceding section or who violates the provisions of the following sections, or aids, permits, or causes such violation shall be subjected to disciplinary action provided for in the next paragraph.

Confiscation of School ID of the student; The ID of the erring student shall only be released upon payment of a fine amounting to Three hundred (300.00) pesos in Philippine Currency coupled with satisfactory explanation by such student to the Head of School. This section shall not apply in cases provided for under Section 6 of this Policy.

Nothing contained in this Policy, however, shall render punishable for any student, who is authorized by their professor, to execute any of the acts declared to be prohibited. The authority or permission granted or issued by the professor shall specify: (1) the

student or students who will be allowed to use their electronic device; (2) the period of the authorization; (3) the scope of authorization and; (3) the electronic device to be allowed.

Using an electronic device for any purpose, other than what has been permitted by the professor shall also be a violation under this Policy.

Use of Mobile phones by the students for any purpose shall be prohibited during class session. All students must turn off or otherwise put their mobile phone on “silent mode” during class.

It shall be prohibited for any student to have mobile phones or any similar device in their possession while on duty, whether in the kitchen, restaurant training room, office or any other event or activity facilitated by SISFU, except as provided for under section 3 thereof.

Using of electronic gadget or any other electronic device during examination shall be a prima facie evidence of cheating and shall be punishable under other related policy of the school regarding cheating.

#### **4.10 NO SMOKING POLICY**

Pursuant to the implementing Rules and Regulations of Tobacco Regulation Act of 2003(RA 9211), CHED Memo No. 63, Series of 2007, and Las Pinas City Ordinance No. 353-97, SISFU implements a strict NO SMOKING POLICY within 100 meters from any point of school vicinity including the parking lots and its peripheries (Tropical Avenue, Lima, Yokohama, Munich, and Luxembourg Streets, Legacy TownHomes, CAA Road in front of LPDH, Select, Shell Gas Station, McDonalds, 7-11, South Star Drug Store, Pan de Manila, Bon Jour, Total Gas Station), effective April 2015.

Implementing guidelines :

1. Anyone who catches violators must report immediately to the nearest guard on duty or officer-in-charge of managing the case. Non-student violators will be handled by the Office of Administration and the Safety and Security Office. Student violators will be managed by the Office of Discipline and Values Formation. Possible non-student violators are drivers, guards, guardians, parents, faculty, and staff.
2. School authorities (i.g. teacher, staff, and security personnel et al) are empowered and mandated to apprehend the violators.
3. The I.D of any student who would violate the policy would be confiscated by any school authority and endorsed to the Office of Discipline for Implementation of appropriate sanction. If they refuse to surrender their I.D., just get the name

or any identifier and coordinate with the Head of Discipline for corresponding action.

4. Non-student violators will be issued a violation slip by the school authority that apprehended the former.

5. Fines would be paid to the Accounting Office.

#### **4.11 DANGEROUS DRUGS POLICY**

SISFU Drug Abuse Policy In Compliance To RA. 9165 - An Act Instituting The Comprehensive Dangerous Drugs Act Of 2002

*The school heads, supervisors, and teachers may apprehend or cause the arrest of suspected drug users and/or pushers in school or within the vicinity of the school.*

*The arrest powers may be exercised beyond the immediate vicinity of the school if the school officials are in attendance of any school or class function in their capacity as school heads, supervisors, and teachers.*

*The new drug law provides for random drug testing of high school and college students in public and private schools.*

The policy of SISFU prohibits the use, possession, sale or transfer of dangerous drugs, as defined in the Dangerous Drugs Act of the Philippines, by any student in the campus, its immediate surroundings, or during sponsored activities conducted off-campus.

The policy and rules relating to drug use infractions are deliberately stringent. They have been formulated to preserve the welfare of the majority of the students and the integrity of the educational institution. Their design and use are intended to deter and educate students not to use drugs. Consequences of drug abuse are intended to be seen as caring and supportive, not draconian.

The educational institution expects parents and students to be aware of the policy procedures, and the serious implications that infractions may have for the student's future academic career.

As part of the policy, a screening and detection procedure via student urinalysis will be conducted before enrolment each term or at random during the term. So far as possible, urine samples will be collected on the campus premises, properly labeled and

tested on site so that results will be known as soon as possible. SISFU will appoint an accredited drug testing agency to conduct the drug tests. In the event of a positive result, the student's parents will be informed immediately, and asked to join a parents-administration conference.

Any student who sells or traffics in dangerous drugs, as defined in the Dangerous Drugs Act of the Philippines, inside or outside of the campus or at any sponsored event will be dropped permanently from the educational institution immediately.

All costs of urinalysis, including the transportation of samples by the university up until a confirmed positive result is obtained, will be borne by the educational institution. Once a positive result is confirmed, all further costs of urinalysis and counseling will be at the expense of the parents/guardian of the student concerned.

#### **4.12 DISCIPLINE CASE PROCEDURES**

The Discipline Committee will be composed of the Deans and/or Programme Heads of SOBM, SOHM, and SHS & the Vice President for Academic Support (committee might invite faculty and students as needed).

In resolving a discipline case, the following steps will be taken.

- A written incident report must be submitted by the victim or a witness to the incident to the Academic Support Department and the Investigative/ Discipline Committee for formal investigation;
- If the student is of majority age, Investigative/Discipline Committee initially informs the concerned student of the complaint and requires the said student to submit a written response within 48 hours from the time of notice;
- If the student is a minor, the Investigative/Discipline Committee initially informs the parents/guardians of the concerned student of the complaint and invites the parents/ guardians for a case conference. A written response is solicited from the concerned student within 48 hours from the time of notice to parents/guardians.
- Upon receipt of the written response of the concerned student and/or the case conference with the parents/guardians, the Investigative/Discipline Committee considers the response of the concerned student in the investigation and performs an initial evaluation on the facts of the case.
- An initial meeting will be held with the Discipline Committee (committee might invite faculty and students as needed). This group (Investigative/Discipline Committee) will investigate the charge. The Discipline Committee will take minutes of the discussion/investigation.

- Parents/Guardians of the students involved in the case will be informed of the nature of the case by the committee.
- The Investigative/Discipline Committee will review the case, recommend actions and decide on the appropriate action to be taken. The student/parents will be informed by the Committee of its decision.
- Any Appeal will be referred to the President for final decision.

### **4.13 CLASSIFICATION OF OFFENSES AND SANCTIONS**

#### **A. MINOR OFFENSE**

The following are categorized as minor offenses:

- **Acts which Disturb Peace and Order**  
Acts which disturb peace and order such as disrupting classes and academic-related activities or school functions.
- **Analogous Acts to Previously Cited Cases and Circumstances**  
Other acts analogous to the aforementioned, which may be determined by the school authorities.
- **Bringing Food in the Classrooms**  
This is highly discouraged to maintain a clean and healthy academic-friendly environment.
- **Eating in Non-Eating Places**  
Eating in areas designated as non-eating places such as classrooms, laboratories, libraries, multi-purpose halls, etc.
- **Entering Any Restricted Area**  
Entering any restricted area within the campus without prior authority.
- **Habitual and Willful Failure to Comply with Summons or Notices**  
Habitual and willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses.



- **Littering**  
This includes littering and not doing 5S. Violators are bound by the Anti Littering Policy of SISFU.
- **Loitering**  
Going into another campus building (SISC Luxembourg, Tropical, Munich, Yokohama and Elizalde Campuses) without any official business. The act of loitering can lead to disruption of classes and/or the destruction of property.
- **Non-wearing/Inappropriate Wearing of Prescribed School Uniform**  
This includes non-wearing of ID.
- **Preventing the Circulation of School Publication**  
Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.
- **Selling/Engaging in Business and Soliciting Donations**  
Selling items, engaging in business or soliciting contributions or donations on campus without prior approval or authority by the Office of Student Affairs.
- **Use of Classrooms and Other Facilities without Reservation**  
Use of classrooms and other school facilities for any purpose without any reservation or proper authority.
- **Using Mobile Phones and Other Electronic Gadgets**  
Use of cellular phones and other electronic gadgets during class or during school convocations or programmes is strictly prohibited.  
\* Students may be allowed at times to take a photo of board work or presentations.
- **Uttering and Writing Derogatory Remarks**  
Uttering or writing derogatory remarks, profane and obscene words/phrases, and/or making indecent, obscene gestures.
- **Violating any Policy of the Management Information System**  
Violation of any policy of the MIS such as but not limited to playing any form of computer games, chatting, and using cellular phones and other electronic communication devices in computer laboratories.
- **Violating the Speak English Drive Policy**  
Violating the policy on the Speak English Drive by not interacting and communicating in correct English.

- **Wearing Inappropriate Attire during Mufti Day and any other Activity Day**  
Wearing inappropriate attire during Mufti Day and other activities that require a specific dress code.
- **Other offenses deemed Minor by the Office of Discipline**

Consequences for Minor Offenses will be any or a combination of the following:

- Verbal reprimand
- Issuance of violation slip
- Charged of a major offense (on the 4th and succeeding offense)
- Other consequences
- Confiscation of prohibited items upon entry at the gate (during bag inspection) or if used within the campus.

## **B. MAJOR OFFENSES**

The following are categorized as major offenses:

- **Act of Profanity**  
Acts of profanity that include but are not limited to display or distribution of pornographic materials inside SISFU including accessing Internet sites not related to any academic course within the school.
- **Acts of Subversion or Insurgency**  
Any act of sedition or act of rebellion. An insurgency is an armed rebellion against a constituted authority
- **Acts that Bring the Name of the School into Disrepute**  
Acts that bring the name of the school into disrepute such as public and malicious imputation of a crime, vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit, or contempt to the name of SISFU.
- **Being Convicted in Court for a Criminal Offense**  
Conviction in any court for a criminal offense involving moral turpitude, and against person or property other than through reckless imprudence.
- **Bullying**  
Willful aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable.

- a. Threats to inflict a wrong upon the person, or his/her honor, property or family;
  - b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
  - c. Taking of property;
  - d. Public humiliation or public and malicious imputation of a crime, a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit or contempt against a person;
  - e. Deliberate destruction, defacement or damage of another's property;
  - f. Physical violence committed upon a minor student, which may or may not result in harm or injury with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, pinching, spanking, kicking and throwing things at the student or other similar acts.
- **Cheating**  
 Cheating in any form of assessment which includes but is not limited to the following: exams, assessment papers, case analysis, experiments or assignments.
- a. Unauthorized possession or distribution of any material relative to the assessment or test whether the student uses it or not.
  - b. Copying or allowing another student to copy. In this case, both parties are liable.
  - c. Looking at (allowing someone to look at) another student's (one's) examination paper. In this case, both parties are liable.
  - d. Unauthorized communication in any form with another student or any person in any form during an examination or test.
  - e. Having somebody else take an examination or test for oneself. In this case, both parties are liable.
  - f. Plagiarism and other forms of academic dishonesty
- **Computer Security Breach**  
 Accessing an institution's computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:
- a. **Altering Information**  
 Altering information (changing passwords of any school person, altering information beyond one's authorized access, etc.) or damaging/destroying information (deleting someone else's file, etc.).
  - b. **Introducing False Information**

Any act to mislead by giving false information.

- c. Preventing Authorized Use of Information  
Preventing authorized use of information that may lead to non-productivity and inefficiency.
  - d. Preventing Normal Operations  
Preventing normal operations of computers or computer networks of SISFU.
- **Deliberate Act to Malign Resulting in Contempt**  
Deliberate act to align (in any form) any SISFU administrator, faculty, staff, security guards, maintenance personnel, students, and visitors resulting in ridicule or contempt including posting malicious and derogatory comments on social media regarding any SISFU employee, student, and visitor.
  - **Deliberate Disruption Resulting to Serious Disturbance**  
Deliberate disruption resulting in serious disturbance of any academic function or school activity.
  - **Destruction of Property**  
Damage to or destruction of any property of Southville or its employees, students, visitors, or the neighboring community.
  - **Direct Assault upon the Person**  
Direct assault upon the person of any member of the administration, faculty, staff, or any student or person vested with authority.
  - **Disrespect of Authority**  
Gross acts of disrespect in words or in deed that put the school officer, administrator, faculty member, academic and non-academic personnel, security guard, maintenance personnel, student and visitor to ridicule or embarrassment.
  - **Engaging in Fights**  
Fights within SISFU premises or outside the school during an academic function or school activity.
  - **Forgery, Falsification of Official Records or Documents**  
Forging, falsifying or tampering with academic or official records or documents of any kind, intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to SISFU.

This includes Lending Student ID to another student, borrowing ID from another student, or using fake ID or gaining access to the campus.

- **Gambling**  
Any form of gambling or games of risk where items of value are involved or wagered.
- **Habitual Disregard or Willful Violation of Policies**  
Habitual disregard or willful violation of established policies, rules or regulation consisting of commission of three minor offenses of the same kind or nature, or five minor offenses of different kinds or nature.
- **Inflicting Physical Injury**  
Inflicting physical injury on another inside or outside SISFU premises during an academic function or school activity.
- **Involvement in Hazing or any Form of Physical Injuries**  
Involvement in hazing or any form of physical injuries for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members involved shall be liable whether they actually participate in the hazing or not. The officers of the organization, society or group shall also be liable, whether or not they were present during the hazing incident.
- **Membership with and/or Organizing a Fraternity or a Sorority**  
Membership with and/or organizing a fraternity, sorority or any organization not sanctioned by the school.
- **Perjury**  
Willful giving or making of verifiably false or misleading statements, or incomplete testimony to any authority, verbal or otherwise.
- **Physical Abuse**  
Physical abuse including but not limited to rape, sexual assault, sex offenses, physical assault, or threat of violence that threatens the health and safety of any person.
- **Physical Confrontation/Aggravation**  
Any kind of aggravation that results in heated verbal or physical confrontation between or among students.
- **Positive for Prohibited Drugs and/or Regulated Drugs**  
Tested positive for THC (marijuana), benzodiazepine (valium), methamphetamine (shabu), ecstasy, cocaine, or any other prohibited and/or regulated drugs after the Confirmatory Test. \*(please see

Appendix L.6, “SISFU Drug Abuse Policy in Compliance to RA. 9165 – Dangerous Drugs Act of 2002”.)

- **Possession and Use of any Explosive Device**  
Possession or use of an explosive device, legal or otherwise, inside the school or outside the school during academic or school activities.
- **Possession of Deadly Weapon**  
Bringing in, carrying or possession of a deadly weapon inside SISFU premises or outside the school during an academic function or activity without the approval of any of the following directly concerned: Head of Student Affairs, Head of Discipline, Dean/Chairperson, or Vice President for Academics and Research.
- **Public Display of Physical Intimacy**  
Public display of affection or intimacy while inside the premises of the school or even outside the school during school activities, or while wearing the school uniform outside the school.
- **Sexual Harassment**  
Making sexual advances in words or deeds to another student or to any member of the academic community and any other violation of RA 7877 also known as the Anti-Sexual Harassment Act of 1995 (refer to Appendix L.2).
- **Smoking**  
Smoking inside the campus and smoking outside the school during academic functions or school activities using cigarettes and/or e-cigarettes.
- **Threatening Resulting to Crime**  
Threatening another, regardless of his position in the institution, with any act amounting to a crime or with the infliction of any injury or harm upon the person, his/her honor or integrity.
- **Unauthorized Bringing of Prohibited Items/Drinking of Alcoholic Beverages**  
Unauthorized bringing in, possession of items such as cigarettes and e-cigarettes or drinking of liquor or alcoholic beverages inside SISFU and/or Southville premises or outside the institution during an academic or school activity or entering SISFU and/or Southville premises or attending academic functions or school activity under the influence of liquor or alcoholic beverages.
- **Unauthorized Collection or Exaction of Money**

Unauthorized collection or exaction of money, checks or other instruments equivalent to money in connection with matters pertaining to the school.

- **Unauthorized Possession and/or Use of Prohibited Drugs and/or Drug Paraphernalia**  
Unauthorized bringing in, carrying, possession or using of prohibited or regulated drugs or chemicals without proper prescription and/or drug paraphernalia inside SISFU premises or outside the institution during any academic function or school activity, and another violation of the provision of R.A. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”.
- **Unjust Enrichment or Stealing**  
Unjust enrichment or stealing whether attempted, frustrated, or consummated.
- **Use of Aggressive Gestures/Verbal Harassment**  
“Fighting words” and gestures that provoke others are personally abusive words, while gestures are actions which, when directly addressed to any person are, in the context used and as a matter of common knowledge, will most likely provoke a violent reaction. Such words include but are not limited to terms widely recognized to be derogatory references to race, religion, sex, sexual orientation, and other personal characteristics.  
“Fighting words” and gestures constitute “harassment” when the circumstance of their utterance creates a hostile and intimidating environment.
- **Vandalism**  
Destruction or defacement of property belonging to the school and/or any school administrator, faculty member, staff, another student or to a visitor while on campus or in any school function.
- **Violations of any Dormitory Rules and Regulations**  
Students living in any of the Southville Dormitories are expected to follow all dormitory rules and regulations. Any violations will be dealt with accordingly.
- **Violation of the School’s Internet Policy**
- **Analogous Acts to Previously Cited Cases and Circumstances**  
Other acts analogous to the aforementioned, which may be determined by the school authorities.

**Consequences for Major Offenses will be any or a combination of the following:**

Consequences for each violation will depend on the nature/gravity of the offense. A just and reasonable penalty will be meted out for any first offense or violation after due process shall have been observed.

- **Restitution**  
Reimbursement may be in the form of monetary payment or appropriate service to repair the damaged property.
- **Community Service**  
All those who were suspended will be required to render two (2) days of community service.
- **Probation**  
The student will be placed under strict disciplinary probation from the time the offense was committed until the following semester.
- **Suspension**  
The student will not be allowed to attend classes. The student will be held responsible for all the lessons he/she will miss during his/her suspension. Number of days will be determined upon deliberation by the Discipline Board.
- **Disqualification from Honors upon Graduation**  
Involvement in any major discipline case will disqualify any student from graduating with honors.
- **Ineligibility for Re-Enrolment**  
The student will be allowed to finish the term but will not be allowed to re-enroll the following semester.
- **Dismissal/Expulsion**  
Permanent termination of student status in the school.



## CHAPTER 5: STUDENT SERVICES

### 5.1 LIBRARY

The SGEN Library is located at the 4th level of the Luxembourg campus building of SISC. The collection primarily consists of print and non-print material to support the varied curricular offerings of the school. Print materials are composed of Circulation and Reserved books, general reference, Filipiniana, these, fiction, journals, newspapers, magazines and Scholastic reading materials. Its audio-visual collection consists of DVDs, VCDs and CDs related to the courses offered. The SISFU collections are also housed in this library. The SISFU Collection section houses all collections of books on Hospitality Management and Culinary Arts located in the circulation.

#### Information on the Use of the SISFU Library at SISC

1. New students must attend the Library Orientation in order to help them use the library effectively.
2. SISFU students have to obtain a library card from the circulation counter of the Library, 4th Floor, SISC building. Library cards will only be issued to students who are officially enrolled at SISFU. A list of these students will be provided by the SISFU Registrar's Office to the SISC Library Coordinator at the beginning of each term. The following are the requirements for library card applicants:
  - Upon receipt of their card, students will complete needed information on the library card
  - The students are required to submit one 1x1 latest ID picture to be attached on their card
  - Library cards are non-transferrable. In cases of lost library cards, reapplication is then required.
3. Students have to present their library cards before they can borrow from the college library.
  - Some books may be borrowed for a maximum of 3 days
  - Other books classified as "reserve books" are available for library use only.
4. Students should refer to the Library Guide to understand the guidelines for the use of the Library, as well as to maximize the benefits and services provided by the Library.
5. Students should return books on or before the due date. Failure to do so will mean paying a fine of five (5) pesos per day. It is the responsibility of the student to return borrowed books on "due dates". A library clearance will be

required prior to the term's final exam to ensure that the student does not have overdue books in his/her possession by the end of each term.

6. Students may use their own laptops in the College Library. However, laptops need to be registered at SISC in order to obtain the required password for WIFI access.
7. Students are responsible for the securing of their laptops and valuables.
8. Students may borrow a maximum of 3-5 books for overnight use only.
9. Faculty may borrow a maximum of 10 books that can be used for the whole semester.

### **Policies for Library Users**

1. Silence shall be observed at all times in all parts of the library.
2. Students are advised to follow the uniform code before entering the library premises
3. Strictly no food and drinks allowed.
4. All bags should be deposited at the baggage area inside the library. Bring with you your Valuables, (e.g., money, cell phones, etc.)
5. Library materials and equipment are part of the school's property and should be handled with care.
6. Group work may be allowed in the library, provided they will not disturb the rest of the users.
7. Loud discussions, eating, loitering and playing cards are strictly prohibited.
8. Cell phones, mp3 players and other communication devices must be on a silent/vibrating mode or switched off inside the library.
9. Users should present books, or material for inspection upon entering/leaving the library.
10. Library users are encouraged to read announcements to stay updated with the current changes in the library.

## **Services**

1. **Readers Services.** This covers the basic and essential divisions of the College Library. These are the Circulation, Filipiniana, General Reference and Audio-Visual, and Periodicals.
2. **Instructional Media Services.** The Audio-Visual Room houses a collection of CD's, VCD's CD-ROM, and DVD's that may be borrowed for viewing upon request. These materials may not be checked out by students; however, teachers may borrow these materials for overnight purposes if there are no reservations made by another borrower. Borrowing of these items is only done every Friday to ensure availability of these items for classroom/instructional purposes. Reservation of the library Viewing Room should be done 2 days prior to the actual usage.
3. **Technical Services.** This is responsible for the "health and well-being" of the library's collection. Its basic function is to organize the book and non-book collections of the library, which are made available through the process of Acquisition and Cataloging and Classification.

## **Overdue Notice for Students**

1. The list of students with accountabilities is prepared as per record of the library.
2. The list of students with accountabilities is posted before the end of every semester at the main entrance of the College Library and Students Affairs Bulletin Board to serve as a reminder for early settlement.
3. List of students with accountabilities is submitted to their respective College Dean/ Chairpersons and Principals/Deputy Principals for assistance.
4. Students with accountabilities should see the library staff for the settlement of their accountabilities.
5. Library maintains the listings for 1 whole year.

## **Lost Books/Materials of Students, Faculty and Staff**

1. Borrower informs the library staff of the lost book.
2. Library Staff verifies the system's record and checks the borrower/user's account.
3. Borrower is informed of the cost of the lost books/materials.
4. Borrower/s has options regarding lost books/materials.
  - a. 1st option----- Replacement of the same title
  - b. 2nd option----- Pay the corresponding amount of the books/materials

- c. 3rd option----- Replacement of any related subject with the latest publication
5. Library user's preferred replacement of the books/materials is processed.
6. Library Staff verifies the current amount of the lost book / materials through book dealers / publishers / suppliers.
7. Library Staff prepares the Library Receipt Slip indicating the corresponding amount of lost book/material for replacement.

### **Virtual Library Services**

The library will continue to support the students with online learning resources. Available in the Southville Library Online Resources (SLOR) through the EBSCO Internet subscription of 1.6 million researches, theses, dissertations, 22 searchable databases, and over 5,000 Academic and Business Source Elite journals and magazines and 206,000 e-book titles.

To know more about this, please go to :

<http://library.southville.edu.ph/>

<http://search.ebscohost.com/>

<https://collegelms.southville.edu.ph/> (Under useful links)

Note:

1. The login details are to be provided by your respective programme heads/deans; or
2. You may email [officeofthelibrary@southville.edu.ph](mailto:officeofthelibrary@southville.edu.ph)

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

The school treats the students' well-being with prime importance. While academics provide intellectual nourishment, the CAPS plays a unique role of assisting students in school and whenever possible, in matters pertaining to their growth and development as a person.

**Student Counseling** – Students can explore and make sense of issues that may be distressing or disrupting their lives with a Student Counselor. Some of the issues that the counselor can discuss with a student are managing depression, panic attacks, time management, low self-esteem and relationships. Students may be referred by the counselor to a licensed guidance counselor or psychiatrist, as needed. Exploration of problems can lead to greater awareness, increased understanding, and change. The need for counseling can be initiated by a student or any school representative. Students are free to see the Student Counselor anytime the counselor is available. However, making an appointment is helpful and is more efficient.

**Mentoring Programme** - Studies have shown that the adults to whom students of all ages are most likely to turn to, after their parents, are teachers. Faculty as Mentors are directly involved in student development. Designated faculty are trained in para-counseling and are assigned a number of students.

Mentors act as advisers or listeners, or basically play the role of a friendly adult. They help students attain success in academics and facilitate their ongoing personal, emotional, social, and psychological development.

### **5.3 HEALTH SERVICES**

The Health Services Department aims to promote good physical health as well as proper health attitudes and practices among students and school personnel. These are available to all members of the SISFU community.

The clinic is also the venue for drug testing in compliance with Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002. The random drug testing is conducted by an independent testing service provider.

### **5.4 STUDENT ACADEMIC RECORDS**

A student who would like to request for his/her school records should be coordinated to the Registration Department.

The following is the procedure on the process of requesting documents from the Registration Department:

1. The Student gets two (2) copies of the Student Clearance Form from Registration. The student may opt to use the [Online Document Request](#)
2. The Student completes the Clearance Forms.
3. The Student secures approval from the following approving authorities at the corresponding departments:
  - 3.1. Executive Assistant - Academics
  - 3.2. Academic Support - Library
  - 3.3. MIS Head - MIS
  - 3.4. Administration Head - Administration
  - 3.5. Registrar - Registration
  - 3.6. Career Counselor - Academic Support
  - 3.7. Accounting Staff - Accounting (Last Department to Sign)

*When the request is online, there is no need to physically route the clearance.*

4. The Registration Staff determines if all the signatories have signed and indicates in the Student Clearance Form the total amount to be paid by the Student. Transactions can be done online.
5. The Student pays the fees for the requested records or documents at the Accounting. Payments may be done in various ways without necessarily coming to school during these times.
6. The Student submits the Student Clearance Form to the Registration Staff. If you have completed this electronically, then this step is no longer required.
7. The Registration Staff processes the documents or records that have been requested. This request will take three (3) working days from the day of the submission of the request. You will be advised of the status via email.
8. The Student or an Authorized Person may claim the records/documents from the Registration Staff. If the Student cannot claim the records or documents himself, the Student may designate an Authorized Person and should secure the following:
  - 8.1. Letter of Authorization
  - 8.2. Student Clearance Form
  - 8.3. Valid ID of the Authorized Person
9. The Authorized Person presents Authorization to Registration Staff.

**Lead time for release of Student Requests:**

1. Certification or Visa letter may be released within the day provided there are no enrolment deficiencies.
2. The Official Transcript of Records may be released within 3-5 business days from receipt of Student Clearance Form with Official Receipt payment provided there are no enrolment deficiencies or accountability from other departments.

**5.5 STUDENT VISA AND STUDY PERMIT (FOR FOREIGN STUDENTS)**

Please present your passports to the Registration Office upon enrolment.

1. If the existing visa date is less than a month from the expiration date, you are required to process the extension of the visa to two months. Once you have fulfilled this, you have to submit his passport and I-card to the Registration Office.
2. Complete the appropriate form: student conversion or student extension visa.
3. Complete all document requirements, including 10 pieces of 2 x 2 ID picture.

4. Secure a clearance permit from the Registration Office, to process payment for your visa application and admin fee.
5. A school representative may accompany you to the Bureau of Quarantine for medical clearance.
6. A school representative shall accompany you to the Bureau of Immigration and Deportation (BID) for biometrics.
7. The School Registrar shall inform students when the passport and I-card are available for claim.

Important: It is a student's responsibility to monitor the expiration of his/her visa. Approach the Registration Office two months prior to the expiration of your visa to process your extension in order to avoid penalty charges. Please refer to the VISA POLICY of the Philippines.

## CHAPTER 6: SCHOOL FACILITIES

### Lecture Rooms

The lecture rooms of SISFU are functionally designed with first-class ergonomic seats for optimum comfort and support. Fully air-conditioned, the rooms are also equipped with state-of-the-art multimedia and audio-visual equipment for classroom instruction purposes.

### Computer Laboratories

The modern computer laboratories are especially designed for the hands-on training of students studying computer and technology related subjects. The laboratory is also the training area for the Opera Front Office Management System. The 138-room Opera system provides training in the areas of reservations, sales, guest relations, statistics, reports and forecasts.

### Hotel Suite

The Hotel Suite is a spacious, beautifully decorated, furnished showroom and practical training area, maintained to five-star hotel standards. The suite is fully-carpeted with built-in cabinets, luxury furnishings and an *en-suite* bathroom. The interior has been designed in such a way that it gives an elaborate appearance, but on closer inspection, you will find that different interior finishes, textures and applications have been utilized in order to provide you exposure to a multitude of options with respect to aesthetics and interior design.

### Bistro Lima

The Bistro Lima is a training restaurant. With simple yet classy interiors, it is the perfect place to gather with friends and family to enjoy delectable food and beverage selections at very reasonable prices. It is open Mondays to Fridays.

### Kitchen

The Kitchen is fully equipped with industry standard equipment and is Hazard Analysis & Critical Control Points (HACCP) compliant with respect to health, safety, hygiene and overall sanitation. The Kitchen is home for the hands-on lectures and practical applications in basic kitchen skills and kitchen operations where Hospitality Management and Culinary students prepare an array of international dishes.

### SNX

Located just off the lobby of the SISFU Campus, SNX offers ready-to-go snack items such as wraps, sandwiches, chips, breads, pastries and various beverage selections. Around noon, packed hot meals are also available at the SNX Counter. It is open Mondays to Fridays.



**Capital Market Learning Centre (CMLC)**

Located on the 8th Floor, the Capital Market Learning Center (CMLC) houses industry-affiliated trading terminals that enable real-time monitoring and trading of bonds, equities, commodities and currencies worldwide. The CMLC is envisioned to be the war room for students who want to invest in capital markets or venture into entrepreneurship. With an in-house trader manning the center, visiting students are given free lectures about stock market investing. Investment ventures in need of capital can also avail of the entrepreneurship grants given by the Center. With trading terminals equipped with a database of financial figures, company reports, and stock prices that date back to 1982, the CMLC also serves as a research center for financial and capital markets.

**Student Centre**

Located at the 3<sup>rd</sup> floor, the Laureano San Jose Santos Student Centre is a comfortable area open to all SISFU students and conducive for gathering, studying, and relaxing between classes. The Student Centre also offers a variety of board games for use inside during recreation time. It also has a mini-library and serves as the reading center for students.

**Student Accommodation**

There are apartments and dormitories near the school that provide suitable accommodation for SISFU students. They are located within walking distance from the school and conveniently positioned near various commercial establishments.

# **APPENDIX A: STUDENT RELATED GOVERNMENT AND ADMINISTRATIVE ACTS AND IMPLEMENTING GUIDELINES**

## **A.1 DepEd Order No. 40, S. 2012: Child Protection Policy**

### **Section 2 - Statement of Policy**

Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development (Article XV, Section 3 [2]).

The Constitution further provides that all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. (Article XIV, Section 3 [2]).

The Convention on the Rights of the Child (CRC) aims to protect children from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse. The same Convention establishes the right of the child to education, and with a view to achieving this right progressively, and on the basis of equal opportunity, it obliges the government to take measures to encourage regular attendance in school and reduce dropout rates. Thus, it is mandated that all appropriate measures be undertaken to ensure that school discipline is administered in a manner consistent with the child's human dignity, and in conformity with the CRC.

Towards this end, the Department of Education (DepEd), in collaboration with its partners and stakeholders, shall ensure that all schools are conducive to the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children, as enunciated in the CRC. Teachers and learning facilitators especially in learning centers are their substitute parents, and are expected to discharge their functions and duties with this in mind. In this connection, the Family Code empowers the school, its administrators and teachers,

or the individual, entity or institution engaged in child care to exercise the special parental authority and responsibility over the child, while under their supervision, instruction or custody.

The Department recognizes that cases of abuse may arise as a result of the difficult situations faced by teachers and other officials within and outside school.

DepEd has adopted the policy to provide special protection to children who are gravely threatened or endangered by circumstances which affect their normal development and over which they have no control, and to assist the concerned agencies in their rehabilitation.

Furthermore, this Department aims to ensure such special protection from all forms of abuse and exploitation and care as is necessary for the child's well-being, taking into account the primary rights and duties of parents, legal guardians, or other individuals who are legally responsible and exercise custody over the child. DepEd recognizes the participatory rights of the child in the formulation and implementation of policies, and in all proceedings affecting them, whether they be victims or aggressors, either directly, or through a representative.

Accordingly, this Department reiterates a zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse, and hereby promulgates this Department Order.

(Please see the full link of [DepEd Order No. 40, S. 2012: Child Protection Policy](#) here.)

## **A.2 DepEd Order No. 40, S. 2017: Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools**

### **I. Rationale and Policy**

1. Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs of 2002", declares it a policy of the State "to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being".
2. The Department of Education is mandated to substantially contribute to the implementation of such policy through: (a) the integration in the curricula instruction on drug abuse prevention and control; (b) support for co-curricular

activities for the prevention and deterrence of the use of dangerous drugs; and, (c) conduct of authorized drug testing for students of secondary schools.

3. DepEd is committed to strengthen the Department's programs on AntiIllegal Drugs for students. Relevant bureaus and services have been directed to further enhance the anti-illegal drugs component of the curriculum. On co-curricular intervention, DepEd is intensifying its youth formation initiatives and advocacies, through the capacity building of youth formers (teachers, guidance counselors, and peer facilitators) and the provision of programs and activities for leadership development among learners. On authorized drug testing, DepEd will conduct drug testing among secondary level students.

## **II. Scope**

4. This Guidelines govern the conduct of drug testing in public and private secondary schools in SY 2017-2018 and thereafter.
5. The Guidelines follow the parameters laid down by RA 9165 and its Implementing Rules and Regulations, as well as the Dangerous Drugs Board Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board Regulation No. 3, Series of 2009.

(Please see the full link of [DedEd Order No. 40, S. 2017: Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools](#) here.)

### **A.3 Republic Act No. 9165: Comprehensive Dangerous Drugs Act of 2002**

#### **Section 2. Declaration of Policy**

It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today's more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate

medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

(Please see the full link of [Republic Act No. 9165: Comprehensive Dangerous Drugs Act of 2002](#) here.)

#### **A.4 Republic Act No. 10627: Anti-Bullying Act of 2013**

##### **Section 2. Acts of Bullying.**

For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

(Please see the full link of [Republic Act No. 10627: Anti-Bullying Act of 2013](#) here.)

#### **A.5 Republic Act No. 11053: Anti-Hazing Act of 2018**

##### **Section 3. Prohibition on Hazing.**

All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities and organizations: *Provide*, That the physical, mental, and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: *Provided, further*, That the exemption provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

(Please see the full link of [Republic Act No. 11053: Anti-Hazing Act of 2018](#) here.)

## **A.6 Republic Act 7877: Anti-Sexual Harassment Act of 1995**

### **Section 2. Declaration of Policy.**

The State shall value the dignity of every individual, enhance the development of its human resources guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

### **Section 3. Work, Education or Training-related Sexual Harassment Defined.**

Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

(Please see the full link of [Republic Act 7877: Anti-Sexual Harassment Act of 1995](#) here.)

## **A.7 Republic Act No. 7079: Campus Journalism Act of 1991**

### **Section 2. Declaration of Policy.**

It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs

and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

(Please see the full link of [Republic Act No. 7079: Campus Journalism Act of 1991](#) here.)