



# Southville International School and Colleges STUDENTS AND PARENTS' BULLETIN

No. 1 A.Y. 2024 - 2025

August 30, 2024



## Message from the Principal



**Marie Vic Suarez, PhD**  
K12 and IB Principal

As the proud principal of Southville International School and Colleges (SISC), it is with great pleasure that I welcome everyone to the 2024-2025 academic year! The start of school has always been a wonderful time on all our campuses, filled with new beginnings, new friendships, and new opportunities for learning. Our students' smiles say it all as they return to the classrooms ready to grow and accomplish new things.

Everything we do at SISC is centered on our diversely talented and gritty community of learners who inspire and motivate us all. We believe that every child is capable of achieving greatness, and we are committed to providing them with the best educational experience for their academic success and personal growth.

We understand that the development of our students depends on the collaboration between school and home, especially with engaged and active parents and guardians. We value your partnership and open communication in guiding your child's progress, addressing any concerns, and celebrating their achievements.

Together, let us usher in this new academic year with enthusiasm and a determination to succeed. Let us embrace the opportunities that lie ahead, support one another, and create lasting memories. Here's to a year filled with boundless inspiration, productive collaboration, unforgettable moments, and unparalleled successes!

### Vision

Southville International School and Colleges is recognized nationally and globally in the delivery of international education to develop lifelong learners, excellent in academics and values, and movers of society who will make a difference in the 21st century.



### Mission

SISC is committed to develop lifelong learners who are equipped with the 5Cs (Competence, Character, Commitment to Achieve, Collaboration, Creativity, and Innovation) through data-driven and technology-enhanced educational programs to ensure student success in the 21st century.

# Leadership Team for K12 and IB Academic Year 2024-2025

## K12 and IB Officers

| Designation                               | K12 and IB Officers |
|---|---------------------|
| Principal                                 | Marie Vic F. Suarez |
| Deputy Principal, STAR Campus             | Jenny Fonte         |
| Deputy Principal, Munich Campus           | Sheryl Manalo       |
| Assistant Deputy Principal, Munich Campus | Angela Kaiser       |
| Deputy Principal, Lux Campus              | Nessie Lumbres      |
| IB Coordinator                            | Armie Ababa         |
| IB Assistant Coordinator                  | Dabe Salibio        |
| Discipline Head                           | Annabel Vasquez     |
| Student Affairs Coordinator               | Patricia Belleza    |
| Overall Flex/INNOVE Coordinator           | Angeline Dumlao     |



The Council of Principals also serves as the Child Protection Policy Officers of SISC. Students with concerns related to the Child Protection Policy are encouraged to approach any member of the council.

## Academic Heads

| Designation                              | Academic Heads    |
|--|-------------------|
| English, Point Person (Grades 3 – 6)     | Khristine Santos  |
| English, Subject Area Head (High School) | Carla Villanueva  |
| Math, Point Person (Grades 1 – 6)        | Gisella Galisanao |



|   |                              |
|---|------------------------------|
| Math, Subject Area Head (Grades 7 -12)                            | Judy Arguelles               |
| Math Coordinator (Grades 10-12)                                   | Christian Tapuro             |
| Science, Point Person (Grades 3 – 6)                              | Leslie dela Cruz             |
| Science, Subject Area Head (Grades 7 -12)                         | Rachel Chua                  |
| SLGE, Point Person (Grades 3 – 6)                                 | Sheryl Manalo<br>Jenny Fonte |
| SLGE, Point Person (Grades 7 -12)                                 | Joseph Gregorio              |
| AI/ICT, Subject Area Head (Grades 3 -12)                          | Michael Gravamen             |
| Filipino, Point Person (Grades 3 -12)                             | Joseph Asoy                  |
| Foreign Language, Subject Area Head (Grades 7-12)                 | Leo de Mesa                  |
| Business and Financial Literacy, Subject Area Heads (Grades 3-12) | Abigail Vallente             |
| EQ/ACT, Point Person (Grades 1-6)                                 | Zendel Zuñiga                |
| EQ/ACT, Point Person (Grades 7-12)                                | Maryknoll San Pedro          |
| Special Subject, Point Person (Grades 1-6)                        | Leslie dela Cruz             |
| Special Subject, Point Person (Grades 7-12)                       | Precious Daluz               |

### **Level Facilitators and Strand Coordinators**

| <b>Level</b>   | <b>Level and Strand Facilitators</b> |
|----------------|--------------------------------------|
| STAR Campus    | Selena Vista                         |
| Preschool      | Angel Tan                            |
| Grades 1 and 2 | Gia Sogitao                          |
| Grade 3        | Hannamie Luching                     |
| Grade 4        | Melanie Rongavilla                   |
| Grade 5        | Randy Roncales                       |
| Grade 6        | Mayi Seva                            |
| Grade 7        | Erik Floyd Timpug                    |
| Grade 8        | Hannah San Esteban                   |
| Grade 9        | Zarah Eunice C. Velasquez            |
| Grade 10       | Mark Joseph Asoy                     |
| ABM Strand     | Adam Vecino                          |
| GAS Strand     | Patricia Camille Patron              |
| STEM Strand    | Lady Jamie B. Estropigan             |
| HUMSS Strand   | Joseph Aristotle Gregorio            |

# Back to school road courtesy and safety reminders

Road courtesy within the vicinity of SISC fosters a safer, more organized, and more pleasant environment for everyone. Observing road courtesy is essential in a school environment to ease traffic flow and ensure:

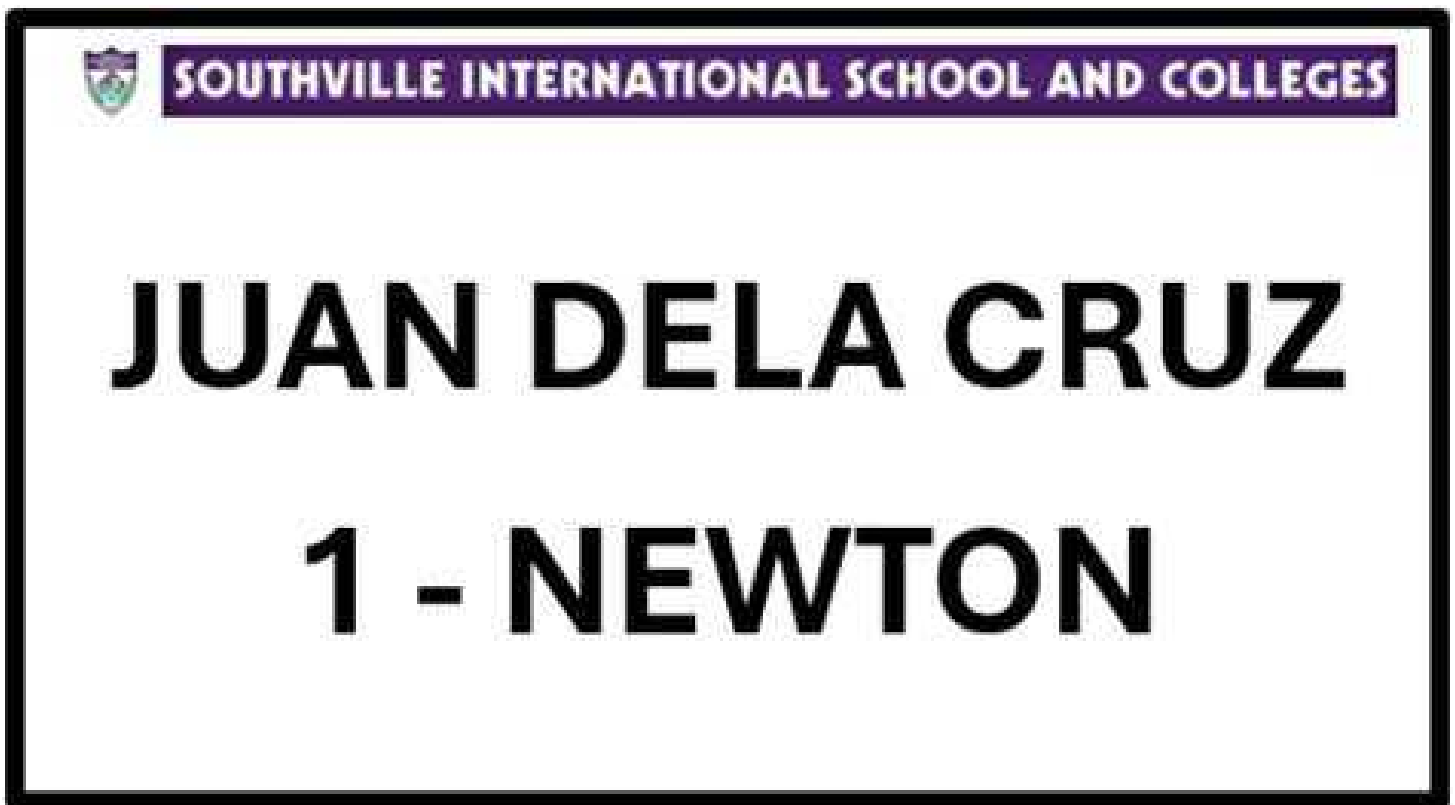
1. **Safety of Stakeholders:** In SISC, we have a number of students and staff who commute to and from school. Courteous driving, such as yielding to pedestrians and adhering to speed limits, significantly enhances their safety.
2. **Efficient Traffic Movement:** Courteous behavior, like allowing other drivers to merge, avoiding blocking intersections and adhering to NO DROP OFF/PICK UP ZONES, helps maintain a steady flow of traffic. This is especially important during peak hours like arrival and dismissal times.
3. **Reduced Stress and Conflicts:** Politeness on the road can minimize road rage and conflicts among drivers, creating a more peaceful and orderly environment.
4. **Positive Role Modeling:** Adults who exhibit road courtesy set a good example for children, teaching them the importance of following traffic rules and being considerate to others.
5. **Emergency Access:** In case of an emergency, courteous driving ensures that roads are not blocked and emergency vehicles can access the school quickly.
6. **Efficiency in Parking Areas:** Courteous behavior in parking areas, like taking turns and not occupying more space than necessary, ensures that more vehicles can be accommodated without congestion.

## Traffic Guidelines for Luxembourg, Tropical & Munich Campuses

1. Luxembourg, Munich and Lima Parking areas are designated as drop-off, pick-up and waiting zones for drivers. Students are expected to follow this at all times.
2. Luxembourg Street is a tow-away zone. For ease in traffic flow and for the safety of your children, drop them off at Luxembourg Parking.
3. Students are advised to prepare their things beforehand for a swift 10-second drop off during school arrival.
4. Kindly use the furthest stop as much as possible to maximize the drop off area at Luxembourg Parking.



5. A one-way traffic scheme will be implemented from 7:00 am to 5:00 pm, Mondays thru Saturdays.
6. Munich and Luxembourg students can enter and exit at the College gate provided they have a Gate Pass.
7. Placards should be placed on the car's windshield when students are being picked up to facilitate easy and faster identification by the guards doing the paging. Please refer below for the sample placard.



### **Traffic Guidelines for STAR Campus**

1. No parking along Elizalde St. which is a tow-away zone.
2. Vehicles coming from the Concha Cruz area are not allowed to do a U-Turn on Elizalde St. Instead, they should proceed to Aguirre St., make a U-Turn there, then turn right towards STAR Campus.
3. U-Turn should be made after Batac St.

### **Penalties for Violation of Traffic Rules**

1. BF Homes residents/Guest BF sticker holders may be refused a BF Gate sticker during renewal of application with the BF Federation of Homeowner Associations, Inc. (BFFHAI).
2. Clamping of tires by the BFFHAI security will be implemented.
3. Students who are dropped off or picked up in non-designated areas will be sanctioned for violating school policies.

Managing traffic flow is everyone's concern. Let's all support and do our part in ensuring our children reach and leave school safely and efficiently.



# Guidelines on Suspension of Classes

With the typhoon season upon us, here are the guidelines that SISC adheres to:

## 1. Pre-announced Suspension

The infographic features a background of rain on a window. It lists three signal levels with corresponding suspension rules:

- SIGNAL NO. 1**: No Classes for Preschool
- SIGNAL NO. 2**: No classes for Preschool, Grade School, High School & IB 1 and 2
- SIGNAL NO. 3**: No classes for Preschool, Grade School, High School, IB 1 and 2 & College

## 2. Suspension from Local Government

In the absence of typhoon signal warnings from the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), localized cancellation/suspension of classes is implemented by local chief executives in their capacity as chairpersons of the Local Disaster Risk Reduction and Management Council. SISC follows this announcement (Parañaque for STAR Campus; Las Piñas for Munich, Luxembourg, and Tropical campuses) for the general safety of the students under our care.

The poster is titled "AUTOMATIC CLASS SUSPENSION HEAVY RAINFALL WARNING" and is for "Preschool, Elementary, and Secondary Level & Community Learning Centers both Public and Private Schools". It details three warning levels:

- YELLOW WARNING**: 7.6 - 15mm HEAVY rain observed in an hour and expected to continue in the next 2 hours.
- ORANGE WARNING**: 15 - 30mm INTENSE rain observed in an hour and expected to continue in the next 2 hours.
- RED WARNING**: more than 30mm rain observed in an hour and expected to continue in the next 2 hours.

A central banner states: **NO CLASSES (FACE TO FACE AND ONLINE CLASS)**

At the bottom, it says "BE GLOBAL. BE AMAZING. BE SOUTHVILLE" and "PR@southville.edu.ph".

Sources: Las Piñas City National Senior High School Dora Josefa Campus and Philippine Red Cross  
https://www.facebook.com/ntsc07/photos/1477169294834456?seta=49119170303371  
https://www.facebook.com/obedkross/photos/?comment=these-heavy-rainfall-warnings-signals-they-are-more-than-just-colors-the/2870307552994624/?\_rft

### 3. Weather and Traffic Conditions - Online Class Option

At Southville International School and Colleges, the safety and well-being of our students always come first. Recognizing the challenges posed by ever-changing seasons and unpredictable weather, we empathize with the difficulties students face when dealing with adverse weather conditions and traffic congestion during their daily commute. In light of these concerns, we are proud to introduce a new policy aimed at ensuring the safety and convenience of our students, all while safeguarding their perfect attendance records.

Effective this Academic Year 2024-2025, even if there are no official cancellations of classes by the local government, your child will still have the option to attend their classes online if unfavorable weather conditions make commuting difficult. This means they can join their lessons remotely without needing to physically come to school. Rest assured, choosing this option will not disqualify your child from being eligible for the perfect attendance award.

In the event that the Local Government announces the late-day suspension of classes, it's important to be aware that all classes, both those conducted in person and those held online, will conclude on this staggered basis:

| LEVEL                | TIME     |
|----------------------|----------|
| Preschool to Grade 2 | 11:00 am |
| Grades 3 to 6        | 12:00 pm |
| IB                   | 12:30 pm |
| Grades 7 to12        | 1:00 pm  |

Students with siblings will join the dismissal of the youngest sibling. This coordinated dismissal time serves two crucial purposes: firstly, it prioritizes the safety and convenience of our students, and secondly, it contributes to the reduction of traffic congestion in the area.

We believe that this flexibility will provide a safer alternative for students and parents during adverse weather condition. Here are some key points to note:

**Safety First:** Your child's safety is our utmost priority. We want to ensure that they can continue their education without putting themselves at risk during challenging weather condition.

**Online Attendance:** Students attending classes online will be marked as present, just as if they were physically present at school. This ensures that their perfect attendance record remains intact.

# Student Handbook is available online

The SISC Student Handbook is intended to serve as a general guide for current students on their journey to educational and personal development this school year. It is a ready-reference manual to the policies, procedures, services and resources that support students in taking charge of their own education.

Click the link below:

## [K12 AND IB STUDENT HANDBOOK](#)

You can also find it in the Basic Education Moodle under Useful Links and the files section of Managebac for IB.

Please be aware that all students are responsible for reading and knowing the contents of this handbook to ensure a positive learning experience at SISC.

Please make sure your child has a copy of the student handbook. If they do not have one yet, please contact Ms. Annabel, the Discipline Officer, at [officeofthediscipline-k12ib@southville.edu.ph](mailto:officeofthediscipline-k12ib@southville.edu.ph) email for K12 and IB programs.

We would appreciate it if you would acknowledge receipt of this important communication by clicking the form below.

## [ACKNOWLEDGEMENT FORM](#)

# Applications for Fetcher's and Permanent Gate Passes

Dear Parents,

Available fetcher's passes are being endorsed to the class advisers for release, while e-permanent gate passes for students are being processed once parents confirm the specific conditions and manner in which their child will be fetched/go home.

For those who have **NOT YET** received the application forms, the links are provided below:

- Fetcher's Pass - [Online Application for Fetcher's Pass \(Academic Year 2024 - 2025\)](#)
- Permanent Gate Pass - [Application for Permanent Gate Pass AY 2024-2025 for Grade 7-12 and IB1 & IB2](#)

For more information, please coordinate with Ms. Annabel Vasquez via her email at the Office of the Discipline - K12 & IB <[officeofthediscipline-k12ib@southville.edu.ph](mailto:officeofthediscipline-k12ib@southville.edu.ph)>.



# MONARCHS MOMENTS



## STAR Campus

### Opening of Classes



**"First day fun at STAR CAMPUS! Students are all smiles as they explore and play at Young Monarchs Park, making memories with friends to kick off a fantastic school year!" 🌳🎈**



# MONARCHS MOMENTS



## Munich Campus *Opening of Classes*



**School is back in session and Munich students are ready to tackle the academic year with grit and growth mindset!**



# MONARCHS MOMENTS



## Luxembourg Campus

### Opening of Classes for High School Students





# MONARCHS MOMENTS



## Luxembourg Campus

### Opening of Classes for Senior High School Students



**Another school year, another opportunity to learn and grow. Welcome back, Monarchs!**





# MONARCHS MOMENTS



## International Baccalaureate Diploma Programme

### *Opening of Classes for IB Students*



**Smiling faces, bright futures. Welcome back to class, IB Students!**





# Back-to-School Healthy Tips

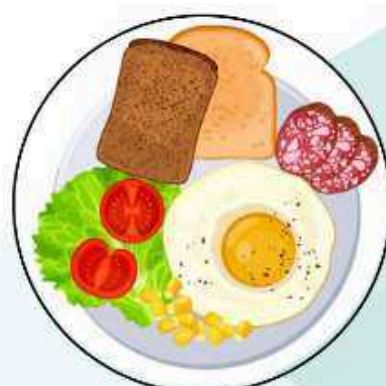
The coming school year presents new possibilities for students and parents alike. Help your children get healthy for the new school year with these tips.



Build a daily sleep routine



Get recommended vaccinations



Eat a nutritious breakfast



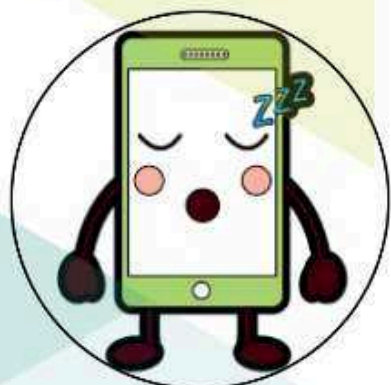
Keep hydrated



Stay physically active



Maintain a practical study/life balance



Limit electronic devices and screen time



Practice proper sitting posture in class



Know own allergies to avoid triggers



## REMINDER



Kindly take note of the following requirements that need to be accomplished/submitted before returning to school from sickness:

- **No fever** nor use of any fever-reducing medicines within the last 24 hours
- For **1 to 2 days of sickness**, kindly go to the school clinic before heading to your classroom.
- **Medical Certificate** (fit to attend classes if sick for **3 or more days**)
- Scan the QR Code and **fill out the Request for Return to School Notice due to Sickness.**



Request for Return to School Notice due to Sickness (for students)

## Nourish your Well-being for a Healthier Tomorrow



Reference:

- University of Cincinnati - UC Health
- American Academy of Pediatrics
- University of the Philippines - Manila





# Social-Emotional Learning (SEL) Corner

## MINDFULNESS IN THE CLASSROOM

### HOW TO PROMOTE STUDENT WELL-BEING

#### 3 CREATING A SAFE AND COMFORTABLE ENVIRONMENT:

Foster a supportive classroom atmosphere where students feel safe, respected, and encouraged to express themselves authentically.



#### 5 MINDFUL EATING:

Teach students to eat slowly and mindfully, paying attention to sensory experiences, promoting healthy eating habits and awareness of nourishing their bodies.



#### 1 MEDITATION AND BREATHING EXERCISES:

Teach students techniques to focus their attention, manage stress, and cultivate a calm state of mind.



#### 2 MINDFUL COLORING:

Engage students in coloring activities that promote relaxation, attention to detail, and a sense of mindfulness.



#### 4 GRATITUDE JOURNALS:

Encourage students to reflect on and write about things they are grateful for, cultivating a positive mindset and fostering appreciation.



#### 6 LISTENING EXERCISES:

Engage students in activities that focus on active listening skills, such as guided audio or music, fostering concentration and attentiveness.



Reference: upEducators | Mindfulness in the Classroom: How to Promote Student Well-Being?

Please acknowledge that you received the e-bulletin. Acknowledgment of this email won't require you to submit reply slips. Kindly click the link below:

[\*\*Acknowledgement Form\*\*](#)

**Marie Vic F. Suarez, PhD**

**Principal, K12 and IB**

**K12 and IB Bulletins**

**NURTURING the 5Cs through**

*Academic Rigor, with GRIT and a*

**GROWTH MINDSET**

#### STAR Campus

136 Elizalde St., BF Homes,  
Parañaque City, Philippines  
Tel. Nos. 88428811

#### Munich Campus

Munich St. corner Tropical Avenue,  
B.F. Homes International, Las Piñas City  
Tel. Nos.: 8825-6374 Loc 208

#### Luxembourg Campus

1281 Tropical Ave. Cor. Luxembourg St.,  
BF International, Las Pinas City, Philippines  
Tel. Nos. 8825-6374 Loc 100 / 327

**BE GLOBAL. BE AMAZING. BE SOUTHVILLE**

[www.southville.edu.ph](http://www.southville.edu.ph)