



STUDENT'S HANDBOOK

This Student Handbook remains the property of Zenith International School (ZIS) under the care of Akedemi Krunz Sdn. Bhd. (AKSB). It is applicable to all ZIS students. Its content provides students with rules and regulations pertinent to ZIS. It is a must for students and parents to keep themselves abreast with the latest version of this handbook which has been made available digitally on ZIS Website and Zenith Education Management System (ZEMS) and become acquainted with its entries. Each student and parent must sign this document, indicating that they understand and comply with its contents. Note that no set of rules or policies can address every contingency; rules will be revised and updated when necessary. Any revisions pertaining to the content in this handbook will be communicated to students.

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GUIDE FOR PARENTS

Welcome to Zenith International School, Seremban

- We are delighted that you have 'enrolled your child at our school and welcome you and your family to the Zenith community. We hope that this document provides the information that you and your child need to make a successful start to school life at Zenith International School.
- Any community needs to have common rules to ensure the safety and security of all its members and this particularly applies to a community of children and young people. At Zenith we have tried to consider the needs and responsibilities that can be expected of young people from the age of three up to sixteen.
- This information for parents is being written in the early stages of the school's development. We shall undoubtedly find the need to amend and extend it with the benefit of experience. If you do have any concerns about any of the information and guidance that follows, then, please feel free to discuss it with your child's teacher or the school administration staffs. We hope that your child not only makes good educational progress but enjoys his or her school days with us.

VISITORS TO THE SCHOOL

- We would like to highlight that based on recommendations from the Pejabat Pendidikan Negeri Sembilan, access into the School Classroom Areas and Cafeteria is strictly prohibited during School Hours and this rule will be strictly implemented.
- These Restrictions of access are set to enhance our level of security here at the School and we trust to get your utmost and full cooperation.
- All visitors are required to sign in at the guardhouse and receive a Visitor Pass. They are then required to report to the Office to inform of the purpose of their visit and the staff in the office will inform the relevant person.
- All parents / visitors are NOT allowed in the school premises except for the lobby area, principal's and management office with prior permission.
- Parents/ guardians must make an appointment with their child's teacher if they wish to discuss matters with him/her. Teachers should only be seen during their free period or before/ after school in the office. Teachers will not take calls from parents/ guardians during class time. Parents/ guardians are advised to leave a message with the Office and the teacher will call back as soon as possible

EXPECTATIONS OF STUDENTS

Students are ultimate ambassadors of a school. They are expected to present themselves in a manner that is mature, responsible and maintain the good name of the school both within the school campus and in the local community. They are expected to be courteous and conscientious and demonstrate noble values always.

Students are to show respect and courtesy to members of the School Staff, School Suppliers, School Service Contractors and to each other. Members of the School Staff are to be addressed by their proper title.

As life-long learners, students will aim to acquire the skills and attitudes necessary to become caring, independent, productive and responsible citizens ready to meet the challenges of a rapidly changing world.

Students will:

- Learn values and the many benefits derived from the skills, information and knowledge they acquire
- Think critically and apply problem-solving skills
- Accept responsibility for their education and be involved in assessing their achievements
- Demonstrate their creative talents
- Learn to be responsible for their actions and for the decisions they make
- Participate in a wide variety of extra-curricular programmes and activities
- Demonstrate honesty and integrity
- Respect both individual and cultural diversity
- Respect the rights of others and seek to improve the lives of others
- Demonstrate care and concern for their environment and their community.

INTRODUCTION OF ZENITH INTERNATIONAL SCHOOL

Zenith International School (ZIS), Seremban the first school to be owned and operated by Akademi Krunz Sdn Bhd, started operations in 2012. The School caters to children from the ages of 4 to 16 years and follows the UK Curriculum (Cambridge Assessment International Education & Pearson Edexcel Primary Curriculum). The Zenith culture is to provide holistic learning with emphasis on character building that is grounded in the best of Eastern values and Western education. In addition to that, our international curriculum also offers a strong foundation in Mandarin and Malay Language. Our small class sizes enable our teachers to monitor and assess individual needs and the progress of our students. Besides academic, we prepare students towards a global community in terms of character, personal attributes and communication skills.

SCHOOL VISION

To provide a dynamic learning environment that prepares children for success in a borderless world.

SCHOOL MISSION

To instil the spirit of lifelong and holistic learning as a path to success in life.

SCHOOL CORE VALUES

These are the core values we look for and seek to develop in all our staff; whether they are in the corporate office or our schools; whether they are teachers, administrators or support staff:

- Our commitment
- Respect
- Responsibility
- Compassion
- Global Citizenship

OUR MOTO

- "ALENTAR" means Encourage
- "ENSEÑAR" means Teach
- "LOGRAR" means Achieve

OUR EMBLEM

The two "Lions" symbolises Strength, Courage, Pride and Leadership. The "Armour" held by the Lions shields and protects the White House Campus. The "mortarboard" strikes on the primary motive of Zenith, educating towards success. The colour "Blue" symbolises Freedom, Intuition and Inspiration. The colour "White" symbolises Purity, Innocence and Goodness. The colour "Gold" symbolises our entire philosophy of Love, Compassion and Wisdom.

OUR SCHOOL SONG

Our years in Zenith
To future grades
Striving to achieve
Our goals with faith

Lessons for living
In a borderless world
Let's be the best we can be

Zenith Zenith Zenith
Glow and shine like a beacon
Lead a generation
Towards a new universe

ASSEMBLY

- Students must gather at the assembly area 10 minutes before assembly begins on Mondays.
- Assembly time as follow:

Primary : 8:40 a.m. to 9:20 a.m.
Secondary : 9:20 a.m. to 10:00 a.m.

- Attendance is compulsory.
- Silence must be maintained always during assembly.
- Students are required to line up in straight lines according to their respective class.
- Students must be attired in the full school uniform.

SCHOOL HOURS

Preschool

Schooling hour : 9:00 a.m. to 12:30 p.m.
Recess : 10:30 a.m. to 11:00 a.m.

Primary Year 1 to Year 3

Schooling hour : **8.00 a.m. to 1.20 p.m.**
Recess : 9.20 a.m. to 10.00 a.m.
Lunch : 12.00 p.m. to 12.40 p.m.

Primary Year 4 to Year 6

Schooling hour : **8:00 a.m. to 2:00 p.m.**
Recess : 9:20 a.m. to 10:00 a.m.
Lunch : 12:00 p.m. to 12:40 p.m.

Secondary Year 7 to Year 9

Schooling hour : **8:00 a.m. to 2:00 p.m.**
Recess : 10:00 a.m. to 10:40 a.m.
Lunch : 12:40 p.m. to 1:20 p.m.

Secondary Year 10 to 11

Schooling hour : **8:00 a.m. to 2:40 p.m.**
Recess : 10:00 a.m. to 10:40 a.m.
Lunch : 1:20 p.m. to 2:00 p.m.

SCHOOL UNIFORM

All students are expected to wear their school uniform from Monday to Thursday, on the way to and from school, at school events and on school trips and activities unless otherwise instructed. NO modifications are allowed for any reasons and uniform shirts / blouses need to be tucked-in at all times. All students should be in their CCA/PE attire during CCA/PE lessons only.

The School Uniform is as follows:

- Girls (Primary) - Dark grey skirt (below knee level) and blue pin-striped shirt with school emblem on pocket, black socks and plain black shoes. Blouses needs to be tucked in always.
- Girls (Secondary) - Dark grey skirt (below knee level) and blue pin-striped shirt with school emblem on pocket, black socks and plain black shoes. Blouses needs to be tucked in always.
- Muslim Girls (All Levels) -Dark grey long pants/skirts (ankle level) and blue pin-striped shirt with school emblem on the pocket, black socks and plain black shoes. Blouses needs to be long enough to cover the upper thighs. Only black head scarfs are permitted to cover the head.
- Boys (All Levels) - Dark grey long pants and blue pin-striped shirt with school emblem on pocket, black socks and plain black shoes.
Shirts need to be tucked in all the time.

Sports and PE Attire is as follows:

- For all students this consists of T-shirts in house colours with shorts/track pants (during play time) or dark blue/black track pants (during off games / sports).
- All the above items of uniforms and CCA / PE attire, except for socks,shoes and dark blue/black track pants are available from the school bookshop.
- Shorts are only permitted when playing sports.
- Students to change to either another set of PE sports house T-shirt or school uniform after their PE lessons.

Friday Attire is as follows:

- Only School Polo Shirts and Sports House T-shirt with decent jeans or track bottom of dark blue / black are permitted.
- No shorts and sleeveless shirts / blouses.
- No fancy accessories.
- No slippers

Prohibition on Attire/Appearance is as follows:

Girls:

- No bracelets, rings, necklaces, chains, brooches are to be worn with the school uniform.
- Only one ear stud is permitted on each earlobe.
- No nail polish is allowed.
- No make-up of any form is allowed.
- Hair must be of its natural colour and not tinted/dyed.
- The fringe must not touch the eyebrows; long fringes need to be pinned up.
- Long hair (hair that touches the collar) must be neatly tied up or braided.
- Only black or dark blue pins and bands are permitted.
- Boots, sandals and trainers, even if black are not allowed.

Boys:

- No ear studs are allowed unless of a religious nature and / or approved by the Principal.
- No bracelets, rings, necklaces, chains, brooches are to be worn with the school uniform.
- Hair must be in its natural colour and not tinted/ dyed.
- Hair must be short and neat.
- Hair at the sides must not cover the ears.
- Hair at the back must not touch collar.
- The fringe must be above the eyebrows.
- Must be clean-shaven and should not sport facial hair including a moustache (except for Sikhs).
- Boots, sandals and trainers, even if black are not allowed.

ATTENDANCE

- Students must be in school by 7:50 a.m._otherwise they will be deemed late.
- All attendance will be recorded in the class register.
- Students must attend / participate in all organised activities for which they have enrolled unless permission is granted for them to be absent.
- Students are not permitted to leave the School compound without permission from the Principal / Senior Management.
- Parents are required to sign the form; which is available at the School Lobby. The Principal / Senior Management m are required to endorse the form before the student is permitted to leave the School compound.
- Students are discouraged from taking holidays during term time.
- Punctuality is expected for all class lessons, activities and assembly.
- Students are advised to proceed **directly** to their home after school dismissal.
- Students are advised not to bring home clothing to school and change after school dismissal. (This is to ensure that parents are fully aware of their children's whereabouts after school hours).
- Students driven to school are to be dropped off at the designated area only.
- Students are to make their way to the hall / classroom upon arrival.

ABSENCE FROM SCHOOL

- Students who are absent from school **MUST** provide a letter from their parents/guardians and attach the medical certificate (if on sick leave), which is to be handed to the class teacher immediately upon return to school.
- The parent/guardian should inform the School by 9:00 a.m. if his/her child is unable to attend school.
- The School reserves the right to take disciplinary action on students who are found to be regularly absent without valid reason(s).
- Students are expected to be present on all school days unless they are unwell. Regular attendance at school ensures that a student receives full benefit from his or her education and establishes a responsible attitude towards his/her commitments.
- Please avoid scheduling non-emergency medical or dental appointments during school hours and please do not take children on holiday during the school term. If absence for non-medical reasons on school days is unavoidable, then, please complete an absence request form available from the school office, in advance of the absence.

- The school does not set work for children who are taken out of school for non-medical reasons during term-time.

EARLY DISMISSAL

- Parents/ Guardians who need to take their child/ ward home earlier for any valid reason need to inform the Office. The security officer will only allow your child to leave the school premises when he/ she is given the permission.
- Parents / Guardians are required to fill in and submit Early Dismissal Form which needs to be approved by the Principal /Senior Management or Heads.,
- Students are advised **NOT** to remain in the School premises after 5:00 p.m. unless they are involved in school related activities or waiting for their parents..(parents to inform school if they will be late in picking up their children)
- Unauthorised persons brought in by students are strictly not allowed into the school.

RECESS

- Students are not allowed to go to the canteen except during recess and lunch period.
- All food and drinks must be consumed in the canteen. Eating outside the canteen is strictly prohibited.
- Students are not allowed to bring any drinks into the classrooms except personal water bottles.
- Prefects are permitted to leave 10 minutes earlier before recess as they must carry out their duties during recess time.
- Students must queue up to buy their food and must return all utensils to their respective receptacles.
- All litters (e.g. wrappers) must be disposed of in into the litter bins provided.
- Students must not play and run in the canteen.
- Students can play at the designated areas during recess (i.e. playground for Primary and the field for Secondary) if the Principal has granted permission and only with a teacher's supervision.
- During recess, students are only allowed to be on the ground floor.
- Students are not allowed to wear their jackets during recess and lunch time.
- All doors to the classrooms will be locked during recess. Students are required to bring along all they need before leaving the classroom for recess.

SCHOOL PROPERTY

- Defacing or damaging school property is unacceptable. This includes writing messages on desks, lockers and walls. Any damaged property must be reported to the Disciplinary Committee immediately. Students may have to bear the cost of repairing/ cleaning.
- Writing on the classroom whiteboard is not allowed unless prior permission is obtained from a teacher.
- Save water and electricity. Lights and fans should be switched off when not in use.
- Littering the classrooms and school grounds is also not allowed.

RESTRICTED AREA

The following areas are OUT OF BOUNDS to all students unless accompanied by a teacher or with a teacher/ staff's permission:

- Offices
- Staff / Teacher's Rooms
- Multi-Purpose Hall (MPH)
- ICT Room
- Science Laboratories
- Equipment Room /
- Resource Room
- Lobby

USE OF LOCKERS

- Students are only allowed to go to their lockers before lessons start at 8:00 a.m, during the breaks and during lunch time, and after school.
- All students from Year 4 are allocated a locker in which to keep their personal possessions. Do not make a duplicate key. The locker is intended to provide reasonable security for books and other necessary educational equipment that a student needs to bring to school. They are not intended for the safe-keeping of valuable or expensive items. Such items are best kept at home.
- Although all necessary precautions are taken to ensure safety and security, the school cannot be held responsible in the event of any loss.
- Keys to be returned and the lockers to be cleared at the end of the academic year.

PRIVATE VEHICLES

- Students coming to school in private vehicles must wait at the designated area (behind the school; near the playground).
- For students' safety, please cooperate with the security officers on duty and drive safely.
- Parents are allowed to drive through to drop off the students every morning. However, parents cannot park or wait in the campus area. If parents to park and wait, parents may use the parking area near to the field.

PRIVATE TRANSPORTERS

- There are several independent transport operators who provide transport services for students at Zenith International School. If you wish your child to use the services of these transporters, please contact the school office for their contact numbers.
- Please note that although the school has a role in introducing the transport providers, the contract for the service is directly between parents and the bus operator.
- For reasons of safety and security, please notify the school office of any changes in your child's travelling arrangements, e.g taking grabs and going back home with a friend.
- Children in the early years and the primary school will be directed to travel home by their usual arrangement and may not deviate from this unless the school has received written notification of a temporary change of arrangement from the child's parent with 24-hour notice.

- This notice should be addressed to the child's class teacher. If this means a change to the usual transport arrangement, then your transport contractor must also be notified. This is important to ensure that adequate provision has been made for your child's safety.
- Children may not make any changes in their transport arrangement themselves and we would request that parents help us in this as your child's safety is our prime concern.

CHANGE OF ADDRESS

- Parents/ Guardians are to notify the school at once of any changes of home address and contact numbers, including mobile phone numbers and email addresses, in case the school needs to contact you urgently.

CAFETERIA AND MEAL ARRANGEMENTS

- The main school cafeteria provides breakfast and lunch for students; which include a choice of food and drinks including vegetarian, western and local options. There is a policy of encouraging healthy eating. Carbonated drinks (except for isotonic drinks), sweets and pre-packed "junk food" are not sold.
- A set meal is provided for all Key Stage 1 students. The menu is on a monthly rotation, a copy of which can be requested from the school office. Parents of children in Key Stage 1 are requested to pay for their meals in advance on a termly basis. Please refrain from sending your child to school with cash.
- The cafeteria can make provision for a range of dietary requirements if these are known in advance.
- We also encourage all students in Years 3 and above to make use of the cafeteria facilities. However, we appreciate that in some cases parents may wish to send their older children to school with a packed lunch. These can only be consumed in the cafeteria.
- We cannot however, take deliveries; of meals for children, from maids, drivers, parents or guardians who come to the school to bring food for, or feed children.
- There are coway water at the school cafeteria, but we also advise that your child brings drinking water to school in an unbreakable container. Carbonated drinks are not allowed.
- Any form of food/beverages deliveries is not permitted at all.

MEDIUM OF COMMUNICATION

- The school has strict 'English-only' policy which is mainly implemented to address the declining standard of English in the country. Towards this end, English is the only language that can be spoken in the school.
- Possession of literature in any other language except the second languages taught in class, is deemed an offence, and the material will be confiscated. Strict disciplinary action will be taken against students caught conversing in any other language except English.
- Students who have difficulty in English are advised to seek assistance from their respective class teachers.

SPORT HOUSE SYSTEM

- Upon admission to the school children from **Preschool** and above, are placed in one of the four school 'sport houses'. These will initially be known by the house names: Olympus, Rushmore, Kilimanjaro and Fuji. Where possible, siblings are placed in the same house.
- The aims of the house system are as follows:
 - To provide a basis for intra-school competition and activities.
 - To provide opportunities for students to work together in teams and to develop leadership skills.

CO-CURRICULAR ACTIVITIES (CCA)

- Co-curricular activities (CCA's) are an integral part of the educational programme provided by the school. They are a major element of the school's policy of providing a holistic education. All students from Year 4 - Year 11 are expected to participate in two CCA activities (one club and one sport).
- CCA's take place on every Friday from 10:40am to 12:00pm. There is no additional charges for CCA. However, school will be having ECA (Extra Curricular Activities) after school hour programme with minimal fees charged. ECA is optional for students to join.

EXCURSIONS AND OTHER OUTINGS

- No child is to leave the school premises without written and signed parental permission.
- Teachers will mark the class or group roll before leaving school and again before leaving the venue of the visit.
- On all out-of-school activities, the supervising teacher will take a first aid kit with him/her.
- On overnight excursions, all the above applies, as well as a more comprehensive note detailing the dates, duration, a full itinerary and all contact numbers.
- Provision will be made for dietary requirements, medication, disabilities and other special needs.

PHYSICAL EDUCATION

- There is a growing concern across the world about the physical health and fitness of children. Young people in Malaysia are no exception. Physical education is therefore an important part of the school's curriculum. Full participation is expected as for any other subject in the curriculum. All students have time-tabled P.E. lessons.
- Students need to be in their PE attire on the days when they have P.E. lessons. A student who through ill-health needs on occasion to be excused from a P.E. lessons should bring a brief letter from his or her parents explaining the reason.

MISCELLANEOUS

- Dangerous Items
Fire-arms (including "mock" weapons), knives, other bladed instruments, and explosives (including fireworks) are totally prohibited from the school campus and on school trips and offsite activities.
- Lost Property
It is very helpful if all items including shoes, bags, lunch boxes and water bottles,

especially those belonging to younger children, are clearly named and labelled. Lost property is taken to the school office. Please encourage your child to check if they have lost any item.

- Car Stickers

All cars driven onto the school premises should have a current Zenith International School car sticker displayed on the windscreen. A sticker is given in the first instance, but should you require an additional one, you will need to complete a requisition form and pay RM5 for the extra car sticker.

Please return the car sticker if you change your vehicle so that the correct registration can be updated into our system. Please do not alter the sticker yourself. Please note that car stickers will need to be replaced at the beginning of every other calendar year.

- Tuition

Generally, we do not recommend that students receive tuition in addition to the time spent in school and carrying out homework. There may however be specific situations where tuition may be helpful.

For example:

- A child lacks in his or her knowledge and understanding due to a period of ill health and absence from school
- A child's first language is not English and specialist tuition in English as another language may be appropriate.
- A child has a specific learning difficulty and specialist tutoring is available.

We advise that if you are considering tuition for your child, you discuss this first with the child's class teacher or form tutor. Please note that it is school policy that teachers do not provide private tuition for children whom they teach at school; so please refrain from asking them.

ZIS DISCIPLINARY POINT SYSTEM

Inappropriate conduct by a student is subject to disciplinary action as governed by the ZIS Students Disciplinary Point System. In the event if a student is caught in an act that is out of school's control and it seriously contravenes the Law of Malaysia, a police report will be lodged by the school and the outcome of the act will be a direct result of the Malaysia Jurisdiction System.

Each student will start the academic year with 25 points. Deduction of points from the Students Disciplinary Point Account (SDPA) will be made based on the respective infraction level. Every student/parent/guardian should check on the points availability via the ZIS School Management System (ZHMS). The student will be subjected to counselling sessions if he/she has deductions amounting to a total of 15 points. A suspension of 5-schooling days will take effect if the student has a total deduction of 20 points. When a student has depleted all 25 points, he/she will be suspended for 10-schooling days and be subjected to pending expulsion from the school. Any further infractions post-10 days of suspension will result in immediate expulsion, with pending review from the Disciplinary Board. Please note that other infractions which are not listed below, but is/are still committed by a student, will be reviewed by the ZIS Disciplinary Board as they arise; penalties will be assessed and decided based on the Board's discretion.

Level 1 Infractions (10 Points Deducted for each occurrence)

1. Stealing or possession/sale of stolen property/ goods/ stationery/ books.
2. The sale, use, possession or distribution of harmful weapons, illicit materials, pornography and alcohol on campus and at school-related functions.
3. Sexual harassment/ sexual misconduct towards or directed to any staff, student or visitor of ZIS.
4. Possession/use of fireworks and explosives in campus area or during school event.
5. Act of gangsterism or battery.
6. Misconduct during class test/ semester examination/ board examination.
7. Forgery, alteration, transfer or misuse of campus documents, records or identification.
8. Intentional and/or malicious destruction or damage to property belonging to School or any staff, student or visitor of school (the student will be responsible for the financial obligations to repair ZIS property)
9. Abusive conduct - physical abuse, verbal abuse, abusive behaviour and/or expression, coercion or intimidation directed to any staff, student or visitor of ZIS.
10. Sharing of ZIS staff/teachers' personal details with other students or on any social media platform

Level 2 Infractions (5 Points Deducted for each occurrence)

1. Disruption of academic and administrative processes or other campus functions.
2. False bomb threat/ fire alarm
3. Continual disobedience; inappropriate misconduct; disrupting the educational process
4. Possession of items that may be used to cause bodily harm (e.g., stun guns, darts, etc.)
5. Involvement in gambling and minor vandalism (e.i. scribbling on the school walls)
6. Engaged in abusive/obscene language and gestures; profanity; indecent conduct
7. Cutting school; tardy to school (chronic); leaving school grounds without permission; truancy; unexcused absence
8. Open defiance of authority (teachers, staff and management of ZIS)
9. Continuous 3 days absence without informing school
10. Unauthorised use of/unauthorised entry into or misuse of school property.
11. Assisting another person to execute any act which would amount to a violation of the code of ZIS Conduct and Discipline, described in this ZIS Disciplinary Point System.
12. Involved in conduct or action that is prejudicial to the good name of the school.
13. Representation of the school in matters and activities outside of school without the written permission from School.
14. Cheating or plagiarising in matters related to academic-related documents and programs.

15. Possession/use of prohibited/electronic devices during teaching and learning period.
16. Use of electronic devices/ PDAs during class/ECA/CCA period (except with written approval by ZIS staff, teacher or instructor/coach)
17. Use of smartphones (3G/4G/LTE), tablets, smart-watches and any internet or camera-enabled gadgets during instructional hours.
18. Engaged in public display of affection (PDA) in school premises or during school events held in external locations.
19. Writing inappropriate/irrelevant answers or scribbling on any official documents and examination papers, whether digital or physical, belonging to ZIS or CAIE.
20. Failure to complete assignments or carry out directed instructions during class sessions

Level 3 Infractions (2 Points Deducted for each occurrence)

1. Failure to submit homework within the specified time frame decided by the subject teacher/ lecturer
2. Non-adherence to the Dress & Grooming Code for students.
3. Improperly dressed: wearing sports attire during academic sessions (unless they have PE on that day) or wearing uniform during CCA sessions.
4. Leaving the class/ ECA premises without permission
5. Non-adherence to food/drink restrictions
6. Abuse or misuse of the 'Out of class/ECA-pass'
7. Arriving late to or leaving early from class/school without the written consent of the teacher/ Administration office
8. Engaging in socially embarrassing behaviour on campus or during school functions.
9. Cafeteria misconduct (throwing food, removing food/drinks from the cafeteria, excessive noise, lack of cleanliness, etc.)
10. Library misconduct (excessive noise, lack of cleanliness, not keeping the books after reading in the proper position)
11. Irrelevant questions and/or argument which intends to cause distraction during instructional hours.
12. Wearing inappropriate clothes during school functions; crop tops, short pants.

Dispute of Points Deducted

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

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

ANTI BULLYING / NON VIOLENCE

Zenith International School defines bullying as the use of aggressive behaviour towards others with the intention of causing harm to them. Bullying can be physical, verbal, emotional, sexual, racial, and cyber misuse. Students who are victims of bullying face physical harm and emotional stress that may result in reduced learning opportunities,

long term damage, or withdrawal or worse. Bullies themselves also may suffer long term harm. The school seeks to foster a climate of trust where students feel able to inform others of bullying in the knowledge that it will be dealt with promptly and effectively.

Bullying will not be tolerated.

1. The school acknowledges that bullying and violence do happen and that students should be encouraged to report it to both the school and their parents.
2. Complaints about aggression will always be taken seriously.
3. Monitoring and follow-up will take place to ensure that aggressive behaviour stops.
4. A culture of respect and caring for others will be reinforced by developing interpersonal skills through direct teaching, building a positive classroom climate and the use of related programmes that develops self-esteem.
5. The students will be subjected to counselling if there is any attempt that confers to the act of bullying.
6. These guidelines will be monitored by the Principal and disciplinary boards in conjunction with ZIS Teachers.

ZIS TEACHING AND LEARNING POLICY

Learning and teaching lie at the heart of all that we do and are the means by which we seek to bring ZIS vision, mission, and core values to fulfilment. ZIS's aim is to ensure that every student experiences success and enjoyment in learning. This success is not accidental but derives from the high-quality work of teaching and non-teaching staff and the importance placed by ZIS on learning, teaching and achievement.

Learning and Teaching Policy Principles

1. Learning needs analysis.
2. Students should be taught on how to learn and how to reflect on their learning.
3. Learning objectives must be shared and reviewed.
4. A seating plan promotes good behaviour.
5. Clear structured lessons promote learning.
6. Differentiation learning to maximise learning.
7. Creating purposeful learning environment.
8. Homework needs and assessment.
9. Achievement must be recognised and rewarded.
10. Underachievement must be challenged, not processed.

SCIENCE LABORATORY

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

A. Science Laboratory Safety Rules and Regulations

1. The school rules and disciplinary code of conduct apply in the science Lab
2. No student is allowed to enter a laboratory unless a lecturer is present, and no work is allowed without supervision.

3. Students must conduct themselves in a responsible manner at all times in the laboratory.
4. Mischievous behaviour, throwing of items and conducting pranks are prohibited.
5. Students must wear shoes that completely cover the foot. Please take note that sandals, thongs, and high heeled shoes are NOT allowed.
6. Dangling jewellery and loose or baggy clothing must be secured.
7. Long hair must be safely tied back.
8. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, smoking and other unsafe activities are not permitted in the laboratory.
9. Mobile phones are NOT allowed on workbenches.
10. Never sit on the workbenches.
11. Know the location of the fire extinguisher, safety shower, eye wash and the first aid kit, as well as emergency exit(s).
12. Solids, chemicals, metals, matches, filter papers, broken glasses and other materials should be thrown in the designated waste containers; not in the sink. Follow the lecturer's instructions for the disposal of waste.
13. Never handle broken glass with bare hands. Use a brush/broom and dustpan and discard the glass as directed or into a bin labelled 'broken glassware'.
14. Report any accident (e.g., chemical spillage, breakage) or injury (e.g., cut, burn) to the lecturer/teacher immediately, regardless how minor the incident is. Do not panic.
15. If a chemical splashes onto the skin or in the eye(s), immediately flush with running water from the eyewash station for at least 20 minutes. Notify the lecturer/teacher of the incident immediately.
16. All breakages must be reported immediately to the lecturer/teacher or laboratory technician.

B. Science Laboratory Procedure

Entering Science Lab

1. Students are not allowed to touch any apparatus, equipment, chemicals, or other materials until they are instructed to do so.
2. Students are to be prepared for their work in the laboratory. Read all procedures thoroughly before starting the laboratory work/experiments. Follow all verbal and written warnings carefully.
3. If a direction or part of a procedure is not understood, ask the lecturer before proceeding.
4. Safety goggles, lab coat and gloves must be worn at all times while conducting the experiments.

During the experiment

1. Apparatus/Equipment usage
 - Examine all glassware for cracks before use and report, if there is any cracked or chipped glassware to the laboratory technician.
 - Exercise extreme caution when using a Bunsen burner. Students must keep their heads, hands and clothing at a safe distance from the flame at all times.
 - Never leave a lit burner unattended.
 - Never leave anything that is being heated or is visibly reacting unattended. Always turn off the burner when not in use.
 - When materials are heated in test tubes, students must never point the open end of the tubes at themselves or other persons, nor should they

- look down at the tubes.
- When material is being heated in a beaker, never look into the beaker.
- Always use tongs or heat-protective gloves when removing beaker or test tube from the heat source.
 - Never suck liquids into a pipette by mouth. Always use pipette fillers.
- 2. Electrical usage
 - Hands must be dry when using electrical switches, plugs and wiring.
 - Always turn off the switches when not in use and before removing plugs.
 - When plugging or unplugging an electrical device (e.g. microscope), hold the plug firmly by its insulating covers. Do not unplug by pulling on its cord.
 - Damaged plugs and faulty apparatus/equipment should be reported immediately.
- 3. Chemical usage
 - Always assume that all chemicals are dangerous. Use proper technique when handling the chemicals.
 - Keep flames away from inflammable liquids/materials.
 - Do not touch, taste or smell the chemicals unless instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to the student
 - Use the fume cupboard when dealing with concentrated acids and bases as well as chemicals that have unpleasant odours.
 - Check labels on reagent bottles twice before removing any of the contents. Take only the amount needed to avoid waste.
 - Never return unused or excess reagent to their original containers to avoid contamination.
 - Replace the stopper/cap of any reagent bottle after having finished using it as soon as possible, and return the bottle to the designated place.
 - Always keep the reagent bottles in their proper place at all times.

End of the practical session

1. Hands must always be washed with soap and water after performing the experiments.
2. Glassware Washing Procedure.
 - Wear gloves on both hands.
 - Pour any remaining chemical waste into the container labelled as “CHEMICAL WASTE”.
 - Rinse the glassware under running water for about few seconds to wash away any remaining chemicals.
 - Close the water tap.
 - Gently scrub the glassware using glassware cleaner and brush/sponge.
 - Make sure to remove all the labels and chemical residues from the glassware.
 - After done washing, make sure to line up washed glassware on the tray that is placed beside the sink of the corner benches.
 - Discard the gloves properly into the dustbin.
 - Finally, wash hands with soap and water
3. Clean and wipe dry the workbenches at the end of practical session.
4. Throw liquid waste, e.g. solution of silver salt, into designated container and not into the sink.

5. Keep the aisles clear. Students are to arrange their chair under the bench when not in use.

ICT LABORATORY

A. ICT Laboratory Rules and Regulations

If any students infringe the rules stated below, five disciplinary points will be deducted immediately from the respective students' Disciplinary Point Account on EMS.

1. The school rules and disciplinary code of conduct apply in the ICT Lab.
2. Students strictly must obey the Use of Technology - Rules and Regulations
3. Students may not enter or work in the ICT Lab unless the ICT Teacher in charge is present.
4. Changing hardware and software configurations in the ICT labs are prohibited. Students are prohibited from changing the "computer settings" (screen savers, mouse-keyboard controls, or system setups).
5. Students are only allowed to use the Internet under the supervision of the teacher in charge.
6. Students are not allowed to play any internet/intranet games in the ICT Lab.
7. Students are not allowed to download or install any programmes, games, or music in the ICT Lab. Any form of downloading is not permitted without prior permission from the teacher in charge.
8. Students are to immediately report any damage or irregularity seen with ICT Lab devices or items to the teacher in charge.
9. Students are not allowed to use any form of removable storage media or devices in the ICT Lab.
10. Food and beverages are strictly always prohibited in ICT Lab. Students are prohibited from bringing bags or water bottles into the ICT Lab. These should be left outside the ICT lab.
11. Housekeeping of the ICT Labs is the students' responsibility upon class completion. This includes cleanliness, whiteboard cleaning, switching off air-cond/fans, and closing the windows.

B. Booking and Usage Procedure

1. The booking and usage of the ICT Lab (non-ICT Subjects) only can be made by respective IT Administrator.
2. The ICT has a fixed schedule for ICT practical sessions as per the master school timetable.
3. The ICT labs will be open from Monday to Friday (7.30am – 4.30pm) except on public holidays and other school events days.

ZENITH EDUCATION MANAGEMNT SYSTEM (ZEMS)-TBC

A. ZEMS Account creation

1. Students, parents and guardians will be given a personal ZEMS username with a default password.
2. Login Username and Password is written on the school offer letter. Example;
 - i. Student ZEMS username: ZIS12345S, 12345 will numbers specific for each student.
 - ii. Parents ZEMS username: will be the same as student with capital P (example, ZIS12345P) at the end.
3. Students, parents and guardians are advised to change the password after they have received their ZEMS account username and default password.

B. EMS Login Account

1. Log in to ZEMS via our official website (www.zenith.edu.my)
2. Mobile phone or tablet and personal computer (PC), the link will appear on the top middle/right of your internet browser.

C. Student/Parent Details (update)

For any changes in the following details, the parent/guardian should email the Registry Department to update the ZEMS. Such as.

1. Contact Number
2. House Address
3. Passport & visa details
4. Email

D. Students Leave application

The student's leave application will only be available in parent's ZEMS account. Parents should fill out a leave application via ZEMS within one (1) day from the leave date for checking and approval by the class teachers. Refer to the student's punctuality and attendance.

E. Teaching/Learning Update

Students are required to log into the ZEMS web-based application to check on the updates that are made for them. This includes the following:

1. Viewing homework and assignments assigned to them by their subject teachers
2. Viewing yearly and weekly lesson plan used for teaching and learning
3. Downloading extra teaching and learning materials
4. Viewing internal and external examination-related information (Timetable, grade
5. and general analysis).
6. Viewing and downloading the assignment note
7. Disciplinary points
8. Permission excursion/school activities

F. ZEMS My Message

'My Message' module under the 'Communication' tab on EMS, whereby announcement and information from school will be posted. This will enable students, parents, and guardians to receive the information from our side without any hassle.

G. ZEMS Mobile Application- TBC

This is the lighter version compared to the web-based ZEMS (system) with push notification for the convenience of all students, parents, and guardians. Please take note that the mobile application is available on Google Play Store and Apple Store.

IMPORTANT SCHOOL CONTACTS

N O	DEPARTMENT	EMAIL
1	ADMINISTRATION/GOVERNMENT LIAISON	info@zenithschools.edu.my
2	MARKETING	marketing@zenithschools.edu.my
3	HUMAN RESOURCE	hr@zenithschools.edu.my
4	FINANCE	finance@zenithschools.edu.my
5	EXTERNAL EXAMINATION	examination@zenithschools.edu.my
6	ANY FEEDBACK AND COMPLAINT	feedback@zenithschools.edu.my

PARENT/STUDENT ACKNOWLEDGEMENT FORM

I have read and understand the ZIS Student Handbook, and I agree to adhere to the policies outlined in the handbook.

Student's Name :
Date :
Signature :

Parent's Name :
Date :
Signature :

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