



## Students and Parents' Newsletter No. 1

As we welcome the new Academic Year, we would like to give you some general information and other school related matters that will help you learn more about your new home, SISFU!

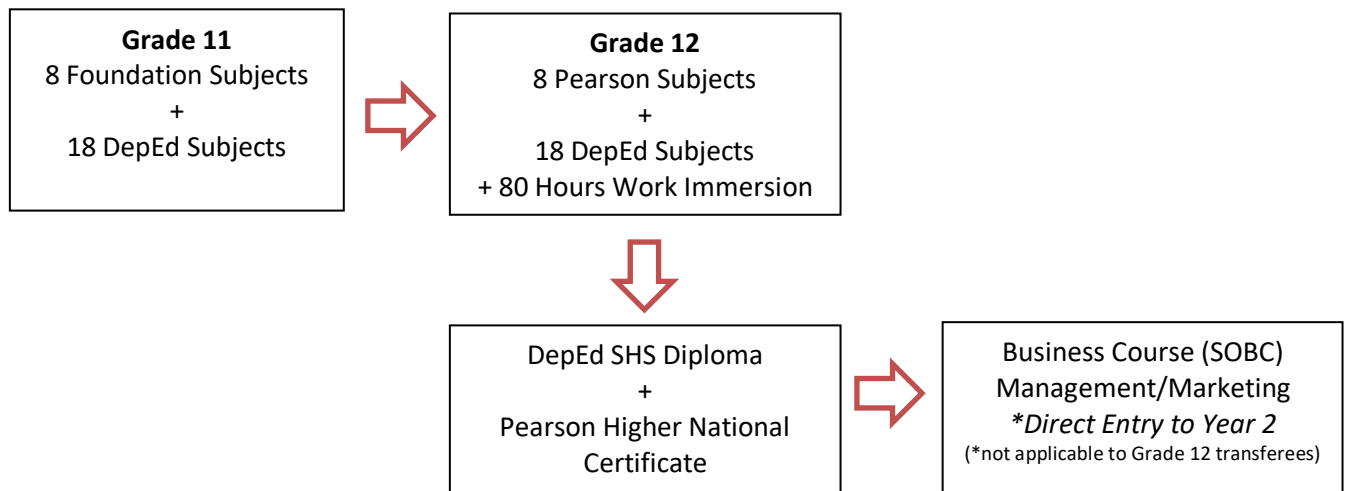
### SENIOR HIGH SCHOOL PROGRAMME

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 in conjunction with the prescribed curriculum of the Department of Education (DepEd) for the Academic and Tech-Voc Livelihood Tracks, respectively. Thus, students are provided an opportunity to earn dual qualification at the end of two academic years.

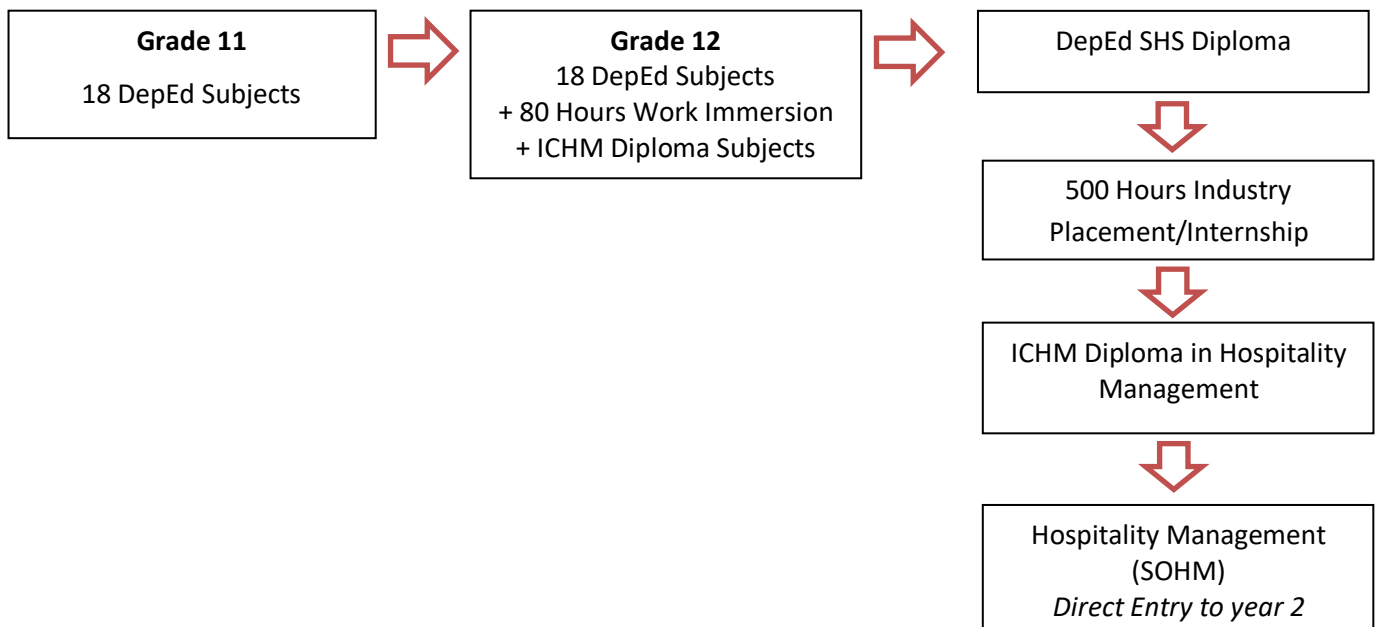
Once again, thank you for choosing SISFU!

### COURSE PROGRESSION

#### *ABM Strand (Accountancy, Business and Management)*



#### *Tech-Voc (Hospitality Management)*



### A. Class Schedule

- An individual copy will be released on the first day of school.

### B. Grading System - DepEd

- Course requirements, grading practices, and the computation of grades and how weights are allocated for quizzes, homework, projects, and other assessments will be explained by the lecturers at the beginning of every course.
- The scale below indicates the descriptors, grading scale and the remarks.

Learner Progress and Achievement		
Descriptors	Grading Scale	Remarks
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	74 and Below	Failed
Incomplete		Inc
Not Applicable		NA

Learner's Observed Values	
Marking	Non-numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

### C. Units/Subjects supervised by our International Partners (ICHM/ Pearson) –

- Policies and regulations of these respective partners are implemented and followed, to be discussed separately by the lecturers during the subject orientation.
- **Important:** To achieve **dual-qualification certificate of both DepEd and Pearson/ICHM**, a student must have completed all academic requirements. Failure to achieve these certificates would mean non-eligibility to acquire a straight programme to Year 2 at SISFU.

### SCHOOL DISCIPLINE

SISFU encourages appropriate student behavior based on our 5C's culture: character, competence, commitment to achieve, creativity and collaboration – in a nurturing environment.

Having students who come from diverse and multi-cultural composition, respect and tolerance for other's beliefs, religious and cultural heritage are highly expected from one another. SISFU believes that students are capable of making appropriate choices in their behaviors.

Listed below are the major expectations and requirements for all SHS students. Please see Student Handbook for the complete section of school rules and regulations.

- School Uniform – Students are required to come to school in **complete** uniform. As a Business and Hospitality school, where students are groomed to be future entrepreneurs, managers, and leaders, we take pride in our uniform.
- Class Attendance – This is a must for all subjects. Students are required to attend at least 80% of the classes in all courses. This includes attendance in lectures, seminars or workshops, industrial visits and other school related activities.
- Tardiness – Student who arrives fifteen (15) minutes late for class will be marked TARDY. Two (2) late marks are equivalent to one (1) Absence.
- Speak ENGLISH Policy – English is the global language of business, education, science and technology. The S.E.D. (Speak in English Drive) of SISFU aims to support in developing students with excellent communication skills, particularly verbal and written English. A fine system is in place for violators who will be caught using a language other than English.
- SISFU strictly adheres to Republic Act No. 10627 also known as the “Anti-Bullying Act of 2013”.

#### **D. Assessment and other Examinations**

All SHS students are expected to adhere to the policies and regulations pertaining to the assessments and examinations:

- Quarterly Exams – scheduled every 9<sup>th</sup> and 18<sup>th</sup> week of each semester
- Assignment Brief – to be accomplished and submitted as per the instruction of the subject lecturer

Students taking these assessments and examinations are expected to demonstrate the following acceptable behavior:

1. Come prepared and on time. Anyone who comes thirty (30) minutes after the exam has started will not be allowed entry to the examination room. The student will be directed to go the office of the SHS Programme Head. She/he will only be allowed to take the exam on a separate room when reason given was valid and duly approved by the SHS Programme Head.
2. In case a student fails to take any of the examinations due to a sickness or an approved absence, his/ her subject lecturer may schedule special examinations duly approved by the SHS Programme Head. A valid medical certificate is expected to be submitted and a fee of Php 500 must be settled before taking the exam.

## **E. Honors and Awards**

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

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.

There can be two or more recipients of any award. However, should there be no qualified student; the awards shall not be given.

### **Part A. Academic Excellence Award**

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

Academic Excellence Award	Average per Quarter
With Highest Honours	98 - 100
With High Honours	95 - 97
With Honours	90 - 94

In addition, the following conditions have to be met:

- A. Student must have NO grade lower than 85% in any subject for each quarter; and
- B. Student must not have been involved in any disciplinary case within each quarter.

### **Values Excellence Award**

- A. This award is given at the end of each semester to students who have shown exemplary character and behavior in school;
- B. Student must have a consistent AO (Always Observed) rating in all indicators; and
- C. Student must not have been involved in any disciplinary case within the semester.

### **Perfect Attendance Award**

This award is given to student who has not incurred TARDINESS and ABSENCES and has attended all classes and activities in a semester.

## **Part B. Academic Awards and Special Citations for Graduating Students**

### **General Scholastic Excellence Awards**

There will be TWO outstanding students among the graduating batch who will be awarded with the highest distinctions stated below:

- **Second Class Honours** - awarded to a student who has obtained the SECOND HIGHEST general weighted average, and is second in the \*rank.
- **First Class Honours and 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.

\*ranking is based on the computation below:

$$\checkmark \text{ Grade 11 Final Average } \times 20\% + \text{ Grade 12 Final Average } \times 80\%$$

### **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 been involved in any disciplinary case during the academic year;
- B. Student must not have any failing grade in two (2) semesters; and
- C. Student must be an active member of any recognized organization of the school.

### **Outstanding Research Paper**

The award is given to Grade 12 graduating students who have made outstanding contributions through research done individually, in pairs, or groups. And whose research findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

### **Award for Work Immersion**

This award is given to Grade 12 graduating students who have shown exemplary performance based on the approved terms of engagement set by the school and evaluation of the direct supervisor for work immersion and subject teacher.

Students are rated based on the set evaluation tools and must receive outstanding rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Students who receive a rating of 96% and above shall be awarded.

### 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.

### Special Academic Achievement Award

This award is given to a student, who despite the residency of under two years, has achieved a rating of 95% and above in ALL core, applied, and specialized subjects.

## GENERAL GUIDELINES ON STUDENT ACCOUNTS

All financial transactions must be done at the Accounting Office.

An officially enrolled student who decides to withdraw/drop before the commencement of the semester shall be charged a handling fee of Php 5,000.00

An officially enrolled student who leaves the University after the semester has commenced shall be entitled to a refund/credit of his/her tuition fee, but not the Admin and Miscellaneous Fees. Accordingly, the refund scheme is as follows:

Tuition Fees Paid in Full	Tuition Fees Paid by Installments
First Week – 80% refund	First Week – 20 % charged
Second Week – 50% refund	Second to Fourth Week – 50% charged
Third and Fourth Week – 25% refund	After 30 days – 100% charged and no refund
After 30 days- 100% charged and no refund	

Any student who drops out of school during a given semester due to personal reasons or is dropped due to an administrative sanction arising from an infraction of SISFU rules and regulations shall be required to settle in full his/her outstanding accounts before any school record (e.g. report card, official transcript of records, certification, etc.) can be released.

A penalty of Php500.00 shall be charged to returned or bounced check payments.

**LATE PAYMENT FEE** OF Php 2,000.00 SHALL BE CHARGED WHEN A STUDENT ENROLLS (PAYS TUITION FEES) AFTER THE FIRST DAY OF CLASS FOR THE SEM.

A 2% per month surcharge shall be imposed for delayed payments.

Tuition fee plans are as follows:

Plan A – Tuition fees are paid in full

Plan B – Tuition fees are paid in 2 installments with a 4% add-on

Plan C – Tuition fees are paid in 3 installments with a 8% add-on

Plan D - Tuition fees are paid in 3 installments with a 12% add-on

**SISFU ACADEMIC CALENDAR FOR AY 2018 - 2019**  
**SENIOR HIGH SCHOOL**

Month/Date	Activities/Events	Month/Date	Activities/Events
<b><u>JULY 2018</u></b>		<b><u>FEBRUARY 2019</u></b>	
26-27	SISFU Preparatory Program	15	SHS Promenade
30	OPENING CLASSES	16	Chinese New Year (Special Holiday)
<b><u>AUGUST 2018</u></b>		25	EDSA(Special Holiday)
21	Ninoy Aquino Day (Special Holiday)	Feb. 26-28	Examination Clearance Week
22	Eid al-Adha	<b><u>MARCH 2019</u></b>	
24	Araw ng Wika	4-8	3 <sup>rd</sup> Quarter Exams Gr.11 & 12
27	National Heroes Day	21	3 <sup>rd</sup> Quarter PTC Gr. 11 & 12
<b><u>SEPTEMBER 2018</u></b>		<b><u>APRIL 2019</u></b>	
17 - 21	Examination Clearance week	15 - 20	Easter Break
24-27	1 <sup>st</sup> Quarter Exams Gr. 11 & 12	22	Resumption of Classes
28	Mr. & Ms. Teen SGEN End of 1 <sup>st</sup> Quarter		
<b><u>OCTOBER 2018</u></b>		<b><u>MAY 2019</u></b>	
1	Start of 2 <sup>nd</sup> Quarter	1	Labor day
5	Teachers' Day	6 - 10	4 <sup>th</sup> Quarter Exams Gr. 12
12	1 <sup>st</sup> Quarter PTC Gr. 11 & 12	10	Application for Graduation – Gr. 12
26	SISFU's The Haunting	13-17	4 <sup>th</sup> Quarter Exams Gr. 11/End of 4 <sup>th</sup> Quarter
29	Start of Semester break	13-17	Gr. 12 Academic Deficiency Clearance week
<b><u>NOVEMBER 2018</u></b>		18	Start of Gr. 11 Summer Break
1	All saints Day (Special Holiday)	20 -31	Gr. 12 Immersion
2	All souls Day (Special Holiday)		
5	Resumption of Classes	<b><u>JUNE 2019</u></b>	
26 - 29	Examination Clearance week	4	4 <sup>th</sup> Quarter PTC Gr. 11 & 12
30	Bonifacio Day	5	Eidul Fitr
<b><u>DECEMBER 2018</u></b>		7	Gr. 12 Graduation Dinner
3 - 7	2 <sup>nd</sup> Quarter Exams Gr. 11 & 12/End of 2 <sup>nd</sup> Quarter	10	Graduation Rehearsals
10	Start of 3 <sup>rd</sup> Quarter	11	Graduation Rehearsals
14	Christmas Party	12	Independence Day
15	Start of Christmas Break	13	Graduation Rehearsals
<b><u>JANUARY 2019</u></b>		15	SISFU SHS 2 <sup>nd</sup> Commencement Exercises
7	Resumption of Classes		
11	2 <sup>nd</sup> Quarter PTC Gr. 11 & 12	<b>June 17 - July 12, 2019</b>	Summer Remedial Classes
23	Special working Holiday		

