

- 10.20. Do not write or draw on the table tops.
- 10.21. All bags and water bottles are to be left outside the Laboratory.

11. CLASSROOM RULES

- 11.1. Students should cultivate good study habits for their personal and individual development, and to excel academically.
- 11.2. 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.
- 11.3. Disruptive behaviour during lessons and lack of seriousness towards academic work will warrant stern disciplinary action, including suspension from class.
- 11.4. 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. Parents can also refer to 1Cube app for homework-related postings.
- 11.5. Students are expected to meet deadlines for the completion of all academic assignments determined by the school.
- 11.6. Students are to **sit according to the seating plan / assigned groups by teachers.**
- 11.7. 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.
- 11.8. **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.
- 11.9. The consumption of food and drink in class, and the chewing of gum in school are prohibited.
- 11.10. Water bottles are to be placed at the back of the classroom. Students who wish to drink are to seek permission from the teacher.
- 11.11. The use of **correction tape / fluid** is **prohibited** in the school.
- 11.12. Unauthorized use of the whiteboard / smart board / class computer and LCD projector is strictly prohibited.
- 11.13. Desks, chairs, walls and notice / bulletin boards must be free of scribbling/ graffiti.
- 11.14. Students must collectively ensure that tables, chairs and other furniture are always neatly arranged.
- 11.15. **At dismissal, chairs must be placed on the respective tables. The class will be fined if this is not complied with.**
- 11.16. 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.**
- 11.17. Books and personal belongings are **not** to be left in the students' desks after school.
- 11.18. 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.

- 11.19. 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.
- 11.20. If students play with any of the sports equipment in or outside the classroom, these items will be confiscated.
- 11.21. Students are not allowed to change their clothes in the classroom.
- 11.22. 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.
- 11.23. **LOCKERS:**
 - 11.23.1. 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.
 - 11.23.2. Students are to keep their lockers **neat** and **tidy** at all times.
 - 11.23.3. Every student must have his / her own padlock. Combination padlocks are recommended.
 - 11.23.4. Spot-checks on lockers for prohibited items may be carried out from time to time.
 - 11.23.5. 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. DISCIPLINARY ACTION

- 12.1. **The person or persons 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.**
- 12.2. **Cyberbullying**
 - 12.2.1. 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.
 - 12.2.2. 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.
- 12.3. 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.
- 12.4. In addition, there will be **no tolerance** of any of the following behaviour:
 - 12.4.1. Speaking to and / or answering a teacher / adult in a disrespectful manner.
 - 12.4.2. Verbal harassment of peers.
 - 12.4.3. Physical violence or harassment / bullying, including assault that cause bodily harm.

- 12.4.4. Disrespect (which includes but is not limited to: swearing, defacing school property).
- 12.4.5. Cheating / plagiarism.
- 12.4.6. Bringing any type of weapon to school.
- 12.4.7. Vandalism or graffiti.
- 12.4.8. Internet abuse.
- 12.4.9. Pornography.
- 12.4.10. Involvement in politics.
- 12.5. 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.
- 12.6. For students with serious disciplinary problems, their parents / guardians may be asked to come to the school to confer with the Principal.
- 12.7. Forgery of signatures of parents / guardians and lawful authorities will invite severe disciplinary action.
- 12.8. **The school reserves the right to suspend a student from class or school or terminate his/her enrolment for persistent disregard of School rules.**
- 12.9. **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.**
- 12.10. Students are not allowed to be involved in boy-girl relationships or lesbian / gay relationships.
- 12.11. 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.

13. DETENTION CLASS

- 13.1. Detention Class will be held on a Saturday from 8.00 a.m. to 12.00 noon.
- 13.2. Students will be sent for Detention Class for the following reasons:
 - 13.2.1. Coming late to school 5 times per month.
 - 13.2.2. Not completing assignments on time consistently, without valid reasons.
 - 13.2.3. Repeated Infringement of school rules.
 - 13.2.4. Playing truant.
 - 13.2.5. Any other offences, at the discretion of the Principal / Vice Principal.
- 13.3. Students coming for Detention Class will be required to do the following:
 - 13.3.1. Complete assignments.

- 13.3.2. Do additional assignments.
- 13.3.3. Perform community service in school.
- 13.4. 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.

14. SCHOOL EXAMINATIONS

14.1. Academic Evaluation:

- 14.1.1. Every student is expected to be present for examinations and assessments.
- 14.1.2. All students will have Mid Year examinations / assessments.
- 14.1.3. Students in Year 11 will have their IGCSE Trial Examinations whilst the other students their Final Year examinations / assessments.
- 14.1.4. Year 9 students will have additional Checkpoint Trial Assessments in English, Maths and Science.
- 14.1.5. 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].
- 14.1.6. Students will be informed of the respective examination and assessment criteria for each subject by their respective subject teacher.

14.2. Examination Schedule

- 14.2.1. General examination cycles are listed in the School Calendar but maybe adjusted accordingly if there is a necessity.
- 14.2.2. Examination Timetables will be distributed well ahead of each examination cycle.

14.3. Examination Rules

- 14.3.1. All school examination rules adhere to the guidelines provided by CAIE and MOE. Students are expected to abide by these rules without exception.
- 14.3.2. 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.
- 14.3.3. Correction tape / fluid and gel pens are forbidden.
- 14.3.4. Students are not allowed to wear watches in the examination hall.
- 14.3.5. When a student is caught cheating or copying in an exam, stern disciplinary action will be taken and a mark of '0' will be recorded for the subject concerned.

14.4. Progress Report

- 14.4.1. All parents will have access to electronic Progress Reports via 1Cube and the School Management System (ESMS).

- 14.4.2. 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.
- 14.4.3. Progress Reports should be collected from the School Office within the calendar year.
- 14.4.4. 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.
- 14.4.5 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.
- 14.5. Parent - Teacher Conference (PTC) and Parent-Management Meeting (PMM)
 - 14.5.1. 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.
 - 14.5.2. During PTCs, parents are given the opportunity to meet the teachers to discuss matters related to their child's progress.
 - 14.5.3. During PMMs, parents may discuss any matters requiring the attention of any member of the school's Management Team.

15. RULES FOR EDUCATION TRIPS / LEADERSHIP CAMPS

15.1. **Rooms**

- 15.1.1. Boys and girls should not enter one another's rooms.
- 15.1.2. After lights out, every student should be in his/ her room.
- 15.1.3. Students are to make their own beds upon waking.
- 15.1.4. Rooms should be tidy at all times.
- 15.1.5. Toilets must be used properly and kept clean.

15.2. **Personal**

- 15.2.1. Maintain personal cleanliness at all times.
- 15.2.2. Ensure personal effects are kept safely.
- 15.2.3. Be vigilant and follow instructions given.
- 15.2.4. Be responsible for own belongings.
- 15.2.5. All phones calls made from the hotel phone must be paid for on your own.

- 15.2.6. If students are found to be responsible for any damage / breakage of property, they will have to pay for the replacement.
- 15.2.7. Students should bring their own medication if they need them.
- 15.3 **General Rules for Educational Trips / Leadership Camps**
 - 15.3.1. Avoid practical jokes that will endanger self and / or others.
 - 15.3.2. Do not go anywhere except with the permission of the teacher-in-charge. Do not venture out alone at any time.
 - 15.3.3. Always be in groups during the sightseeing trips.
 - 15.3.4. Do not associate with strangers or anyone unknown to the teachers.
 - 15.3.5. Inform the teacher-in-charge of any untoward incidents.
 - 15.3.6. Use recommended attire always.
 - 15.3.7. No swimming is allowed, unless prior permission is given.
 - 15.3.8. Be considerate at all times. Do not scream or make noise unnecessarily in your rooms.
 - 15.3.9. All schools rules and regulations as stated in the school diary must be adhered to at all times.
 - 15.3.10. A reflection / report is expected from every student participating in the Education Trips / Leadership Camps within the week upon returning from these trips / camps.

16. MISCELLANEOUS

- 16.1. A redistribution exercise of students between classes will 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.
- 16.2. **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.**
- 16.3. 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.)
- 16.4. 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.
- 16.5. 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.
- 16.6. 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.

- 16.7. 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.
- 16.8. **All students are subject to rules which may be introduced from time to time by the School Management.**
- 16.9. **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.
- 16.10. 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.
- 16.11. **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.
- 16.12. The **school car park** is at all times strictly out of bounds to all students. It is reserved for use by members of the school staff.
- 16.13. Students are not allowed to play futsal after 4.30 p.m. unless supervised by a teacher. They must be in school sports attire.
- 16.14. Students are to seek appropriate written clearance to use the **games facilities**, including the school games courts and equipment, at unauthorized times.
- 16.15. 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.
- 16.16. 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.
- 16.17. 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.

During this COVID-19 season, the school has set in place SOPs that will supersede the rules listed in this document. Other COVID-19 SOPs maybe put into place where required. Please scan the following QR Code to access the necessary information:



17. PAYMENT OF DEPOSIT AND FEES

17.1. Fees and Payment

- 17.1.1. New students are expected to settle all fees due, IN FULL as stated in the invoice, upon enrolment to the School.
- 17.1.2. Payment should strictly be in the form of cheques, bank drafts and via online transactions. **NO CASH or post-dated cheques are allowed.**

- 17.1.3. **Fees for subsequent semesters / terms are payable in advance, to be paid on or before the commencement of each semester. The school reserves the right not to allow the Student to attend class until all outstanding fees have been paid.**
- 17.1.4. 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.
- 17.1.5. **All fees once paid are neither refundable nor transferable. They cannot be deferred to another semester or year or to a sibling or another student in the school.**
- 17.1.6. 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.
- 17.1.7. School fees are due on the following dates:
 - 17.1.7.1. 2021 1st Semester fees: 1st December 2020
 - 17.1.7.2. 2021 2nd Semester fees: 1st April 2021
- 17.1.8. Cambridge Assessment International Education (CAIE) Examination Fees will be due on 15th January 2021. 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.

17.2. Withdrawal from Schools and Security Deposit

- 17.2.1. The Security Deposit is refundable upon the following conditions:
 - 17.2.1.1. Upon completion of Year 11 or the highest level available in the School and / or
 - 17.2.1.2. Upon the School receiving a four (4) months' written notice or withdrawal prior to the first day of the School's subsequent Semester.
- 17.2.2. 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.
- 17.2.3. 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.

- 17.2.4. 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".
- 17.2.5. 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.
- 17.2.6. 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.
- 17.2.7. 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.
- 17.2.8. 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.
- 17.2.9. 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.
- 17.2.10. 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.
- 17.2.11. Please note that the receipt of payment of deposit must be produced when claiming the refundable security deposit.

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