

**PARENT – LEARNER
HANDBOOK
2017**

[PHILOSOPHY](#)
[VISION & MISSION STATEMENT](#)
[OVERVIEW OF SCHOOL](#)
[ACCREDITATION](#)
[THE ACADEMIC STRUCTURE](#)
[CURRICULUM FRAMEWORK](#)
[PRIMARY SCHOOL](#)
[SECONDARY SCHOOL](#)
[ASSESSMENT & REPORTING](#)
[PROGRESS THROUGH THE KEY STAGES](#)
[HOME-SCHOOL PARTNERSHIP](#)
[HOMEWORK POLICY](#)
[SCHOOL RULES & REGULATIONS](#)
[LEARNERS' RIGHTS AND RESPONSIBILITIES](#)
[ACADEMIC CALENDAR](#)
[SCHOOL UNIFORMS](#)
[PASTORAL CARE](#)
[ADMINISTRATIVE PROCEDURES](#)
[SCHOOL OFFICE](#)
[CHANGE OF CONTACT INFORMATION AND PARTICULARS](#)
[PAYMENT OF FEES & DEPOSIT](#)
[REFUND POLICY](#)
[PROCEDURES FOR APPLICATION AND RENEWAL OF STUDENT'S VISA](#)
[PROCEDURES FOR WITHDRAWAL FROM SCHOOL](#)
[TRANSPORTATION](#)
[MEDICATION](#)
[FRIENDS of AMETIS \(FA\)](#)
[PARENT/GUARDIAN VOLUNTEERS IN THE PRIMARY SCHOOL](#)
[PREFECTS BOARD](#)
[SCHOOL CONTACT DIRECTORY](#)
[LEARNER CODE OF CONDUCT](#)
[RIGHTS AND RESPONSIBILITIES](#)
[ATTENDANCE](#)
[CAFETERIA](#)
[CONDUCT BEFORE AND AFTER SCHOOL](#)
[UNSTRUCTURED TIME](#)
[LATENESS](#)
[LIBRARY](#)
[VANDALISM/DAMAGE TO SCHOOL PROPERTY](#)
[HARASSMENT / BULLYING](#)
[TOBACCO / ALCOHOL / DRUG USE](#)
[THEFT](#)
[DIGITAL LITERACY AND ACCEPTABLE USE POLICY](#)
[ELECTRONIC DEVICES, GAMES AND TOYS](#)

Philosophy:

AMETIS: Educating Forward

Vision:

To be a premier international school nurturing future global citizens

Mission Statement:

Delivering international curricula using technologically enhanced approaches to cultivate holistic learners with analytical, critical and inquisitive minds.

Overview of the School

ASIA Metropolitan International School (held by Valencia Education Group Sdn Bhd), in line with its philosophy of 'Educating Forward' provides a holistic learning environment, with a great emphasis on mastering the English Language and one other foreign language, such as Mandarin. Technology is incorporated into the daily teaching and learning with learners using electronic devices such as tablets and laptops. Learners have the advantage of confidently coping with information, communication and digital technology; preparing them to succeed in a global setting.

AMETIS delivers quality international education based on the Cambridge International programmes of study and the National Curriculum for England. Learners sit relevant assessments by the Cambridge International Examinations board. Teaching a 'Stage not Age' curriculum, lessons are differentiated and personalised so that all learners can achieve and reach their potential, regardless of what year they are in. The teaching force at AMETIS, made up of expatriates and Malaysian teachers are a team of highly motivated individuals, who have vast experience in international schools. Being familiar with the international school scene, they are the driving force in delivering quality international education that AMETIS guarantees.

Accreditation

AMETIS is an accredited Cambridge International School & Examinations (CIE) Centre.

The Academic Structure

The School is structured in the following sections:

Primary School - Years 1 - 6

Secondary School – Years 7 – 11

Curriculum Framework

All lessons (except Modern Foreign languages) are delivered in English. As all our instruction is in English (except additional languages), it is imperative that all learners are able to communicate in English. Learners that have an elementary English level will be given additional support.

Languages: Learners will learn English, Malay, Mandarin and French (Primary only).

PRIMARY SCHOOL

Key Stage 2: Years 3 - 6

The Key Stage 2 curriculum contains the following subjects:

- English
- Mathematics
- Science
- ICT
- Humanities - History and Geography
- PSHCE - Personal, Social, Health, Citizenship and Emotional Learning.
- Art and Design
- P.E.
- Music
- Malay
- Mandarin
- French

The Key Stage 2 Curriculum

The curriculum is based on the UK National Curriculum and Cambridge International Primary Curriculum. We also use a range of best international and national practices to meet the needs of the individual child and develop the knowledge and skills required for the primary years (Year 3 to Year 6)

The Cambridge Primary Programme for English, Mathematics and Science provides the framework for Years 3 to 6. It ensures that learners harness their full potential and effectively apply knowledge, skills and abilities in each subject through externally standardised assessments of achievement through the Cambridge Primary Checkpoint diagnostic tests in Year 6.

To learn more about CIE please refer to: <http://www.cie.org.uk>

Time Allocation for Key Stage 2

Lower Key Stage 2 Years 3 and 4

Upper Key Stage 2 Years 5 and 6

| Subjects | Periods (30 min sessions) |
|------------------------------------|---------------------------|
| English / Handwriting | 11 |
| Mathematics / Mental Maths | 11 |
| Science | 8 |
| Humanities - History and Geography | 6 |
| PSHCE | 2 |
| ICT | 2 |
| Art and Design Technology | 2 |
| Music | 2 |
| Physical Education | 2 |
| Language - Mandarin | 1 |
| Language - Malay | 2 |
| Language - French | 1 |
| Co-Curricular Activities | 3 |
| Homeroom/Library/Reading | 8 |
| Total Periods per week | 61 |

SECONDARY SCHOOL

Key Stage 3: Years 7-9

The Key Stage 3 curriculum contains 7 subject groups:

- English
- Additional Languages including Malay & Mandarin
- Mathematics and Technology, including Information and Communication Technology (ICT)
- Sciences, including Biology, Chemistry and Physics
- Humanities- History, Geography and Personal, Social, Health, Citizenship and Emotional learning (PSHCE)
- Performing Arts- Drama, Music and Art
- Health & Physical Education

The Key Stage 3 Curriculum

The Key Stage 3 curriculum is based on the best international and national practices which highlights and develops such skills as communications, confidence building and understanding of the global environment.

The Cambridge Secondary 1 Programme for English, Mathematics and Science provides the framework for the Lower Secondary School curriculum. It ensures that learners harness their full potential and effectively apply knowledge, skills and abilities in each subject through externally standardised assessments of achievement through the Cambridge Checkpoint diagnostic tests in Year 9.

To learn more about CIE please refer to: <http://www.cie.org.uk>

Time Allocation for Key Stage 3

| Subjects | Periods (40 min sessions) |
|---|---------------------------|
| English, Literature & Drama | 7 |
| Mathematics | 6 |
| History | 3 |
| Geography | 3 |
| Additional Language: Malay and Mandarin | 3 (2 + 1) |
| Science | 6 |
| Art and Design Technology | 4 |
| Music | 1.5 |
| ICT | 3 |
| Health and Physical Education | 1.5 |
| PSHCE | 1 |
| Homeroom / Reading | 8:00 am - 8:20 am |
| Co-Curricular Activities | 2 |
| Library/Reading | 1 |
| Total Periods per week | 42 |

Key Stage 4: Years 10-11

Courses in Years 7-9 build the skills needed for the CIE IGCSE examinations at the end of Year 11.

The International General Certificate of Secondary Education (IGCSE) is the world's most popular international qualification for 14–16 year olds. It develops successful learners, giving them excellent preparation for their next step in education, and equips them with skills for immediate employment. Cambridge IGCSE is recognised by universities and employers worldwide.

The Cambridge IGCSE is an internationally based curriculum, allowing teaching to be placed in a localised context, making it relevant in different regions. It is also suitable for learners whose first language may not be English and this is acknowledged throughout the examination process.

For more information about the Cambridge IGCSE, please refer to www.cie.org.uk

As stipulated by the Malaysian Ministry of Education, all Malaysian learners must take IGCSE Malay.

Subjects available for study:

- English (First or Second Language)
- Mathematics
- Biology
- Chemistry
- Physics
- Additional Mathematics
- Accounting
- Business Studies
- Economics
- Malay
- Mandarin (First, Second or Foreign Language)
- World Literature
- Art & Design

Time allocation for Key Stage 4

| Subjects | Periods (40 min sessions) |
|---|---------------------------|
| English | 5 |
| Mathematics | 5 |
| Biology, Chemistry & Physics | 4 (each) |
| Additional Language: Malay / Mandarin | 3 |
| Additional Mathematics / Business Studies | 4 |
| Economics /World Literature | 4 |
| ICT / Art & Design | 4 |
| Accounting | 4 |
| Co- Curricular Activities | 3 |
| Total Periods per week | 42 |

ASSESSMENT & REPORTING

Assessment

Assessment is carried out for two main purposes: assessment of learning and assessment for learning. All assessments should be appropriate for purpose, valid, reliable and authentic.

Assessment of learning refers to assessment that measures what has been learned to inform decisions about individual learners or system achievement. Assessment of learning usually makes judgements about learners' achievements and leads to decisions about progress, placement and rewards. A variety of means of assessment will be used so that learners have sufficient opportunity to demonstrate their learning.

The audience for assessment of learning may include learners, parents, teachers and school management.

Assessment of learning tells learners and others how learners have performed in comparison with other learners or an external standard. These comparisons are often reported as grades (letters, numbers, ticks and crosses) and can be used to provide information about the overall performance of a group, class, school or school system compared with other similar groups or a preset standard. Assessment of learning is sometimes referred to as summative assessment or evaluation.

Assessment for learning is ongoing and diagnostic: its goal is to provide teachers and learners with ongoing data about the learner's readiness for further learning. When we assess for learning, we are gathering information about learner learning that informs teaching and helps learners to learn more.

Assessment for learning is used to modify the content and process of teaching to improve learning. The main audiences for data gathered for this purpose are the teacher and the learner, although parents and other interested parties may also benefit from the information if they use it to help further learning.

Assessment for learning involves learners receiving a considerable quantity of descriptive feedback during the learning process. This feedback allows the teacher and learner to adjust what they are doing in order to improve. This feedback can come from many sources, including the learner, peers, teachers and parents, and will usually be related to a specific piece of learning. Assessment for learning is sometimes referred to as formative assessment.

We aim to ensure that all our assessments are focused and specific so that the learners are fully aware of what particular skill or knowledge they are being assessed on.

Assessment Timetable

Key Stage 2:

Continuous assessment will be carried out throughout the year in the form of weekly tests, half termly and termly assessments of the work covered in that particular term. An End of Year Examination in English, Maths and Science will take place in the month of June. This will be a summative assessment of all the skills and knowledge learned in that academic year.

At Year 6, learners will take the Cambridge Primary Checkpoint tests in English, Mathematics and Science.

Key Stage 3:

Continuous assessment will be carried out throughout the year, with an End of Year Examination in the month of June. This will be a summative assessment of all the skills and knowledge learned in that academic year. This will serve to familiarise the learners with the formal examinations process that they will undergo during the IGCSE years.

At Year 9, learners will undergo a Mock Checkpoint exam in February and take the Cambridge Secondary Checkpoint tests in English, Mathematics and Science in April.

Key Stage 4:

Learners will spend the full 2 years preparing the skills and knowledge needed to complete the CIE IGCSE course. Due to this, we will monitor their development and progress throughout the terms.

In year 10, the learners will complete summative assessments in March and June.

In year 11, learners will complete a summative assessment in November and will undergo a Mock IGCSE examination in February.

Learners will sit for the IGCSE examination in May/June.

Reporting

Progress Reports are issued during the Parent-Teacher conferences. A full report card will be issued at the end of each academic year.

Progress through Key Stages

All learners will automatically progress into the next year. Special cases of retention will be considered through consultation with all parties involved.

Home- School Partnership

As a school, we understand that for our learners to flourish we must have a clear and consistent home-school partnership. We aim to ensure that both parents/guardians and staff feel well informed and confident in being able to communicate with each other.

Parent-Learner-Teacher Conferences

These will be held three times in a year, at the end of each term. These conferences will provide an opportunity for the teacher to discuss the learner's progress, behaviour, achievements and success whilst also discussing possible ways to improve and develop their knowledge and skills.

HOMEWORK POLICY

Homework is an important aspect of a learner's academic journey as it helps them:

1. Practice and build on what they have already learnt at school
2. Prepare for future learning and academic success
3. Provide evidence of understanding and learning
4. Learn practical and lifelong skills such as time management, organisational skills, confidence, responsibility, independence and self-regulation.

Homework is set for all learners at AMETIS. Homework can take many forms to advance a learner's education and can include: research, revision, reading and written work. All homework is recorded on the school's homework site and in the Homework Diary (for Primary), which provides parents access to their child's learning.

Amount of homework

As a general guide, the following is recommended:

| Year | Total time spent on homework (Minutes) | |
|---------|--|----------|
| | Weekdays | Weekends |
| 1 – 2 | 30 | 45 |
| 3 – 6 | 60 | 75 |
| 7 – 9 | 90 | 120 |
| 10 & 11 | 120 | 150 |

Learners

1. Learners should check the homework website daily for updates and modifications.
2. We would advise that, wherever possible, homework be done on the evening of the day on which it is given so as to ensure learners can show their full understanding and knowledge.
3. Learners should ask for help and clarification if they need it- this will not be tolerated as a reason for non-completion of homework.

Parents and Guardians

We would like to request that parents/ guardians monitor and support the learners by encouraging them to do the homework at a regular time each night, in a suitable location free from distractions. Parents can also discuss the tasks and learning involved and communicate with the school their feelings with regards to the tasks, the amount set, etc.

Teachers

1. Teachers will set regular homework that allows learners to show their understanding, knowledge and skills.
2. Teachers will collaboratively decide on the amount and size of homework.
3. Teachers will regularly mark and provide suggestions and give timely feedback to the learner.

Possible examples of homework tasks

1. Additional practice on understanding and skills learned in class
2. Learning vocabulary
3. Reading
4. Written work
5. Research (including web searches)
6. Doing physical exercise
7. Practicing a musical instrument
8. Rehearsing a speech
9. Applying new learning by completing specific examples

Reading

It is well documented that reading plays a large role in the progress of a child's education; therefore, we would like our learners to read on a regular basis. For Key Stage 2 learners, this may involve parents reading a story with their child and discussing the elements of the text together. It is recommended that older learners read for 30 minutes daily.

Please record what your child has read in accordance with the teacher's instructions.

Additional notes

1. Completing unfinished work in class at home is not considered homework.
2. The homework schedule serves as a guide to ensure that regular and meaningful homework is set. There may be exceptions made when necessary to the days and amount of work set.

SCHOOL HOUSE SYSTEM

The school operates a school house system with 4 sports houses for the secondary and 3 houses for the primary. The secondary sports houses are Ruby, Sapphire, Emerald and Topaz.

SCHOOL RULES & REGULATIONS

ATTENDANCE

Upon enrolment in school, all learners will be required to attend school daily. There is no specific age in which attendance is more or less critical.

Absence is disruptive to the learner's educational process and to the child's class, as teachers may have to alter their plans in order to accommodate the learner who missed instruction for excused medical or emergency reasons. Parents and learners should avoid missing school whenever possible (i.e. constant late arrivals and early departures, vacations during school, day(s) before report cards are given, etc.)

If this cannot be avoided, the parent/learner must apply in advance to the Principal and learners will be held accountable for all work missed.

It is the responsibility of the learner to gather make-up work from teachers.

In case of absence, parents/or guardian must notify the school by 8:30 am on the day of absence. In the absence of notification, the school secretary will call parents to clarify the absence.

When returning to school after an absence, a learner must bring a note signed by the parent that describes the reason for the absence. Absence on testing/ exam days is only excused for a medical reason sanctioned with a medical certificate. Without the certificate, the learner will receive a zero for the exam / test.

Attendance Requirements

Continuous progress and development can only be made through sustained attendance.

Learners are expected to attend all timetabled lessons.

If a learner is absent for a prolonged period of time without the school being notified, the school withholds the right to withdraw and dissolve their place within the school. Parents/ guardians will therefore forfeit any money paid to the school and must reapply and enrol their child on their return. Extended absences will be handled and dealt with on an individual basis.

Leave of Absence from the School

Although strongly discouraged, we do understand that there may be instances where a learner will be absent from school due to personal reasons and commitments. Please seek permission from the Principal so that provisions can be made so that disruption to learning is kept to a minimum.

Absence during the School Term

Predictable Absences

If a learner is required or wishes to attend a religious or national festival, or for any other similar reasons, the School would like to request prior notice of at least two weeks in writing in order to prepare individualised work for the learner. Written notice should be given into the school office so that the affected parties may be notified.

Unpredictable Absences

In the event of a non-predictable absence, we would like to request that written notice be given when the learner returns to the School.

Sickness/ Illness/ Emergencies

If a learner is absent due to illness or an emergency, please inform the school office as soon as possible.

Illness during School Day

It is vital that the school has up- to- date contact details for all learners in case of illness or an emergency. If a learner is taken ill during the school day, parents/guardians will be notified as soon as possible so that suitable provisions can be made. If necessary, emergency services will be called or the learner will be taken to the nearest hospital and the parents/guardians will be informed.

Leaving School during School Day

We would like to discourage parents/ guardians from removing learners during the school day. Wherever possible, we encourage parents/ guardians to make all medical or social appointments outside of school hours. If this is not possible, learners will follow the procedure set by the school regarding leaving school early. This involves completing a form and getting the relevant staff to sign it to seek permission to leave school. Parents/Guardians must also sign in a record book to indicate that they are taking the child out during school hours.

Please note that the Security Guards have clear and specific instructions not to allow any learner out of the School during school hours without permission.

VISITING THE SCHOOL

Parents/guardians/visitors must report to the School Guard for a visitor's pass. We request that Parents/guardians/visitors make a prior appointment so that they are able to see the appropriate member of staff.

COMPLAINTS AND GRIEVANCES

At AMETIS, we take the satisfaction of our parents and learners very seriously. All complaints should first be referred to the Principal or Deputy Principal. Once a complaint or grievance has been lodged, the School will do its best to investigate and take the appropriate action.

SCHOOL WITHDRAWAL

If you wish to withdraw your child from the school, we require at least one term's notice so that suitable provision can be made to ensure all parties are satisfied and that all money owed may be returned in due course. Prior to any decisions being made, please arrange a meeting with the Principal so as to discuss possible solutions or resolutions.

ACADEMIC CALENDAR

The school year is divided into three terms, starting in September and finishing in July the following year. An updated copy of the Academic Calendar will be available for download from the school website and a hard copy will be given to learners on the first day of the academic year.

SCHOOL TIMETABLES

PRIMARY SCHOOL

| Home room | 1 | 2 | 3 | 4 | Break | 5 | 6 | 7 | 8 | Lunch | 9 | 10 | 11 | 12 |
|-------------|-------------|-------------|-------------|--------------|---------------|---------------|---------------|---------------|---------------|--------------|-------------|-------------|-------------|-------------|
| 8.00 - 8.20 | 8.20 - 8.50 | 8.50 - 9.20 | 9.20 - 9.50 | 9.50 - 10.20 | 10.20 - 10.40 | 10.40 - 11.10 | 11.10 - 11.40 | 11.40 - 12.10 | 12.10 - 12.40 | 12.14 - 1.10 | 1.10 - 1.40 | 1.40 - 2.10 | 2.10 - 2.40 | 2.40 - 3.10 |

SECONDARY SCHOOL

| Home room | 1 | 2 | 3 | Break | 4 | 5 | 6 | Lunch | 7 | 8 | 9 |
|-------------|-------------|-------------|--------------|---------------|---------------|---------------|---------------|--------------|-------------|-------------|-------------|
| 8.00 - 8.20 | 8.20 - 9.00 | 9.00 - 9.40 | 9.40 - 10.20 | 10.20 - 10.40 | 10.40 - 11.20 | 11.20 - 12.00 | 12.00 - 12.40 | 12.40 - 1.10 | 1.10 - 1.50 | 1.50 - 2.30 | 2.30 - 3.10 |

SCHOOL UNIFORMS

Learners will be able to purchase the School uniform from the School Office.

| Girls | Boys |
|---|----------------------------|
| Blouse Tailored Trousers/ Skirts/ Skorts | Shirt Tailored Trousers |

Personal Appearance

All learners are expected to present a tidy appearance.

Uniform – Shirts and blouses do not have to be tucked in

Hair – To look neat and to be styled appropriately as not to cover the face

Personal grooming – Nails to be an appropriate length; no nail polish

Boys- Moustache and beard are allowed and should be groomed and well kept

Jewellery – Simple items for religious purposes only and ear studs for girls and boys

Footwear and socks – Black shoes/ trainers and grey/ black or white socks

EXCURSIONS AND SCHOOL TRIPS

Class excursions and field trips are planned regularly. These will usually be related to the unit of work being studied in class and offer a further opportunity for learning. Teachers will send home a note prior to the excursion indicating where the excursion will be, the date and time, the cost and if parent helpers are needed. A signed permission slip must be returned to the teacher before your child is allowed to leave the school premises.

PASTORAL CARE

Head of Student Affairs

The head of Student Affairs will oversee, monitor and supervise any cases of

- Self-esteem and confidence building
- Depression/ stress related problems/ anxiety
- Managing relationships and friendship circles
- Bullying
- Time management
- Poor concentration
- Problems associated with growing up

Personal Pastoral Care

Learners will be placed into homeroom classes within their year and assigned a homeroom teacher.

The Homeroom teacher will oversee the academic and social development of each learner. Parents/ guardians and learners are encouraged to communicate regularly with the homeroom teacher. Parents/ guardians may also wish to arrange a meeting with their child's homeroom teacher or individual subject teachers. Please contact the school office to arrange this.

HEALTH AND SAFETY POLICY

The school is committed to ensure that students feel safe at all times in and out of classrooms. All regulatory requirements are complied with namely from the Fire and Safety Department, the Health Department and Ipoh City Council.

All items the students come in contact while in school are safe and does not pose any danger to health. Security guards are stationed to ensure safe vehicle entry/exit and control of people entering/exiting the compound.

Disposal of waste is done in the best possible manner and washroom facilities are a priority area.

ADMINISTRATIVE PROCEDURES

SCHOOL OFFICE

ADMISSION

All new enquiries and enrolment at the school is done through the school office.
(Refer to Admission Policy and Procedure – Appendix A)

This department maintains both academic and non-academic records of each learner. The School Office will also deal with matters relating to school uniform purchase, textbook lists, admission and school fees, transportation and lost property.

This department will assist in handling all accidents and other emergencies. In the unlikely event of an emergency, every effort will be made to contact the nominated responsible adult as soon as possible and the learner will be taken to the nearest hospital when needed.

CHANGE OF CONTACT INFORMATION AND PARTICULARS

If there is any change of the following circumstances, please inform the School Office as soon as possible:

- Address or Contact Number, including mobile phones
- Personal Information, including passport number, Visas, etc.
- Sponsor or Guardian
- E-mail Address
- Medical Needs
- Legal Information (pertaining to the learner's care)
- Billing Information

DATA PROTECTION

Appendix D

The school fully complies with the Data Protection Act 2010. All students' personal details, financial records, academic records, non-academic records and medical records if any, are kept in strict confidentiality in locked file cupboards with restricted access.

PAYMENT OF FEES & DEPOSIT

Payment of Fees

All fees may be paid either by cheque made payable to **Valencia Education Sdn. Bhd**, or through online transfers in Malaysian Ringgit. Please contact the school office for further information on this. Payment must be made by the due date to ensure that a place is reserved for the learner in the coming term. Late payments will be subject to a 2% fine per 2 weeks.

Administrative Fee

An administrative fee of RM200 is payable upon submission of application for admission to the School. The administrative fee is non - refundable or transferable under any circumstances.

Default in Fee Payment

The financial situation of the parents is strictly confidential and will not be disclosed to any staff, learners or any other party. If there is a problem in meeting fee deadlines, parents or guardians should contact the School Office or the Principal.

REFUND POLICY

All payments made are not refundable. The deposit is only refundable with a term's written notice of withdrawal.

PROCEDURES FOR WITHDRAWAL FROM SCHOOL

Notice of Withdrawal

Parents and guardians considering withdrawing their child from the School are required to give the School in writing a term's notice and later submit the 'Withdrawal Form' to the School Office for processing. Please contact the School Office for more information on withdrawal procedures.

TRANSPORTATION

The school provides transportation service for selected routes at an additional charge. Please contact the school office for enquiry or further details.

MEDICATION

No medication will be administered to learners if requested verbally. Medication must be prescribed by a doctor - a copy of the prescription has to be attached and will be kept by the School during the course of treatment. Medication must be given by parents/ guardians in person in the original packaging with a label detailing the learner's name and clear instructions of the dosage of medication to be administered. The written request for the administration of medication has to be signed by parents and the note will be kept by the School. If there are new medications to be added, a new consent form has to be provided. The medication will be returned to parents after two (2) weeks unless the learner is on life-long or long term medication. The School Office may contact parents to enquire about medication if brought in by learners (those with forms signed). No form of medication is to be taken by a learner on his/her own within the school premises. All medication has to be taken in the presence of a member of staff. The School shall not be liable if there should be an incident of overdose or undesirable effects of medications should a child administer self medication.

LOCKERS

Students in Key Stages 3 and 4 will be provided lockers to keep their personal belongings, books and stationery. The students will be provided with one key to the locker and the school will keep a spare.

In the event the key is reported lost, the student will bear the cost of making a new key.

Lockers will be inspected from time to time to ensure unauthorized items are not stored in the school. The inspection will be done in the presence of the student concerned, carried out by a designated teacher and in the presence of another adult witness.

FRIENDS OF AMETIS (F.A.)

The F.A. is open to all parents/guardians of AMETIS learners. Its role is to provide assistance and support to the School.

Its main goals are to:

- Support the school to achieve its mission, vision, and goals
- Promote quality education and core specific values offered by the school
- Promote the general welfare and safety of learners at AMETIS by establishing close working relationships among the parents/ guardians, faculty, administration and learners;
- Identify and utilise the services and talents of the school families in school-related educational, social, and fundraising activities through the Outreach and Social Events committees
- Organise activities to support and promote the school in the community
- Encourage and promote the enrolment of school age children at AMETIS
- Abstain from encroaching on administrative functions (including financial) of the school and engaging in discussion pertaining to personal grievances.
- Refrain from all political activities, and work together as a group towards the common good of the school community
- Provide resources to assist school projects to benefit its community
- Organise all activities with mutual respect for religious and cultural diversity in mind

The F.A. will be established during the first term of the school opening. Any parent/ guardian interested in joining should contact the school office.

PARENT/GUARDIAN VOLUNTEERS IN THE SCHOOL

Parents and Guardians are a valuable resource for the School and are encouraged to volunteer. There is a wealth of expertise among our parent and guardian body. Your help is invaluable in helping sporting activities, assist with Reading Groups, performances and other activities. It is also very likely that our parent body has many contacts and access to many resources that can benefit our learners. Parents/guardians are invited to contact the School Office if they wish to visit or volunteer in classrooms.

SCHOOL PREFECTS BOARD

The School Prefects Board comprises learners elected by their peers and teachers. Prefects are elected from Year 6 and secondary school. Members of staff will assist the board as teacher-advisors. The Principal may attend meetings when appropriate. The role of the Prefects Board can include providing advice and suggestions to the School Management, working with staff or F. A. on service projects or to improve the school environment, planning and implementing special events and undertaking other activities that the members believe are important and that will benefit learners at AMETIS. The board will devise its own essential agreements and roles.

SCHOOL CONTACT DIRECTORY

Contact the Homeroom teachers / Subject teachers regarding:

- Your child's academic programme, progress, and report card
- Performance in class work, and homework
- Learner's behaviour /attire at school
- Textbooks/ Learning materials
- Peer issues in class and school
- Curriculum matters in the class
- Field trips
- School events, class events, fund raisers

Contact the School Office at 05-5430244 or harjit@ametis.edu.my regarding:

- Attendance
- Learner records
- Registration
- Transcripts
- Course fees and payments
- Official forms
- Transportation
- Uniforms
- Textbooks
- Reports or information on a sick child
- Attention to medical conditions
- Vaccination
- Dietary requirements
- Medical information sheet
- Contact for special instructions concerning sick child for the day

Contact the Principal on 019-3883349 or agalya@ametis.edu.my regarding:

- Escalating and/or unresolved issues with teachers
- Teacher related issues
- Class and exam timetables
- Change of options/courses/year level
- Curriculum matters at year level
- Policies, rules, and regulations
- Comments, concerns, issues about the operations of the school, staff, etc.
- Public Relations and Advertisements
- Maintenance concerns and facilities issues
- Security issues
- School website
- Learner affairs
- Behaviour concerns
- University applications and procedures
- Social, emotional or behavioural issues

LEARNER CODE OF CONDUCT

One of the most important lessons education should teach is self-regulation. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

At AMETIS, we feel that it is important that behaviour is appropriate and positive.

Rewards and Positive reinforcements

Positive behaviour will be rewarded by praise as and when appropriate.

Teachers aim to create a safe environment through consistent clarification of expectations, roles, rights and responsibilities. They also endeavour to create a positive and orderly atmosphere where high quality learning and teaching can take place.

At the start of the school year, each classroom teacher will create essential agreements with the learners. Consequences will be set in collaboration with the learners.

All essential agreements will be displayed in a prominent part of the classroom and will be visited on a regular basis as constant visual reminders.

Our goal is to help learners acquire self-discipline. Staff stress positive attitudes at all times.

Learners at AMETIS are expected to exercise an appropriate degree of self-discipline in their words and actions, respect the authority of teachers and other officials, resolve conflicts in a constructive manner, respect the persons and property of fellow learners and the school, conduct themselves with honesty, and report violence, vandalism and other improper activity to a person in authority.

Learners are expected to show the highest characteristics of citizenship and sportsmanship at all times and in all places involving school activities. Learners are reminded that whether they are spectators or participants, in or out of uniform, they represent not only themselves, but their school, parents, and community as well.

We therefore expect the following attitudes from learners:

- Show the utmost respect to themselves, all their peers, all the adults surrounding them, and the school facilities at all times.
- Abide by the learner code of conduct and follow school, classroom, and bus rules while on campus, during transport to and from home, and on field trips.
- Attend all classes on time, be focused, motivated, and organized with the appropriate material and assignments completed to deadlines.
- Seek assistance from staff when witnessing improper behaviour from other learners.

RIGHTS AND RESPONSIBILITIES

Learner's Rights

As a learner at AMETIS, you have the right:

- To enjoy a pleasant, clean and safe environment
- To work, learn and achieve success in an environment which supports, helps and encourages you to successfully reach your full potential
- To be part of an environment in which you are addressed politely, treated with respect and are free of any discrimination
- To be part of an environment which is free from intimidation, including all forms of physical abuse
- To ensure that all property and equipment at AMETIS, personal, shared or belonging to the School is free of damage, abuse or theft
- To be a member of a school that is highly valued by parents and the community
- To have any disputes involving learners settled within a reasonable time frame, in a fair and rational manner

Learner's Responsibilities

As a learner of AMETIS, you have the responsibility of achieving a positive learning environment at school or school-related activities by:

- Attending all classes, daily and on time
- Making it as easy as possible for everyone to learn and the teacher to teach
- Being prepared for each class with appropriate materials and assignments.
- Exhibiting respect towards others and behaving in a responsible manner
- Wearing the school uniform correctly
- Obeying all school rules, including safety rules
- Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus
- Being courteous, considerate and helpful
- Putting litter in the bins provided
- Respecting the school and other people's property
- Cooperating with staff in the investigation of disciplinary cases and volunteering information relating to offenses

CODE OF CONDUCT IMPLEMENTERS

The Principal and/or designees shall have the ultimate responsibility to implement the code of conduct with the help of every staff member. The Principal and/or designees may impose in-school and at-home suspensions from school to a learner who engages in wrongful behaviour which breaches the code of conduct. The Principal and/or designees may order the immediate removal from class of a learner whose behaviour is unruly, disruptive, or abusive, and seriously interferes with school operations or activities.

The Principal may inform each teacher of a learner who has committed an expellable offence. The Principal and/or designee shall have the final authority to expel a learner for disciplinary infractions and/or violations in accordance with this code and Malaysian law.

In school suspension results in a learner being removed from lessons to work in isolation. Normal break and lunchtimes will be forfeited.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

- Assure a safe and orderly climate for teaching and learning
- Enforce the Learner Code of Conduct
- Provide appropriate support for teachers who seek help in discipline management
- Notify parents of receipt of a report of violation of the Learner Code of Conduct
- Communicate with parents about their child's discipline problem
- Secure a signed statement from parents acknowledging receipt of a copy of the code of conduct

TEACHERS AND OTHER CERTIFIED PERSONNEL HAVE THE RESPONSIBILITY TO:

- Be knowledgeable of the code of conduct
- Develop, maintain, and communicate classroom rules and discipline management procedures
- Request the removal from class of a learner who commits certain offences
- Maintain an orderly classroom and atmosphere
- Establish rapport and an effective working relationship with parents
- Provide the Principal with a written report of any known violation of the Learner Code of Conduct and maintain learner records
- Maintain confidentiality upon receipt of information that a learner has committed an expellable offence

PARENTS HAVE THE RESPONSIBILITY TO:

- Make every effort to provide for the mental, emotional, and physical needs of the learner
- Teach the child to pay attention and obey rules
- Assure their child attends school regularly and report and explain absences and tardiness to school personnel
- Be sure the child is appropriately dressed at school and school-related activities
- Support school personnel in enforcing the discipline imposed in accordance with the Learner Code of Conduct
- Participate in meaningful conferences with school personnel regarding the child's progress, behaviour or general welfare
- Discuss report cards and school assignments with the child
- Bring to the attention of school personnel any problem or condition that may relate to the child's education or well-being
- Supply all records required for enrolment. The information provided must be true and complete - any violation will result in the child losing his/her place in the school
- Submit a signed statement that they have received and reviewed the Learner Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code

PARENT TEACHER CONFERENCE REGARDING THE CODE OF LEARNER CONDUCT

Cordial relationship between parents and school personnel will enhance a learner's achievement. School personnel will communicate and work closely with parents/ guardians in an effort to improve academic performance and/or establish workable solutions to learner behaviour problems.

Conferences may be held at the request of the parent or school personnel when:

- Problems arise relating to a learner's academic achievement.
- The learner's behaviour results in assignment to in-school suspension.

- There are excessive absences or tardiness.

PROCEDURE FOR VIOLATION OF THE CODE OF CONDUCT

In case of violations of the Code of Conduct, disciplinary measures will be administered in order to correct disruptive behaviour, to protect other learners, school employees, or property, and/or to maintain a positive learning environment. Discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case such as:

- The seriousness of the offence
- The learner's age
- The frequency of misconduct
- The learner's attitude
- The potential effect of the misconduct on the school environment

JURISDICTION

The School has jurisdiction over its learners during the regular school day and while going to and from school on school transportation, including any activity during the school day on school grounds, or adjacent to school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct.

ABIDING BY THE LAW

Every learner is expected to abide by Malaysian laws. Violation of Malaysian laws shall constitute a violation of the Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

Breach of Malaysian Law

If there is a breach in the Malaysian law, the School has the right to inform the Malaysian Police or other relevant authorities without consultation with the parents/guardians. This is in accordance with Malaysian law.

The School reserves the right to search bags, lockers, electronic devices or persons within the compound of the School. This will always be done in the presence of adult witnesses.

LEARNERS AT SCHOOL OR SCHOOL-RELATED ACTIVITIES ARE PROHIBITED FROM:

- Cheating or copying the work of another learner.
- Bullying, intimidating or cyber bullying
- Throwing objects that can cause bodily injury or damage to property.
- Leaving school and school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward staff, school employees, teachers and/or other learners.
- Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
- Playing with matches, lighter, fire, firecrackers or committing arson.
- Committing robbery or theft.
- Damaging or vandalising property owned by AMETIS, other learners, or school employees.
- Disobeying school rules regarding appropriate behaviour on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Displaying self-harming behaviour or against others.

- Committing extortion, coercion, or blackmail; that is obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school programme or incite violence.
- Taking photos or videos of learners, staff, visitors, and premises unless directed by a staff member for academic purposes
- Engaging in any inappropriate physical or sexual contact disruptive to the school environment or disturbing to other learners and the school community at large.
- Engaging in any other conduct that disrupts the school environment or educational process or brings dishonour to the school.
- Engaging in any behaviour that compromises social harmony and safety of others.
- Committing indecent exposure.
- Engaging in any unruly, disruptive, or abusive behaviour that seriously interferes with teacher's communications, with learners, with learners' ability to learn, or with the educational process.
- Bringing to school gaming devices, PSPs, CDs, CD players, DVDs, playing cards, knives, metal rulers, cutters or any sharp and dangerous objects, chewing gum, cigarettes, drugs or any other inappropriate items.
- Bringing cameras or camcorders, unless otherwise informed for special school events or outings.

MONEY

Excessive amounts of money should not be carried in school. Recommended amounts are as follows:

| | |
|-----------|--------------------------------|
| Primary | – not more than RM 10.00 a day |
| Secondary | – not more than RM 20.00 a day |

Any money brought in for payments or purchase of items from the office should be given to the school office or class teacher on arrival at school. The school will not be held responsible for any loss of money brought in.

DISHONESTY POLICY

We value honesty and integrity at AMETIS. Both are needed to create trusting relationships and to instil confidence in both learners and members of staff. We therefore consider that the following behaviours are to be dealt with seriously leading to disciplinary actions, eventually resulting in expulsion if repeated:

- Lying to staff members
- Plagiarism
- Use of other people's work (learners, tutors, family members, etc.)
- Cheating on a test, exam, etc. (the learner will receive a 0 on the test and/or exam, etc.)
- Helping others cheat on assignments, tests, and exams (the learner will receive a 0 on the test and/or exam, etc.)

Learners plagiarising, cheating, and/or helping to cheat for a homework, class, group or individual project will receive a 0 and will re-do the project without receiving a grade for it.

Learners cheating and/or helping to cheat for tests, exams, quizzes, etc. will receive a zero (0).

Repeated behaviour of dishonesty will lead to more **severe** disciplinary consequences such as being banned from taking exams and all subsequent papers.

DRESS CODE

All learners must be dressed and groomed in a manner conducive to a good learning environment and follow regulations regarding the school uniform. Learners entering school property must wear the proper and complete school uniform at all times, including during bus transportation to and from school, examination, before and after school hours. Learners representing the school and/or participating in school activities outside the school must wear the complete and proper school uniform.

Cleanliness and neatness are basic requirements.

Hats

It is advised that your child has a hat when playing outside during recess, lunch and for PE activities. This is to promote safe sun practises. Please make sure all hats are labelled with the learner's name.

Consequences for not wearing the proper uniform:

Learners wearing incorrect uniform will be sent to the Principal's office. Their parents will be contacted and requested to bring in the correct uniform or the learner sent home.

- Learners will not be accepted at school until the corrective action has been implemented.
- More serious consequences will apply for continued disregard for the school uniform policy.

PURCHASING FROM CAFETERIA

Learners are not permitted to go to the cafeteria during class time and in-between classes. Purchase at the café is only on cash terms and no credit is allowed.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over learner conduct before - or after - school activities on school premises and at school-sponsored events off school premises, such as athletic practices, competitions outside school and/ or tutorials. Learners are subject to the same rules of conduct that apply during the instructional day and will be subject to discipline consequences established by the Learner Code of Conduct.

UNSTRUCTURED TIME

Learners may not study or congregate in the halls while classes are in session. In the rare event that a teacher does not arrive for class, learners are to wait quietly outside the classroom whilst one learner notifies the office of the absence.

LATENESS

Learners should be in school by 8.00 a.m. Lateness is recorded and discipline consequences will be applied for repeated lateness. If lateness is ongoing, expulsion will be considered. Learners who are late to class from another class and who do not have an appropriate written excuse are considered late by their teacher and face discipline consequences.

THE LIBRARY

Classes in the Primary and Lower Secondary Schools have a scheduled library lesson once a week where the learners have the opportunity to borrow books. Learners may only borrow once they have returned their previous book/s. Please assist your child in ensuring that books are kept in good condition and returned on time. Parents are responsible for replacing books that are damaged or lost. The library is also open during lunch times.

An administrative fee will be chargeable to learners for damage to library books or materials, or their loss must be paid for and costs will vary according to the extent of the damage and the original cost of the item(s). Learners who do not return all books or who have not made appropriate compensation for damaged books will not be given report cards, and no records will be released or transferred by the school.

VANDALISM/DAMAGE TO SCHOOL PROPERTY

Learners shall not vandalise or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the School. Learners found guilty of vandalising the School or others' property will be subject to severe punishment as it is an offence.

Parents of learners guilty of damaging school property shall be financially liable for damages. Learners who trigger a false emergency alarm at the school will be suspended and their parents/ guardians will pay the fine charged by the Fire Brigade or any other emergency services.

CHEWING GUM

Chewing gum is not allowed on school property and during all school organised activities off campus.

SEXUAL HARASSMENT

AMETIS believes that every learner has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. AMETIS considers sexual harassment of learners to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offence.

All learners are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviour known to be offensive; and to stop the behaviour when asked or told to stop. All learners are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another learner.

This prohibition applies whether the conduct is by word, gesture, or any other intimidating, offensive or provocative sexual conduct.

All learners are prohibited from engaging in any inappropriate physical or sexual contact disruptive to the school environment or disturbing to other learners and the school community at large.

Any complaint alleging sexual harassment should be made directly to the Principal.

HARASSMENT / BULLYING

Learners, either individually or with others, will not subject other learners to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No learner shall engage, encourage, and/or assist in any form of harassment and/or bullying. Severe punishment will be given to learners guilty of harassing/bullying others.

TOBACCO / ALCOHOL / DRUG USE

The School is a non-smoking campus.

While wearing the AMETIS school uniform, learners shall not possess, pass on, distribute or attempt to possess, use, pass on or distribute, or be under the influence of alcohol, tobacco, tobacco products, vapes and drugs (including glue sniffing) including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco on or off school premises. Serious consequences will apply.

THEFT

A learner will not possess or attempt to possess stolen property. When a learner is suspected of stealing school or another person's property, teachers and / or administrators shall investigate the incident. Theft is a serious offense and serious consequences will apply, including expulsion.

Referral of the case to the local authorities may be expected.

ELECTRONIC DEVICE AND INTERNET USAGE POLICY

The School promotes the responsible use of digital technologies in the learning process. All learners must agree to, and sign, an Appropriate Use Agreement before being granted network rights. Please refer to separate Policy. (Appendix B)

ELECTRONIC DEVICES, GAMES AND TOYS

Learners are allowed to bring mobile phones to school only to contact parents/guardians at the end of the school day or for emergency purposes only. Phones must be on silent mode or switched off and locked in the lockers during the school day. Learners may not use their phone during the school day. In case a learner uses the mobile at an inappropriate time, it will be confiscated and returned to the parent/guardian only. If a learner needs to use the phone after school, permission must be sought and the call can only be made in the office.

Beepers, personal stereos, MP3/4 players and other electronic devices, large sums of money, games, toys and other items that are disruptive to the educational process while at school or at school sponsored activities should not be brought to School.

The following constitute violation of the learner code of conduct:

Hand/mobile phone use:

- a. Phone use upon arrival and departure at 3:10 pm
- b. SMS use – inappropriate messages with profanity, racial slurs or derogatory intent by both the sender and forwarder of such messages
- c. Creating & intentional spreading of viruses via hand phones

Computer/handheld device use:

- a. Unauthorised use and access of another person's account or password
- b. Using computer or handheld devices for illegal, criminal purposes or commercial activities
- c. Accessing unauthorised, undesirable websites, including pornographic sites
- d. Copying and/or distributing pornographic material
- e. Sending unsolicited email, chain-letters or spam
- f. Copying, modifying or tampering with software or hardware for intention of concealment, cheating, break in codes or unauthorised purposes

- g. Use of handhelds to control or attempt to control school electronic devices or instruments
- h. Unauthorised computer network snooping or attempts to disrupt any school computer networks or wireless systems from the vicinity of the school
- i. Use of electronic devices to cheat during tests/exams/quizzes or any such school activity
- j. Inappropriate use of IT showing disrespect to staff and /or school
- k. Posting on the web any school related material (images and/or text) taped on school premises or during outside activities without the prior approval of the Principal is prohibited

ASSAULTS

Learners are prohibited from assaulting anyone at school, on school property, or at any school related event.

An assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to others.
- Intentionally or knowingly threatening others with imminent bodily injury.
- Intentionally or knowingly causing physical contact with others when the learner knows or reasonably believes that the other learner will regard the contact as offensive or provocative.

Severe consequences can be expected for learners who assault others.

DISTRIBUTION OF MATERIALS

Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on school campus by a learner, a non-learner, and/or parent without the approval of the Principal. The material must be in accordance with School regulations and policies.

USE OF SCHOOL NAME

The names ASIA Metropolitan International School (AMETIS) and its logos or any variation thereof, may not be used for any event, social, athletic, or political event, nor may anything be published under the name of the school without the expressed permission of the Principal of the school. Severe consequences can be expected for all cases of school name abuse including but not limited to forgery, unauthorised use of school letter heads, etc.

LEARNER CONDUCT ON SCHOOL BUS TRANSPORTATION

School buses shall be considered an extension of the classroom and the school and learners are expected to conduct themselves accordingly. Learners being transported in school vehicles shall fully comply with the Learner Code of Conduct.

Behaviour which is not permitted includes but is not limited to the following:

- Not wearing the seatbelt
- Being disobedient or disrespectful to the driver
- Standing or moving around while the bus is in motion and the bus driver has not given permission to get off
- Directing derogatory remarks / gesture(s) to anyone on or outside the bus
- Throwing object(s) and liquids or sticking head or hands out of a window
- Loud talking or laughing, using obscene and/or unacceptable language
- Disturbing others
- Eating or drinking on the bus, including chewing gum, littering the bus
- Tampering with the bus and/or equipment

Should the rules be broken, the following consequences will be invoked:

1. First Bus Report: The learner will have a conference with the Principal or designee and disciplinary action may be taken. The learner will retain bus privileges contingent upon not receiving another bus report. The parent will be notified of the offence, the conference, or other disciplinary action.
2. Second Bus Report: The learner loses bus privileges for five days.
3. Third Bus Report: The learner will lose bus privileges for one month.
4. Fourth Bus Report: The learner will lose bus privileges for the rest of the year.

Please note that any damage to a bus interior will be charged to the learner's parents.

Fighting on the bus is considered a serious offence and will be sanctioned with a month's suspension from school transportation and additional consequences such as at-school or at-home suspension in the first occurrence.

A second occurrence will be followed by school expulsion.

If a child is suspended from the bus, his/her parents will need to make alternative transportation arrangements. The school is not liable for any bus fee reimbursements to parents should a learner be suspended and/or expelled from bus transportation.

GUIDELINES FOR ASSESSING DISCIPLINE INFRACTIONS AND CONSEQUENCES

The following consequences may be used for first and / or lesser offences (not necessarily in this order in view of the severity of the offence):

1. Verbal warning
2. Teacher/learner conference
3. Parent call & written warning to be signed by parents
4. Head of Pastoral Care conference
5. Parent conference
6. Disciplinary action plan with daily report
7. Learner isolation at the Office
8. In-class disciplinary actions or assignment
9. Withdrawal of learner privileges, including recess
10. Confiscation of nuisance items or materials
11. Community service in the library, etc. during lunch or break time

When a learner's behaviour does not change as a result of one or several actions taken from the above list or for more serious offences, the following consequences may be applied:

1. Exclusion from extracurricular activities
2. After-school detentions
3. In-school suspension for one or two days
4. In-school suspension for up to five days
5. At-home short-term suspension for one or two days
6. At-home long-term suspension for three to fifteen days
7. Suspension until further notice
8. Expulsion – extreme behaviour and/or several suspensions

In-school or at-home Suspension

Learners assigned to in-school suspension will not enjoy the privilege of outside/free time and will remain in the suspension room for the entire length of the punishment. Only bathroom breaks will be given. One staff member will be in charge of supervising the learner.

Learners who are in in-school suspension will be expected to complete the work given by teachers while reflecting on their behaviour. Failure to report to in-school suspension will result in additional punishment. Administrators and/or the Discipline Committee will assign learners to in-school suspension. Learners will be given a copy of the suspension letter. Learners may also be assigned home suspension during which time they will be responsible for the work given by teachers. AMETIS staff will frequently monitor the presence of the suspended learner at home. Learners unable to appear for quizzes, tests, exams because of their suspension will not receive credit for the missed assignment/test/quiz or exam.

DETENTION

Teachers may request learners to attend detention due to misbehaviour, non-completion of homework, etc. Depending on the severity of the offence, detentions may be assigned during break or lunchtime or in extreme cases, after school. If a detention is issued during lunchtime, the learner will be given sufficient time to eat.

If a learner is issued an after school detention, the School will contact the learner's parents/ guardians in order to discuss the matter and make transportation arrangements.

The teacher issuing the detention will discuss with the learner their reasons for taking this measure and will try to come to an agreement to resolve the issue.

(Refer to Detention Policy – Appendix C)

SEARCHES

Searches of learner's outer clothing, pockets, school bags, lockers may be conducted at any time. A minimum of two staff members will conduct the search, one of whom will be the same gender as the learner.

PHYSICAL RESTRAINT

Any school staff may, within the scope of the employee's duties, apply physical restraint to a learner that the employee reasonably believes is necessary in order to:

- Protect a person, including the employee, from physical injury or restrain an errant learner.
- Obtain possession of a weapon or dangerous object.
- Protect property from serious damage.

MANDATORY EXPULSION OFFENCES

A learner shall be recommended to the Board for immediate expulsion from AMETIS if the learner while attending a school-sponsored or school-related activity on or off school property uses, exhibits, is engaged in, or possesses:

1. A firearm or knife
2. Aggravated assault on peers or adults
3. Sexual assault
4. Arson
5. The offence of possessing, selling, passing on, distributing, or delivering pornographic material
6. The offence of selling, distributing, or delivering, using, or possessing controlled substances, drugs or alcoholic beverage
7. Any good and just cause as determined by the Administration and / or the Board.

Terms of out-of-school suspension or expulsion deny the learner access to all school activities and school property.

Appendix A

Admission Policy

ADMISSION OF LEARNERS AT ASIA METROPOLITAN INTERNATIONAL SCHOOL (AMETIS)

A. ADMISSION CRITERIA

Admission is open to all foreign and Malaysian children into the classes (year groups) as offered at AMETIS.

As a guide, learners are placed in the year group according to **AMETIS' Age Reference Chart**. **However, this may not be strictly adhered to in all cases (especially when admitting students into Years 8, 9, 10 & 11).**

Important:

Learners being admitting into the IGCSE programme will need to start at the beginning of Year 10 before being allowed to sit the examination at the end of the 2-year course.

B. ADMISSION PROCEDURE

Application for a place at AMETIS is as follows:

1. Making the application

Learners complete the **Application Form** and attach the following documents:

- ✓ Copies of IC/passport of applicant and parents/guardian
- ✓ School academic and behaviour reports
- ✓ Application fee of RM 200.00.

2. Assessment

The applicant will sit for **Placement Tests** as follows.

| SCHOOL | YEAR GROUP | TEST |
|-----------------|--------------|--------------------------------|
| AMETIS (Junior) | Years 3 - 6 | English & Mathematics |
| AMETIS (Senior) | Years 7 - 10 | English, Mathematics & Science |

To help the school in meeting the educational needs of the learner, the placement tests are designed to identify the ability of the applicant.

For special cases, where a learner may come from a higher year group level at another school or for a learner who is regarded as gifted, the test scores must be of 80% and above to proceed at the requested level.

3. Interview

The learner and parent will be interviewed by the Principal/Deputy Principal to ascertain the learner's academic ability, behaviour and maturity, and make the necessary recommendations.

4. Admission

The parent/guardian is given a report of the outcome of the placement tests and interview and a letter of offer with recommendations on the year group in which the learner is placed.

5. Individual Education Plan (IEP)

For selected applicants, an Individual Education Plan (IEP) is also prepared. The IEP is designed to meet any identified needs of the child and will form the core of the educational provision for the child at AMETIS. The IEP is shared with the parent to support the learning of the child.

Special Educational Needs (SEN)

AMETIS practises an inclusive policy whereby every effort is taken to provide for the learning needs of the child as long as the child has the ability to learn, does not constantly disrupt or affect the learning of others in the class and has the social skills to cope with mainstream education. AMETIS does not have a SEN Unit or teachers trained specifically for Special Needs. However, staff members undergo training to support individuals with varying and/or special educational needs.

6. Acceptance of a place

The parent/guardian should confirm acceptance at AMETIS by paying the registration fee, deposit, term fees and all other fees due.

C. PROGRAMME OF STUDY

Assessments & Examinations

All learners enrolled at the school are required to sit the following external assessments/examinations:

| SCHOOL | YEAR | Assessment/Examination |
|--------------------------|---------|---|
| AMETIS (Junior) | Year 6 | Cambridge International Primary Assessment Tests for English, Mathematics & Science |
| AMETIS (Lower Secondary) | Year 9 | Cambridge Checkpoint for English, Mathematics & Science |
| AMETIS (Upper Secondary) | Year 11 | International General Certificate of Secondary Education (IGCSE) examination |

Languages

In addition to English, all learners at **AMETIS, Ipoh** from Years 1 to 11 will study Malay and Mandarin as foreign languages during school hours.

Appendix B

Learner Computer and Internet Acceptable Usage Policy

Introduction:

ASIA Metropolitan International School (AMETIS) expects learners to have a tablet or laptop and provides access to its network for school related activities to enable staff, learners and the community the ability to share resources, complete assignments, communicate and to undertake educational research. As a responsible member of the school, you are expected to follow the terms laid out in this policy and understand that if the agreement is not followed, all electronic privileges may be withdrawn at any time. Failure to act responsibly and adhere to this policy will result in serious consequences and disciplinary action as deemed appropriate by the school Principal.

Electronic Device and Internet usage policy

1. Electronic devices and/or Internet in school are to assist learners' education and are to be used in the classroom with permission from the teacher. As such, learners will use these for appropriate educational reasons as directed and supervised by a teacher or adult. Learners are educated to be responsible digital citizens and must at all times use the Internet sensibly.
2. All Learners will have access to the school network through a password and username. The network accounts are to be used only by learners and staff.
3. Learners should not add games, trial or use free computer software on a computer that has access to the school network, unless advised by the teacher to do so.
4. Learners must not eat or drink near any laptop or computer.
5. The school monitors the use of electronic devices regularly. The school can conduct random spot checks on the devices as necessary. Any learner found to have games, have been on social media sites, sending messages or have been accessing unsuitable material (which includes pornography, sexually explicit, racist or discriminatory material) will be in breach of the acceptable user policy and will be dealt with depending on the severity of the breach.
6. The Internet is not a moderated medium but the school will endeavour to provide an environment that is as safe as possible. However, it is the learner's responsibility to ensure that the materials accessed are considered appropriate and do not violate school rules. All learners will be taught how to be responsible digital citizens.
7. Electronic devices must not be used during break, lunch times or when traveling to and from school using school transport.
8. Learners are not to use or give the school name online unless given permission by the teacher or their own name or any details that could identify them.
9. Learners must be careful to read the copyright restrictions on websites and abide by these restrictions.
10. Learners need to be aware that copying and pasting text into an assignment is plagiarism and is a breach of copyright law. Any text quoted must be acknowledged correctly using the prescribed referencing format.
11. Learners must not look for distasteful images or bad language whilst online and will report any sites containing such information/images if they accidentally come across them to the teacher.
12. Learners understand that they should only access sites relevant to educational work in school and that they are not permitted to access or look at sites containing inappropriate material.
13. Internet chat rooms and chat clients should not be used within the school.
14. Learners should not download software from the Internet whilst in school, (including screen savers, games, video clips, audio clips, *.dmg files or trial software) without the permission of a teacher.

15. Learners need to understand that not all information on the Internet is reliable, accurate or timely.
16. Learners should not save or send electronic material (text or images) that is copyright restricted, inappropriate, offensive, annoying or that invades another person's privacy.
17. Any electronic communication sent or received can be monitored at any time without warning.
18. Learners are allowed to bring mobile phones to school only to contact parents/guardians or for emergency purposes at the end of the school day only. Learners must not use their phone during the school day. In case a learner uses the mobile at an inappropriate time, it will be confiscated and returned to the parent/guardian only.
19. Beepers, personal stereos, MP3/4 players and other electronic devices, games and other items that are disruptive to the educational process while at school or at school sponsored activities should not be brought to School.

The following constitute violation of the learner code of conduct:

Hand/mobile phone use:

- a. Phone use between arrival and departure at 3:10 pm
- b. SMS use – during school hours, including sending or receiving inappropriate messages with profanity, racial slurs or derogatory intent by both the sender and forwarder of such messages out of school hours
- c. Creating & intentional spreading of viruses via hand phones

Computer/handheld device use:

- a. Unauthorised use and access of another person's account or password
- b. Using computer or handheld devices for illegal, criminal purposes or commercial/business activities
- c. Accessing unauthorised, undesirable websites, including pornographic sites
- d. Copying and/or distributing pornographic material sending unsolicited email, chain-letters or spam
- f. Copying, modifying or tampering with software or hardware for intention of concealment, cheating, break in codes or unauthorized purposes
- g. Use of handhelds to control or attempt to control school electronic devices or instruments
- h. Unauthorized computer network snooping or attempts to disrupt any school computer networks or wireless systems from the vicinity of the school
- i. Use of electronic devices to cheat during tests/exams/quizzes or any such school activity
- j. Inappropriate use of IT showing disrespect to staff and /or school
- k. Posting on the web any school related material (images and/or text) taped on school premises or during outside activities without the prior approval of the Principal.

Consequences for breach of electronic devices and Internet usage policy

More than one penalty may apply for any breach of AMETIS' Internet and computer use policy, depending on the severity of the breach. Serial offenders will attract more serious consequences than a first-time offender.

1. Temporary removal of Internet access privileges.
2. Letter to parents informing of breach.
3. Temporary ban on using the laptop outside of lessons.
4. Temporary ban on using the laptop in school.
5. Long Term Internet access ban.
6. Parental meeting at school to discuss breach.
7. Detention (removal of social times, break and lunch).
8. Suspension and/or Expulsion.

If you break any of the conditions, appropriate penalties will be applied.

You should read and understand the guidelines and conditions for the appropriate use of school computers and Internet usage. By being part of the AMETIS community, you agree to comply with and obey the guidelines and conditions in it and to any amendments to the document that the school may make from time to time.

Appendix C

Detention Policy

Detention Policy & Procedure

The Philosophy of Detention at AMETIS

Detention is designed to provide positive constructive learning experiences for learners who have violated school behavioural standards. The primary purpose of the detention is to assign consequences for unacceptable behaviour. At AMETIS, we de-emphasize the punitive aspect and stress the positive learning experience for learners. We believe that learners need to think about their actions, and how their actions may affect their work or other people. By emphasizing the importance of completing work of quality, being responsible and considering the feelings and rights of others, we attempt to lead learners to be more responsible, empathetic and understand the effects of their actions and how their behaviour impacts on the whole school community.

The Detention Policy

The purpose of the AMETIS Detention Policy is to deter inappropriate behaviour and have an immediate response to such behaviour. The detention policy will also serve to eliminate disruptive behaviour and preserve a high standard of behaviour at AMETIS. The detention policy is devised as a means to address all issues that are disruptive to the teaching and learning environment. These issues include, but are not limited to: tardiness, excessive talking, disobedience, disrespect, failure to complete work, lack of class materials, poor attitude, disruptive behaviour in class, mischief, littering, eating or missing class.

Assignment of Detention

Detention may be assigned using the following guidelines:

1. Learners should be given a warning and parents contacted (with approval from the Principal/Deputy Principal) regarding student behaviour issues prior to assigning detention as a consequence.
2. Teachers may assign lunch or after-school detention. If detention is given during lunch, the learner must be allowed to eat for the first 10 minutes and serve detention after that.
3. Detention must not be given during the co-curriculum or PE times.
4. The teacher must complete the detention slip and get approval from the Principal/Deputy Principal or any Head of Department before the detention is assigned to the learner.
5. The teacher assigning the detention is responsible for the learner during the period of detention and must ensure that the learner is given meaningful, relevant and related work.
6. Work assigned may include completing unfinished work, improving on quality of work, doing corrections, writing reflective essays on the behaviour or completing additional work. Learners should not be asked to do 'mindless tasks' such as writing repetitive lines.
7. Detention must be aimed at encouraging and improving positive behaviour. It must not embarrass or humiliate the learner.

PESURUHJAYA PERLINDUNGAN DATA PERIBADI

| |
|------------------|
| No. Pendaftaran |
| SB18092017-00008 |

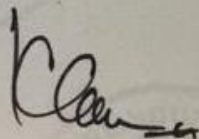
PERAKUAN PENDAFTARAN

Dengan ini diperakui bahawa
VALENCIA EDUCATION GROUP SDN BHD
956126-W

Telah didaftarkan menurut Seksyen 15(1) Akta Perlindungan Data Peribadi 2010 (Akta 709) dan tertakluk kepada peruntukan-peruntukan Akta 709 dan peraturan-peraturan yang dibuat di bawahnya dalam golongan:

| Kod | Nama Golongan |
|------|---------------|
| 1601 | Pendidikan |

Tarikh Mula Berkuat Kuasa : 05/10/2017
Tarikh Tamat Tempoh Perakuan : 04/10/2019



(KHALIDAH BINTI MOHD DARUS)
PESURUHJAYA PERLINDUNGAN DATA PERIBADI

