



STUDENT'S HANDBOOK

This Student Handbook remains the property of Zenith International School (ZIS) under the care of Akademi 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.

Contents

GUIDE FOR PARENTS.....	2
VISITORS TO THE SCHOOL.....	2
EXPECTATIONS OF STUDENTS.....	3
INTRODUCTION OF ZENITH INTERNATIONAL SCHOOL.....	4
SCHOOL VISION.....	4
SCHOOL MISSION.....	4
SCHOOL CORE VALUES.....	4
OUR MOTO.....	4
OUR EMBLEM.....	4
OUR SCHOOL SONG.....	5
ASSEMBLY.....	5
SCHOOL HOURS.....	5
ZENITH EDUCATION MANAGEMNT SYSTEM (ZEMS).....	6
SCHOOL UNIFORM.....	7
ATTENDANCE.....	8
ABSENCE FROM SCHOOL.....	8
EARLY DISMISSAL.....	9
BREAK AND LUNCH.....	9
SCHOOL PROPERTY.....	9
RESTRICTED AREA.....	10
USE OF LOCKERS.....	10
PRIVATE VEHICLES.....	10
PRIVATE TRANSPORTERS.....	10
CHANGE OF PERSONAL INFORMATION.....	11
CAFETERIA AND MEAL ARRANGEMENTS.....	11
SPORT HOUSE SYSTEM.....	12
CO-CURRICULAR ACTIVITIES (CCA).....	12
EXCURSIONS AND OTHER OUTINGS.....	12
PHYSICAL EDUCATION.....	12
MISCELLANEOUS.....	13
ZIS DISCIPLINARY POINT SYSTEM.....	14
ANTI BULLYING / NON VIOLENCE.....	16
ZIS TEACHING AND LEARNING POLICY.....	16
ZIS INTERNAL EXAMINATION COVERAGE.....	17
ZIS INTERNAL EXAMINATION FORMAT.....	18
SCIENCE LABORATORY.....	23
ICT LABORATORY.....	25
LIBRARY.....	26
IMPORTANT SCHOOL CONTACTS.....	28
PARENT/STUDENT ACKNOWLEDGEMENT FORM.....	29

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.
- We shall undoubtedly find the need to amend and extend this students handbook from time to time, 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 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 or reply text messages from parents/ guardians during class time. Parents/ guardians are advised to email the teacher with a carbon copy made to principal for any needed communication pertaining school and outside of school needs. All emails will be replied within a maximum of 48 hours period. All updated email ID can be found under staff contact detail in ZEMS evaluation and communication module.
- Any urgent call/text messages to be made to school, can be done via the school official phone numbers:
 - Enquiry/Marketing : +60182716668
 - Administration : +60182719668
 - Finance : +60183716668

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 International Education & Pearson Edexcel 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 MOTTO

- "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 & Secondary: 8:00 a.m. to 9:00 a.m.
- Attendance is compulsory.
- Silence must always be maintained 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.

After School Programme : 12.30 p.m. to 3.30 p.m.

Primary Year 1 to Year 3

Schooling hour : **8.00 a.m. to 3.00 p.m.**

Recess : 9.30 a.m. to 10.00 a.m.

Lunch : 12.30 p.m. to 1.00 p.m.

Primary Year 4 to Year 6

Schooling hour : **8:00 a.m. to 3:00 p.m.**

Recess : 10.00 a.m. to 10:30 a.m.

Lunch : 1:00 p.m. to 1:30 p.m.

Secondary Year 7 to Year 9

Schooling hour : **8:00 a.m. to 3:00 p.m.**

Recess : 10:30 a.m. to 11:00 a.m.

Lunch : 1:30 p.m. to 2:00 p.m.

Secondary Year 10 to 11

Schooling hour : **8:00 a.m. to 3.30 p.m.**

Recess : 11:00 a.m. to 11:30 a.m.

Lunch : 2:00 p.m. to 2:30 p.m.

ZENITH EDUCATION MANAGEMENT SYSTEM (ZEMS)

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

F. ZEMS My Message

'My Message' module under the 'Communication' tab on ZEMS, is where announcement and information from school will be posted. This will enable students, parents, and guardians to receive the information from the school without hassle.

G. ZEMS Mobile Application

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.

SCHOOL UNIFORM

All students are expected to wear their school uniform on Monday and Friday, 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 are expected to wear their Zenith Polo T-shirt on Tuesday and Thursday as CCA lessons are scheduled on these days. PE attire is only allowed during PE lessons only, as scheduled in their respective timetable.

The School Uniform is as follows:

- Girls (All Levels) - Dark grey skirt/long pants (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 to be purchase from Tek Bookmart (<https://www.tekbookmart.com/Login>).
- Shorts are only permitted when playing sports.
- Students to change to school uniform after their PE lessons.

Tuesday and Thursday attire is as follows:

- Only School Polo Shirts with decent 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 ZEMS attendance module, and shared with MOE via SMIPS.
- 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 apply for leave or permission to leave school via ZEMS attendance module. The respective class teacher is required to endorse the leave/permission via ZEMS 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** apply leave via ZEMS parents/guardians account and attach the medical certificate (if on sick leave).
- 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 fill in and submit ZEMS leave/permission for time off which needs to be approved by the Class Teacher.
- 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 fetch their child for all early departure from school main lobby.
- 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.

BREAK AND LUNCH

- Students are not allowed to go to the canteen except during break and lunch period, as scheduled in their respective timetable.
- 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.
- 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.
- During recess, students are only allowed to be on the ground floor.
- Students are not allowed to wear their jackets during break and lunch time.
- All doors to the classrooms will be locked during break and lunch slots.
- Students are required to bring along all they need before leaving the classroom for during break and lunch slots.

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 School Management, Principal or 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:

- Office and lobby area
- Teacher's Rooms
- Multi-Purpose Hall (MPH)
- ICT Room
- Science Laboratory
- Art Room
- Resource Room
- Staff Pantry

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 with a yearly rental fee of RM30, in which to keep their personal possessions.
- Students/Parents are prohibited to 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.
- Students are responsible to bring back all books and other necessary educational equipment that is needed for them, to complete at home or for parents/guardians checking/supervision.
- Although all necessary precautions will be 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.
- Lost or damaged key/tag/lock will incur a fee of RM10 (key/lock) and RM5 (tag) for replacement

PRIVATE VEHICLES

- Parents are allowed to drive through to drop off the students every morning via Point A. However, parents cannot park or wait in the campus area.
- If parents want to park and wait, parents may use the parking area near to the field, Point B.
- For students' safety, please cooperate with the security officers on duty and drive safely.

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 e-hailing services 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 via email. 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 PERSONAL INFORMATION

- Parents/ Guardians are to notify the school at once of any changes of personal information such as address, contact numbers, including mobile phone numbers and email addresses, in case the school needs to contact you urgently.
- All information will be updated in ZEMS, and its parents' responsibility to provide all the information needed during registration.
- The school is not responsible if parents/guardians cannot be contacted due to failure to update the school on latest contact information.

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 "junk food" are not sold.
- A monthly meal plan is available for all students. The menu is on a monthly rotation, a copy of which can be requested from the school office.
- Parents of children in Preschool, Year 1 and Year 2 are strongly encouraged subscribe this meal plans on a monthly basis, as to avoid any cash transaction confusion amongst these group of students.
- 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 cash transaction.
- We appreciate that in some cases parents may wish to send their children to school with a packed lunch, please make sure the food is free from pork and beef as to be more inclusive and sensitive to all walks of life.
- 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 cold/hot water dispenser at the school cafeteria, but we also advise that your child brings drinking water to school in an unbreakable container. Carbonated drinks and instant noodles are not allowed.
- Any form of food/beverages deliveries is not permitted at all.

SPORT HOUSE SYSTEM

- Upon admission to the school, students are placed in one of the four school 'sport houses'. These will initially be known by the house names: Olympus (Blue), Rushmore (Green), Kilimanjaro (Red) and Fuji (Yellow).
- 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 secondary students from Year 7 - Year 10 are expected to participate in two CCA activities (one club and one sport).
- CCA's take place on every Tuesday and Thursday from 8.00am to 9:30pm respectively for sports and club. There is no additional charges for CCA.
- CCA will be graded and will appear in T1E and T3E student progress report. Two important components used to assess and grade students for CCA are Student attendance - 50% and Student participation - 50%.
- The student participation is assessed on the pro-activeness of the students during the stipulated CCA activities scheduled for the timeline conferred before each of the above-mentioned examination periods.
- 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 allowed to join school excursion without approving the Permission/Excursion Approval via ZEMS from parents account.
- 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 Physical Education lessons.
- Students need to be in their Physical Education attire on the days when they have Physical Education lessons.
- Student who through ill-health needs on occasion to be excused from a Physical Education 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 RM10 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:

1. A child lacks in his or her knowledge and understanding due to a period of ill health and absence from school
2. A child’s first language is not English and specialist tuition in English as another language may be appropriate.
3. A child has a specific learning difficulty and specialist tutoring is available.
4. 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 (i.e. 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, 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.

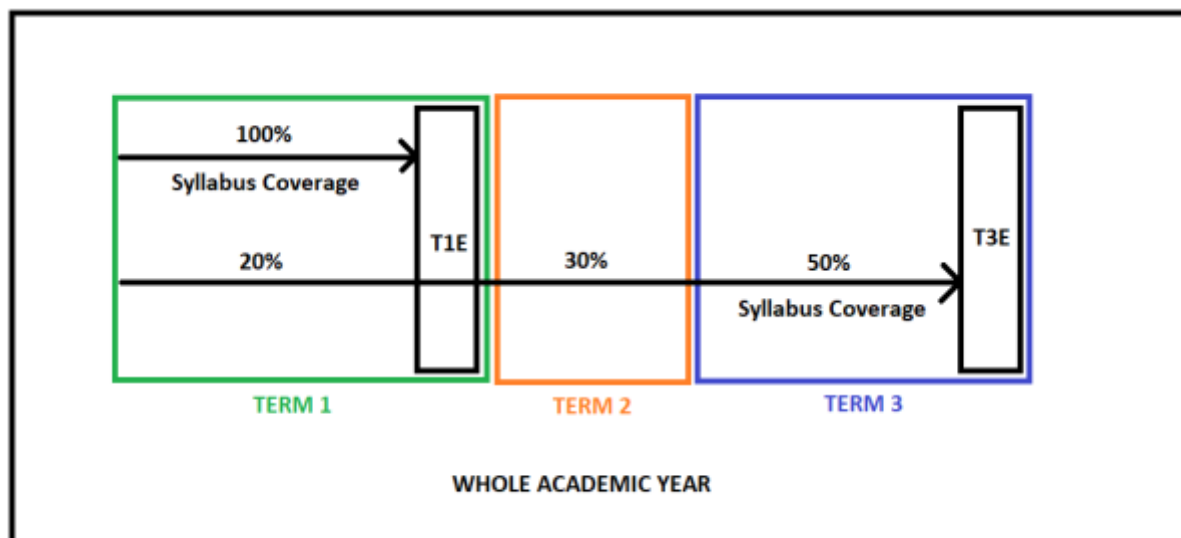
ZIS TEACHING AND LEARNING POLICY

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.

ZIS INTERNAL EXAMINATION COVERAGE



Above is the general depiction of exam syllabus coverage for Term 1 Examination and Term 3 Examination. All other trial examinations for Year 6, Year 9 and Year 11 will be covering the entire syllabus taught for Pearson or Cambridge board examination. For Term 1 Examination and Term 3 Examination Syllabus Coverage will be released 3 weeks before the examination dates, in the following sample format below.

SUBJECT	TOPICS/CHAPTERS COVERED	FORMATS/MARKS	TEACHER
Mathematics	Section A and B 1) Numbers to 1000 2) Statistics: Tally charts and frequency tables 3) Addition, subtraction, and money 4) 3D shapes 5) Multiplication and division 6) Measurements, area, and perimeter	Format of the Paper: Single Paper Section A: MCQ (20 Marks) Section B: Structured Question (40 Marks) Total: 60 Marks Duration: 1 Hour Percentage: 100%	Ms Jamaica
English	Section A: Reading a) Text 1: Nonfiction b) Text 2: Fiction c) True and False d) Subjective e) Matching f) Numbering orders Section B: Grammar and Vocabulary a) Adverbs g) Part of speech h) Homonyms	Section A: 30 Marks Section B: 15 Marks ➤ Subjective ➤ Matching ➤ Circle / Underline Section C: 15 Marks	Mr Jackson

	i) Contraction Section C: Writing Invitation Letter	➤ Writing 3 paragraph (Invitation Letter) Total: 60 Marks Percentage: 100%	
--	--	---	--

ZIS INTERNAL EXAMINATION FORMAT

1. Preschool (L1/L2)

Exam Type	Format for L1	Format for L2
Term 1 Exam	Maths, Early English & Early Science -Single Paper -100% (30 Marks) /1 hour -Filling in the Blanks/True or False/ Matching the diagrams / Drawing the diagrams / Colouring the pictures / Simple writing - No carry forward marks.	Maths, Early English & Early Science -Single Paper -100% (50 Marks) /1 hour -Filling in the Blanks/True or False/ Matching the diagrams / Drawing the diagrams / Colouring the pictures / Simple writing - No carry forward marks.
Term 3 Exam	Maths, Early English & Early Science -Single Paper -100% (30 Marks) /1 hours -Filling in the Blanks/True or False/ Matching the diagrams / Drawing the diagrams / Colouring the pictures / Simple writing - No carry forward marks.	Maths, Early English & Early Science -Single Paper -100% (50 Marks) /1 hours -Filling in the Blanks/True or False/ Matching the diagrams / Drawing the diagrams / Colouring the pictures / Simple writing - No carry forward marks.

2. Lower Primary (LP)

Exam Type	Format for all Subjects (Y1 – Y3)
Term 1 Exams	I) English, Math, Science, Mandarin, and Malay - Single Paper -100% (50 Marks) / 1 Hour - 60% (30 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (20 marks) SQ - No carry forward marks. II) Performing Arts, Sports, Visual Arts & ICT -2 Project Based Assignments - 100% (50 Marks - 25 marks per assignment)
Term 3 Exams	I) English, Math, Science, Mandarin, and Malay - Single Paper -100% (50 Marks) / 1 Hour

	<ul style="list-style-type: none"> - 60% (30 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (20 marks) SQ - No carry forward marks. <p>II) Performing Arts, Sports, Visual Arts & ICT</p> <ul style="list-style-type: none"> -2 Project Based Assignments - 100% (50 Marks - 25 marks per assignment)
--	---

4. i) Upper Primary (UP Year 4 & Year 5)

Exam Type	Format for Achievement Test (AT) Board Exam Subjects (Y4 – 5)	Format for Non-Board Exam Subjects (Y4 – Y5)
Term 1 Exams	<p>English, Math, & Science</p> <p>- As per Edexcel format</p>	<p>I) Mandarin and Malay</p> <ul style="list-style-type: none"> - Single Paper -100% (75 Marks) / 1 Hour - 60% (45 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (30 marks) SQ - No carry forward marks. <p>II) Performing Arts, Sports, Visual Arts & ICT</p> <ul style="list-style-type: none"> -4 Project Based Assignments -100% (100 Marks - 25 marks per assignment)
Term 3 Exams	<p>English, Math, & Science</p> <p>- As per Edexcel format</p>	<p>I) Mandarin and Malay</p> <ul style="list-style-type: none"> - Single Paper -100% (75 Marks) / 1 Hour - 60% (45 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (30 marks) SQ - No carry forward marks. <p>II) Performing Arts, Sports, Visual Arts & ICT</p> <ul style="list-style-type: none"> -4 Project Based Assignments -100% (100 Marks - 25 marks per assignment)

i) Upper Primary (UP Year 6)

Exam Type	Format for Achievement Test (AT) Board Exam Subjects (Y6)	Format for Non-Board Exam Subjects (Y6)
Y6 Trial 1	English, Math, & Science - As per Edexcel format	N/A
Term 1 Exams	English, Math, & Science - As per Edexcel format	I) Mandarin and Malay - Single Paper - 100% (75 Marks) / 1 Hour - 60% (45 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (30 marks) SQ - No carry forward marks. II) Performing Arts, Sports, Visual Arts & ICT -4 Project Based Assignments - 100% (100 Marks - 25 marks per assignment)
Y6 Trial 2	English, Math, & Science - As per Edexcel format	N/A
Term 3 Exams	English, Math, & Science -No assessment required Remarks: Term 3 exam results based on Achievement test trial 2 examination	I) Mandarin and Malay - Single Paper - 100% (75 Marks) / 1 Hour - 60% (45 marks) MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% (30 marks) SQ - No carry forward marks. II) Performing Arts, Sports, Visual Arts & ICT -4 Project Based Assignments - 100% (100 Marks - 25 marks per assignment)

3. i) Lower Secondary (LS Year 7 & Year 8)

Exam Type	Format for CP Board Exam Subjects (Y7 & Y8)	Format for IGCSE Board Exam Subjects (Y7 & Y8)
Term 1 Exams	English, Math, & Science -As per CP CIE format	Mandarin, Malay, ICT, Geo, & His - As per CIE IGCSE exam format
Term 3 Exams	English, Math, & Science -As per CP CIE format	Mandarin, Malay, ICT, Geo, & His - As per CIE IGCSE exam format

ii) Lower Secondary (LS Year 9)

Exam Type	Format for CP Board Exam Subjects (Year 9)	Format for IGCSE Board Exam Subjects (Year 9)
Y9 Trial 1	English, Math, & Science -As per CP CIE format	Mandarin, Malay, ICT, Geo & His - As per CIE IGCSE exam format
Term 1 Exams	English, Math, & Science -As per CP CIE format	Mandarin, Malay, ICT, Geo & His -single paper - 100% (100 marks) / 1 hour 15 mins - 60% MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% SQ & EQ
Y9 Trial 2	English, Math, & Science -As per CP CIE format	Mandarin, Malay, ICT, Geo & His - As per CIE IGCSE exam format
Term 3 Exams	English, Math, & Science -No assessment required Remarks: Term 3 exam results based on Cambridge Checkpoint Trial 2 examination	Mandarin, Malay, ICT, Geo & His -single paper - 100% (100 marks) / 1 hour 15 mins - 60% MCQ/Filling in the Blanks/True or False/ Matching the diagrams -40% SQ & EQ

5. Upper Secondary (Year 10-Year 11)

Exam Type	Format for All Subjects
Term 1 Exams Y10	• Marks, format and number of papers as per CIE IGCSE exam
Term 3 Exams Y10	• Marks, format and number of papers as per CIE IGCSE exam
Y11 Trial 1	• Marks, format and number of papers as per CIE IGCSE exam
Y11 Trial 2	• Marks, format and number of papers as per CIE IGCSE exam

Legend:

Carry forward	- Marks given and recorded from assignments, homework, presentation and projects
MCQ	- Multiple choice questions
SQ	- Structured questions
EQ	- Essay questions
TE1	- Term 1 Examination
T3E	- Term 3 Examination
Y6T1	- Year 6 Trial 1
Y6T2	- Year 6 Trial 2
Y9T1	- Year 9 Trial 1
Y9T2	- Year 9 Trial 2
Y11T1	- Year 11 Trial 1
Y11T2	- Year 11 Trial 2

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 to immediate five disciplinary points deduction from the respective students' Disciplinary Point Account on ZEMS. 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 ZEMS.

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.

LIBRARY

The purpose of the library is to provide and support teachers and students with necessary information and resources, promote information literacy, as well as enhance students' appreciation for books. All members of Zenith International School community which includes the ZIS staff (Academic & Non-Academic) and students, are defined as ZIS member here after.

A. Library Rules and Regulations

1. The school rules and disciplinary code of conduct will also apply in the library.
2. Students should be formally and decently attired as defined by the School Dress Code.
3. Silence is to be strictly observed in the library at all times. Noise, disturbances and other inappropriate behaviours are not permitted in the library.
4. Mobile phones are not allowed inside the library
5. Eating and drinking are not permitted in the library.
6. ZIS members are not allowed to remove or change the placement of chairs, tables, or any other furniture in the library.
7. Only reading and writing materials can be brought into the library.
 - i. Packages and bags (except for handbags and files) are not allowed in the library.
 - ii. Any unauthorised items must be left outside at the user's own risk.
8. Personal belongings should not be left in the library. The Librarian or the School will not be responsible for any damage and/or loss of the personal items left behind.
9. ZIS members are strongly advised to replace the books on the racks once they are done with their reading.
10. ZIS members must ensure that they leave their working area clean and tidy; no rubbish should be left on the ground and chairs should be tucked in.
11. Every ZIS member is responsible for each broken apparatus and equipment in the library.
12. Outsiders are not allowed into the library unless escorted by an ZIS staff member.

B. Library Schedule

1. The opening hours are determined from time to time by the Librarian in light of demand for library use and staff availability.
2. General details of opening hours are listed below:
 - i. Monday to Friday - 8.00 a.m. – 4.00 p.m. (please refer to timetable for availability/closed times)
 - ii. Saturday & Sunday - Closed
 - iii. Public Holiday - Closed

C. Books Borrowing Rules & Regulations

1. Students are registered by default with their ZIS ID number upon joining ZIS.
2. All registered students are allowed to borrow library books following their eligibility.
3. ZIS members are allowed to borrow 2 books at a time.
4. ZIS member should return borrowed items within a week (7 days) after signing out the books from the library.
5. ZIS members can only renew borrowed items twice.
6. ZIS member are expected to return the borrowed library books, before or on the due date, after which an overdue fine will be imposed (as above)
7. Students will be charged a fine of RM1.00 (per book) for each day the item is overdue.
8. Staff will be charged a fine of RM5.00 (per item) for each day the item is overdue.

9. A ZIS member with overdue books will not be allowed to borrow any library books until the fine is settled.
10. ZIS member are responsible for the items borrowed from the library. Any item lost or damaged while in the possession of the ZIS member will be charged to the ZIS member. For lost or damaged item, the ZIS member will be charged the price at which the item was purchased by the school.
11. Lost/damaged item cannot be replaced by buying the same item
12. All ZIS members are not allowed to check in/out books for others.
13. Students who have withdrawn, discontinued, or completed courses must return all borrowed materials to the library. Students who fail to clear any fine or return materials borrowed on completion of their courses will have their transcripts suspended.
14. Staff who have resigned must return all borrowed materials to the library. Staff who fail to clear any fine or return materials borrowed before designated last day of work will have their salary deducted for unreturned materials.

IMPORTANT SCHOOL CONTACTS

NO	DEPARTMENT	EMAIL
1	Administration/Government Liaison	info@zenithschools.edu.my
2	Marketing	enquiry@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.