

2023

ACMAR

STUDENTS HANDBOOK



ACMAR
INTERNATIONAL SCHOOL

This handbook provides students with rules and regulations pertinent to students at AIS. Students are expected to read the handbook and become acquainted with its entries. Students and Parents must sign this Declaration form, 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 will be communicated to students.

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About Sekolah Sri Acmar The Best International School In Selangor, Malaysia

Acmar Schools have been established with 20 over years of history as one of the education pioneers in Klang Valley. Its well rounded holistic approach is aimed at nurturing children's progress in academics, sports, mental and social development. Nurturing 21st century skills and knowledge like robotics, drones, electronics and coding. We provide state-of-the-art facilities in a conducive learning environment. The school is strategically located in Bandar Baru Klang with access from 3 major highways - NKVE, Federal Highway and Shapadu.

A. Acmar International School (AIS)

Acmar International School was founded on June 2018. It is a privately owned coeducational day school which offers a general academic curriculum for students of all nationalities, our fees suit their budgets.

We want to create an educational platform that is accessible to most income groups in and around Klang that engages the British International Curriculum as this is one of the most internationally recognised curriculums by leading universities and employers worldwide. Our school curriculum prepares students for life, helping them develop an informed curiosity and a lasting passion for learning. We bring together a passionate team of educators to work with CIE to deliver the best possible education aligned to the National Curriculum of England and to develop Cambridge learners who are confident, responsible, reflective, innovative and engaged – equipped for success in the modern world. We are proud to join 10,000 schools in 160 countries across the world to prepare students for their future with an international education from Cambridge.

We want you to enjoy your education and be able to pursue it to the best of your abilities. In order for you and other students to accomplish this we need an environment where there is order and respect for others. These policies are designed to make this possible and thus implemented not as a means of punishment but rather more for the enhancement of character development of the student. Furthermore, rules help to bring about the quality of self-discipline which is such an important part of your education.

Welcome to AIS!

B. MOTTO

Wisdom and Love

C. VISION

To be a renowned international educational institution.

D. MISSION

To provide a holistic education that enhances creative and responsible learning with a good sense of discipline accompanied by a high standard in sports and extracurricular activities.

E. Admission Policy

All applicants are required to submit a completed school application and registration form together with of the relevant documents (i.e. MyKad/Passport, previous academic results/report card, school leaving certificate) and four copies of passport sized photograph (non-returnable). Copies of document only need to be certified on request by the school administration. An applicant is only considered an AIS student upon the acceptance of the Letter of Offer and having paid all fees due on registration. All the registration and confirmation of registration shall be completed only after submission of all the relevant documents as per our checklist. Letter of Acceptance will only be processed upon receiving required documents mentioned above (non-returnable), together with completed application and registration form.

F. Payment of Fees

- I. Students registered at AIS are required to pay all Fees due as per the fee schedule i.e. quarterly prior to the 7th of each the quarter of the academic calendar viz. January, May and September.
- II. Failure to pay the fee mentioned above will result in student being barred from attending classes and examinations in AIS.
- III. Year 11 students are required to pay their full academic year school fees in two (2) payments viz. January, and May; since they shall graduate from the school at the end of September.

G. Student Withdrawal

- I. Any registered student who wish to withdraw from the school must complete and send in a withdrawal notice in writing to AIS.
- II. Withdrawal notice in writing to the school must be submitted 4 months prior to the next quarter of the academic year (i.e. 31st December, 30th April, or 31st August – whichever is applicable) for any refund to be made.
- III. The students must be physically present during this notice period. The failure to abide by this temporal ruling will cause the school deposit and other fees to be forfeited.
- IV. Issuance of a school leaving certificate shall be made to any students who have indicated their intention to either withdraw or transfer to another school. The school leaving certificate shall be issued in a time period of 30 days (approximate) from the withdrawal date of the student.

H. Refund Policy – Refund cannot be offset with tuition fees

- I. Full settlement of term fees is required within the quarterly period before the commencement of classes for the respective terms.
- II. If the student is expelled due to misconduct, there shall be **NO** refund of all the fees paid except for refundable deposits.
- III. Refunds will be made in the name of the sponsor (Parent/Guardian) as stated in the Application Form.

I. The Right to Learn and Freedom of Speech

At AIS, we believe that all individuals have a right to an education and that all students are capable of learning if given an environment free from disruptive or inappropriate behaviour. It is our goal to have all students at AIS treated with dignity and respect at all times.

Students are entitled to verbally express their personal opinions. However, such expression shall be respectful and shall not interfere with the freedom of others to express themselves nor violate local cultural, racial, religious and traditional values. The use of obscenities and personal attacks are vehemently prohibited.

All said and done, the school explicates the fact that currently, it does not have the expertise to handle students with severe learning difficulties, physical disabilities or behavioural problems. Thus, students with these need,

are duly advised/purported to special schools that are specifically designed, staffed and resourced to provide the appropriate special education for children with these additional needs for their best interests.

J. Code of Conduct & Discipline

I. General code of conduct expected from students

- a. You are responsible for your own education.
- b. You must make a genuine effort to learn.
- c. You must not interfere with the education of other students.
- d. Rough housing, rowdiness, touching or grabbing of other students is not allowed.
- e. Disrespect of teachers or other students is not allowed.
- f. You may not leave the classroom or roam around the classroom without permission.
- g. Use of electronic equipment of any kind, including but not limited to: tablets, mobile phones, music players, Kindles and similar gadgets are not allowed during school hours.
- h. The minimum requirements for every lesson are: pen, pencil, ruler, timetable, spare writing paper, appropriate text and exercise books.
- i. Eating and drinking non-water beverage during lessons is not permitted except during designated lunch hours or breaks.
- j. Leave the classroom clean and tidy for the next class.
- k. Students are expected to report to teachers if they witness unacceptable behaviour.
- l. To promote excellence and proficiency in the English Language, ONLY ENGLISH may be spoken during class time.

II. Punctuality and Attendance

- a. All students must have a minimum of 80% attendance record for each academic term.
- b. All students must be punctual for all classes, practical or seminar.
- c. A verbal warning will be issued to students who are 15 minutes late for theory/ practical class and appropriate action taken if this is habitual.
- d. The school administrative office will only accept legitimate letters from parents or medical certificates from government authorized clinics/medical practitioners which have been properly endorsed.
- e. All students who fail/unable to attend class due to legitimate reasons must inform the homeroom teacher / the school administrative office of their intention before the commencement of their class.
- f. All letter from parents or medical certificates must be handed to administrative office within 24 Hours from the date of absence. You should not be absent without a note or email from a parent or guardian sent to the Management. Absences without such notices are Unexcused Absences and may result in Detention.
- g. Attendance for every class is very important. Students are expected to be in their classes every scheduled day of school. If you miss class, it is YOUR responsibility to find out what assignments were given out in your absence and to make up those assignments.

III. Assessment/Test/Examination Punctuality and Attendance

- a. Students must be punctual for all assessments/test/exam held internally or externally by the school.
- b. A verbal warning will be issued to students who arrive before the half time of the assessment/test/exam slot and appropriate action will be taken if this is habitual and/or on a case to case basis.
- c. Any student who arrives after the half time of the assessment/test/exam slot may not be allowed to sit for the assessment.
- d. No deferment (re-sit) will be allowed for students who are absent for the assessment/test/exams due to personal/invalid/unacceptable reasons such as holiday trip, competition, unauthorised absence, etc.
- e. The School Management will only allow re-sit of examination if a medical certificate is produced from a government authorised hospital.
- f. All students who fail to attend assessment/test/exams due to medical reasons must inform the School Management about their health condition before the start of the examination and the medical certificates/hospital letter must be handed to administrative office preferably within 24 Hours prior to the date of absence.

IV. Homework

Students are responsible to hand in their homework on time to the teachers. Failure to do homework can result in the disciplinary procedure outlined below.

V. Arrival and Dismissal of Students

All students are expected to go directly to designated area instructed when they arrive at School. When school ends students are expected to return home with their parent, guardian or designated transporter immediately when they leave school.

VI. Care of Personal Property

All clothing and personal possessions should be kept inside the school bag. Valuables and money must never be left unattended. Students who bring such things to school do so at their own risk. You should not have anything of valuable on you always to avoid things from being missing/stolen/taken. Any such missing items must be reported immediately to Management or the discipline teacher.

VII. Use of Electronic Devices

Students are discouraged to bring any electronic/electrical devices viz. hand phones, electronic dictionaries, etc., to school. All such devices must be switched off during school hours to avoid any disruption of school activities/lessons. AIS is not responsible for any loss or damage to the above if these are brought to school. Any student caught with handphone will have to surrender it to the front office before going to their respective classes/lessons.

VIII. Student Dress Code

AIS recognises the need for tidy, safe and comfortable attire and for a smart-like approach to personality and appearance. Our school uniform gives a sense of identity and belonging and helps create our feeling of community. Students are expected to wear designated shirts and pants unless otherwise notified due to special occasions. The following guidelines should be adhered to by all students:

- a. All students are required to wear all aspects of the school uniform as prescribed for their age group.
- b. Neither make-up nor nail varnish may be worn inclusive of eye-liner.
- c. Students may wear an inexpensive wristwatch but no pricey and/or smart watch (cellular watch) is allowed.
- d. Female students with pierced ears may wear no more than a single stud in the lobe of each ear.
- e. Tattoos and body piercing are strictly not allowed.
- f. Students are not permitted to display tattoos on any part of their body.
- g. Students may wear a fine chain with a religious amulet but it is strictly to be worn underneath the shirt/t-shirt.
- h. Other jewellery, including necklaces, bangles and friendship bands, is not allowed.
- i. Footwear must be black with no other coloured markings.
- j. Hair should be kept neat and clean.
- k. Hair dyes and highlights and excessive use of mousse or gels is not allowed.
- l. Extreme hairstyles are not allowed, such as Mohican, fully shaved, hair patterns, etc.
- m. Female students with long hair should have it tied/clipped back for health and safety reasons.
- n. Students with a fringe below the eyebrows should have their hair tied/clipped
- o. Over-casual appearance and extreme styles will not be tolerated.
- p. Tailored skirts should not be above the knee when standing.
- q. Students wishing to wear a sweater/cardigan are allowed to do so provided it is black, dark blue, or grey in colour with no markings or logos. Hooded garments are not allowed.
- r. Clothing which reveals/exposes undergarments and other revealing clothing of any nature is not allowed.
- s. Any other forms of attire is strictly not allowed unless it is authorized by the School Management for a special occasion.
- t. Any attire/garment that features or represents alcohol or tobacco products, gang affiliation, inappropriate language, sexual connotations, drugs or paraphernalia associated with drug use is strictly prohibited.

- u. High-heeled shoes and hats/hoods/bandana is not allowed in school premises.
- v. All students are NOT permitted to wear slippers/ flip flops/ sandals to school, even on rainy days.
- w. Male students are not permitted to wear female students' attire or vice versa.
- x. Exceptions may be made to the above points on cultural/religious grounds on a case by case basis.
- y. Students/parents in doubt as to what is acceptable should check with the Discipline teacher/management prior to making any decision.

IX. Misconduct

The following list contains examples of misconduct but is not exclusive. Misconduct is prohibited in school, during school functions and outings, or **outside of school if it affects or concerns teachers or students of AIS.**

- a. Fighting or engaging in violent behaviour.
- b. Verbal threats, intimidation or blackmailing.
- c. Harassment (Verbal, Physical, Emotional, Sexual).
- d. Bullying in any form, including Cyber-Bullying.
- e. Insubordination by deliberately failing to comply with the reasonable directions of a teacher, school administrator, or other school employee.
- f. Behaviour that diminishes the rights of other students to learn and the rights of teachers to teach.
- g. Public Display of Affection (PDA) including but not limited to: petting, necking, kissing, or passionate embraces, homosexual activity/behaviour.
- h. Cases of teenage pregnancy
- i. Obscenity.
- j. Profane gestures.
- k. Leaving class or school without permission.
- l. Any form of hazing on or off of school grounds e.g. ragging, mocking, etc.
- m. Gambling
- n. Running
- o. Kicking or slamming doors
- p. Bouncing balls in the halls.
- q. Playing, or loitering in restrooms
- r. Chewing gum
- s. Any activity that could lead to the filing of criminal charges.
- t. Any other activity that is deemed offensive/unacceptable in nature to our local multi-ethnic/religious traditions and custom as reckoned by the school management/Disciplinary Board.

X. Repeated Misconduct

Occasions of repeated misconduct where a student has previously received discipline reprimand can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences. Serious acts of misconduct or repeated misconduct could lead to suspension or expulsion from AIS.

XI. Alcohol/Substance Abuse & Tobacco

Consumption, possession, or being under the influence of any alcoholic product or non-prescribed drug/substance in the school premises or at any school activity will result in suspension or expulsion. AIS is a tobacco-free environment. Possession or use of tobacco or tobacco products or paraphernalia in the school premises or at any school activity is prohibited for everyone.

XII. Search and Confiscation

School officials may search students and their personal property if there is reasonable cause to believe that a student poses a risk to themselves, other students or staff or is in possession of dangerous weapons or illegal substances. Property may be seized/confiscated if it is detrimental to the safety and welfare of students or staff or if school officials have reasonable cause to believe that an illegal act and/or serious violation of school rules and regulations is in process or is about to be committed.

XIII. Cyber-bullying, Internet and Social Media

AIS believes that every student is entitled to an environment that is safe, healthy, secure, and conducive to learning. With this in mind, we promote an atmosphere of mutual respect among students. Bullying of any kind is unacceptable at our school. This policy applies to bullying and cyber bullying of or by any student whether it occurs inside or outside of the school.

Bullying is considered a serious offense which will not be tolerated and appropriate discipline actions will be taken which may result in expulsion. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to inform a teacher.

It is prohibited for any student to bully, intimidate, threaten, harass or annoy other students, teachers, parents, administrators or employees through the use of the internet or social media, even if such acts are not done during school hours.

Bullying is the use of actions with the intention of hurting another person. Bullying results in pain and distress to the victim.

- a. Emotional being unfriendly, ostracism, tormenting (e.g. hiding books, threatening gestures)
- b. Physical pushing, kicking, hitting, punching or any use of violence
- c. Racist racial taunts, graffiti, gestures
- d. Sexual unwanted physical contact or sexually abusive comments
- e. Verbal name-calling, sarcasm, spreading rumours, teasing, blackmailing
- f. Cyber - All areas of internet, such as email & internet chat room misuse; mobile threats by text messaging, whatsapp & calls, misuse of associated technology, i.e. camera, video facilities, etc.

XIV. Student Behaviour

The reputation of a school is judged by the students' behaviour; both on and off the School premises. All students are expected to behave in a manner which is responsible and which shows consideration and respect to all other members of the School, both in the School campus and within the local community.

Acceptable personal conduct involves showing proper respect toward others regardless of race, language, age and gender. Students are expected to respect others, be courteous, helpful, and considerate of school's property and empathetic to other people's feelings at all times.

All staff, whether teachers, administrative staff, and security staff should be treated with respect by students. Swearing, obscenities or vulgar expressions in any language will not be permitted. Students must use polite language and respect other students, teachers and staff members. Some of the general expectations of students are given below:

a. Classroom Behavior

1. Students are required to talk quietly and politely at all times. Disruptive behaviour will not be tolerated. Students are to listen actively and participate in class lessons.
2. Students are to meet deadlines for homework and assignments. All written work is to be neat, legible and reflect the pride of producing good work.
3. Students share the responsibility of keeping the classrooms and the school neat and clean.
4. AIS believes that the time spent in class is crucial in a student's learning and development. Therefore, students are expected to arrive on time (no less than 10 minutes before the school starts) and be prepared for daily classes.
5. They are encouraged to get enough sleep to be fully alert during class. If a student does fall asleep during class, the teacher will wake him/her and warn the student to stay awake and may ask him/her to stand/do the necessary.
6. At the end of the lesson, chairs should be pushed neatly under desks, any litter put in the wastepaper basket and the classroom left tidy.
7. If a student arrives late, after the class has started, then he or she should knock at the door and then remain there until given permission by the teacher to enter. No student should leave the classroom without the permission of the teacher.

8. The teacher, not the student, determines where students sit.
9. No student should use the interactive whiteboard, write on the traditional whiteboards or touch the LCD projector or other equipment in the classroom without the permission of the teacher.
10. There should be no eating or drinking inside the classroom - except for water (with the teacher's permission).

b. Academic Honesty

We expect honesty in the actions of all students and staff of the school community. Students are expected to produce their own work. They must not pass off another's work as their own. The work submitted to a teacher should be the student's own work or should be correctly referenced.

Cheating, lying, forgery and plagiarism is unacceptable. Students caught or involved in any of these will be subjected and disciplined accordingly through the Students Disciplinary Point Account (SDPA) system.

Examples of academic dishonesty:

- Cheating on tests and exams, for example by copying, talking or sharing work.
- Copying homework or giving permission for another person to copy one's own work.
- Plagiarism (Plagiarism is defined as taking another person's ideas, from the Internet or otherwise, and claiming them as one's own.
- Forgery of a parent's signature, of any school document or any grade with the intention to mislead/misinform.

Consequences of academic dishonesty:

Should a student be found to have been dishonest in exams, tests and individual assignments, the student will be given a zero score. Parents will be informed of the dishonest act. The teacher will make a comment on the homework of students who copy homework or give permission for another person to copy his/her own work. No marks will be awarded for copied work.

Plagiarised work will be rejected and must be correctly done. The teacher will explain to the student about the seriousness of claiming other people's ideas as their own without acknowledging the source. The student will be advised on how to avoid plagiarism in future work assignments. It is also the responsibility of parents to encourage academic honesty in their children.

K. Enforcement of the Code of Conduct & Discipline

Inappropriate conduct by a student is subject to discipline as provided for by the Code of Conduct & Discipline. In acts that contravene the law, a police report will be lodged. Students who do not adhere to the code of conduct & discipline will be penalized based upon the student's disciplinary point system:

a. Students Disciplinary Point System Procedure (SPDA)

The first step in the disciplinary procedure is that the student is required to sign a 'Student Complaint Report' acknowledging the misconduct which has been witnessed by a teacher or staff member. This report will be turned to the discipline teacher/s who will proceed with the SDPA system.

The discipline teacher will then send a written notice to parent through the student. The student must have the parent sign the written notice and return it to the discipline teacher. The parent is provided the opportunity to consult the discipline teacher and/or Disciplinary Board/Committee as soon as possible (within 3 working days) for further clarification and/or prior to any disciplinary/corrective action on the student under the SDPA system.

Under the Student Disciplinary Point Account System (SDPA), each student will start the academic year with 25 points; based on the **violations level**, of which deductions of points from the SDPA will be done. When a student has depleted all points in his/her account he/she may be immediately terminated from the school pending review by the Disciplinary Board Committee. Students may also be suspended from school for a maximum period of 10 schooling days if he/she has conducted a violation/s that amounts to a total of 20 points deduction in single or multiple attempts pending review by the Disciplinary Board/Committee. Other violations not mentioned in the list below but is committed by a student will be

reviewed by AIS Disciplinary Board Committee as they arise and penalties will be assessed at the discretion of the Committee/Discipline teacher/s. **Phase 1 Violations (20 Points deducted for each occurrence)**

1. Stealing or possession/sale of stolen property/ goods/ stationery/ books.
2. The sale, use, possession or distribution of weapons, drugs, narcotics, pornography and alcohol on school premises and at school related functions.
3. Sexual harassment/ sexual misconduct.
4. Possession/use of fireworks and explosives in campus area or during school event.
5. Gangsterism, mob or battery.
6. Malpractice during class test/ term examination/ board examination.
7. Forgery, alteration, transfer or misuse of campus documents, records or identification.
8. Severe / habitual violation of the code of conduct & discipline (as aforementioned in clause J. (I) to (XIII) above as interpreted by the school management) e.g. attendance of less than 80% for each academic term.
9. Abusive conduct - physical abuse, verbal abuse, abusive behaviour and/or expression, coercion or intimidation/blackmailing directed to any staff, student or visitor of AIS.
10. Intentional and/or malicious destruction or damage to property belonging to School or any staff, student or visitor of school (Student will be responsible for the financial obligations to repair AIS property)

Phase 2 Violations (10 Points deducted for each occurrence)

1. Disruption of academic and administrative processes or other school 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. Gambling and minor vandalism (e.g. scribbling on school wall, doors, toilets, etc.)
6. 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
9. Prolonged / habitual absence i.e. > 3 days from school without informing the school management and/or unauthorized by the school management (even if it's with parental/custodial consent).
10. Unauthorised use of and/or unauthorised entry into and/or misuse of school property.
11. Assisting another person to do any act which would amount to a violation of the code of Conduct and Discipline.
12. 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 authorities.
14. Cheating or plagiarising related to academic programmes.
15. Possession/use of prohibited/electronic devices during teaching and learning period.
16. Use of electronic devices/ PDAs during class/CCA/CCA period (except with written approval by AIS staff, teacher or instructor).
17. Use or possession of smart-phones/tablets/smart watches/internet-camera enable gadgets during schooling hours (except with written approval by AIS staff, teacher or instructor/coach)

Phase 3 Violations (5 Points deducted for each occurrence)

1. Failure to submit homework within frame time decided by home teacher / subject teacher
2. Non-adhering to the Dress & Grooming Code for students.
3. Improper dress-wearing sports attire in academic session or wearing uniform during CCA session
4. Leaving the class CCA premises without permission
5. Failure to complete assignments or carry out directions during class session
6. Failure to follow food/drink restrictions
7. Out of class/CCA- exit pass misuse
8. Arriving late to or leaving early from class/school without the written consent of the teacher/ administrative office
9. Engaging in socially embarrassing behavior on school premises or during school functions.

10. Cafeteria misconduct (throwing food, removing food/drink from cafeteria, excessive noise, lack of cleanliness, etc.)
11. Library misconduct (excessive noise, lack of cleanliness, not keeping the books after reading in the proper position)

Phase 4 Violations (Detentions/Remedial Activity)

Any other minor infringements which is not deemed for SDPA deductions by the discipline teacher/s and/or Disciplinary Board/Committee.

The detention/remedial activity can be where the student may be required to do homework, write notes of apology, help clean facilities or sit out of school activities, or perform other remedial activity to ensure that the student understands and corrects oneself.

Detention times/remedial activity shall be set by the discipline teacher in consultation with management and informing parents.

In any of the above violation, the student is provided counselling to help him/her understand the repercussion of the act involved and the reason to make amends. The SDPA system itself is implemented not as a means of punishment but rather more for the rehabilitation of the student.

b. Dispute of Points Deducted

A student has a 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. Disputes will be documented in the Student's file and reviewed by the AIS 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 appeal will be entertained.

NB: The above lists and categorisation is for clarification and are not intended to be exhaustive or restrictive. Any other issues/violations not previously identified that may also be deemed as warranting student disciplinary action will be as interpreted and categorised by the school management.

Parents/Guardians and Students are distinctly informed that in the case of any gross/severe misconduct, it is the prerogative of the School Management whereby a student may be summarily suspended and/or dismissed from the school without the obligation nor the necessity of issuing disciplinary actions mentioned above.

L. Physical Education (PE), CCA and School Events

PE, enrichment classes and events provide motivational and instructional opportunities to us as a whole school community. Students are required to attend all PE and CCA classes unless excused from it by the school. Excuses are only granted from such with the written request from a parent/guardian and it has to be duly approved by the school to take effect.

ANY injury, no matter how minor, must be reported immediately to the teacher in charge of PE or CCA and injured student should sit out the balance of the class.

M. Lunch Time

Students will have an approximate of 25 - 30 minutes break for their lunch. They are expected to eat in an orderly fashion and exhibit appropriate manners. Students are responsible for keeping the canteen clean and thus expected to leave their eating areas free of rubbish and garbage by disposing them into the bins allocated.

N. Activity Buses and School Trips

Students riding school buses for special activities will conform to rules consistent to established standards for classroom behaviour. Students who do not conduct themselves properly will be denied the privilege of riding on school buses or special activity buses.

All external student trips which are organised by the teacher/s and approved by the School Management will require students to have their parents to complete an official consent form. Without the duly completed and signed consent form, the student will not be able to attend the external student trip.

O. Entry into the Staff Room / Other restricted areas

No student is allowed into the staff room at any one time unless permitted by a teacher. This is to eliminate the possibility of examination and test questions being leaked. Students who wish to seek help from the teacher may do so on request in the common areas/counselling room.

P. School Visitors

Students shall NOT bring visitors to the school or its premises during the school day. If a student wants to host a visitor, they must receive prior permission from the teacher. Any such visitor must abide by the school code of conduct as appropriated.

Q. Parental/Guardian Visits

Parents are welcome to visit the school by making an appointment with the school administrative office. This is to ascertain that respective staff are available to meet with parents when they come for the visit.

R. Assertion

Students and Parents/Guardians are required to read, understand and sign the declaration form attached with this Student Handbook which binds them to strictly comply and abide with the terms and conditions aforesaid.

PARENT/STUDENT DECLARATION FORM

I have read and understood the AIS Students Handbook. Herewith, I agree to adhere and abide by the policies outlined in the handbook.

I understand that any violation of this declaration will subject me to the disciplinary action aforementioned in this Student Handbook.

Student Name:

Signature:

NRIC/PASSPORT No:

Date:

Parent Name:

Signature:

NRIC/PASSPORT No:

Date:

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE / HOME-ROOM
TEACHER WITHIN A WEEK FROM ENROLLMENT OR SCHEDULE DISTRIBUTION.**