



**ST. JOHN'S INTERNATIONAL PRIMARY SCHOOL (SJIP) &
ST. JOHN'S INTERNATIONAL SECONDARY SCHOOL (SJIS)**

STUDENT HANDBOOK

This Student Handbook remains the property of St. John's International Primary School (SJIP) and St. John's International Secondary School (SJIS) under the care of St. John's International Edu Group Sdn. Bhd. (SJIEG). This handbook provides students with rules and regulations pertinent to students at SJIS & SJIP. Students are expected to read the handbook and become acquainted with its entries. Students and Parents must sign this Declaration form, 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 will be communicated to students.

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1. INTRODUCTION

St. John's International Edu Group Sdn. Bhd. Is the holding company for **St. John's International Secondary School (SJIS)** and **St. John's International Primary School (SJIP)** is part of the excellent scholastic tradition that began with St. John's Institution, Kuala Lumpur in 1904. The SJIP 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/SJIP is associated with the De La Salle Brothers, renowned for their traditional hallmark of excellence in education. Once in SJIS/SJIP, students shall be part of the luminous and distinguished De La Salle global alumni of over 1 million members. Currently, SJIS/SJIP offers the Cambridge International Education (CIE), GCE A-Level, IGCSE, Lower Secondary and Primary syllabuses. 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/SJIP possesses distinctive educational characteristics. Members of SJIS/SJIP 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/SJIP, 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/SJIP!*

2. GENERAL SCOPE

Vision

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

Mission

"St. John's International Edu Group Sdn. Bhd. (SJIEG) 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, excellence, and continuous assessment."

Quality Policy

"St. John's International Edu Group Sdn. Bhd. (SJIEG) is committed to providing its students with a high-quality learning experience and to enable them to develop their full potential in academic and character development and achievements. SJIEG 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, SJIEG will undertake continuous risk assessment by identifying measures for further improvement."

Quality Objectives

- a. Ensure all facilities are of the highest quality and standard to uphold the high-quality learning environment and recorded procurement are done on timely manner.
- b. Recruiting training and maintaining high quality teaching and support faculty.
- c. Developing and maintaining good teaching and learning policy which emphasises students' attendance, class management strategies, teaching methodology, celebrates achievement and challenges underachievement.
- d. Providing avenues and opportunity for students to develop good personality, leadership, and strong character.
- e. Ensuring all operations and governance are in accordance with the law and regulation of various external parties relating to school establishment.
- f. Ensuring a valid recorded inspection and audits are carried out on a timely basis for all relevant departments in core and noncore areas.
- g. Constant and quality communication with potential customers, current customers, and stake holders on the development of school affairs.

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.

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/SJIP 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/SJIP stays in my heart.

3. SCHOOL HOURS

All students need to be in school during the scheduled schooling hours and further activities post the official hours mentioned below will be either informed via EMS My Message or Permission Request module. All school events that are scheduled in the Academic Calendar are mandatory to attend for all students.

i. SJIP Preschool (K1-K2)

a. Monday till Friday : 8.15am to 1.15 pm

ii. SJIP Primary (Y1-Y6)

a. Monday till Friday : 8.15am to 3.15pm

iii. SJIP After School Programme

a. Preschool

- Monday till Friday : 1.15pm to 5.30pm

b. Primary

- Monday till Friday : 3.15pm to 5.30pm

iv. SJIS Secondary (Y7-Y11)

a. Monday till Friday : 8.00am to 3.30pm

v. SJIS A Level

a. Monday till Friday : 8.00am to 3.30pm

Lunch Time

Student will have an approximately 25-30 minutes break for their lunch. They are expected to eat in an orderly fashion and exhibit appropriate manners. Students are responsible for keeping the canteen clean and thus are expected to leave their eating areas free of rubbish and garbage by disposing them into the bins allocated.

Arrival and Dismissal of Students

All students must proceed directly to the designated area upon arrival at school. At the end of the school day, students should immediately return home with their parent, guardian, or designated transporter.

Assembly

- a. The assembly is held every once a week; Monday- Preschool (8.15 a.m.), Primary (8.15 a.m.), Lower Secondary (8.00 a.m.) and Wednesday-Upper Secondary (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.
- b. All students should be in the assembly venue at least five (5) minutes before the assembly.
- c. Attendance is mandatory for assembly and absences will be recorded.

SJIP After School Programme

- a. Afterschool programme is organized for students to ensure that children's time is filled with various activities after school hours.
- b. The school rules and disciplinary code of conduct apply during Afterschool Programme.
- c. Teatime is served from Monday to Friday, and lunch is only provided on Friday. Parents are required to inform the school if the student is vegetarian or has any severe allergies.
- d. Parents are required to prepare the list below for the afterschool programme:
 - Face mask
 - Towel
 - Toothbrush
 - Toiletries
 - Toiletries basket
 - Comb
 - Slipper
 - 2 pairs of casual clothing
 - Extra snacks or drinks (optional)
 - Blanket (if necessary)
 - Pillow (if necessary)
- e. All used and dirty clothes should be brought back home, as the school does not provide any laundry service.
- f. Parents are required to inform the school if the student is unable to attend.
- g. The monthly fee payments should be made before the 7th day of the month.
- h. If any accident/injuries happen in the school premise, the school will provide first aid treatment, and the teacher will contact the parents or guardians to inform them if further treatment is required.
- i. Any student who wishes to withdraw from the afterschool programme is required to update the SJIP office in writing within at least three (3) working days before the next month's fee starts. The monthly fee will be charged if the school did not receive any withdrawal notice as mentioned.
- j. The school will be closed on Saturdays, Sundays, Term breaks and Public Holidays as per the school's Academic Calendar.
- k. If the school needs to close due to any emergency condition, the school will contact the parents for an early pick-up.
- l. Parents must sign the attendance list every time they drop off or pick up their child from the afterschool programme.
- m. For late pick-up, parents are required to pay the penalty charge from 6:00pm and the last pickup time is 7:00pm.
 - 6.01pm – 6.30pm : RM50.00
 - 6.31pm – 7.00pm : RM100.00
 - 7.01pm – 8.00pm : RM200.00

4. ACADEMIC CALENDAR AND TIMETABLE

i. Academic Calendar

- a. Academic Calendar will be made available before the academic year and can be downloaded from the SJIS/SJIP EMS.
- b. All major school events have been stated in the Academic Calendar and students are required to participate in all school related activities.
- c. The academic calendar is subject to change according to government announcements or any circumstances with the approval of SJIEG Management. All changes will be communicated by the school to parents and students.
- d. Failure to participate in the major school events such as SJIS/SJIP Cross Country Run, Sports Day, and Carnival Day will result in students attaining a **C Grade** in the Report Slip under Part 1: General Review - Attitude towards School Programmes.
- e. Medical Report should be given to the class teacher if a particular student is not fit to participate and attend any of the school activities.
- f. Students are encouraged to attend all the clinics and seminars planned as per the Academic Calendar.

ii. Timetable

- a. Timetable will be made available **three (3) weeks** before the starts of a semester and can be reviewed from the SJIS/SJIP Education Management System (EMS).
- b. Students should refer to the Timetable available in the SJIS/SJIP EMS. The Timetable will also be displayed on the school/classroom notice board so students can easily access it. Students must follow the Timetable as it is scheduled. If there are any changes to the Timetable, it will be updated in the EMS, and the class teacher will be informed to the students via EMS MyMessage.

5. STUDENT'S SCHOOL DRESS CODE

Attire For Preschool and Year 1 To 11 Students

i. General Rules

- a. The school uniform (with exception to A-level students) must be worn at all times during school hours or during formal events namely external competition, excursion and examinations unless permission is given otherwise by the school principal.
- b. All students are NOT permitted to wear slippers/ flip flops/ sandals to school, even on rainy days.
- c. Students are not allowed to wear jewellery to the centre. The school will not be liable or responsible for the loss of such valuable items.
- d. SJIS: Students are required to be in formal school attire with the school tie that carries the school crest every Monday, Wednesday, and Friday.
SJIP: Students are required to be in formal school attire with the school tie that carries the school crest every Monday, Tuesday, and Thursday.
- e. Students are not allowed to wear hoodies, jackets, sweaters or similar outfits during school assembly, break, or lunch breaks.
- f. 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.
- g. Students are not permitted to use any form of makeup (mascara, lipstick, foundation, compact powder, concealer, coloured lip-balm, hair-extensions, false eyelashes) or wear any form of jewellery (original or imitation). Only simple gold/silver (without any gemstone) stud earrings are allowed for female students (exception will be given for students that participate in school events).
- h. The school trousers/skirt/shirt should be a right fit to students' body dimensions. Overly loose and extremely tight fitting is strictly prohibited.
- i. Students are not permitted to display tattoos/ out of norm piercings on any part of their body.
- j. Haircuts must follow standard school rules & regulations and not the current fashion trend.
- k. 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.

- l. 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.
- m. Male students are not permitted to keep long hair. The definition of long hair is as follows:
 - At the back: the hair falls below the bottom earlobe.
 - At the front: the front hair covers beyond the middle forehead.
 - At the side: sideburns or any part of hair that covers the ear.
 - On top: hair that is more than 3 inches long.
- n. Lower secondary students are not permitted to grow moustache, beards, goatees, or sideburns.
- o. Upper Secondary students are allowed to keep moustaches that are presentable, neat, and clean.
- p. 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.

ii. Preschool Student's Attire

- a. Male students:
 - School uniform
 - Black canvas shoes/Sports shoes
 - Absolute white socks (Ankle length and above).
- b. Female students:
 - School Uniform
 - Black canvas shoes/Sports shoes
 - Absolute white socks (Ankle length and above).
 - Black headscarf (Muslim students where applicable)

iii. Year 1 to 11 student's Attire

- a. Male students:
 - Black long trousers (cotton/ non-denim cutting/ non-fancy).
 - White short sleeve shirt (cotton/ non fancy).
 - Black canvas shoes.
 - Absolute white socks (Ankle length and above).
- b. Female students:
 - Black skirt (knee length/ long skirt) or culottes (non-fancy).
 - White short sleeve shirt (cotton/ non-fancy).
 - Female Muslim long sleeve when applicable
 - Black canvas shoes.
 - Absolute white socks (Ankle length and above).
 - Black headscarf (Muslim students where/when applicable)

iv. Physical Education (PE) Attire

- a. It is compulsory for male and female students to wear the school sports T-shirt and school black track bottom during all PE, Sports sessions or CCA/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, laptops, iPad, Tablets, smartphones, smartwatches, airpods or similar devices during the PE or Sports sessions of Clubs activities.
- d. No legging, tights, shorts, sport pants, or any other clothing other than specified above can be worn at all PE, Sports sessions or CCA/ECA slots.

v. Prefect's Attire

- a. Male students:
 - Black long trousers (cotton).
 - White long sleeve shirt (cotton/ non fancy).
 - Black blazer (compulsory)
 - Black gentlemen shoes.
 - White socks

- Prefect badge
- Tie must be worn
- b. Female students:
 - Black skirt no pleats (knee length/long skirt)
 - Blue/White long sleeve shirt (cotton).
 - Black blazer (compulsory)
 - Black shoes (non-canvas).
 - White socks
 - White headscarf (Muslim students where/when applicable)
 - Prefect badge
 - Tie must be worn

vi. School Attire for A-Level Students

- a. Every A-Level student must have their student ID tag visible at all times in the school area.
- b. 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.
- c. 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.
- d. Students must at all times wear an attire that is suitable for college students that displays cleanliness, neatness and courtesy in clothing.
- e. 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)
- f. Students are not permitted to wear indecent outfits. The definition of indecent are as follows:
 - Miniskirts, leggings, or short pants (hot pants)
 - Collarless T-shirts
 - Sleeveless shirts
 - Tight pants/ tight skirts/ torn jeans
 - Slippers/ Flip flops/ Sandals
 - Worn out/ Torn jeans.
- g. When attending lectures, students are not permitted to wear a cap or bandanna unless for outdoor classroom activities.
- h. Male students are not permitted to wear female students' attire or vice versa.
- i. Students are not permitted to display tattoos/ out of norm piercings on any part of their body.
- j. Male students must have clean cut and neat hair and are not allowed to keep long hair.
- k. 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.
- l. 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.

6. STUDENT CODE OF CONDUCT AND DISCIPLINE

Inappropriate conduct by a student is subjected to discipline as provided for by the Code of Conduct & Discipline. In acts that contravene the law, a police report will be lodged. Student who do not adhere to the code of conduct & discipline will be penalized based on the student's disciplinary point system:

i. General Code of Conduct for Students:

- a. Students are responsible for their own education.
- b. Students must make a genuine effort to learn.
- c. Students must not disrupt the learning environment of others.
- d. Disrespect toward teachers or fellow students is strictly prohibited.
- e. Leave the classroom clean and tidy for the next class.
- f. Report any unacceptable behaviour to the teachers.
- g. To promote excellence and proficiency in the English language, only English should be spoken during schooling hours, except for designated periods when other languages are allowed.
- h. Adhere to all school rules and regulations.

ii. Student Punctuality and Attendance

- a. All students must have a minimum of 80% attendance record for each academic semester.
- b. All students must be punctual for all classes, practical, seminar, ECA & CCA.
- c. A verbal warning will be issued to students who are 15 minutes late for theory/ practical class.
- d. All students who fail/unable to attend class due to legitimate reasons must inform homeroom teacher / school administrator of their intention before the commencement of their class or latest (best practice) or within 24 hours (schooling/working days) from the date of absence, via the student leave application module available in the EMS system using the parent EMS account login credentials.
- e. The school will only accept legitimate supporting letters or medical certificates from clinics which must be scanned and attached in the student leave application module in the EMS system within 24 hours from the date of absence.
- f. The student must ensure they cover any assignments or syllabus material missed due to their absence.
- g. A follow up email will be sent to parents by teacher/s if students is absent for more than 3 days continuously.
- h. As detailed above, the next follow-up must occur if any student is absent from school for more than ten (10) days without informing or after three (3) warning emails sent to the parent and with no valid reasons will be subjected to a ten (10) school days suspension.
- i. If the student continues to be absent and no reply is received from parents within 21 days post suspension, the school will then terminate the student.
- j. Any student under SJIS/SJIP student visa, upon termination may result to the cancellation of visa.

iii. Assessment/Test/Examination Punctuality and Attendance

- a. Students must be punctual for all assessments/tests/exams held internally or externally by the school.
- b. A verbal warning will be issued to students who arrive before the half time duration of the assessments/tests/exams slot and appropriate actions will be taken if this habitual and/or on a case-to case basis.
- c. Any student who arrives after the half time duration of the assessments/tests/exams slot will not be allowed to sit for the assessments/tests/exams.
- d. No deferment (re-sit) will be allowed for students who are absent for the assessments/tests/exams due to personal/invalid/unacceptable reasons such as holiday trips, competition, unauthorized absence, etc.
- e. The School Management will allow re-sit of examination if a medical certificate is produced from a government-authorized hospital.
- f. The students who fail to attend assessments/tests/exams due to medical reasons must inform the School Management about their health condition before the start of the examination and the medical certificate / hospital letter must be handed to the Registry Department preferably within 24 hours from the date of absence.
- g. Resit is also allowed for students who are sitting for another board exam such as CIE exam or representing school, state, or country for official reason. However, proof of such consent must be submitted to examination unit at least one week before the commencement date of examination.
- h. All students who fail to attend assessment due to reasons mentioned above will be given a resit schedule where the student must be 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.
- i. 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.
- j. Exemption from any of the above rules and regulation can only be considered based on an official appeal letter addressed to Principal with justified reason/s subjected to consideration/approval of Academic Board.

iv. Homework

Students are responsible for submitting their homework on time to the teachers. Failure to do homework can result in the disciplinary procedure.

v. Care of Personal Belongings

Students are discouraged from bringing any electronic or electrical devices, such as mobile phones, electronic dictionaries, etc., to school. All devices must be switched off during school hours to prevent disruptions to school activities and lessons. SJIS/SJIP is not responsible for any loss or damage to these devices if they are brought to school. Any student found with a mobile phone will be required to surrender it to the Discipline Teacher.

All clothing and personal items should be stored inside the school bag. Valuables and money must never be left unattended. Students who bring such items to school do so at their own risk; therefore, it is advisable to avoid bringing valuable items to prevent them from being lost or stolen. Any missing belongings should be reported immediately to management or the discipline teacher.

7. ENFORCEMENT OF THE STUDENT CODE OF CONDUCT AND DISCIPLINE

Inappropriate conduct by a student is subjected to discipline as provided for by the Code of Conduct & Discipline. In acts that contravene the law, a police report will be lodged. Student who do not adhere to the code of conduct & discipline will be penalized based on the student's disciplinary point system:

i. Students Disciplinary Point System

Disciplinary Procedure:

- a. The student is required to sign a "Student Complaint Report" acknowledging the misconduct that has been witnessed by a teacher or staff member. This report will be turned to the discipline teacher/s who will proceed with Student Disciplinary Point Account (SDPA) system.
- b. The discipline teacher/s will then send a written notice to the parent through the students. The student must have the parent sign the written notice and return it to the discipline teacher. The parent is provided the opportunity to consult the discipline teacher/s and/or Disciplinary Board/committee as soon as possible (within 3 working days) for further clarification and/or prior to any disciplinary/corrective action on the student under the SDPA system.
- c. Our educational approach prioritizes:
 - **Restorative Practices: Repairing Harm and Building Relationships**
Restorative practices focus on repairing relationships, understanding how people feel, and working together to find solutions to conflicts or harm. Instead of focusing only on punishment, restorative practices help students understand their actions, how they impact others, and how to make things better. This approach encourages kindness, accountability, and a supportive environment for everyone.
 - **Community Service:**
This framework integrates community service as a disciplinary action strategy to guide students. The activities will focus on developing empathy, responsibility, and positive behaviours, while fostering a culture of giving back to the school and broader community. The core idea is to encourage accountability, teamwork, and social responsibility. Students are developing basic social skills and learning the consequences of their actions. Disciplinary actions should be simple, direct, and encourage understanding of their behaviour and its impact on others.
 - **Positive Behavioural Supports (PBS):**
PBS is a proactive approach to promoting positive behaviour and preventing problem behaviour in various settings, including schools and homes. It emphasizes creating a supportive environment where all students can thrive and learn by reward system for example; Students earn tokens (such as stickers or points) for exhibiting positive behaviours, including being respectful, completing homework, or assisting classmates. These tokens can be exchanged for small rewards, like extra recess time, stationery, or special privileges or teachers award "Caught Being Good" certificates or notes to students who demonstrate positive behaviour, such as kindness, responsibility, or adherence to class rules.
- d. Under the Student Disciplinary Point Account System (SDPA), each student will start the academic

year with 25 points; based on the level of the violation, of which deductions of points from SDPA will be made. Students may be **suspended from school for a maximum period of 10 schooling days if he/she has conducted a violation/s that amounts to a total of 20 points deduction in single or multiple** attempts pending review by the Disciplinary Board/Committee. When a student has depleted all **25 points in his/her account he/she may be immediately terminated from the school** pending review by the Disciplinary Board Committee. Other violations not mentioned in the list below but committed by a student will be reviewed by the SJIS/SJIP Disciplinary Board Committee as they arise and penalties will be assessed at the discretion of the Committee/Discipline teacher/s.

a) Phase 1 Violations (20 points deducted for each occurrence)

- Stealing or possession/sale of stolen property/ goods/ stationery/ books.
- The sale, use, possession or distribution of weapons, drugs, narcotics, illicit materials, pornography, and alcohol on school premises and at school-related functions.
- Harassment (Verbal, Physical, Emotional and Sexual).
- Possession/use of fireworks and explosives in campus area or during school event.
- Gangsterism, mob or battery.
- Malpractice during class test/ semester examination/ board examination.
- Forgery, alteration, transfer or misuse of campus documents, records, or identification.
- Severe/habitual violation of the code of conduct and discipline (as aforementioned in above-mentioned 'Discipline Procedure' as interpreted by the school management) e.g., attendance less than 80% for each academic semester.
- 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 SJIP/SJIS property)
- Abusive conduct - physical abuse, verbal abuse, abusive behaviour and/or expression, coercion or intimidation/blackmailing directed to any staff, student, or visitor of SJIP/SJIS.
- Sharing of SJIP/SJIS staff/teachers' personal details with other students or on any social media platform
- Fighting or engaging in violent behaviour.
- Insubordination by deliberately failing to comply with the reasonable directions of a teacher or staff.
- Public Display of Affection (PDA) including but not limited to petting, necking, kissing, passionate embraces, homosexual activity/behaviour.

b) Phase 2 Violations (10 points deducted for each occurrence)

- Disruption of academic and administrative processes or other school functions.
- False bomb threat/ fire alarm
- Continual disobedience; inappropriate misconduct; disrupting the educational process
- Possession of items that may be used to cause bodily harm (e.g., stun guns, darts, etc.)
- Gambling and minor vandalism (e.g. scribbling on the school walls, doors, toilets, etc.)
- Abusive/obscene language and gestures; profanity; indecent conduct
- Cutting school; tardy to school (chronic); leaving school grounds without permission; truancy; unexcused absence
- Open defiance of authority
- Prolonged/habitual absence i.e., more than 3 days continuously absence from the school without informing school management and/or unauthorized by the school management (even if it's with parental/custodian consent)
- Unauthorised use of/unauthorised entry into or misuse of school property.
- Assisting another person to do any misleading execute any act that would amount to a violation of the code of Conduct and Discipline.
- Conduct or action that is prejudicial to the good name of the school.
- Representation of the school in matters and activities outside of school without the written or proven permission from School authorities.

- Cheating or plagiarising related to academic programme.
- Possession/use of prohibited/electronic devices during the teaching and learning period.
- Use of electronic devices/ PDAs during class/ECA/CCA period (except with written approval by SJIP/SJIS staff, teacher or instructor/coach)
- Use or possession of smart-phones, tablets, smart-watches/internet and camera gadgets during schooling hours (except with written approval by SJIS/SJIP staff, teacher or instructor/coach)).
- Engaged in public display of affection (PDA) in campus or during school events
- Any form of infringement of the Science Lab, Library and ICT laboratory rules and regulations.
- Writing inappropriate/irrelevant answers or scribbling on any official documents and examination papers, whether digital or physical, belonging to SJIS or CIE.
- Failure to complete assignments or carry out directed instructions during class sessions.

c) Phase 3 Violations (5 points deducted for each occurrence)

- Failure to submit homework within the specified frame time decided by home teacher / subject teacher.
- Non-adhering to the Dress & Grooming Code for students.
- Improper dress-wearing sports attire in academic sessions or wearing a uniform during CCA/ECA sessions.
- Leaving the class / CCA /ECA premises without permission
- Failure to complete assignments or carry out directions during class sessions.
- Failure to follow food/drink restrictions
- Exit Pass misuse
- Arriving late to or leaving early from class/school without the written consent of the teacher/ Administration office
- Engaging in socially embarrassing behaviour on school premises or during school functions.
- Cafeteria misconduct (throwing food, removing food/drinks from the cafeteria, excessive noise, lack of cleanliness, etc.)
- Library misconduct (excessive noise, lack of cleanliness, not keeping the books after reading in the proper position)
- Irrelevant questions and/or argument which intends to cause distraction during instructional hours.

d) Phase 4 Violations (Detentions/Remedial Activity)

- Any other minor infringements that are not deemed for SDPA deductions which will be decided by the Disciplinary teacher/s and/or Disciplinary Board Committee.
- The detention/remedial activity can be where the student may be required to do homework, write notes of apology, help clean facilities sit out of school activities, or perform other remedial tasks or programme to ensure that the student understands and corrects oneself. Detention times/remedial activity shall be set by the discipline teacher in consultation with management and informing parents.
- In any of the above violations occur, the student is provided counselling to help him/her understand the repercussion of the act involved and the reason to make amends. The SDPA system itself is implemented not as means of punishment but rather more for the rehabilitation of the student.

ii. Dispute of Points Deducted

A student has a 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. Dispute will be documented in the student's file and reviewed by the SJIP/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 appeal will be entertained.

Important Note:

The above lists and categorization are made for clarification and are not intended to be exhaustive or restrictive. Any other issues/violations not previously identified that may also be deemed as warranting student disciplinary action will be interpreted and categorized by the school management.

Parent/Guardians and students are distinctly informed that in the case of any gross/severe misconduct, it is the prerogative of the School Management whereby a student may be summarily suspended and/or dismissed from the school without the obligation not the necessity of issuing disciplinary actions mentioned above.

iii. Anti Bullying / Non-Violence Policy

St. John's International Secondary School and St. John's International Primary School define bullying as aggressive behaviour intended to harm others. Bullying can take various forms, including physical, verbal, emotional, sexual, racial, and cyberbullying.

Victims of bullying may experience physical harm and emotional distress, which can lead to decreased learning opportunities, long-term damage, or withdrawal from school activities. Additionally, bullies may face lasting negative consequences as a result of their actions.

The school is committed to creating an environment of trust where students feel safe to report bullying, confident that it will be addressed promptly and effectively. SJIS/SJIP believes that every student deserves a safe, healthy, and secure environment conducive to learning. To promote this, we encourage mutual respect among students.

Any form of bullying is unacceptable at our school. This policy applies to all instances of bullying and cyberbullying involving any student, regardless of whether the incidents occur inside or outside of school.

Bullying is considered a serious offense that will not be tolerated, and appropriate disciplinary actions will be taken, which may result in expulsion. If bullying occurs, all students should feel empowered to report it, knowing that incidents will be handled swiftly and effectively. Anyone who is aware of bullying is expected to inform a teacher.

Students are prohibited from bullying, intimidating, threatening, harassing, or annoying others—including students, teachers, parents, administrators, or school staff—through the use of the Internet or social media, even if such acts do not take place during school hours.

Bullying will not be tolerated.

- a. The school acknowledges that bullying and violence do happen and that students should be encouraged to report it to both the school and their parents.
- b. Complaints about aggression will always be taken seriously.
- c. Monitoring and follow-up will take place to ensure that aggressive behaviour stops.
- d. A culture of respect and caring for others will be reinforced by developing interpersonal skills through direct teaching, building a positive classroom climate and the use of related programmes that develops self-esteem.
- e. The students will be subjected to counselling if there is any attempt that confers to the act of bullying.
- f. These guidelines will be monitored by the principal and disciplinary boards in conjunction with SJIP/SJIS Student Counsellor.

Bullying involves actions intended to hurt another person and results in pain and distress for the victim.

Forms of bullying include:

- a. Emotional: Being unfriendly, ostracism, tormenting (e.g., hiding books, using threatening gestures)
- b. Physical: Pushing, kicking, hitting, punching, or any other form of violence
- c. Racial: Racial taunts, graffiti, or gestures
- d. Sexual: Unwanted physical contact or sexually abusive comments
- e. Verbal: Name-calling, sarcasm, spreading rumors, teasing, and blackmailing
- f. Cyberbullying: Misuse of the internet—such as email and chat rooms—as well as mobile threats through text messaging, WhatsApp, calls, and the misuse of associated technology (e.g., cameras and video devices).

By adhering to this policy, we strive to create a safe and supportive environment for all students at SJIS & SJIP.

iv. Repeated Misconduct

Occurrences of repeated misconduct where a student has previously received discipline reprimand can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences. Serious acts of misconduct or repeated misconduct could lead to suspension and/or expulsion from SJIS/SJIP.

v. Alcohol/Substance Abuse/Vaping & Tobacco

Consumption, possession, or being under the influence of any alcoholic product or non-prescribed drug/substance in the school premises or at any school activity will result in suspension or expulsion. Possession or use of tobacco or tobacco products or paraphernalia in the school premises or at any school activity is prohibited for everyone.

vi. Search and Confiscation

School officials may search students and their personal property if there is reasonable cause to believe that a student poses a risk to themselves, other students or staff or is in possession of dangerous weapons or illegal substances. Property may be seized/confiscated if it is detrimental to the safety and welfare of students or staff or if school officials have reasonable cause to believe that an illegal act and/or serious violation of school rules and regulations is in process or is about to be committed.

vii. Student Behaviour

The reputation of a school is judged by the student's behaviour; both on and off the school premises. All students are expected to behave in a manner which is responsible and which shows consideration and respect to all other members of the school, both on the school campus and within the local community.

Acceptable personal conduct involves showing proper respect toward others regardless of race, language, age and gender. Students are expected to respect others, be courteous, helpful, and considerate of the school's property and be empathetic to other people's feelings at all times.

All staff, whether teachers, administrative staff, or security staff should be treated with respect by students. Swearing, obscenities or vulgar expressions in any language will not be permitted. Students must use polite language and respect other students, teachers and staff members.

Some of the general expectations of students are given below:

a. Classroom Behaviour

- Students are required to talk quietly and politely at all times. Disruptive behaviour will not be tolerated. Students are to listen actively and participate in class lessons.
- Students are to meet deadlines for homework and assignments. All written work is to be neat, legible and reflect the pride of producing good work.
- Students share the responsibility of keeping the classrooms and the school neat and clean.
- SJIS/SJIP believes that the time spent in class is crucial in a student's learning and

development. Therefore, students are expected to arrive on time (not less than 10 minutes before school starts) and be prepared for daily classes.

- They are encouraged to get enough sleep to be fully alert during class. If a student does fall asleep during class, the teacher will wake him/her and warn the student to stay awake and may ask him/her to stand/do the necessary.
- At the end of the lesson, chairs should be pushed neatly under desks, any litter put in the wastepaper basket and the classroom left tidy.
- If a student arrives late, after the class has started, then he or she should knock at the door and then remain there until given permission by the teacher to enter. No student should leave the classroom without the permission of the teacher.
- The teacher, not the student, determines where students sit.
- No student should use the interactive whiteboard, write on the traditional whiteboards or touch the LCD projector or other equipment in the classroom without the permission of the teacher.
- There should be no eating or drinking inside the classroom - except for water (with the teacher's permission).

b. Academic Honesty

We expect honesty in the actions of all students and staff of the school community. Students are expected to produce their own work. They must not pass off another's work as their own. The work submitted to a teacher should be the student's own work or should be correctly referenced.

Cheating, lying, forgery and plagiarism is unacceptable. Students caught or involved in any of these will be subjected and disciplined accordingly through the Students Disciplinary Point Account (SDPA) system.

Examples of academic dishonesty:

- Cheating on tests and exams, for example by copying, talking or sharing work.
- Copying homework or giving permission for another person to copy one's own work.
- Plagiarism (Plagiarism is defined as taking another person's ideas, from the Internet or otherwise, and claiming them as one's own.
- Forgery of a parent's signature, of any school document or any grade with the intention to mislead/misinform.

Consequences of academic dishonesty:

Should a student be found to have been dishonest in exams, tests and individual assignments, the student will be given a zero score. Parents will be informed of the dishonest act. The teacher will make a comment on the homework of students who copy homework or give permission for another person to copy his/her own work. No marks will be awarded for copied work.

Plagiarize work will be rejected and must be correctly done. The teacher will explain to the student about the seriousness of claiming other people's ideas as their own without acknowledging the source. The student will be advised on how to avoid plagiarism in future work assignments. It is also the responsibility of parents to encourage academic honesty in their children.

viii. Reporting of Points Deducted or Verbal Warning

All students' infractions must be recorded via EMS system. This includes all verbal warnings given to students with no point (zero/0) deduction. Disciplinary point's deduction will be carried out by the teacher who reports the infringement and parents should be notified by an email.

8. STUDENT'S EXAM TIMETABLE AND EXAM SYLLABUS COVERAGE

i. Exam Timetable

- a. Exam Timetable will be made available **three (3) weeks** before the examination period and can be downloaded and reviewed from the SJIS/SJIP EMS.

- b. Students need to refer to the Exam Timetable for each of the subjects, for a particular exam cycle.
- c. 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.
- d. All students have to be in the examination room for the entire exam session.
- e. All written scripts and attendance should be handed over to the invigilator immediately after the examination.
- f. Resit of exam will only be allowed for students who are unwell, with the submission of Medical Certificate to school.

ii. Exam Syllabus Coverage

- a. Exam syllabus coverage will be given to students **three (3) weeks** before the examination period.
- b. Exam syllabus coverage will be sent to the students/parents via EMS MyMessage two (2) weeks before the examination period.
- c. Students can refer to the Exam Syllabus Coverage on the School/Classroom notice boards. In case of any change in the Exam Syllabus Coverage will be updated via EMS MyMessage, and students will be informed verbally by the class teacher.

9. STUDENT'S CCA / ECA ACTIVITIES

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

i. Students' Attendance and Participation for Grading.

- a. CCA (SJIS) time for sport and club is on every Tuesday (2.00pm-3.30pm) and Thursday (2.00pm-3.30pm), respectively.
- b. CCA (SJIP) for sports and club on every Thursday (1.45pm -3.15pm) and Friday (10.45am – 12.15pm), respectively.
- c. Students will be graded based on their participation (50%) and attendance (50%).
- d. 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 CCA session. Impermissible absenteeism will affect students' attendance mark and subsequently students' sport/club grading.
- e. Students must contribute and participate in their sport/club activities. Sport/club teacher and external coaches/facilitator (if any) will grade students' participation accordingly.
- f. Committee Members must attain 80% and above to be entitled to a certificate of contribution/participation at the end of semester 2 of every academic calendar.

ii. Students' Placement of Club/Sport

- a. Students will be given out a consent form before the end of Semester 2 for club/sport placement in the upcoming academic year.
- b. 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.
- c. Students have to choose 3 clubs and sports (arranged according to preference) and CCA/ECA coordinators will assign placement accordingly based on the criteria below;
 - Availability (Students will be given the second or third choice if the first is not available) and/or,
 - Interview/audition/placement test results (decided by Club/Sport teacher)
- d. In case none of the club/sport requested by students is available, CCA/ECA Coordinators will place students in other sport/club that he/she deems suitable.
- e. 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 CCA/ECA Coordinators.

iii. Roles of CCA 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.

a. President

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

b. Vice President

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

c. Secretary

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

d. Treasurer

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

e. Committee members

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

f. Regular members

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

10. COUNSELLING UNIT PROCEDURES

All students at St. John's International Secondary School and St. John's International Primary School will be treated fairly, equitably and with dignity which respects the rights of the individual. The student problems are intrinsically lined with pastoral care, the school will provide supportive pastoral care and guidance to those students who need support. A counsellor will be appointed to provide help and support to the students. Counsellor will be responsible for all the standard and disciplinary counselling of the students.

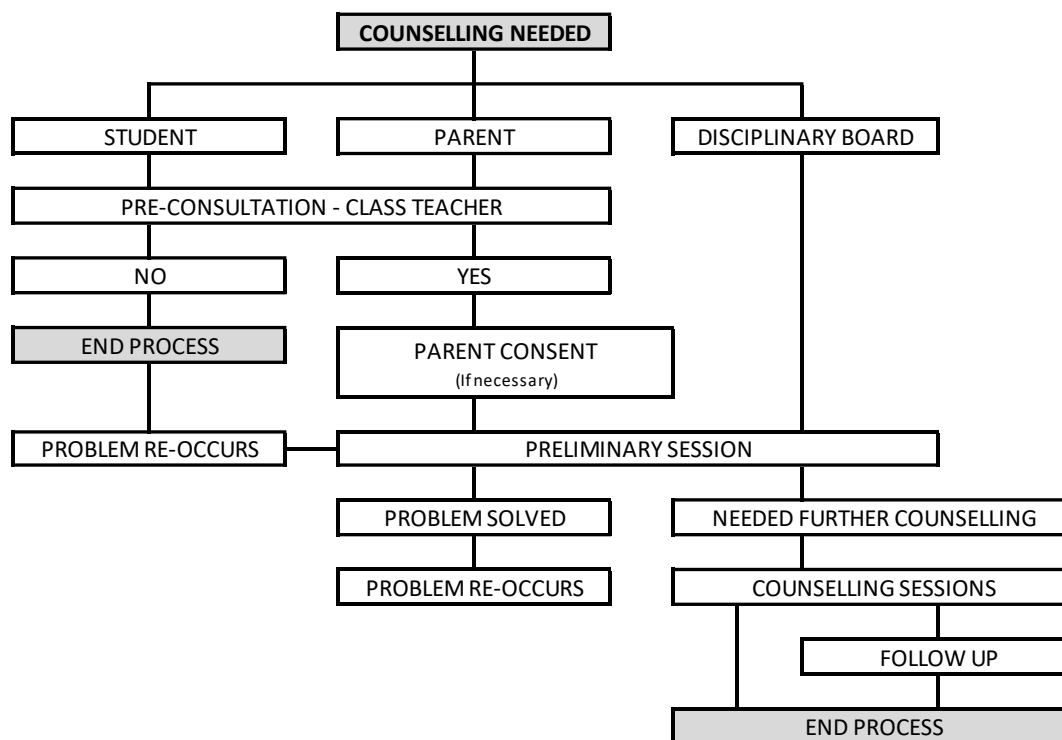


Chart: Counselling Flow Chart

i. Counselling Procedure Standard Counselling

- Students or parents who would like to seek for counselling should primarily reach the class teacher via-email as the students should be counselled first by the class teacher.
- The class teacher will refer the students to the counsellor if deemed necessary.
- After the first session, the counsellor will determine on the next process for the student. Please refer to the chart above for better understanding.
- The counsellor will record the details during the counselling session in Student Counselling Record Form.
- The form will then be filed in Student Counselling Form.
- All records are private and confidential. They can only be accessed by the counsellor or school principal. Coordinators and teachers may access the file upon request. Permission will be given by the counsellor if deemed necessary.
- Feedbacks will be given to parents upon request via physical meeting after an appointment is made via email.

Disciplinary Board Referral Counselling

- Any disciplinary counselling that deemed necessary by the disciplinary board will be informed to the counsellor via email.
- Counsellor is required to inform the disciplinary board about the outcome of the counselling.
- The counsellor will record the details during the counselling session in Student Counselling Record Form.
- The form will then be filed in Student Counselling Form.
- Disciplinary record can be access by the counsellor and school principal. The disciplinary board members may access the file upon request.

f. Feedbacks will be given to parents via physical meeting after an appointment is made via email.

ii. Talks, Workshops or Related Activities

SJIS & SJIP Counsellors will organise of events as per listed below;

- a. Motivational talks for all year depending on their suitability.
- b. Career Talks for year 10, year 11 and A-Level students.
- c. Educational workshops and activities.

11.SCHOOL EXCURSION

- 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:
 - a. Full name as per IC/Passport
 - b. IC/Passport Number
 - c. Nationality
 - d. Age
 - e. Gender
 - f. Contact number
 - g. Emergency contact number and relationship status
 - h. Medical needs/conditions (please indicate nil if it is not applicable)
- v. 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.

12. STUDENT INJURY / ILLNESS / ACCIDENT

To create and sustain high-quality student care, health care facilities rely on school nurse procedure date sheets guidance. These policies provide a framework for employees by outlining expected standards for day-to-day operations and help facilities meet the health, safety, and legal regulatory requirements in school base compound.

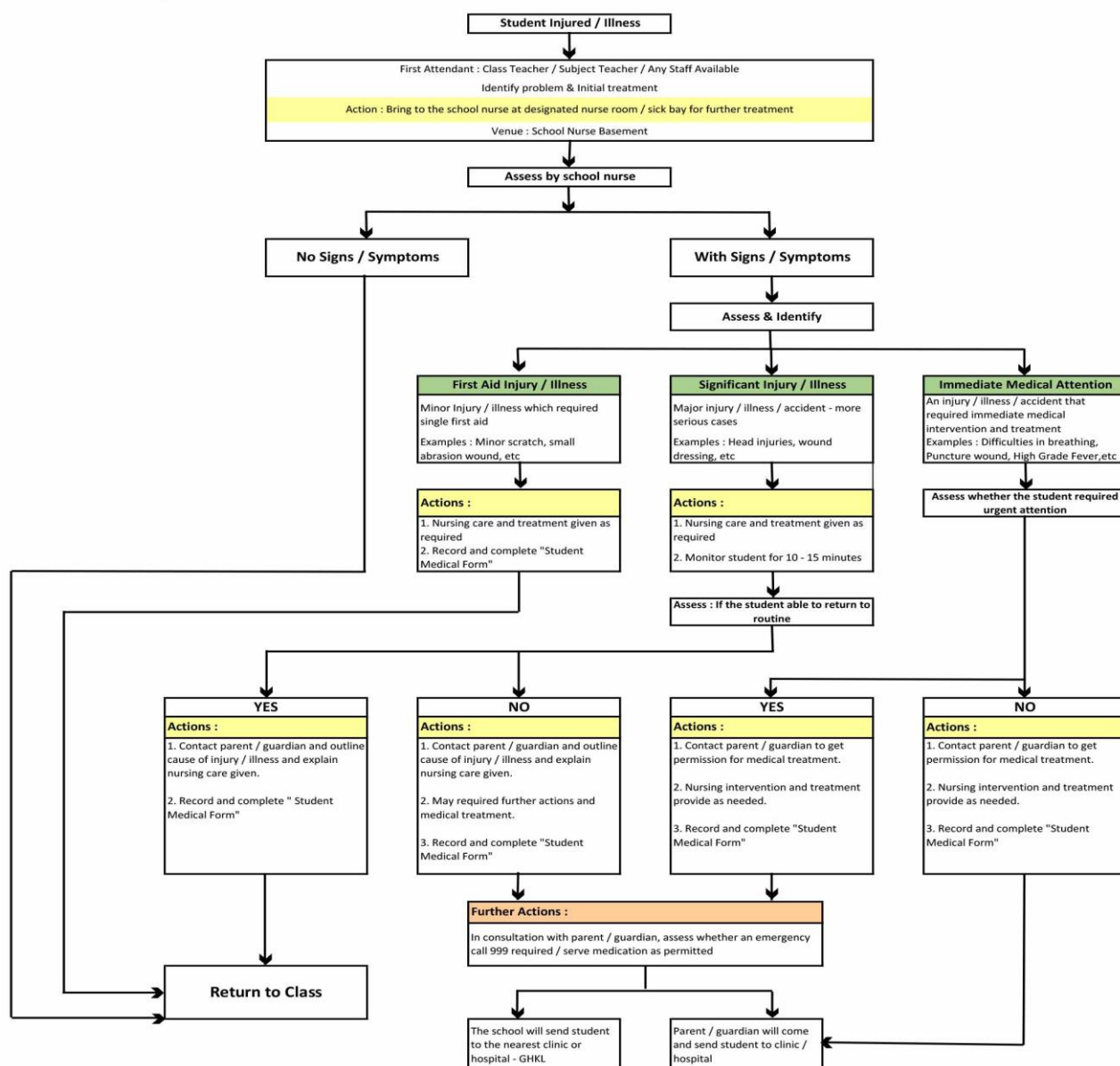
i. Student Care Policies

Please refer to the attached flow chart for Student Injury/Illness/Accident, which outlines the appropriate steps to be taken when a student requires medical attention. The school nurse will provide necessary nursing interventions and treatment.



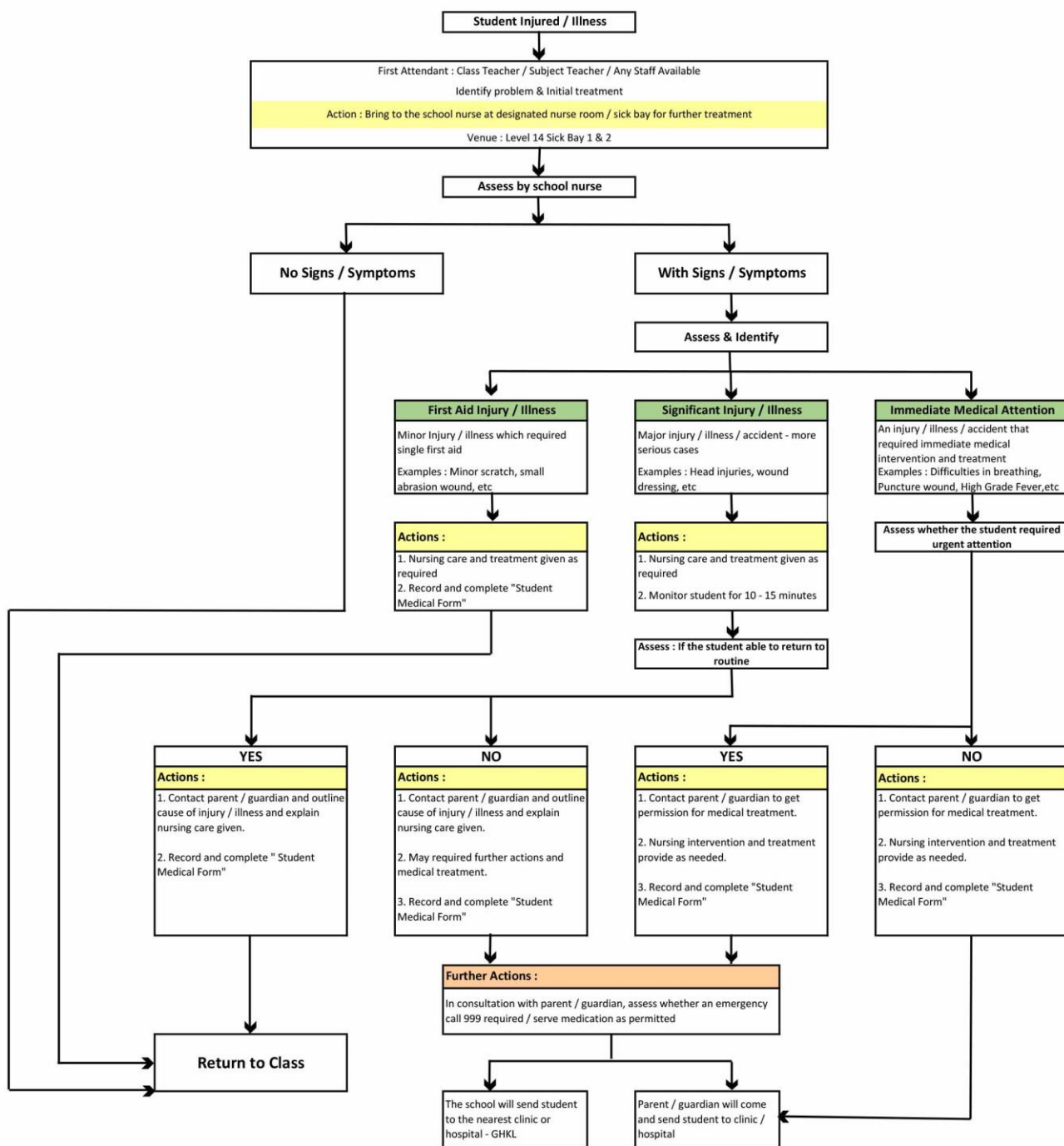
ST. JOHN'S
INTERNATIONAL
PRIMARY SCHOOL

STUDENT INJURY / ILLNESS / ACCIDENT FLOW CHART





STUDENT INJURY / ILLNESS / ACCIDENT FLOW CHART



ii. Information Security Policy

- Student personal information, including medical complaints, will be recorded in the student's medical card and first aid record.
- Complaints of a medical nature will be documented and kept on record.

iii. Communication

- For safety purposes, parents/guardians will be contacted only via the school's designated phone number and email.
- Parents/guardians should refrain from requesting the personal contact number of the school nurse.
- All details of treatments provided must be kept confidential within the parents' and teachers' communication (P&C).

iv. Safety Policy

Personal Protective Equipment (PPE) such as face masks, regular handwashing/hand sanitizer use, and gloves when handling body fluids or blood are encouraged for all students to minimize the risk of cross-infection.

v. Infectious Disease Policy

- a. Please refer to the infectious disease data sheet provided by the Ministry of Health (MOH).
- b. Known risk factors should be identified, and plans should be in place to address unknown risk factors.
- c. A communication plan must be established.
- d. Compliance with regulations is essential.
- e. Safety policies outlined in point 4 must be followed.
- f. Students with infectious diseases must be quarantined at home until they fully recover.

vi. Social Media Policies

- a. Students are prohibited from recording any assessments or interactions with school nurses, teachers, or staff.
- b. Parents/guardians may request review of such interactions via email to SJIP/SJIS management.

13.SAFEGUARDING AND CHILD PROTECTION POLICY

i. Rationale of Safeguarding and Child Protection Policy

At St. John's International Primary School (SJIP) and St. John's International Secondary School (SJIS), we recognise our duty and responsibility to protect and safeguard the interests of all students. The school recognises that effective child protection practice requires sound procedures, good inter-agency cooperation, and a competent and confident workforce that recognises and responds to child protection situations.

This policy is a foundation for good practice within the school for Child Protection work. It provides a framework to guarantee that all practices related to Child Protection are consistent and ensure that every child is healthy and stays safe. Additionally, it aims to clarify the professional responsibilities of all staff regarding duties, obligations, responsibilities, and assigned tasks.

The welfare of the child is of the utmost importance. As such, this policy will be reviewed annually and followed by a self-evaluation of each case.

Regular training sessions also would be conducted to update staff on current best practices and legal requirements in child protection.

ii. Terminology and definitions of safeguarding:

Protecting students from abuse or neglect, preventing impairment of their health and development, and ensuring they grow up in a circumstance is always consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Abuse:

A violation of an individual's human and civil rights by any other person or persons.

Child Abuse:

"Any act of commission by a parent or guardian... (or any other person)...which would endanger or impair the child's physical or emotional wellbeing or that are judged by a mixture of community values and professionals to be inappropriate."

Categories of abuse:

Physical Abuse, Neglect, Sexual Abuse, Emotional and Psychological Abuse.

Significant risk of harm:

The threshold (maximum limitation) that justifies compulsory intervention in the child's best interests.

The Best Interest of the Child:

The child's best interests principle guides Malaysia's policies and service provision for children and young persons, including child protection.

iii. Responsibilities

Child abuse occurs in all communities regardless of the gender of the child or perpetrator and socio-economic status. Schools, as institutions working with children and young people, become more attractive to those who wish to exploit or abuse children. All members of the school community have a collective and joint duty to safeguard and promote the welfare of children. Staff members will be informed about the designated Child Protection Officers within the school which is the Principal, School Counsellor and Health and Safety Coordinator.

Health & Safety Committee:

The Health & Safety Committee is established to be responsible for formulating and implementing policies and procedures which:

- a. Prevent unsuitable people from working with children and young people, i.e. safe recruitment procedures and streamlined central vetting records.
- b. Promote safe practices and challenge poor and unsafe practices in the school context, both physical and virtual settings.
- c. Identify and support the Health & Safety Committee for Child Protection.
- d. Identify instances where there are grounds for concern about a child's welfare and initiate appropriate action/intervention to keep the child safe.
- e. Identify external sources/linkages that may contribute to instances of concern to the child's welfare.
- f. Contribute to effective partnerships between all those involved in providing children/students services.

Health & Safety Committee members:

- | | |
|---------------------------|---|
| a. Chairperson | - SJIS Principal |
| b. Vice Chairperson | - SJIP Principal |
| c. Secretary | - Health & Safety Coordinator |
| d. First Aider | - School Nurse |
| e. Student Affairs | - Academic Coordinators and CCA Coordinator |
| f. Staff Affairs | - Manager, Human Resources |
| g. Administrative Affairs | - Head, Administration |
| h. Government Liaison | - Manager, Corporate Affairs & Government Liaison |
| i. Counsellor | - School Counsellor |

Monitoring and Evaluation:

This policy will be evaluated annually. The procedures contained within this policy will be monitored through regular stakeholder surveys, professional evaluation of how child safety issues are addressed in school, feedback forms, and external complaints.

iv. Categories of Child Abuse and their Signs/Symptoms.

There are four main areas of child abuse. It's important to recognize that the following signs of abuse may also be a symptom of another problem.

a. Neglect:

The persistent or severe neglect of a child, which results in serious impairment of the child's health or development.

Neglect can occur when parents or guardians fail to meet their children's essential needs, such as food, clothing, and medical care. Leaving small children alone and unsupervised or older children

alone for longer periods of time is another example of neglect. Parents refusing or failing to give love and affection to their children is a case of emotional neglect.

Signs or symptoms which may indicate neglect:

- Hunger
- Tiredness or listlessness
- Child dirty or unkept
- Poor school attendance, often late for school, or conversely not wanting to go home.
- Poor concentration. Affection-demanding or attention-seeking behaviour.
- Stealing or scavenging compulsively
- Anxiety due to the burden of pressure
- Failure to achieve developmental milestones.

b. Physical abuse:

Physical injury to a child or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Physical abuse of a child is any intentional harm caused by an adult, which can involve hitting, shaking, squeezing, biting, or giving poisonous substances, inappropriate drugs, or alcohol.

Signs or symptoms which may indicate physical abuse:

- Bruising is an inconsistent account of how bruising or injuries occurred.
- Bald patches
- Burns or scalds.
- Fear of going home or parents being contacted.
- Fear of medical help
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others, including bullying.

It's important to note that in Malaysia, some parents may use physical discipline on their children. However, if excessive force causes significant injury to the child, the parents may face charges of child abuse. On the other hand, our school does not allow any form of physical discipline on our students.

c. Sexual Abuse:

The sexual exploitation of a child refers to any sexual activity between an adult and a child for sexual gratification. It is a form of sexual abuse where an older person uses their power to involve a child or young person in sexual activity. It may involve: -

- Sexual grooming
- Inappropriate exposure to sexual acts and materials.
- Passive use of children and young persons as sexual stimuli for adults.
- The child and young persons are sexual stimuli for adults.
- The child and young person may be subjected to exhibition activities. Voyeurism or be coerced into posing for pornographic materials.
- Inappropriate sexual contact or acts between older individuals and the child/young person.
- Intercourse as a result of rape, assault and coercion.

Signs or symptoms which may indicate sexual abuse: -

Please note that this type of abuse does not often exhibit clear signs.

- Sexually explicit play or behaviour or age-inappropriate behaviour
- Anal or Vaginal discharge, soreness, or scratching.
- Persistent complaints of stomach disorders or pains
- Eating disorders.
- Regressive Attention-seeking behaviour.
- Enuresis, soiling and smearing faeces.

- Frequent or open masturbation, touching others inappropriately.
- Reluctance to undress for PE or swimming.
- Bruises and scratches in the genital area.
- Lack of trust in a familiar or particular adult.
- Unusually compliant /over compliance.

d. Psychological /Emotional Abuse:

Persistent and severe emotional mistreatment, neglect, or rejection of a child. It can cause significant harm to a child's mental health and development. This occurs where constant lack of love and affection, threats, verbal attacks, taunting, and shouting can lead to a child's loss of self-esteem. It can also include harassment or indifference based on race, religion, culture, gender or disability.

Aspects of psychological and emotional abuse include: -

- Hostile rejecting/degrading (e.g., Taunts)
- Terrorising (e.g., Threats or acts that induce fear)
- Actively isolating (e.g., Locking a child in a room for extended periods of time)
- Exploiting/corrupting (e.g., teaching a child to steal)
- Denying emotional responsiveness (e.g., denying affection and shows of love)

Signs or symptoms which may indicate psychological abuse:

- Rocking, banging head, regression.
- Self-mutilation, drug or solvent abuse.
- Fear of parents being contacted.
- Running away, compulsive stealing.
- Masturbation.
- Eating disorders.
- Soiling, smearing faeces, enuresis.
- Sudden speech disorders, selective mutism.
- Over-reaction to mistakes and continual self-deprecation.
- Delayed physical/mental/emotional development.

SAFEGUARDING AND CHILD PROTECTION PROCEDURE

i. **Disclosure of abuse perpetrated outside of school.**

Suppose a member of staff suspects a child has been abused or neglected by someone outside of school. In that case, the following procedures should be implemented:

- Initial Record of Concern—The parent/guardian, staff member, or student who suspects a student being abused by someone outside of school or is approached directly by a student about being abused completes a written statement and presents it to the Chairperson (Principal) immediately.
- Meeting with Student/Alleged Victim—The Chairperson (Principal), Student Affairs (Level Coordinator) and School Counsellor will communicate with the student directly. If more than one student has been a victim of abuse, the students will be interviewed individually. The school Counsellor will summarize what was learned from the investigations on the Record of Child Protection Concern Form and keep all records and evidence safe.
- Investigation with Bystanders/witnesses—The Chairperson (Principal), Student Affairs (Respective Level Coordinator), School Counsellor and Head of Human Resource (related to staff only) will coordinate investigation session with any bystanders/witnesses, take notes for the Record of Child Protection Concern Form, and keep all records and evidence safe.
- Consultation – consultation and agreement among the Health & Safety Committee members and KWKK advice.
- In the event of suspected sexual abuse happening, it's a requirement for the Chairperson (Principal) to contact the Ministry of Women, Family and Community Development (KWKK) or the Police. For cases happening within the context of the family, the family should not be alerted to the allegations being made. For sexual abuse cases happening outside the context of the family,

the committee should inform the family of the incident, and a report needs to be lodged with KWKK or the Police. The committee should record any disclosure factually. Note- the 'paramountcy principle supports agencies making decisions in the child's best interests, which may mean not disclosing information to parents.

- f. In the event of other forms of abuse, the committee will be committed to taking action and consulting with the KWKK if necessary. The committee will keep the related teacher and School Counsellor updated with developments on a 'need-to-know basis'.
- g. If there are apparent signs of harm, the student will be taken to the School Nurse immediately. If a student requires immediate medical attention, the school nurse will prioritise the necessary information, medical reference, and treatment. If, for some reason, it is not feasible or wise to obtain parental consent, KWKK should be consulted before any action is taken. Suppose we suspect that abuse has occurred or is likely to happen and that the child is at imminent risk of further harm. In that case, we are committed to reporting the matter to KWKK or the Police.
- h. Where we suspect that the abuse has been perpetrated by someone close to the family or within the family network, the committee will contact the family and discuss ways to keep the student safe and managed more appropriately. Full consideration of whether contact with the immediate family would increase the risk of harm shall be paramount.
- i. Counselling-with permission from parents/guardians, student victims will be offered in school counselling.

ii. Disclosure of alleged abuse perpetrated by a staff member.

The following procedures apply where a member of staff has been implicated.

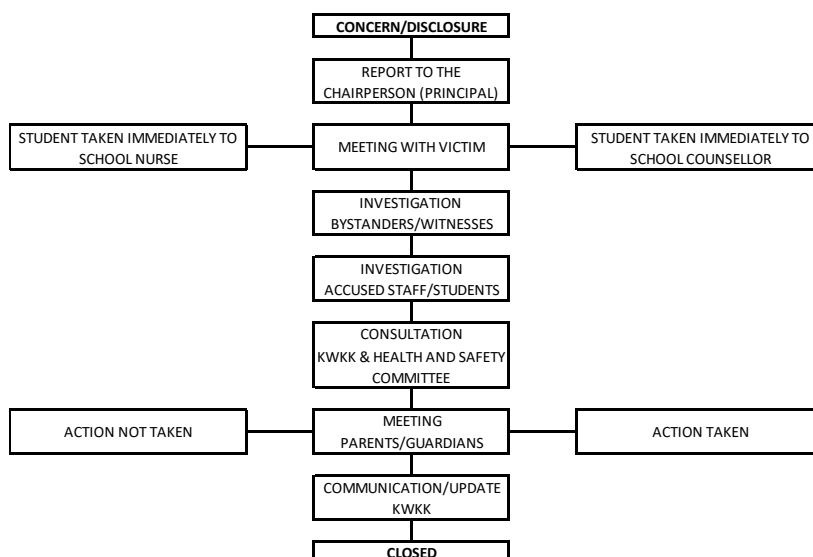
- a. Initial Record of Concern—The parent/guardian, staff member, or student who suspects a student being abused by staff member or is approached directly by a student about being abused completes a written statement and presents it to the Chairperson (Principal) or Head of Human Resource immediately.
- b. Meeting with Student/Alleged Victim—The Chairperson (Principal), Student Affairs (Level Coordinator) and School Counsellor will communicate with the student directly. If more than one student has been a victim of abuse, the students will be interviewed individually. The School Counsellor will summarize what was learned from the investigations on the Record of Child Protection Concern Form and keeps all records and evidence safe.
- c. Investigation with Bystanders/witnesses—The Chairperson (Principal), Student Affairs (Respective Level Coordinator), School Counsellor and Head of Human Resource (related to staff only) will coordinate investigation session with any bystanders/witnesses, take notes for the Record of Child Protection Concern Form, and keep all records and evidence safe.
- d. Investigation with accused staff member—The accused staff member must attend an investigation session with top management, the Head of Human Resources, and the respective accused staff member's Head of Department to be questioned regarding the accusations being made. Suppose more than one staff member has taken part in an incident involving the abuse of other students; the staff accused will be met individually.
- e. Consultation – consultation and agreement among the Health & Safety Committee members and KWKK advice.
- f. Parents of Victims Contacted —The chairperson (Principal) will contact the student's parents/guardians by telephone or email to invite them to a meeting to discuss the issue in person.
- g. Communication/update with KWKK—Based on all records and evidence, The Staff Affairs (Human Resource) will report the matter to the KWKK or the police after careful consideration of the seriousness of the offence is given. Parents of student victims will also be informed of their right to do so. The committee will keep those directly concerned with the case up to date with development.
- h. Counselling—With permission from parents/guardians, student victims will be offered in-school counselling.
- i. Disciplinary and Legal action- Legal and disciplinary actions will be taken if allegations are substantiated, including potential termination of employment and legal consequences.

iii. **Disclosure of Abuse by Another Student**

If a student is suspected of abusing another student, the school must take appropriate steps within two working days.

- a. **Initial Record of Concern**—The parent/guardian, staff member, or student who suspects a student being abused by another student or is approached directly by a student about being abused completes a written statement and presents it to the Chairperson (Principal).
- b. **Meeting with Student/Alleged Victim**—The Chairperson (Principal), Student Affairs (Level Coordinator), and School Counsellor will communicate with the student directly. If more than one student has been a victim of abuse, the students will be interviewed individually. The school Counsellor will summarize what was learned from the investigations on the Record of Child Protection Concern Form and keep all records and evidence safe.
- c. **Investigation with Bystanders/witnesses**—The Chairperson (Principal), Student Affairs (Respective Level Coordinator), and School Counsellor will coordinate the investigation session with any bystanders/witnesses, take notes for the Record of Child Protection Concern Form, and keep all records and evidence safe.
- d. **Investigation with accused students**—The accused student(s) must attend an investigation session with the Chairperson (Principal), Student Affairs (Respective Level Coordinator), and School Counsellor to be questioned regarding the accusations being made. Suppose more than one student has taken part in an incident involving the abuse of other students; the students accused will be met individually. If necessary, consult with the KWKK. All the meetings will be recorded/minuted for further action.
- e. **Consultation** – consultation and agreement among the Health & Safety Committee members and KWKK advice.
- f. **Parents of Victims Contacted** – Parents /Guardians of the student who were abused will be contacted by telephone by the Chairperson (Principal) to fix a meeting. The course of action will be explained regarding the students who carried out the abuse on their child in accordance with the Disciplinary Policy and Student Handbook. In extreme cases, expulsions will be considered. Further consequences include an apology letter to victims and other measures as per the H&S committee agreement and KWKK advice.
- g. **Communication/update with KWKK**—Based on all records and evidence, The Chairperson (Principal) will report the matter to the KWKK or the police after careful consideration of the seriousness of the offence is given. Parents of student victims will also be informed of their right to do so. The committee will keep those directly concerned with the case up to date with development.
- h. **Counselling**—With permission from parents/guardians, student victims will be offered in-school counselling.
- i. **Preventive measures**- promoting culture of respect and empathy among students, Organize Anti bully Campaign and counter talk.

CHILD PROTECTION FLOW



14. USE OF TECHNOLOGY

Access to SJIP/SJIS ICT equipment and technology is granted to all SJIP/SJIS School community members to conduct work pertaining to the school only with the understanding that such access is a privilege and carries certain responsibilities with it. SJIP/SJIS encourages the use of technology to promote teaching and learning and all necessary support activities. All member of school community includes the SJIP/SJIS staff, student, parent, and guardian; who are defined as users here after. It is expected that users learn to use and apply this technology appropriately. Technology, as used herein, includes but is not limited to e-books, school email, internet, computers, projectors, interactive boards, cameras, DVD players, CD players, video players, televisions, and printers.

HODs, teachers and the IT Administrator have the right to review files and communication at any time to maintain the system's integrity and to ensure that users comply with the school Use of Technology - Rules and Regulations.

Non-compliance with the SJIP/SJIS Use of Technology - Rules and Regulations constitutes misuse and could result in loss of access to all or some of SJIP/SJIS technological resources, financial liabilities for any damages incurred, or other disciplinary action as per student code of conduct.

i. Rules and Regulations

SJIP/SJIS technology users must comply with the following rules and regulations.

- a. Users should not use the school technology and internet service for personal use. Users should use technology for education and research purposes and related functions related to the School system/curriculum.
- b. Users who misuse or damage the school technology-related item are responsible for bearing the financial liability incurred to repair or replace the damaged item.
- c. Users are not allowed to use the account (pin code/username/password) of another user without his/her permission.
- d. Users are not allowed to interfere with the privacy and legitimate work of others.
- e. Users are prohibited from accessing inappropriate websites, entering chat or discussion rooms, social media, playing games, or downloading software on any school computer.
- f. When social media platform, games, or additional software download is necessary for teaching and learning functions, staff/students should attain a prior written permission from the HODs / respective ICT teacher and IT Administrator.
- g. Users are prohibited from fiddling with the school's network setup and configuration.
- h. Users are prohibited from accessing data or files on any computer connected to the network without written school's permission.
- i. Users are prohibited from spreading computer viruses or any programme designed to violate security, interfere with the proper operation of the school network system, or damage another user's data.
- j. All ICT gadgets with any form of software and hardware issue should be reported to school IT Administrator and should never be sent to any 3rd party (including family member)
- k. Upon receiving such complaints, the IT Administrator will check the issue reported and make necessary repair or solve any software conflict. In the case the issue is due to the owner of the laptop/computer, the school has the right to seek their repair cost.
- l. A clean desk policy should be applied -no food and beverages while using laptops/computers. Any damage due to food and beverages will be claimed from the owner/users concerned.
- m. Users who are suspended from computer or internet use may not cahoots with other users who have permission to use technology as such both individuals will be considered in violation of this policy.

ii. Account Safety and Privacy Practice

SJIP/SJIS provides each of its relevant users with a username and password for accessing the Education Management System (EMS). This access is provided to the SJIP/SJIS users for internal and external communications, official work function and shouldn't be shared with any other external party and/or be abused in any way.

The following recommendations are provided for securing passwords:

- a. Users granted an SJIP/SJIS EMS (system)/email account/CIE account are responsible for any misuse of that account.
- b. Passwords should never be given out to other users or any unauthorised individual or displayed publicly.
- c. Change your password often to protect your data and pick passwords that are difficult for someone else to guess or construct.
- d. Always log out from your account, especially when using any of the other non-personal device.
- e. Login- into an account not belonging to you will be subjected to disciplinary action.
- f. Users are responsible for the security of their passwords. Repeated requests for the resetting password will have a penalty of RM 2.00/reset.

15. ICT LABORATORY

Rules and Regulations

If any students infringe the rules stated below, five disciplinary points will be deducted immediately from the respective students' Disciplinary Point Account on EMS.

- i. The school rules and disciplinary code of conduct apply in the ICT Lab.
- ii. Students strictly must obey the Use of Technology - Rules and Regulations.
- iii. Students may not enter or work in the ICT Lab unless the ICT Teacher in charge is present.
- iv. Changing hardware and software configurations in the ICT labs are prohibited. Students are prohibited from changing the "computer settings" (screen savers, mouse-keyboard controls, or system setups).
- v. Students are only allowed to use the Internet under the supervision of the teacher in charge.
- vi. Students are not allowed to play any internet/intranet games in the ICT Lab.
- vii. Students are not allowed to download or install any programmes, games, or music in the ICT Lab. Any form of downloading is not permitted without prior permission from the teacher in charge.
- viii. Students are to immediately report any damage or irregularity seen with ICT Lab devices or items to the teacher in charge.
- ix. Students are not allowed to use any form of removable storage media or devices in the ICT Lab.
- x. Food and beverages are strictly always prohibited in ICT Lab. Students are prohibited from bringing bags or water bottles into the ICT Lab. These should be left outside the ICT lab.
- xi. Housekeeping of the ICT Labs is the students' responsibility upon class completion. This includes cleanliness, whiteboard cleaning, switching off air-cond/fans, and closing the windows.

16. LIBRARY

The purpose of the library is to provide and support students with necessary information and resources, promote information literacy, as well as enhance students' appreciation for books. The library provides informative resources and technology to support the school's education programme and to encourage students to broaden and extend their learning. All the students, who are defined as SJIP/SJIS member here after.

i. Library Rules & Regulations

The school rules and disciplinary code of conduct apply in the library.

- a. Students (Patrons) should be formally and decently attired as defined by the School Dress Code.
- b. A-Level students are required to display their Student ID cards throughout their stay in the library.
- c. Silence is to be strictly observed in the library at all times. Noise, disturbance, and other inappropriate behaviour are not permitted in the library.
- d. Mobile phones should be set to silent mode or switched off before entering the library.
- e. Eating and drinking are not permitted in the library.
- f. SJIP/SJIS member are not allowed to remove or change the placement of chairs, tables, or any other furniture in the library.
- g. Only reading and writing materials into the library.

- Packages and bags (except for handbags and files) are not allowed in the library.
- Leave them in the space provided at the user's own risk.
- h. Should not leave their personal belongings in the library. The Librarian will not take any responsibility for any damage and/or loss of the personal items left behind.
- i. SJIP/SJIS member are allowed to bring their personal laptop/notebook to utilise the wireless facilities.
- j. SJIP/SJIS member are strongly advised to place the books on the trolley once they are done with their reading.
- k. SJIP/SJIS member must ensure that they leave their working area clean and tidy; no rubbish should be left on the ground and chairs should be tucked in.
- l. Every SJIP/SJIS member is responsible for each broken apparatus and equipment in the library.
- m. Outsiders are not allowed into the library unless escorted by an SJIP/SJIS staff member.

ii. Library Schedule

- a. The opening hours are determined from time to time by the Librarian in the light of demand for library use and staff availability.
- b. General details of opening hours are listed below:
 - Monday to Friday - 8.00 a.m. - 4. 30 p.m.
 - Saturday & Sunday - Closed
 - Public Holiday - Closed

iii. Books Borrowing Rules & Regulations

- a. Students are registered by default with their SJIP ID / SJIS ID number upon joining SJIP/SJIS
- b. All registered students are allowed to borrow library items following their eligibility
- c. Loans, renewals, and returns can be done at the Circulation Counter.
- d. SJIP/SJIS member are allowed to borrow three (3) items at a time.
- e. SJIP/SJIS member should return borrowed items within a week (7 days) after signing out the item(s) from the library.
- f. SJIP/SJIS member can renew borrowed items twice.
- g. Students will be charged a fine of RM1.00 (per item) for each day the item is overdue
- h. SJIP/SJIS member are responsible for the items borrowed from the library.
- i. SJIP/SJIS member are expected to return the borrowed library books, before or on the due date, after which an overdue fine will be imposed.
- j. SJIP/SJIS member will not be allowed to borrow any library materials until the fine is settled.
- k. SJIP/SJIS member are not allowed to check in/out books for others.
- l. For lost or damaged item, the SJIP/SJIS member will be charged the price at which the item was purchased by the school.
- m. Lost/damaged item cannot be replaced by buying the same item.
- n. Students who have withdrawn, discontinued, or completed courses must return all borrowed materials to the library. Students who failed to clear any fine or return materials borrowed on completion of their courses will have their transcripts suspended.

iv. Computer Usage

- a. SJIP/SJIS member must abide by the School's Use of Technology Rules & Regulations.
- b. SJIP/SJIS member are allowed to use the computers for academics/work-related purposes only.
- c. SJIP/SJIS member are required to register in the Computer Logbook at Circulation Counter to use the computer.
- d. Accessing undesirable Internet sites, downloading, and chatting are strictly prohibited.
- e. Installing or customising any computer programmes into the computers in the library is also strictly prohibited.
- f. SJIP/SJIS member are to immediately report any damage or irregularity seen with Computer devices or items to the librarian.

v. Discussion Room Rules & Regulations

- a. The school rules and disciplinary code apply in the Discussion Room at all times.

- b. Group discussions are allowed as long as the discussion is academic-related, and the noise level is kept to a minimum so as to not disrupt others in the library.
- c. SJIP/SJIS member are advised to make prior booking of the Discussion Room with the Librarian.
- d. Students (Patrons) should be formally and decently attired as defined in the School Dress Code.
- e. A-Level students are required to display their Student ID cards throughout their stay in the Discussion Room.
- f. Eating and drinking are strictly prohibited in the Discussion Room.
- g. SJIP/SJIS member are not allowed to remove or change the placement of chairs, tables, or any other furniture in the Discussion Room.
- h. SJIP/SJIS member should not leave their personal belongings in the Discussion Room. The Librarian will not take any responsibility for any damage and loss of the personal items left behind.
- i. SJIP/SJIS member are allowed to bring their own personal laptop/notebook to utilise the wireless facilities.
- j. SJIP/SJIS member must ensure that they leave their working area clean and tidy; unwanted materials should be picked up and chairs must be tucked in.
- k. Every SJIP/SJIS member is responsible for each broken apparatus and equipment in the Discussion Room.
- l. Outsiders are not allowed into the Discussion Room unless escorted by an SJIS/SJIP staff member.

17. SCIENCE LABORATORY (SJIS)

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/teacher or lab technician) at all times. Failure to comply 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.

i. Science Laboratory Safety Rules and Regulations

- a. The school rules and disciplinary code of conduct apply in the science Lab.
- b. No student is allowed to enter a laboratory unless a lecturer is present, and no work is allowed without supervision.
- c. Students must conduct themselves in a responsible manner at all times in the laboratory.
- d. Mischievous behaviour, throwing of items and conducting pranks are prohibited.
- e. Students must wear shoes that completely cover the foot. Please take note that sandals, thongs, and high heeled shoes are NOT allowed.
- f. Dangling jewellery and loose or baggy clothing must be secured. 7. Long hair must be safely tied back.
- g. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, smoking and other unsafe activities are not permitted in the laboratory.
- h. Mobile phones are NOT allowed on workbenches. 10. Never sit on the workbenches.
- i. Know the location of the fire extinguisher, safety shower, eye wash and the first aid kit, as well as emergency exit(s).
- j. 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.
- k. 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'.
- l. Report any accident (e.g., chemical spillage, breakage) or injury (e.g., cut, burn) to the lecturer/teacher immediately, regardless how minor the incident is. Do not panic.
- m. 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 lecturer/teacher of the incident immediately.
- n. All breakages must be reported immediately to the lecturer/teacher or laboratory technician.

ii. Science Laboratory Procedure

a. Entering Science Lab

- Students are not allowed to touch any apparatus, equipment, chemicals, or other materials until they are instructed to do so.
- 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.
- If a direction or part of a procedure is not understood, ask the lecturer before proceeding.
- Safety goggles, lab coat and gloves must be worn at all times while conducting the experiments.

b. During the experiment

- Apparatus/Equipment usage
 - Examine all glassware for cracks before use and report, if there is any cracked or chipped glassware to the laboratory technician.
 - 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.
 - Never leave a lit burner unattended.
 - Never leave anything that is being heated or is visibly reacting unattended. Always turn off the burner when not in use.
 - 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.
 - When material is being heated in a beaker, never look into the beaker.
 - Always use tongs or heat-protective gloves when removing beaker or test tube from the heat source.
 - Never suck liquids into a pipette by mouth. Always use pipette fillers.
- Electrical usage
 - Hands must be dry when using electrical switches, plugs and wiring.
 - Always turn off the switches when not in use and before removing plugs.
 - When plugging or unplugging an electrical device (e.g. microscope), hold the plug firmly by its insulating covers. Do not unplug by pulling on its cord.
 - Damaged plugs and faulty apparatus/equipment should be reported immediately.
- Chemical usage
 - Always assume that all chemicals are dangerous. Use proper technique when handling the chemicals.
 - Keep flames away from inflammable liquids/materials.
 - 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
 - Use the fume cupboard when dealing with concentrated acids and bases as well as chemicals that have unpleasant odours.
 - Check labels on reagent bottles twice before removing any of the contents.
 - Take only the amount needed to avoid waste.
 - Never return unused or excess reagent to their original containers to avoid contamination.
 - 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.
 - Always keep the reagent bottles in their proper place at all times.

c. End of the practical session

- Hands must always be washed with soap and water after performing the experiments.
- Glassware Washing Procedure.
 - Wear gloves on both hands.
 - Pour any remaining chemical waste into the container labelled as "CHEMICAL WASTE".
 - Rinse the glassware under running water for about few seconds to wash away any remaining chemicals.
 - Close the water tap.

- Gently scrub the glassware using glassware cleaner and brush/sponge.
- Make sure to remove all the labels and chemical residues from the glassware.
- After done washing, make sure to line up washed glassware on the tray that is placed beside the sink of the corner benches.
- Discard the gloves properly into the dustbin.
- Finally, wash hands with soap and water
- Clean and wipe dry the workbenches at the end of practical session.
- Throw liquid waste, e.g., solution of silver salt, into designated container and not into the sink.
- Keep the aisles clear. Students are to arrange their chair under the bench when not in use.

18. EDUCATION MANAGEMENT SYSTEM (EMS)

i. EMS Account Creation

- a. Students, parents, and guardians will be given a personal EMS username with a default password.
- b. Login Username refer to the student ID written on the school offer letter. Example;
 - Student EMS username: SJISxxxx /SJIPxxxx with a default password
 - Parents EMS username: SJISxxxxP/SJIPxxxxP with a default password.
- c. Students, Parents/Guardians are compulsory to change the password after they have received their EMS account username and default password for data protection purposes.
- d. An email has to be sent to the Registry Department in the case that students, parents and guardians would like to reset the password. Repeated requests for the same will have a penalty fee RM2.00/reset.

ii. EMS Login Account

- a. Log in to EMS via our official website (www.sjis.edu.my) or direct link to EMS <https://ems.sjis.edu.my:8443/sms/>
- b. Mobile phone or tablet users can find the link at the top of the website.
- c. Personal Computer (PC), the link will appear on the top right of your internet browser.
- d. Students, parents, and guardians can refer to the login page of EMS for the EMS usage tutorial. These tutorials videos are made by SJIS students as part of their ICT assignments.

iii. Student/Parent Details (Update)

- a. For any changes in the following details, the parent/guardian should email the Registry Department to update the EMS. Such as:
 - Contact number
 - House Address
 - Passport & Visa Details
 - Email etc.
 - 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.

iv. Student Leave Application

The student's leave application will only be available in parent's EMS account. Parents should fill out a leave application via EMS within one (1) day from the leave date for checking and approval by the class teachers. Refer to the student's punctuality and attendance

v. Teaching Learning Update

Students are required to log into the EMS web-based or download the EMS mobile application 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 examination-related information (Timetable, grade and general analysis).
- e. Viewing and downloading the assignment note
- f. Disciplinary points
- g. Permission excursion/school activities

vi. EMS My Message

'My Message' module under the 'Communication' tab on EMS, whereby announcement and information from school will be posted. This will enable students, parents, and guardians to receive the information from our side without any hassle.

vii. EMS Mobile Application

This is the lighter version compared to the web-based EMS (system) with push notification for the convenience of all students, parents, and guardians. Please take note that the mobile application is available on Google Play Store and Apple Store.

19.CIE – EXTERNAL BOARD EXAM

i. CIE Registration

- a. Ensuring smooth and organized external exam registration processes.
- b. In Year 6, students will sit for the external exam board (CIE) Primary Checkpoint (October session)
- c. In Year 9, students will sit for the Lower Secondary Checkpoint, as well as IGCSE exams for History, Geography, and ICT.
- d. In Year 11, students will take IGCSE exams (May/June & October/November session)
- e. For A-Level exams, students will sit for the AS exam in Term 2 and the A2 exam in Term 3 (Exam session depending on student's study term)
- f. Exam payments must be made separately from school fees (refer to the fee structure). The school will notify students through the EMS system when payment and registration for the May/June & October/November session exams are open. The registration period for June session exams will take place from January until the given deadline. Similarly, for the October/November session exams, registration will occur from July until the given deadline.
- g. Any registrations received after the specified deadline will be subject to late fee penalty.
- h. Once students have registered and paid for external exams, they will be issued a Statement of Entry as proof of their exam entry.
- i. It is the responsibility of the students to verify the details on their Statement of Entry for accuracy.

ii. Statement of Entry

- a. Students must carefully review the following details on their Statement of Entry:
 - Personal Information: Name and date of birth
 - Exam Details: Subject(s) registered for, exam session (June or October/November)
- b. Reporting Errors: If any errors are found on the Statement of Entry, students must immediately report them to the examination officer
- c. Retaining the Statement of Entry: Students must keep their Statement of Entry secure and present it as required during the exam period.
- d. Consequences of Inaccurate Information: Students who fail to report errors or discrepancies on their Statement of Entry within the specified deadline may be held responsible for any resulting issues during the exam process.

iii. Exam Rules

- a. The student need to be at school at 1 hour earlier before exam start.
- b. Original IC/Passport and printed statement if Entry must be produced for verification before and during every examination.
- c. Candidates are responsible to bring along all stationeries and other equipment needed for each of examination session.

- d. Provide own pens (ball point), pencils, ink, drawing instruments (including rulers) and erasers.
- e. Write the answer clearly in permanent, non-erasable black or dark blue ink pen
- f. Candidates must use soft pencils (type B or HB only) for multiple-choice exam questions.
- g. Water bottles and pencil cases must be see-through/transparent.
- h. Dress Code
 - Candidates are required to wear school uniform except A Level student are required to wear formal/smart casual during the examination days
 - Covered shoes
 - Jackets
 - No caps/hats in exam hall
- i. Unauthorised Items in Exam Hall
 - Mobile Phones/Electronics Device/Smart Watches
 - Technology with communication or storage
 - Unauthorised notes or revision materials
 - Calculator covers
 - Calculator cannot have Graphing capabilities, Programmable functions & info retrieval capabilities.
 - Instruction Sheets
 - Paper labels and Eraser covers
 - Correction tape/correction fluid
- j. There will be no more exemptions for the Paper 3 Practical component of Science Subject at the AS Level in Malaysia. All the students are required to sit for the paper in order to complete the AS component
- k. On the Exam Day
 - Must be on time for all exams and any periods of Full Centre Supervision
 - Must follow the instructions of the invigilator
 - Must leave all used and unused exam materials in the exam room
 - Must not have any unauthorised materials in your possession
 - Must not talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
 - Must not be involved in any unfair or dishonest practice before, during or after the exam.
 - If you are in any doubt speak to an invigilator
 - If you break any of the rules you could be DISQUALIFIED

iv. CIE Result Release

- a. Checkpoint Exam Results: The results for the Checkpoint exams will be released in December of the same year in which the exams were conducted. (The school will notify Parents/Students regarding the availability of their Checkpoint exam results for collection via EMS system in December).
- b. IGCSE and A Level Exam Results - May/June Session: The results for the May/June session of IGCSE and A Level exams will be published in mid-August of the same year in which the exams were conducted. (The school will notify Parents/Students regarding the method of results release for the May/June session exams via EMS in August).
- c. IGCSE and A Level Exam Results - October/November Session: The results for the October/November session of IGCSE and A Level exams will be released in mid-January of the following year. (The school will notify Parents/Students regarding the method of results release for the October/November session exams via email in January).
- d. Collection of Statement of Results and Certificates (IGCSE & A Level)
 - Announcement of Collection: The school will notify students regarding the availability of their Statement of Results and Certificates for collection. This announcement will be made via email and will also be published on the school's website under the designated tab for CIE.
 - Collection Deadline: Students must collect their Statement of Results and Certificates within one year from the date of the announcement. After this period, the school will send the documents back to Cambridge. After one year from the date of collection, its becomes the

responsibility of students to retrieve their certificates directly from Cambridge.

20. STUDENT LOCKERS

- i. The school is not responsible for any loss or damage to property kept in the lockers.
- 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 provided and recorded by SJIS/SJIP office. Lockers must remain locked using the key provided, and NO other additional locks are allowed for the lockers. If a student forgets to bring the key a second time, SJIS/SJIP will charge a fee of RM5.00 (applicable for SJIS) to open the respective locker (1st time no penalty). Students must report any damage to the lock or the locker key to SJIS/SJIP Office within 24 hours. RM20.00 (non-refundable) will be charged for any replacement of the locker key for both SJIS/SJIP students. The new replacement key will be given to the student within 2-3 working days.
- iv. Students are responsible for all contents of the locker and 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 permitted. Students will be charged accordingly for the removal of any stickers on or in the lockers. The cost of any repairs to the locker caused by the student (including permanent markings /graffiti) is borne by the student concern.
- v. Students should not have an expectation of privacy for their locker. Lockers are the property of SJIS/SJIP. SJIS/SJIP reserves the right to open, search and inspect the lockers provided without notice at any time. SJIS/SJIP and its employees reserve the right to confiscate those items deemed illegal or not permitted, as in No. 1 (ONE) above. Where appropriate, SJIS/SJIP shall take disciplinary action accordingly.

21. INTERNATIONAL STUDENT

All international students and their parents must possess a valid passport and visa to study at SJIS and SJIP. Any updated passport or visa must be submitted to the Registry Department or the Government Liaison Department. Failure to comply with this requirement will result in the suspension of the student.

Permission to Study

The Permission to Study endorsement is an official stamp issued by the Malaysian Immigration Department on a student's passport, authorizing them to study at SJIS and SJIP.

- i. The endorsement's validity aligns with the expiry date of the current Pass/Visa.
- ii. Eligible Categories:
 - a. Students holding a Dependent Pass whose parent(s) possess an Employment Pass or Spouse Pass in Malaysia.
 - b. Students under the Malaysia My Second Home (MM2H) program.
 - c. Students of diplomatic pass holders.
- iii. Students must maintain valid passes throughout their study period.
- iv. Any change in pass status must be immediately reported to SJIS/SJIP.
- v. Annual renewal may be required based on pass validity.
- vi. Renew endorsement before expiry
- vii. The endorsement is specifically for study at SJIS/SJIP and is non-transferable to other institutions.

Student Pass/Visa

- i. Student age must be 6 to 12 years old (SJIP) and 12 to 18 years old (SJIS) according to the year.
- ii. Students & parents must have a valid passport (validity should be over 18 months) and a visa.
- iii. Student visa holders are not permitted to work under the Malaysian Law.
- iv. Parents holding working permits (PLKS) are not eligible to apply for the student visa.
- v. The submission of student and guardian visas can only be made by the school representative.
- vi. All documents certified/verified by Embassy/Bank/JPN/Income tax are only valid for six months.
- vii. The immigration officer is entitled to ask for additional documents if necessary.
- viii. The only completed application will be accepted and processed.
- ix. The duration of time process once submitted to Immigration Department is seven working days.
- x. A student with an attendance problem (3 days absent without any notice or reason and below 80% per semester) will not be renewed. (Refer to the Student Punctuality and Attendance).

Guardian Pass/Visa

- i. Guardian Visa is only provided to either mother or father. Only one of the parents may apply for guardian visa.
- ii. Parents must have a valid passport (validity should be over 18 months) and a visa.
- iii. Guardian visa holders are not allowed to work in Malaysia, and any business transactions to the Malaysian bank account are strictly prohibited.
- iv. Parents holding Professional Employment Pass must apply for a Dependent Pass.
- v. Parents holding working permits (PLKS) are not eligible to apply.
- vi. The submission of student and guardian visas can only be made by the school representative.
- vii. The school must submit a Guardian visa application together with a student visa application.
- viii. All documents certified/verified from Embassy/Bank/JPN/Income tax are only valid for six months.
- ix. Duration/estimate time process once submitted to Immigration Department is 5 -7 working days (30 working days for China, Nigeria & Bangladesh).
- x. The financial sponsor must be the spouse or a family member with a relationship letter from the Embassy.
- xi. The only completed application will be accepted and processed.
- xii. After the approval of the guardian visa, the parent is obligated to open a Malaysian bank account as it is required during the renewal of guardian visa.

Cancellation Student and Guardian Pass/Visa

- i. Any student under SJIP/SJIS student visa who intends/wishes to withdraw from the school MUST submit their passport on the last day of their scheduled class for cancellation by our Government Liaison Department.
- ii. Cancellation of student visa for Graduate students must submit their original passport to the school before/on the day to collect their IGCSE/ GCE A Level result. All original results and school leaving certificates will be on hold until the cancellation of the student visa.
- iii. The student who has poor attendance (refer to the student punctuality and attendance policy/procedure) must submit their original passport and proceed with the cancellation. After the student visa cancellation, the school must report to the Ministry of Education (MOE).
- iv. Student and guardian visa holders are strictly not permitted to work.
- v. Failure to provide proper notice in writing to the school can lead to the Personal Bond deposit being forfeited by the Immigration Authorities, Malaysia.
- vi. Failure to do so will result in the school make an official police report against the said student. Hence your attention and cooperation in this matter are urgently required to avoid any delay.
- vii. Cancellation of guardian visa must do together with a student visa (if applicable)
- viii. Duration/estimate time to process once submitted to Immigration Department is one working day.

22. PAYMENT OF FEES

- i. All fees paid are neither refundable nor transferable except for the security deposits and other school deposits. Please refer to the Refund Policy for more refund information.
- ii. The fees stated in the Fee Structures are due 2 weeks before the commencement of the classes.

- iii. A late payment charge shall be imposed for fees that remain unsettled 2 weeks prior to commencement of classes.
- iv. Easy Payment plan (EPP) applies for all PBB and Maybank credit card cardholders.
- v. Parents/Students with outstanding fees:
 - a. May subject to the late payment charges of 10% per annum on the outstanding fees.
 - b. Will not be permitted to collect their academic transcripts, leaving certificate and/or any other official credentials until such time as the outstanding fees are paid in full.
 - c. Reminder email will be sent and if the outstanding fees remain unsettled, suspension and/or termination of students will be conducted.
- vi. SJIEG reserves the authority to review, change and/or amend any fees and information stated herewith

23.SCHOLARSHIPS

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

Pre-University Study Centre Scholarship

i. General:

- a. The decision of the Management on awarding this Scholarship is final and no appeal process is permitted.
- b. The Management may revise the quantum of the Scholarship under unforeseen circumstances and this decision will be final and binding on all recipients.
- c. The successful student must reply the Award Letter once it is issued by SJIS, to confirm acceptance.
- d. The successful student must remain an active student of SJIS. In the event of any change to this status, the nature of the Scholarship sum can and will be revised accordingly.
- e. The successful student permits SJIS to showcase the achievement in any form of print and / or social media.
- f. The successful student will undertake to participate in promotional activity of SJIS that is held outside class hours.
- g. The successful student will not falsify or used forged documents as proof of participation and / or achievement in an activity / duty / event / project.
- h. The successful student will inform SJIS in the event of any injury or personal disposition that may affect future participation in an activity / duty / event / project.
- i. The successful student will always uphold the good name, reputation and standards of SJIS whilst being part of an activity / duty / event / project.

ii. Part 1: Application for Award

- a. The Scholarship Application form must be submitted together with the programme registration form.
- b. Scholarship Structure

SPM / IGCSE Results*	School / Tuition Fee Waiver (%)
10As and above (or equivalent)	100
8As – 9As	50
5As – 7As	25

**Note: In the event of ambiguity, 'As' (in the left column) refer to a combination of 'As' obtained in a certain examination in a single seating, inclusive of A*, A+, A and A-.*

iii. Part 2: Upon Award

- a. A successful application will require the awardee to pay the remainder of the school / tuition fees (if any) to SJIS, after the appropriate waiver is accounted. Failing to do so will render the awarded scholarship cancelled, automatically.
- b. An awardee must maintain a minimum of 3Bs or 70% score in all internal assessments, as decided by the Pre-University Centre. Failure to maintain the minimum grade / score may result in the discontinuation of the awarded scholarship, in the subsequent semester of study.
- c. An awardee must maintain a minimum of 80% class attendance for all registered subjects.
- d. An awardee must undertake 200 hours of service hours that is deemed significant to SJIS and the programme before completing studies. This can be inclusive of an 'external community project', that is pre-approved by the Pre-University Centre.
- e. SJIS can request an awardee to undertake and complete the service hours at any department / unit within the school that is relevant and required, at any point of time.
- f. An awardee must actively participate in all activities and events which is planned and organised by the Pre-University Centre.

iv. Part 3: Duties / Events

- a. The Pre-University Centre will post any available duties / events in the A-Level Scholars WhatsApp Group from time to time.
- b. An awardee must register the interest to participate in a said duty / event in the said WhatsApp Group and the A-Levels Coordinator / Deputy Coordinator, before attending the duty / event.
- c. Pre-University Centre will compile the list of awardee(s) for a said duty / event and forward to the Person / Department concerned for the duty / event, post registration.
- d. The Service Hours log form should be filled-up and submitted to Registry Department (Level 1, SJIS) by the awardee, post duty / event, within two (2) working days.
- e. Upon verification with the Person / Department concerned, the Service Hours of the awardee will be recorded by the Pre-University Centre and the remaining hours will be duly updated in the master records.

v. Part 4: External Community Services (Activity / Project)

- a. An awardee is required to send a proposal to the Pre-University Centre – Coordinator or Deputy Coordinator (at least two weeks in advance) to propose participation in an external community service. The proposal must contain the following details;
 - Name of Activity / Project
 - Date / Time (duration)
 - Organiser details (and media links, if any)
 - Name and contact details of Person in Charge
 - Nature and scope of activity / project
 - Other relevant details
- b. Pre-University Centre will review the proposal and determine if it is of significance and value to SJIS and field of study.
- c. The Service Hours log form should be filled-up and submitted to Registry Department (Level 1, SJIS) by the awardee, post activity / project, within two (2) working days.
- d. Upon verification with the Person in Charge concerned, the Service Hours of the awardee will be recorded by the Pre-University Centre and the remaining hours will be duly updated in the master records.
- e. All unauthorized involvement in any external activity / project will not be considered as part of the required service hours.

vi. Part 5: Upon Completion

- a. SJIS will issue Service Hours Completion Certificate to an awardee who successfully completes the two hundred (200) service hours.
- b. A penalty charge of RM 100 per outstanding hour will be imposed on an awardee who fails to complete the requisite service hours, at the point of programme completion.

- c. SJIS has the right to withhold the A-Level Certificate and School Leaving Certificate until the successful completion of the requisite service hours or payment of the penalty as stated above (whichever earlier).

Sports Scholarship

- i. Team Sport: Selected and competed as part of the National team in an international competition / sporting event, recognised by the relevant sporting authority. Demonstrates commitment, interest, and passion to the chosen sport.
- ii. Individual Sport: Selected, competed and awarded a medal at a national level competition / sporting event, recognised by the relevant sporting authority.
- iii. Demonstrates commitment, interest, and passion to the chosen sport.
- iv. Above listed points 1 and 2 are only applicable for sports those listed under Majlis Sukan Negara (MSN) and / or Majlis Sukan Sekolah-Sekolah Malaysia (MSSM).
 - a. <https://www.nsc.gov.my/>
 - b. https://www.bsukanspmoe.com/bsmssm/?page_id=465
- v. For any other sports, the application will be considered under the discretion of the Management.
- vi. The decision of the Management is final, and no appeal process is permitted.
- vii. The Management may revise the quantum of the Scholarship under unforeseen circumstances and this decision will be final and binding on all recipients.
- viii. The successful student must reply to the Award Letter once it is issued by the school, to confirm acceptance.
- ix. The successful student must remain an active student of the School for the awarded Academic Year. In the event of any change to this status, the nature of the Scholarship sum will be revised accordingly.
- x. The successful student permits the school to showcase the achievement in any form of print and / or social media.
- xi. The successful student will undertake to participate in promotional activity of the school that is held outside class hours.
- xii. The successful student will not falsify or used forged documents as proof of participation and / or achievement in an event.
- xiii. The successful student will inform the school in the event of any injury or personal disposition that may affect future participation in the chosen sport and / or any sport.

Student	Timeline 1	Applicable In	Timeline 2	Applicable In
New	1 st Jan – 31 st May	2 nd semester, same year	1 st June – 30 th Sept	1 st semester, next year
Existing	1 st Jan – 30 th Sept	1 st semester, next year	1 st Oct – 31 st Dec	2 nd semester, next year

Year 7 Scholarship

- i. The offered scholarship is based on tuition fee waiver for Year 7, full school fees.
- ii. The scholarship is valid only for the first year of enrolment, Year 7 in the subsequent academic year intake.
- iii. Eligibility of the student is based on the final SJIP -Year 6, Term 2 examination results.
- iv. Eligibility of the student is based on the final SJIS -7s examination results.

Eligibility for Scholarship

***Score of 90% and above for 3 subjects- 50% Scholarship
(English, Mathematics & Science)**

- v. Open to student who has completed primary school education at local or abroad.
- vi. The following fees and costs are not included in the Scholarship: application fee, registration fee, textbook fee, insurance, security deposit and any other applicable fees.

24. REFUND POLICY

- i. Full settlement of term fees is required within the one term period before the commencement of classes for the respective terms.
- ii. All refund is to be submitted using the respective Refund Form.

- iii. All information required in the Refund Form must be correctly filled up and signed by the parent / guardian of the student. The School may reject an incomplete and / or incorrect form at any time during the refund process. Refunds will be made in the name of the sponsor (Parent/Guardian) as stated in the Application Form.
- iv. All fees paid are neither refundable nor transferable, except in the following circumstances:
 - a. If the student withdraws from the programme due to valid medical reasons before the commencement of the programme, then all fees paid are Refundable, EXCEPT the Application Fee and Registration Fee.
 - b. If the student withdraws from the programme for non-medical reasons before the commencement of the programme, then 70% of all fees paid are Refundable, EXCEPT the Application Fee and Registration fee. The School will charge an additional administration fee of RM100 for such refunds.
 - c. If the student withdraws from the programme for medical reasons after the commencement (2months) of the programme, then 70% of all fees paid are Refundable, EXCEPT the Application Fee and Registration fee. The School will charge an additional administration fee of RM100 for such refunds.
 - d. For the student on conditional offer who do not fulfil the entry requirement upon receiving their official results, a prorated amount will be Refunded on all fees paid, EXCEPT the Application Fee and Registration fee, which shall remain non-refundable.
- v. If a student is expelled from the School (i.e., for discipline and / or any other misconduct), the school will refund NO fees, EXCEPT for the security deposit and any other school deposit(s).
- vi. The School reserves the right to deduct any outstanding fees from the security deposit(s) and any other school deposits and refund any balance thereof, accordingly to the student.
- vii. All refunds will be made in favour of the sponsor (i.e., parent/guardian) as stated in the Refund Form within 3 months from the withdrawal date.
- viii. All claims for refunds are to be made within 12 months from the date, one ceases to be a student of the School.

25.STUDENT WITHDRAWAL POLICY

- i. Any registered student who wishes to withdraw from the School must submit the relevant Student Withdrawal Form to the Registry (and this includes, but is not limited to any student who wishes to complete the exams early, such as Checkpoint and IGCSE, and leave the school after that).
- ii. All information required in the Student Withdrawal Form must be correctly filled up and signed by the parent / guardian of the student. The School may reject an incomplete and / or incorrect form at any time during the withdrawal process.
- iii. Parents / Guardians must submit the said form six (6) months before the withdrawal date (Full notice period—for example, submission date on 31st December and last day of the school 30th June). However, this notice period will be subject to a year-end cutoff for Pre-School, Primary, and Secondary EXCEPT for A-Level students.
- iv. All fees will be charged during the notice period, and student attendance is compulsory. Failing which may result in the forfeiture of any and / or all the security deposit, other school deposit(s), and payments. If the security deposit, other school deposit(s), and payments are insufficient to settle the fees during the notice period, the School reserves its right to insist on the balance payment from the parent / guardian.
- v. Under special circumstances and / or, medical reason(s) the six (6) months (full notice period) can be considered with valid reasons and supporting evidence (documents).
- vi. Where any cancellation of the student withdrawal is made after the parent sends in the said form, the parent can only have the option to cancel / extend their withdrawal within two (2) months after the withdrawal is approved. Therefore, if the student would like to re-enrol, he / she shall go through again the application process and will be considered a new admission. As and when the cancellation of student withdrawal occurs, parent must submit a letter of appeal for re-entry. This is subject to the School's approval.
- vii. Upon receiving the said form, Registry will then acknowledge the receipt by stamping the "received date" on the form.

- viii. The School will officially follow-up via email to the email address provided in the said form within seven (7) working days.
- ix. The School shall issue the School Leaving Certificate within two (2) weeks after the student's withdrawal date. The school may withhold any and / or all the official credentials of the students, including but not limited to the student's School Leaving Certificate, CIE certificate and academic(s) transcript, if there are any outstanding fee(s) payable from the student.

26.SCHOOL LEAVING CERTIFICATE

- i. The school leaving certificate will be generated for all students upon completion of studies or withdrawal.
- ii. The School shall issue the School Leaving Certificate within two (2) weeks after the CIE results released for completion of studies.
- iii. The School shall issue the School Leaving Certificate within two (2) weeks after the student's withdrawal date.
- iv. A copy of the certificate will be given to the finance for refund process.
- v. A copy of the certificate will be placed inside the Student Personal File.
- vi. The certificate will be handed over to the parents or students once an official statement of consent received from the Finance Department and/or Government Liaison Department for international student.
- vii. The school may withhold any and / or all the official credentials of the students, including but not limited to the student's School Leaving Certificate, CIE certificate and academic(s) transcript, if there are any outstanding fee(s) payable from the student.

27.STUDENT SUSPENSION & TERMINATION

- i. To maintain a safe and inclusive learning environment and promote positive student behaviour
- ii. Ensuring the welfare of all students, maintaining discipline, and upholding the school's values
- iii. These policies may be intended to encourage timely payment of school fees, fulfil their financial obligations to the school and ensure that educational resources can be sustained adequately.
- iv. Definitions:
 - a. Suspension: Temporary removal of a student from school for a specified period.
 - b. Termination: Permanent removal of a student from the school.
- v. Student suspension and termination can occur due to disciplinary issues, poor student attendance and pending school fees. The school also reserves the right to suspend/terminate students from class or school and take further disciplinary action if they continuously violate School rules. This policy applies not only to students but also to parents who fail to comply with School regulations and show disrespect towards the institution. It is imperative that all members of our community adhere to these guidelines in order for us to provide a safe and respectful learning environment for every student and school community.
- vi. Students Suspension/Termination due to disciplinary issues (Refer to the Student Handbook, specifically under the Code of Conduct section)
- vii. Students Suspension/Termination due to attendance issues (Refer to the Student Handbook, specifically under the Punctuality and Attendance section)
- viii. Students Suspension/Termination due to pending fees issues (Refer to the Student Handbook, specifically under the Payment of Fees section)
- ix. It is important for all students to respect School rules and regulations to maintain a safe and productive learning environment for all involved.
- x. Parent/Guardians and Students are distinctly informed that in the case of any gross/severe misconduct, it is the prerogative of the School Management whereby a student may be summarily suspended and/or dismissed from the school without the obligation nor the necessity of issuing disciplinary actions mentioned above.

28.COMMUNICATION

- i. This communication policy applies to everyone associated with the school, including employees, students, parents, and other stakeholders. The policy promotes inclusivity, cooperation, and better communication channels among all users and stakeholders. It contributes to effective school communication among school management, parents, and other stakeholders, fostering a conducive working, learning, social, and personal environment.
- ii. This policy encourages using effective communication mechanisms, formal or informal while respecting stakeholder communication rights within office hours.
- iii. The school encourages open communication and sharing of relevant and appropriate information through various mechanisms.
- iv. Any communication sharing data sharing must comply with the Data Protection Act 2010 and the company's policy (refer to the personal data protection notice)
- v. Confidentiality Policy requires all communication to protect the confidential information of employees, students, parents, and stakeholders. All employees must handle confidential information with care and transmit it only to authorised personnel.
- vi. It is crucial that all forms of communication, whether internal or external, are expressed clearly and concisely.
- vii. All verbal and written communication unrelated to the subject matter must receive prior written approval from the Principal/Head of Department before being communicated to anyone. Any such discussions should be well-documented and conveyed in writing for record-keeping purposes. Hence, email, EMS MyMessage, or a letter is the most appropriate communication method.
- viii. All conversations and communications must be conducted in English to promote excellence and proficiency in the language during school hours, except during designated subject periods when other languages are allowed.
- ix. SJIS/SJIP has zero tolerance for verbal or physical abuse, violence, or harassment towards our team members. Such actions can result in termination.

EXTERNAL COMMUNICATION

- i. External communication refers to the exchange of information both within the organisation and with external parties such as parents, vendors, and authorities.
- ii. The SJIS/SJIP management aims to communicate clearly and effectively with all Parents/guardians and other stakeholders. Effective communication lets us share our aims and values by informing all the stakeholders well-informed about school life.
- iii. Effective communication between schools and parents is crucial for children's academic success. When parents are aware of the school's objectives, they can offer better support, further emphasising their significant role in helping schools achieve their goals. Therefore, parents and schools must work together and communicate clearly and consistently.
- iv. While maintaining friendly relationships with stakeholders, employees must maintain a professional attitude when addressing them.
- v. Titles and surnames should be used rather than first names. However, using first names may be appropriate, and this decision is left to the professional judgment of the member of Staff.

METHOD OF COMMUNICATION

- i. **Education Management System (EMS)**
 - a. The EMS is a primary facilitates communication method between schools, parents, and students. This system is generated for easy access for parents and students. However, the system modification for improvement will take place from time to time.
 - b. EMS shares all the student's needs, such as Academic Calendar, Student Profile, Permission/Excursion Approval, Student Disciplinary Point Account Report, Scheme of Work, Weekly Lesson Plan, Assignment Note, Homework, Relief Class, Lesson Plan Recording List, Student Leave Request, Student Timetable, Monthly Attendance Report, Subject Attendance Report, Pre Exam, Post Exam, CIE Exam Analysis Summary, ECA/CCA Consent form, Organising Committee, ECA/CCA Scheme of Work, ECA/CCA Weekly Lesson Plan, ECA/CCA Monthly

Attendance Report, Prefect Organisation Chart, Duty Roster, Student Disciplinary Entry and report, MyMessage, Staff Contact Details, Online Class, Handbook and Teacher Evaluation. All the information must be updated from time to time.

- c. The school will use the EMS (MyMessage) module to notify parents of any related to the school function and activities, changes to policy or any information/notice, for example, changes to the timetable, academic calendar, school events, excursion, etc.
- d. The school welcome feedback from parents and students through our communication module, and our school management team will respond promptly after reviewing the complaint/issues. We strive to provide a positive learning experience and value the input of all our stakeholders to continuously improve our services.

ii. Email

- a. Email is the preferred method of formal communication within the school community, whether internal or external. It provides a clear communication trail and a quick and effective way to share information and make inquiries. However, it is important to remember that email communication should be different from face-to-face meetings where discussions are necessary.
- b. Parents/guardians are encouraged to contact their respective child's class or subject teacher for any form of subject or school-related enquiry via email. Parents/Guardians can download the email ID from the EMS Staff Details Module or get it from the office by calling in.

iii. WhatsApp (Individual & Group)

- a. Teachers are not allowed to use personal mobile phones during instruction hours except for official or emergency purposes.
- b. The school discourages WhatsApp communication with external to protect employee privacy. It is advisable to communicate via email.
- c. It is the employee's responsibility if they are sharing their contact information with external parties.
- d. Suppose school members/stakeholders have a WhatsApp group to share the school information, in this case, the school will not be responsible for communicating or transmitting fake information.
- e. External communication via WhatsApp is only used by the Marketing Department for advertising purposes.

iv. Calls (School Office Phone Line)

- a. Telephone communication remains one of the most vital forms of communication within a company. Although other means of communication, such as email, are becoming more prevalent, phone use is still a popular way to facilitate internal and external communications.

v. Emergency communication

- a. For safety purposes, parents/guardians will be contacted only via the school's designated phone number and email.
- b. Parents/guardians should refrain from requesting the personal contact number of the school nurse.
- c. All details of treatments provided must be kept confidential within the parents' and teachers' communication (P&C).

vi. Website

- a. The school website is a method of communication with the public. It is more towards promoting our brand and products.
- b. The school website provides information about the school, events, admission details, and contact information. The content will be regularly updated.
- c. The school website is also a platform where the school will display all our achievements, activities, and events with many student photos for their memories and school pride.
- d. A website chatbot automatically replies and can assist with all admission-related inquiries.

vii. Social Media (Facebook, Instagram & Linked)

- a. The school has official Facebook, Instagram, and LinkedIn pages. These pages connect the school with a broader audience, give the more comprehensive community access to events, activities, and information about the school, and serve as marketing tools.
- b. Any social media accounts not managed by the school are not the school's responsibility. Employees/students are responsible for any content related to their personal social media accounts.
- c. Students' photographs may be used on the school website, social media, and in printed materials for advertising and publicity purposes. Parents also expressly authorise the school to collect, receive, and publish results from the Cambridge International Examination (CIE) Board.

viii. Fax

- a. All the incoming faxes are kept by the Administration Department.
 - b. All the sender of the faxes must use the fax cover form and send it together with the documents.
-

ix. Handbooks (Students & Prefect Handbooks)

- a. The Students Handbook provides all students with an overview of school policies and procedures. It is intended to familiarise all its students with important information about the school and provide guidelines for student's experience with the school, which puts its utmost effort into fostering a safe and healthy learning environment.
- b. All the new students and parents, the acknowledgement of student handbook must be signed and returned to the school office/class teacher within 2 weeks from enrollment. All the existing students and parents, the updated student handbook will be sent via EMS (MyMessage). (Refer to the acceptance of offer letter)
- c. The Prefect Handbook is the extension to the Students Handbook, which precisely describes, explains, and lists all policies, procedures, and duties that affect a prefect's performances, commitments, and role functions.
- d. Any students who fail to comply with the school policies, procedures, rules, and regulations mentioned in the handbooks will be subjected to disciplinary action, which can face suspension and termination based on the school's rules and regulations.

x. Letter

- a. All letters to students must bear the signature of the Principal.
- b. The class teacher can provide a student testimonial upon request (Year 11 only) and submit a copy to the Registry for records.

xi. Communication Book

- a. The school initiated a communication book for our students in Preschool, Year 1, and Year 2.
- b. The communication book allows students to note or paste any on the announcement/notice for parents' information and attention.

xii. School Notice Board / Bulletin Board

- a. Notice boards keep everyone updated on announcements, upcoming events, opportunities of all sorts, peer activities, and school achievements to be the most displayed.
 - b. Inform the class students about the important school announcements during appropriate periods and put any current notices on the classroom notice board.
 - c. All the notice boards in the classroom should have the academic calendar, class timetable, exam timetable, syllabus coverage for exams, duty roster, CCA Venue list, classroom rules and regulations, and the latest school announcements.
 - d. Coverage of the syllabus for a particular examination session and examination timetable will be updated on the notice board three (3) weeks before the examination period.
 - e. The notice board will be maintained and updated from time to time.
-

xiii. Discussion

- a. A discussion involves active listening, sharing ideas, and respecting others.
- b. The Academic Department will initiate a discussion with the parents and students regarding student performance and determine appropriate improvement or corrective action if needed. The parents may request a meet-up to discuss any matter related to their child's performance upon Principal approval via appointment.
- c. All meetings with parents will be documented in the 'Meeting Conversation Minutes' form under the Academic Department. The minutes must be submitted to the Principal or School Administrator within three working days and must be kept in the student's personal file.

xiv. Walk in (Appointment)

- a. The school always welcomes visitors, but it is advisable to fix an appointment before visiting the school because it concerns everyone's time manner.
- b. Parents, Vendors, or any stakeholder can make appointments to see any school members depending on their availability and to avoid long waiting and staff leave.
- c. The appointment can be scheduled via call-in to the school office or email (refer to the school website).

xv. School Assembly

- a. The assembly is held every once a week: (Refer to the School Hours), which includes activities such as recitation of the national anthem, School song, announcements by the Principal, Vice Principal, Deputy Vice Principal, Coordinators, and teachers; general information on activities, meetings, and other school functions.
- b. Daily announcements relating to school functions and activities are announced during assemblies, circulated via the staff's official WhatsApp group, EMS MyMessage or communicated through email and will be informed verbally by the class teacher. Any student who missed the assembly will get the info via other methods of communication.

xvi. Parent Meeting

- a. The school reserves the right to request a meeting with parents to discuss disciplinary or complaint-related issues. The school will send an email invitation that includes all the necessary details. Any follow-up or actions taken will be updated in the same circular email.

xvii. Orientation

- a. For primary and secondary programme, the orientation is conducted only for new students and parents in January.
- b. For A Level programme, the orientation is held only for students who join the early intakes. The school has two intakes in a year: January and April.
- c. During orientation day, the school will share all the policies, procedures, academic planning, and related activities according to the orientation programme distributed to all participants.
- d. The school team will answer any queries and concerns from parents and students.

xviii. Parent Teacher Meeting (PTM)

- a. The Parent Teacher Meeting will be held for every examination cycle date as detailed in the academic calendar (2 times a year) unless any changes are circulated via EMS My message announcement from the school.
- b. On the PTM, the teacher will update and share with parents their child's milestones and areas that need improvement. The teacher also lays out specific actions that are tailor-made to meet each child's specific needs.
- c. The school will provide parents with hardcopy and digital versions of their child's progress report, accessible through EMS.
- d. Even if the time is minimal due to giving way to other parents who are waiting, the parents can meet all the subject teachers to discuss the student's performance based on their achievement.
- e. The parent may email all subject teachers if they have any concerns regarding the student's performance.

- f. Suppose any of the parents missed the PTM session. In that case, they may request to meet the teachers via email, subject to approval from the principal.

xix. Press, Radio, Television or Other Mass Media

- a. No employee shall communicate with the Press, Radio, Television, or other mass media on any matter about the Company.
- b. All enquiries received shall be attended to by the School Management.

29.ANTI-CORRUPTION POLICY (GIFTS)

SJIEG and the Group sanction a “No Gift” policy to the receiving or giving of gifts from any business partners or third party who has any direct or indirect official relationship with the group.

However, the Group recognises that the gesture of receiving or giving small inexpensive mementos for officiating events or delivering a public talk is a form of sincere appreciation; therefore, inexpensive items such as plaques, pennants, handicraft or printed materials are allowed. Under no circumstance, should the acceptance or giving of any gift compromise the values, position, and image of the Group. There must not be any expectation of special favours or improper advantages from the accepting or giving of gifts.

To protect the organisation from any criminal liability, the receiving or the giving of gifts irrespective of its value, must be approved by the Anti-Corruption Managing Committee.

In the case where a gift is accepted, irrespective of its value, employees are required to report and record the item in the Gifts & Benefits Declaration Form (refer HR Dept) and surrender the item to his Department Head awaiting one of the following decisions from the Anti-Corruption Managing Committee;

- i. Return the gift to its giver
- ii. Permit the employee to keep the gift
- iii. Contribute the gift to the organisation’s annual dinner
- iv. Donate the gift to a charitable organisation

30. PERSONAL DATA PROTECTION NOTICE

INTRODUCTION

St. John's International Edu Group Sdn. Bhd. (SJIEG) care about your personal data protection. This notice clarifies the way(s) SJIEG processes your data from the point we collect, use, share, dispose of and the security measures that we have established to ensure your personal data is well protected.

COLLECTION OF PERSONAL DATA

We collect your personal data which range from your name, NRIC / Passport No., nationality, gender, home address, email, address, phone number, birth certificate, race, religion, health, criminal record, photo(s) and bank account.

SOURCE OF PERSONAL DATA COLLECTION

We gather your personal data from:

New member registration form

1. School application forms
2. Employment forms
3. Any other special request from SJIEG

REASON FOR PERSONAL DATA COLLECTION

We collect your personal data to:

1. Registration to the school
2. Registration for examination
3. Registration for insurance
4. Registration with SOCSO / EPF / Bank
5. All other needs by authorities e.g MOE, MOH, MOHA.

PROCESSING OF PERSONAL DATA

We only process your personal data within Malaysia and UK (Exam Registration). Your personal data will not be transferred to any external source.

DISCLOSURE OF PERSONAL DATA

We disclose your personal data to:

1. Related to "reason for personal data collection"
2. Relevant authorities involving legal and / or regulatory purposes - MOE, MOH, MOHA

SECURITY MEASURE

We take these measures to protect your personal data:

1. By ensuring your personal data is kept as required by Act 709
2. By ensuring our staff do not misuse or misrepresent your data for any other purpose, withstanding those mentioned above.
3. By ensuring a written agreement or contract exists with any third party that is involved in processing these data on our behalf.

Nevertheless, you are required to ensure the security of your password (EMS/HR2000) and not to disclose it to another party to reduce the risk of data breaches.

PERSONAL DATA RETENTION PERIOD

We will retain your personal data for seven (7) years after school completion / withdrawal / resignation / retirement / end of service as a student or staff.

YOUR RIGHTS

You have the rights to:

1. Correct / update your personal data through our Registry Department and / or Human Resources Department
2. Access your personal data which we process and keep with us
3. Stop the usage of your data on any of our new promotional products sent to you
4. Withdraw your consent for us to process your personal data

31. IMPORTANT SCHOOL CONTACT

- 1. Principal**
 - a. SJIS : principal.sjis@sjis.edu.my
 - b. SJIP : principal.sjip@sjis.edu.my
- 2. School Administrator** : schooladministrator@sjis.edu.my
- 3. SJIS Academics Department**
 - a. Vice Principal : viceprincipal.sjis@sjis.edu.my
 - b. Deputy Vice Principal : deputyviceprincipal.sjis@sjis.edu.my
 - c. Lower Secondary : ksc3@sjis.edu.my
 - d. Upper Secondary / IGCSE : ksc4@sjis.edu.my
 - e. A Level : alevelc@sjis.edu.my
 - f. CCA/ECA : ccac.sjis@sjis.edu.my
 - g. Social Mastery : nithya@sjis.edu.my
 - h. Counsellor : counsellor.sjis@sjis.edu.my
 - i. Nurse : nurse.sjis@sjis.edu.my
 - j. Library, Textbooks & Sport Attire : librarian.sjis@sjis.edu.my
- 4. SJIP Academics Department**
 - a. Deputy Vice Principal : deputyviceprincipal.sjip@sjis.edu.my
 - b. Primary : primaryc@sjis.edu.my
 - c. Preschool : preschoolc@sjis.edu.my
 - d. CCA/ECA : ccac.sjip@sjis.edu.my
 - e. Social Mastery : nasiha@sjis.edu.my
 - f. Counsellor : counsellor.sjip@sjis.edu.my
 - g. Nurse : nurse.sjip@sjis.edu.my
 - h. Library, Textbooks & Sport Attire : librarian.sjip@sjis.edu.my
- 5. Administration Department**
 - a. Student Lockers & Cafe
 - b. Health & Safety
- 6. Marketing Department** : admission@sjis.edu.my
 - a. Admission
- 7. Human Resource Department** : hr@sjis.edu.my
 - a. Staff/Employees Related
- 8. Government Liaison Department** : [gov.liaison@sjis.edu.my
 - a. Quality Management Representative
 - b. International Student Affairs
 - c. Licenses](mailto:gov.liaison@sjis.edu.my)
- 9. Finance Department** : [finance@sjis.edu.my
 - a. Collection Fees
 - b. Payment
 - c. Invoice/Statement](mailto:finance@sjis.edu.my)
- 10. Information Technology Department** : [itsupport@sjis.edu.my
 - a. EMS \(Bugs/Error\)
 - b. IT Resources & ICT Labs](mailto:itsupport@sjis.edu.my)
- 11. Registry Department** : registry@sjis.edu.my
: examination@sjis.edu.my
 - a. CIE – External Exam
 - b. EMS (Info Update)
 - c. Refund & Withdrawal
 - d. Deferment
 - e. Scholarships
 - f. School Leaving Certificate
- 12. Cashless Plan (Hong Leong Bank)**
 - a. Customer Service : +603-7626 8899
 - b. Opening Account : +014-857 8311
- 13. General Info, Feedback & Complaint (Senior Management)**
 - a. SJIS : management@sjis.edu.my
 - b. SJIP : management.sjip@sjis.edu.my

Note:

PARENT/STUDENT DECLARATION FORM

I have read and understand the SJIS/SJIP Student Handbook. Herewith, I agree to adhere and abide by the policies outlined in the handbook.

I understand that any violation of this declaration will subject me to the disciplinary action aforementioned in this Student Handbook.

Student's Name : _____

Signature : _____

NRIC/Passport No. : _____

Date : _____

Parent's Name : _____

Signature : _____

NRIC/Passport No. : _____

Date : _____

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE / HOMEROOM
TEACHER WITHIN A WEEK FROM ENROLLMENT OR SCHEDULED DISTRIBUTION.**

Failure to submit will be considered a reference to the acceptance of offer and its terms & conditions.