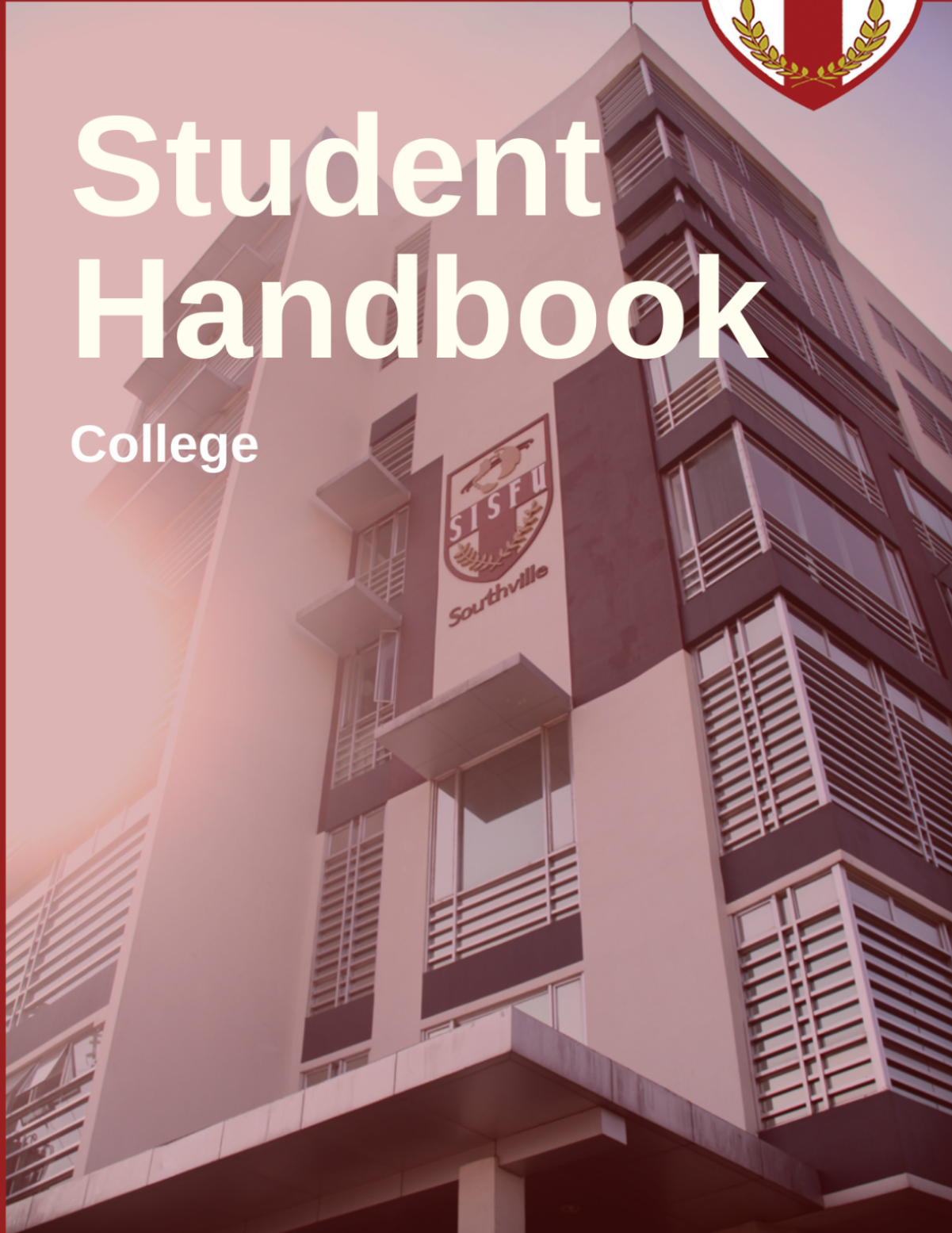

Southville International School
Affiliated with Foreign Universities
(SISFU)



Student Handbook

College



Lima cor. Luxembourg Sts., BF International, Las Piñas City, 1740

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. 2023-2024

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)

Programme and ID Number: -----

Conforme:

(Signature Over Printed Complete Name
of Parent/Guardian)

Please submit this Acknowledgement Form to the
Student Affairs and Services Office at sisfu-sas@southville.edu.ph.

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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 14, 2023

WELCOME MESSAGE

Subject: Welcome to SISFU: Unleash Your Potential in International Education!

Dear New SISFU Students,

Warm greetings and a heartfelt welcome to Southville International School affiliated with Foreign Universities (SISFU)! We are thrilled to have you join our esteemed academic community, where our primary focus is on delivering quality and excellence in international education.

As the pioneering institution in transnational education in the Philippines, SISFU has established remarkable partnerships and affiliations with renowned colleges, universities, and academic programs from foreign countries. These collaborations enable us to provide you with curricula from selected institutions, right here in the Philippines, ensuring you receive the highest standards of academic excellence. Upon completing your courses, you will be proudly awarded diplomas or degrees from our esteemed foreign partners.

At SISFU, we are dedicated to providing a student-centered educational experience. Here, learning revolves around you. With a low student-faculty ratio, our dedicated faculty can focus on your individual learning needs, encouraging you to explore your talents and reach your full potential. Your education at SISFU extends beyond the classroom, with experiential learning opportunities woven into the practical aspects of your curriculum and internships - some of which are even paid and offered abroad in places like the U.S.A., the U.K., Australia, Switzerland, and the Middle East. This diversity in experiences and student body will prepare you to face the challenges of the 21st century with confidence.

Our lecturers and tutors, hailing from various parts of the world, bring not only their rich academic backgrounds but also a wealth of industry experiences, further enriching your educational journey. Rest assured, the academic rigor at SISFU will give you a competitive edge in the global marketplace.

We take immense pride in being part of your educational journey and in assisting you in discovering and maximizing your potential. SISFU offers an array of services and personal support to ensure your success. Our mission is to mold you into globally competitive, competent professionals, and successful entrepreneurs.

Once again, welcome to SISFU! Together, let's embark on an exciting journey of learning, growth, and transformation. We look forward to witnessing your achievements and celebrating your success.

If you have any questions or need assistance, feel free to reach out to us anytime. Let's make your time at SISFU truly unforgettable!

Best regards,

Jocelyn P. Tizon, PhD

President

Southville International School Affiliated with Foreign Universities (SISFU)

ABOUT SISFU

Section 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.

5C's Culture

SISFU believes in five anchors that are necessary to succeed in the 21st 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.

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.



History

Dr. Genevieve Ledesma 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-Tan 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.

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 challenge 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

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

Section 2

PARTNER EDUCATIONAL INSTITUTIONS AND THEIR POLICIES AND PROCEDURES

De Montfort University

De Montfort University Leicester is a public university in the city of Leicester, England. It was established in accordance with the Further and Higher Education Act in 1992 as a degree awarding body and was founded in 1870 as the Leicester School of Art. The name De Montfort University was taken from Simon de Montfort, a 13th-century Earl of Leicester credited with establishing the first Parliament of England in 1265.

The BA (Honours) Business Administration & Management, BA (Honours) Business Entrepreneurship & Innovation, and BA (Honours) Accounting & Business Management programmes at SISFU are qualifications under the De Montfort University (DMU) partnership arrangement. These programmes have been run very successfully for many years at DMU (UK) and other campuses in several countries including Hong Kong, Denmark, and India. The programme has been validated by the British Quality Assurance Agency (QAA) and subjected to the approval of the Commission on Higher Education (CHED).

The excellence that we aim for in this degree is a result of the collaboration between staff and students. We try to provide a broad and stimulating environment in which you can explore ideas and pursue projects. Our aim is to spark your enthusiasm and interest.

However, there is also a rigorous academic course and we expect you to attain the highest possible standards. We provide you with a lot of freedom and expect you to take a responsible attitude towards the programme, especially at times when independent self-study and group activities are expected. It is up to you to meet this challenge.

We hope that you will enjoy your time with DMU in SISFU and find our Business programme as exciting as we do.

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.

LCCI

Pearson LCCI qualifications are widely recognized and highly prized in the private sector for their practical focus on key functions of international business. SISFU is an approved centre to deliver qualifications in Financial and Quantitative, and Marketing and Business.

Reasons for choosing Pearson LCCI (General LCCI Guide for Students) include:

1. Developing the practical skills and knowledge that are essential for success in the modern global workplace.
2. Gaining an internationally recognized qualification valued by employers, professional bodies and universities around the world.
3. Benefiting from a flexible course structure that allows students to study in a way that fits in with their existing commitments.

For full details of the qualifications, visit the [Pearson](#) LCCI site.

Partner Schools' Policies and Procedures

SISFU has specific generic policies and procedures in place which are available in the Student Handbook. However, as we are a transnational education provider, the policies and procedures of SISFU's international partners are also applicable and may be accessed as follows:

De Montfort University:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

Pearson:

<https://qualifications.pearson.com/en/qualifications/lcci.html>

REGISTRATION

Section 3

ADMISSION AND ENROLLMENT

Online Admission & Enrollment

Applicants are required to submit the following documents:

- An On-the-Spot Essay
- Original Birth Certificate/Photocopy of bio-page passport
- SISFU recommendation form (filled up by Principal or Dean/Guidance Counsellor and Teacher or Professor)
- 4 pieces 2 x 2 ID pictures with white background
- Application Form ([link](#))
- Application Form for OBL Undergraduate ([link](#))

The documents below are admission requirements stated in the Conditional Letter of Acceptance received by the student after the interview with the Head/Dean of School.

Senior High School Applicants

- Junior High School / Grade 10 Report Card)
- Official Transcript
- Enrolment certification (should contain the grade level)
- Certificate of Good Moral Character
- Completed Application Form (click this [link](#) to fill out the form)

College Applicants

- Original Form 138 (High School Report Card)
- Official Transcript of Secondary Education
- Photocopy of High School Diploma
- Completed Application Form (click this [link](#) to fill out the form)

College Transferees

- Official Transcript of Tertiary Education
- Course Description
- Honorable Dismissal/Transfer Credentials

Foreign Students

- Alien Certification of Registration (ACR) photocopy
- Student visa / Special Study Permit (SSP) photocopy
- Passport bio page and entry to Philippines page photocopy
- Processing of SSP
- 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)

Graduate School

- Original Transcript of Bachelor Degree
- Photocopy of Bachelor Diploma
- Curriculum Vitae
- Reference form completed by Supervisor (click this [link](#) to download the form)
- Completed Application Form (click this [link](#) to fill out the form)
- IELTS results of 6.5 or equivalent (test may be taken during the last term of studies of the Level 7 Extended Diploma)

Master of Business Administration

- Minimum of one year work experience or undergo a three-month immersion programme with SISFU
- IELTS Score of 6.5 in all four categories (must be met prior to application for MBA top-up distance education)

Admission Procedure

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 Assessment Exam and an interview with the Head of School.
4. The Student Applicant takes the Assessment Exam and is interviewed by the Head of School.
5. The Head of School determines if the applicant is qualified for the intended course based on the assessment exam results and interview. Appropriate special subjects may be recommended by the Head of School to help the applicant.
6. The applicant signs the school copy and receives the original Conditional Letter of Acceptance.
7. The applicant is given a month to complete the admission requirements.
8. When requirements are completed, an Unconditional Letter of Acceptance is issued.

Enrolment & Registration

1. Upon admission of the student, the Registration Staff determines if the student is a returnee or new student.
 - a. A New Student/ Transferee submits the accomplished Registration Card and Student Identification Card Application Form to the Registration Staff.
 - b. The Returnee Student secures the Clearance Permit and the Registration Card from the Registration Staff.
2. The student signs the Registration Card.
3. The returnee student updates his/her personal information during enrolment.
4. The returnee student seeks the approval of the Head of School.
5. The Accounting Staff verifies the assessed tuition fee.
6. The student pays for the tuition and other fees.

Modified Enrolment Process for New Students and Transferees

(College and Masters of Business Administration Students)

1. Respond to online inquiries
2. Provide admission requirements
3. Submission, gathering, evaluation of documents and scheduling of online interview
4. Interview, submission of student documents to respective Dean/Principal for interview
5. Post-interview or acceptance email
6. Payment of reservation fee
7. Issuance of Conditional Letter of Acceptance and Request for TOR
8. Payment of tuition fee
9. Notice of Official Enrollment and Official Registration Form

For more information, please also visit the website: <https://sisfu.edu.ph/admission>

Student Identification Cards

Identification Cards will be provided to the students no later than three weeks from enrollment. Students will not be allowed to enter the campus without the properly validated I.D. The I.D. will also be used:

- To allow the student access to certain facilities such as the Library in SISC campus (including the canteen, restaurant and clinic).
- To allow the student to take examinations.

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

Student ID cards must be presented to the guard upon entry and exit from the campus. Student ID cards must not be lent to any other person.

New Students

After enrolment, the student proceeds to the Admin and IT Support Office (3rd floor) for processing of his/her ID.

Returnee and New Student

1. The student has to present the ID for validation every term after enrolment.
2. The ID has to be presented to the guard before entering the campus including the other campuses of SISC.
3. The student must carry his/her own ID. Using the ID of another student is a school offense.

In case of loss or damaged ID, the student has to present a duly notarized affidavit of loss to the Registrar Office for a new ID. The cost of the reissuance of a new ID is Php 300.00.

Section 4

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.

For De Montfort University students, the payment of the IRF is spread in three (3) installments from First Term to Third Term of each academic year. However, should a student drop in the middle of the academic year, he/she is required to settle the IRF in full.

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 (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.

Section 5 ADDING OR DROPPING OF SUBJECTS

Students may add or drop subjects within one month from the start of classes with several exceptions. The process to add or drop subjects is as follows:

1. The student gets an Enrolment Revision Form for adding or dropping a subject. Below are the subjects or courses that **cannot be dropped** by the student:
 - 1.1. Foundation and DMU Subjects as they are considered pre-requisites.
 - 1.2. The SOHM programme works on a modular system and some units are spread over more than one term. Therefore, the dropping or adding of units is not applicable.
2. The student completes the form to drop from the programme or the Enrolment Revision Form. Below is the order of the signatories:
 - 2.1. Head of School
 - 2.2. Accounting Head

2.3. Registration

3. The student submits the Enrolment Revision Form to the Registration Staff.

If the student has a refund based on the computation made by the Accounting Department, the student shall process the same with the Accounting Department.

Note:

Tuition fees are non-refundable. However, the fees that a student has paid before withdrawing, due to illness or misadventure, may be transferred to the subsequent term. The transfer of fees does not apply if a student withdraws or drops out without valid reason, or is expelled from the school.

The student will not be issued a clearance unless the outstanding accounts and unsettled balances are paid in full. (refer to refund policy)

Section 6

WITHDRAWAL FROM PROGRAMME

Should a student decide to discontinue his/her academic programme, he/she must see the Dean/Programme Head or the Registrar within four weeks from the start of classes. The student will be asked to complete an Enrollment 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 Enrollment 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 Enrollment Revision Form is available at the Office of the Registrar. Below are the steps of the withdrawal process:

1. Fill out the Enrollment Revision Form. Below is the order of the signatories:
 - a. Programme Head//Dean
 - b. Accounting Head
 - c. 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 “Referred” or “Competency Not Achieved” grade.

Section 7

STUDENT RECORDS REQUEST

Issuance of student records

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 enrollment 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 enrollment deficiencies or accountability from other departments.

Section 8 TERM CLEARANCE

The student is required to route the clearance permit ([online](#)) a week prior to the end of the term.

1. The student gets the clearance permit from the Registration Office, completes the upper portion.
2. The clearance must be signed or remarks placed by the respective department (Academics, MIS/Admin, Academic Support/Library, Accounting, and Registration).
3. The student surrenders the clearance permit to the Registration Office and obtains the examination permit.

Examination Permit

This form must be presented to the teachers prior to the start of the examination. The form is issued every term. Re-issuance of examination permit costs P 100.00. It is advised that students take care of the examination permit until all assignments/exams have been submitted/taken to avoid the extra cost.

GENERAL PROVISIONS

Section 9 MEDIUM OF INSTRUCTION

RATIONALE:

At our institution, we uphold the importance of fostering professionalism among our students and alumni in their academic endeavors and future careers. To achieve this, we emphasize the significance of effective communication skills through the Speak in English Drive. This initiative not only enhances the standing of our students and graduates in the global arena but also equips them with a competitive edge. English, being the universal language of the professional world, is an indispensable skill across all industries. Thus, a strong command of English is not just advantageous but essential. The medium of instruction for all classes, except for those dedicated to Filipino and foreign languages, is English.

Goals of the "Speak in English Drive"

The "Speak in English Drive" is designed to address several critical objectives:

1. **Industry Demand and Preparedness:** The contemporary job landscape places a premium on adept communication skills, particularly in written and spoken English. Graduates entering the workforce are expected to possess this vital competence, and our drive ensures their readiness to meet this demand.
2. **Cultural Bridge:** English, as an international language, bridges the gap between diverse cultures. It serves as the global medium for business, education, science, and technology. By encouraging English communication, we foster mutual understanding among different cultural backgrounds.
3. **Enhanced Communication Proficiency:** Proficiency in listening, speaking, reading, and writing is fundamental to effective communication. Constant practice and usage are the only means to enhance these skills. Our drive cultivates an environment conducive to continuous improvement.

Envisioned Outcomes of a SISFU Graduate

A graduate of SISFU is envisaged as an asset to any professional organization, contributing positively to the world. This contribution hinges on an ingrained sense of professionalism, particularly evident in superior communication, adept time management, emotional intelligence, and the promotion of a clean and organized environment.

Implementation Guidelines

Guidelines for the implementation of the Speak in English Drive are as follows:

1. **Universality of English:** All members of the SISFU community, including heads, faculty, and staff, are expected to engage with students using English as the primary medium.
2. **Apprehending Authority:** Any member, whether from the teaching or non-teaching fraternity, holds the authority to address instances of non-compliance.
3. **Reporting and Penalties:** The apprehending authority will identify student violators and document relevant details. Penalties will be levied on violators, with collected funds contributing to student activities.

By adhering to this policy, we collectively create an environment conducive to holistic development, preparing our students for professional success while fostering effective communication skills, cultural understanding, and personal growth.

Section 10 SAFETY AND SECURITY

Wearing of Uniform

To ensure the safety and security of the SISFU community, both students and faculty are required to wear the prescribed school uniform or follow the dress code. Students must present their ID to the Guard on Duty upon entry.

In case of a qualified loss of the ID the student is immediately required to submit a notarized affidavit of loss to the Administration Office to get a replacement. The claim stub will serve as the temporary ID of the student while awaiting replacement.

Parking

Students with current and valid driving licenses may drive their own vehicles to school and park them in Southville designated parking areas.

SISFU will readily assist but 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 drivers are also directed to use Southville designated parking areas. The drivers are bound by Southville policies whenever they are within Southville facilities.

Accident Insurance

All SISFU students are covered by accident insurance while on campus and during official school events.

Crisis Management

Fire Emergencies

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

1. Leave the building as quickly as possible using the nearest fire escape and go to the designated evacuation area; and
2. 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.

Earthquake Preparedness

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

Before the Earthquake:

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

During the Earthquake:

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

When tremor stops,

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

After the Earthquake:

1. Proceed to the evacuation area.

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

Bomb Threat

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

Covid-19 Health and Safety Reminders

1. Don't forget to properly wear your facemask.
2. Practice social distancing.
3. Practice good personal hygiene.
4. Do sanitize with 70% alcohol or wash hands with soap and water.

Covid-19 Health and Safety Precaution

Please refer to: SISFU/QSS-ADM-004 COVID-19 Health and Safety Guidelines.

<https://www.sisfu.edu.ph/news/covid19-faqs>

RULES AND REGULATIONS

Section 11 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.

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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 Section 13 of this Handbook shall be upheld unless changed or refined by the Discipline Board and/or the Academic Council.

Section 12 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 semester or 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.

Jurisdiction

This Discipline Policy covers ALL students of SISFU. Southville 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.**

Types of Offenses

12.1 Major Offenses

12.1.1 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.

12.1.2 Destruction of Property

Damage to or destruction of any property of Southville or its employees, students, visitors, or the neighboring community.

12.1.3 Cheating

Cheating in any form of assessment which includes but is not limited to the following: exams, assessment papers, case analysis, experiments or assignments.

12.1.3.1 Unauthorized possession or distribution of any material relative to the assessment or test whether the student uses it or not.

12.1.3.2 Copying or allowing another student to copy. In this case, both parties are liable

12.1.3.3 Looking at (allowing someone to look at) another student's (one's) examination paper. In this case, both parties are liable.

12.1.3.4 Unauthorized communication in any form with another student or any person in any form during an examination or test.

12.1.3.5 Having somebody else take an examination or test for oneself. In this case, both parties are liable.

12.1.3.6 Plagiarism and other forms of academic dishonesty

12.1.4 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.

12.1.5 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.

12.1.6 Engaging in Fights

Fights within SISFU premises or outside the school during an academic function or school activity.

12.1.7 Inflicting Physical Injury

Inflicting physical injury on another inside or outside SISFU premises during an academic function or school activity.

12.1.8 Physical Confrontation/Aggravation

Any kind of aggravation that results in heated verbal or physical confrontation between or among students.

12.1.9 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.

12.1.10 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”.

12.1.11 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”.)

12.1.12 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.

12.1.13 Deliberate Disruption Resulting to Serious Disturbance

Deliberate disruption resulting in serious disturbance of any academic function or school activity.

12.1.14 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.

12.1.15 Smoking

Smoking inside the campus and smoking outside the school during academic functions or school activities using cigarettes and/or e-cigarettes.
(Please see Appendix C - No Smoking Policy)

12.1.16 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.

12.1.17 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.

12.1.18 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.

12.1.19 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.

12.1.20 Unjust Enrichment or Stealing

Unjust enrichment or stealing whether attempted, frustrated, or consummated.

12.1.21 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.

12.1.22 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.

12.1.23 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.

12.1.24 Gambling

Any form of gambling or games of risk where items of value are involved or wagered.

12.1.25 Acts of Subversion or Insurgency

Any act of sedition or act of rebellion. An insurgency is an armed rebellion against a constituted authority.

12.1.26 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

12.1.27 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.

12.1.28 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

12.1.29 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).

12.1.30 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.

12.1.31 Acts of Lasciviousness

Act that are lasciviousness in nature which include but are not limited to intentional touching or massaging, either direct or through clothing, of the private parts, anus, groin, breast, inner thigh or buttocks, and other sensitive parts of the human body.

12.1.32 Perjury

Willful giving or making of verifiably false or misleading statements, or incomplete testimony to any authority, verbal or otherwise.

12.1.33 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:

12.1.33.1 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.).

12.1.33.2 Introducing False Information

Any act to mislead by giving false information.

12.1.33.3 Preventing Authorized Use of Information

Preventing authorized use of information that may lead to on-productivity and inefficiency.

12.1.33.4 Preventing Normal Operations

Preventing normal operations of computers or computer networks of SISFU.

12.1.34 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.

12.1.35 Violation of the School's Internet Policy

See Appendix D.

12.1.36 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.

12.1.37 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.

12.1.37.1 Face-to-Face

Willful aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable.

12.1.37.2 Cyber-Bullying

Cyberbullying is any conduct mentioned above through electronic devices, such as, but not limited to texting, instant messaging, chatting, and using the Internet or social networking websites.

12.1.38 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.

12.1.39 Analogous Acts to Previously Cited Cases and Circumstances

Other acts analogous to the aforementioned, which may be determined by the school authorities.

12.2 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.

12.2.1 Restitution

Reimbursement may be in the form of monetary payment or appropriate service to repair the damaged property.

12.2.2 Community Service

All those who were suspended will be required to render two (2) days of community service.

12.2.3 Probation

The student will be placed under strict disciplinary probation from the time the offense was committed until the following semester.

12.2.4 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.

12.2.5 Disqualification from Honors upon Graduation

Involvement in any major discipline case will disqualify any student from graduating with honors.

12.2.6 Ineligibility for Re-Enrolment

The student will be allowed to finish the term but will not be allowed to re-enroll the following semester.

12.2.7 Dismissal/Expulsion

Permanent termination of student status in the school.

12.3 Minor Offenses

12.3.1 Entering Any Restricted Area

Entering any restricted area within the campus without prior authority.

12.3.2 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.

12.3.3 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.

12.3.4 Willful Disregard of the Summons or Notices

Willful disregard of the summons or notices issued for purposes of routine urine teststest, and case conferences.

12.3.5 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.*

12.3.6 Acts which Disturb Peace and Order

Acts which disturb peace and order such as disrupting classes and academic-related activities or school functions.

12.3.7 Non-wearing/Inappropriate Wearing of Prescribed School Uniform

This includes non-wearing of ID.

12.3.8 Littering

This includes littering and not doing 5S. Violators are bound by the Anti Littering Policy of SISFU. See Appendix B

12.3.9 Eating in Non-Eating Places

Eating in areas designated as non-eating places such as classrooms, laboratories, libraries, multi-purpose halls, etc.

12.3.10 Bringing Food in the Classrooms

This is highly discouraged to maintain a clean and healthy academic-friendly environment.

12.3.11 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.

12.3.12 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.

12.3.13 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.

12.3.14 Use of Classrooms and Other Facilities without Reservation

Use of classrooms and other school facilities for any purpose without any reservation or proper authority.

12.3.15 Uttering and Writing Derogatory Remarks

Uttering or writing derogatory remarks, profane and obscene words/phrases, and/or making indecent, obscene gestures.

12.3.16 Violating the Speak English Drive Policy

Violating the policy on the Speak English Drive by not interacting and communicating in correct English.

12.3.17 Wearing Inappropriate Attire during Freedom Day and any other Activity Day

Wearing inappropriate attire during Freedom Day and other activities that require a specific dress code.

12.3.18 Analogous Acts to Previously Cited Cases and Circumstances

Other acts analogous to the aforementioned, which may be determined by the school authorities.

12.3.19 Other offenses deemed Minor by the Office of Discipline

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

12.4.1 Verbal reprimand

12.4.2 Issuance of violation slip

12.4.3 Charged of a major offense (on the 4th and succeeding offense)
Other consequences

12.4.4 Confiscation of prohibited items upon entry at the gate (during bag inspection) or if used within the campus.

12.5 Policy on Confiscated Items:

12.5.1 Consumable items like cigarettes, lighters, and the like will be disposed of at the end of each day.

12.5.2 Non-consumable items like shades, earrings, bull caps, etc. must be claimed at the Administration Office within five (5) school days.

12.5.3 Unclaimed items will be disposed of accordingly at the end of each month.

**Section 13
DISCIPLINE PROCESS**

The Discipline Committee will be composed of the Deans and/or Programme Heads of SOBM, SOHM, SODT and SHS and the Student Affairs and Services Head (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.

UNDERGRADUATE

Section 14 UNIFORM AND DRESS CODE

Our SISFU uniform distinguishes us from other universities. Students are therefore required to wear it at all times inside the campus. As a Business and Hospitality Management school, where students are groomed to be future managers, entrepreneurs, and leaders, we take pride in our uniform.

Students will be refused entry into the campus for improper use of their school uniform.

On days when students have no regular classes but need to come to school for official activities such as meetings and seminars, please follow the prescribed uniform of the day below.

Regular Days and Formal Occasion (Monday-Thursday)

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

<ul style="list-style-type: none"> ▪ SISFU Pullover (optional & must be worn under the blazer) 	<ul style="list-style-type: none"> ▪ Well-manicured fingernail ▪ SISFU Pullover (optional & must be worn under the blazer)
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Casual Business Days (Friday & Saturday)

LADIES	GENTLEMEN
<ul style="list-style-type: none"> ▪ SISFU sports jacket ▪ Maroon SISFU polo shirt ▪ Jeans or trousers on wash days should be full length (no shorts, pedal pushers or leggings or torn jeans) ▪ Closed shoes ▪ Socks ▪ Other grooming standards as per business uniform ▪ SISFU Pullover or Official Hoodie (optional) 	<ul style="list-style-type: none"> ▪ SISFU sports jacket ▪ Maroon SISFU polo shirt ▪ Jeans or trousers on wash days should be full length (no shorts, pedal pushers or leggings or torn jeans) ▪ Closed shoes ▪ Socks ▪ Other grooming standards as per business uniform ▪ SISFU Pullover or Official Hoodie (optional)

Note: Students are not allowed to wear any other jackets, sweaters, hoodies, and the like on regular days.

Additional Reminders

Hats or any clothing other than authorized uniforms are not allowed to be worn during class lectures.

For civilian dress code, fancy/mod attire such as very short-shorts, singlet, miniskirt/micro-mini skirts, tattered pants, tank tops, bare midriffs, halter tops, tube tops, and see-through clothes are inappropriate for school wear. Statement shirts with obscene/suggestive words/slogans/pictures printed on worn outfits are strictly not allowed. Headwear and accessories that pose a distracting appearance are strongly discouraged.

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

Section 15

ATTENDANCE

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 Head of School or Dean and present a medical certificate from a doctor the day after he/she returns to class.
4. Each situation will be decided on an individual basis, taking into consideration mitigating factors. A final decision will be made by the Academic Committee regarding the situation. Students' performance and attitude, and input from the faculty will be considered and reviewed before a decision to excuse or not is reached. A request by the student, addressed to the Head of School or Dean, is necessary to conduct such a review.
5. If a student exceeds the permissible percentage for absences (20%) and his/her appeal for consideration is denied, he/she will have to re-enroll in the subject when it is next offered.
6. If a student arrives fifteen (15) minutes late for class, he/she will be marked as "late". A class of two hours or more is equivalent to two sessions. Session one begins at the scheduled start time per the timetable and session two commences after the break period.
7. Two (2) late marks are equivalent to one (1) absence.
8. If a student leaves the class and does not return for more than fifteen (15) minutes, he/she will be marked absent.
9. **Assessments;** Should a student fail to attend at least 80% of the classes for a subject/unit, his/her assessments will not be accepted. In addition, he/she will not be allowed to take any exam.
10. Parents will be notified by the Dean or the Head of School when a student incurs habitual absences and tardiness.
11. Scholars are expected to lead by example as excessive absenteeism may jeopardize their scholarship.

Section 16

INTERNSHIP

Internships or industry work placement experiences are integral components of our educational approach, designed to enhance the learning journey beyond the confines of the classroom. These real-world opportunities complement the theoretical knowledge gained in class, offering students a chance to bridge theory and practice seamlessly. By participating in internships, students prepare themselves for the demands and expectations of their future careers, building a strong foundation for both immediate professional success and continued academic pursuits. This practical experience not only bolsters their confidence but also enriches class discussions as they bring real-life insights to share.

Each academic program entails specific prerequisites for internships or industry work placements. These requisites will be thoroughly detailed during dedicated Career Development/Industry Placement sessions, ensuring students have a comprehensive understanding of the process. For further guidance and resources related to internships and career placements, the Career and Placement Office stands as a valuable repository of information accessible at any time.

A cornerstone of the De Montfort University Undergraduate Programmes is the mandatory completion of 500 hours of relevant industry placement, either locally or internationally. This hands-on engagement should align seamlessly with the student's chosen program and curriculum. Notably, internships within family businesses are discouraged due to the potential for bias and an incomplete representation of the wider corporate environment.

Pearson Hospitality Management students, in pursuit of their Bachelor's Degree, are required to complete an extensive 1,000 hours of internship, locally or internationally. This immersive experience holds the potential to significantly shape their professional trajectory, offering invaluable networking prospects and a platform to excel within the host organization.

Likewise, Pearson Computing students are expected to fulfill 600 hours of internship, either locally or internationally. This exposure is especially recommended before transitioning to their respective Top-Up options. Given the collaborative and innovation-driven nature of the computing industry, students are poised to thrive within their host organizations, forging enduring connections along the way.

Industry Placements confer not only invaluable experience but also unparalleled networking prospects that could potentially lead to pre-graduation job offers. The demanding nature of internships prompts personal growth and adaptation in an environment distinct from academia. It is paramount to treat this experience with the gravity one would accord their professional journey, as, ultimately, it shapes their career trajectory.

Instances of inappropriate conduct during internships will be met with disciplinary measures. It is vital to remember that students represent not only themselves but also the reputation of the institution. Our esteemed industry partners have come to anticipate the presence of mature, professional interns, equipped to navigate the challenges of the business world from day one. This standard reflects the high bar that all SISFU students are expected to meet.

Section 17

ACADEMIC AND NON-ACADEMIC AWARDS FOR GRADUATION

Southville International School affiliated with Foreign Universities believes in the holistic development of students. Thus, those students who excel academically and demonstrate exceptional leadership skills are acknowledged and honoured with the following special awards:

FOR COLLEGE STUDENTS

A. PEARSON/SOHM ACADEMIC AWARDS

The **Distinction Pearson Academic Achievement Award** is given to you when you achieve a total of 840 (3.35 – 4.0 SISFU QUALITY POINTS) points scored in all of the 15 Edexcel units for those completing their Regulated Qualifications Framework (RQF) qualifications. Upon finishing your Higher National Diploma without any referred and/or failed grade.

For SOHM Academic awards, the GPA is the criterion without any failed grades.

The **Merit Pearson Academic Achievement Award** is given to you when you achieve a total of 600 to 839 (2.68 – 3.34 SISFU QUALITY POINTS) points scored in all of the 15 Pearson units, upon finishing Higher National Diploma without any referred and/or failed grade.

For SOHM Academic awards, the GPA is the criterion without any failed grades.

The candidate must not have not been found seriously violating any school policy during your stay at SISFU.

B. ACADEMIC EXCELLENCE AWARDS

A. The Latin Honors is given to you when you graduate with a Bachelor Degree with outstanding academic achievement. You must:

1. have completed all college requirements for graduation.
2. have no grades lower than 3.00 or(B) or Merit (M) in any subject.
3. show overall excellence in academic performance consisting of assessments, presentations, dissertations/theses and manuscripts submitted.
4. show concern for punctuality, attendance and good study habits.
5. have not been found in serious violation of any college policy during the term stay in Southville International School affiliated with Foreign Universities.

The criteria as follows:

Cum Laude Grade Point Average of 3.5 – 3.64

Magna Cum Laude Grade Point Average of 3.65 – 3.84

Summa Cum Laude Point Average of 3.85 – 4.00

B The academic excellence award is given to you when you graduate with a Master's Degree and have outstanding academic achievement. You must:

1. have completed all college requirements for graduation.
2. have no grades lower than 3.00 or (B) in any subject.
3. show overall excellence in academic performance consisting of assessments, presentations, dissertations and manuscripts submitted.
4. show concern for punctuality, attendance and good study habits.
5. have not been found in serious violation of any college policy during the term stay in Southville International School affiliated with Foreign Universities.

The criteria as follows:

High distinction Grade Point Average of 3.65 -3.84

Highest distinction Grade Point Average of 3.85 - 4.00.

C. NON-ACADEMIC AWARDS for GRADUATION

Leadership Award

The Leadership Award is to given to a student who has:

- a. handled one Tier 1 Officer Position in any of the accredited school organizations.
- b. actively and effectively implemented two or more organizational activities as recognized by SISFU (excluding the annual school activities such as SISFUN, The Haunting and Cultural Diversity, General Assemblies and Orientations);
- c. organized one successful school-wide activity for the student body;
- d. at least a GPA of 3.0; with no failing grades.
- e. not been found seriously violating any school policy during your stay at SISFU.

College Achievement Award

The College Achievement Award is to given to a student who has:

- a. been elected, as a SISFU representative, to a national student organization in any leadership position; and/or been awarded or recognized by an international or national organizations for academic achievement; and/or been a delegate in an international conference or forum;
- b. been active in the promotion of SISFU outside the university;
- c. at least a GPA of 3.0, with no failing grades.
- d. not been found seriously violating any school policy during your stay at SISFU.

Distinguished Service Award

The Distinguished Service Award is to given to a student who has:

- a. been active in advancing the goals of SISFU;
- b. demonstrated dedicated service to SISFU and its community;
- c. at least a GPA of 3.0, with no failing grades.
- d. actively and effectively organized one successful school-wide activity or project for the student body;
- e. not been found seriously violating any school policy during your stay at SISFU.

Service Excellence Award

The Service Excellence Achievement Award is to given to a student who has:

- a. been an officer, as a representative of SISFU, in a national organization and have been recognized for your active participation and involvement in their events and activities;
- b. at least have a GPA of 3.0; with no failing grades.
- c. not been found seriously violating any school policy during your stay at SISFU

President's Merit Award

A special award from the President given to a student with impeccable performance and exemplary dedication in promoting the quality and excellent education delivered by SISFU

Loyalty Award

The LOYALTY Award is presented to parents and students in recognition of their unwavering loyalty and indomitable manifestation of confidence in the curricular programmes of Southville International School and Colleges (SISC) and SISFU in developing learners to be global leaders and professionals.

The Loyalty Award is given to a student who has completed at least eight (8) consecutive years of studies in Southville International School and Colleges (SISC) and SISFU.

Section 18 GRADUATION

GRADUATION REQUIREMENTS

Graduation is held once a year for all diploma, undergraduate, and postgraduate degree programmes. It is a formal ceremony where students are conferred with their diploma and degree by authorised representatives of partner institutions. It is also a time when students will be recognised both for their academic and non-academic achievements during the period of their studies. The tutors, members of the management team, and students are required to use academic regalia appropriate for their respective degrees and courses.

HIGHER NATIONAL DIPLOMA (HND)

Students must complete 240 credits and internship (500 hours) with the minimum passing marks to be considered as a candidate for graduation. The Academics Office submits the interim transcripts of the students to the Office of the Registrar (OUR). The registrar claims the full transcript of the students from Edexcel/Pearson online. Once Pearson, De Montfort University, or ICHM release the documents, students become eligible to graduate.

TOP-UP

Students must complete the required units for the degree. The Awards Assessment Board declares your eligibility to receive the degree. The confirmed results are published on-line (*except for ICHM*). The partner institution sends the transcripts and diplomas of students eligible to graduate to the Office of the Registrar.

GRADUATION PROCESS

This is applicable to students completing their Higher National Diploma programme and top-up (Business and Hospitality). During the last term of studies, students are to complete an online Graduation Application (link is found under the Admission webpage, <http://www.sisfu.edu.ph/sisfu-application-for-graduation-form>). The form must be completed and printed and routed for signature of Academics and submitted to the Registrar's Office.

During the second week of June, the graduating students are required to complete the Graduation clearance form (claim form at the Office of the Registration). Once SISFU receives the confirmation from the Academic Board of the partner school, students will

receive a letter confirming your candidacy with the receipt of a graduation bulletin to parents and students emailed to the candidates for the schedule of practices and reminders for the event.

STUDENT SERVICES

Section 19

STUDENT AFFAIRS AND ACADEMIC SUPPORT SERVICES

The Student Affairs Office and Academic Support Services support student success by providing a variety of support services, programmes, and activities to enhance the student learning experience and to assist students in meeting the many demands of their personal and academic life.

Institutional Offices for Student Services

Office of Student Affairs

The Office of Student Affairs is the key resource on campus for students and serves as the main liaison between students and administration at SISFU. It is the “go to” office for a wide range of information such as where to turn to for any academic support needed.

Registration Office

The Office of the Registration supports registered students at SISFU as well as all faculty and staff members as regards to registration-related matters. The Registration is responsible for: class admission and registration, unit credit assessment, graduation verification, diplomas, preservation of student academic records and protection of their privacy, transcripts, schedule of classes’ maintenance, student residency determination, and special student assistance.

Discipline Office

The Office of Discipline promotes and supervises student discipline and furthers values clarification and development in coordination with the Counseling and Psychological Services (CAPS) and the SISFU Student Council. The Office ensures that a student’s behavior, on and off campus, adheres to the principles espoused by SISFU Discipline – men and women of character and moral integrity adhering to what is RIGHT, FAIR and JUST for ALL members of the community.

The Head of Discipline acts as an intermediary between students and administration (faculty and management) and is an advocate of good governance and ethical leadership on all levels of the academic community. Since sensitive

cases are brought to the Office, the Head of Discipline may report directly to the Dean/Head of School when necessary.

Information and Communications Technology & WiFi Support

The Management Information Systems (MIS) Department holds the principal responsibility for all IS/IT- related projects of the school. It is mainly in charge of systems, data and network administration. In coordination with the Administration Office, the MIS provides extensive IT services like help-desk support and computer laboratory maintenance.

SISFU is a WiFi ready campus. Internet access is available throughout the facility.

The Internet through desktops is available in the Library, Student Centre A, Offices, and Computer Laboratories. Internet users are requested to be sensitive to others who may also want to use the Computer Laboratory facilities.

The Internet is only used for research purposes and everyone is enjoined to use the facilities wisely and responsibly. Downloading or uploading of software and visiting sites unrelated to instruction are strictly prohibited.

Refer to Appendix E - Computer Systems and Internet Usage for a more comprehensive discussion.

Library

The Library is located on the 3rd and 4th levels of the Luxembourg Campus building. The collection primarily consists of printed as well as online materials to support the varied curricular offerings of the university. Print materials include Filipiniana, journals, and magazines. Its audio-visual collection consists of DVDs, VCDs and CDs related to the courses offered. The library is equipped with modern IT facilities and comfortable group study rooms.

SISFU students are also provided with access to EBSCO online library services, additional online sources of information by our international partners, and the DMU library via blackboard for Business students.

Health Services

The Health Services Department aims to promote good physical and mental 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.

Academic Support Services

Consultation – Students are provided after-school-hours consultation with subject tutors on module/subject assignments, topic clarifications, and other Q&A matters regarding the module.

Consultation hours are held as a result of the following:

- Student's name is included in the "List of Students at Risk" submitted by the tutor during the 4th week of the class. These are students whose academic performance is below acceptable levels.
- A student may request for consultation with a tutor.
- Results of attendance monitoring and achievement tracking of students who need help.

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. They help students attain success in academics and facilitate their ongoing personal, emotional, social, and psychological development.

Student Counselling – 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.

Orientation - SISFU holds orientation and training programmes at the start of the school year and a series of consultation meetings with students to keep them abreast of information about their programme of study and school policies. In these programmes, SISFU clearly sets out the school's expectations from current students and what students can expect from the school. The orientation programme includes topics such as Time Management, Information on the UK and Australian Systems of Teaching and Learning, and Critical Thinking. SISFU, through its career counseling programme and career presentations, makes available important information to help students select their courses and help them understand the academic environment in which they will be studying and the support that will be made available to them.

Training in English Language - The English Language Centre was created to provide assistance to international and Filipino students who have not yet developed the required level of proficiency in the English Language as mandated by the admission standards of our international partners. The Center conducts testing in English Language proficiency and offers classes to potential students who need to improve their oral and written communication in English.

Other Services and 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.

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, 9:00 A.M. – 5:00 P.M.

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 3rd 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.

Southville Campus Services

Cafeteria

Food is served in the cafeteria. Everyone is expected to practice 5S. Trays, plates, bowls, and other utensils must be returned to the designated area located inside the cafeteria. Proper disposal of trash and leftovers, and proper arrangement of chairs and tables must be observed. Loud conversations and boisterous laughter are prohibited.

Food Court

There are numerous kiosks in the food court where students can choose from a variety of food and beverage options that are provided by SISC concessionaires.

Gymnasium

The Gymnasiums are for Physical Education (P.E.) classes and other activities. Students should refrain from entering the gymnasiums when P.E classes are going on. Equipment must be used solely for their intended purpose. Luxembourg Gym and Monarch's Gym are located in the Luxembourg Campus while Tropical Gym is located in the Tropical Campus.

Automated Teller Machine (Automated Banking)

Two automated teller machines (ATM) are made available for students, parents, stakeholders, faculty, and staff to facilitate easy bank transactions. It is in the Luxembourg Campus.

Section 20 STUDENT ORGANISATIONS

SISFU encourages students to pursue their interests and student organisations may be created and the Student Affairs Personnel will determine the relevance of the organisation to the needs of the students.

All organisations must have individual vision and mission statements. Every year, a set of officers must be elected, and the elected officers will conduct a planning workshop to map out the projects for the coming academic year.

The organisational structure of student organisations may change depending on the strategic needs of the members, but such changes must be approved by the Student Affairs Office.

Major Organisations

1. Student Council - In the spirit of diversity, the council promotes and protects the individual and collective rights and welfare in fostering a close relationship with everyone on campus. The Student Council serves as the representative of the Paladins' ideas to the school management, which upholds the ideals of SISFU, geared toward ensuring their social, cultural, international, and physical development.
2. The Bridge - Being the official student organ of the school, captures and delivers the university's ethos through the means of promoting a healthy academic life and student-centred development. The Student Publication achieves this by keeping in touch with the pulse, covering relevant stories, and creating a following of avid readers, listeners, and viewers.

Academic Organisations

1. SISFU Business Club (SBC) - 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.

2. Hospitality Management and Culinary Association (HMCA) - An organization for the students who are interested in the Hotel or Food and Beverage Industry. It is where the Culinary Arts, Hospitality Management, and Business Students unite. HMCA aims to provide the students challenging, interactive, and fun learning activities that will foster camaraderie, creativity and growth. Students will be honed to be pro-active in serving the community, as well as to be future leaders of the hospitality industry.
3. Digital Alliance (DA) - Flourishes within the online world and its many communities. A knowledge driven organisation that strives to educate others in the capabilities and correct usage of software and technology and aims to build their skills in editing and enhancing different types of media and passions.

Extracurricular Organisations

1. Cradle - An organization for people interested in learning, showcasing, and exploring the craft in performing arts. Cradle empowers students to become well-rounded and creative artists who will effectively embody the importance of culture and the arts in everyday life.
2. Rotaract Club of SISFU - Consisting of a global network of diverse service volunteers, Rotaract Club of SISFU provides opportunities to enhance the students' social and leadership skills for their personality development. Students will discover a wealth of experience in addressing the physical and social needs of the communities, preparing you for the global community in which students will eventually play a leading role.

Note:

Students are required to join at least one organisation during their stay at SISFU. During SISFU Preparatory Programme (SPP), the Student Affairs Personnel through the help of student organisation officers will orient the new students about student organisations and that they can join a maximum of three (3) organisations one of which is their home organisation that is depending on the programme.

- Digital Alliance (DA) - for Digital Technology students
- Hospitality Management and Culinary Association (HMCA) - for Hospitality Management and Culinary students
- SISFU Business Club (SBC) - for business students

Section 21
ATTENDANCE ON DECLARED MANDATORY INSTITUTIONAL AND
STUDENT ORGANIZATION EVENTS

Rationale:

Our student organizations and school event organizers put in significant effort to create enriching and enjoyable events that foster a strong sense of community, engagement, and participation among students.

Policy Statement:

The school-wide attendance policy for mandatory institutional and student organization events is designed to ensure active involvement and support for our vibrant campus community.

Attendance Requirements: All students are required to attend events organized by the student organizations they are a part of and declared mandatory institutional events. However, exceptions can be made with a valid excuse presented to, or pre-arranged with, the event organizer and the Student Affairs office.

Valid Excuses: Acceptable excuses include personal emergencies, medical reasons, prior academic commitments, or any other genuine circumstances that prevent attendance. These excuses must be communicated to the relevant parties in advance.

Non-Attendance Consequences: In the event of unexcused non-attendance, students will be required to perform "community service" hours as a means of contributing positively to the school community. The community service requirement will be equivalent to twice the duration of the missed event. For example, if an event spans 8 hours, the student will need to complete 16 hours of community service.

Nature of Community Service: "Community service" involves engaging in tasks or assignments within various departments of the school. This experience will provide students with valuable insights into different aspects of the institution and contribute to their personal and professional growth.

Scholar Service Distinction: For students holding scholar positions, any violation of the attendance policy for mandatory events will result in the addition of community service hours on top of their assigned scholar service hours. This ensures a high level of commitment to both academic excellence and community engagement.

Class Scheduling Consideration: Unauthorized absences from events that impact scheduled classes will be treated as absences from those classes. Consequently, classes affected by such events will be rescheduled to enable students to attend these essential school or organization activities.

Completion Timeline: Community service hours must be fulfilled before the conclusion of the academic year. These hours will be incorporated into the clearance process, ensuring that students meet all requirements for progression and graduation.

By adhering to this policy, students contribute to a vibrant and supportive campus environment while gaining valuable experiences that foster personal and academic growth.

Section 22

LIBRARY GUIDELINES AND POLICIES

The SGEN College 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 College 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

Section 23

STUDENT CONCERN AND FEEDBACK

The following are various mechanisms for a student to voice out their thoughts or ideas:

- In general, the Student Affairs Office is in charge of developing programmes and initiatives that can enrich the lives of our students while in school, such that students enjoy their time on campus and feel positive about choosing to study at SISFU. The Student Affairs Personnel serves as an advocate for student concerns and provides them with a personalized venue to express themselves.
- Suggestion box: the box is located in the Student Center. Here, a student may drop a commentary on any aspect of their stay at SISFU
- Institutional survey: SISFU conducts this survey twice a year to find out in what areas of our programmes and services can be modified and improved.

- Student Council: this is a student's venue to suggest, discuss, and brainstorm with the Council representatives or officers on how they can enrich the campus life and how best they can counsel and help a student in the process; Student Council officers are here to help represent students' ideas
- Open-door policy: a student may approach Dean or Head of School, Programme Leaders, or any professor/tutor should he/she have any question on any matter related to academics
- Student Affairs: The Student Affairs Personnel can assist students in SISFU activities outside of the classroom. Students may see the Student Affairs Personnel at the Student Center office for issues on student events and organizations

Open communication is one key to finding one's time at SISFU fulfilling and enjoyable.

STUDENT CONCERNS

A student concern or complaint is an allegation against a faculty or staff member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. Student complaints may have serious consequences for the faculty or staff member concerned.

Students should recognize that differences in personality, opinion, and perceptions do occur, and can often be solved by discussion between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty or staff member.

Informal Process

- A complaint should first be raised directly with the faculty or staff member concerned.
- If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the Dean or Head of School.
- The Dean/Head of School may take the following actions, including, but not limited to:
 - a. Investigating the complaint.
 - b. Meeting with any party separately or facilitating a joint meeting.
 - c. Recommending appropriate action to the Head of Human Resources.

- If the Dean/Head of Human Resources/Head of School fails to resolve the complaint within 10 days, a student may file a formal complaint in accordance with the process set forth in SISFU's procedure.
- If, after the failure of the Dean/Head of Human Resources/Head of School to resolve the complaint at that level, the student may escalate the issue to the school president.
- Students are informed of the resolution of the complaint in writing. Refer to Student Rights and Responsibilities.

Section 24

STUDENT RIGHTS AND RESPONSIBILITIES

SISFU recognizes the importance of a Charter defining student rights and responsibilities and encouraging diversity among the students.

A. Policy Statement

1. All students have the right to:
 - access to school services and facilities;
 - be treated fairly with respect and dignity;
 - study in a supportive and nurturing environment ;
 - assemble in peaceful manner in the campus;
 - access their records;
 - be informed of the existence of this charter and to have access to it;
 - have access to education, service and representation regardless of gender, sexual orientation, race, religious conviction or other status;
 - be free from all sexual, physical and racial harassment and from other inappropriate behavior;
 - access relevant information provided by the school concerning financial assistance provided by the school such as grants and scholarships;
 - access accurate, timely and sufficient information regarding enrolment and other administrative procedures;
 - have their intellectual property and copyright recognized;
 - be able to communicate freely; to voice alternative points of view in rational debate, and to have their intellectual freedom protected;
 - expect the school to provide a safe and accessible environment including facilities, equipment and grounds;
 - have their opinion represented through the student council on all matters affecting students; and
 - be able to appeal or register a complaint or grievance against any academic assessment, academic procedure, administrative procedure, perceived discrimination or harassment, or the abrogation of any right stated in this Charter.

2. All students have the responsibility to:

- recognize the rights of every other SISFU student;
- respect and uphold principles of academic integrity;
- ensure that their student record is accurate at all times;
- uphold the reputation of the school while engaged in student activities;
- act at all times in a way that respects the right and privileges of others;
- to respect school property and the property of others;
- complete obligations in a timely manner and pay any fees, charges or fines as they fall due or to make alternative arrangements for payment.
- participate actively in the teaching and learning and research environment , in particular by attending classes as required, complying with workload expectations, and submitting required work on time;
- take an active part in the management of their enrolment with the school and monitor their own progress within the teaching-learning environment;
- understand that despite all efforts to promote successful teaching and learning outcomes, student work may still not reach the standard required to pass a unit; and
- familiarize themselves and comply with the review, appeal, complaint or grievance procedure.
- Ensure the processing of their student visa in accordance with the school rules and procedure and as mandated by law (please see Appendix G - .Student Visa and Study Permit).

B. SISFU's Commitment to Student Experience and Customer Satisfaction

The Transnational University of Choice – Excellence in Student Experience and Customer Satisfaction

- Continuous Enhancement of Student Experience and Customer Satisfaction
- On-going dialogue with students and parents; continue to develop student support programmes identified in these dialogues
- Continue to enhance opportunities for students' financial literacy
- Equal access to education in SISFU through scholarships and financial grants to deserving students
- Develop innovative academic and non-academic programmes as conditions and students' needs change
- Expand students' accommodations/dorms
- Enhance sports programmes
- Embed the 5Cs culture (character, competence, commitment to achieve, creativity, collaboration) in contextualizing the curricula and in students' extra-curricular activities.

APPENDICES

A - SISFU ONLINE/VIRTUAL CLASS GUIDELINES

I. For Students

You are here to take part in a positive learning experience that should develop your personal, academic and employability skills. To get the most of the opportunities we provide, you will need to take responsibility for your own learning and development.

A. Before the Online Class

1. Establish daily routines and ensure you are aware of your online class schedule for the week.
2. Identify a comfortable, quiet space in your home where you can work effectively and successfully (avoid lounging on the bed or sofa, etc).
3. Prepare and set-up your device at least 10-15 minutes in advance, so you are ready to start on time.
4. Some faculty members will be sending you materials and instructions in advance, it is your responsibility to complete the required readings and preparation before the actual online schedule.
5. You are expected to be respectful of the virtual classroom environment. You may wear your uniforms (Type A or Type B) to set the tone for learning or wear civilian clothes following SISFU-Southville's dress code. (Please see Section 11 - Uniform and Dress Code for reference)
6. Snacks and meals may be taken in between online sessions, when you are actually offline.
7. Use the official SGEN email account at all times.
8. All communications with your respective faculty members should be via Google Classroom chat.
9. Inform your faculty if you are unable to maintain video conferencing throughout the session due to data restrictions.
10. If internet is limited, here are some steps to save data:
 - a. To change your video resolution when using Meet on your computer:
 - 1.) In a web browser, open <https://meet.google.com/>.
 - 2.) Click Settings and select Network.
 - 3.) Choose a setting you want to change:

> Send resolution — The image quality from your device that others see.

> Receive resolution — The image quality that you see from other participants.

4.) Click Done.

b. Send resolution (maximum)

- High Definition (720p) — (Available on computers with a quad-core CPU or higher) Uses more data, but your camera will send a better quality picture.
- Standard definition (360p) — Uses less data, but your camera will send a lower quality picture.

c. Receive resolution (maximum)

- High Definition (720p)—(Available on computers with a quad-core CPU or higher) Uses more data, but you see a higher quality picture.
- Standard definition (360p) — Uses less data, but you see a lower quality picture.
- Standard definition (360p) - single feed — To save more data, the other participants' thumbnails turn off.

B. During the Online Class

1. Attendance will be taken via a 'roll call' at the beginning and end of each session.
2. Mute your microphone when not actually speaking, so as to limit ambient and other distracting sounds.
3. Complete your academic tasks/work with integrity and honesty.
4. Follow online etiquette and be a responsible digital citizen.

C. After the Online Class

1. Take note of submission dates.
2. Should there be challenges in submission dates that would be beyond our control, inform your faculty and Dean/Programme Head.
3. Check regularly updates and newsletter posted by the respective Academic Offices in Google classroom.

B - ONLINE EXAMINATION STUDENT GUIDELINES

1. **Set-up** your computer at least 20 – 30 minutes prior to the commencement time of your examination.
 - a. Laptop or tablet/personal computer.
 - b. A working webcam with a microphone or a phone with a built-in camera.
 - c. Sound output via headset or earbud (optional)
 - d. Internet connection (to test the internet connection, visit <https://www.speedtest.net/> at least 2 mbps download and upload speed.
 - e. A table and a chair
 - f. Well lit, quiet, and free from distraction room/environment
 - g. A testing surface that is clutter-free and contains only one computer, one monitor, one keyboard, and one mouse. No other items permitted, unless specifically required by your lecture.

2. **Ensure** that you are familiar with procedures and violations relating to Student Academic Integrity, you may refer to:
 - a. Student Handbook - Section 8 Student Academic Integrity Code
 - b. Partner school policies and procedures:

De Montfort University:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

Pearson:

<https://www.pearson.com/legal-information/our-policies.html>

3. **To be observed during the exam:**
 - a. Proper posture – sit up straight facing your laptop/computer with a camera.
 - b. Remove all unnecessary things in your exam area. Text books, learner guides, etc., are not permitted.
 - c. Remember – no extra or other gadgets allowed.
 - d. During the exam, your hand should be on the keyboard of the gadget you will use to take the online exam.



- e. Face should not be blocked by headphones, headpiece or any other kind of headbands/hoodie.
- f. The camera should not be disconnected during the exam session at any time.
- g. The web-cam must be focused on you (the one taking the exam) at all times.
- h. You may not lean out of the camera view during your exam session. The invigilator must be able to see you at all times.
- i. You must not willingly receive any kind of communication from any person during the exam.
- j. You are not permitted to talk or chat with any other participant taking the examination.
- k. Reading the exam aloud is prohibited.
- l. You must not leave the online exam testing area.
- m. No other people are allowed in the exam testing room.
- n. **OBSERVE INTEGRITY AT ALL TIMES!** Do not open any browser or site except the one given by your lecturer/invigilator. You will be locked out of the exam page.

4. Exam Proper

- a. Using your laptop/personal computer or gadget with the same capacity that is connected to the internet, open (*Faculty to insert Google Meet or Zoom link, class ID and password*) and start the video conference.
- b. Attendance will be taken.
- c. Then mute your microphone.
- d. Upon the instruction of the invigilator you will be asked to open the browser and go to the assigned exam platform

- e. You will be informed when to start the designated reading time.
- f. Any specific questions relating to the exam must be asked during the reading time and it is at the invigilators discretion as to whether they will be answered. After this, questions are not permissible.
- g. If you wish to gain the invigilators attention, raise your hand via the video session & wait for the invigilator to communicate with you.
- h. During reading time, you are only permitted to type/encode on the sheets identified as 'scrap paper'. *(note for faculty to include 'scrap paper sheets' when uploading the exam paper)*
- i. Do not commence your work or answer the questions until the allocated reading time has concluded or you are directed to start.
- j. Do not forget to click the check/submit button to submit your exam.

GENERAL PROVISIONS

C - 5S AND NO-LITTERING POLICY

SISFU, as one of the members of the Southville Global Education network (SGEN) recognizes the need to promote and safeguard the health and sanitation of all its campuses. The responsibility of the whole school community is to keep school buildings and grounds litter free. We want to ensure a conducive academic atmosphere for learning where there is order in the physical environment.

The 5S and No-Littering Programme monitoring is done by the following MONITORS (Faculty, Programme Heads, Coordinators, Discipline Head, Student Affairs, Department Heads, Officers and Non-Teaching Employees);

1. Anyone of the abovementioned monitors can apprehend any student violating the 5S and No-Littering Programme
2. The apprehending officer reports the student to the Discipline Office and Administration Office. The Discipline Officer may take the necessary intervention for the concerned students.

Covid-19 Health and Safety Reminders

Properly dispose of your used facemask, gloves, tissues and cottons to Yellow Bins.

D - NO SMOKING POLICY Cigarettes and E-Cigarettes

A. Rationale 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.

B. Penalty Offenders will be charge a fine of:

First Offense: Php 100.00

Second Offense: Php 200.00

Third and succeeding Offense: Php 500.00

C. 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 college 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.

6. Overall-in-Charge: Safety and Security Office.

7. Effectivity: November 15, 2009

E – COMPUTER SYSTEMS & 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

- A. Students are expected to use the Internet responsibly and productively.
- B. School-related activities include research and educational tasks that may be found via the Internet that would help the student academically.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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:

- A. Access to sites that contain gaming, obscene, hateful, pornography, unlawful, violent, Adware, Drugs, Gambling, Discrimination, Weapons, Anonymizer, Proxy, or otherwise illegal material.
- B. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via SISFU's email service.
- C. Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- D. Stealing, using, or disclosing someone else's password without authorization
- E. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- F. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- G. Hacking into unauthorized websites.
- H. Sending or posting information that is defamatory to the school, its products/ services, colleagues and/or customers.
- I. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- J. Sending or posting chain letters, solicitations, or advertisements not related to the schools' purposes or activities.
- K. Passing on personal views as representing those of the organization.
- L. 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.

Policy to regulate the use of electronic gadgets and other related devices

Section 1. It shall be prohibited for any student, not being authorized by their professor to use any electronic gadget and other devices smartphome, mobile phone, smart watch, entertainment gadget, gaming console, camera or any other similar electronic device including its accessory while and during class session.

Section 2. 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.

Section 3. 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.

Section 4. Using an electronic device for any purpose, other than what has been permitted by the professor shall also be a violation under this Policy.

Section 5. 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.

Section 6. 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.

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.

F - 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.

RULES AND REGULATIONS

G - SISFU STATEMENT OF ANTI-DISCRIMINATION POLICY

As an international school that welcomes students from diverse racial, ethnic and cultural backgrounds, Southville International School affiliated with Foreign Universities (SISFU) teaches and expects its students to treat one another with understanding and compassion. There is no place at SISFU for racism, homophobia and other kinds of discrimination or hatred in speech and in behavior. We pride ourselves on diversity, inclusion and equality for all students where they feel safe and valued.

We have a zero tolerance policy for any act or language that violates the rights and dignity of individuals, and seeks to intimidate and foster hate towards another person's race, religion, disability, ethnicity, gender or gender identity. Even one hate incident is one too many and students, faculty and staff are made to understand that it will not be tolerated. We strive to create a diverse, safe and inclusive learning environment that respects and embraces the differences between and among us.

We will quickly respond to any homophobic or racist incident, investigate and sanction if needed, and continue to engage in meaningful conversations pertaining to gender, race and other differences. We are committed to educating our students' minds and hearts, and preparing them to live and thrive in a diverse world. We see in them a reason to hope for a more just and humane society in the future.

H - STUDENT RELATED GOVERNMENT AND ADMINISTRATIVE ACTS AND IMPLEMENTING GUIDELINES

H.1 REPUBLIC ACT No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representatives to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.

2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

H.2 REPUBLIC ACT No. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. - This Act shall be known as the "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, trainor, 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 of 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 consideration; 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.

Section 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the

resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. *Liability of the Employer, Head of Office, Educational or Training Institution.* - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education

or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

Section 6. *Independent Action for Damages.* - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. *Penalties.* - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause.- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) **EDGARDO J. ANGARA**

President of the Senate

(Sgd.) **JOSE DE VENECIA, JR.**

Speaker of the House of Representatives

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(Sgd.) **EDGARDO E. TUMANGAN**

Secretary of the Senate

(Sgd.) **CAMILO L. SABIO**

Secretary General

House of Representatives

Approved: February 14, 1995

(Sgd.) **FIDEL V. RAMOS**

President of the Philippines

H.3 REPUBLIC ACT NO. 10627

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Short Title. – This Act shall be known as the "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.

Section 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

- (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
- (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
- (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The

parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student's need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: *Provided, however,* That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided,* That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

Section 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Section 5. *Reporting Requirement.* - All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

Section 6. *Sanction for Noncompliance.* - In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.1âwphi1

Section 7. *Implementing Rules and Regulations.* - Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

Section 8. *Separability Clause.* - If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

Section 9. *Repealing Clause.* - All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

Section 10. Effectivity. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) **JINGGOY EJERCITO
ESTRADA**
Acting Senate President

(Sgd.) **FELICIANO BELMONTE JF**
Speaker of the House of
Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd.) **EMMA LIRIO-REYES**
Secretary of the Senate

(Sgd.) **MARILYN B. BARUA-YAP**
Secretary General
House of Representatives

Approved: SEP 12 2013

(Sgd.) **BENIGNO S. AQUINO III**
President of the Philippines

H.4 REPUBLIC ACT No. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. – This Act shall be known and referred to as the "**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.

Section 3. Definition of Terms. –

(a) School. – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) Editorial Policies. – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Section 4. Student Publication. – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Section 5. *Funding of Student Publication.* – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. *Publication Adviser.* – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 7. *Security of Tenure.* – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 8. *Press Conferences and Training Seminar.* – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Section 9. *Rules and Regulations.* – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 10. *Tax Exemption.* – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Section 11. *Appropriations.* – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Section 12. *Effectivity.* – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: **July 5, 1991.**



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 18
Series of 2018

SUBJECT: THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs)

In accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this **"IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs)."**

**RULE I
RATIONALE AND BACKGROUND**

Section 1. The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complimentary roles of public and private higher education institutions (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

**RULE II
STATEMENT OF POLICIES**

Section 2. The State recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs;

2.1. It is a government policy to foster a spirit of shared purposes and cooperation among the members and elements of the educational community and between the community and other sectors of society at

all times. Only in such atmosphere can the true goals and objectives of education be fulfilled.

- 2.2. The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor the effectiveness of the dangerous drug abuse prevention program through their respective regional/field offices and may enlist the assistance of any government agency or instrumentality to carry out the objectives of the program.
- 2.3. The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and alcoholic drinking environment inside and outside the school campus as mandated in CHED Memorandum Order (CMO) No. 09, s. 2013.
- 2.4. The CHED recognizes the academic freedom of all HEIs, particularly in implementing a policy on mandatory random drug testing of their students or as part of the schools' admission and retention requirements.

In keeping with the dangerous drug abuse prevention program of the government, the Local Government Units (LGUs), the Philippine National Police (PNP), or any authorized law enforcement agency may carry out any legitimate drug-related operation within the school premises, provided that the same shall be coordinated to the concerned HEIs prior to the conduct thereof.

- 2.5. The conduct of random drug testing of students in tertiary schools is mandatory pursuant to Section 36(c) of RA 9165.
- 2.6. The random drug testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

RULE III OBJECTIVES

Section 3. These implementing guidelines specifically aim to:

- 3.1 promote a "drug-free" campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth;
- 3.2 instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;
- 3.3 strengthen the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the



use of illegal drugs and in the treatment of dangerous drug users and dependents;

- 3.4 establish a stronger partnership between the government and the HEIs in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
- 3.5 ensure that the drug testing policies of HEIs are reasonable and not violative of the fundamental rights of the students.

RULE IV SCOPE AND COVERAGE

Section 4. These implementing guidelines for the conduct of drug testing of students in all HEIs shall follow the parameters laid down by Republic Act No. 9165, the Comprehensive Dangerous Drugs of 2002 and its Implementing Rules and Regulations (IRR), as well as the Dangerous Drugs Board (DDB) Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board (DDB) Regulation No. 3, Series of 2009".

RULE V DEFINITION OF TERMS

Section 5. For purposes of these guidelines, the following terms are defined as follows:

- 5.1 Accreditation** – refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.
- 5.2 Confirmatory drug test** – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 5.3 Current students** – refer to existing and currently enrolled students in an authorized higher education institution.
- 5.4 Dangerous drugs** – include those identified and listed in R.A. 9165 or the "Comprehensive Dangerous Drugs Act of 2002" and its annexes, subject to any reclassification, addition or removal of any drug from said



list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.

5.5 DOH-accredited physician – refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.

5.6 Drug abuser – refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any of the three categories:

- **The Experimenter** – one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
- **The Casual user** – one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and
- **The Drug dependent** – one who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

5.7 Drug dependency – refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

5.8 Drug dependency examination – refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.

5.9 Drug dependent – refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

5.10 “Drug-free” campus – refers to the HEIs with intensive and unrelenting campaign against drug trafficking and use of dangerous drugs through an integrated system of planning, implementation and enforcement of anti-drug policies, programs and projects, as shown by the following:

- Non-availability of drug supply;
- Absence of drug user/dependent;
- Absence of drug pusher; and



- Existence of drug awareness, preventive education and information, and other related programs.

5.11 Drug testing – the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test.

5.12 Drug Testing Coordinator – refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.

5.13 Higher Education Institutions – refer to an institution of higher learning primarily offering bachelor and advanced degree programs.

5.14 Interventions – are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.

5.15 Laboratory – refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.

5.16 Mandatory drug testing – refers to the compulsory submission of a student for drug testing in all HEIs as required in the school's student handbook and with notice to the parents.

5.17 Mandatory Random Drug Testing – refers to the compulsory conduct of random drug testing of students in all HEIs with each student having equal chance of being selected for testing.

5.18 Prevention – is the promotion of drug-free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building.

5.19 Random drug testing – refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.

5.20 Random selection – refers to the unbiased process of selecting students who are to undergo drug testing.

5.21 Screening drug test – refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of

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dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

5.22 Student-Applicants – refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).

5.23 Tertiary Education – refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

RULE VI DRUG TESTING OF STUDENTS IN ALL HEIs

Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student's Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

Section 9. Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school's governing boards and passed through the necessary consultation process.

Section 10. Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

Section 12. The HEIs shall present at the consultation the policy requiring mandatory random drug testing of students.

Section 13. Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.

Section 14. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

Section 15. Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the

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student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

Section 16. Conditions for Drug Testing as a requirement for admission and retention. All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

- 16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned;
- 16.3. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and
- 16.4. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.

RULE VII CONFIDENTIALITY CLAUSE

Section 17. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results.

- 17.1 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
- 17.2 In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

RULE VIII SANCTIONS

Section 18. In order to ensure compliance with this CMO, the Commission en banc may, upon the recommendation of CHED Legal and Legislative Services (LLS), impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.



Section 19. Any member of the faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.

Section 20. The refusal of the student to undergo drug testing under this CMO shall be subject to appropriate actions in accordance with the schools' Student Handbook, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

RULE IX MONITORING AND REPORTING

The implementation of this CMO shall be periodically monitored by the concerned CHED Regional Offices (CHEDROs) which shall thereafter submit a corresponding report to CHED Central Office (CHED-CO) to ensure that the goal for a "drug-free" environment in the campus is met.

Section 21. Higher Education Institutions (HEIs)

- 21.1** For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), all HEIs shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.
- 21.2** All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.
- 21.3** The HEIs through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.
- 21.4** The HEI shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.
- 21.4.1 The DFC shall have the following responsibilities:
1. Compose the Selection board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members.
 2. Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical

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practitioners duly accredited to administer drug testing, and to establish appropriate institution-level interventions if needed.

3. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to the CHEDROs.
4. Recommend to the school's governing board the appropriate interventions, depending on the results of the drug testing.
5. The DFC and the Guidance Counselors of HEIs shall be trained for the purpose of enhancing their skills in handling the problems on dangerous drug abuse.

RULE X THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES

Section 22. All heads of public and private HEIs, in collaboration with the concerned CHEDROs, shall ensure and oversee the implementation of Mandatory Random Drug Testing in accordance with these Guidelines.

Section 23. The CHEDROs shall prepare and submit reports annually, or at any time **if needed**, to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO.

Section 24. The CHEDROs are mandated to disseminate these implementing guidelines to the HEIs, conduct school visits, and monitor the conduct of actual drug testing.

RULE XI FEE REQUIREMENT

Section 25. In relation to this CMO, all fees shall be in accordance with pertinent DOH and DDB rules and regulations.

Section 26. The fee for drug testing **prior to admission** will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the HEI if any.

Section 27. In cases of drug testing in DOH-accredited HEI Clinic, the HEI may determine the permissible rate for the drug testing fee, in accordance with the DDB Regulation No. 01, s. 2004 entitled "Prescribed Drug Test Fee for Government-Owned and Private Drug Testing Laboratories Accredited by the Department of Health" and DDB Regulation No. 09, s. 2007 "Amending Board Regulation No. 01, s. 2004."



**RULE XII
EFFECTIVITY**

Section 30. This CMO shall take effect beginning Academic Year (AY) 2019-2020, after fifteen (15) days of its publication in the Official Gazette or in newspaper of general circulation. The required copies of this CMO shall be filed with the Office of the National Administrative Register (ONAR) of the U.P. Law Center. This CMO shall remain in force and effect until revoked or amended.

**RULE XIII
TRANSITORY PROVISION**

Section 31. All existing Higher Education Institutions (HEIs) shall be required to fully comply with the provisions of this CMO beginning Academic Year (AY) 2019-2020. A Higher Education Institution (HEI) operating after the start of AY 2019-2020 shall comply with the provisions of this CMO, within one (1) year after the start of the school year of its operation.

Issued this October 26, 2018, Quezon City, Philippines.

For the Commission:



J. PROSPERO E. DE VERA III, DPA
Chairperson



H.6 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.