



ZENITH INTERNATIONAL SCHOOL

SCHOOL
RULES



GUIDE FOR PARENTS

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.

Welcome to Zenith International School, Seremban



School Rules

Assembly

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

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

a) Preschool

Schooling hour : **8:40 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.**

b) Primary Year 1, 2 & 3

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.**

c) Primary Year 4 & 5

Schooling hour : **8:00 a.m. to 2:00 p.m.** Mondays to Wednesdays
: **8:00 a.m. to 3:20 p.m.** Thursdays & Fridays
Recess : **9:20 a.m. to 10:00 a.m.**
Lunch : **12:00 p.m. to 12:40 p.m.**

d) Primary Year 6

Schooling hour : **8:00 a.m. to 2:40 p.m.** Mondays to Wednesdays
: **8:00 a.m. to 3:20 p.m.** Thursdays & Fridays
Recess : **9:20 a.m. to 10:00 a.m.**
Lunch : **12:00 p.m. to 12:40 p.m.**

e) Secondary Year 7 to 11

Schooling hour : **8:40 a.m. to 3:20 p.m.**
Recess : **10:00 a.m. to 10:40 a.m.**
Lunch : **12:40 p.m. to 1:20 p.m.**



Attendance

- Students must be in school at least 10 minutes before school commences.
- 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 with any medical conditions are required to send in a letter from the parents with doctors' report / Medical Certification (MC) sheet attached.
- Students are not permitted to leave the School compound without permission from the Principal / Vice Principal.
- Parents are required to sign the form; which is available at the School Lobby. The Principal, Vice Principal 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.

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 in to 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.
- During recess, students are only allowed to be on the ground floor.
- 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 Uniform

- Students are to wear the designated School Uniform. NO modifications are allowed for any reasons.
- Students must wear black school shoes and socks.
- Black socks with trimmings, printed brand names are not allowed.
- NO colourful laces are allowed.
- 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. Aside from the CCA/PE lessons, students must be in the School Uniform.

General appearance

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.

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).

Attire on Friday only:

- Only School Polo Shirts (Not CCA/PE) with decent jeans or track bottom of dark blue / black are permitted.
- No shorts and sleeveless shirts / blouses.
- No fancy accessories.
- No slippers.

CCA / PE Attire

- Only CCA/PE shirt based on Sports House colour are allowed.
- Students must wear dark blue / black track bottom when not in the play area.
- Shorts are only permitted when playing sports.

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

Code of Conduct

- Students are to be polite and respectful always to the school staff, i.e. Principal, teachers, office staff, security guards, canteen/ bookshop/ school attendants and any external staff employed by the school.
- Students must obtain permission to enter all restricted rooms (Staff Room, Computer Labs, Resource Centre etc.)
- Always speak English in school, except during Second Language periods.
- Students are NOT allowed to bring handphones unless prior permission is obtained from the Principal with justified reasons. A letter from parents needs to be endorsed by the Principal and send a copy sent to Discipline Committee. Handphones must be switched off and surrendered to Discipline Teachers seated at Teacher's Room before entering respective classes. Students are required to log in and out in the Log Book prepared.
- Wave boards, Frisbees, Basketball etc. are not allowed to be used during school hours.
- Students are to actively learn in the classrooms. They are not to sleep, shout across the room, make unnecessary noises or disturb their friends.
- Students are not allowed to leave the class or school without permission from the respective teacher/staff during school hours. Parents / Guardians need to obtain approval if they need to take their children / wards out during schooling hours.
- Students must complete work assigned, including class work, homework, corrections, project etc. neatly and carefully. Work assigned must be handed in on time.
- Students are to pack their bags according to their timetable.

Locker

- Students are only allowed to go to their lockers before lessons start at 7:50 a.m. and 8:30 a.m. respectively for primary and secondary, during the breaks and during lunch time, and after school.

Punctuality

- Punctuality is expected for all class lessons, activities and assembly.

Additional information

- 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 caught breaking the school rules will be dealt with by Class teachers/ subject teachers or referred to the Disciplinary Committee / Principal.

PUPIL'S SAFETY

1. Reporting Area / Time

- Students must be in school **by 7:50 a.m. for Primary** and **8:30 a.m. for Secondary** otherwise they will be deemed late.
- 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.

2. 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.

3. Visitors to the school

Parents Access to The School Areas

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.

4. 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, Vice Principal, Discipline Teacher or Discipline Master.
- Students are advised **NOT** to remain in the School premises after 5:00 p.m. unless they are involved in school related activities.
- Unauthorised persons brought in by students are not allowed into the school.

5. Students travelling in 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.

6. 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.

Changes to travelling arrangements

For reasons of safety and security, please notify the school office of any changes in your child's travelling arrangements.

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.

7. 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.

8. 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 eaten 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 water coolers to be found around the school, but we also advise that your child brings drinking water to school in an unbreakable container. Carbonated drinks are not allowed.

Fast food deliveries are not permitted at all.

9. Uniform / Attire

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.

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 skirt (ankle level) and blue pin-striped shirt with school emblem on 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 maroon pin-striped shirt with school emblem on pocket, black socks and plain black shoes.

On Fridays, students are permitted to wear School Polo Shirts with appropriate jeans or dark long pants or skirts and shoes. Shorts, figure-hugging and revealing apparel are strictly prohibited. Fancy accessories and slippers are not allowed.

Sports and PE Kit

For all students this consists of T-shirts in house colours with shorts (during play time) or dark track pants (during off games / sports).

All the above items of uniforms and CCA / PE kit, except for socks and shoes, are available from the school bookshop.

Footwear

Shoes for students should be black of a plain design and with low heels. Boots, sandals and trainers, even if black are not allowed.

Please label all your child's belongings with their name and class.

10. 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.

11. Personal Appearance and General Conduct

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.

Eating outside the cafeteria is prohibited. Chewing gum is not allowed.



12. Expectations of Students

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.

13. Prohibitions

- The following are serious offences in the school:
- Bullying
- Profanity
- Fighting
- Uttering offensive/ racist/ prejudiced remarks
- Inappropriate behaviour
- Any form of gambling
- Smoking in or outside school, while wearing the uniform
- Consumption and possession of alcohol
- Usage or possession of narcotics, hallucinogenic substances or any other illegal substances.
- Theft
- Cheating in the exams
- Possession of dangerous items such as blade, mock gun, fireworks

Students who commit the above-mentioned offences will face severe disciplinary action which may lead to suspension or expulsion.

14. The Sport House System

Upon admission to the school children from Year 3 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.



15. 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.

16. 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 3 - Year 11 are expected to participate in at least two CCA activities.

CCA's take place each afternoon between 1.20pm and 3.20pm. There is no additional charge for activities organised by the school's teaching staff. However, in the event of the employment of external coaches or specialist instructors are employed there is will be a minimal charge to cover the costs involved. Payment is on a termly basis.

Students will be able to use all the sports and recreational facilities in the school without additional charge. Availability of facilities are on a "first-come, first-served" basis and students are encouraged to book in advance. Parents and siblings will be given a 50% discount for the use of the same facilities.

Designated rules apply for use of all recreational and sports facilities. These rules are displayed at the respective locations.

17. 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 mobile phone and first aid kit.
- 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.

18. 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.

Please ensure that your children have their PE kit with them on the days of P.E. lessons. A student who through ill-health needs on occasion to be excused from a P.E. lesson should bring a brief letter from his or her parents explaining the reason.

19. Miscellaneous

- Lockers

All students from Year 3 are allocated a locker in which to keep their personal possessions. You are advised to keep a duplicate key at home. 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.

- 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.

Conclusion

We hope that these notes are useful to you but recognise that there is much more that you may wish to know about the new school. We shall try to keep you informed through regular letters/newsletters, the school portal and opportunities to visit the school during the term.

We also believe that though we are divided by different age, gender, race, and religion, we are united through a common goal that is to educate and to instil the spirit of lifelong and holistic learning as a path to success in life.