



# STUDENT HANDBOOK

This Student Handbook remains the property of St. John's International School (SJIS) and it is applicable to both SJIS primary and SJIS secondary students. Its content provides students with rules and regulations pertinent at SJIS. It is a must for students and parents to keep themselves abreast with the latest version of this handbook which have been made available digitally on SJIS official website and become acquainted with its entries. Each student and parent must sign this document, indicating that they understand and comply with its contents. Note that no set of rules or policies can address every contingency; rules will be revised and updated when necessary. Any revisions pertaining the content in this handbook will be communicated to students.

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**A. ST. JOHN'S INTERNATIONAL SCHOOL**

St. John's International School or SJIS is part of the excellent scholastic tradition that began with St. John's Institution, Kuala Lumpur in 1904. The SJIS building is part of St. John's Institution edifice of red and white brick 'Grecian-Spanish' architectural heritage that was built in the 1930s. It is the melting pot of students from different cultures and backgrounds. SJIS is associated with the De La Salle Brothers, renowned for their traditional hallmark of excellence in education. Once in SJIS, students shall be part of the luminous and distinguished De La Salle global alumni of over 1 million members. Currently, SJIS offers the Cambridge International Examinations (CIE), GCE A-Level, IGCSE and Lower Secondary syllabuses, both in Pure Sciences and Humanities. This international qualification has been offered by Cambridge for over 50 years and is recognised worldwide in more than 300 countries including North America. Both students and parents will recognise that SJIS possesses distinctive educational characteristics. Members of SJIS faculty are discerningly selected for their top academic qualifications and methodical competencies. They are chosen for their penchant in the scholastic care of students and in their consistency in maintaining updated knowledge and practices of the education world. In SJIS, we envision and provide a great learning experience for our students. Our focus on varied exposures and well-balanced needs of students will set them on a trail blazing glorious path in higher education studies and a promising bright future. *Welcome to SJIS!*

**B. OUR VISION**

To be a leader in providing a first class, well-rounded holistic education in a stimulating learning environment.

**C. OUR MISSION**

SJIS strives to inspire every student with the fortitude to grow and become respected and trusted leaders of the community by accomplishing academic, personal and social goals founded on the holism of faith, knowledge, thinking, creativity and excellence.

**D. QUALITY POLICY**

SJIS is committed to providing its students with a high quality learning experience to enable them to develop their full potential in academic and character development and achievements. SJIS will strive to provide services that meet or exceed the expectations of its stakeholders and to continually improve its service level through compliance with all regulatory requirements and regular review of quality objectives. Towards this aim, SJIS also undertakes continuous risk assessment by identifying measures for further improvement.

**E. SCHOOL CREST**

This emblem reflects the educational excellence that is inherent with the proud heritage of De La Salle. The journey of education is represented by the star that guides every scholar. Malaysia's national flower, the hibiscus, is laid out in a row to depict the synchronicity of "Vision, Mission and Spirit". The phoenix with its proudly spread wings acts as the sentinel of eternal and perpetual pride setting lofty standards and achieving high goals. The name of the institution is set out as an arch providing aegis of authority and influence whereas the school motto "Faith and Fortitude" underlines the strong beliefs and courage on which it was founded, which is emblazoned across a yellow ribbon to denote youthfulness and vibrancy. The green background of the crest signifies the milieu of willingness to explore new and fresh approaches to education as

well as care of the environment and a better tomorrow.

#### **F. SCHOOL SONG: FAITH & FORTITUDE**

We'll strive with our hearts and soul, With Faith & Fortitude to reach our goal.  
When the Phoenix spreads its wings up to the sky, We will all hold our heads up high.

Let Faith & Fortitude be our guide, We'll do our best to do what's right. Whichever path that we may take when we are apart SJIS stays in my heart.

We'll uphold your name for it's a name of fame, A name that we can claim and be proud of. We pledge our faith in you, Together bold and true, Forever you'll spur us on.

Let Faith & Fortitude be our guide, We'll do our best to do what's right.  
Whichever path that we may take when we are apart SJIS stays in my heart.

#### **G. ADMISSION POLICY**

All applicants are required to submit a completed school application and registration form together with certified true copies of the relevant documents (i.e. MyKad, previous academic results/report card, school leaving certificate) and four copies of passport sized photograph (non-returnable). An applicant is only considered an SJIS student upon the acceptance of the 'Letter of Offer' and having paid all fees due on registration. All the registration and confirmation of registration shall be endorsed only after submission of all the relevant documents as per our checklist. The 'Letter of Acceptance' will only be processed upon receipt of the required documents mentioned above (non-returnable), together with the completed application and registration forms.

#### **H. PAYMENT OF FEES**

- I. Students registered in SJIS are required to pay all the fees due as per the fee schedule, 2 (two) months prior to the beginning of each semester.
- II. Failure to pay the fees mentioned above will result in student being barred from attending classes and examinations in SJIS.
- III. Students applying for scholarship or bursaries would be required to settle at least 1 (one) semester fee prior to their application.

#### **I. APPLICATION FOR SCHOLARSHIP**

Our scholarship programme is designed to help students with high scholastic and sports achievement to enroll in SJIS. Students/parents can submit the completed scholarship form to the school administration office. Decision by the Scholarship Committee is final, binding and is not subject to further appeals. For more details, please contact the school administration office. The lists of scholarships that are available are listed below:-

##### **Scholarship for GCE A-Level programme**

- I. The scholarship offers tuition fee waiver for the complete programme.
- II. The applicant must be a fully registered student of SJIS and of below 20 years of age during the course of scholarship application

- III. Recipient of this scholarship award must maintain their position, standing or ranking as a academically high performing student with a minimum Grade of B and 70% score for all internal and external exam pertaining GCE- A-Level programme whilst being under this scholarship.
- IV. Eligibility of the student is considered based on the actual IGCSE/SPM results.
  - a) 6As- 60% Scholarship
  - b) 7As -70% Scholarship
  - c) 8As -100% Scholarship

#### **Scholarship for Cambridge Lower Primary programme**

- I. The scholarship is valid and offers tuition fee waiver for one academic (Year 7 only)
- II. Eligibility of the student is considered based on the actual UPSR result.
  - a) 6As- 50% Scholarship
  - b) 5As -40% Scholarship
  - c) 4As -20% Scholarship
- III. Application of scholarship is open for students who have completed primary school education in the national schools.
- IV. All documents for the scholarship application must be endorsed by the officer from the primary school.
- V. The following fees and costs are not included in the Scholarship: application fee, registration fee, textbook fee, resource & lab fee, course materials & student activities fee, insurance & security deposit and any other applicable fees.

#### **Sports Scholarship for available all programmes available at SJIS**

- I. The Sports Scholarship is awarded to students who are representatives of SJIS for any sports event at the Malaysian National/International Level meet /games. The student will be awarded with 50% scholarship of the school fees.
- II. Recipient of this scholarship award must maintain their position, standing or ranking as a Medallist at the National/International Level each year for the continuity of this award, for the subsequent year.
- III. SJIS shall be permitted to use the portfolio and visuals of the awardee for any of SJIS advertisement and promotional activities.
- IV. SJIS reserves the right to withdraw the award of this scholarship at any time without notice in the event of any misconduct, non-performance or withdrawal on the part of the awardee and where the awardee cease to be a medallist (either Gold, Silver or Bronze) at National/International Level AND / OR cease to be a student in SJIS.
- V. The awardee shall always communicate all entries for any event or competition to SJIS within reasonable time, in writing, during the period of this award.

#### **J. STUDENT WITHDRAWAL**

- I. Any registered student who wish to withdraw from the school must complete and send in the SJIS Student Withdrawal Form.
- II. The Student Withdrawal Form must be submitted six (6) months before the withdrawal date. The student must be physically present during this notice period. The failure to abide by this temporal ruling will cause the school deposit and other fees to be forfeited.

- III. The school will officially reply upon receiving the completed SJIS Student Withdrawal Form.
- IV. Issuance of a school-leaving certificate shall be made to any students who have indicated their intention to either withdraw or transfer to another school. The school-leaving certificate shall be issued 2 weeks from the withdrawal date of the student.

#### **K. REFUND POLICY**

- I. SJIS Refund Form must be submitted for any refund to be made.
- II. Full settlement of semester/term fees is required within a 2-month period before the commencement of classes for the respective semester.
- III. Fees paid are neither refundable nor transferable, except for the following:
  - a. If a student withdraws for a valid medical reason before the commencement of the semester, full fee is refunded except the application and registration fee.
  - b. If a student withdraws from the programme before the commencement of the semester, 70% of all fees (except for Application & Registration Fee) paid is refundable. Please take note that RM100 administration fee will be charged.
  - c. If a student is required to attend the National Service programme, and is denied National Service deferment upon commencement of the programme, a full refund (except for Application & Registration fee) of all fees shall be paid.
  - d. For students with conditional offers who are required to leave the programme due to non-fulfillment of entry requirements upon official announcement of examination results, a pro-rated refund of all fees (except for Application & Registration Fee) will be reimbursed.
- IV. If the student is expelled due to misconduct, there shall be **NO** refund of all the fees paid except for refundable deposits.
- V. Refunds will be made in the name of the sponsor (Parent/Guardian) as stated in the Application Form.
- VI. All claims for refund of any money are only eligible if it is claimed within one year from the date that the relevant student ceases to be a student of SJIS.

#### **L. SCHOOL ATTIRE FOR YEAR 7 TO 11 STUDENTS**

- I. Male students:
  - a) Black long trousers (cotton/ non-denim cutting/ non-fancy).
  - b) White short sleeve shirt (cotton/ non fancy).
  - c) Black canvas shoes.
  - d) Absolute white socks (Ankle length and above).
- II. Female students:
  - I. Black skirt (knee length/ long skirt) or culottes (non-fancy).
    - a) White short sleeve shirt (cotton/ non-fancy).
    - b) Black canvas shoes.
    - c) Absolute white socks (Ankle length and above).
    - d) Black headscarf (Muslim students where/when applicable)
- III. The school trousers/skirt/shirt should be a right fit to students' body dimensions. Overly loose and extremely tight fitting is strictly prohibited.
- IV. The school tie that carries the school crest is compulsory to be worn at all times for all students.

- V. Students are permitted to wear belts; black or brown in colour, width between 2.5cm/ 3cm with the belt buckle in the same size as the belt, with nothing fancy.
- VI. Students are **NOT** permitted to use any form of makeup (mascara, lipstick, foundation, compact powder, concealer, coloured lip-balm, hair-extensions, false eye-lashes) or wear any form of jewellery (original or imitation). Only simple gold/silver (without any gem stone) stud earrings are allowed for female students.
- VII. The school uniform must be worn at all times during school hours or during formal events namely external competitions, excursions and examinations unless permission is given otherwise by the school principal.
- VIII. All students are **NOT** permitted to wear slippers/ flip flops/ sandals to school, even on rainy days.
- IX. Physical Education (PE) Attire:
  - a) It is compulsory for male and female students to wear the SJIS sports T-shirt and SJIS black track bottom during all PE, Sports sessions or ECA slots.
  - b) Muslim female students are permitted to wear a white/black long sleeve inner below the PE T-shirts on any occasion or as mentioned above.
  - c) Students are **NOT** permitted to wear sunglasses or to carry portable audio cassette/tape player, iPod and etc. during the PE or Sports sessions or Clubs activities.
  - d) No legging, tights, shorts, sports pants or any other clothing other that specified above can be worn in all PE, Sports sessions or ECA slots.
- X. Male students are **NOT** permitted to keep long hair. The definition of long hair is as follows:
  - a) At the back: the hair falls below the bottom earlobe.
  - b) At the front: the front hair covers beyond the middle forehead.
  - c) At the side: sideburns or any part of hair that covers the ear
  - d) On top: hair that is more than 3 inches long.
- XI. Haircuts must follow standard school rules & regulations and not the current fashion trend.
- XII. Students are **NOT** permitted to dye their hair. Students who disobey the rule will be instructed to colour it back to their original hair colour.
- XIII. Lower secondary students are **NOT** permitted to grow moustache, beards, goatees or sideburns.
- XIV. For female students, the hair should not fall on the shoulder. If the hair is long, female students must tie it into a ponytail with a black, blue or white ribbon.
- XV. If any student fails to adhere to the above mentioned dress code rules post 2 recorded reminders, disciplinary point deduction will be made and students may be barred from school until the dress code needs are satisfied.

#### **M. SCHOOL ATTIRE FOR A-LEVEL STUDENTS**

- I. Every A-Level student must have their student ID tag visible at all times in the school campus area.
- II. Students are not permitted to wear any attire or accessories that indicates they are part of any society that can cause disruption or sensitivity in the campus; unless for valid reasons and are granted permission by the principal.
- III. Students are not permitted to display any elements that contradict good moral values whether in the form of design, words and phrases that are against the values and cultural



norms.

- IV. Students must at all times wear an attire that is suitable for college students that displays cleanliness, neatness and courtesy in clothing.
- V. It is compulsory for students to wear **DECENT** attires at all times on the campus (shirt, collared t-shirt, shoes, long pants, jeans, knee-length skirts)
- VI. Students are not permitted to wear indecent outfits. The definition of indecent are as follows:
  - a) Mini skirts, leggings or short pants (hot pants)
  - b) Collarless T-shirts
  - c) Sleeveless shirts
  - d) Tight pants/ tight skirts/ torn jeans
  - e) Slippers/ Flip flops/ Sandals
  - f) Worn out/ Torn jeans
- VII. When attending lectures, students are not permitted to wear a cap or bandanna unless for outdoor classroom activities.
- VIII. Male students are not permitted to wear female students' attire or vice versa.
- IX. Students are not permitted to display tattoos/ out of norm piercings on any part of their body.
- X. Male students must have clean cut and neat hair, and are not allowed to keep long hair.
- XI. For female students, the hair should not fall on the shoulder. If the hair is long, female students must tie it into a ponytail with a black, blue or white ribbon.
- XII. If any student fails to adhere to the above mentioned dress code rules, he/she may be barred from school until the dress code needs are satisfied.

## **N. CODE OF CONDUCT**

Inappropriate conduct by a student is subject to disciplinary action as governed by the Students Disciplinary Point System. In an event if a student is caught in an act that is out of school's control and it seriously contravenes the Law of Malaysia, a police report will be lodged by the school and the outcome of the act will be a direct result of the Malaysia Jurisdiction System.

### **Students Disciplinary Point System**

Each student will start the academic year with 25 points. Deduction of points from the Students Disciplinary Point Account (SDPA) will be made based on the respective infraction level. Every student/parent/guardian should check on the points availability via the SJIS Education Management System (EMS). The student will be subjected to counselling sessions if he/she has deductions amounting to a total of 15 points. A suspension of 5-schooling days will take effect if the student has a total deduction of 20 points. When a student has depleted all 25 points, he/she will be suspended for 10-schooling days and be subjected to pending expulsion from the school. Any further infractions post-10 days of suspension will result in immediate expulsion, with pending review from the Disciplinary Board. Please note that other infractions which are not listed below, but is/are still committed by a student, will be reviewed by the SJIS Disciplinary Board as they arise; penalties will be assessed and decided based on the Board's discretion.

#### **Level 1 Infractions** (10 Points Deducted for each occurrence)

- I. Stealing or possession/sale of stolen property/ goods/ stationery/ books.

- II. The sale, use, possession or distribution of harmful weapons, illicit materials, pornography and alcohol on campus and at school-related functions.
- III. Sexual harassment/ sexual misconduct towards or directed to any staff, student or visitor of SJIS
- IV. Possession/use of fireworks and explosives in campus area or during school event.
- V. Act of gangsterism or battery.
- VI. Misconduct during class test/ semester examination/ board examination.
- VII. Forgery, alteration, transfer or misuse of campus documents, records or identification.
- VIII. Intentional and/or malicious destruction or damage to property belonging to School or any staff, student or visitor of school (the student will be responsible for the financial obligations to repair SJIS property)
- IX. Abusive conduct - physical abuse, verbal abuse, abusive behaviour and/or expression, coercion or intimidation directed to any staff, student or visitor of SJIS.

**Level 2 Infractions** (5 Points Deducted for each occurrence)

- I. Disruption of academic and administrative processes or other campus functions.
- II. False bomb threat/ fire alarm
- III. Continual disobedience; inappropriate misconduct; disrupting the educational process
- IV. Possession of items that may be used to cause bodily harm (e.g., stun guns, darts, etc.)
- V. Involvement in gambling and minor vandalism (e.i. scribbling on the school walls)
- VI. Engaged in abusive/obscene language and gestures; profanity; indecent conduct
- VII. Cutting school ; tardy to school (chronic); leaving school grounds without permission; truancy; unexcused absence
- VIII. Open defiance of authority
- IX. Continuous 3 days absence without informing school
- X. Unauthorised use of, unauthorised entry into or misuse of school property.
- XI. Assisting another person to execute any act which would amount to a violation of the code of Conduct and Discipline.
- XII. Involved in conduct or action that is prejudicial to the good name of the school.
- XIII. Representation of the school in matters and activities outside of school without the written permission from School.
- XIV. Cheating or plagiarising in matters related to academic programs.
- XV. Possession/use of prohibited/electronic devices during teaching and learning period.
- XVI. Use of electronic devices/ PDAs during class/ECA/CCA period (except with written approval by SJIS staff, teacher or instructor/coach)
- XVII. Use of smartphones (3G/4G/LTE), tablets, smart-watches and any internet or camera enabled gadgets during schooling hours (except with written approval by SJIS staff, teacher or instructor/coach)

**Level 3 Infractions** (2 Points Deducted for each occurrence)

- I. Failure to submit homework within the specified time frame decided by the subject teacher/ lecturer
- II. Non-adherence to the Dress & Grooming Code for students.

- III. Improperly dressed: wearing sports attire during academic sessions or wearing uniform during ECA sessions
- IV. Leaving the class/ ECA premises without permission
- V. Failure to complete assignments or carry out directed instructions during class sessions
- VI. Non-adherence to food/drink restrictions
- VII. Abuse or misuse of the 'Out of class/ECA-pass'
- VIII. Arriving late to or leaving early from class/school without the written consent of the teacher/ Administration office
- IX. Failure to return Report Card up-to 7 days after being 'handed over' by the class teacher
- X. Engaging in socially embarrassing behaviour on campus or during school functions.
- XI. Cafeteria misconduct (throwing food, removing food/drinks from the cafeteria, excessive noise, lack of cleanliness, etc.)
- XII. Library misconduct (excessive noise, lack of cleanliness, not keeping the books after reading in the proper position)

### **Dispute of Points Deducted**

A student will have the right to dispute any points that he/she feels were not deducted in accordance with this policy at any time. Disputes must be submitted in writing and addressed to the Disciplinary Board Committee. Any dispute will be documented in the Student's File and will be reviewed by the SJIS Disciplinary Board Committee at their next scheduled meeting.

Should the Committee determine that the disputed points assessed were not in accordance with these rules, the student will be awarded those points to his/her Points Account Balance. Should the Committee determine that the disputed points assessed were in accordance with these rules, no further action will be necessary.

### **O. PUNCTUALITY AND ATTENDANCE**

- I. All students must have a minimum of 80% attendance record for each academic semester.
- II. All students must be punctual for all classes, practical or seminar.
- III. A verbal warning will be issued to students who are 15 minutes late for theory/ practical class.
- IV. The school administration department will only accept legitimate letters from parents or medical certificates from clinics which have been properly endorsed.
- V. All students who fail to attend class due to legitimate reasons must inform the school of their intention before the commencement of their class, via the leave/absenteeism form available in the EMS system.
- VI. All letters from parents or medical certificates must be handed to the administration office within 24 hours (schooling/working days) from the date of absence.
- VII. Any student with SJIS student visa, who is absent without consent for 3 consecutive days will be reported to Immigration and MOE (which may result to cancellation of visa).

### **P. ASSESMENT PUNCTUALITY AND ATTENDANCE**

- I. Students must be punctual for all assessments held internally or externally by the school.
- II. A verbal warning will be issued to students who arrive before the half time duration of the

assessment slot. Appropriate actions will be taken on a case-to case basis.

- III. Any student who arrives after the half time duration of the assessment slot will not be allowed to sit for the assessment and will be considered absent.
- IV. No resit will be allowed for students who were absent for the assessment due to personal reasons such as holiday trip, competition, show hosting etc.
- V. School administration will allow resit of examination if a medical certificate is produced from a registered clinic or hospital. The medical certificates must be handed to the examination department preferably within 24 hours from the date of absence.
- VI. Resit is also allowed for students who are sitting for another board exam such as CAIE exam or representing school, state or country for official reason. However, proof of such consent must be submitted to examination department at least one week before the commencement date of examination.
- VII. All students who fail to attend assessment due to reasons mentioned above will be given a resit schedule where the student must confined to the dates and time given to resit the exam. Failure to follow the resit schedule may lead to students marked absent for the exams.
- VIII. In a situation where a student does not attend half of the total subject listed for examination, the student will be automatically demoted to the last ranked class.
- IX. Exemption from any of the above rules and regulation can only be considered based on an official appeal letter with justified reason/s subjected to examination department.

#### **Q. USE OF ELECTRONIC DEVICES**

All electrical devices (mobile/handphones, PDA, tablets, etc) must be switched off during lessons to avoid disruption. SJIS students are only allowed to use these devices before and after schooling hours. However, SJIS is not responsible for any loss or damage to the above mentioned devices.

#### **R. ACCIDENT/INJURY/MEDICAL NEEDS**

If any injury/accident occurs on a student or any student is medically unfit, the following steps are to be followed :

- I. Students need to go to the office and meet the person in charge (PIC). The PIC will then inform the class teacher and SJAM Cadet (via phone call/SJIS Whatsapp group).
- II. Student will be brought to the sick bay and first aid treatment will be given by the SJAM Cadets.
- III. If further treatment is not needed, PIC will notify the parents on the situation and the student will be kept supervised until the parents arrived.
- IV. If further treatment is needed, PIC will notify the parents whether to bring the student to clinic/hospital or to wait for the parents to do so.
- V. Once the parents arrived, PIC will need to complete the incident report form.
- VI. Class teacher needs to do follow-up on any further assistance if needed by parents or student who were injured

## S. LIBRARY RULES & REGULATIONS

All students are required to abide by the Library Rules & Regulations which are listed below.

- I. Students are automatically registered upon joining SJIS. However, they are encouraged to confirm their membership by filling up the membership form during their first loan.
- II. Outsiders are not allowed into the library unless escorted by an SJIS staff member.
- III. Students (Patrons) should be formally and decently attired as defined in the School Dress Code.
- IV. A-level students are required to display their Student ID cards throughout their stay in the library.
- V. Only reading and writing materials can be brought into the library.
  - a. Packages, bags (except for handbags and files) are not allowed in the library. Leave them in the locker provided at the user's own risk.
- VI. The librarian will not take any responsibility for any damage and loss of personal items that are left behind in the library.
- VII. Students are requested to place books on the trolley once they have finished reading them in the library.
- VIII. Smoking and the consumption of food and drinks are not permitted in the library.
- IX. Students are not allowed to remove or change the placement of chairs, tables or any other furniture in the library.
- X. Silence is to be strictly observed in the library at all times. Mobile phones should be set to silent mode or to be switched off before entering the library.
- XI. All registered students are allowed to borrow library materials according to their eligibility.
- XII. Every student is responsible for each of the items borrowed from the library.
- XIII. Students are expected to return library books which have been borrowed, before or on the due date, after which an overdue fine will be imposed. Students will not be allowed to borrow any library materials until the fine is paid.

Category	Number of book	Loan Period	Fine Rates
Students	3 Books	7 Days	RM 1.00 per day

- XIV. Loans, renewals and returns can be done at the Circulation Counter. Students are not allowed to check in/out books for other students.
- XV. Students who withdraw, discontinue or have completed courses must return all borrowed materials to the library. Students who fail to clear any fines or return materials borrowed on completion of their courses will have their transcripts suspended.
- XVI. Students are responsible for library materials. The users will be billed for the cost of repairing damaged materials while on loan to the users.
- XVII. If the material is lost while on loan, students are required to pay the replacement fee for the material.
- XVIII. Students are allowed to use the computers for academic purposes only, and they are required to login to use the computer.
- XIX. Accessing undesirable Internet sites, downloading and chatting are strictly prohibited.
- XX. Installing or customising any computer programmes into the personal computers of the library is also strictly prohibited.
- XXI. Students are allowed to bring their own personal laptop/notebook to utilise the wireless

facilities. However, students are required to register their laptop/notebook at the Information Counter.

XXII. The opening hours are determined from time to time by the Librarian in the light of demand for library use and staff availability. General details of opening hours are as follows:

- a) Mondays to Fridays: 8.30 am - 5.00 pm
- b) Saturdays: 9.00am – 1.00pm
- c) Sundays and Public Holidays: **CLOSED**

## **T. SCIENCE LABORATORY RULES & REGULATIONS**

The following safety rules and regulations apply to all practical sessions held in the science laboratories (Biology, Chemistry and Physics laboratories). Students must adhere to these safety guidelines and follow instructions given by the staff (lecturer or lab technician) at all times. Failure to observe the rules will result in the student being denied to enter the laboratory. Any exception will be on a case-by-case basis with relevant justification. General science laboratory rules and regulations are listed below:

- I. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, smoking and other unsafe activities are not permitted in the laboratory.
- II. Mobile phones are **NOT** allowed on workbenches.
- III. Wash and remove all labels from glassware at the end of the practical session.
- IV. Clean and wipe dry the workbenches at the end of practical session.
- V. Hands must always be washed with soap and water after performing the experiments.
- VI. Safety goggles, lab coat and gloves must be worn whenever work is done in the laboratory.
- VII. Students must wear shoes that completely cover the foot. Please take note that sandals, thongs and high heeled shoes are **NOT** allowed.
- VIII. Long hair must be safely tied back.
- IX. Dangling jewellery and loose or baggy clothing must be secured.
- X. Students must conduct themselves in a responsible manner at all times in the laboratory.
- XI. Mischievous behaviour, throwing of items and conducting pranks are prohibited.
- XII. No student is allowed to enter a laboratory unless a lecturer is present, and no work is allowed without supervision.
- XIII. When first entering the laboratory, students are not allowed to touch any apparatus, equipment, chemicals or other materials until they are instructed to do so.
- XIV. Students are to be prepared for their work in the laboratory. Read all procedures thoroughly before starting the laboratory work/experiments. Follow all verbal and written warnings carefully.
- XV. If a direction or part of a procedure is not comprehensible, ask the lecturer before proceeding.
- XVI. Know the location of the fire extinguisher, safety shower, eye wash and the first aid kit, as well as emergency exit(s).
- XVII. Examine all glassware for cracks before use and report, if there is any cracked or chipped glassware to the laboratory technician.
- XVIII. Keep flames away from inflammable liquids/materials. Always turn off the burner when not in use.
- XIX. Never sit on the workbenches.

- XX. Keep the aisles clear. Students are to push their chair under the bench when not in use.
- XXI. Solids, chemicals, metals, matches, filter papers, broken glasses and other materials should be thrown in the designated waste containers; not in the sink. Follow the lecturer's instructions for the disposal of waste.
- XXII. Throw liquid waste, e.g. solution of silver salt, into designated container and not into the sink.
- XXIII. Hands must be dry when using electrical switches, plugs and wiring.
- XXIV. Always turn off the switches when not in use and before removing plugs.
- XXV. When plugging or unplugging an electrical device (e.g. microscope), hold the plug firmly by its insulating cover. Do not unplug by pulling on its cord.
- XXVI. Damaged plugs and faulty apparatus/equipment should be reported immediately.
- XXVII. Always assume that all chemicals are dangerous. Use proper technique when handling the chemicals.
- XXVIII. Do not touch, taste or smell the chemicals unless instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to the student.
- XXIX. Use the fume cupboard when dealing with concentrated acids and bases as well as chemicals that have unpleasant odours.
- XXX. Check labels on reagent bottles twice before removing any of the contents. Take only the amount needed to avoid waste.
- XXXI. Never return unused or excess reagent to their original containers to avoid contamination.
- XXXII. Replace the stopper/cap of any reagent bottle after having finished using it as soon as possible, and return the bottle to the designated place.
- XXXIII. Always keep the reagent bottles in their proper place at all times.
- XXXIV. Never suck liquids into a pipette by mouth. Always use pipette fillers.
- XXXV. Exercise extreme caution when using a Bunsen burner. Students must keep their heads, hands and clothing at a safe distance from the flame at all times.
- XXXVI. Never leave a lit burner unattended. Always turn off the burner when not in use.
- XXXVII. Never leave anything that is being heated or is visibly reacting unattended. Always turn off the burner when not in use.
- XXXVIII. When materials are heated in test tubes, students must never point the open end of the tubes at themselves or other persons, nor should they look down at the tubes.
- XXXIX. When material is being heated in a beaker, never look into the beaker.
- XL. Always use tongs or heat-protective gloves when removing beaker or test tube from the heat source.
- XLI. Report any accident (e.g. chemical spillage, breakage) or injury (e.g. cut, burn) to the lecturer/teacher immediately, regardless of how minor the incident is. Do not panic.
- XLII. If a chemical splashes onto the skin or in the eye(s), immediately flush with running water from the eyewash station for at least 20 minutes. Notify the teacher on the incident immediately.
- XLIII. All breakages must be reported immediately to the lecturer or laboratory technician.
- XLIV. Never handle broken glass with bare hands. Use a brush/broom and dustpan and discard the glass as directed or into a bin labelled 'Broken Glassware'.

## **U. USE OF TECHNOLOGY**

Access to SJIS ICT tools and technology is granted to members of the SJIS school community to conduct work pertaining to the school only with the understanding that such access is a privilege and carries with it certain responsibilities. SJIS encourages the use of technology for the purpose of promoting teaching and learning. It is expected that students learn to use and apply this technology appropriately. Technology, as used herein, includes but is not limited to the e-books, school email, internet, computers, interactive screens, projectors, interactive boards, cameras, DVD players, CD players, video players, televisions, and printers.

### **Use of Technology Policy**

SJIS technology users are expected to comply with the following rules and regulations. Non-compliance with the SJIS technology-use policy constitutes misuse and could result in loss of access to all or some of SJIS technological resources, financial liabilities for any damages incurred, or other disciplinary action.

- I. Users should not use the school technology and internet service for personal use.
- II. Technology should be used only for education and research purposes as it relates to the school curriculum.
- III. Users who misuse or damage the school technology related item are responsible to bear the financial liability incurred to repair the damaged item.
- IV. Users may not use the account (pincode/username/password) of another user without his/her permission.
- V. Users are not allowed to interfere with the privacy and legitimate work of others.
- VI. Users are prohibited from accessing inappropriate websites, enter chat or discussion rooms, social media, play games, or download software on any school computer.
- VII. In any occasion where the use of social media, games or software download is necessary for teaching and learning function, a prior written sanction should be attained from the school management.
- VIII. Do not remove or disconnect parts, cables or labels attached to the computer and personalize the computer settings.
- IX. Users are prohibited to intentionally interfere with the networking performance of the school.
- X. Users are prohibited from accessing data or files on any computer connected to the network without school permission.
- XI. Users are prohibited from spreading computer viruses or any programme designed to violate security, interfere with the proper operation of the school networking system or damage another user's data.
- XII. Principal/Academic Head/IT Administrator have the right to review files and communication at any time in order to maintain the integrity of the system and to ensure that users are complying with the school technology use policy.

### **Accounts Safety and Privacy Practice**

SJIS provides each of its members with a username and password to access CAIE website, EMS system and e-mailing system as well as pincode for printing. This facility is provided to the SJIS community members for executing all school-related functions and also for internal and external communications that serve legitimate school functions and purposes.



- I. Passwords should never be given out to other users or to be displayed publicly.
- II. Change your password regularly in order to protect your data.
- III. Create strong password that is difficult to be hacked or cracked.
- IV. Always logout of your account.
- V. Users who are granted an SJIS EMS system/E-mail account/CAIE account are responsible for any misuse of that account.
- VI. Users are responsible for the security of their own passwords. A penalty fee may be imposed for resetting loss password.

### **ICT Laboratory Usage and Booking**

- I. Students are only allowed to use the labs during practical session and resource hour.
- II. The labs will be opened from Monday to Friday (7.30am – 4.30pm) except for public holiday and any school events.
- III. Students are only allowed to use the labs (resource hour) as per the following schedule:
  - a. Monday – Thursday – 7.30am-8.00am, 3.30pm-4.30pm
  - b. Friday– 7.30am-8.00am, 1.30pm-4.30pm
- IV. All others desiring the use of labs should request directly to the on duty ICT teachers.

### **ICT Laboratory Rules and Regulations for Students**

If any students are found infringing the rules stated below, 5 disciplinary points will be deducted immediately from the respective students' Disciplinary Point Account on EMS.

- I. Students may not enter or work in the ICT Lab unless the ICT Teacher in-charge is present.
- II. Changing hardware and software configurations in the computer labs are prohibited. Students are prohibited from changing the “computer settings” of any kind (screen savers, mouse-keyboard controls or system setups).
- III. Students are not allowed to download or install any programmes, games or music in the ICT Lab. Any form of downloading is not allowed without prior permission from the teacher in-charge.
- IV. Students are not allowed to play any internet/intranet games in the ICT Lab. Un
- V. Students are only allowed to use the Internet under the supervision of the teacher in-charge.
- VI. Students are not to use ICT Lab for accessing chat rooms, instant messaging (IM) and social media sites.
- VII. Students are to report any damage or irregularity noticed with ICT Lab devices or items immediately to the teacher in-charge.
- VIII. Students are not allowed to use any form of removable storage media or devices in the ICT Lab.
- IX. Food and beverages are strictly prohibited in ICT Lab at all time. Students are prohibited to bring in bags or water bottles into the ICT Lab. should be left outside the computer lab.

### **V. SCHOOL LOCKERS TERM AND CONDITIONS**

The following terms and conditions apply to all St. John's International School (SJIS) students. Students and parents must adhere to the terms & conditions on the usage of lockers provided by the school :

- I. The school is not responsible for any loss or damage to property kept in the lockers. Students are only allowed to access their lockers during breaks, before school and after school. Students are not allowed to access the lockers during subject intervals.
- II. Students may keep only their personal belongings in the locker. Unauthorized items are **NOT PERMITTED** to be kept in lockers under the school regulation and / or any other relevant statutory requirements. The following are some examples of unauthorised items:-
  - a. Drugs
  - b. Alcohol
  - c. Stolen property
  - d. Harmful combustible materials or gadgets
  - e. Any other items not permitted by law
- III. Each locker requires a key that will be provided and recorded by SJIS. Lockers must remain locked using the key provided and **NO** other additional locks are allowed for the lockers. In the event a student forgets to bring the key on a second time, a fee of RM5.00 will be charged to open the respective locker (1<sup>st</sup> time no penalty). Any damage to the lock and /or the locker key must be reported to Admin Office within 24 hours. RM20.00 will be charged for any replacement of the locker key.
- IV. Students are responsible for all contents of the locker as well as the condition of the locker itself (inside and out). Lockers must be kept free of graffiti or any other damage. No permanent markings are allowed in or outside the lockers. No stickers on or in the lockers are allowed. Students will be charged accordingly for the removal of any stickers on or in the lockers. The cost of any repairs to the locker however caused by the student (including permanent markings /graffiti) shall be borne by the student concern.
- V. Students should not have an expectation of privacy for their locker. Lockers are the property of SJIS. SJIS reserves the rights to open, search and inspect the lockers provided without notice at any time. SJIS and its employees reserve the right to confiscate those items deemed illegal or not permitted as in No. 1 (ONE) above and where appropriate, disciplinary action shall be taken accordingly.

### **W. SJIS ECA ACTIVITES**

SJIS ensures that education is holistic by ensuring all students are exposed to balanced lifestyle.

#### **Students' Attendance and Participation for Grading.**

- i. ECA time for sport and club is on every Tuesday (1.30pm-3.30pm) and Thursday (1.30pm-3.30pm), respectively.
- ii. Students will be graded based on their participation (50%) and attendance (50%).
- iii. Students are responsible to inform sport/club teacher in any case, with valid reason, they need to be excused from sport/club activity. Student's Leave Request on EMS must be filled in by parents in case students are required to leave early in which they would not be able to attend ECA session. Impermissible absenteeism will affect students' attendance mark and subsequently students' sport/club grading.
- iv. Students must contribute and participate in their sport/club activities. Sport/club teacher and external coaches/facilitator (if any) will grade students' participation accordingly.
- v. Students must attain 80% and above to be entitled for a certificate of contribution/participation at the end of Semester 2 of every academic calendar.

### **Students' Placement of Club/Sport**

- i. Students will be given out a consent form before the end of Semester 2 for club/sport placement in the upcoming academic year.
- ii. Some clubs/sports will require students to sit for an interview/audition/placement test. The list of clubs/sports that will require students to sit for an interview/audition/placement test is subject to change according to necessity.
- iii. Students have to choose 3 clubs and sports (arranged according to preference) and ECA coordinators will assign placement accordingly based on the criteria below;
  - a. Availability (Students will be given the second or third choice if the first is not available) and/or,
  - b. Interview/audition/placement test results (decided by Club/Sport teacher)
- iv. In case none of the club/sport requested by students is available, ECA Coordinators will place students in other sport/club that he/she deems suitable.
- v. Students are not allowed to change club/sport in between one academic year unless there are valid reasons and this request for change must be appealed by parents/guardians to ECA Coordinators.

### **Roles of ECA Sports/Clubs Organising Members.**

Election of organising members will be done on the first month of the first semester. Students who are elected to hold position as one of the organising members must abide to their roles and responsibilities (with guidance and assistance from sports/clubs teachers) for the betterment of the sports/clubs.

#### **President**

- i. Chair the Committee meetings and AGM
- ii. Direct general affairs of the club
- iii. Lead the committee in making decisions for the benefit of the whole club.
- iv. Represent an unbiased viewpoint allowing free discussion to take place
- v. Have the casting vote on any unresolved club issues
- vi. Assist the Club Secretary to produce agendas
- vii. Represent the club at external meetings, when required
- viii. Manage and oversee the work of club members.
- ix. Present the club's annual report at the AGM

#### **Vice President**

- i. In the event of the President being unable to fulfill his/her duties, Vice President will be asked to step into that role.
- ii. Act as deputy chairperson for all club meetings.
- iii. Ensure that the club's activities are in accordance with the SJIS rules and regulations.
- iv. Work alongside the secretary to ensure clubs procedures and documents are in order.
- v. Ensure action items and resolutions are carried out.
- vi. Fulfill such other duties as the committee may request.

**Secretary**

- I. Prepare and distribute the Committee meeting agendas.
- II. Take the Minutes of all Club Committee meetings and distribute copies.
- III. File the signed copies of all minutes of meetings.
- IV. Carry out or delegate all of the administrative duties; enabling the club to run smoothly.
- V. Organise and attend the club AGM and other club meetings.

**Treasurer**

- I. To look after the finances of the club.
- II. Keep detailed written records of all accounts and make sure that the club operates within the annual budget.
- III. Attend the Committee meetings and AGM.
- IV. Collecting subscriptions and all money related to the organisation.
- V. Keeping updated records of all financial transactions.
- VI. Ensure that funds are kept and spent properly.
- VII. Issuing receipts for all money received and record the mentioned information.
- VIII. Reporting regularly to the committee as well as during AGM on the club's financial position.

**Committee members**

- I. Meets regularly on agreed dates.
- II. Cooperate, support and work with other committee members on strategic planning initiatives for the clubs short and long term development.
- III. Attend the Committee meetings and AGM.

**Regular members**

- A. Every club members are responsible to support and cooperate with each other towards the betterment of the clubs/sports.

**X. ACADEMIC CALENDAR AND TIMETABLE****Academic Calendar**

- I. Academic Calendar will be made available before the academic year and can be downloaded from the SJIS official website under "School Life" tab > School Calendars.
- II. All major school events have been stated in the Academic Calendar and students are required to participate in all school related activities.
- III. Failure to participate in the major school events such as SJIS Awards Ceremony, Cross Country Run, Sports Day and SJIS Carnival Day will result in students attaining a **C Grade** in the Report Slip under Part 1: General Review - Attitude towards School Programmes.
- IV. Medical Report should be given to the person-in-charge of School Administration if a particular student is not fit to participate and attend any of the school activities.
- V. Students are encouraged to attend all the clinics and seminars planned as per the Academic Calendar.

**Report Card Day**

- I. The report card day will be held on **third Saturday** from the last examination date.
- II. The report cards will be given to parents during the student's progress report card day.

**Assembly**

- I. The assembly is held every once a week (Monday-Primary and Lower Secondary and Tuesday-IGCSE Secondary) sharp at 8.00 a.m. which includes activities such as recitation of national anthem, announcements by the principal, coordinators and teachers; general information on activities, meetings and other school functions.
- II. All students should be in the assembly venue at least five (5) minutes before the assembly.
- III. Attendance is mandatory for assembly and absences will be recorded.

**Timetable**

- I. Timetable will be made available **three (3) weeks** before the starts of a semester and can be downloaded from the SJIS official website under "School Life" tab > Timetable.
- II. Students should refer to the Timetable made available in the SJIS official website and have to follow the timetable accordingly. In case of any changes in the timetable, it will be updated in the website and students will be informed verbally by the class teacher.

**Y. EXAM TIMETABLE AND EXAM SYLLABUS COVERAGE****Exam Timetable**

- I. Exam Timetable will be made available three weeks before the examination period and can be downloaded from the SJIS official website under "School Life" tab > Download.
- II. Students need to refer to the Exam Timetable for each of the subjects, for a particular exam cycle.
- III. All students should be in the examination room at least **five (5) minutes** before the examination. The examination should commence and end according to the set time.
- IV. All students have to be in the examination room for the entire exam session.
- V. All written scripts and attendance should be handed over to the invigilator immediately after the examination.
- VI. Resit of exam will only be allowed for students who are unwell, with the submission of Medical Certificate to school.

**Exam Syllabus Coverage**

- I. Exam syllabus coverage will be given to students **three (3) weeks** before the examination period.
- II. Exam syllabus coverage will be made available and can be downloaded from the SJIS official website under "School Life" tab > Download.
- III. Students have to refer to the Exam Syllabus Coverage which is made available in the School Official Website. In case of any change in the Exam Syllabus Coverage, it will be updated in the website and students will be informed verbally by the class teacher.

**Z. EXCURSION AND PERMISSION FORM**

- I. All additional activities (excursions, field trips, extra classes, etc), and scheduled Seminars /Clinics organised by the school will be informed during assembly. Excursion and consent forms will be made available on EMS to be easily accessible by students and parents.
- II. The excursion and consent forms will be made available in the students and parents EMS account under the module of “Student and Permission/Excursion Approval” **three (3) weeks** before the excursion date.
- III. Students have to get their parents approval through EMS in order to attend all the additional activities and events organised by the school. A final report of the permission approval will be printed post parents approval via EMS.
- IV. Students will need to provide the following details at least **two (2) weeks** before the excursion date:
  1. Full name as per IC/Passport
  2. IC/Passport Number
  3. Age
  4. Gender
  5. Contact number
  6. Emergency contact number and relationship status
  7. Medical needs/conditions (please indicate nil if it is not applicable)
- IV. Students should attend the pre-excursion briefing detailing excursion programme/itinerary, dress code, additional wear/gear, mode of transport at least **five (5) days** before the excursion. A copy of the pre-briefing materials will be given to students.

## AA. EMAIL AND EMS ACCOUNT

### Email

- I. It is the responsibility of the students to have their own personal email address. The email address should be proper. Example: John Smith Ali, JohnSA12@gmail.com.
- II. Students have to update their email address in their “Personal Information” section via EMS.

### Ems Account

- I. Parents and Students will be given a personal EMS username with a default password and briefing will be conducted during the ICT lesson. Example; Student EMS username: SJISxxxx with default password, Parents EMS username: SJISxxxxP with default password.
- II. Parents and students are advised to change the password after they have received their EMS account username and default password.
- III. Parents and Students can refer to the login page of EMS for the EMS usage tutorial.
- IV. An email has to be sent to the school administration in the case that Parents or Students would like to reset the password.
- V. Students Leave application will only be made available in Parents EMS account. Leave application via EMS should be filled by parents latest within **one (1) day** from the date of leave for checking and approval by the class teachers.

- a. All medical leave should be submitted with a medical certificate.
  - b. For medical leave of more than **three (3) days**, a medical report should also be submitted. If not, the absence is considered as truancy.
  - c. Absences without a valid reason or non-submission of leave request via EMS will result in a deduction of disciplinary points.
- VI. Students are required to log into the EMS to check on the updates that are made for them this includes the following:
- a. Viewing homework and assignments assigned to them by their subject teachers
  - b. Viewing yearly and weekly lesson plan used for teaching and learning
  - c. Downloading extra teaching and learning materials
  - d. Viewing internal and external examinations related information (Timetable, grade and general analysis).
  - e. Viewing and downloading the assignment note

*Notes..*



*Notes..*

*Notes..*

*Notes..*

PARENT/STUDENT ACKNOWLEDGEMENT FORM

**I have read and understand the SJIS Student Handbook, and I agree to adhere to the policies outlined in the handbook.**

**Student's Name** :  
**Date** :  
**Signature** :

**Parent's Name** :  
**Date** :  
**Signature** :

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE/CLASS TEACHER WITHIN 2 WEEKS FROM ENROLLMENT OR SCHEDULED DISTRIBUTION.**