

# NILAI INTERNATIONAL SCHOOL



STUDENT HANDBOOK  
ACADEMIC YEAR 2018-2019

“Let Your Light Shine”

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## **WELCOME TO NILAI INTERNATIONAL SCHOOL**

Established in 2009, Nilai International School (NIS) is located in the rapidly developing and pleasant suburb of Putra Nilai, only 45 minutes' drive from Kuala Lumpur.

Nilai Resources Group, the developers of Putra Nilai, invest in Nilai International School to provide an excellent International education for the children of Putra Nilai and the surrounding areas, including Kuala Lumpur, Cyberjaya, Putrajaya, Seremban, Sepang and the Kuala Lumpur International Airport Area. NIS stands alongside its sister institution, Nilai University, and near the Nilai Springs Hotel and Golf Resort.

### **SCHOOL VISION**

Character Formation – Academic Excellence

### **SCHOOL MISSION**

To achieve growth in mind, body, spirit and in truth that we may shine wherever we are

### **SCHOOL MOTTO**

“Let your Light Shine”

### **SCHOOL LOGO**



### **SYMBOLISM OF COLOURS AND IMAGES**

|                        |  |
|------------------------|--|
| Green                  | Love and care for the earth and all its life form                                  |
| Yellow                 | Strong in spirit and optimistic in nature  |
| Book                   | A never ending quest for knowledge   |
| Tree                   | Growth in nature which simultaneously reaches down to the ground and up to the sky |
| Laurel                 | Success and rewards gained from self-discipline                                    |
| Quill and Ink          | Refinement, gentility and sophistication   |
| Dove with olive branch | Peaceful and forgiving nature  |

## SCHOOL CALENDAR 2018 -2019

| <b>TERM 1</b>                               |                     |                                   |
|---|---------------------|-----------------------------------|
| <b>3 SEPTEMBER 2018 TO 19 DECEMBER 2018</b> |                     |                                   |
| <b>Start Date</b>                           | <b>End Date</b>     | <b>Event</b>                      |
| 24 Aug 2018 (Fri)                           |                     | New Staff Induction               |
| 27 Aug 2018 (Mon)                           | 30 Aug 2018 (Thurs) | Staff Training Week               |
| 03 Sept 2018 (Mon)                          | 2 Nov 2018 (Fri)    | Term 1 School Session             |
| 3 Nov 2018 (Sat)                            | 11 Nov 2018 (Sun)   | Term 1 Mid-Term Break             |
| 12 Nov 2018 (Mon)                           | 19 Dec 2018 (Wed)   | Term 1 School Session (continues) |
| 20 Dec 2018 (Thurs)                         | 01 Jan 2019 (Tues)  | Term 1 End Term Break             |

| <b>TERM 2</b>                         |                   |                                   |
|---------------------------------------|-------------------|-----------------------------------|
| <b>2 JANUARY 2019 TO 5 APRIL 2019</b> |                   |                                   |
| <b>Start Date</b>                     | <b>End Date</b>   | <b>Event</b>                      |
| 02 Jan 2019 (Wed)                     | 01 Feb 2019 (Fri) | Term 2 School Session             |
| 02 Feb 2019 (Sat)                     | 10 Feb 2019 (Sun) | Term 2 Mid-Term Break             |
| 11 Feb 2019 (Mon)                     | 5 Apr 2019 (Fri)  | Term 2 School Session (continues) |
| 6 Apr 2019 (Sat)                      | 21 Apr 2019 (Sun) | Term 2 End Term Break             |

| <b>TERM 3</b>                        |                    |                                   |
|--------------------------------------|--------------------|-----------------------------------|
| <b>22 APRIL 2019 TO 12 JULY 2019</b> |                    |                                   |
| <b>Start Date</b>                    | <b>End Date</b>    | <b>Event</b>                      |
| 22 Apr 2019 (Mon)                    | 31 May 2019 (Fri)  | Term 3 School Session             |
| 01 June 2019 (Sat)                   | 09 June 2019 (Sun) | Term 3 Mid-Term Break             |
| 10 June 2019 (Mon)                   | 12 July 2019 (Fri) | Term 3 School Session (continues) |
| 12 July 2019 (Sat)                   | 02 Sept 2019 (Mon) | Term 3 End –Term Break            |

### SCHOOL CLOSURE IN TERM TIME

| 2018   |  | 2019   |                                      |
|--------|--|--------|--------------------------------------|
| 31-Aug | Malaysia's National Day                            | 1-Jan  | New Year's Day                       |
| 10-Sep | The Yang Di-Pertuan Agong's Birthday - Replacement | 14-Jan | Yang Di-Pertuan Besar NS's Birthday  |
| 11-Sep | Muharram/New Year                                  | 21-Jan | Thaipusam                            |
| 17-Sep | Malaysia Day (Replacement)                         | 5-Feb  | Chinese Lunar New Year's Day         |
| 6-Nov  | Diwali/Deepavali                                   | 6-Feb  | Second day of Chinese Lunar New Year |
| 20-Nov | The Prophet Muhammad's Birthday                    | 3-Apr  | Israk and Mikraj                     |
|        |  | 1-May  | Labour Day                           |
|        |  | 20-May | Wesak Day - Replacement              |
|        |  | 5 June | Hari Raya Puasa Day 1                |
|        |  | 6 June | Hari Raya Puasa Day 2                |

### NIS Calendar of School Weeks/ Holidays by Week, 2018-19. Events subject to amendment:

| Sch. Week   | Primary  | Event  | Secondary | Event  |
|---|--|--|-----------|--|
| 1 – 03/09   |  | School Year Begins 0830 on Monday 3 <sup>rd</sup> September  |           | School Year Begins 0830 on Monday 3 <sup>rd</sup> September  |
| 2 – 10/09   |  | Weekly Co-Curricular Events Weds & Thurs, 3.40 – 4.40 begin, Yr. 3 up. Public Holiday Monday/Tuesday                             |           | Weekly Co-Curricular Events Weds & Thurs, 3.40 – 4.40 begin, Yr. 3 up. Public Holiday Monday/Tuesday       |
| 3 – 17/09   |  | Public Holiday Monday  |           | Public Holiday Monday  |
| 4 – 24/09   |  | Mathematics Month Launch   |           | Mathematics Month Launch   |
| 5 – 01/10   |  | Malaysia Children's Day Celebrations   |           | Malaysia Children's Day Celebrations   |
| 6 – 08/10   |  | Mathematics Month  |           | Mathematics Month  |
| 7 – 15/10   |  | Mathematics Month  |           | Mathematics Month  |
| 8 – 22/10   |  | Mathematics Month Presentations  |           | Mathematics Month Presentations  |
| 9 – 29/10   |  | Deepavali Events/Kolam Competition   |           | Deepavali Events/Kolam Competition   |
| <b>05/11</b>  | <b>TERM 1 HALF TERM HOLIDAY WEEK FOR DEEPAVALI</b>   |  |           |  |
| 10 – 12/11  |  | Eco Month Launch   |           | Eco Month Launch   |
| 11 – 19/11  |  | Tuesday Public Holiday – Prophet's Birthday  |           | Tuesday Public Holiday – Prophet's Birthday  |
| 12 – 26/11  | Revision Week. Term 1 Final Co-Co Week. IGCSE Mock Examinations, 1 <sup>st</sup> Round Begin |  |           |  |
| 13 – 03/12  |  | Assessment Week  |           | Assessment Week & IGCSE Mocks 1  |
| 14 – 10/12  |  | Health and Fitness Week  |           | Health and Fitness Week  |
| 15 – 17/12  |  | <b>Sports Day Tuesday; Report Card Day, Christmas Show, Wednesday</b>  |           | <b>Sports Day Tuesday; Report Card Day, Christmas Show &amp; Celebration Wednesday</b>                     |
| <b>DECEMBER BREAK – TWO WEEKS</b>   |  |  |           |  |
| 16 – 02/01  |  | Term 2 Starts Wednesday  |           | IGCSE Mock Examinations 2  |
| 17 – 07/01  |  | Science Month Launch   |           | IGCSE Mock Examinations 2  |
| 18 – 14/01  |  | Public Holiday Monday – <i>Negeri 9 Only</i>   |           | Public Holiday Monday – <i>Negeri 9 Only</i>   |
| 19 – 21/01  |  | Public Holiday Monday – Thaipusam  |           | Public Holiday Monday – Thaipusam  |
| 20 – 28/01  |  | Science Month  |           | Science Month  |
| <b>04/02</b>  | <b>TERM 2 HALF TERM HOLIDAY WEEK FOR CHINESE NEW YEAR</b>                                    |  |           |  |
| 21 – 11/02  |  | Science Month Presentations, English Month Launch  |           | IGCSE Entries for May/June 2018 Made   |
| 22 – 18/02  |  | English Month  |           | English Month  |
| 23 – 25/02  |  | English Month  |           | English Month  |
| 24 – 04/03  |  | English Month  |           | English Month  |
| 25 – 11/03  |  | English Month Presentations. Revision Week   |           | English Month Presentations. Revision Week. Final IGCSE Mocks, 3 <sup>rd</sup> Round, for Predicted Grades |
| 26 – 18/03  |  | Assessment Week  |           | Assessment Week, Yr. 6 & 9 Checkpoint Mocks  |
| 27 – 25/03  |  | Health and Fitness Week, Shakespeare Day   |           | Health and Fitness Week, Shakespeare Day   |
| 28 – 01/04  |  | <b>Wednesday Public Holiday. House Games Thursday, End of Term Reports &amp; Celebration Friday</b>                              |           | <b>Wednesday Public Holiday. House Games Thursday, End of Term Reports &amp; Celebration Friday</b>        |
| <b>APRIL BREAK – TWO WEEKS. APRIL REVISION WEEK FOR YEAR 11, Monday 15 – Thursday 18<sup>th</sup> April</b> |  |  |           |  |
| 29 – 22/04  |  | Global Citizenship Month Launch, Prefect and School Council Elections. Year 6 & 9 Checkpoint Tests, IGCSE Orals/Practicals Start |           |  |
| 30 – 29/04  |  | Teachers' Week. Public Holiday Wednesday for Labour Day  |           |  |
| 31 – 06/05  |  | Ramadan Assembly. Fasting Month Begins   |           | IGCSE Examinations, Fasting Month Charity Events   |
| 32 – 13/05  |  | Fasting Month Charity Events   |           | IGCSE Examinations, Fasting Month Charity Events   |
| 33 – 20/05  |  | Monday Public Holiday. Fasting Month Charity Events  |           | IGCSE Examinations, Fasting Month Charity Events   |
| 34 – 27/05  |  | Fasting Month Charity Events   |           | IGCSE Examinations, Fasting Month Charity Events   |
| <b>04/06</b>  | <b>TERM 3 HALF TERM HOLIDAY WEEK FOR AIDALFITRI / HARI RAYA PUASA</b>                        |  |           |  |
| 36 – 10/06  |  | Revision Week. IGCSE Examinations End. Year 11 Final Assembly  |           |  |
| 37 – 17/06  |  | School Examination Week  |           |  |
| 38 – 24/06  |  | Performing Arts Festival   |           |  |
| 39 – 01/07  |  | Trips and Visits Week  |           | Trips and Visits Week  |
| 40 – 08/07  |  | <b>House Games Wednesday. End of Year Reports, Prize Giving, and Celebration Friday</b>  |           | <b>House Games Wednesday. End of Year Reports, Prize Giving, and Celebration Friday</b>                    |

## NIS Calendar of School Assemblies, 2018-19. Events are subject to amendment.

| Sch. Week   | Primary   | Lead Staff and Theme  | Secondary | Lead Staff and Theme  |
|---|---|---|-----------|---|
| 1 – 03/09   |   | Start of New Term & Year – <b>Mr Charles</b>  |           | Start of New Term & Year – <b>Ms Cynthia</b>  |
| 2 – 10/09   |   | Public Holidays Monday and Tuesday – Agong’s Birthday & Awal Muharram                               |           | Public Holidays Monday and Tuesday – Agong’s Birthday & Awal Muharram                               |
| 3 – 17/09   |   | Public Holiday Monday – National Day  |           | Public Holiday Monday – National Day  |
| 4 – 24/09   |   | Mathematics Month Launch – <b>Ms Chan</b>   |           | Mathematics Month Launch – <b>Ms Chan</b>   |
| 5 – 01/10   |   | Malaysia Children’s Day – <b>Mr Patrick</b>   |           | Malaysia Children’s Day – <b>Mr Patrick</b>   |
| 6 – 08/10   |   | Mathematics Month Events – <b>Ms Chan</b>   |           | Mathematics Month – <b>Ms Chan</b>  |
| 7 – 15/10   |   | Performing Arts – <b>Ms Tatiana</b>   |           | Performing Arts – <b>Ms Tatiana</b>   |
| 8 – 22/10   |   | Maths Month Presentations – <b>Maths Teachers</b>   |           | Maths Month Presentations – <b>Maths Teachers</b>   |
| 9 – 29/10   |   | Deepavali – <b>Hindu Teachers</b>   |           | Deepavali – <b>Hindu Teachers</b>   |
| <b>05/11</b>  | <b>TERM 1 HALF TERM HOLIDAY WEEK FOR DEEPAVALI</b>                    |   |           |   |
| 10 – 12/11  |   | Eco Month Launch – <b>Mr Patrick</b>  |           | Eco Month Launch – <b>Ms Rashda</b>   |
| 11 – 19/11  |   | The Prophet’s Birthday – Muslim Teachers  |           | The Prophet’s Birthday - Muslim Teachers  |
| 12 – 26/11  |   | Years 9 & 10 Form Assembly - <b>Form Tutors</b>   |           | Years 5 & 6 Form Assembly – <b>Ms Pamela</b>  |
| 13 – 03/12  |   | Assessment Week   |           | Assessment Week   |
| 14 – 10/12  |   | Health and Fitness Week – <b>Mr Syafiq</b>  |           | Health and Fitness Week – <b>Mr Syafiq</b>  |
| 15 – 17/12  |   | <b>Rehearsals and Preparations for End of Term Events – Ms Low, Ms Tatiana, Mr Syafiq</b>           |           |   |
| <b>DECEMBER BREAK – TWO WEEKS</b>   |   |   |           |   |
| 16 – 02/01  |   | Term 2 Starts Wednesday   |           |   |
| 17 – 07/01  |   | Science Month Launch – <b>Ms Mardiana</b>   |           |   |
| 18 – 14/01  |   | Public Holiday Monday – <i>Negeri 9 Only</i>  |           | Public Holiday Monday – <i>Negeri 9 Only</i>  |
| 19 – 21/01  |   | Public Holiday Monday – <i>Thaipusam</i>  |           | Public Holiday Monday – <i>Thaipusam</i>  |
| 20 – 28/01  |   | Chinese New Year Assembly – <b>Ms Low + Chinese</b>   |           |   |
| <b>04/02</b>  | <b>TERM 2 HALF TERM HOLIDAY WEEK FOR CHINESE NEW YEAR</b>             |   |           |   |
| 21 – 11/02  |   | Science Month Presentations, English Month Launch – <b>Ms Mardiana / Ms Amanda</b>                  |           |   |
| 22 – 18/02  |   | School Magazine Assembly – <b>Mr Abdul Aziz, Mr Amerul Aeyraff, Mr Syahmi</b>                       |           |   |
| 23 – 25/02  |   | English Month – <b>English Teachers</b>   |           | English Month – <b>English Teachers</b>   |
| 24 – 04/03  |   | Years 7 & 8 Form Assembly – <b>Ms Vino</b>  |           | Years 3 & 4 Form Assembly – <b>Ms Fatin</b>   |
| 25 – 11/03  |   | English Month Presentations – <b>Ms Amanda</b>  |           | English Month Presentations – <b>Ms Amanda</b>  |
| 26 – 18/03  |   | Assessment Week   |           | Assessment Week   |
| 27 – 25/03  |   | Health and Fitness Week, Shakespeare Day – <b>Mr Syafiq, Ms Tatiana</b>                             |           |   |
| 28 – 01/04  |   | <b>Wednesday Public Holiday. House Games Thursday, End of Term Reports &amp; Celebration Friday</b> |           | <b>Wednesday Public Holiday. House Games Thursday, End of Term Reports &amp; Celebration Friday</b> |
| <b>APRIL BREAK – TWO WEEKS. APRIL REVISION WEEK FOR YEAR 11, Monday 15 – Thursday 18<sup>th</sup> April</b> |   |   |           |   |
| 29 – 22/04  |   | Global Citizenship Month Launch, Prefect and School Council Elections – <b>Mr Patrick</b>           |           |   |
| 30 – 29/04  |   | Teachers’ Week Assembly – <b>Ms Pamela</b> . Public Holiday Wednesday, Labour Day                   |           |   |
| 31 – 06/05  |   | Ramadan Assembly – <b>Muslim Teachers</b> . Fasting Month Begins                                    |           | IGCSE Examinations, Fasting Month Charity Events  |
| 32 – 13/05  |   | Fasting Month Charity Events - <b>Prefects</b>  |           | IGCSE Examinations, Fasting Month Charity Events  |
| 33 – 20/05  |   | Monday Public Holiday. Fasting Month Charity Events   |           | IGCSE Examinations, Fasting Month Charity Events  |
| 34 – 27/05  |   | Hari Raya Puasa Assembly and Events – <b>Muslim Teachers</b>  |           | IGCSE Examinations, Fasting Month Charity Events  |
| <b>04/06</b>  | <b>TERM 3 HALF TERM HOLIDAY WEEK FOR AIDALFITRI / HARI RAYA PUASA</b> |   |           |   |
| 36 – 10/06  |   | Revision Week. IGCSE Examinations End. Year 11 Final Assembly                                       |           |   |
| 37 – 17/06  |   | School Examination Week   |           |   |
| 38 – 24/06  |   | Trips and Visits Week   |           | Trips and Visits Week   |
| 39 – 01/07  |   | NIS Performing Arts Week  |           | NIS Performing Arts Week  |
| 40 – 08/07  |   | <b>House Games Wednesday. End of Year Reports, Prize Giving, and Celebration Friday</b>             |           | <b>House Games Wednesday. End of Year Reports, Prize Giving, and Celebration Friday</b>             |

## SCHOOL TIMETABLE

| CLASS PERIOD             | TIME              | DURATION |
|--------------------------|-------------------|----------|
| Period 1                 | 8:30am - 9:15am   | 45 mins  |
| Period 2                 | 9:15am - 10:00am  | 45 mins  |
| Period 3                 | 10:00am - 10:45am | 45 mins  |
| Break                    | 10:45am - 11:05am | 20 mins  |
| Period 4                 | 11:05am - 11:50am | 45 mins  |
| Period 5                 | 11:50am - 12:35pm | 45 mins  |
| Lunch                    | 12:35pm - 1:15pm  | 40 mins  |
| Period 6                 | 1:15pm - 2:00pm   | 45 mins  |
| Period 7                 | 2:00pm - 2:45pm   | 45 mins  |
| Period 8                 | 2:45pm - 3:30pm   | 45 mins  |
| Co-co (Wed & Thurs only) | 3:40pm - 4:40pm   | 60 mins  |

## SAFEGUARDING

**The Principal is the Designated Safeguarding Leader at NIS. He leads a team of staff who are collectively responsible for the safety, healthy, wellbeing and positive learning experiences of children. All and any concerns about such matters should be directed to him promptly, in writing by school email, giving as many details as possible. His email is [principal@nis.edu.my](mailto:principal@nis.edu.my). Alternately, a face-to-face meeting can be organized with the Principal via the School Office.**

## SECURITY RULES AND REGULATIONS

It is the duty of the school to ensure that NIS offer parents, students and staff members a safe and secure environment for work and learning. School security is vital to all members of the school community. This policy describes the security arrangements which the school provides.

### **ID Cards and Visitors**

Students and parents are issued ID cards at the Admin Office. The school operates a visitor regulation scheme. To be permitted into NIS premises, visitors must comply with the school's security procedures. The security guard on duty will record your identification and vehicle registration number. Visitors will be issued a visitor pass and A4 signage. The visitor pass must be prominently worn at all times and the A4 signage must be placed on the vehicle's dashboard. The pass and A4 signage must be returned at the end of the visit to the security guard on duty. Any visitors found not wearing a pass will be escorted from the school premises. Visitors are permitted to park in any of the parking bays.

## **Vehicle Stickers**

Parents are issued one vehicle sticker. Additional vehicle stickers can be purchased at RM 10.00 each, to a maximum of three. Vehicles without valid stickers or without valid student/parent ID cards are only permitted to enter NIS by complying with the visitor regulation scheme.

## **Family Member / Driver**

If parents have assigned their family member/driver to send or pick-up their child/children from NIS, they are required to inform the school by completing the authorisation letter form and enclose a copy of their family member/driver identification card. We may not release children to different adults without proper authorization.

## **Parties and Celebrations**

The school day is for learning, and healthy meals are provided at lunch time which should not go to waste.

If parents wish to celebrate a special day in school, then please

1. Provide snack food for 3 p.m. rather than a meal for lunch time.
2. Send an email asking the Class Teacher and School Administrator for permission, at least 2 weeks in advance. This will allow the Class Teacher to check for clashes with other events, and food allergies among class members, and for the School Administrator to inform Security of your plans if there are no clashes.

## **TRANSPORTATION RULES AND REGULATIONS**

### **Safety Rules**

- Students are to board buses immediately after school and remain on the bus.
- Students must remain seated at all times. They must not stand on the seats.
- Arms, legs, heads, etc. must remain well inside the bus at all times.
- No objects of any kind are allowed to be thrown in the bus or out of the windows.
- Students are to be courteous to the drivers and fellow students.
- No smoking, vaping, food or drink are allowed in the bus.
- At each destination, students are to remain seated until the bus comes to a complete stop.
- Fighting and shouting are not permitted. Obscene language is forbidden.
- Students must remain seated in their assigned seats.
- The fabric and equipment of the bus must be treated with respect and care.
- Nothing should be done of any kind which might distract the driver from driving safely.
- Parents or guardians are advised to be on standby at designated areas during the pick-up or drop-off time to ensure the safety of their children.



- After getting off the bus, students are to wait for the bus to leave before crossing the road, to allow a full view of on-coming traffic.
- Students must fasten their seat belts.

A teacher is responsible for upholding discipline and seeing that bus rules are followed. When, in the opinion of that teacher, a rule has been broken, the matter must be reported to the Principal.

### **General Guidelines**

- On his/her first reported offence, a student will receive a warning letter and the parents will be notified by the Principal
- On the second offence, s/he will be suspended from using the bus for one school day.
- A third offence will lead to suspension from the bus for a week.
- Further offences will lead to a Half Term, Term, and total ban from the bus.
- Bus routes and pick-up/drop-off points are subject to change.
- The school reserves the right to cancel any bus route if take-up is insufficient.

### **Friday Prayers**

- The School provides transportation to and from the Putra Mosque every Friday during the school term.

### **ANTI – BULLYING POLICY**

Bullying is repeated behaviour intended to hurt, belittle, demean or socially exclude another person. It causes pain and distress, isolation and self-loathing in its victims. Bullying behaviour can be expressed verbally, by gestures and body language, electronically or physically, and it can involve emotional, racial, religious, or sexual dimensions.

We work to identify, understand and eradicate all such behaviour through education and good example. We seek to model respect and care for ourselves and for each other, and to teach that to all children who join us.

## SCHOOL RULES AND REGULATIONS

### General Rules

The school emphasises a high standard of discipline and also ensures that seriousness is given by the students towards their academic as well as co-curricular pursuits. Students are expected to uphold standards of conduct and politeness. Appropriate behaviour and courtesy are expected at all times.

Students are expected to respect all members of the school community – the Principal, Deputy Principal, Registrar, teachers, non-academic staff and fellow students both inside and outside the school premises. Students must ensure safety, security, cleanliness and harmony in the school.

### Attendance

**Students are required to be in class by 8.30am.** Punctuality is an important life-skill, and students must learn the importance of being at classes on time and properly prepared. Students are not allowed to leave school during school hours without permission from the School Office, a letter of consent from parents and/or an Early Release form. Students who are unwell and have missed school must produce either a doctor's medical certificate or a letter from parents, which is to be given to the Form Teacher immediately on the day of return to school.

### Behaviour

1. Students are required to be seated, correctly dressed and equipped, quiet and ready to learn, reading or working **within five minutes** of the start time of each lesson or activity. Students must not leave lessons without the prior permission of the teacher, and it is expected that children will go to the toilet, wash their hands and re-fill water bottles in break times so that there will be no need to ask to be excused from learning in lessons.
2. **If the teacher is not in the class within those five minutes, the Class Prefect must tell a teacher nearby then go and report this to the Principal.** It is unsafe for a class to be unattended, and each student in the class is responsible for helping to prevent that.
3. **Students are recommended to have with them at all times a suitable private reading book** so that time is never wasted when a student could be reading and learning.
4. Cameras and other video recording equipment are not allowed in the classroom unless used for educational purposes under the direction of a teacher. **Hand phones and earpieces must not be used unless directed by a teacher.** Personal electronic devices must not disrupt teaching, learning or the work of teachers or students. Listening to music in class reduces concentration but may be permitted in Art lessons.

5. Food is not allowed inside classrooms except in supervised parties where all waste will be tidied up afterwards. Students are expected to keep these rooms and their own hands clean and tidy, as food can easily damage IT equipment or students' work, or attract insects. Food in Science Laboratories risks chemical or biological contamination or poisoning, so eating or drinking in these places is particularly unsafe. Students can drink water with care from closed containers during lessons, if they must do so for health reasons. There are ample opportunities to drink in breaks.
6. Students are responsible for the art materials, musical instruments, scientific and other equipment used in lessons, and responsible to compensate for any damage caused to them. Students must obey all directions given by teachers for use of school equipment.
7. Students must respect all school property. Any damage to school property should be immediately reported to staff and will have to be made good. Students are expected to cooperate in keeping the school neat and clean by not littering and by using the waste paper baskets and trash cans.

#### **Further Rules on Mobile Telephones and Hand-Held Devices**

1. Students are absolutely responsible and accountable for the proper educational use and security of their electronic devices, and for the consequences of any misuse, and parents are asked to emphasise this to them, as teachers regularly will.
2. The school has the authority to confiscate devices during school or school activities, in order to promote good order and learning. A confiscated device may be collected by the student from Reception at the end of the day. Teachers will pass confiscated devices to Reception before the end of the school day with a clear note of the owner's name. Reception will keep records of such confiscations for reporting purposes. Within any one school Term, a second offence will require the student to collect their device from the Principal. A third offence may require the student to be accompanied by a parent to meet with the Principal. At the end of each Term, confiscations may be reported and commented on by Form Tutors or the Principal in school reports.
3. Students and Parents should also be aware that misuse of devices can lead to offences which can have very serious consequences for students. These include
  - a) Any unauthorized filming in school or on school activities
  - b) Any use of the device for bullying or humiliation of others
  - c) Any disobedience or disrespect to a teacher arising from misuse of a device
  - d) Any use of devices contrary to Examinations regulations, which can in extreme cases result in all of a student's GCSE results being invalidated.

4. Students and parents should not underestimate the harm caused to young people by misuse of communications devices, and must support the school in preventing that harm.

### **School Uniform, Personal Grooming, Makeup.**

Personal hygiene, cleanliness and professional appearance are expected at all times. Students should always be tidy and in proper uniform. Hair must be a natural colour, tied if it is below collar level, and not be groomed in an attention-seeking style.

Full school uniform, including the correct blazer, shirt, tie, trousers, dark socks and formal black shoes must be worn on formal school occasions, for school photographs, and whenever directed by the Principal.

All students must have all of these items in good condition. Students can be sent home from school or excluded from school activities if incorrectly dressed.

It is not the custom in Malaysia for girls at school to wear make-up. However, we are an International school welcoming children and families from many cultures. There may also be medical reasons for some make-up. Therefore, by parental request in writing to the Principal, girls in Year 10 and above may wear light and discreet makeup, but nothing which might cause distraction from education. In case of disputes, the judgement of the Principal is final and a student may be sent home with a request to parents to correct aspects of appearance which are likely to detract from teaching, learning and good order in school. Tattoos and body piercings must not be visible, although again with written parental permission to the Principal, a single discreet stud in each ear will be allowed if necessary to keep an existing piercing open. Students should not wear attention-seeking fashion accessories or jewellery. The school reserves the right to require the removal of such items.

### **What Not To Have in School**

Students must look after their books and other personal belongings. They are advised not to bring large sums of money, jewellery or other valuables to school. The school will not be held responsible for such items lost by students. Students are forbidden from introducing into the school community or encouraging the use of cigarettes, e-cigarettes, alcohol, drugs, sexually explicit or pornographic materials and similar contraband.

## **Leave**

**No leave of absence will be granted except with prior written request from the parent or guardian.** No leave will be granted for half or partial days, except with a letter from parents. If leave is for medical reasons, a medical certificate is to be attached to the leave application. If tests are conducted when a student is absent, the student will have to sit the test when they return to school, in their own time if reasonably possible.

## **Laboratory Rules**

Students are taught Risk Assessment in Science, and are responsible for thinking and acting with care and prudence around all risks in school and on school activities. Students are not allowed to play, eat or drink in the laboratory, and they must be quiet so that instructions can be heard and acted upon without delay. Students must ask their teacher permission before using equipment, and must inform their teacher immediately in case of any accident. It is important that students bring their laboratory practical books to the laboratory. No laboratory item is allowed to be taken out of the laboratory. Laboratory equipment is to be handled carefully. Damage must be immediately reported.

## **ICT Room Rules**

Do not enter the ICT room without a teacher's permission. Do not have any food or drink in the ICT room. School dress codes apply in ICT rooms. Do not use headphones without permission. Do not use the CDROM drives without permission. Students must not switch on or log on until instructed, and are responsible for switching off and logging off at the end of lessons.

Students must protect their passwords and must not give their password to anyone else. The password holder is accountable and responsible for any inappropriate material in their user area. No students may touch another student's computer except on the instructions of the teacher. Multiple-copy printing is not allowed. When a printer fails, students must NOT attempt to fix it.

Rules relating to the Internet. You are NOT allowed to:

- Use 'Chat Lines' or messenger software e.g. Whatsapp, We Chat
- Print web pages
- Download any program files
- Play games except when directed to play educational games by a teacher
- Fill in forms or give personal details

## **LIBRARY RULES AND REGULATIONS**

### **Membership**

All NIS students are automatically members of the NIS Library.

### **Operating Hours**

School Term - Mon to Fri, 8.00am to 4.30pm

School Break - Mon to Fri, 8.30am to 4.30pm

The Circulation Counter closes 30 minutes before closing time. When only one Librarian is on duty, then the Primary and Secondary Libraries may open on a rota basis to be published on the doors. Libraries may also be used for testing and so out of bounds.

### **Lost, Damaged, Unreturned Books**

Students must report the loss of a book immediately. Students have the option of replacing the book with a new copy or being charged for replacement plus administration costs, in addition to any reasonable fines. Replacement copies of books shall be reviewed and approved by the Librarian before they are accepted. Books not returned by students one month after due date after suitable warning will be considered lost. Fines and a charge for replacement will be added to the student's school account.

### **Conduct in the Library**

- While in the library, all students must behave in the following manner.
- Observe silence unless directed otherwise by a teacher.
- Eating, drinking, playing and running are not allowed.
- Disturbing others is not allowed.
- The Internet is for approved educational purposes only.
- Music or mobile communication devices are not allowed.
- PCs: First come, first served. Write your name in the log book for PC usage and display your ID card.
- Downloading or viewing of indecent or inappropriate material is strictly prohibited.

### **Library Facilities, and How to Find Things in the Library.**

Our library aims to cultivate a love of reading and knowledge. It will be a place for research and homework. The library facility also provides the space for our reading programme and for performances on the mini-stage in the corner. The carrel section is provided for listening to

approved AV items and for studying. A computer zone is equipped with PCs for research. All items are classified according to the Dewey Decimal System. You find these numbers on the labels of the library items. For more details, please ask our Librarian.

### **What can you borrow?**

Students may borrow the following, and can renew borrowing to extend the loan period once. Items in the Main Collection, the Reserve Collection and Media Resources. The main collection consists of fiction and non-fiction books. The reserve collection consists of reading materials which directly support classroom instruction. They are restricted to in-library use within limited loan periods. Media Resources (Audio visual items) are intended to support the teaching needs and to provide cultural enrichment for students.

### **What can't you borrow?**

Reference Collection, Magazines, Newspapers. They are for in-library use, teaching functions and classroom needs. Reference collection consists of items used at the beginning of research such as periodicals, almanacs, dictionaries. They are referred to as Red Spot collection. The English Newspapers (NST and The Star) help you keep in touch with the local and global scene.

## **HONESTY, PLAGIARISM, EXAMINATION RULES AND REGULATIONS**

A school must operate on the basis of complete honesty and truthfulness between teachers, students and parents. Teachers must be able to swear that a student's GCSE work is all his/her own, for example. Plagiarism is when a student submits work copied from or done by someone else. This is a very serious offence which can result in the withdrawal from a GCSE subject or, in extreme cases, being asked to leave the school, as it is a breach of trust. Students in any doubt about plagiarism must seek guidance from teachers or the Principal.

Examination-related work must be conducted under the full rules of Cambridge International Examinations, with complete integrity and probity. Rules will be published at examination rooms, and must be followed without question, particularly regarding communication devices.

## **NIS IGCSE Student Contract – To Be Signed at the Start of Year 10**

In choosing Nilai International School, you are choosing to be part of a community with aspirations to professionalism, achievement and personal responsibility. We believe in individuality, and we also believe individuals develop and grow best in personal identity as part of collectively responsible social groups – team, club, committee, Form, Year, House, and School.

Entry for IGCSE examinations will be determined by Nilai International School's academic staff and Principal, using professional judgement, in the best interests of students and the school. Parents and students will be consulted with care, but the Principal's judgement will be final.

If you feel that you are not receiving the education you deserve, your Form Tutors and the Principal will listen carefully to your views, and act appropriately. In return, you are expected to support the School's teachers and educational systems by appropriate behaviour.

We have considered the six statements below with care, and believe they represent the common values between students, parents and School necessary to build your success. If you do *not* support and do *not* feel able to sign them, then please arrange to speak to the Principal. He will listen carefully, and consider with you the arrangements most conducive to your future success.

1. ***I am here to succeed to the best of my ability under the guidance of the School.*** I will have special opportunities in Years 10 and 11, such as the possible responsibility as a Prefect over others – but ***if I lack the self-discipline required for success, then I understand the School will intervene, and if necessary restrict my privileges until I show sustained improvement.***
  
2. I understand that Registration, Form, Assembly and Lesson time matter, and that lateness or poor attendance detach me from the life of the School. ***I will attend and participate daily and punctually to the best of my ability, because that creates the best climate for learning.*** I accept the School will intervene if I lack self-discipline in this respect, and detail honestly my record in reports and references written about me.
  
3. I am here for my own benefit, but know that ***I build my own reputation best when I also build the good reputation of the School.*** As the Nilai students with the greatest influence, I understand that Years 10 and 11 are partly judged on our appearance and also on our online communication. I will act to enhance my own dignity and the School's, and ***I understand***



***that if I let myself and the School down, then the School will make plain to me and to the community that wrong actions have consequences, which may include punishment or exclusion from the community.***

4. I am here to enjoy learning, and develop my talents in the company of students who share my self-improving aspirations and will help me to achieve them. ***I am not here to degrade myself, my peers or environment with drugs, alcohol, smoking, violent behaviour, vandalism, graffiti, gambling, foul or abusive language, introducing into the School dangerous items, or through use of the School's ICT facilities for other than educational purposes.*** I accept that if I degrade the School community in this way, it will bring down on me the consequences of my actions, including punishment.
  
5. I understand that Nilai International School will achieve higher results if all students try when appropriate to read, think and write in silence; arrive at lessons prepared to discuss topics from well-informed positions; and concentrate on learning undistracted by electronic entertainment and communication devices. ***I recognise and support those elements of the School's educational culture which promote academic success.***
  
6. I am here to participate in and contribute to the life of a community focussed on continuously developing mental, physical and social skills and abilities. ***I will be receptive to new opportunities, show commitment to the activities I choose, support the efforts of others and take advantage of the exceptionally wide range of opportunities offered.***
  
7. ***I understand that success has to be earned. I am a student of the school, but I have to earn the right to be entered for IGCSE examinations at the school, and my teachers will not enter me for IGCSE examinations if I have not worked hard for them, and have not achieved a grade above D in Mock Examinations or Mock Examination re-sits.***

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## **GROSS MISCONDUCT**

Certain offences break the relationship of trust between a student and school, endanger the school community and can lead to immediate removal from the school. These offences include, but are not limited to

1. Violence or violent threats against any other person, physical injury or harm to another person
2. Breaches of examination regulations, plagiarism or cheating
3. Deception, dishonesty or fraud
4. Substance abuse and criminal acts
5. Bullying
6. Interfering with Health and Safety equipment, wilful damage or vandalism of school property.
7. Acting in a manner likely to damage the School's reputation and good name.

## **BOARDING HOUSE RULES AND REGULATIONS**

1. Students are not allowed to smoke or vape.
2. Students are responsible for damage they cause to the property, and must make good losses and face other serious consequences in cases of vandalism or negligent damage.
3. Students shall keep their rooms, bathrooms, and corridors clean and tidy at all times.
4. Criminal offences such as those listed below, will be reported to the authorities and dealt with accordingly:
  - a) Consumption of illegal drugs or other substance abuse
  - b) Underage smoking/alcohol
  - c) Theft/stealing
  - d) Vandalism/destruction of public property
  - e) Gambling
  - f) Gathering for the purpose of committing illegal acts or breaking the rules
  - g) Fighting
5. All students staying in the Boarding House must be in their respective rooms by 10.00pm.
6. Male students are not permitted to enter the girls' area, and vice versa.
7. An attendance register will be taken daily at 10.15pm and presence in the room during this time is a must, after which the Boarding House will be locked. Students must show themselves on request at this roll-call.
8. All visitors must register at the security station upon arrival and departure.
9. Visitors are not allowed after 10.00pm.

10. Students shall not create or permit their guests or visitors to create any disturbance or other nuisance that will disturb the peace or harm the well-being of others.
11. Students shall be considerate towards other residents at all times.
12. Cooking of any kind is not permitted except in designated Pantries using equipment supplied by NIS.
13. Students must leave the Boarding House in time to attend school 0830-1530, and must not return to the Boarding House during that time. Students who are ill must report to the School Sick Bay and will be dealt with by the School Office under the guidance of the School Administrator, who may communicate with their parents and record the incident. Students must not enter or leave the Boarding House except with the permission of staff.
14. Students below 12 years old are not permitted to stay in the Boarding House.

**THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR EXPEL STUDENTS, OR CHANGE THEIR ROOMS, FOR GROSS OR REPEATED BREACHES OF DISCIPLINE IN THE BOARDING HOUSE.**

Consequences for breaking the above rules may include

- 1st offence – Written warning.
- 2nd offence – As above, warning that any further offence will give rise to exclusion.
- 3rd offence – Final written warning, requiring signed undertaking not to offer further.
- 4th offence – Permanent exclusion from the Boarding House and NIS.

**Check In/Check Out**

Students shall conduct a room check to verify the inventory provided and endorse the Check In/Check Out Form upon collection of keys. Any missing or damaged items must be reported to the House Parents immediately. Otherwise, it will be assumed that all furnishings and fittings are in good order. The student will be responsible for any loss or damage thereafter.

To check out, students must inform the House Parents at least 3 working days in advance of the departure date. Room checks will be conducted by the House Parents on checkout, and all keys to the residence must be returned in person to the House Parents. At the end of the stay, the House Parents will deduct any damages or loss of inventory from the deposit. The balance of the deposit, if any, will be refunded.

### **Room Inspection**

House Parents reserve the right to enter and inspect a room in the interests of health, safety and good order at any time, whether or not the students are present, and without prior notice to students, if emergency, health or safety circumstances warrant entry or if there are reasonable grounds to believe that any substance, material or item is being kept or used on the premises in a manner prohibited by law, or by these rules and regulations. Any such substance or item may be impounded without notice. Any necessary cost of such removal shall be the responsibility of the student(s) who introduced the prohibited substance or item.

Students must open their doors when properly required to do so. Entry may also be made without prior notice, during normal hours, for the purpose of conducting non-emergency inspections for repairs and maintenance. For the purpose of showing the premises, students will be notified in advance by the House Parents.

### **Leave**

Resident(s) desiring leave due to sickness or any other reasons should obtain permission from the House Parents. Written permission for leave as per official procedure (a letter from parent/local guardian) should be obtained. All Boarders have to obtain permission from the House Parents to reside or stay away from the Boarding House. Moreover students have to submit a consent letter from their parent/local guardian to the House Parents.

### **Late Night/Night Out**

Students wanting to stay out later than 10:00pm will have to obtain written permission for a specific later time in advance from the House Parents. Returning students must enter their name and their time of return in the Late Night register. Students desiring to spend nights out on weekends or prior to public holidays must submit their Night Out application in advance to the House Parents. Nights Out are for the purpose of spending the nights with any local guardian/parents. Late Night/Night Out permission will not be given:

- When the following day is a working day
- Around examination period
- For safety and security reasons
- Due to student's poor academic performance
- Whenever the authorities deem fit

**Leaving the Boarding House**

When the student leaves the hostel at the end of term/academic year, s/he MUST complete the hostel clearance procedure and should submit the same to SECURITY at the time of leaving.

**Additional Rules and Regulations**

Other reasonable rules may be introduced from time to time, and the School reserves the right to act as necessary to maintain health, safety, good order, efficiency and an educational environment in the Boarding House, in support of the House Parents.

A Boarder is required to declare his/ her personal possessions, especially electronic and medicinal items. Any external USB broadband Modem devices (provided by Maxis, DIGI, Celcom, etc.) is banned to avoid accessing of dangerous, violent, pornographic and inappropriate websites.

## SCHOOL SONG and NATIONAL ANTHEM

All members of NIS are asked to sing the School Song on public occasions with sincerity and enthusiasm. It is part of our team spirit, and contributes to the success of the school. All members who are able to sing the Malaysian National Anthem should also do so. Both songs should be treated with the respect they deserve, as should the national or corporate songs of other members or visitors to the school. The School Song lyrics are:

### **NIS School Song**

A place of inspiration, rising generations,  
All from different nations, yes!  
Learning, sporting contests, singing, passing our tests,  
Always doing our best...Yes!

\*Let your light shine for all  
Get back up each time you fall.  
Take a chance and make your stand,  
Don't you wait, work hand in hand...at NIS.

We grow up and rise together  
In our home away from home  
We're standing side by side,  
And showing our school pride for N-I-S!

Repeat \*

### **The National Anthem Lyrics are:**

| Negaraku  | My Country  |
|---|---|
| Tanah tumpahnya darahku   | The land where I have spilt my blood  |
| Rakyat hidup<br>bersatu dan maju                                    | (Its) people thrive<br>(in) unity and progress  |
| Rahmat bahagia<br>Tuhan kurniakan<br>Raja kita<br>selamat bertakhta | (May) God bestow<br>Blessings and happiness<br>(May) our King<br>(Have a) successful reign! |
| Rahmat bahagia<br>Tuhan kurniakan<br>Raja kita<br>selamat bertakhta | (May) God bestow<br>Blessings and happiness<br>(May) our King<br>(Have a) successful reign! |