



SAYFOL INTERNATIONAL SCHOOL

PARENT & STUDENT HANDBOOK

2021/22

INTRODUCTION

Dear Parent,

It is my great pleasure to welcome you to Sayfol International School.

Sayfol is a vibrant and bustling learning environment where diversity is valued. I love the school's diverse culture mix, the staff team, the students and the fact that we are a hidden gem in the middle of the city. My aim is to ensure that our focus is always on what is most important, our students. Our actions are designed to ensure the ambition of growing learners for life is a day-to-day reality for our students. The learning opportunities we provide help our students to pursue passions, identify their strengths and most importantly to provide a breadth of experiences for a strong educational foundation.

At Kindergarten and Primary School, children are provided with a safe, caring, dynamic learning environment where students experience a curriculum that engages them and encourages them to explore, question, experience, discuss and learn. Throughout these formative years, emphasis is centered on students developing a love of learning and an enquiring mind, as well as establishing excellent work habits.

As students move seamlessly from the Primary through to Secondary, there is an expectation that they will become involved in a number of the many activities offered at Sayfol. Life is busy with a focus on academic learning, however we also believe in healthy competition and keeping young people active. Our students work hard in the classroom and then play hard on the sports field and in the many cultural activities, we offer. Through our traditional House system, inter-House competitions, and Prefects, our students have the opportunity to develop their leadership skills, work together collegially and learn the importance of commitment.

Strong Aristocratic Young Followers of Our Lives

Ms. Michelle Jane

Principal – Sayfol International School

Contacts

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Campus address: 261 Jalan Ampang, 50450, Kuala Lumpur.

OUR MISSION

Our mission is **to unlock the potential of every student.**

– To develop them intellectually, emotionally, socially, creatively, morally and physically in order to become responsible, tolerant, discerning, confident and competitive citizens in a demanding and challenging world.

– We strive to nurture lifelong learners, encouraging and developing imagination, creativity, independent thinking, academic excellence and enthusiasm for life.

OUR PHILOSOPHY

At Sayfol International School, we believe in **The Quest of Knowledge.**

Our aim is to provide a holistic education for each individual child who walks the SAYFOLIAN path, for which SAYFOL was founded on. Therefore, we ensure that our students are well equipped with an education that will spur them on for life in the 21st Century. On the same note, the friendships, values and self-confidence they build here will provide all our Sayfolians with an invaluable foundation for their journey ahead into tertiary education.

OUR VISION

As teachers and parents, we are committed to encourage each child to achieve their maximum potential in an environment of intercultural understanding and respect.

We strive to **nurture reverence, imagination, creativity, independent thinking, academic excellence and enthusiasm for life.**

We envision students leaving us as distinguished individuals who are of good character, ready to face anything and meet the challenges of a rapidly changing world.

POLICIES AND PROCEDURES

ATTENDANCE

Regular attendance to school is one of the cornerstones to achieving a good academic performance. Students are required to be punctual for school and lessons and attend school regularly. Due to the nature of the curriculum and the process of assessment, it is expected that each student maintain at least a **90% attendance rate**, otherwise student **promotion** to the next year may be in jeopardy. Attendance to all school functions is mandatory.

When a student is absent from school they must bring a note or medical certificate which clearly explains the reasons for their absence. Parents/guardians of students who have been absent without an explanation will receive a phone call from the respective subject teacher. Absence after examinations is considered unacceptable and will affect the release of school documents.

Latecomers are missing valuable learning time. It is the **responsibility** of the student and **her/his parents/guardians** to ensure that he/she is on time to school. Latecomers will need to either bring a letter or inform their respective teacher the reason for their late arrival. **Should a student be consistently late without a note, the Year Coordinator will contact the parent/guardian.**

As responsible parent/guardian, effort should be made **not to request** for a leave of absence for a child during the term as this will **affect his/her progress especially academically.**

Each student will be provided with a student card and lanyard to be used to swipe in and out of the school each day. This will provide instant confirmation that your child has made it to school.

ASSEMBLY

Assembly will be held every Monday morning at 7.15am. It is compulsory for all students to attend the assembly in full uniform. The assembly is an important component of the school day as students are recognised for their contribution to the school as well as information about events for the week.

APPOINTMENT

Parents / Guardians requesting an appointment to see a teacher or member of the administration can do so by calling the school office at 03-42568781 or 03-42568791 or e-mail us at registrar@sayfol.edu.my. All appointments to be made before 7.30am or after 2.30pm.

COMMUNICATION

At Sayfol, we believe communication between the school and the parents / guardians is very important. Information or notices to the students will be either conveyed at assemblies, sent home in a newsletter, posted on the School website, by email or through Seesaw. If students have any concern, they should consult their Class Teacher or Year Co-ordinators who will then advise them on what course of action to take.

REPORTING AND ASSESSMENT PROCEDURES

The assessment of students is an on-going process. Formative assessments will be conducted throughout the year as an on-going evaluation. The formative assessments allow a teacher to see if their students are understanding the concepts taught but also help our students look at their own progress. The learning that the students do in the classroom day to day is very important in helping them understand new concepts. The in-class or formative assessment marks shown on the student progress report.

The end of term summative mark may consist of: an exam, presentation, project, portfolio, math problem set, essay, etc. and will also be reported on the progress report. Students' progress reports will be published on a termly basis. Progress report meetings with parents will be held termly to allow students to set their own learning goals and to track their progress.

Due to the nature of our curriculum and the process of assessment it is expected that the student achieve a 50% pass rate at the end of an academic year in order for the student to be promoted to the following year level.

Furthermore, the school reserves the right to submit only those students who have attained a 50% pass rate in that particular subject to sit for the International General Certificate of Secondary Education Examinations. The Principal reserves the right to allow or withdraw the students from the whole or part of the IGCSE Examinations.

STUDENTS' CODE OF CONDUCT

PRINCIPLES

The Students' Code of Conduct is based on:

- a) The mission statement of Sayfol International School
- b) The Philosophies of Sayfol International School

Discipline is seen as being central to the functioning of the school community. We aim through our discipline procedures to lead students to become self-disciplined, conscious of the rights of others and responsible for their own behaviour. All rules are designed to assist in the functioning of the school, to foster within the students a sense of pride in their school and their uniform to create an environment of trust, respect and responsibility between teachers and students.

OBJECTIVES

- a) To develop a community of students who are disciplined, considerate, with high moral values and have respect for others in order to achieve togetherness in a society of diverse race, cultures and religions.
- b) To provide a guideline for students of Sayfol International School on general conduct and to explain the disciplinary actions that can be taken against them if they do not abide by the Code.
- c) To ensure the well-being of all Sayfolians.

RESPONSIBILITIES

- It is the responsibility of the student to always be on his or her best behaviour, to fully concentrate on his or her academic program, to attend required activities, to show respect for school property and the property of others, as well as to abide by the rules and regulations of Sayfol International School.
- Students are to use the **official language** of the school, that is, **English**, in all their conversations (except during Language period). They are expected to speak decently and therefore foul language is strictly forbidden.
- Students are **not to be in classrooms or corridors BEFORE** school, **AFTER** school or **DURING** school break without a teacher's permission.
- Students are responsible for the **safety** of their **own, personal belongings**.

The Principal/Deputy Principal is responsible for dealing with the students' discipline and conduct.

CONDUCT

- Students are responsible for the safety of their belongings.
- Students are expected to take responsibility for their school which entails showing respect for school property and other personal property (including staff and students).
- Students are to show respect to persons in authority.
- Students are not to be in classrooms or corridors before school, after school or during school break without a teacher's permission.
- Students are not allowed to conduct any business inside or outside of the school bringing harm to the well-being, security and reputation of the school.

DISCIPLINARY ACTIONS

We help reinforce positive behaviour in our students however there are times when disciplinary action may occur. The following is intended to be a guideline for disciplinary action that may be taken in the event of unacceptable student conduct or behaviour:

Detention/Suspension

Examples of conduct that could lead to suspension/expulsion at the discretion of the Principal / Deputy Principal and will be served by student in school are:

- a) Failure to attend all classes without notice.
- b) Showing disrespect to fellow students.
- c) Persistent disruption in class.
- d) Repeated unsatisfactory behaviour.
- e) Showing disrespect to any staff member in the school.
- f) Not wearing the correct uniform even after being warned.
- g) Using offensive language after being warned.
- h) Persistently being late for school.

Suspension/Expulsion

Examples of conduct that could lead to suspension/expulsion at the discretion of the Principal / Deputy Principal and will be served by student out of school are:

- a) Unacceptable behaviour causing physical harm or endangering the safety of others.
- b) Possession of a dangerous weapon.
- c) Smoking on the school premises, on school buses and in your school uniform outside school.
- d) Being in possession of or consuming alcohol and banned drugs on the school premises.
- e) Persistently using offensive language after having been warned.
- f) Sexual misconduct.
- g) Truancy.
- h) Showing disrespect to any staff of the school.
- i) Stealing, cheating, gambling, bullying, harassing and vandalizing (either school or other people's property).
- j) Being in possession of books, magazines, photographs, videos, etc. that are obscene in nature.

CODE OF CONDUCT – Consequences for Unacceptable Student Behaviour

| UNACCEPTABLE STUDENT BEHAVIOUR | Notify Parents | Conference with Student | * Shall suspend | * Shall Proceed Toward Expulsion Inquiry | May Suspend | May proceed Toward Expulsion Inquiry | Shall Notify Police | May Notify Police | Notify Ministry of Education | Other |
|--|----------------|-------------------------|-----------------|--|-------------|--------------------------------------|--|-------------------|------------------------------|-----------------------------------|
| Possessing a weapon, including possessing a firearm | √ | √ | √ | √ | | | √ | | √ | |
| Robbery | √ | √ | √ | √ | | | √ | | √ | Restitution |
| Using a weapon to cause or to threaten bodily harm to another | √ | √ | √ | √ | | | √ | | √ | |
| Physical assault causing bodily harm requiring professional medical treatment | √ | √ | √ | √ | | | √ | | √ | |
| Sexual assault | √ | √ | √ | √ | | | √ | | √ | |
| Trafficking in weapons, illegal or restricted drugs | √ | √ | √ | √ | | | √ | | | |
| Providing alcohol to minors | √ | √ | √ | √ | | | √ | | | |
| Vandalism causing extensive damage to Board property (on or off of school property) | √ | √ | √ | | | √ | √ | | | Restitution |
| Possessing alcohol, illegal or restricted drugs | √ | √ | √ | | | √ | | √ | | |
| Being under the influence of alcohol, illegal drugs or other noxious substances | √ | √ | √ | | | √ | | √ | | |
| Deliberately striking or pushing a teacher or other person in authority | √ | √ | √ | | | √ | | √ | | |
| Conduct injurious to the physical or mental well-being of others in the school – i.e. fighting, bomb threats, false fire alarms, dangerous vehicle use, hate-motivated incidents | √ | √ | | | √ | √ | Bomb threat & hate-motivated violence √ | √ | Hate-motivated violence √ | Restitution if costs are incurred |
| Uttering a threat to inflict serious bodily harm | √ | √ | | | √ | √ | √ | √ | | |
| Bullying | √ | √ | | | √ | √ | √ | √ | | |
| Harassment | √ | √ | | | √ | √ | √ | √ | | |
| Inappropriate computer use | √ | √ | | | √ | √ | √ | √ | | |
| Persistent opposition to authority | √ | √ | | | √ | √ | √ | | | |
| Conduct injurious to the moral tone of the school | √ | √ | | | √ | √ | √ | | | |
| Habitual neglect of duty | √ | √ | | | √ | √ | | | | |
| Theft/Possession of stolen property | √ | √ | | | √ | | | | | Restitution |
| Academic dishonesty (i.e. plagiarism) | √ | √ | | | √ | | | | | Academic consequences |
| Swearing at or using profane or improper language when speaking with a teacher or other person in authority | √ | √ | | | √ | | | | | |
| Use of tobacco products on school property | √ | √ | | | √ | | | | | |

Please note: *Mitigating circumstances will be considered in all disciplinary investigations prior to the imposition of student consequences.

HOMEWORK

Homework is to assist students in **reinforcing** previously taught skills, in **exploring** and **extending** knowledge, in **preparing** students for future lessons, in **challenging** and **inspiring** independent learning, and in exploring **new** talents and skills.

Homework is the most valuable tool that allows **parents** to be included in their child's day-to-day **school experiences**, and enables students to take into their home environment that which is taught at school.

Parents can **follow** students' learning activities through **monitoring** their homework. All homework given by the teachers are recorded in the students' **HOMEWORK DIARY**. Teachers will check their students' homework, provide feedback, and return it to the students in a timely manner.

LATE WORK

All assignments and projects will have a due date. Failure to have completed work when checked by the subject teacher (no earlier than the due date) will be considered late.

LEAVING THE SCHOOL PREMISES

As the school takes the **SECURITY** of every student seriously, no student is **allowed** to leave the school grounds **during school hours** without permission.

- Should a student need to be taken out of school by his/her parent/guardian during school hours because of an **urgent matter**, the **parent/guardian** must inform his/her teacher/coordinator.
- Should a student be taken **ill**, needing medical care, he/she must **contact his/her parent/guardian**.

In either of the above situations, the approval of the Principal or Deputy Principal has to be sought and the parent/guardian has to come to school to collect the student.

| | |
|------------------------------------|-------------------|
| EXIT PASS | |
| Sayfol International School | |
| _____ | has permission to |
| leave the school premises. | |
| _____ | Date: _____ |
| Signature | Time: _____ |

Upon given permission, the student will then be issued a note by the Principal or Deputy Principal called an **Exit Pass** which must be presented to the **Security Personnel** at the entrance gate before he/she is allowed to leave.

Please note that in whatever circumstance, students **must** leave the school grounds in their **school uniform**.

DRESS CODE

All students are to be attired only in school uniform and wear it with respect and pride.

UNIFORM

The School Uniform is:-

KG & PRIMARY BOYS Tartan shorts (KG-Y2), Grey shorts, Green polo shirt

KG & PRIMARY GIRLS Tartan shorts (KG-Y2), Tartan Skort, Green polo shirt

SECONDARY BOYS Grey trousers, Green polo shirt

SECONDARY GIRLS Tartan skirt, Green polo shirt.

School Jacket can be worn by all students (no other jersey/sweater/jacket can be worn)

Students are to wear their uniform with pride and adhere to the uniform requirements. They are to do so **at all times** (even after school dismissal) while in the school compound and when returning to school for extra lessons (or for other functions), after school dismissal, during the school holidays or on weekends.

School socks and black shoes should be worn by all students. Sports shoes are allowed only during PE and co-curricular and extra-curricular activities. The school uniform is available from the school tailor.

As well as wearing the correct uniform and adhering to the uniform requirements, it is expected that:-

- Trousers will be of proper ankle length (not to be altered) and not hanging over the heels.
- Girls' skirts must be worn from the waist to the knee or longer.
- No coloured or fancy T-shirts will be permitted.
- Black shoes and school socks is the standard footwear.
- The school uniform must be neatly worn at all times.

The Physical Education uniform comprising the House T-shirt and PE shorts/pants should be worn by the students for all physical activities. Students must wear their school black shorts/track pants and House T-shirts when playing any games during physical education classes, during breaks, during sports or even after normal school hours (for example during after school sports practice or training).

APPEARANCE

- No faded or torn clothes or dirty shoes or socks will be acceptable at any time.
- All hair should be kept neat and tidy. Excessive hair fashions are not permitted - this includes close shaving of the head and hair colouring. Hair should be off the students' face and for the boys it must not hang over their ears or be longer than collar length.
- Facial hair is not permitted. Boys should come to school clean-shaven.
- Coloured nail polish, lipstick/ coloured lip gloss are not permitted.
- Jewellery must be kept to a minimum. Girls may only wear one of any of the following items: - chain, signet ring, watch or set earring studs or sleepers. Excess jewellery will be confiscated. Boys are not allowed to wear earrings.

CLEANLINESS

Students are responsible for the cleanliness of the classrooms and the school grounds. This means placing all rubbish and litter in the bins provided. Any form of vandalism will be regarded as a breach of school rules. Students will be billed for the replacement or repair of vandalized property.

Food and drinks except water should not be consumed in the classrooms, corridors, library, computer room and science lab.

Students are also responsible for the cleanliness of the toilets. They should use the toilets properly and show consideration for others.

LIBRARY AND LABS

Students who use the Library are required to follow the Library regulations laid down. All books must be returned in good condition after reading. Students who use the Science Lab and the Computer Lab are required to follow the regulations laid down by the teacher-in-charge.

MAKE-UP WORK

It is the **responsibility of the student** to find out what work needs to be made-up and/or what notes and information was missed. Three resources are available to accomplish this: fellow students, the subject teachers, Teams. This should be handled before or after class.

PREFECTORIAL BODY

The Prefects are student representatives of the school chosen from Year 9 to Year 11 by the Principal, and Teachers. These students are expected to conduct themselves in an exemplary manner and set a good example to their fellow students. Their attendance at all school functions is compulsory.

SPORT'S HOUSE

All students are assigned to a House, the membership of which includes the students from each form level and members of staff. The five Houses are:-

| | | |
|----------|----------|-------|
| Shamrock | Marigold | Tulip |
| Violet | Clover | |

Students are not allowed to change their sports houses.

TRANSPORT

The main form of transport is by bus. The bus service is not provided by the school but by private operators. A list of the names of the bus operators and their contact phone numbers are available at the school office.

Students who travel to and from school by bus and also during school activities are expected to:

- (a) queue up in an orderly manner when boarding and alighting the bus.
- (b) remain quiet, seated and well behaved while on the bus.
- (c) bullying and use of offensive language is not allowed.

VALUABLES

Students should not bring excessive amounts of cash or any valuable items to school.

The following items are not allowed into the school unless there is written permission by a teacher:-

- Cameras
- Any kind of weapons
- Videos, magazines
- Books of undesirable nature
- Chewing Gum
- Ipods / Mp3 / Mp4

STUDENT WIFI USAGE POLICY

The use of the school wifi is for educational purposes only. The use of the wifi by the students will be safe and responsible in accordance with School policies. This includes the use of email, text, social media, social networking, gaming and web publications. Students are to make sure that their login and passwords are kept confidential. Students who access inappropriate website, download unacceptable material, or watch vides will lose their ability to access the school wifi and will be dealt with under the code of conduct.

ELECTRONIC DEVICES (Ipad, laptop, cell phone):

Electronic devices are to be used in class only for research purpose, note taking, or completion of homework under the instruction and guidance of the subject teacher. Electronic devices during break time and lunchtime should be stored away and not in use. Lockers are available for a nominal fee. Playing games or watching videos are not allowed at any time.

The school will assume no responsibility for damage or loss of electronic equipment or from the use of the wireless service.

CELL PHONES:

Cell phones brought to school must be off and out of sight during day.

SCHOOL SONG

UNDER THE GREEN AND GOLD

**Under the standard of our school
Glory, honour, reign.
Guiding our steps in the path of truth
Teaching “play the game”.
Whatever we do must be our best
Victory our aim.**

**Alma Mater, let the flag unfold
Stand brave, stand true
Under the GREEN AND GOLD**

**Proudly through life we shall go forth
Honours shield we will bear.
Firm with the truth our hearts shall be
Faith the crown we will wear
Excellence and truth shall be our stars,
Jewels, radiant, rare.
Making the world peaceful with our deeds,
Actions always fair.**

**Alma Mater, let the flag unfold.
Stand brave, stand true
Under the GREEN AND GOLD**