

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. 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 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 express their personal opinions, verbally. Such expressions 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

- Every lesson's minimum requirements 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 are not allowed 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 to report unacceptable behaviours to teachers.
- Students are not allowed to enter other classes without the teacher's permission.
- Students cannot 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 supervise the preps in school and online platforms. Attendance and full participation are compulsory for all students.

5. Attendance

We treat the attendance of students with utmost importance. Our students' success in life depends on having a solid educational background 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 for informing 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 (both physical and online) without notice for three occasions will be suspended from class.

6. Arrival and Dismissal of Students

All students are to arrive in school by these times:

Year 1 to Year 9 students reports 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: Year 10 and 11, report to school at 08.00 every day and dismissal time is at 14:15 every day. Those attending Malay classes on Wednesday – dismissal is at 15.00 - and dismissal on Friday is 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 students' safety in Honsbridge, students cannot 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 responsible for the student once the student has signed out of school.

7. Homework, Continuous Assessments and 1Cube App

Students are responsible for their learning and to hand in their homework (both physical and online) according to the teachers' stipulated timeline. Failure to do homework can result in the disciplinary procedure outlined below. Students who were absent from classes are responsible for finding 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 without prior notification and may consist of work/homework assigned in class. Absent students who missed

the test have to immediately set an appointment with their subject teachers once they return to school to sit for the test to be marked by the teacher.

The 1Cube 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 to check/refer to the app for homework/assignment updates.

7.1 Online Classes

Online classes have been in full effect and have been carried out since 18 March 2020. The current online platforms used for online learning are Google Meet and Google Classroom. These rules apply to all venues used by a teacher and future platforms. Online learning can be a useful tool by having our students comply with these rules. Failure in doing so will result in demerit and subsequently, severe consequences such as suspension or expulsion.

1. You must turn on the webcam throughout the lesson.
2. The webcam must be facing your top and front of the upper body (face-shoulder-collar bone) till upper limbs.
3. You must be fully clothed and properly attired throughout the lesson.
4. You must respond with the microphone during discussions or when asked/prompted by the teacher.
5. You must inform the teacher if you have a valid justification for not turning on your webcam or microphone. The teacher has the authority to confirm said justification or to penalise you.
6. You must inform the teacher if you have to excuse yourselves (toilet break/switch on the lights/etc.).
7. Your parents have to inform the administration/Head of Program if you need to excuse yourself early from a class.
8. You must inform the teacher before the lesson if you are experiencing internet connection issues.
9. You must provide and send a full screenshot (inclusive of date and time) of the internet speed test results via email/Whatsapp to the teacher if you are experiencing an internet connection problem.
10. Websites to test the internet speed: [Fast.com](https://www.fast.com/) or [speedtest.net](https://www.speedtest.net/)
11. You must participate fully and actively in class during the lesson (providing answers, suggestions, etc.).
12. You must respond within 30 seconds when the teacher calls your name or asks you a question. An immediate response shows that you are actively paying attention and participating. If you are experiencing internet problems, please refer to points #8, #9 and #10.
13. You must not spam the chatbox. The chatbox is strictly for asking questions/permission, giving feedback/answers during discussions.
14. You must submit your work/task/homework/project/continuous assessment within the given timeline.
15. You must ask your teacher's permission to require an extension for your work/task/project/homework 24 hours before the due date.
16. You are strongly encouraged to use earphones with a microphone to ensure focus throughout the lesson.
17. You are strongly encouraged to inform and remind family members/friends in your vicinity that you have a class in session, and you are not to be disturbed.
18. You are strongly encouraged to ask and clarify any questions you may have regarding your online lessons.
19. You are not allowed to use Google Extensions that manipulates your background/screen/video call.

** - 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.*

8. Tardiness

Arriving late to class or school (both physical and online) 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) are to be kept the school bag at all times. When things are left unattended, you accept the risk of losing the item(s), and it is not easy to retrieve. Valuables and money must never be left alone. 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/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. Using phones is restricted to 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 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 will study and carry the school's name with dignity when in their school attire or formal attire.

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 can wear the school's sports attire the whole day. The name tag should always be worn and visible in school throughout the day except during P.E.

Wearing makeup, including eyeliner, by males or females, is prohibited. Students are 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
4. Any garment that features or represents alcohol or tobacco products, gang affiliation, inappropriate language, sexual messages, or drugs and paraphernalia associated with their use.
5. Jewellery that can be a safety hazard to self or others.
6. Revealing clothing of any nature.
7. Shirts unbuttoned.
8. Hats/Hoods in classrooms
9. Wearing more than one pair of earrings.
10. No dangling, fashionable earrings.
11. Male students wearing earrings.
12. Coloured/bleached hair/eyebrows (**all** colours)
13. Hair extensions (for male and female students).
14. Long fringe for male and female students (please uses a hairband/hair clip)
15. Untied shoulder-length hair or longer
16. Long hair (for male students unless for religious purposes**)

17. Undercut hair with designs (**all** patterns) for male and female students.
18. Shorts (above the knee length) during PE for both male and female students.
19. No facial, body and tongue piercings of any kind
20. Temporary/semi-permanent/permanent visible tattoos (arms/legs/face/neck/behind the ears/eyes/tongue/fingers/lips)
21. Using nail polish (**all** colours) and henna.
22. Tattoo/semi-permanent eyeliner/eyebrows for male and female students
23. Eyelash extensions/permed eyelashes for male and female students
24. 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 they engage in misconduct that causes inconvenience, annoyance, harm, or is injurious to other students, teachers, or themselves. This also applies to any violations of these rules.

There will be a careful discussion between parents, students and teachers before disciplinary action is imposed. Where necessary, a student may be warned, fined, given detention or be suspended from class.

Severe 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 includes, 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 the school's property or facility. Property deemed injurious or detrimental to students' and staff's safety; or 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 will be seized.

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 violate 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 result in other students' self-harm or safety. 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, lying, and plagiarism are unacceptable. Students involved in cheating, lying, or plagiarising 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 or 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. Imitation of any school document or any grade altering will result in suspension and referral to an administrator.

19. 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.

20. 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. The discipline teacher shall set detention times in consultation with management.

22. Summary of misconduct and penalties

Online session

Misconduct	Penalty	No. of offence	Demerit
Inappropriate attire/partially clothed **issued by Disciplinary Board	2 verbal warnings	First	4
	1 written** warning	Second	7
	Suspension	Third	8
Webcam not turned on/keep turning off the webcam throughout the lesson/events without a viable reason *issued by the subject teacher **issued by Disciplinary Board	2 verbal warnings 2 written* warnings 1 counselling* session	First	4
	2 verbal warnings 2 written* warnings 1 counselling* session	Second	5
	2 verbal warnings 2 written* warnings 1 counselling* session	Third	6
	1 written** warning	Fourth	7
	Suspension	Fifth	8
Webcam directed at walls/ceilings/curtains/table/bottle/el sewhere and not directed at the face/face and hands Webcam covered with cloth/jacket/other items *issued by the subject teacher **issued by Disciplinary Board	2 verbal warnings 2 written* warnings 1 counselling* session	First	4
	2 verbal warnings 2 written* warnings 1 counselling* session	Second	5
	2 verbal warnings 2 written* warnings 1 counselling* session	Third	6
	1 written** warning	Fourth	7
	Suspension	Fifth	8
Failure in responding using the microphone when asked/prompted by the teacher	2 verbal warnings 2 written* warnings 1 counselling*	First	4

*issued by the subject teacher **issued by Disciplinary Board	session		
	2 verbal warnings 2 written* warnings 1 counselling* session	Second	5
	2 verbal warnings 2 written* warnings 1 counselling* session	Third	6
	1 written** warning	Fourth	7
	Suspension	Fifth	8
Walked away from the screen/left the class/event/assembly without informing the teacher/administrator/Head of Program immediately **issued by Disciplinary Board	1 verbal warning	First	3
	1 verbal warning	Second	5
	1 written** warning	Third	7
Failure in providing screenshot of the internet speed test results **issued by Disciplinary Board	1 verbal warning	First	2
	1 verbal warning	Second	3
	1 written** warning	Third	6
Failure in participating fully and actively in class (inactive/did not respond when called/slow to respond – more than 30 seconds) *issued by the subject teacher **issued by Disciplinary Board	2 verbal warnings 2 written* warnings 1 counselling* session	First	4
	2 verbal warnings 2 written* warnings 1 counselling* session	Second	5
	2 verbal warnings 2 written* warnings 1 counselling* session	Third	6
	1 written** warning	Fourth	7
	Suspension	Fifth	8
Spammed the chat box (chatting with friends/chat about unrelated content excessively) **issued by Disciplinary Board	1 verbal warning	First	2
	1 verbal warning	Second	3
	1 written** warning	Third	6
Late submission *Reminder via chat box/comment box in Google Classroom/WhatsApp/Email *issued by the subject teacher	3 written* warnings (delayed for 14 days)	-	5
Failure in requesting for an extension for	1 verbal warning	First	2

work/task/homework/project 24 hours before the due date	1 verbal warning	Second	3
	*after the 3 rd verbal warning, 5 points – maximum points.	Third	4
Submitted empty/incomplete assignments *Reminder via chat box/comment box in Google Classroom/WhatsApp/Email *issued by subject teacher **issued by the Disciplinary Board	1 written* warning	First	4
	1 written* warning	Second	5
	1 written* warning	Third	6
	1 written** warning 1 counselling** session	Fourth	7
Failure in following instructions given by the teacher in Google Classroom *after the 3 rd verbal warning, 5 points – maximum points.	1 verbal warning	First	2
	1 verbal warning	Second	3
	1 verbal warning	Third	4
Failure in responding to comments/advice from teachers or question(s) posted in Google Classroom *after the 3 rd verbal warning, 5 points – maximum points.	1 verbal warning	First	2
	1 verbal warning	Second	3
	1 verbal warning	Third	4

Physical session

Misconduct	Penalty	No.of offence	Demerit
Inappropriate clothing/appearance or incomplete school uniform **issued by Disciplinary Board	1 verbal warning	First	4
	1 verbal warning	Second	5
	1 written** warning	Third	6
	Suspension	Fourth	7
Name-calling, using inappropriate language, etc **issued by Disciplinary Board	1 verbal warning	First	5
	1 written** warning	Second	6
	1 written** warning	Third	6
	Suspension	Fourth	7
Quarrelling, or rude exchanges **issued by Disciplinary Board	1 verbal warning	First	5
	1 written** warning	Second	6
	1 written** warning	Third	6
	Suspension	Fourth	7
Making unreasonable noise in class (disruptive) and school compound	3 verbal warnings	First	4
	2 verbal warnings	Second	4

issued by Disciplinary Board	1 written warning	Third	5
	1 written** warning	Fourth	5
	Suspension	Fifth	8
Leaving class/ECA/school without permission (during school hours) **issued by Disciplinary Board	1 verbal warning	First	5
	1 written** warning	Second	6
	1 written** warning	Third	7
	Suspension/Expulsion	Fourth	8
Arriving late to school 10 minutes or more without a valid reason **issued by Disciplinary Board	1 verbal warning	First	3
	1 verbal warning	Second	5
	1 verbal warning	Third	7
	1 written** warning	Fourth	9
	1 written** warning	Fifth	11
	Suspension/Expulsion	Fourth	13
Entering class 10 minutes late without a valid reason **issued by Disciplinary Board	1 verbal warning	First	3
	1 verbal warning	Second	5
	1 verbal warning	Third	7
	1 written** warning	Fourth	9
	1 written** warning	Fifth	11
	Suspension/Expulsion	Fourth	13
Insubordination by deliberately failing to comply with the reasonable directions of a teacher, school administrator, or other school employees. **issued by Disciplinary Board	1 verbal warning	First	3
	1 verbal warning	Second	5
	1 written** warning	Fourth	9
	1 written** warning	Fifth	11
	Suspension/Expulsion	Fourth	13
Verbal threats, intimidation and fighting involving minimal medical attention (general first aid or not required at all) **issued by Disciplinary Board	1 verbal warning	First	5
	1 written** warning	Second	7
	1 written** warning	Third	9
	Suspension/Expulsion	Fourth	13
Fighting (stabbing with tools), violent behaviour, all forms of bullying, hazing (Physical or mental torture) that requires serious medication.	Suspension/Expulsion	-	13
Behaviour that diminishes the rights of other students to learn and the	1 verbal warning	First	5

rights of teachers to teach, such as inappropriately interrupting lessons and classmates/not completing homework/projects/assignments *issued by the subject teacher **issued by the Disciplinary Board.	1 verbal warning	Second	5
	1 written** warning 1 counselling* session	Third	7
	1 written** warning 1 counselling** session	Fourth	9
	Suspension/Expulsion*	Fifth	11
Any Public Display of Affection (PDA) or Secretive Display of Affection (SDA) including but not limited to petting, necking, kissing, or passionate embraces **issued by the Disciplinary Board	1 written** warning 1 counselling** session	First	11
	1 counselling** session Suspension	Second	13
	Suspension	Third	15
	Expulsion*	Fourth	-
Obscenity, Profane gestures, owning or distributing obscene/X-rated materials or any other related gestures or materials.	1 written** warning 1 counselling** session	First	11
	1 counselling** session Suspension	Second	13
	Suspension	Third	15
	Expulsion*	Fourth	-
Gambling in any form/betting	1 counselling** session Suspension	First	13
	Suspension	Second	15
	Expulsion*	Third	-
Use of alcohol, drugs and tobacco/vape any form of use or under the influence in the compounds of the school	Expulsion*	-	-
Possession of alcohol, drugs and tobacco/vape any form of use or under the influence in the compounds of the school **issued by the Disciplinary Board	1 counselling** session Suspension	First	13
	Suspension	Second	15
	Expulsion*	Third	-
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	1 written** warning 1 counselling** session	First	11
	1 counselling** session	Second	13

**issued by the Disciplinary Board	Suspension		
	Suspension	Third	15
	Expulsion*	Fourth	-
Forgery, plagiarism, misuse of teacher's or school staff's name. *issued by the HRT **issued by the Disciplinary Board	1 written** warning 1 counselling* session	First	11
	1 counselling** session Suspension	Second	13
	Suspension	Third	15
	Expulsion*	Fourth	-
Vandalism and destruction of school/school staff's property (accidental/deliberately) *issued by the HRT **issued by the Disciplinary Board	1 written** warning A fine of no less than RM300 1 counselling* session	First	11
	Suspension A fine of no less than RM300	Second	13
	Expulsion*	Third	-
Usage and possession of phones and other devices in class/school areas and during school hours without written consent. **issued by the Disciplinary Board	1 written** warning Confiscation: 1 day	First	5
	1 written** warning Confiscation: 1 week	Second	7
	1 written** warning Confiscation: 1 month	Third	9
	1 written** warning Confiscation: device(s) will not be returned	Fourth	15
Incomplete homework/assignments/projects/tasks as well as not bringing the materials required *issued by the subject teacher/HRT **issued by the Disciplinary Board	1 verbal warning	First	5
	1 verbal warning	Second	5
	1 written** warning 1 counselling* session	Third	7
	1 written** warning 1 counselling* session	Fourth	9
	1 written** warning 1 counselling** session	Fifth	13
	Suspension/Expulsion*	Sixth	15
Cheating in examinations/continuous assessments **issued by the Disciplinary Board	1 counselling** session 1 written** warning Suspension/Expulsion*	-	-

Any other form of minor misconduct such as tardiness, disrespect and general flouting of rules and instructions, etc *issued by the subject teacher/HRT **issued by the Disciplinary Board	1 verbal warning	First	5
	1 verbal warning	Second	5
	1 written** warning 1 counselling* session	Third	7
	1 written** warning 1 counselling* session	Fourth	9
	1 written** warning 1 counselling** session	Fifth	13
	Suspension/Expulsion*	Sixth	15
Unkempt subject file(s), missing worksheets/notes *issued by subject teacher	2 verbal* warnings *checked by subject teacher once a month *applicable for all subjects	-	2

*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 school reserves the right to suspend a student after a written warning or immediately, depending on the seriousness of the case and recommendations from the Disciplinary Committee.**
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 60 marks (60%) which is a fair initial mark, indicating a C for all students in the beginning. Merit points will be added to the 60% according to the recorded good deeds and conducts. Demerit points will be deducted based on recorded misdeeds and misconducts from the 60%. However, for students who display unselfish and beyond-the call-of-duty good deeds will be awarded points according to the guidelines below:

School participation (Physical/Online session)

List of good conduct	Details	Merit
Attends and actively participates/contributes to every meeting/events arranged by the teacher/school throughout the term	<ul style="list-style-type: none"> ● HPC/Prefects ● Sports Committee ● Sports House practice ● ECA/e-ECA ● Assembly ● Per term basis ● Issued by the teacher-in-charge/HRT 	5
Actively contribute to events in school	<ul style="list-style-type: none"> ● HPC/Prefects ● Students ● Per term basis ● Issued by the teacher-in-charge/HRT 	5
Report on misdeeds/misconducts	<ul style="list-style-type: none"> ● Issued by the teacher-in-charge/HRT 	2
Shows proactivity in class/subject/events	<ul style="list-style-type: none"> ● Have to be agreed with the HRT at the beginning of the term in the goal setting ● Issued by the HRT 	5

Increase in grades by 10%	<ul style="list-style-type: none"> ● Examinations ● Continuous Assessments ● Have to be agreed with the HRT at the beginning of the term in the goal setting ● issued by HRT 	10
Tutor a fellow student	<ul style="list-style-type: none"> ● Improvement in grades by 10% ● Have to be agreed with the HRT at the beginning of the term in the goal setting ● Per term basis ● Issued by HRT 	5
Participate in competitions/events/sports organised by school	<ul style="list-style-type: none"> ● Participation ● Qualify for semifinals/finals round ● Achieved third place/third runner-up ● Achieved second place/second runner-up ● Achieved first place/grand prize ● Per term basis ● Issued by the HRT 	5 5 5 5 7
Participate in competitions/events/sports organised by external parties	<ul style="list-style-type: none"> ● Participation ● Qualify for semifinals/finals round ● Achieved third place/third runner-up ● Achieved second place/second runner-up ● Achieved first place/grand prize ● Per term basis ● Issued by the HRT 	5 5 5 5 7
Full attendance for the term	<ul style="list-style-type: none"> ● inclusive of official notification by parents/medical certifications ● Per term basis ● issued by HRT 	10

Primary Division (Physical/Online session)

List of good conduct	Details	Merit
Did not run around the school corridors/in class/at home during lessons	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Properly seated at own seat (no walking around while the teacher is attending other students)	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Raised his/her hand to answer. (Raised hand and wait until the teacher calls your name to speak)	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Bring all the books according to the timetable. (Follows class timetable)	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Submit homework on time	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Respond to teachers' questions.	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Listen attentively (pay attention during lessons and not interrupt teachers while they are teaching)	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
No pushing/ aggressive play in the classroom (pushing the table/ crawling under the table/)	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT ● To be observed by subject teachers 	2
Be helpful with each other (Be friends with everyone and help	<ul style="list-style-type: none"> ● Per week basis ● Issued by the HRT 	2

others when needed)	<ul style="list-style-type: none"> To be observed by subject teachers 	
Greet all teachers. (Initiate the act of greeting teachers in and outside of the classrooms)	<ul style="list-style-type: none"> Per week basis Issued by the HRT To be observed by subject teachers 	2
Carry out given responsibilities in the classroom	<ul style="list-style-type: none"> Per week basis Issued by the HRT To be observed by subject teachers 	2
Full attendance for the term	<ul style="list-style-type: none"> inclusive of official notification by parents/medical certifications Per term basis issued by HRT 	10

*The above represents the general list of good conducts. 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 good conducts and the appropriate rewards without prior notification.**

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.

25.1 Life after COVID-19

Students must have their temperature taken, register via the QR code to fill in the form for contact-tracing purposes, wear a mask and sanitise their hands before entering the premises.

Students must bring their own containers for break and lunchtime. Students are not allowed to leave the classroom without permission from the teacher-in-charge. Students must also not leave the classroom all at once, please wait for your names to be announced by the administration.

26. Lunch Time

Students will have 45 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.

Since March 2020, Honsbridge has diligently adhered to the Standard Operating Procedures (SOPs) to play our part in curbing the spread of COVID-19. Therefore, the canteen area has been temporarily repurposed into a waiting area as students are to practice physical distancing during lunchtime. For students to play their part in curbing the spread of COVID-19, students:

1. Must eat at their desks in their classrooms only
2. Must consciously exercise physical distancing
3. Must not share their food, utensils, food and water containers (with the exception for immediate family members only – siblings)
4. Must not eat at the same desk with other students
5. Must not eat at the teacher's desk
6. Must not use another student's desk

The list above is not the final and is subject to change. 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.

Students who do not comply with the list above will be sent home immediately and will only be allowed to return to physical classes when they have acknowledged their errors in writing and sign an agreement to not repeat the offence. Repeated offenders will face severe consequences such as suspension and expulsion as Honsbridge takes your child's health seriously.

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 always encourage all students to drive safely and responsibly.

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.

To continuously protect our students, all visitors must have their temperature taken, register via the QR code to fill in the form for contact-tracing purposes, wear a mask and sanitise their hands before entering the premises.

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

The students MUST adhere to the following rules during the physical continuous assessments/tests/examinations:

1.	Students MUST wear proper school attire.
2.	Students MUST sit in the exam hall according to the seating arrangement
3.	Students MUST NOT ask for answers/hints/tips from the examiner/invigilator during the exam.
4.	Students are STRONGLY DISCOURAGED TO NOT make any loud noise before, during, and after examinations.
5.	Students MUST bring a complete set of stationery, such as a protractor, pen, etc. to sit for the exam.
6.	Students MUST NOT go to the washroom during the exam except for exam papers of 2 hours or more. Therefore, please go to the restroom before the exam starts.
7.	Students MUST NOT bring any notes, books, food, chewing gum, and bags into the exam hall.
8.	Students MUST NOT bring back any materials such as rough and question papers when the exam is over.
9.	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.
11.	Students are STRONGLY ENCOURAGED not to leave questions unanswered

The students MUST adhere to the following rules during the virtual continuous assessments/tests/examinations:

1.	Students MUST wear proper school attire.
2.	Students MUST enter the e-Classroom/e-Hall (Google Meet) 20 minutes before the tests/exams.
3.	Students MUST have a stable internet connection.
4.	Students MUST NOT ask for answers/hints/tips from the examiner/invigilator during the exam.
5.	Students MUST inform the invigilator/teacher/Head of Program immediately if they were to drop out of the Google Meet. Failure to do so will result in their answer sheet not being accepted. Students who leave the virtual exam for more than 5 mins without proper justification will be banned from sitting/completing the exam.
6.	Students MUST have a complete set of stationery such as a protractor, pen, etc. to sit for the exam. You are not allowed to leave once the test/exam is in session.
7.	Toilet breaks are allowed only for exams of 2 hours in duration or more. Therefore, please go to the washroom before the exam starts.

8.	Students MUST Inform the invigilator of the number of devices used (phone for the camera, etc).
9.	Students MUST HAVE their camera showing their top and front of the upper body (face-shoulder-collar bone) till upper limbs (arms) and answer sheet in clear view.
10.	Students MUST NOT share the exam papers with anyone (printed/digital) as it is the school's property
11.	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.
12.	Students are STRONGLY ENCOURAGED not to leave questions unanswered.
13.	Students MUST understand and accept that the invigilator/examiner/teacher reserves the right to disqualify a student if he/she did not follow the rules
14.	Students must have their laptop, phones, tablets, printer, device's charger and portable webcam on stand by. The Examination Board strongly recommends to fully charge your devices so that your examination will not be interrupted.
15.	Students MUST switch off your microphone to be in the mute mode at all times during the examination unless you need to ask a question. If you face any problems in the exam, the invigilators on duty are ready to assist you.
16.	Students MUST NOT refer to any notes during the examination.

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 a student is appointed to be the subject mentee, these nominations are honourable because they believe that the respective mentor and mentee can enjoy the HMM system's benefits. The teacher can withdraw the nomination from the students at any time should the teacher think so. When the mentor has completed two successful terms of mentoring, the student is entitled to receive a mentoring certificate.

33.1 Duties of an academic mentor:

- i. To assist the mentees on their homework, but it does not mean 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 to improve on the subject at the end of two terms.
- v. To maintain an excellent academic record and conduct.

33.2 Duties of an academic mentee

- i. To do the homework first and check with the mentor on work if necessary.
- ii. To be prepared for a lesson 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 assisting the teachers in the school's Sports Enrichment classes and 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 a 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 satisfactory 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 successfully discharged his/her duties, 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 2021:

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 and my parents or guardians. I know that if I am under age 18, shall I commit any offence; I am subjected to consequences of the school's Disciplinary Procedure.

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

I understand that the rules and regulations are automatically agreed upon and no signature is required to indicate agreement.

The Honsbridge Disciplinary Board.