



SMART CHOICE - BRIGHT FUTURE

STUDENTS HANDBOOK

This handbook provides students with rules and regulations pertinent to students at St. John's International School. Students are expected to read the handbook and become acquainted with its entries. Students must sign this document, indicating that they understand and comply with its contents. Note that no set of rules or policies can address every contingency; rules will be revised and updated when necessary. Any revisions will be communicated to students.

TABLE OF CONTENT

A.	ST. JOHN'S INTERNATIONAL SCHOOL	1
B.	OUR VISION	1
C.	OUR MISSION	1
D.	SCHOOL CREST	2
E.	SCHOOL SONG: FAITH & FORTITUDE	2
F.	ADMISSION POLICY	3
G.	PAYMENT OF FEES	3
H.	APPLICATION FOR SCHOLARSHIP	3
I.	STUDENT WITHDRAWAL	4
J.	REFUND POLICY	4
K.	SCHOOL ATTIRE FOR YEAR 7 TO 11	5
L.	SCHOOL ATTIRE FOR A-LEVEL	6
M.	CODE OF CONDUCT	7
N.	PUNCTUALITY AND ATTENDANCE	10
O.	ASSESMENT PUNCTUALITY AND ATTENDANCE	10
P.	USE OF ELECTRONIC DEVICES	11
Q.	ACCIDENT/INJURY/MEDICAL NEEDS	11
R.	LIBRARY RULES & REGULATIONS	11
S.	SCIENCE LABORATORY RULES & REGULATIONS	13
T.	COMPUTER LAB RULES AND REGULATIONS	16

A. ST. JOHN'S INTERNATIONAL SCHOOL

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

Welcome to SJIS!

B. OUR VISION

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

C. OUR MISSION

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

D. SCHOOL CREST

This emblem reflects the education excellence heritage that is inherent with the illustrious name of St. John's. The pursuit of higher education is represented by an open book with a mortar-board. The open book signifies a mind that is open to new ideas and new challenges. 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 fierily spread wings acts as the sentinel of eternal and perpetual pride towards the setting of lofty standards and achieving high goals. The name of the institution is set out as an arch providing the aegis of authority and influence whereas the school motto "Faith and Fortitude" underlines the strong beliefs and courage on which it was founded. It 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 for the environment and a better tomorrow.

E. SCHOOL SONG: FAITH & FORTITUDE

We'll strive with our hearts and soul, With Faith & Fortitude to reach our goal.

When the Phoenix spreads its wings up to the sky, We will all hold our heads up high.

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

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

Let Faith & Fortitude be our guide, We'll do our best to do what's right.

Whichever path that we may take when we are apart SJIS stays in my heart.

F. ADMISSION POLICY

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

G. PAYMENT OF FEES

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

H. APPLICATION FOR SCHOLARSHIP

Our scholarship programme is designed to help students with high scholastic achievements to further their studies in A Level in SJIS. Scholarship requirements are listed below:-

- I. 20 years of age and below
- II. Minimum grade for IGCSE/SPM -7A's
- III. Must be a fully registered student of SJIS

Students/parents can submit the completed scholarship form to the school administration office. Decision by the Scholarship Committee is final, binding and is not subject to further appeals. For more details, please contact the school administration office.

I. STUDENT WITHDRAWAL

1. Any registered students who wish to withdraw from the school must complete and send in the SJIS Student withdrawal form.
2. The student withdrawal form must be submitted six (6) months before the withdrawal date. The students must be physically present during this notice period. The failure to abide by this temporal ruling will cause the school deposit and other fees to be forfeited.
3. The school will officially reply upon receiving the completed SJIS student withdrawal form.
4. Issuance of a school leaving certificate shall be made to any students who have indicated their intention to either withdraw or transfer to another school. The school leaving certificate shall be issued 2 weeks from the withdrawal date of the student.

J. REFUND POLICY

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

Application Form.

6. All claims for refund of any money are only eligible if it is claimed within one year from the date that the relevant student ceases to be a student of the School.

K. SCHOOL ATTIRE FOR YEAR 7 TO 11

1. Male students:

- I. Black long trousers (cotton-non fancy).
- II. White short sleeve shirt (cotton-non fancy).
- III. Black canvas shoes.
- IV. Absolute white socks (Ankle length and above).

2. Female students:

- I. Black skirt (knee length/ long skirt) or culottes (non-fancy).
- II. White short sleeve shirt (cotton-non fancy).
- III. Black canvas shoes.
- IV. Absolute white socks (Ankle length and above).
- V. Black headscarf (Muslim students where applicable)

3. The school tie that carries the school crest is compulsory to be worn at all times for all students.
4. 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.
5. Students are not permitted to use makeup or jewellery (original or imitation). Only simple gold/silver (without any gem stone) stud earrings are allowed for female students.
6. The School uniform must be worn at all times during school hours or during activities and excursions unless permission is given otherwise by the school principal. It is also compulsory for school uniforms to be worn during the examinations.
7. All students are **NOT** permitted to wear slippers/ flip flops/ sandals to school, even on rainy days.
8. Physical Education (PE) Attire:
 - I. It is compulsory for male and female students to wear the school sports t-shirt and black track pants during PE lessons and on every Wednesdays and Thursdays.
 - II. Muslim female students are permitted to wear white/black long sleeve t-shirts during PE lessons.

- III. Students are not permitted to wear sunglasses or to carry portable audio cassette/tape player, ipods and etc. during the PE or Sports sessions or Clubs activities.
9. Male students are **NOT** permitted to keep long hair. The definition of long hair is as follows:
 - I. At the back: the hair falls below the bottom earlobe.
 - II. At the front: the front hair covers the middle forehead.
 - III. At the side: sideburns or any part of hair that covers the ear
 - IV. On top: hair that is more than 3 inches long.
 10. Haircuts must follow school rules & regulations and not the current fashion trend.
 11. Students are **NOT** permitted to dye their hair. Students who disobey will be instructed to colour it back to their original hair colour.
 12. Lower secondary students are **NOT** permitted to grow moustaches, beards, goatees or sideburns.
 13. 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. SCHOOL ATTIRE FOR A-LEVEL

1. Every A-Level student must have their student ID tag visible at all times in the school campus area.
2. Students are not permitted to wear any attire or accessory 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.
3. 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.
4. Students must at all times wear an attire that is suitable for college students that displays cleanliness, neatness and courtesy in clothing.
5. 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)
6. Students are not permitted to wear indecent outfits. The definition of indecent are as follows:
 - I. Mini skirts or short pants (hot pants)
 - II. Collarless t-shirts
 - III. Sleeveless shirts

- IV. Tight pants/ tight skirts/ torn jeans
- V. Slippers/ Flip flops/ Sandals
- VI. Worn out/ Torn jeans

7. When attending lectures, students are not permitted to wear a cap or bandanna unless for outdoor classroom activities.
8. Male students are not permitted to wear female students' attire or vice versa.
9. Students are not permitted to display tattoos on any part of their body.
10. Male students must have clean cut and neat hair, and are not allowed to keep long hair.
11. 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. CODE OF CONDUCT

Inappropriate conduct by a student is subject to discipline as provided for by the Code of Discipline. In acts that contravene the law, a police report will be lodged. Students who do not adhere to the code of discipline will be penalised based upon the Students Disciplinary Point System :

Students Disciplinary Point System

Each student will start each academic year with 25 points; based on the **infractions level**, deductions of points from the Students Disciplinary Point Account (SDPA) will be done. Every student/parent/ guardian should check the point available via the available online SJIS EMS system. Students will be subjected to counselling session for a period of minimum of 5 sessions if she/he has a deduction/s amounting to a total of 15 points.

Students may also be suspended from school for a period of maximum of 10 schooling days if he/she has conducted an infraction/s that amounts to a total of 20 points deduction in multiple attempts pending review by the Disciplinary Board Committee. When a student has depleted all points in his/her account, he/she may be immediately terminated from the school pending review by the Disciplinary Board Committee. Other infractions not mentioned in the list below, but committed by a student will be reviewed by the SJIS Disciplinary Board Committee as they arise, and penalties will be assessed at the discretion of the Committee.

Level 1 Infractions (15 Points Deducted for each occurrence)

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

Level 2 Infractions (5 Points Deducted for each occurrence)

- I. Disruption of academic and administrative processes or other campus functions.
- II. False bomb threat/ fire alarm
- III. Continual disobedience; inappropriate misconduct; disrupting the educational process
- IV. Possession of items that may be used to cause bodily harm (e.g., stun guns, darts, etc.)
- V. Involvement in gambling and minor vandalism (e.i. scribbling on the school walls)
- VI. Engaged in abusive/obscene language and gestures; profanity; indecent conduct
- VII. Cutting school ; tardy to school (chronic); leaving school grounds without permission; truancy; unexcused absence
- VIII. Open defiance of authority
- IX. Continuous 3 days absence without informing school
- X. Unauthorised use of, unauthorised entry into or misuse of school property.
- XI. Assisting another person to execute any act which would amount to a violation of the code of Conduct and Discipline.
- XII. Involved in conduct or action that is prejudicial to the good name of the school.

- XIII. Representation of the school in matters and activities outside of school without the written permission from School.
- XIV. Cheating or plagiarising in matters related to academic programs.
- XV. Possession/use of prohibited/electronic devices during teaching and learning period.
- XVI. Use of electronic devices/ PDAs during class/ECA/CCA period (except with written approval by SJIS staff, teacher or instructor/coach)
- XVII. Use of smartphones (3G/4G/LTE), tablets, smart-watches and any internet or camera enabled gadgets during schooling hours (except with written approval by SJIS staff, teacher or instructor/coach)

Level 3 Infractions (2 Points Deducted for each occurrence)

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

Dispute of Points Deducted

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

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

N. PUNCTUALITY AND ATTENDANCE

1. All students must have a minimum of 80% attendance record for each academic semester.
2. All students must be punctual for all classes, practical or seminar
3. A verbal warning will be issued to students who are 15 minutes late for theory/ practical class.
4. The school administration department will only accept legitimate letters from parents or medical certificates from clinics which have been properly endorsed.
5. All students who fail to attend class due to legitimate reasons must inform the school of their intention before the commencement of their class, via the leave/absenteeism form available in the EMS system.
6. All letters from parents or medical certificates must be handed to the administration office within 24 Hours (schooling/working days) from the date of the absence.

O. ASSESMENT PUNCTUALITY AND ATTENDANCE

1. Students must be punctual for all assessments held internally or externally by the school.
2. A verbal warning will be issued to students who arrive before the half time duration of the assessment slot. Appropriate actions will be taken on a case-to case basis.
3. Any student who arrives after the half time duration of the assessment slot will not be allowed to sit for the assessment.
4. No resit will be allowed for students who were absent for the assessment due to personal

reasons such as holiday trip, competition, show hosting etc.

5. School administration will only allow resit of examination if a medical certificate is produced from a hospital.
6. All students who fail to attend assessment due to medical reasons must inform the school administration about their condition and of their intention of not attending the assessment before the start of the examination. The medical certificates must be handed to the administration office preferably within 24 Hours from the date of absence.

P. USE OF ELECTRONIC DEVICES

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

Q. ACCIDENT/INJURY/MEDICAL NEEDS

1. If any injury/accident occurs on a student or any student is medically unfit, the following steps are to be followed.
2. Students need to go to the office and meet the person in charge (PIC). The person in charge will then inform the class teacher and SJAM Cadet (via call/whatsapp group).
3. Student will be brought to the sick bay and first aid treatment will be given by the SJAM Cadets.
4. If further treatment is not needed, PIC will notify the parents on the situation and the student will be kept supervised until the parents arrived.
5. If further treatment is needed, PIC will notify the parents whether to bring the student to clinic/hospital or to wait for the parents to do so.
6. Once the parents arrived, PIC will need to complete the incident report form.
7. Class teacher needs to do follow-up on any further assistance if needed by parents or student who were injured

R. LIBRARY RULES & REGULATIONS

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

1. Students are automatically registered upon joining SJIS. However, they are encouraged to

confirm their membership by filling up the membership form during their first loan.

2. Outsiders are not allowed into the library unless escorted by an SJIS staff member.
3. Students (Patrons) should be formally and decently attired as defined in the School Dress Code.
4. A-level students are required to display their Student ID cards throughout their stay in the library.
5. Only reading and writing materials can be brought into the library.
 - a. Packages, bags (except for handbags and files) are not allowed in the library. Leave them in the locker provided at the user's own risk.
6. The librarian will not take any responsibility for any damage and loss of personal items that are left behind in the library.
7. Students are requested to place books on the trolley once they have finished reading them in the library.
8. Smoking and the consumption of food and drinks are not permitted in the library.
9. Students are not allowed to remove or change the placement of chairs, tables or any other furniture in the library.
10. Silence is to be strictly observed in the library at all times. Mobile phones should be set to silent mode or be switched off before entering the library
11. All registered students are allowed to borrow library materials according to their eligibility.
12. Every student is responsible for each item borrowed.
13. Students are expected to return library books before or on the due date, after which an overdue fine will be imposed. Students will not be allowed to borrow any library materials until the fine is paid.

Category	Loan of Book	Loan Period (Days)	Fine Rates
Students	2	7	RM 1.00 per day

14. Loans, renewals and returns can be done at the Circulation Counter. Students are not allowed to check in/out books for other students.
15. Students who withdraw, discontinue or have completed courses must return all borrowed materials to the library. Students who fail to clear any fines or return materials borrowed on completion of their courses will have their transcripts suspended.
16. Students are responsible for library materials. The users will be billed for the cost of

repairing damaged materials while on loan to the users.

17. If the material is lost while on loan, students are required to pay the replacement fee of twice the market price for the material.
18. Students are allowed to use the computers for academic purposes only, and they are required to login to use the computer.
19. Accessing undesirable Internet sites, downloading and chatting are strictly prohibited.
20. Installing or customising any computer programmes into the personal computers of the library is also strictly prohibited.
21. Students are allowed to bring their own personal laptop/notebook to utilise the wireless facilities. However, students are required to register their laptop/notebook at the Information Counter.
22. The opening hours are determined from time to time by the Librarian in the light of demand for library use and staff availability. General details of opening hours are as follows:
 - I. Mondays to Fridays: 8.30 am - 5.00 pm
 - II. Saturdays: 9.00am – 1.00pm
 - III. Sundays and Public Holidays: CLOSED

S. SCIENCE LABORATORY RULES & REGULATIONS

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

1. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, smoking and other unsafe activities are not permitted in the laboratory.
2. Mobile phones are NOT allowed on workbenches.
3. Wash and remove all labels from glassware at the end of the practical session.
4. Clean and wipe dry the workbenches at the end of practical session.
5. Hands must always be washed with soap and water after performing the experiments.
6. Safety goggles, lab coat and gloves must be worn whenever work is done in the laboratory.

7. Students must wear shoes that completely cover the foot. Please take note that sandals, thongs and high heeled shoes are NOT allowed.
8. Long hair must be safely tied back.
9. Dangling jewellery and loose or baggy clothing must be secured.
10. Students must conduct themselves in a responsible manner at all times in the laboratory.
11. Mischievous behaviour, throwing of items and conducting pranks are prohibited.
12. No student is allowed to enter a laboratory unless a lecturer is present, and no work is allowed without supervision.
13. When first entering the laboratory, students are not allowed to touch any apparatus, equipment, chemicals or other materials until they are instructed to do so.
14. 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.
15. If a direction or part of a procedure is not understood, ask the lecturer before proceeding.
16. Know the location of the fire extinguisher, safety shower, eye wash and the first aid kit, as well as emergency exit(s).
17. Examine all glassware for cracks before use and report, if there is any cracked or chipped glassware to the laboratory technician.
18. Keep flames away from inflammable liquids/materials. Always turn off the burner when not in use.
19. Never sit on the workbenches.
20. Keep the aisles clear. Students are to push their chair under the bench when not in use.
21. 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.
22. Throw liquid waste, e.g. solution of silver salt, into designated container and not into the sink.
23. Hands must be dry when using electrical switches, plugs and wiring.
24. Always turn off the switches when not in use and before removing plugs.
25. When plugging or unplugging an electrical device (e.g. microscope), hold the plug firmly by its insulating cover. Do not unplug by pulling on its cord.
26. Damaged plugs and faulty apparatus/equipment should be reported immediately.

27. Always assume that all chemicals are dangerous. Use proper technique when handling the chemicals.
28. 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.
29. Use the fume cupboard when dealing with concentrated acids and bases as well as chemicals that have unpleasant odours.
30. Check labels on reagent bottles twice before removing any of the contents. Take only the amount needed to avoid waste.
31. Never return unused or excess reagent to their original containers to avoid contamination.
32. 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.
33. Always keep the reagent bottles in their proper place at all times.
34. Never suck liquids into a pipette by mouth. Always use pipette fillers.
35. 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.
36. Never leave a lit burner unattended. Always turn off the burner when not in use.
37. Never leave anything that is being heated or is visibly reacting unattended. Always turn off the burner when not in use.
38. 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.
39. When material is being heated in a beaker, never look into the beaker.
40. Always use tongs or heat-protective gloves when removing beaker or test tube from the heat source.
41. 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.
42. If a chemical splashes onto the skin or in the eye(s), immediately flush with running water from the eyewash station for at least 20 minutes. Notify the teacher of the incident immediately.
43. All breakages must be reported immediately to the lecturer or laboratory technician.
44. 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'.

T. COMPUTER LAB RULES AND REGULATIONS

If any student are found infringing the rules stated below, the respective student will be suspended from using the ICT lab for two weeks.

1. Students may not enter or work in the Computer Lab unless the Computer Teacher in charge is present.
2. Students are prohibited from changing the “computer setting” of any kind (i.e screen savers, mouse-keyboard controls or “system setups”).
3. Students are prohibited from installing any software into the computer system. NO downloading is allowed without prior permission from the teacher-in-charge.
4. The use of the Internet is only possible under the supervision of the teacher-in-charge.
5. Students may NOT use the school computers to enter and use chat rooms, make updates or respond to non-school related blogs, or surf the Internet.
6. Users are NOT allowed to play any form of COMPUTER GAMES from any source, either hard disk, floppy disk, or INTERNET, at any time.
7. As soon as a student is seated at the computer assigned to him/her, he/she will report any damage or irregularity noticed, to the teacher-in-charge. If the computer assigned to a student is found to be damaged/faulty after he/she has used it, then the student will be held responsible for the damage/fault.
8. Students are NOT allowed to use personal Floppies, Pen Drives, CDs, etc. in the computer lab to avoid virus corruption.
9. Seek permission from the teacher-in-charge before the usage of the printing facility in the computer lab.
10. Eating and drinking are NOT allowed in the computer lab.
11. All bags and water bottles should be left outside the computer lab.

PARENT/STUDENT ACKNOWLEDGEMENT FORM

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

Student Name :

Date :

Signature :

Parent Name :

Date :

Signature :

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

CONTACT US

**St. John's International School,
Lot 145, Jalan Bukit Nanas,
50250 Kuala Lumpur,
Malaysia.**

Telephone: +603 2034 1288

Toll Free : 1 300 881 887

Email : info@sjis.edu.my

Fax : +603 2034 1588

Website : www.sjis.edu.my

**Join us on Facebook : www.facebook.com/sjis.official
Follow us on Twitter : www.twitter.com/StJohnsIntMsia**

