

Honsbridge International Student's/Parent's Handbook

Governing Student's Conduct and Behaviour

Student: **Class:** **Date:**

We want you to enjoy your education and be able to pursue it to the best of your abilities. In order to do so for you and every Honsbridge student, we need an environment where there are order and respect for others. These rules are designed to make this possible. Furthermore, rules help to bring about the quality of self-discipline which is an essential part of your education.

1. The Right to Learn

We believe that all individuals have a right to an education and that all students are capable of learning if given an environment free from disruptive or inappropriate behaviour. It is always our goal to have all people in Honsbridge to be treated with dignity and respect. We believe that each of us is important to make all of us successful.

2. Freedom of Speech

Students are entitled to verbally express their personal opinions. Such expression shall be respectful and shall not interfere with the freedom of others to express themselves. The use of obscenities and personal attacks are prohibited.

3. Student's conduct* during LESSONS and PREP CLASSES

- The minimum requirements for every lesson are pen, pencil, ruler, timetable, spare writing/foolscap paper, appropriate text and exercise books. Extra materials may be requested/required by subject teachers.
- Eating and drinking non-water beverages during lessons is not permitted.
- Food and non-water beverages should not be brought into the classrooms.
- Students must not interfere with the learning of others. (e.g. talking and passing notes).
- Students must make a genuine effort with their learning. Malpractice is not permitted.
- Students are responsible for their learning.
- Using and bringing electronic equipment such as mobile phones, music players and similar gadgets are **not allowed** in/into classrooms and during school hours.
- Display of disrespect, rowdiness and use of obscene language is not allowed in any form.
- Students are expected to report unacceptable behaviours to teachers.
- Students are not allowed to enter other classes without the teacher's permission.
- Students are not allowed to be in the classrooms during break time and lunchtime unless with the teacher's permission.
- Students are not allowed to leave the class without the teacher's permission.
- Students are not allowed to chew gum/eat sweets during lessons.
- Students must leave the classroom clean and tidy for the next class.
- Students must not litter and leave the tables and chairs in a disorderly manner.

* - The above represents the general examples and is not the final list. Please be advised that the school management and discipline committee reserve the right to amend the list as deemed appropriate and make provision for more or other forms of misconduct and the appropriate punishments without prior notification.

4. Prep Classes

Students are required to attend prep classes (on time) and work on their work quietly. It is a time for the students to learn from their peers and teachers who are there to supervise the preps.

5. Attendance

We treat the attendance of students with utmost importance. Our students' success in life depends on having a solid educational background - one that can only be gained through regular school attendance. Being late for school hurts a student's learning. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. We hope to instil punctuality in students to prepare them for a successful academic progression and career.

Students can copy notes or make up an assignment, but they can never get back: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive.

Schools are responsible for teaching, but Honsbridge cannot do its job if you are absent. Learning builds day by day. A student who misses a day of school misses a day of learning.

Students are responsible to inform the teachers in charge of their absence from class by producing a medical certificate when they return to class. Alternatively, a letter of absence from a parent will be accepted. Students who have been absent from class without notice for three occasions will be suspended from class.

6. Arrival and Dismissal of Students

All students are expected to arrive in school by these times:

Year 1 to Year 9 students report to school before 08:00 every day. Dismissal time is at 13.30 except for Tuesday which is at 14.15 and Friday at 12.00.

Senior classes which are Year 10 and 11, report to school at 08.00 every day and dismissal time is at 14:15 every day, except those attending Malay classes on Wednesday – dismissal is at 15.00 - and dismissal on Friday is at 12.00 for every class.

Students who arrive at school and leave school at other times must have parental consent by email or phone to the school. The students must sign in and sign out at the reception table for record purposes.

6.1 Dismissal

For the safety of the students in Honsbridge, students are not allowed to leave school without parental/Head of Programme/Assistant Head of Programme/Head of Discipline/a teacher's consent or knowledge. Students are strongly encouraged to go home or to a designated location (with parents' knowledge). The school will not be held responsible for the student once the student has signed out of the school.

7. Homework, Continuous Assessments and AllSchools App

Students are responsible for their own learning and are expected to hand in their homework on time to the teachers. Failure to do homework can result in the disciplinary procedure outlined below. Students who were absent from classes are responsible to find out from their classmates and teachers the work that they have missed.

Continuous Assessment is a test given to students a minimum of three times a term and will be tested based on current lessons and activities done in class. It can be given at any time without prior notification and may consist of work/homework given in class. Students who were absent/missed the test are expected to set an appointment with their subject teachers immediately once they return to school to sit for the test to be marked by the teacher.

The AllSchool App is a communication tool which all parents and students must download and actively check for updates/announcements from the school or teachers. Students are expected to check/refer to the app for homework/assignment updates.

8. Tardiness

Arriving late to class or school is **UNACCEPTABLE**. A student will be subjected to the Disciplinary Procedure point 22 for all incidences of tardiness.

9. Care of Personal Property

All clothing (and personal possessions, where possible) should be kept inside the school bag. When things are left unattended, you are accepting the risk of it being lost and it is not easy to trace it back. Valuables and money must never be left in bags or unattended. Students who bring such things to school do so at their own risk. You should always have anything valuable on you to avoid it from going missing/being stolen/taken.

10. Electronic Devices, Radios, Walkman, Tape/CD Players, Cellular Phones

Students are NOT allowed to use and bring electronic equipment(s) into classrooms and during school hours. Failure to do so, students will have their electronic equipment confiscated and returned after lunch/after school or the next day. Phones should be left at the counter and only collected when the student signs out and is going home. Phones can only be used at the reception area **ONLY** after dismissal. Usage of phones during ECA is only with the coach or Head of Programme/Assistant Head of Programme/Head of Discipline's permission.

11. Student Dress and Appearance

Students are expected to wear clothing that is appropriate for school as set forth below. Students will wear the **Honsbridge Polo Tee and long trousers on Monday through Thursday and P.E. attire on Fridays**. Parents and the school trust that students, when in their school attire or formal attire, will study and carry the name of the school with dignity.

The school's black polo t-shirt is to be worn from Monday to Thursday together with long pants. **Students with sporting activities can only change to sports attire after school.** On Friday or P.E. day, students are allowed to wear the school's sports attire the whole day. The name tag is always required to be worn in school except during P.E.

Wearing makeup, including eyeliner, by males or females is prohibited. Students are also prohibited from wearing painted nails and coloured/bleached hair.

11.1 Examples of Inappropriate Clothing

The following are **examples*** of the dress code, but are not exclusive:

1. Bare feet and slippers or shoes without socks.
2. Clothing which allows visibility of undergarments.
3. Skirt or dresses or shorts (for female students)
4. Shorts (for male students)
5. Any garment that features or represents alcohol or tobacco products, gang affiliation, inappropriate language, sexual messages, or drugs and paraphernalia associated with their use.
6. Jewellery that can be a safety hazard to self or others.
7. Revealing clothing of any nature.
8. Shirts unbuttoned.
9. Hats/Hoods in classrooms
10. Wearing more than one pair of earrings.
11. No dangling, fashionable earrings.
12. Male students wearing earrings.
13. Coloured/bleached hair/eyebrows (**all** colours)
14. Hair extensions (for male and female students).
15. Long fringe for male and female students (please uses a hairband/hair clip)
16. Untied shoulder-length hair or longer
17. Long hair (for male students unless for religious purposes**)
18. Undercut hair with designs (**all** patterns) for male and female students.
19. Shorts (above the knee length) during PE for both male and female students.
20. Facial piercings (all forms of piercing including the insides of the mouth)
21. Wearing facial piercings accessories
22. Temporary/semi-permanent/permanent visible tattoos (arms/legs/face/neck/behind the ears/eyes/tongue/fingers/lips)
23. Using nail polish (**all** colours) and henna.
24. Tattoo/semi-permanent eyeliner/eyebrows for male and female students
25. Eyelash extensions/permed eyelashes for male and female students
26. Wearing jewellery such as rings, bracelets (both male and female students); unless for medical reasons or religious purposes with official documentation from a doctor/a written letter from parents.

Examples* - The above represents the general examples and is not the final list. Please be advised that the school management and discipline committee reserve the right to amend the list as deemed appropriate and make provision for more or other forms of inappropriate clothing and the appropriate punishments without prior notification.

**With a written and signed letter of declaration/acknowledgement from the parents.

12. Misconduct

Students will be subjected to disciplinary action when the student engages in misconduct that causes inconvenience, annoyance, alarm or is injurious to other students, teachers or to themselves. This also applies to any violations of these rules.

Before discipline is imposed, there will be a careful discussion between parents, students and teachers. Where necessary a student may be warned, fined, given detention or be suspended from class.

Serious acts of misconduct or repeated misconduct could lead to expulsion from Honsbridge.

12.1 Examples of Misconduct

The following list contains **examples*** misconduct but is not exclusive. Misconduct is prohibited in school and during school functions, or **outside of school during school hours**.

- Fighting or engaging in violent behaviour
- Verbal threats or intimidation
- Harassment (Verbal, Physical, Emotional, Sexual)
- Bullying in any form, including Cyber-Bullying
- Making unreasonable noise during class
- Obstruction of vehicular or pedestrian traffic
- Insubordination by deliberately failing to comply with the reasonable directions of a teacher, school administrator, or other school employees.
- Behaviour that diminishes the rights of other students to learn and the rights of teachers to teach.
- Any Public Display of Affection (PDA) including but not limited to: petting, necking, kissing, or passionate embraces.
- Any Secretive Display of Affection and Action (SDA) including but not limited to: petting, necking, kissing, or passionate embraces.
- Obscenity
- Profane gestures
- Leaving class or school without permission
- Any form of hazing on or off school grounds
- Gambling
- Any criminal activity including but not limited to: Assault; Trafficking in stolen property; Arson; Theft; Use of Possession of any non-prescribed drug or drug paraphernalia; or Use of Alcohol.

Examples* - The above represents the general examples and is not the final list. Please be advised that the school management and discipline committee reserve the right to amend the list as deemed appropriate and make provision for more or other forms of misconduct and the appropriate punishments without prior notification.

12.2 Repeated Misconduct

For the student who receives the written warnings, their punishment can be followed with detention, suspension or even expulsion, depending on the severity and repetition of the misconduct.

13. Alcohol/Drug Use

Consumption, possession, or being under the influence of any alcoholic product or possessing, using, supplying or being under the influence of any paraphernalia, lighters, and/or substance classified as narcotics, dangerous drugs, or other intoxicants on or about the school premises (within Central Park) or at any school-sponsored activity will result in suspension or expulsion.

14. Tobacco/Vape

Honsbridge is a tobacco-free and vape-free environment. Possession, sales or use of tobacco/vape products, on or near the school grounds (within Central Park) or while attending school-sponsored events is prohibited for everyone.

15. Search and Seizure

School officials may search students and their personal property, including that property or facility provided by the school. Property may be seized which is deemed injurious or detrimental to the safety and welfare of the students and staff; or that is a disruption to the learning environment; or if school officials have reasonable cause to believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

16. Cyber-bullying, Internet and Social Media

It is prohibited for any student to bully, intimidate, threaten, harass or annoy other students, teachers, parents, administrators or employees using the internet or social media, even if such acts are not done during school hours.

Honsbridge maintains several internet and social media sites. If any student posts materials on such sites that they could not do or say during school hours such postings will be in violation of these rules and may lead to disciplinary action.

Honsbridge does not encourage its students to participate in current and future 'challenges' on all social media platforms that may or will result in self-harm or safety of other students. Severe actions (including expulsion) will be taken if Honsbridge students are caught participating in any manner (directly involved or bystanders) in such dangerous misconduct.

17. Cheating, Lying, and Plagiarism

Honsbridge supports an environment that teaches and encourages honesty and integrity. Cheating is unacceptable. Lying is unacceptable. Plagiarism is unacceptable. Students involved in cheating, lying, or plagiarizing on assignments/tests in a given class will be disciplined and suspended. Further, any appearance of impropriety, cheating etc., will be treated as cheating.

Students stealing tests from staff will be suspended or expelled from school and receive a zero on the test and/or may fail the course. Students who are reported to have purchased exam questions from teachers or get examination questions from teachers will be suspended or expelled.

18. Forgery

Forgery of notes to obtain excused absences or tardiness will result in suspension until a parent conference is held. Forgery of any school document or any grade altering will result in suspension and referral to an administrator.

19. Disciplinary Procedure

- i. The first step in the disciplinary procedure is that the student will be given a verbal warning.
- ii. The student will be given a written warning if he or she commits the same misconduct again.
- iii. The school reserves the right to give the student a written first warning letter when deemed necessary.
- iv. For incidents of severity misconduct, repeated misconduct or criminal activity, the student may face suspension or immediate expulsion.

20. Detention and Suspension Notices

When the student breaks school rules as stated in this student handbook, and must serve detention, an email will be sent to the parent. If the parent disagrees with the detention, consultations with management may occur before any corrective action. The same applies to notices of suspension.

21. Detention Activities

During detention a student may be required to write and copy the student handbook, to help clean common areas or facilities or sit out school activities. Detention times shall be set by the discipline teacher in consultation with management.

22. Summary of misconduct and punishments

Misconduct	Punishment (in no particular order) and Demerit points (in brackets)
Inappropriate clothing/appearance or incomplete school uniform	Verbal warning (1) Written warning (2)
Name-calling, using inappropriate language, etc	Verbal warning (1)
Quarrelling, or rude exchanges	Verbal warning (1) Written warning (2)
Making unreasonable noise in class and school compound	Verbal warning (1)
Leaving class or school without permission, arriving late without good reason	Verbal or written warning – school (10) Class/ECA (5)
Insubordination by deliberately failing to comply with the reasonable directions of a teacher, school administrator, or other school employees.	Verbal or written warning (2)
Verbal threats, intimidation and fighting involving minimal medical attention (general first aid or not required at all)	Verbal warning (2) and written warning (3) and/or suspension (4)
Fighting (stabbing with tools), violent behaviour, all forms of bullying, hazing (Physical or mental torture) that requires serious medication.	Suspension (4) and/or expulsion
Obstruction of vehicular or pedestrian traffic	Verbal warning (1)
Behaviour that diminishes the rights of other students to learn and the rights of teachers to teach, such as inappropriately interrupting lessons and classmates Not completing homework/projects/assignments.	Verbal warning (1) Written warning (2) suspension (3), expulsion
Any Public Display of Affection (PDA) or Secretive Display of Affection (SDA) including but not limited to: petting, necking, kissing, or passionate embraces.	Verbal warning (1) Written warning (2) suspension (3), expulsion
Obscenity, Profane gestures, owning or distributing obscene/X-rated materials or any other related gestures or materials.	Verbal warning (1) Written warning (2) suspension (3), expulsion
Gambling in any form/betting	Suspension (3)
Use of alcohol, drugs and tobacco any form of use or under the influence in the compounds of the school	Expulsion

Any criminal activity including but not limited to: Assault; Trafficking in stolen property; Arson; Theft; Use of Possession of any non-prescribed drug or drug paraphernalia; or Use of Alcohol.	Expulsion
Surfing inappropriate websites, watching phonography or any such activities	Verbal warning (1) Written warning (2) suspension (3), expulsion
Forgery, plagiarism	Verbal warning (1) Written warning (2) suspension (3), expulsion
Vandalism and destruction of school property	A warning letter (2) and a fine of no less than RM300 (2), Suspension (3)

*The above represents the general misconduct and the punishments. Please be advised that the school management and discipline committee **reserve the right to amend the punishments as deemed appropriate and make providence for more or other forms of misconduct and the appropriate punishments without prior notification.**

*The demerit points will be applied to the school's Attitude Index (AI) to be included in the academic report the students will receive during PTM.

23. Attitude Index (AI)

The Attitude Index (AI) is an index introduced together in the student's report as part of the wholesome evaluation of the student. All students will begin with 90 marks (90%) which is a fair initial mark, indicating an A* for all students in the beginning. Demerit points will be given based on recorded misdeeds and misconduct and deducted from this 90%. However, for students who display unselfish and beyond-the, call-of-duty good deeds will be awarded points depending on deed done, which is two (2) points.

Examples of good deeds:

- Helping a fellow competitor who fell without thinking of your own winning.
- Returning lost money
- Helping a fellow student in his studies out of school hours – free coaching

24. Physical Education (PE), Enrichment and School Events

PE, enrichment classes and events provide motivational and instructional opportunities to us as a whole school community. Students are **strongly encouraged to attend and to fully participate and cooperate in all** PE, classes, meetings and events. Students are responsible to obtain approval or exemption for PE and school events where requested. Attendance in these classes is a privilege and not a right. The student should not take such character development opportunities in school for granted.

Safety is treated seriously, and any minor or major incident or injury should be reported to a teacher. Only students with a serious medical condition(s) may be exempted from PE with official documentation from a licensed doctor.

24.1 Exemptions

All approval or exemption from school activities or events must be obtained from the Head of Programme/Assistant Head of Programme/Head of Discipline along with a written and signed letter from parents or official documentation from a licensed doctor. An exemption is not a right. **The school reserves the right to decline where deemed necessary.**

25. First Aid

Students are required to report to teachers when she or he is hurt or when some are hurt. Students are not allowed to use the First Aid box without permission.

26. Lunch Time

Students will have 60 minutes for lunch. The students' lunchtime will be between 12:00 –12.45. Students are advised against eating outside of lunchtime. Students who are found eating outside of these times will be warned. Eating food and drinking beverages other than water is prohibited in the classrooms.

They are expected to eat in an orderly fashion and exhibit appropriate manners. Students are responsible for keeping the pantry area and communal areas clean by disposing of refuse in the garbage cans. Students are required to clean up after themselves (e.g. placing used plates and utensils into the designated container) and to leave the communal area free of rubbish and garbage by disposing them into the bin.

27. Vehicles

Students who have a valid driver's license may drive automobiles or motorized vehicles to school. Students with vehicles are expected to abide by the rules and regulations governing the use of such vehicles. We strongly encourage all students to drive safely and responsibly at all times.

28. Activity Buses and School Trips

Students riding school buses for any reason will conform to rules consistent to established standards for classroom behaviour. Students who do not conduct themselves properly will be denied the privilege of riding on school buses or special activity buses.

All external student trips which are organised by the teacher and supervised by the teacher will require students or parents to complete a consent form. Without a completed form, the student will not attend the external student trip.

29. Entry to Staff Room

No student is allowed into the staff room at any one time unless permitted by the management. This is to eliminate the possibility of examination and test questions from being leaked to the students. Students who wish to seek help from the teacher may do so on request in the common area.

30. Campus Visitors

Students may NOT bring visitors to the school during the school day. If a Honsbridge student feels that they would like to host a visitor, they must receive permission from the teacher. Any such visitor must abide by this code of conduct.

31. Parental Visits

We believe that it is the right of individuals to gain knowledge and develop an understanding about themselves and their relationships to others. We also affirm the individual's need to love and be loved. We base our educational philosophy upon these rights and needs and on our

commitment to pervasive caring and high student achievement. However, parental visits can present a surprise to staff, students and management and should be scheduled in advance.

Parents are welcome to the school by making an appointment.

32. Examination Rules

During the exam period, a student MUST:

- (a) Wear proper school attire
- (b) Have the examination slip to enter the exam hall. The exam slip will be given by the homeroom teacher soon
- (c) Sit in the exam hall according to the seating arrangement
- (d) Not ask answers or hints from the examiner/invigilator during the exam
- (e) Not make any loud noise before the exam starts, during the exam, and after the exam is over
- (f) Bring along a complete set of stationery, such as a protractor, pen, etc. to sit for the exam
- (g) Not go to the washroom during the exam except for the exam paper of 2 hours or more. Therefore, please go to the washroom before the exam starts
- (h) Not bring any notes, books, food, chewing gum, and bags into the exam hall
- (i) Not bring back any materials such as rough and question paper when the exam is over
- (j) Hard copies of the examination papers will be given out to absent students. Their papers will be marked but marks will not be recorded in the report card.
- (k) Not to leave any questions unanswered.

33. Student Official Appointments

Honsbridge offers students unique and beneficial appointments to discharge responsibilities and gain values.

- a) Honsbridge Mentor-Mentee (HMM) system is a privilege offered unique to students at Honsbridge. When a student is nominated to be the subject academic mentor and when the student is nominated to be the subject mentee, these nominations are honourable because the teachers believe that the respective mentor and mentee can enjoy the benefits of the HMM system. The nomination can be withdrawn from the students at any time should the teacher believe so. When the mentor has completed two successful terms of mentoring, the student is entitled to receive a certificate of mentoring.

33.1 Duties of an academic mentor:

- i. To assist the mentees on their homework, but it does not mean to help the mentees to do their homework.
- ii. To learn the lesson material required to assist mentees correctly.
- iii. To be on time with their homework submission so that he/she can afford the time to help the mentees.
- iv. To test the mentees on relevant subject material before the test or exam so that the mentees can improve on the subject at the end of two terms.
- v. To maintain a good academic record and conduct.

33.2 Duties of academic mentee

- i. To do the homework first and check with the mentor on work if necessary.
 - ii. To be prepared for a lesson by reading up first and to cooperate with the mentor when being tested.
 - iii. To be cooperative with the mentor and sit next to the mentor for the subject class during class and prep time where possible.
 - iv. To show improvement at the end of two terms.
 - v. To maintain good conduct and show interest to improve.
- b) Honsbridge Sports Committee (HSC) system involves the students to assist the teachers in the school's Sports Enrichment classes and for Sports Events. When a student is nominated to be a sports official e.g. House Captain, Vice-Captain, First Aider etc. the nomination is to be held at the highest regard because the teachers believe that the student is capable to be trained and to discharge the duties required. The nomination can be withdrawn from the student at any time should the teacher believe so. When the sport's official has discharged their duties successfully, the student is entitled to receive a certificate of recognition.

33.3 Duties of sports official

- i. To discharge the duties set by the teachers
- ii. To be present for sports classes and sports events
- iii. To report to teachers for instructions.
- iv. To be vigilant and alert always and report to teachers on issues related to students' welfare.
- v. To take students' attendance and report students' absence to the teachers immediately before class and at the end of class.
- vi. To maintain good academic records and conduct

- c) Honsbridge Principal Committee (HPC) system involves the students to assist the Principal and teachers for all the schools' events and ad-hoc projects. The appointment is by students' and teachers' nomination followed by an election. Students who have the following qualities may put forth their nomination in writing to the Principal.
- i. Strong leadership skill
 - ii. Strong team member spirit
 - iii. Computer skills that can create attractive posters
 - iv. Strong public relations skills
 - v. Strong academic record and good conduct
 - vi. Wish to help in the best way possible for the Principal and teachers.
 - vii. Can perform well in academics and still deliver deadlines for school projects
 - viii. Love to organise events and interact with students of all levels.
 - ix. Love school
 - x. Eager to learn

The HPC nomination and appointment can be withdrawn from the student at any time should the teacher and management believe so. When the HPC member has discharged his/her duties successfully, the student is entitled to receive a certificate of gold, silver or bronze achievement.

35. Affirmation

Students and Parents/Guardians must affirm agreement with the Honsbridge International Student Handbook 2020:

I understand and will abide by the above terms and conditions of the Student Handbook. I further understand that any violation of this agreement may result in civil liability to me and my parents or guardians. I understand that if I am under age 18 shall I commit any violation; I am subjected to consequences of the school's Disciplinary Procedure.

I also understand that the school reserves the right to amend the rules and regulations as required.

Student's Name

Parent's Name

Student's Signature

Parent's Signature

Date: _____

Date: _____