



Senior High School Parents and Students' Newsletter No. 1

Welcome Messages from the School President and Heads of School

Dear Senior High School Students,

Welcome to SISFU and congratulations for selecting SISFU for your final high school years. You and your parents have to be commended for the decision to study here. SISFU's commitment is to deliver to our students globally- relevant quality academic programmes from our foreign partners. Your high school program contains not only what the Philippine Department of Education requires but what the UK educational system expects students at your age level to obtain. You will be prepared to move up to college and be globally competitive through SISFU's rigorous international standards in instruction, assessment and research, supported by excellent facilities, highly-qualified faculty, and industry collaboration. Most of all, your lecturers are here to help you learn. We also have a strong student support system for you.

A study conducted by the University of Canberra shows that transnational programmes like SISFU's will continue to remain viable for the coming decades, especially in Asia as globalization becomes more intense, as nations develop large middle classes and as the number of students desiring to obtain internationally developed curricula continue to increase for global competitiveness. So good luck in your studies, participate in all your academic and social activities in school and ENJOY WHILE YOU LEARN THROUGHOUT YOUR SENIOR HIGH SCHOOL YEARS HERE IN SISFU.

Melva M. Diamante, D.B.A.

President

As pioneers of our Senior High School programme, I welcome you to SY 2016-2017 and an exciting new phase of SISFU's delivery of academic qualifications. Our transnational education not only provides you an opportunity to earn additional international qualifications over the next two years; but will also prepare you for your further studies and a focused career path through varied teaching methodologies intertwined with the international curriculum content of some subjects.

We consider you as young professionals, ready to embark upon a college preparatory programme and therefore encourage you to focus, excel and embrace the outcomes and competency-based teaching methodology which requires discipline in respect of self-study and research. Your achievements over the next two years will provide you with an opportunity to be globally competitive, so strive for the moon and be an achiever!

Once again welcome and good luck!

Carol R. Pido

Dean of School of Hospitality Management

Director for Senior High School and English Language Center

School Year 2016 – 2017 is going to be an exciting year for SISFU as we welcome the very first batch of Senior High School students.

One of the major projects of the Association of Southeast Asian Nations is the establishment of an ASEAN Economic Community, which aims to integrate Southeast Asia’s diverse economies, a region with 600 million people. Community and networking are going to play a very important role in all aspects of businesses in the region. It is not about whom you know...but who knows you. Ask any senior executive, politician, community leader or successful salesperson which single skill or habit helped them excel in their career – an overwhelming majority will respond with one single phrase, “Networking and Connections.”

Our SISFU community, by being exposed to competitions and global partners, is going to prepare you to be a global achiever. As a transnational education organization, we aim to prepare our students for the future and global marketplace.

And so for School Year 2016–2017, I wish for all of you that you become the social change that you wish to see. Use your skills learned at SISFU as leaders of your communities to make that happen in your personal, economic and social lives. Together, WE can make a difference.

Amir Tohid

Associate Dean

School of Business and Computing

As we welcome School Year 2016 – 2017, we would like to give you some general information and other school related matters that will help you learn more about us.

Once again, thank you for choosing SISFU! Be Amazing. Be Southville.

I. SCHOOL CURRICULUM

SISFU has a very dynamic and progressive curriculum such that we implement both local and international programmes. We offer courses that are supervised by our foreign affiliates in conjunction with the prescribed curriculum of the Department of Education for the ABM Strand (Accountancy, Business and Management). Thus, our students are provided an opportunity to earn both local diploma and international certifications at the end of the SHS programme.

A. SHS – Grade 11 Subject Offerings

First Semester	Second Semester
Core Subjects:	Core Subjects:
• Business Communication 1	• Business Communication 2
• General Mathematics	• Statistics and Probability
• Earth and Life Science	• Physical Science
• Personal Development	• Filipino 2
• Understanding Culture, Society, and Politics	• Physical Education and Health 2
• *Hospitality and Catering Principles <i>(For students who are enrolled under the Culinary Arts/Hospitality Management Track)</i>	
• Filipino 1	Applied and Specialized Subjects:
• Physical Education and Health 1	• Empowerment Technologies
Applied and Specialized Subjects:	• Business Math
• English for Academic and Professional Purposes	• Organization and Management
• Research Methods 1	• Fundamentals of Accountancy, Business, and Management 1

B. Class Schedule

- An individual copy will be released through your class adviser on the first day of school.

C. Grading System

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

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

II. SCHOOL DISCIPLINE

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

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

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

- School Uniform – Students are required to come to school in **complete** uniform. As a Business and Hospitality school, where students are groomed to be future entrepreneurs, managers, and leaders, we take pride in our uniform.

Please take note that this semester, P.E. class is scheduled every Monday therefore students are expected to come in their prescribed P.E. uniform; and are allowed to use it for the entire day. However, students under Culinary Arts/Hospitality Management track are required to wear their kitchen attire as their first subject in the morning is on Hospitality and Catering Principles. They will be given ample time to change into P.E uniform after the session.

- Class Attendance – This is a must for all subjects. Students are required to attend at least 80% of the classes in all courses. This includes attendance in lectures, seminars or workshops, industrial visits and other school related activities.
- Tardiness – Student who arrives fifteen (15) minutes late for class will be marked TARDY. Two (2) late marks are equivalent to one (1) Absence.
- Speak ENGLISH Policy – English is the global language of business, education, science and technology. The S.E.D. (Speak in English Drive) of SISFU aims to support in developing students with excellent communication skills, particularly verbal and written English. A fine system is in place for violators who will be caught using a language other than English.

- SISFU strictly adheres to Republic Act No. 10627 also known as the “Anti-Bullying Act of 2013”.

III. Other Important Matters:

A. Dates to Remember

1ST SEMESTER	
June 27	Opening of Classes
Aug. 22-26	1st Quarterly Examinations
Sept. 9	Distribution of Cards
Oct. 24-28	2nd Quarterly Examinations
Oct. 29 – Nov.6	Semestral Break
Nov.11	Distribution of Cards
2ND SEMESTER	
Nov. 7	Resumption of Classes
Dec. 16	SHS Christmas Party
Dec. 17 – Jan.8	Holiday Break
Jan. 9	Resumption of Classes
Jan. 23-27	3rd Quarterly Examinations
Feb. 10	Distribution of Cards
March 27 - 31	4th Quarterly Examinations
April 7	Distribution of Cards
SUMMER	
April 24	Start of Summer Classes
June 2	End of Summer Classes

B. Reminders and Updates from the following offices:

Academic Support

Students at SISFU have access to a number of student services to help them adjust to the challenges of Senior High School life and meet their academic and social needs throughout their stay at SISFU. We have a number of Student organizations, all run by students, which provide a great way to learn skills such as leadership, financial, interpersonal, technological; and to meet students who share their interests, and get involved in music, sports, computing, culinary arts, and a host of other activities.

Registration

A gentle reminder to our dear parents and students - please submit the admission requirements indicated in the Conditional Letter of Acceptance. DepEd No. 26, series 2015 requires all schools to register students. Students are given a unique Learner Registration Number (LRN) used throughout their basic education years. If you do not have an LRN, your admission documents need to be submitted to DepEd for evaluation. In addition, you have to request for a **CERTIFIED TRUE COPY (CTC) of Government Permit or Recognition** from your previous school as this is also a requirement by DepEd. Please complete on or before **04 July 2016**.

If you are a foreign national, the Bureau of Immigration (BI) under Executive Order No. 285 requires all students to convert to student visa. Kindly attend to this matter on or before **July 15, 2016** to avoid any inconvenience imposed by BI.

Accounting and Finance

To better assist you, we have prepared a table of schedule that you can use as a reference with regard to your child's school fees. Please see deadline of payment below:

FIRST SEMESTER	SECOND SEMESTER
19 August 2016	16 December 2016
19 September 2016	14 January 2017
19 October 2016	20 February 2017
11 November 2016	

Management Information System

- Southville e-mail address and Google Classroom

Beginning July 2016, all students will be provided an official Gmail address managed by SISFU's MIS Team. This will then be used as a primary communication tool in and out of the classroom.

Further, each student is required to enroll in Google classroom (<https://classroom.google.com/>) under the supervision of each subject teacher using the same email address provided by the school. This aims not only to achieve a paperless classroom but also to foster a stronger home and school collaboration.

Below are some of the advantages of incorporating Google classroom:

1. **Flexibility** - Students and teachers can complete tasks at times when it works best for them. Example: if a teacher would like a class to view a video, not everyone would need to be sitting in the same classroom at the same time. Each individual would have control over the situation in regards to time, volume of the film, ability to rewind & review, pause, etc.
2. **Availability of Resources** - Multiple people can be using the same source of information at one time.
3. **Organization** - Teachers can post rubrics and class schedules online for everyone to have access to the information.
4. **Assignments** - Students can submit their homework online based on the schedule given. Teacher can find everything in one location and be able to check and give feedback immediately.
5. **Collaboration** - Students can work together to share ideas. Collaborating on a group project may be made easier with the ease of individuals being able to complete their work from a location of their choice.
6. **Self-Assessment** - Students can review their work. If the same assignment, such as writing samples, are done over an extended time period, a student can look over their work and locate areas where their work requires improvement and maybe even areas where they have reached a proficiency in their work.
7. **Feedback** - Students and teachers can provide review created works. The work can be reviewed multiple times, by multiple people during the same time frame. The feedback can also be immediate. Students would not have to wait until their next class, which does not meet until one week later, to know the results of their work. This also allows for the students to review this feedback and, tying back to self-assessment, come prepared to the next class with revisions or ideas of what types of changes can be made.

Source: <https://sites.google.com/site/creatingapaperlessclassroom/pros-of-a-paperless-classroom>

- **Turnitin software**

Turnitin is the leading originality checking and plagiarism prevention service used by millions of students and faculty, and thousands of institutions worldwide. Turnitin encourages best practices for using and citing other people’s written material. The service offers a complete web-based service to manage the process of submitting and tracking papers electronically, providing better and faster feedback to students.

Here at SISFU, Turnitin is used among other instructional tools in helping the students develop essential skills such as critical thinking, analysis, synthesis, paraphrasing and summarising, and citing and referencing. In particular, Turnitin helps students manifest academic integrity in their work by teaching them how to use, generate and communicate information in an original, honest, and responsible manner.

Source: <http://guides.lib.monash.edu/turnitin>

Concerns/Comments/Suggestions?

Please feel free to come and visit us Mondays – Fridays from 08:00 – 17:00 hours or you may reach us at telephone numbers (02) 820 6774 or 8209181 Local 223 for SHS. Kindly look for Ms. Ailene Fulgencio, SHS Head.

-----**REPLY SLIP**-----
 (Please return this portion to your child’s homeroom adviser)

_____ We have received and noted SISFU SHS Newsletter No. 1 dated 27 June 2016.

 Student’s Signature over Printed Name
 Date: _____

 Parent/Guardian’s Signature over Printed Name

Exit Pass*
 Kindly fill out the form below.

EXIT PASS

This is to allow my child, _____, a Senior High School student of SISFU, to use the Exit Pass for the following reasons:

- take meals at SISC Basic Ed Cafeteria, food court, and Brewsters during the designated break/lunch schedule only.
- use the Library resources of SISFU on the 3rd and 4th Floor of SISC Libraries, Lux Campus.
- use the Science Laboratories located at the Tropical/ Lux Campus.
- purchase school materials and/or avail of the Printing services located at the STUFF SHOP, Lux Campus.

Please note that the improper use of this Exit Pass will be dealt with accordingly.

 Parent/Guardian’s Signature over Printed Name

**We will only process the Permanent Exit Pass of those with a duly accomplished form.*