

# SCHOOL RULES AND REGULATIONS

*Wesley Methodist School Kuala Lumpur (International) is a Christian Mission school; hence the school ethos, character and traditions are special. The school places great emphasis on holistic education, balancing character development with academic excellence. "It promotes the dignity, self-esteem and full development of the person, empowering young girls / boys to become people of integrity, with emphasis on the formation of the heart, so as to be committed to service to their family, nations and the world."*

*Preamble, Directory of Christian Mission Schools in Malaysia FCCMSM, 2013*

Students of WMSKL(I) are to co-operate with the School Teachers / Staff and Prefects in maintaining, at all times, **an atmosphere conducive to acquiring knowledge and imbibing the moral standards and code of conduct and behaviour** required by the school. All students are subject to all school rules and disciplinary action meted out by the school. They are expected to:

- be courteous
- be respect
- be considerate and helpful
- be aware of and be respectful of the sensitivities of others at all times
- always uphold, within and outside the School, the fine traditions of the school.
- be of good moral character

## 1. GENERAL CODE OF CONDUCT

- 1.1. **Bahasa Malaysia or English** is to be spoken as the language of communication at all times in the school. Chinese language is to be used only during related lessons or Chinese Cultural Club sessions. The usage of other vernacular language is not encouraged.
- 1.2. The use of **foul and unacceptable language**, vulgarity and obscenity, and the **expressing of immoral thoughts** through foul/vulgar signs and actions, including messages via social media, will be dealt with severely.
- 1.3. Students are to show **mutual respect for other students**. Those who, individually or in groups, **intentionally bully, harm, threaten; make a fellow student feel left out; inflict pain** on others or **damage** their property will face disciplinary action or even expulsion. This clause applies to and includes those who **abet** such actions.
- 1.4. Students are to be **respectful of school authority**. Those who threaten teachers, staff or prefects with words / actions will be dealt with severely.
- 1.5. Students are to show **respect for the property of others**. **Theft** of personal belongings and private property of others is a **crime** and will be dealt with accordingly by the school. Parents will be called in to the Principal's office.
- 1.6. Students who bring large sums of money / valuables to school, do so at their own risk. **(For cash, a daily maximum of RM 50.00 is suggested)**. Students who need to bring a large sum of money to pay for something (eg. books, camps, school outings), are encouraged to hand the money over to their Homeroom Teachers or Teachers-in-charge for safe keeping.
- 1.7. **Vandalism** and willful destruction / damage / defacement of school and private property will warrant severe disciplinary action; The student will also be required to replace the item or bear the cost of replacement / repairs.

- 1.8. **Handphones** can be brought into the school. They must be labeled with the student's name and class. Students are expected to switch off their phones at 7.25 a.m. and place them inside the respective handphone bags by 7.30 a.m.
- 1.8.1. **Any handphone found in the possession of a student after 7.30 a.m. will be confiscated. The penalty will be as follows:**
- 1.8.1.1. **First offence**: phone and sim card will be kept by the office for one month. The items will be returned to the student upon request from the Office, and a written request from parents / guardian after that period of confiscation.
- 1.8.1.2. **Second offence**: phone and sim card will be kept by the office for three months PLUS a fine of RM100. The items will only be returned with proof of payment (of fine), a written request from parents / guardian after the period of confiscation.
- 1.8.1.3. **Third offence**: phone and sim card will be kept by the office until the end of the academic year PLUS a fine of RM100. The items will only be returned with proof of payment (of fine), a written request from parents / guardian after the period of confiscation.
- 1.8.2. The fine of RM100 imposed is irrespective of whether the student wants the phone back or not.
- 1.8.3. Students who need to make urgent phone calls after 7.30 a.m. may do so using the school phone. Similarly, parents who need to call their children urgently may leave the message with the School Office, citing their children's name and class.
- 1.8.4. During the Wednesday Wesley Staff Meetings, all handphone bags will be placed on the podium until collected by the Homeroom teachers.
- 1.8.5. Students are not allowed to use their earphones/airpods in the school. Earphones /airpods must be unplugged and kept upon entering the school gate. Otherwise they will be confiscated.
- 1.8.6. Students are NOT allowed to charge their electronic devices in school.
- 1.9. All forms of **gambling** and 'games of chance', and the promotion and sale of any form of lottery is strictly prohibited.
- 1.9.1. No game cards of any type are allowed to be brought into school. If found, they will be confiscated and will not be returned.
- 1.10. Board games that do not break rule 1.9. are allowed. However, they may only be played with permission from teachers.
- 1.11. The possession and / or circulation of **prohibited literature, publications, pornographic material and books / publication of an offensive nature** is strictly prohibited within the school.
- 1.12. All electronic items deemed to be unrelated to students' daily school academic work (eg.: audiovisual equipment, electronic appliances, devices and accessories, periodicals, tablets, laptop, notebooks, cameras, including smart watches and items which are not obtained from the library) will be confiscated by the school, unless special written permission has been granted by the Principal.
- 1.13. The school is not liable should a phone or other electronic devices be damaged or misplaced.

- 1.14. Any items, like CDs/DVDs or musical instruments, which are brought in for a school event, must be surrendered to a teacher. If found in the students' possession, they will be confiscated.
- 1.15. Students are strictly prohibited from indulging in all forms of buying and selling, **business transactions and private trading** in the school. Both buyers and sellers will both face disciplinary action.
- 1.16. **Possession, sale and distribution of cigarettes / e-cigarettes / vape, drugs and alcohol** within the school premises are strictly prohibited.
- 1.17. **Smoking, vaping** and the consumption of **drugs** and alcohol (and related products) by students within the school premises will be dealt with severely.
- 1.18. The possession of any type of **offensive weapons**, sharp objects / ornaments, **explosive materials** (including fireworks) is totally prohibited.

## 2. SCHOOL UNIFORM

- 2.1. The prescribed school uniform is to be **worn by all students of the school at all times when they are in the school compound** during normal school days, and during all official school activities and functions, unless otherwise specified.
- 2.2. The school uniform is to be made of the **prescribed school material and colour scheme**. The design/pattern of tailoring must meet the school's specifications.
- 2.3. **Name Tags**
  - 2.3.1 Every student must wear a name tag that is according to IC/ Passport. If the name is longer than 12 characters (not including space between each name) in the name can be shorted but it must include surname.
- 2.4. Students must only wear uniforms with their **own name tags**. Wearing uniform with another student's name is an offence.
- 2.5. Students are only allowed to wear sweaters purchased from school with the school logo on it. Year 11s are allowed to wear the approved sweaters they designed. Siblings of former year 11 students are allowed to wear the sweaters to school.
- 2.6. The prescribed **footwear** for all students is as follows :
  - 2.6.1. Students may choose to **wear either white or black rubber /canvas school shoes**.
  - 2.6.2. Branded shoes and loafers are not allowed. Fancy designs are not allowed. Please scan the QR code (Section 3) for more information.
  - 2.6.3. Students must keep their shoes clean at all times. Students with shoes that look dirty will be fined. Students may be asked to whiten their shoes on the spot.
  - 2.6.4. Only **WMSKL(I) socks** are to be worn by all students. The wording must be clearly displayed.
- 2.7. **PHYSICAL EDUCATION / ATHLETICS / GAMES PRACTICES / POST EXAM ACTIVITIES / SCHOOL OUTINGS**
  - 2.7.1. Students should wear the prescribed school house-colour T-shirt or school event T-shirts and black school games shorts or dark blue/black track bottoms.

- 2.7.2. Students **are not allowed to play games / sports in school uniform**. If found doing so, their sports equipment will be confiscated. This also applies to students who play after school hours.
- 2.7.3. Students who cannot take part in PE / games due to health problems must produce a doctor's letter or a letter from the parents. Permission to be exempted must be obtained from the Principal / Vice Principal. This rule applies during and after school hours.

2.8. **GIRLS' ATTIRE:**

- 2.8.1. **School skirts** of female students should be **knee length**, and should not be folded at the waist.
- 2.8.2. **School shorts** are to cover at least half their thigh, not figure hugging and **not** to be folded at the waist.
- 2.8.3. Blouses should fit comfortably. Overly tight-fitting blouses should be replaced. Otherwise, press studs should be sewn on the spaces between the front buttons to prevent unnecessary exposure. Full camisoles will be asked to be worn if required.
- 2.8.4. There shall be exceptions to the School Uniform rules for various Boards of the School.

2.9. **BOYS' ATTIRE:**

- 2.9.1. Boys are not allowed to wear their **trousers** too low on their hips.
- 2.9.2. Trousers should fit comfortably. Tight-fitting or 'skinny' pants are not allowed.
- 2.9.3. Shirts must be well tucked in so that the **waistbands / belts are clearly visible**.
- 2.9.4. Only **black** waistband / belt of plain / simple design can be worn. Students will have to buy the school belt on the spot if found to be breaking this rule.
- 2.9.5. There shall be exceptions to the School Uniform rules for various Boards of the School.

**3. PERSONAL APPEARANCE**

3.1. **General (For all students)**

- 3.1.1. All students must be **well-groomed**, tidy and presentable in their personal appearance.
- 3.1.2. Finger nails should be kept short. The distal edge of the nails (white part of nails extending beyond the flesh) is to be less than a millimeter in length.
  - 3.1.2.1. Students who play musical instruments which require slightly longer nails are to obtain written permission from the Principal / Vice-Principals by submitting a letter from their parents. An exemption card issued by the VP of Student Affairs must be kept by the student and produced when required.
  - 3.1.2.2. Students are not allowed to have their nails polished.

- 3.1.3. **Students are not allowed to wear amulets, or religious ornaments (for religious reasons) unless they have a letter from parents. These amulets/ ornaments must be worn beneath their uniform so that they are not visible externally. Only kara bangles worn by Sikhs are allowed be worn externally (Ref: Surat Perkeliling Iktisas Bil 3 tahun 2011).**
- 3.1.4. Fanciful hair styles (e.g. undercut, skinhead) and hair dyed to an 'unnatural colour' are NOT allowed. Please scan the QR code (Section 3) for more information.
- 3.1.5. Spectacle rims and frames should be dark in colour or translucent/rimless and simple in design. Please scan the QR code (Section 3) for more information.
- 3.1.6. Henna (*inai*), tattoos or any form of skin arts is strictly prohibited.

### 3.2. **Boys' Appearance**

Boys' hair must be short, well -trimmed hair and conform to the current Ministry of Education guidelines (Ref: K.P. (BS) 8543/Vol.II/(58), Surat Pekeliling Ikthisas No.2/1976). Hair must not exceed the ears at the sides, or the shirt collar at the back. Please scan the QR code for more information.

- 3.2.1. Beards, moustaches and unkempt facial hair are strictly prohibited. Sideburns should not extend below the mid-length of the ear.
- 3.2.2. Written requests from parents for variation of hair length and facial hair on religious grounds must be forwarded to the Principal / Vice Principal for appropriate clearance.
- 3.2.3. Wearing of any form of jewellery including ear studs is strictly prohibited.

### 3.3. **Girls' Appearance**

- 3.3.1. Girls must keep their hair **clean** and **neat** at all times.  
  
Hair should be kept away from the face. Fringes should be kept away from the forehead. Hair-clips and hair bands should be used to manage fringes and strands of loose hair.
- 3.3.2. **Long hair** should be neatly tied up into a pony-tail or braids.
- 3.3.3. Fanciful / decorative and fashionable **hair accessories** are **not** permitted. Only **black hair bands** and **black hair clips** are allowed.
- 3.3.4. The use of cosmetics, cosmetic procedures (including eyelash extensions), coloured lip gloss, coloured balm and coloured contact lens are strictly prohibited.
- 3.3.5. The wearing of jewellery in school is strictly prohibited. Girls are only allowed to wear a **simple gold / silver / white / black ear studs, less than 5mm in diameter on their ear lobes (and not any other part of the ear).**
- 3.3.6. Girls are not allowed multiple piercings on their ears.



For access to pictures of the approved styles of shoes, glasses and hairstyles.

#### 4. ATTENDANCE/ PUNCTUALITY

- 4.1. Students must be **present** and **punctual** in **school** on all school days, and **at all school functions and activities** unless prior written requests for exemption/variation from parents have been approved by the Principal/ Vice Principal.
- 4.2. **Latecomers**
- 4.2.1. Students who arrive between 7.30 a.m.— 8.10 a.m. are required to:
- 4.2.1.1. Obtain **late pass** from the school office or Prefect on duty.
  - 4.2.1.2. Get signature of Principal / Vice Principal / Prefect teacher/ Homeroom teacher/ Tutor
  - 4.2.1.3. Join the class / assembly
  - 4.2.1.4. Submit late pass to Homeroom teacher for change of attendance status.
- 4.2.2. Students who arrive after 8.10 a.m. (when assembly is over) are required to:
- 4.2.2.1. Obtain **late pass** from the office / security guard
  - 4.2.2.2. Get signature of Principal / Vice Principal / Prefect master
  - 4.2.2.3. Submit late pass to the homeroom teacher / Year Supervisor for revision of attendance status
  - 4.2.2.4. Proceed to class for lessons
- 4.2.3. All late passes, duly signed, must be submitted to the school office **on the same day** for filling.
- 4.2.4. All late cases without letters are simply considered 'late'. Penalties will be imposed for repeated lateness.
- 4.2.5. For students who are repeatedly late without valid reasons, and continue to be late after penalties have been imposed, their parents will be called to meet the Principal / Vice principal.
- 4.2.6. For students who are late with valid reasons, a letter must be shown to Principal / Vice Principal, (e.g. medical appointments, music exams, etc) so that status of attendance can be categorized as 'late with permission'. No penalties will be imposed in such cases.
- 4.3. Any students who come into school later than 8.30 a.m. have to produce a letter of explanation from parents / guardian.
- 4.4. **Absentees** from school or its organized activities must either produce a **medical certificate or a letter duly signed by the parents / guardian**. This must be forwarded by the absentee to the homeroom teacher for the Principal's attention the next day upon return to school after his/her period of absence.
- 4.5. **Students who are absent for more than 5 days in a month without notice to the Principal or without supporting documents shall be deemed to be playing truant. Severe penalties, including suspension, can be imposed.**

- 4.6. Students are not permitted to leave the school premises (after having reported/ come into the school premises), unless a valid "Permission to Leave School" slip has been signed by the Principal / Vice Principal. Only parents / guardians are allowed to take the student home. The signed slip must be handed to the security guard on duty.
- 4.7. A student wishing to seek leave of absence from the school for pre-determined reasons (e.g. music exams, driving tests, medical appointments) is required to bring a letter from his/her parent/guardian, **at least a day**, before the actual day, so that Homeroom and subject teachers can be duly informed.
- 4.8. **Absence without reason** is considered 'truancy' and will be dealt with severely.

## 5. ASSEMBLY

- 5.1. All students are expected to be present at all school assemblies, unless prior written permission has been obtained from the Principal / Vice Principal. If assembly is cancelled, all students are to be in their homeroom and not loiter around.
- 5.2. All students are expected to switch off their phones when the 7.25 a.m. bell rings and put them into handphone bags just before assembly starts.
- 5.3. Respectful silence and order must be maintained during assemblies and formal gatherings.
- 5.4. Students are required to sing the National Anthem, the Wesley Anthem and recite the 'Rukunegara' at assemblies on Mondays.
- 5.5. Students are encouraged to bring reading materials (which are permitted by school) to read while waiting for assembly to begin.
- 5.6. Sleeves of long-sleeved shirt / blouses must be rolled down during assemblies and special assemblies.
- 5.7. On Monday and special occasions, and when representing the school, students are required to wear the prescribed **school necktie**.
  - 5.7.1. The tie is to be knotted up properly and the collar buttoned up to ensure a smart appearance throughout the day.
  - 5.7.2. Students who fail to wear the school necktie on Mondays or special occasions will be fined.

## 6. MOVEMENT

- 6.1. All entry into and departure from the school is through the school **Main Entrance or the Back Entrance only**.
- 6.2. All students are to be in school by 7.30 a.m., after which the school gates will be closed.
- 6.3. Every morning before assembly, students should leave their school bags in their respective homerooms and proceed immediately to the assembly grounds. Students should not be found sleeping in the classrooms or loitering in the corridors.

- 6.4. Movement of students between classes, to laboratories / hall / workshop / set teaching rooms / canteen must be done in an orderly manner under the supervision of the teacher-in-charge. Students are not to break ranks or disrupt the order of movement at such times. Students should be punctual at these various rooms for their lessons / activities.
- 6.5. A Leave Pass must be obtained from the teacher in class if a student needs to leave the class during that time. This Leave Pass **must be worn around the neck** so that it is visible. Students without Leave Passes will be sent back to class immediately.
- 6.6. **Loitering** is strictly prohibited.
- 6.7. If the **teacher is late / absent for some reason**, the **prefects** will maintain a register of students who request to leave (only for emergencies). This will be signed by the teacher concerned when he / she enters the class.
- 6.8. After school hours, students should not be in classrooms / teaching-learning rooms without the supervision of the teacher(s).
- 6.9. **Students are not allowed into the Staffrooms at any time.**
- 6.10. Outdoor activities will not be permitted during thunderstorms and inclement weather and when not supervised by a teacher.
- 6.11. In case of an Emergency Early Dismissal (EED), the Standard Operating Procedures for EED applies. Relevant messages will be posted on 1Cube. Special forms have to be completed before students are released by homeroom teachers.

## 7. CANTEEN

- 7.1. **During school hours, students are only permitted in the canteen during the assigned morning and lunch breaks.** Students are not to be found in the canteen during teaching- learning periods and during the change of periods (including PE and Games), and at any other unauthorized times.
- 7.2. Students are expected to **queue up** to buy their food.
- 7.3. Students are expected to cultivate **good table manners and hygienic habits**. Care and consideration for others must be exercised at all times when in the canteen.
- 7.4. Students **MUST** place all drinking and food utensils they have used in the designated Collection Points in the mess area of the canteen.
- 7.5. Students are to clear the tables promptly so that other students may have their turn at the tables. Students are expected to clean up any crumbs before leaving the table.
- 7.6. **Food and drinks bought from the canteen must NOT be taken out of the canteen. If caught doing so, the food and drinks will be confiscated and disposed of.**
- 7.7. Students are forbidden to buy food from hawkers outside the school for health reasons.
- 7.8. Students must bring their own cutlery, if they bring food from home .
- 7.9. Pork and beef are strictly forbidden.
- 7.10. If a student is on **special diet** due to medical reasons, a letter from parents / medical practitioner is required. Written permission must be obtained from the Principal / Vice Principal.



- 7.11. All **food waste should be separated** and thrown in the specific bins provided for recycling purposes.
- 7.12. Students are expected to maintain **good conduct** during recess and lunch breaks in the canteen.
- 7.13. The canteen can be used by students for **private gatherings / celebrations** provided prior written permission has been obtained from the Principal / Vice Principal. Students must **clean up** after using the place.

## **8. LIBRARY RULES**

8.1. Library Opening Hours: 8.00 a.m. to 4.15p.m. (Mondays to Fridays)

### **8.2. Membership**

8.2.1. All teachers, staff and students of Wesley Methodist School Kuala Lumpur (International) are members of the school library. They may use the library for reference, silent study and borrowing of books.

### **8.3. Borrowing of books**

8.3.1. Library cards/smart cards must be used in order to borrow books. If the card is damaged or lost, the student concerned has to pay RM 10.00 for a replacement smart card.

8.3.2. Library cards are not transferable.

8.3.3. Fiction and non-fiction books may be borrowed for two(2) weeks.

8.3.4. Reference books may not be borrowed out of the library.

8.3.5. It is considered an offence if books, magazines or any reading materials are taken out of the library without signing for them first.

### **8.4. Fines**

8.4.1. Students who return books late will be fined RM0.50 for each day the book is not returned.

8.4.2. Students who borrow books must ensure that the books are handled carefully. They have to pay for books which they have lost or damaged.

### **8.5. Use of iPads provided by the Library**

8.5.1. Students who vandalise or misuse the iPads will be subject to severe disciplinary action.

8.5.2. Students are not allowed to take the devices out of the library.

8.5.3. Students are not allowed to upload other apps on the devices.

8.5.4. Students are not allowed to connect their earphones / AirPods to the iPads to listen to music. These accessories will be confiscated if used.

### **8.6. Mode of Behaviour**

8.6.1. Order and discipline must be maintained at all times in the library.

8.6.2. No **unnecessary** movement, discussion, eating, drinking and littering or unbecoming behaviour will be allowed. Students must maintain **SILENCE** in the library. If this rule is violated, these students will be asked to leave.

- 8.6.3. No bags may be taken into the library. They should be placed neatly outside the library.
- 8.6.4. Students who are not in uniform or are not properly attired are not allowed to enter the library. Students are not allowed to enter the library in T-shirts and shorts or slippers.
- 8.6.5. Chairs are to be arranged neatly and quietly before leaving the library. Do not leave anything behind. The librarian will not be responsible for any personal belongings that are lost.
- 8.6.6. Students are allowed to use the computers ***during lunch break and after school hours only.*** Computers may be used ***strictly for research purposes only.*** Computers may ***NOT*** be used for computer games, e-mail and etc. Usage of headphones / airpods is ***strictly prohibited.*** Students must ask permission from library teachers / library staff to sign in for the usage of computers.
- 8.6.7. The content of all thumbdrives must be scanned and verified by the library staff before use.
- 8.6.8. Before leaving the library, please show the librarians at the door all that you have taken out of the library.

8.7. **Suspension**

Students who are found breaking library rules be given a verbal warning by the library staff / student librarians on duty. After three (3) warnings the students concerned will be suspended from using the library for **two (2) weeks** or be sent for **Detention class**.

**9. COMPUTER LABORATORY RULES**

- 9.1. All students using the Computer Labs are strictly required to adhere to the stipulated computer laboratory rules as displayed in the laboratory.
- 9.2. Students may not enter or work in the laboratory unless the computer teacher-in-charge is present.
- 9.3. Students are prohibited from changing “computer settings” of any kind; even screen savers, mouse and keyboard controls or going into “system setup”.
- 9.4. Any access to indecent sites is a punishable offence. Offenders will be severely dealt with by the school.
- 9.5. NO downloading is allowed without prior permission from the teacher-in-charge.
- 9.6. Students are NOT allowed to install any software onto the computer system. By doing so, you are breaking the copyright law. The school takes a serious view of any such misdemeanour.
- 9.7. Students are not allowed to bring any storage devices e.g. thumbdrives, compact discs (CD’s) or hard discs into the laboratory.
- 9.8. There should be minimal movement in the laboratory. Silence must be observed at all times.
- 9.9. NO eating or drinking is allowed in the laboratory.
- 9.10. Only books related to the computer lessons are permitted in the computer laboratory. All other books and bags are to be left in your respective classrooms.

- 9.11. Students must be punctual for their lessons. *Students are to line up at their class and make their way promptly to the Computer Lab.* Latecomers will be severely dealt with.
- 9.12. As soon as a student is seated at the computer assigned to him/ her, he /she MUST report any damage or irregularity noticed, to the teacher-in-charge. If a computer assigned to a student is found to be damaged / faulty after he / she has used it, then the student will be held responsible for the damage / fault and bear the cost of repair or replacement.

#### **10. SCIENCE LABORATORY RULES**

- 10.1. Do not enter the Laboratory unless a teacher is present.
- 10.2. Do not remove or take out any chemicals or apparatuses from the Laboratory without your Science teacher's permission.
- 10.3. Do not carry out any activity in the Science Laboratory without your teacher's permission. Students using the Laboratory for lessons, their club or society activities or their homeroom should not tamper with the arrangement of apparatus in the laboratory.
- 10.4. All students using the Science Labs are strictly required to adhere to the stipulated rules as displayed in the science lab.
- 10.5. Students must report any breakage and malfunction of equipment to their teacher immediately.
- 10.6. Do not touch chemicals with your bare hands. Use a spatula or spoon.
- 10.7. Always read the label on a reagent bottle before using it.
- 10.8. Do not taste or smell any chemical without informing your teacher.
- 10.9. Always light a Bunsen Burner with a wooden splinter, matchstick or lighter only. Extinguish the splinter or the match stick before you throw it into the dustbin.
- 10.10. Do not bring any food into the laboratory. Eating and drinking in the laboratory is strictly prohibited.
- 10.11. If you accidentally swallow any chemical, spit it out at once and wash your mouth with plenty of water.
- 10.12. If any acid or alkali gets onto your skin or clothing, wash the affected area with plenty of water immediately.
- 10.13. Report all accidents to your teacher immediately.
- 10.14. If there is a fire, follow the school rules and guidelines on Fire Drill.
- 10.15. Do not throw any solid substances into the sink.
- 10.16. Wash and clean all apparatuses after use.
- 10.17. Wipe your table and return all apparatuses to its original place after an experiment and leave the laboratory clean and tidy.
- 10.18. Do not waste materials. Remember to turn off the taps and switch off the power points before you leave the laboratory.

10.19. Do not write or draw on the table tops.

10.20. All bags and water bottles are to be left outside the Laboratory.

## 11. CLASSROOM RULES

11.1. Each class will be assigned 2 class prefects that will assist their homeroom teachers with administrative matters. These class prefects are members of the prefectorial board and will be trained along side the prefects during the year. They are expected to attend Monday meetings and participate in the camps and training organized for the prefects.

11.2. As the classroom is the responsibility of every member of the class, each class must set up a class committee (no prefects or librarians) that will look into the following:

- \* Collection and re-distribution of handphones /devices.
- \* Class noticeboard Committee
- \* Duty Roster
- \* Treasurer
- \* Homework Board
- \* Lockers
- \* Whiteboard Updates

11.3. **Class cleanliness** is the **collective responsibility** of all students of the class. Students are expected to assist in class duties according to the **Duty Roster** drawn up together with the Homeroom Teacher.

11.4. Students should cultivate good study habits for their personal and individual development, and to excel academically.

11.5. The **classroom** (inclusive of all special rooms) is a place of study. Every student is responsible for the furniture and fittings in the rooms they use. Student must report any damage detected in these rooms to their Homeroom / subject teachers.

11.6. Disruptive behaviour during lessons and lack of seriousness towards academic work will warrant stern disciplinary action, including suspension from class.

11.7. Students are to fill in all reminders and homework assignments in the school diary. Parents can communicate with teachers concerned through the school diary if they have any concerns about their child's performance.

11.8. Students are expected to meet deadlines for the completion of all academic assignments determined by the school.

11.9. Students are to **sit according to the seating plan / assigned groups by teachers.**

11.10. Any breakage of items in the homeroom, whether accidental or otherwise, will have to be reported to the Homeroom teacher. The student concerned will have to bear the cost of replacement / repair.

11.11. The consumption of food and drink in class, and the chewing of gum in school are prohibited.

11.12. Water bottles are to be placed at the back of the classroom. Students who wish to drink are to seek permission from the teacher.

11.13. The use of **correction tape / fluid** is **prohibited** in the school. If found in the possession of students, the items will be confiscated with immediate effect and not returned.

11.14. Unauthorized use of the whiteboard / smart board / class computer and LCD projector is strictly prohibited.

11.15. Desks, chairs, walls and notice / bulletin boards must be free of scribbling/ graffiti.

11.16. Students must collectively ensure that tables, chairs and other furniture are always neatly arranged.

11.17. **At dismissal, chairs must be placed on the respective tables. The class will be fined if this is not compiled with.**

- 11.18. When leaving their classroom / at dismissal, students must ensure that all **lights, fans and air-conditioners are switched off**. Doors must be left open. The **whole class will be fined for negligence**.
- 11.19. Books and personal belongings are **not to be left in the students; desks after school**.
- 11.20. Students are **not to leave behind** their wallets / purses, **money** and **valuables** in their desks / bags when they are away from their classrooms (e.g. during recess, lunch breaks or games). The school will not be held responsible for any such losses.
- 11.21. Students are not to bring any sports equipment into the classroom. If they need to bring them for games, they are to be surrendered to the Homeroom teachers / Year Supervisor / PE teacher immediately after Homeroom period. **Sports equipment that is not handed in will be confiscated**.
- 11.22. If students play with any of the sports equipment in or outside the classroom, these items will be confiscated.
- 11.23. Students are not allowed to change their clothes in the classroom.
- 11.24. The school maintains the right and responsibility to search a student's desk, locker or personal belongings, if there is reasonable cause for such action.
- 11.25. **LOCKERS:**
- 11.24.1. It is compulsory for ALL students to have a locker. Lockers will be provided **free** of charge. However, a fine of RM 100.00 will be imposed for any **damage** to the locker.
- 11.24.2. Students are to keep their lockers **neat and tidy** at all times.
- 11.24.3. Every student must have his / her own padlock. Combination padlocks are recommended.
- 11.24.4. Spot-checks on lockers for prohibited items may be carried out from time to time.
- 11.24.5. Lockers have been provided for PE periods and after-school use. Students need only have their own padlock and keep the lockers clean after use.

## **12. Lost and Found Policy**

- 12.1. Students are encouraged to write / print their names on all personal belongings such as books, sweaters, uniforms, lunch boxes, digital devices (phones / laptop / watches), pencil cases, compass boxes, water bottles etc.
- 12.2. Lost items will be kept in the 'Lost and Found Cupboard' located on the ground floor of Block D - outside the Chemistry Lab. Students may check the cupboard for missing items.
- 12.3. Any cash, jewelry or expensive items will be submitted to the School office which can be retrieved on providing supporting evidence is given.
- 12.4. Unclaimed items will be donated to a local charitable organization or discarded **at the end of every term**.
- 12.5. The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school will not assume responsibility for loss or any damage to personal property brought to school.

## **13. DISCIPLINARY ACTION**

**Person(s) committing the following acts will be subject to disciplinary action ranging from warning, community service, monetary fines (which are allowed for under the existing guidelines set by the Ministry of Education) and detention class to, but not limited to, suspension or expulsion.**

- 13.1. **Cyberbullying**
- 13.1.1. Cyberbullying is bullying through the use of any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sound, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electric or photo optical system, including but not limited to electronic mail, internet communication or facsimile communications.
- 13.1.2. Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages.
- 13.2. Bullying and cyberbullying will not be tolerated. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion.
- 13.3. In addition, there will be **no tolerance** of any of the following behaviours:
- 13.3.1. Speaking to and / or answering a teacher / adult in a disrespectful manner.
- 13.3.2. Verbal harassment of peers.
- 13.3.3. Physical violence or harassment / bullying, including assault that cause bodily harm.
- 13.3.4. Disrespect (which includes but is not limited to: swearing, defacing school property).
- 13.3.5. Cheating / plagiarism.
- 13.3.6. Bringing any type of weapon to school.
- 13.3.7. Vandalism or graffiti.
- 13.3.8. Internet abuse.
- 13.3.9. Pornography.
- 13.3.10. Involvement in politics.
- 13.4. Repeated infringement of school rules wholly or in part, may require students to attend **Detention Class** at the times to be determined by, and at the discretion of, the Principal. Repeated attendance at Detention Classes will warrant further disciplinary action.
- 13.5. For students with serious disciplinary problems, their parents / guardians may be asked to come to the school to confer with the Principal.
- 13.6. Forgery of signatures of parents / guardians and lawful authorities will invite severe disciplinary action.
- 13.7. **The school reserves the right to suspend a student from class or school or terminate his/ her enrolment for persistent disregard of School rules.**
- 13.8. **Students, who individually or collectively with others, bring disrepute to the school by their words, deeds or actions within / outside the school will face immediate expulsion. This includes the behaviour of any boy or girl found to be too familiar with member of the opposite sex (touching, holding hands, hugging, kissing etc). Similar unbecoming behaviour between students of the same gender also warrants serious disciplinary action.**

- 13.9. Students are not allowed to be involved in boy-girl relationships or lesbian / gay relationships.
- 13.10. The school, after informing the parents / guardians, has the absolute discretion to retain or terminate the enrolment of any student in the best interest of the child at the school.

#### 14. DETENTION CLASS

- 14.1. Detention Class will be held on a Monday from 3.30p.m. to 4.30p.m.
- 14.2. Students will be sent for Detention Class for the following reasons:
- 14.2.1. Coming late to school 5 times per month.
  - 14.2.2. Not completing assignments on time consistently, without valid reasons.
  - 14.2.3. Repeated Infringement of school rules.
  - 14.2.4. Playing truant.
  - 14.2.5. Any other offences, at the discretion of the Principal / Vice Principal.
- 14.3. Students coming for Detention Class will be required to do the following:
- 14.3.1. Complete assignments.
  - 14.3.2. Do additional assignments.
  - 14.3.3. Perform community service in school.
- 14.4. Students who do not turn up for Detention Class without valid reasons **will face suspension or other disciplinary action** at the discretion of the Principal or Vice Principal.

#### 15. SCHOOL EXAMINATIONS

- 15.1. **Academic Evaluation:**
- 15.1.1. Every student is expected to be present for examinations and assessments.
  - 15.1.2. All students will have Mid Year examinations / assessments.
  - 15.1.3. Students in Year 11 will have their IGCSE Trial Examinations whilst the other students their Final Year examinations / assessments.
  - 15.1.5. All examinations are held in line with rules & regulations provided by the Cambridge Assessment International Education (CAIE) [ and the Malaysian Ministry of Education (MOE) for SPM BM] and will be based on the syllabuses provided by CAIE [and MOE].
  - 15.1.6. Students will be informed of the respective examination and assessment criteria for each subject by their respective subject teacher.
- 15.2. **Examination Schedule**
- 15.2.1. General examination cycles are listed in the School Calendar but maybe adjusted accordingly if there is a necessity.

15.2.2. Examination Timetables will be distributed well ahead of each examination cycle.

### 15.3. Examination Rules

15.3.1. All school examination rules adhere to the guidelines provided by CAIE and MOE. Students are expected to abide by these rules without exception.

15.3.2. When entering the exam hall:

15.3.2.1. You must have your IC / passport, relevant stationery.

15.3.2.2. If you don't have the identification papers or documents you need to get Identification Document from the office to verify who you are.

15.3.2.3. Pencil case must be transparent not translucent.

15.3.2.4. You are not allowed to borrow items from other candidates.

15.3.3. RM5 fine will be imposed for students who don't bring their identification/ exam documents for their exams.

15.3.4. Students who are late for school examinations may be allowed entry into the Examination Hall / Classes, but no extra time will be given to these students. A full report will be written and the decision for entry of these marks will be at the sole discretion of the school.

15.3.5. Correction tape / fluid and gel pens are forbidden.

15.3.6. Students are not allowed to wear watches in the examination hall.

15.3.7. When a student is caught cheating or copying in an exam, stern disciplinary concerned. Action will be taken and a mark of '0' will be recorded for the subject.

#### 15.3.8. Online Examination Rules

**15.3.8.1** For online examination, the school will be using specific tools and platforms. Please take note that failure to comply with the rules & regulations will result in disqualification.

#### 15.3.8.2 Important Reminders:

- i) **Turn off all notifications in your computer (WhatsApp, Email, etc).**
- ii) **Ensure that your devices (laptop/computer) are charged full throughout the exam. Have your power bank with you if need- ed. You are NOT ALLOWED to leave your workspace to get any items, materials during exam period. Make sure everything is ready before you start the exam.**
- iii) **All students must be fully equipped with the standby gadgets / equipment in terms of power or computer failure like backup laptop, backup batteries, lightings, etc. You need to invest as though it is like the real IGCSE exams.**



- iv) You are ONLY ALLOWED to have a transparent pencil case. No smart watches and calculators must be without its cover.
- v) NO HEADSET is allowed throughout the exam.
- vi) Students are NOT ALLOWED to leave their workspace throughout the exam.
- vii) Students have to ensure that camera is SWITCHED ON throughout the exam and be in place so that invigilators can see the both the students and the workspace.
- viii) Ensure that you only have blank test pad/foolscap and necessary exam stationery/ tools on the desk during the exam.
- ix) Please refrain from talking to others during exam including your family members.
- x) No EARLY submission is allowed. Wait till the exam is over before submitting.
- xi) DO NOT play games or does any other work besides being focused on your exam.
- xii) Camera angle/view during exam:
  - Throughout the invigilation, the students should place their camera in the following angle/view so that the invigilator can both see the students attempting the paper and their workspace. It is highly recommended to use a wireless webcam. It is to be placed where the angle must be able to see the workspace of the students (as shown in the pic). \* The correct camera angle is mandatory. Failure to comply will result in possible disqualification.



#### 15.4. Progress Report

- 15.4.1. All parents will have access to electronic Progress Reports via the School Management System (ESMS).
- 15.4.2. Hard copies of the Progress Reports for each year group will be available for collection within 2 months of the last day of the respective examination cycle.
- 15.4.3. Progress Reports should be collected from the School Office within the calendar year.

15.4.4. When the GPA for the Core Subjects are referenced:

Cambridge Secondary 1(Y7- Y9) - English, Maths and Science Marks are calculated;

Cambridge Secondary 2( Y10&Y11) - All other subjects except Bible Knowledge / Islamiyat, Bahasa Melayu / Malay as a Foreign Language and Physical Education are calculated.

15.4.5 In general, students absent for any one examination subject during any examination cycle will have "ABS" listed for that subject in their Progress Report. Exemptions will only apply if students are absent due to official school representation, bereavement or when they have an official Medical Certificate from a Certified Medical Practitioner.

15.5. Parent - Teacher Conference (PTC) and Parent-Management Meeting (PMM)

15.5.1. PTCs and PMMs will be held by appointment basis and a message on the 1Cube will detail how appointments are scheduled and to be booked.

15.5.2. During PTCs, parents are given the opportunity to meet the teachers to discuss matters related to their child's progress.

15.5.3. During PMMs, parents may discuss any matters requiring the attention of any member of the school's Management Team.

#### **16. RULES FOR EDUCATION TRIPS / LEADERSHIP CAMPS**

16.1. **Rooms**

16.1.1. Boys and girls should not enter one another's rooms.

16.1.2. After lights out, every student should be in his/ her room.

16.1.3. Students are to make their own beds upon waking.

16.1.4. Rooms should be tidy at all times.

16.1.5. Toilets must be used properly and kept clean.

16.2. **Personal**

16.2.1. Maintain personal cleanliness at all times.

16.2.2. Ensure personal effects are kept safely.

16.2.3. Be vigilant and follow instructions given.

16.2.4. Be responsible for own belongings.

16.2.5. All phones calls made from the hotel phone must be paid for on your own.

16.2.6. If students are found to be responsible for any damage / breakage of property, they will have to pay for the replacement.

16.2.7. Students should bring their own medication if they need them.

### 16.3 **General Rules for Educational Trips / Leadership Camps**

- 16.3.1. Avoid practical jokes that will endanger self and / or others.
- 16.3.2. Do not go anywhere except with the permission of the teacher-in-charge. Do not venture out alone at any time.
- 16.3.3. Always be in groups during the sightseeing trips.
- 16.3.4. Do not associate with strangers or anyone unknown to the teachers.
- 16.3.5. Inform the teacher-in-charge of any untoward incidents.
- 16.3.6. Use recommended attire always.
- 16.3.7. No swimming is allowed, unless prior permission is given.
- 16.3.8. Be considerate at all times. Do not scream or make noise unnecessarily in your rooms.
- 16.3.9. All schools rules and regulations as stated in the school diary must be adhered to at all times.
- 16.3.10. A reflection / report is expected from every student participating in the Education Trips / Leadership Camps within the week upon returning from these trips / camps.

### 17. MISCELLANEOUS

- 17.1. A redistribution exercise of students between classes may be carried out for Year 7 - Year 9 at the end of each year at the discretion of the school. This is necessary to improve the quality of teaching and learning, character development and to create better interaction amongst all the students in each year.
- 17.2. **A student who does not perform satisfactorily in the various assessments and examinations during the year may be required to remain in the same Year for another year.**
- 17.3. Students are strictly forbidden to receive visitors in the school premises during school hours. (It shall be their duty to advise such visitors to seek formal clearance from the Principal / Vice Principal.)
- 17.4. Students are not permitted to use the school, its premises, or its name to organize any form of activity inside or outside the School without the prior written approval of the Principal / Vice Principal.
- 17.5. Correspondence/ documents sent to parents by the school through the students concerned must be duly delivered, and the **acknowledgement / reply slip** returned to the school duly signed by the parent / guardian, if attached.
- 17.6. In all cases where the school arranges or participates in meetings, excursions, competitions or functions outside the school, parents will be duly notified in advance and parents' approval will be sought.
- 17.7. In all cases where exemption has been granted for variation to any section or part of the school rules and regulations, a valid exemption note to this effect must be shown on demand to parties charged with the enforcement of these rules.

- 17.8. **All students are subject to rules which may be introduced from time to time by the School Management.**
- 17.9. **Notice / bulletin boards** are an important source of information relevant to the collective academic interests of students. Unauthorized use of these notice boards by students is strictly prohibited, and prior approval must be obtained from the teacher-in-charge of the facility.
- 17.10. Students are to exercise care and personal hygiene when utilizing the **toilet facilities** so that others are not deprived of the use of the facilities.
- 17.11. **Taps** are to be turned off after use of when there is an unexpected disruption of water supply. Due care must be taken when using the water cisterns and wash basins in the toilets so as not to deprive others the use of these facilities.
- 17.12. Students are not allowed to play futsal after 4.30 p.m. unless supervised by a teacher. They must be in school sports attire.
- 17.13. Students are to seek appropriate written clearance to use the **games facilities**, including the school games courts and equipment, at unauthorized times.
- 17.14. On days when the school is closed, all facilities (except the school office, if open) will be out of bounds to students unless prior written clearance has been obtained from the Principal.
- 17.15. The **premises and grounds of the neighbouring schools** are out of bounds to all students unless prior approval has been obtained by the school for its use.
- 17.16. Due respect must be shown to the teachers / properties of the neighbouring schools / institutions. Care must be taken by our students when using the facilities of other schools / institutions which have allowed the school the use of these facilities during inter-school activities and for public examinations.

## 18. PAYMENT OF DEPOSIT AND FEES

### 18.1. Fees and Payment

- 18.1.1. New students are expected to settle all fees due, IN FULL as stated in the invoice, upon enrolment to the School.
- 18.1.2. Payment should strictly be in the form of cheques, bank drafts and via online transactions. **NO CASH or post-dated cheques are allowed.**
- 18.1.3. **Fees fare payable in advance, to be paid on or before the date as indicated in the invoice. The school reserves the right not to allow the Student to attend class until all outstanding fees have been paid.**
- 18.1.4. Late Payment - There is a surcharge added to any outstanding past balance due. A late payment surcharge of 5 % will be imposed for all payments received after the due date.

- 18.1.5. **All fees once paid are neither refundable nor transferable. They cannot be deferred to another term or year or to a sibling or another student in the school.**
- 18.1.6. The Parent undertakes to pay, or arrange payment of all fees by the due date. If the Parent fails to settle any payment after the due date, the School reserves the right to suspend the Student from attending classes until all outstanding fee have been paid, failing which, the Student will be deemed to have withdrawn from the School without notice twenty-eight (28) days after the suspension period. In the event, the School also reserves the right to withhold all examinations results, certificates and school records of the Student.
- 18.1.7. School fees are due on the following dates:
- 18.1.7.1 2024 / 2025 August - February Term fees: 30 days from invoice date.
- 18.1.7.2 2024 / 2025 March - August Term Fees: 30 days from invoice date.
- 18.1.8. Cambridge Assessment International Education (CAIE) Examination Fees will be due on 15th January 2024. Do take note that a hefty fine is imposed by CAIE when their deadline is missed and this fine is borne by the individual student concerned.

## **18.2. Withdrawal from Schools and Security Deposit**

- 18.2.1. The Security Deposit is refundable upon the following conditions:
- 18.2.1.1. Upon completion of Year 11 or the highest level available in the School and / or
- 18.2.1.2. Upon the school receiving a four (4) months' written notice or withdrawal prior to the first day of the school's subsequent term.
- 18.2.2. To ensure the proper refund of Security Deposit, the withdrawal notice must reach the School within the stipulated time, failing which the Security Deposit will be forfeited and the parent shall not have any cause of action thereafter.
- 18.2.3. At the point of withdrawal, the student must also be a registered student at the School. In the event the student has a long term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School.
- 18.2.4. In the event the Student requests for a leave of absence in writing, the School reserves the right whether to take this request into consideration subject to full payment of Semester Tuition Fee and Security Deposit (top up deposit - where applicable) having been paid. The Semester Tuition Fee and Security Deposit will not be refunded if the Student does not attend School after the period of "leave of absence".

- 18.2.5. All notices of withdrawal shall be addressed to the Principal and such withdrawal shall be deemed to take effect from the date such notice is received by the School and not from the date as stipulated in the notice / letter. If the Student is not withdrawn from the School after the said last day of attendance, a fresh notice of withdrawal shall be served on the School and the same condition shall apply to the refund of the Security Deposit.
- 18.2.6. The Security Deposit and all fees paid upon confirmation of enrolment shall not be refunded or shall not be transferable, if, after being confirmed a place, the Student does not attend School thereafter.
- 18.2.7. The Parent agrees and consents that the Security Deposit shall be forfeited in full, irrespective of whether the monies were paid by the parents / guardians or sponsors, in the event insufficient notice of withdrawal is given.
- 18.2.8. The Security Deposit and any others fees paid by the Students shall be forfeited if the Student is expelled from the School for breaching the rules and regulations of the School and the parent shall forfeit all entitlement of these paid with respect to the Student.
- 18.2.9. All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof of any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 18.2.10. All monies refundable must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent shall have no claim in respect of such monies thereafter.

**N.B: All previous versions of the Rules and Regulations are forthwith withdrawn.**