School Fees For Junior Students

<table>
<thead>
<tr>
<th>Month</th>
<th>Fee</th>
<th>Miscellaneous Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – October</td>
<td>RM 288.00</td>
<td>RM 53.00</td>
<td>RM 341.00</td>
</tr>
<tr>
<td>Year Total</td>
<td>RM 3,410.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Fees For Senior Arts & Science Classes

Arts Classes

<table>
<thead>
<tr>
<th>Month</th>
<th>Fee</th>
<th>Miscellaneous Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – September</td>
<td>RM 372.00</td>
<td>RM 57.00</td>
<td>RM 429.00</td>
</tr>
<tr>
<td>October</td>
<td>RM 372.00</td>
<td>RM 56.00</td>
<td>RM 428.00</td>
</tr>
<tr>
<td>Year Total</td>
<td>RM 4,289.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Science Classes

<table>
<thead>
<tr>
<th>Month</th>
<th>Fee</th>
<th>Miscellaneous Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – September</td>
<td>RM 372.00</td>
<td>RM 81.00</td>
<td>RM 453.00</td>
</tr>
<tr>
<td>October</td>
<td>RM 372.00</td>
<td>RM 80.00</td>
<td>RM 452.00</td>
</tr>
<tr>
<td>Year Total</td>
<td>RM 4,529.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information concerning school fees:

1. The annual school fees may be paid in 10 installments.
2. Please submit all fees before the 20th of each calendar month at the General Office.
3. Miscellaneous Fees include computer use fee, computer maintenance fee, extracurricular activity fee, examination fee, printing fee, sports day fee, and personal accident insurance premium.
4. School Fees may be submitted in cash, or cheque issued to: - SABAH CHINESE HIGH SCHOOL.
5. School Fees maybe paid in a one-time payment, or every semester, or monthly.
6. Insist on a receipt for the payment of school fee at all times.

Revised 2015
Implementation 2016
<table>
<thead>
<tr>
<th>No</th>
<th>List</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mission &amp; Vision, School Motto</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>School Emblem</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Song School</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Rules &amp; Regulations</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Rules &amp; Regulations Governing Students’ Conduct &amp; Merit &amp; Demerit Systems</td>
<td>5 – 9</td>
</tr>
<tr>
<td>6</td>
<td>Grooming Standards For Students</td>
<td>10 – 11</td>
</tr>
<tr>
<td>7</td>
<td>Grooming Standard For Female Students</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Classroom Rules</td>
<td>16</td>
</tr>
<tr>
<td>9</td>
<td>Rules On Taking Leave</td>
<td>17</td>
</tr>
<tr>
<td>10</td>
<td>Examination Rules &amp; Regulations</td>
<td>18 – 19</td>
</tr>
<tr>
<td>11</td>
<td>Scoring And Grade Retention Guidelines</td>
<td>20 – 21</td>
</tr>
<tr>
<td>12</td>
<td>Calculation Of Scores For Absenteeism In Examinations</td>
<td>22</td>
</tr>
<tr>
<td>13</td>
<td>Reward Scheme For External Competitive Events</td>
<td>23</td>
</tr>
<tr>
<td>14</td>
<td>PBS And UEC Guidelines</td>
<td>24</td>
</tr>
<tr>
<td>15</td>
<td>Library Rules</td>
<td>25 – 26</td>
</tr>
<tr>
<td>16</td>
<td>School Fees For Junior One &amp; Two Students</td>
<td>27</td>
</tr>
</tbody>
</table>
MISSION

Helping students to perform their best in order to achieve good results. Providing students the opportunity to receive a good education. Instilling and cultivating a culture of learning in our community.

VISION

To equip students and teachers with the skills for non-ceasing lifelong learning.

SCHOOL MOTTO

The School Motto urges all parties concerned to be unyielding in our quest for progress and innovation. It motivates and challenges students to seek truth, knowledge and innovation. To be innovative, one must first have qualities of creativity, civic-mindedness, perseverance and teamwork. Being innovative is the common attribute shared by many renowned individuals around the world.

The School Motto embodies and emphasizes the fine qualities and basic moral values.
11. No school-leaving-certificate shall be issued or other connected procedure done unless the student / borrower concerned shall have first returned to the library all books / magazines or other reading materials which he or she has borrowed, and also paid all the penalty and / or compensation referred to in regulation three hereinabove.

12. Any borrower who commits a breach of any of these regulations shall be severely penalised, and shall further be suspended as such borrower.

13. The library reserves the right to amend or revise all or any of these regulations.

<table>
<thead>
<tr>
<th>Time</th>
<th>During the School Term</th>
<th>School Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Saturday</td>
<td>08:00am - 11:00am 12:00noon - 04:30pm</td>
<td>08:00am - 12:00noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>07:00pm - 09:00pm</td>
<td>08:00am - 12:00noon 07:00pm - 09:00pm</td>
</tr>
<tr>
<td>Special School Holiday,</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday and Public Holiday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Library Opening Hours |
LIBRARY RULES

1. The school’s library is open only to the school’s employees teachers and students. For students currently studying in the school, their smart cards may be used.

2. At any one time, only two books and / or magazines or other reading materials may be borrowed for two weeks by any person entitled to borrow from the library (hereinafter referred to as “borrower”). At the end of the said period of time, unless the same reading materials have been reserved by other borrowers, they may be borrowed again for another two weeks.

3. Where any of the books / magazines or other reading materials are returned after they are due, the borrower shall pay to the library a penalty of RM0.10 per day per copy, inclusive of holidays, in respect of the overdue period. Where the said books / magazines or other reading materials have been lost, the borrower shall pay to the library a sum equivalent to double the amount of the price which the library had paid for them. Where the said books / magazines or other reading materials have been confiscated by teachers, the borrower shall pay to the library a sum equivalent to the price which the library had paid for them.

4. The borrower shall be responsible for checking that the books / magazines or other reading materials to be borrowed are in good condition, and shall take good care of them while they are in his or her custody. When the same books / magazines or other reading materials are returned to the library, if any of them shall be found to have been damaged, or to have pages missing from them, or to have doodling done on any of their pages, or to have the corners of any of their pages folded, the library shall be at liberty either to suspend the borrower’s borrowing privileges for a specified time, or to require the borrower to replace the said books / magazines or other reading materials with new copies thereof.

5. No borrower shall lend his or her smart card to any other person; nor shall he or she borrow any books / magazines or other reading materials on behalf of any other person.

6. Borrowers shall be suitably attired while entering the library.

7. Borrowers shall co-operate in keeping the library premises clean. They are not allowed to bring into the library any school bags, hand bags, water bottles, food, pocket knives or scissors. They are not allowed to smoke or eat or drink in the library.

8. Borrowers shall keep quiet in the library, shall not use handphones (which shall be switched off or to silent mode), and shall not move the positions of any of the tables or chairs therein.

9. Borrowers shall replace books / magazines or other reading materials to their original positions on their shelves or elsewhere after use. Except for books / magazines or other reading materials which the borrower has borrowed, no other article whatsoever may be removed from the library.

10. The above-mentioned smart cards must be produced for verification at the time of finalising the borrowing procedures. The cost of replacing any damaged or lost smart card shall be RM20.00.
“S.T.C.S.” stands for “SEKOLAH TINGGI CINA SABAH”, being the abbreviated version of the school’s name in Bahasa Malaysia.

The S.T.C.S. Emblem is shaped as a shield. It is 2.5cm long and 3cm wide. The colour on the badge - red, yellow, blue, green and white - are derived from the Sabah State flag, signifying our school’s affinity with our home state, Sabah. The plum blossom flower in the centre of the emblem is noted for its integrity and its ability to withstand cold. These traits signify the hardworking spirit of the Chinese people. Mount Kinabalu, Southeast Asia’s highest peak, is an important landmark of Sabah. Its place in the emblem represents our school’s persistent efforts in seeking the highest goals and ideals. The light rays emitting from the plum blossom signifies that the school’s future is as bright and radiant as the rising sun.
PBS AND UEC GUIDELINES

1. School internal assessment for the junior levels assessment. The implementation of PBS will begin in 2013 and the PT3 assessment in 2014 to replace the PMR system. The Education Ministry stipulates the conditions of the assessment the types and the progress assessment reports and the basic conditions for achievement.

The figure below illustrates the assessment guidelines.

![Diagram of assessment guidelines]

- PBS
  - Academic
  - Non-academic

  **External assessment**
  (Ministry Of Education)
  **Internal assessment**
  1. Sport
  2. Sport competition
  3. ECA :
     - Uniformed Group
     - Academic Clubs
     - Sports-Related Clubs

Internal assessment - Academic
(a) External assessment (Department of Education) Form Three students to under go the PT3 assessment.
(b) Internal assessment (School) - Students will be assessed by a ministry - approved assessment at the end of every unit completed (unit students pass the assessment).
   I Non-academic internal assessment subjects include sports, competitions, ECA and psychological assessment. ECA assessments include those for uniformed groups, academic clubs and sports-related clubs. All Junior One students are required to pass these assessments.
   II The implementation of the assessments above requires large amounts of printing and / or photocopying. Students’ workload will increase and parents are urged to supervise students in their achieving the basic requirements.

2. Junior One - Junior Three syllabus include the PBS syllabus and Junior UEC syllabus.

3. The UEC syllabus is taught in Junior One to Junior Three. The Junior UEC examination (to be taken in Junior Three) covers the syllabus taught in these three years.
REWARD SCHEME FOR EXTERNAL COMPETITIVE EVENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Individual</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position</td>
<td>First Prize</td>
</tr>
<tr>
<td>International Level</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>National Level</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>State Level</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>District Regional Level</td>
<td></td>
<td>2.5</td>
</tr>
</tbody>
</table>

1. The reward scheme for students who participate in external / out-of-school competition is as stated above.

2. If a student receives multiple awards, points will be awarded to him / her based on his /her best individual result and best team result.

3. If a student takes part in a competition of his / her own accord and wins, only the result will be recorded and no merit points will be given, except with the approval of the School Administration.

4. Students representing the school in competitions must attend all training sessions and competitions or be subject to disciplinary action.

5. A minor demerit will be recorded against students who, for personal reasons, choose not to represent the school but instead to represent another team or other teams in any competition.

6. Students who have attended training will be awarded participation points.

7.1 If a student receives multiple awards, points will be awarded based on his / her best individual result.

7.2 If the competition is held at several levels (eg. district / regional, state and national), points will be awarded for each level, and not only for the best of the levels.

7.3 In respect of competitions comprising several different event (eg. a track and field competition may comprise both the 100m and the 200m races), a student who takes part in and wins more than one such events will be awarded points for each event won, and not only for the best event.

8. Students who are awarded merit marks need to have exemplary learning attitude. Should more than three teachers complain about one student’s learning attitude, merit marks given will be reduced by 50%. Thereafter the said student’s right to represent the school will be revoked for one month.
RULES & REGULATIONS

1. COMMUNITY
   1. Love and respect oneself and others and show the same for family, school and country.
   2. Reflect the good traits of the Chinese community through one’s behavior.
   3. Obey the rules and uphold the reputation of our school.
   4. Be respectful to elders and teachers.
   5. Uphold team spirit.
   6. Be self-motivated and disciplined, and uphold honesty and integrity.

2. DAILY LIFE
   1. Maintain a healthy routine of rest and work, and be disciplined in one’s daily life.
   2. comply with the prescribed dress-code, and ensure simplicity and cleanliness.
   3. Obey the school’s rules in all situations.
   4. Do not remove or misuse other people’s belongings.

3. SCHOOL WORK
   1. Be diligent in mastering the three languages, viz: Chinese, Bahasa Malaysia and English.
   2. Be attentive in class.
   3. Be punctual for all classes and assemblies. Avoid being absent for no valid reason.
   4. At recess time, arrange books, stationary and furniture neatly. Make it a point to spend recess outside of the classroom.
   5. Complete and submit all homework on time. Do not copy other people’s work and do not ask others to do the work.
   6. Obey examination rules.
   7. Be diligent in one’s studies. Seek honour and good results for oneself and others.

4. DAILY LIFE
   1. Assemble quickly and quietly for ECAs. Be presentable and orderly at all times.
   2. Be mindful of rules and regulations when participating in group or interschool activities. Avoid confrontation with others and seek the common good.
   3. Be active in providing labour and service. Seek results from unselfish actions and hard work.
   4. Be humble when there are good achievements, and do not be discourage when there is none.

5. OTHERS
   1. Be civic-minded.
   2. Do not litter, spit or vandalise school and public property. Take an active part in maintaining the cleanliness and hygiene of the school.
   3. Do not smoke, drink alcohol or take part in money-squandering activities. Do not cause trouble outside of school.
   4. Do not bring mobile phones to school. Focus on studying instead of love relationships.
   5. Those who violate the above rules and regulations should confess their wrong doings on their own initiative and accept the advice and penalties accorded by the school.
1. Unless otherwise provided, the following rules and regulations shall apply to the school’s merit and demerit systems.

2. Students are accorded the following ‘Merit’ and ‘Demerit’ Points as follows.
   2.1 Merit Points are:
       1. Award
       2. Minor Merit
       3. Major Merit
   2.2 Demerit Points are:
       1. Warning
       2. Minor Demerit
       3. Major Demerit
       4. Under Observation
       5. Oder For Expulsion
       6. Expulsion

   3.1 Awards will be recorded for the following:
       1. those who take up important responsibilities, provide good service, and perform well.
       2. those who are active in group activities in the school, or render service to societies, and show good results in so doing.
       3. those who have been proven to be honest.
       4. those who expose wrongdoings, such exposure having been confirmed to be justified.
       5. those who gain honour for the school through achieving excellent results while participating in external competitions and other activities.
       6. model students who display exemplary behavior.
       7. others who are worthy of such award.
   3.2 Minor Merit Points will be recorded for the following.
       1. those who help the school to win a team championship in external competitions.
       2. those who are active in community work and achieve good results.
       3. those who excel in various services and activities out of school, and help to gain honour for the school.
       4. those who have been proven to have shown care and concern for fellow-students and the school.
       5. those who have been proven to have shown love and concern for race and Chinese culture.
       6. those who otherwise quality for such merit points.
   3.3 Major Merit Points will be recorded for the following.
       1. those who gain special honour for the school outside the school.
       2. those who win first prize in external competitions.
       3. those who expose major illegal activities, such exposure having been confirmed to be justified.
       4. those who otherwise qualify for such merit points.
CALCULATION OF SCORES FOR ABSENTEEISM IN EXAMINATIONS

1. Students who take official school leave.
   1.1 Absent for non-major tests—100% of the mid-term examination mark will be used.
   1.2 Absent for mid-term examinations—100% of the accumulated non-major test results will be used, or
   1.2.1 Absent for mid-term examinations—50% of the end-of-term examination + 50 marks to make up a total of 100%.
   1.3 Absent for end-of-term examinations—100% of the mid-term examination mark will be used.

2. Students who take compassionate leave.
   2.1 Absent for non-major tests—100% of the mid-term examinations mark will be used.
   2.2 Absent for mid-term examinations—100% of accumulated non-major test results will be used.
   2.3 Absent for end-of-term examinations—100% of the mid-term examination mark will be used.
   2.4 Absent for non-major tests and mid-semester examinations—100% of the end-of-semester examination mark will be used.

3. Students who took sick leave and other personal leave.
   3.1 Absent for non-major tests—80% of the mid-semester examination mark will be used.
   3.2 Absent for mid-term examinations—60% of accumulated non-major test results will be used.
   3.3 Absent for end-of-term examinations—80% of the mid-term examination mark will be used.
   3.4 Absent for non-major tests and mid-term examinations—80% of the end-of-term examination mark will be used.

4. The Dean’s Office reserves the right to alter the above at its discretion.

Note:

1. Students who represent the school at external competitions: Refer to points 1.2 or 1.2.1 above.
2. Students who participate in competitions as private candidates, (ie. not at school representatives): The above conditions relating to personal leave apply.
3. Students who lose a parent sibling or grandparent: The above conditions relating to compassionate leave apply.
5. **Grade Point Average Scale:**

**Junior Grade Point Average (GPA) with 4.0 scales.**

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>65 - 79</td>
<td>B</td>
<td>3.67</td>
<td>Excellent</td>
</tr>
<tr>
<td>55 - 64</td>
<td>C</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>45 - 54</td>
<td>D</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>1 - 44</td>
<td>E</td>
<td>1.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**Senior Grade Point Average (GPA) with 4.0 scales.**

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A+</td>
<td>4.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>85 - 89</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>80 - 84</td>
<td>A–</td>
<td>3.67</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 - 79</td>
<td>B+</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B–</td>
<td>2.67</td>
<td>Good</td>
</tr>
<tr>
<td>60 - 64</td>
<td>C+</td>
<td>2.33</td>
<td>Good</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>45 - 54</td>
<td>D</td>
<td>1.67</td>
<td>Pass</td>
</tr>
<tr>
<td>40 - 44</td>
<td>E</td>
<td>1.33</td>
<td>Fail</td>
</tr>
<tr>
<td>1 - 39</td>
<td>F</td>
<td>1.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>
4. Standards governing Demerit Points.
4.1 Warning will be recorded for the following.
1. those who do not participate in meetings, and those who, being elected representatives, fail to turn up for meetings.
2. those who are disobedient.
3. those who are inattentive or who sleep in class, and those who do not bring school books to class.
4. those who do not hand in homework on time.
5. those who wear jewellery of other decorative accessories.
6. those who speak dialects.
7. those who are deliberately uncooperative.
8. those who spit, litter or otherwise jeopardize the hygiene of the school.
9. those who are untidy.
10. those who behave inappropriately during flag-raising ceremonies.
11. those who do not adhere to school or class rules or regulations.
12. those who sport hairstyles deemed inappropriate by the school.
13. those who are irresponsible in school.
14. those who verbally abuse fellow students.
15. those who disobey classroom or assembly rules.
16. those who are often late for class or assembly, and those who often leave early.
17. those who otherwise deserve to be given a warning.

4.2 A Minor Demerit will be recorded for the following.
1. those who bully fellow students.
2. those who vandalise school or public property.
3. those who disrupt order.
4. those who show arrogance by not changing their ways despite counseling.
5. those who open other people’s mail.
6. those who vandalise walls with graffiti.
7. those who absent themselves from assemblies without valid excuse.
8. those who steal on a relatively minor scale.
9. those who are dishonest towards teachers.
10. those who possess and / or read inappropriate reading materials.
11. those who leave the classroom without permission.
12. those who are rude and / or show disrespect towards teachers in relatively minor
13. those who otherwise deserve to have a Minor Demerit recorded against them.

4.3 A Major Demerit will be recorded for the following.
1. those who defame the school.
2. those who through their misbehavior outside the school, damage the reputation of the school.
3. those who vandalise and damage public property.
4. those who are rude and show disrespect to teachers.
5. those who forge or misuse the documents, books or seals of other people.
6. those who possess and / or read yellow - culture or pornographic materials.
7. those who set off firecrackers in the school.
8. those who set up factions as a means to bully others.
9. those who damage, destroy or alter any school notices or other documents.
10. those who cause physical harm to others.
11. those who look down on or defy teachers.
12. those who falsely accuse others, or give false testimony for or against other.
13. those who without permission, set up gatherings and, in that connection, put up notices and / or give out pamphlets.
14. those who conceal things they have picked up and deny such concealment.
15. those who smoke or drink.
16. those who play truant.
17. those who shirk community work and intentionally influencing others into doing so,
18. those who sport weird or unusual hairstyles or have their hair permed.
19. those who loiter in arcades or internet cafes and / or play electronic games.
20. those who loiter in billiards centres and / or play billiards.
21. those who otherwise deserve to have a Major Demerit recorded against them.

4.4 In–School Observation (Detention) will be ordered for the following.
1. those who publish, verbally or in writing, inappropriate materials.
2. those who physically abuse others.
3. those who carry or conceal weapons.
4. those who damage the school’s reputation by means of their speech, their writing of their conduct.
5. those who damage public property in circumstances which render such damage major or serious.
6. those who damage property belonging to teachers.
7. those who steal.
8. those who threaten prefects and /or behave in an unacceptable or threatening manner.
9. those who collectively play truant or go on strike.
10. those who misbehave and refuse to change such misbehavior despite repeated advice and counseling, and the disciplinary committee has ordered such penalty against them.

4.5 A Pre–Expulsion Warning will be given and recorded for the following.
1. those who assault and /or insult teachers and /or behave arrogantly, in circumstances which render such actions or behavior serious breaches.
2. those who break the law of the land.
3. those who commit affray in groups.
4. those who exhibit immoral and / or indecent behaviour.
5. those who cause trouble outside school and thereby damage the reputation of the school.
6. those who acting in a group, assault fellow students.
7. those against whom 3 (three) Major Demerit Points have been recorded.
8. those who continue to break the school’s rules while under In–School Observation (Detention).
9. those who received a ‘D’ grade for conduct.
10. those who misbehave and refuse to change such misbehavior despite repeated advise and counseling, and the disciplinary committee has ordered such penalty against them.
SCORING AND GRADE RETENTION GUIDELINES

1. 45 marks shall be the passing mark.

2. For each subject in any semester, the following provisions shall apply.
   2.1 (I) 30 % of the marks shall be appropriated towards tests, monthly tests, assignments.
   (II) 30 % of the marks shall be appropriated towards mid-term tests, and;
   (III) 40 % of the marks shall be appropriated towards the end-of-term tests.
   2.2 the average of the marks for the first and second semesters shall be taken as the annual marks.

3. Marks shall be deducted as follows.
   3.1 0.5 marks shall be deducted from the grand average marks for absence without reasonable cause.
   3.2 0.1 marks shall be deducted from the grand average marks for absence due to work-related causes.
   3.3 for sick leave, where the aggregated absence exceeds 1/3 of the number of days in the semester concerned, the student shall leave the school.
   3.4 where a student has been late coming to school on more than 2 occasions, then from the third time onwards, 0.1 marks shall be deducted from the grand average marks for each further occasion.
   3.5 where a student has left school early on more than 2 occasions, then from the third time onwards, 0.1 marks shall be deducted from the grand average marks for each further occasion.
   3.6 in respect of each occasion when a student arrives late for classes, 0.01 marks shall be deducted from the grand average marks.

4. Students shall be required to leave the school in any of the following circumstances.
   4.1 without reasonable cause, being absent from classes for 5 days or more.
   4.2 without reasonable cause, failing to take part in mid-semester, end-of-semester and mock tests or examinations.
   4.3 conduct or results of an inferior quality.
6.8 Answers shall be written on both sides of single-lined paper. If only one side is used, the answer sheet may not be marked.

6.9 In examinations on Mathematics, geometrical shapes shall be drawn on the answer paper; otherwise marks will be deducted.

6.10 For the Chinese Language subject at both Senior and Junior Levels, “应用文作答纸” shall be used for writing answers.

7. Examination students are strictly prohibited from bringing into the examination hall any mobile phone, “invisible pen”, book, notebook, pencil case or paper. They are also strictly prohibited from leaving the hall with in their possession any paper used for answering questions, whether used or unused. At the end of the examination period, they shall sort out such paper as may be in their possession into that which has not been used and that which has been used but subsequently cancelled by them, and deposit the said paper on the invigilating teacher’s table for his or her disposal.

8. Leaving the examination hall.

8.1 where the time allotted for the examination is 120 minutes or more, students may leave the hall 30 minutes before the expiry of the said time.

8.2 where the time allotted is 90 minutes or less, students shall not be allowed to leave the hall before the expiry of the said time.

8.3 where the time allotted is between 90 and 120 minutes, students may leave the hall 20 minutes before the expiry of the said time.

9. Students who are caught cheating in a examination, or who breach rules 2, 4, 5 or 7 of these rules, shall have their answer paper treated as cancelled, shall be awarded 0 marks for the subject in question, and shall have a Major Demerit Point recorded against them.

10. In any examination, students shall enter the examination hall when the bell is first rung, and may begin the examination when the bell is rung for the second time.

11. Students who arrive late at school shall be required to report to the school office for a late pass, and shall further be required to stand outside the examination hall for 10 minutes as a penalty.

12. Students who arrive late at school shall be required to report to the school office for a late pass, and shall further be required to stand outside the examination hall for 10 minutes as a penalty.

13. Students who remove their answer sheets from the examination hall shall be given 0 marks for the subject under examination.

14. Students are required to leave and depart from the examination hall immediately after they have handed in their answer sheets, and shall not remain and/or talk nosily outside the hall or in the corridors. Those who breach this rule shall be penalized.

15. The use of correction fluid is strictly prohibited in any examination. If any student shall breach this rule, than 50% of the marks which they otherwise would have been awarded shall be deducted therefrom.

16. Examination students may go to the washrooms only after obtaining permission from the Dean’s Office.

17. All students are prohibited from making noise in the vicinity of the examination hall during examinations.

18. Junior Three, Senior Two and Senior Three students must, at the time mock examinations are held, produce for inspection their Smart Cards. When examinations are being held, students who fail to produce such Cards shall be refused entry into the examination hall.
4.6 Expulsion will be ordered for the following.
1. those who join illegal organizations outside school.
2. those who physically assault teachers.
3. those who disrupt public order, and so jeopardize the peace and security of society.
4. those who commit crimes outside school.
5. those who take drugs.
6. those who extort.
7. those who stir up trouble in the school.
8. those who commit breaches of the school’s rules and regulations, and the disciplinary committee decides that such breaches are serious enough to warrant expulsion of the students concerned.

5. Cheating: A Major Demerit Point will be recorded against those who cheat, or attempt to cheat, or in any manner assist others to cheat, during any examination or test. Furthermore, those guilty of such actions will be assigned zero (0) marks for the answer paper or papers submitted by them in respect of the relevant examinations or tests, and their parents or guardians will be notified in writing of what happened.

6. Mobile Phones: If and when any students are found, during class or during any examination or test, in possession of mobile phones, the following action will be taken against them.
1. the mobile phone or phones will be confiscated by the school for the period of one (1) year.
2. a minor demerit point will be recorded against the student or students concerned, and.
3. the data stored in the mobile phone or phones may be accessed and inspected and, if any improper information or data is found therein, the student or students concerned will have an additional Major Demerit Point recorded against him or them.

7. External Competitions: A Minor Demerit Point will be recorded against any student who having been selected by the school to represent the school in an external competition, refuses without any reasonable excuse to carry out such assignment.

8. Dating among students is forbidden by the school. Any student who breaches this rule will have a Major Demerit Point recorded against him or her. A repeat offender will be asked to leave the school – ie. a Pre-Expulsion Warning will be recorded against and given to him or her.

9. Any student who repeats a breach of any of these rules will have the next, higher, level of demerit recorded against him or her.

10.1 To encourage self-improvement among students. Merit Points and Demerit Points may be set off against or used to cancel each other.

10.2 Not with standing sub-rule (1) of this rule, the major demerits of (a) In - School Observation (Detention), (b) Pre-Expulsion Warning and (c) Expulsion may not be used for such setting off or cancellation.

10.3 The conversion system for Merit and Demerit Points is as follows.
1. 3 Awards = 1 Minor Merit 3 Minor Merits = 1 Major Merit
2. 2 Warnings = 1 Minor Demerit 3 Minor Demerits = 1 Major Demerit
3. Major Demerit = Expulsion
3. (a) Merit and Demerit Points must be of equal value for the purpose of setting off or cancellation.
(b) a Merit Point earned earlier cannot be used for setting off a Demerit Point recorded afterwards.
(c) The restrictions contained in (a) and (b) above do not apply to Pre–Expulsion Warning or Expulsion.

11. If the conduct of any student breaches any law of the land, or is so serious as to fall outside the scope of these rules, then the disciplinary committee must meet to deal with the said matter.

12. Although Rules 3 and 4 herein govern the Merit and Demerit Points of students, the school may nevertheless take into account the following matters when considering the recording of the said Points.
1. the students’ normal every–day conduct.
2. their motivation and purpose.
3. their attitude and the means employed by them.
4. the consequences of their actions.

13. At the end of each semester, students’ conduct will be graded as follows.
1. Basic marks : 70
2. 1 Award : +2 Warning : − 2
1 Minor Merit : +5 1 Minor Demerit : − 5
1 Major Merit : +10 1 Major Demerit : − 10
3. Based on the students’ normal performance, teachers can add or deduct not more than 10 marks.
4. The Standard for Conduct Grades is as follows.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 &amp; above</td>
</tr>
<tr>
<td>A</td>
<td>85 – 89</td>
</tr>
<tr>
<td>A−</td>
<td>80 – 84</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
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<tr>
<td>B−</td>
<td>65 – 69</td>
</tr>
<tr>
<td>C+</td>
<td>60 – 64</td>
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<tr>
<td>C</td>
<td>55 – 59</td>
</tr>
<tr>
<td>C−</td>
<td>50 – 54</td>
</tr>
<tr>
<td>D</td>
<td>49 &amp; below</td>
</tr>
</tbody>
</table>

14. The principal of the school shall call meetings of the disciplinary committee to resolve cases where Pre–Expulsion Warnings and/or Expulsions have been recorded against any student.

15. When Demerit Points. In–School Observation (Detention), Pre Expulsion Warning or Expulsion has been recorded against any student, his or her parents or guardians must be notified in writing by the school.

16. The disciplinary committee may meet to revise or amend any unfinished matters arising out of these rules.

17. Once these rules have been approved by a meeting of the disciplinary committee the principal of the school will notify the Dean’s Office to execute them.
**EXAMINATION RULES & REGULATIONS**

1. Students must enter the examination hall 5 minutes before the start of a paper.
   1.1 The invigilating teacher may disallow any student who comes late for the examination and is unable to furnish a reasonable excuse there for from taking the said examination. For the purpose of this sub-rule, “coming late” shall mean non-compliance with the five - minute rule herein before stipulated.
   1.2 Any student who comes after 30 minutes have elapsed from the time the examination first started shall no be allowed to enter the examination hall to take the examination in question, and 0 marks shall be awarded to him or here respect of the subject being examined.

2. Students shall comply with the seating arrangements in the examination hall made by the school, and shall not be allowed to change their seats on their own accord and without permission.

3. All examination students shall wear their school uniforms.

4. All examination students shall deposit their text books, notes or reference books outside the examination hall.

5. While any examination is in progress, all students are prohibited from talking, moving around passing to one another stationary, making any noise whatsoever, reading out their own answers, or engaging in any of the following activities.
   5.1 peeking at others’ answer sheets or intentionally allowing others to look at their own answer sheets( in this connection, all students shall cover their answer sheets).
   5.2 exchanging question papers or answer sheets.
   5.3 engaging others to take the examination on their behalf.
   5.4 passing around or attaching text books, assignments or notes.

6. Once the question paper has been distributed, no questions will be entertained unless they relate to printing errors or lack of clarity in said printing.
   6.1 Students are bring their own relevant instruments and stationery. No borrowing from other is allowed.
   6.2 The Casio FX-570ms calculator is the designated calculator to be used for the following Senior Unified Examination subjects : Book-keeping, Accounting Commerce, Economics, Mathematics, Additional Mathematics, Additional Mathematics(1), Additional Mathematics(2), Biology and Chemistry.
   6.3 For the Junior Unified Examination subjects of Science and Mathematics, students shall not be allowed to use calculators, only the formula sheets provided by the school may be used.
   6.4 For all PMR subject except 50/2 Mathematics (II), a normal calculator (Kalkulator Bukan Saintifik Yang Tidak Boleh Diprogram) may be used.
   6.5 For all SPM subjects, an electronic calculator (Kalkulator Saintifik Yang Tidak Boleh Diprogram) may be used.
   6.6 Only pens with black or blue in may be used for answering examination questions. Green, Purple and Red ink and pencils may be used only for the purpose of drawing pictures and / or illustrations.
   6.7 In respect of “O” answer sheets, the following shall apply.
      (I) only 2B or BB pencils may be used for answering the questions appearing there on.
      (II) If the answers are marked with ball-point pens or with light-coloured pencils, the answer sheet may be cancelled and.
      (III) only rubber erasers may be used to effect an corrections, and if the correction fluid commonly known as liquid paper is used, the answer sheet shall be put aside and shall not be marked.
RULES ON TAKING LEAVE

1. In respect of leaves of absence for personal reasons, the parents or guardian of the student concerned shall sign a written letter of application addressed to the Form Teacher, and that letter shall be delivered by the student concerned personally to the Form Teacher.

2. In respect of sick leave, the parents or guardian of the student concerned shall, on the day on which such leave is required and before the start of classes for that day, by telephone contact the school office to apply to the Form Teacher for such leave. On the day the student returns to class, he or she shall deliver to the school or the Form Teacher either a written letter of application for leave personally signed by his or her parents or guardian or a medical certificate signed by medical doctor ordering such leave.

3. In respect of work leave, a written application, made in accordance with prescribed procedure for such leave, shall be made to the Dean’s Office through the teacher in charge.

4. In respect of any student who needs to leave classes earlier than the prescribed times, the following procedure shall apply.
   4.1 he or she shall first telephone his or her parents or guardian to fetch them at the school office.
   4.2 he or she shall then report to the school office to register such early-leaving procedure.
   4.3 he or she shall then remain at the school office to await the arrival of his or her parents or guardians.
   4.4 the said parents or guardian shall be required to fill in the required information in the form prepared by the school, and to hand it over to the teacher in charge of administration.
   4.5 the said teacher shall sign the form, hand it over to the student, and permit the student and his parents or guardian to leave the school compound. The students shall ensure that the said completed and signed form shall in turn be handed over to the security personnel stationed at the school entrance.
GROOMING STANDARDS FOR STUDENTS

1. HAIR
Students must not perm, straighten, rebind or bye their hair or sport inappropriate hair styles.
1.1 Male Students
1.1.1 The appropriate hair length is 1/2/3, and the hair must be kept clean and tidy at all times. Shaving one’s head bald is prohibited.
1.1.2 Sideburns must not reach lower than the middle of the ear.
1.1.3 Ponytails, beards and moustaches are prohibited.

1.2 Female Students
1.2.1 Hair at the front (Fringes) may not cover the eyes and eyebrows, which must be clearly visible.
1.2.2 Hair at the back may not reach the collar, while hair at the sides may not extend beyond the earlobes by more than 4cm.
1.2.3 No hair accessories whatsoever may be worn.

2. SCHOOL UNIFORM
2.1 Tops (Shirt / Blouse)
2.1.1 Male students shall wear while short-sleeved shirts. Female students shall wear cream coloured short sleeved blouses uniformly tailored for the school. All shirt and blouses shall be of good fit for comfort and ease of movement. Sleeves may not extended beyond the elbow, and may not be rolled up.
2.1.2 The names and student numbers of male students shall be embroidered onto the left upper part of the shirt, and the school badge is to be located in the middle of the left shirt pocket.
2.1.3 The names and student numbers of female students shall be embroidered onto the left upper part of the cream school blouse, and the school badge is to located above them.
2.1.4 Male students are required to tuck in their shirts neatly.
2.1.5 All students, male and female, shall ensure that their uniforms are properly buttoned.

2.2 Bottom (Short / Long Pants)
2.2.1 Junior – level male students shall wear dark shorts with a black belt. The distance between the them of the shorts and the knees shall not exceed 10cm.
2.2.2 Senior – level male students shall wear dark grey long pants with a black belt.
2.2.3 Only straight-cut long pants are acceptable. All other styles(eg. flares) are strictly prohibited.
2.2.4 Long pants must not be either too tight or too loose.
2.2.5 Denim style, design or material are not allowed.
2.2.6 Belts shall be all–black leather or PVC of about 2cm in width.

2.3 Bottoms (Skirts)
2.3.1 Only skirts made of the checkered material and design tailored according to the school’s requirements may be worn by female students.
2.3.2 Skirts shall be of good fit(neither too tight not too loose) and their hemlines shall extend 2 inches below the knees.

2.4 Socks
2.4.1 Only plain white socks may be worn.
2.4.2 Socks must reach above the ankle, and shall be at least 8cm from the top of the shoes.
2.5 Shoes
2.5.1 Only plain white canvas shoes shall be worn.
2.5.2 Shoes with new-fangled designs and/or styles may not be worn.
2.5.3 Shoes shall be kept clean and white at all times.
2.5.4 If any students are required, for reasonable cause, to wear slippers to school, they shall, before the start of daily classes, report to and register with the Discipline Office.

3. FINGERNAILS
3.1 Long fingernails are prohibited.
3.2 Fingernails must be kept clean at all times.
3.3 The use of fingernail varnish is prohibited.

4. OTHER MATTERS
4.1 Female students may wear colourless to transparent ear studs. Requests by any of them who have just had their ears pierced to wear earrings other than those permitted shall not be entertained.
4.2 Male students may not wear ear studs or earrings.
4.3 The lenses of spectacles worn by students shall not be tinted. If there is a need for tinted lenses, an optometrist’s prescription shall be produced for verification.
4.4 Coloured contact lenses are strictly prohibited.
4.5 Sunglasses are strictly prohibited.
4.6 No jewellery or other accessories of any kind may be worn. However, if any protective amulets are required to be worn by any student, his or her parents or guardians must personally apply for and obtain the school’s permission beforehand.
4.7 On Mondays, all prefects and male students are required to wear school ties during school hours.
4.8 On Saturday, all students are required to wear their ECA uniform with jeans and black belts. Only plain black or dark blue jeans without any embellishments whatsoever are allowed. Belts shall be black, leather or PVC and 2cm in width. Belts of any other type or material shall be prohibited.
4.9 The Discipline Office reserves the right to amend the Grooming Standards herein provided, or to add new provisions there to or to remove any existing provision or provisions there from.
CLASSROOM RULES

1. Class Times
1.1 Monday–Friday: 07:20am – 03:40pm
1.2 Extracurricular Activities: Thursday 02:30pm – 03:40pm, Friday 01:55pm – 03:40pm

2. Students must enter the classroom in an orderly manner immediately upon hearing the school bell. School bags and water bottles are to be placed in the drawers or beside the tables.

3. Once arranged, students’ seating positions in the classroom may not be arbitrarily changed without permission.

4. Text books and writing materials must be ready before the teacher begins teaching.

5. When the teacher enters the classroom, the class monitor first calls out to all students to stand. Once all students are standing, he or she calls out to all to bow. He or she shall call out for the students to be seated only after the teacher has responded.

6. If a teacher does not arrive in class five minutes after the bell, the class monitor shall proceed to the staff room to look for him or her or report to the office.

7. Students may not take out or place on their desks materials unrelated to the matter being taught in class.

8. Students shall be quietly seated and pay attention in class. No talking or passing of notes shall be allowed. If there are queries, students shall raise their hands and seek the teacher’s permission before raising the queries.

9. All assignments shall be submitted promptly at the time specified by the teacher.

10. Students on duty shall ensure that the black or whiteboard is clean before each class, and shall tidy up the classroom after such class.

11. Students may not leave their seats or exit the classroom without the teacher’s permission.

12. After each class, students may leave the classroom in an orderly manner only after the teacher has left it.

13. All classes are required to roster students to take turns to clean and maintain the cleanliness and tidiness of the classroom and its corridors.

14. All class monitors and those appointed to specific tasks shall pay special attention to the discipline and cleanliness in the classroom, and shall set good examples by following these and other rules and regulations.

15. All equipment and materials in any classroom shall be the responsibility of the class concerned, and that class shall be collectively responsible for the costs of repairing any damage to the said equipment and materials or of any necessary replacement there of.

16. While in class, students shall absolutely and unconditionally obey any direction given by the teacher.

17. Students who violate these rules and regulations shall be dealt with according to the school’s Demerit system.

18. Parents or guardians of students are not permitted to go to any classroom on their own initiative. In case of need, they shall first be required to report to the office, following which arrangements may be made for the student or students concerned to meet them in the office.

19. From Monday until Thursday, students are allowed to leave their books/ exercise books which they do not need to use for revision purposes in the classroom. All books/ exercise books must be brought home on Friday or the day before a holiday, or risk being confiscate.
THE STANDARD OF UNIFORM FOR EXTRA-CURRICULAR ACTIVITY
GROOMING STANDARD FOR JUNIOR LEVEL FEMALE STUDENTS
GROOMING STANDARD FOR JUNIOR LEVEL MALE STUDENTS
GROOMING STANDARD FOR SENIOR LEVEL MALE STUDENTS