



# INTERNATIONAL SCHOOL OF KUANTAN

“Inspiring Success through Knowledge”

## Student-Parent Handbook

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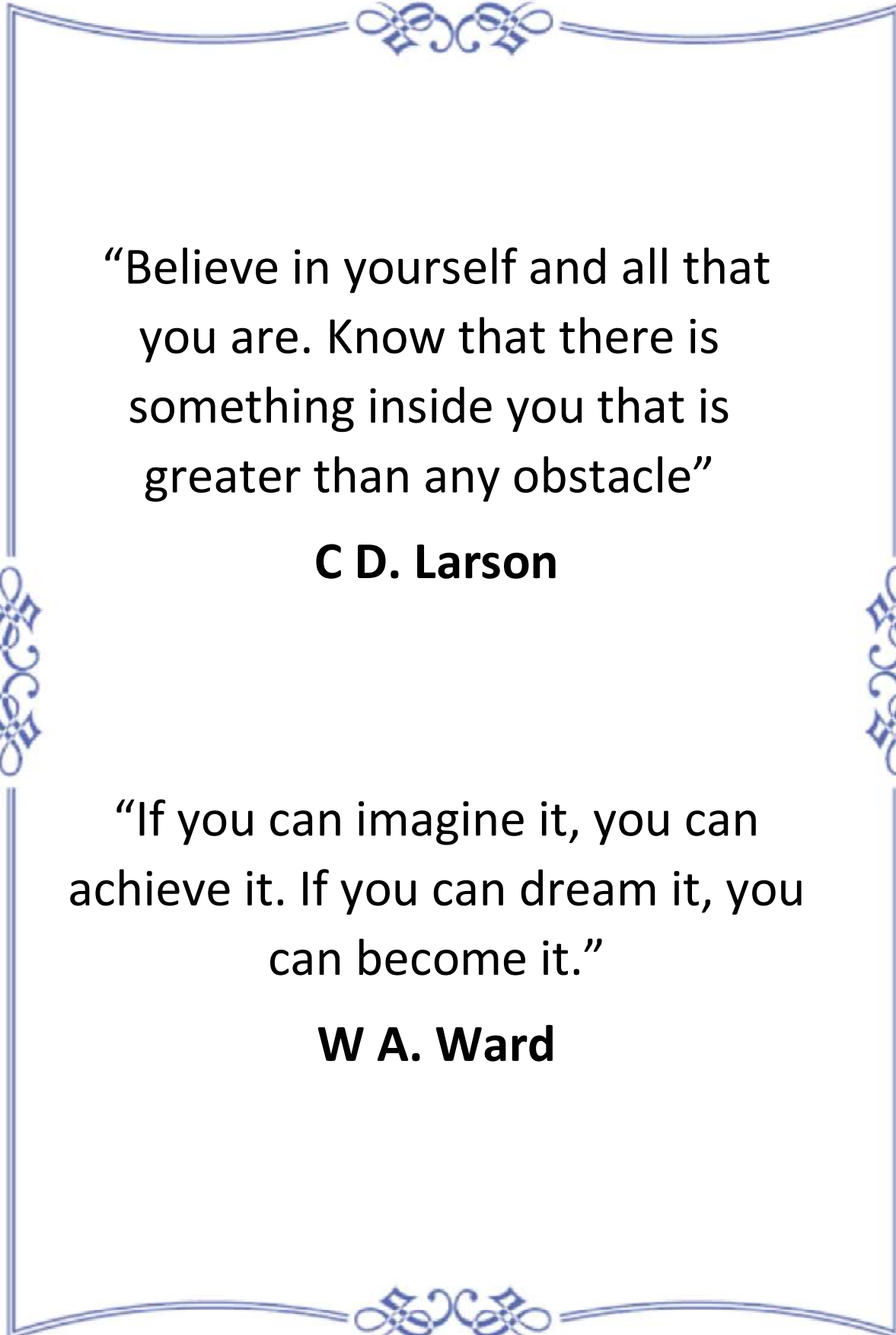
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“Believe in yourself and all that  
you are. Know that there is  
something inside you that is  
greater than any obstacle”

**C D. Larson**

“If you can imagine it, you can  
achieve it. If you can dream it, you  
can become it.”

**W A. Ward**

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## **1.0 ISK HISTORY & CORE BELIEFS**

The ISK is a private International School legally registered with the Registrar of Schools and Teachers in the Pahang State Department of Education. License to operate the school was approved in 1996 by the Ministry of Education Malaysia (**MOE**) to Effective Energy Sdn. Bhd. (**EESB**), a private company incorporated with the Registrar of Companies Malaysia. EESB is charged by MOE to establish, organize, finance and operate the school based on guidelines under the Malaysian Education Act 1996, and the Companies Act 1965. The initial student body included sixteen students in grades seven (7) through twelve (12). ISK is a full member of the East Asia Regional Council of Overseas School and in 2003 was accredited by the Accrediting Commission of the Western Association of Schools and Colleges, USA.

### **1.1 CHARTER**

The International School of Kuantan (“**ISK**” or the “**School**”) will provide quality education modeled on the curricula and practices of public and private schools in the United States of America using English as the medium of instruction to prepare students for admission to university.

### **1.2 MISSION**

The ISK provides a comprehensive academic education that encourages all students to reach their full potential and become self-reliant and responsible adults.

### **1.3 VISION**

The ISK believes education is founded upon the acquisition of skills and knowledge at each grade level. The school promotes critical thinking, creativity and problem solving, and encourages receptivity to the ideas of others. The school believes that each student is unique and valuable, and that all students should be challenged to reach their full potential. Students excel in an environment of high expectations that foster cooperation, tolerance, communication, self-motivation and a love for learning. The school encourages students to develop sensitivity toward and an appreciation for the cultures of Malaysia and countries other than their own.

## **2.0 SCHOOL ACCREDITATION AND AFFILIATIONS**

1. Western Association of Schools and Colleges (**WASC**)
2. East Asia Regional Council of Overseas Schools (**EARCOS**)
3. Ministry of Education Malaysia (**MOE**)



### 3.0 ESSENTIAL SCHOOLWIDE LEARNING RESULTS (ESLRs)

All students of ISK will demonstrate competency in the core knowledge and skills defined by the ISK ESLRs standards as evaluated under 5 (five) criteria (**C**ommunication, **L**ife-long learning, **P**roblem solving, **P**eople Skills & **R**esponsibility). These themes and the acronym **CLIPPERS** was created based on these criteria and students will be evaluated based on points below:

#### **ESLR 1: Communication**

- A - Understand when and how to use different forms of communication
  - I Effectively implement reading, writing, speaking, and listening skills*
  - II Demonstrate knowledge of general literacy as well as subject-specific skills*
- B - Seek to improve language proficiency and fluency
  - I Understand the importance of expressive and descriptive language*
  - II Immerse yourself in new learning, art, and ideas*
- C - Be mindful and confident expressing your message both in word and in action
  - I Use persuasive and articulate language*
  - II Understand the importance of non-verbal communication*

#### **ESLR 2: Life-long Learning**

- A - Be engaged
  - I Stay curious*
  - II Maximize your learning and seek new experiences*
  - III Find your own interests and be active while learning*
- B - Plan for Success
  - I Set realistic and attainable goals*
  - II Be persistent and stay motivated*
  - III Dare to Fail*
  - IV Be flexible and adaptable*
- C - Seek out new knowledge
  - I Explore the world*
  - II Find multiple sources of information*
  - III Become as well-informed and well-rounded as possible*
  - IV Stay open to new ideas and be willing to change*

#### **ESLR 3: Problem-Solving**

- A - Strive for deeper understanding
  - I Seek multiple viewpoints*
  - II Show empathy and be open-minded*
  - III Rely on evidence rather than emotion*
  - IV Draw your own conclusions*
- B - Use Higher Order Thinking Skills
  - I Be able to recall, understand, apply, analyze, evaluate, and synthesize information*
  - II Create, evaluate, and justify your own ideas*
- C - Use the best available strategy and technology
  - I Be proficient at seeking and analyzing information from multiple sources*

- II Create, implement, analyze, and evaluate multiple solutions to the same problem*
- III Utilize the scientific method and proper planning*

#### **ESLR 4: People Skills**

- A - Show empathy and be open-minded
  - I Take pride in, and share your culture*
  - II Appreciate differences and diversity*
  - III Seek out commonalities*
- B - Work well with others
  - I Be positive, collaborative, and approachable*
  - II Practice kindness, patience, and flexibility*
  - III Respect others' thoughts and ideas*
  - IV Learn from the example of others*

#### **ESLR 5: Responsibility**

- A - Respect Yourself
  - I Be self-aware and honest with yourself*
  - II Acknowledge your strengths and recognize areas for growth*
  - III Stand up for your beliefs*
  - IV Seek achievement and get the most out of your abilities*
- B - Respect Others
  - I Practice civility and global citizenship*
  - II Be willing to help others in need*
  - III Stand for justice, fairness, and equality*
- C - Respect the world around you
  - I Understand the importance of reducing, reusing and recycling*
  - II Be environmentally conscious*
  - III Be a global steward and try to make the world a better place*

Awards are presented to the four outstanding students in each ESLR category at the end of every academic year.

### **4.0 THE ISK INSTRUCTIONAL GOALS**

The ISK aims to:

- To create a social and learning environment which is international in its outlook, non-racist, non-sexist and which does not promote any one religious or political creed to the exclusion of others;
- To educate our pupils in the use of reason and tolerance as a means towards conflict resolution, rather than to resort to aggression and coercion;
- To ensure that learning is enjoyable and that pupils at the school are provided with a stimulating, caring environment;
- To place the child's own experience at the heart of the learning process, to make this the basis of our own teaching whenever possible, and to extend the child through the provision of meaningful learning experiences;

- To provide our pupils with a foundation of essential skills but also to place an emphasis upon how children learn as a complement to what they learn;
- To encourage curiosity and independence of thought and to develop higher level thinking skills of our pupils. In so doing, to develop an approach to learning that will enhance the growth of the individual throughout life;
- To work for the development of the whole child. By this we mean we will address the intellectual, emotional, social, creative, linguistic, cultural, moral, aesthetic and physical needs of each of our pupils and that we will bear in mind the interdependency of these aspects of a child's development;
- To recognize the children's individualism and diversity of backgrounds and experiences and to develop the potential of each child;
- To keep abreast of current educational thinking and to ensure that our teaching has a sound theoretical base;
- To develop in our pupils an awareness of global issues, encourage discussion of these, and provide opportunities for our pupils to exercise their own problem solving skills;
- To offer the opportunity to our pupils to obtain fluency in English and, when appropriate, other languages;
- To develop within the school community an awareness and tolerance of different cultures, beliefs and lifestyles;
- To involve parents in the education of their children through regular communication and involvement in school activities;
- To recognize the importance to our school of its location and to forge close and positive links with the culture of our host country; and
- To make a contribution to the wider field of international education and to actively foster relationships with fellow international schools.

**5.0 AMERICAN PATTERN OF EDUCATION WITH COMPARISON TO BRITISH AND MALAYSIAN SYSTEM**

## GRADE EQUIVALENTS

AMERICAN EDUCATIONAL SYSTEM	AGE	BRITISH EDUCATIONAL SYSTEM	MALAYSIAN EDUCATIONAL SYSTEM
Nursery	3-4	Nursery	Nursery
Pre-K	4-5	Reception	Nursery
Kindergarten	5-6	Year 1	Pre-School
Grade 1	6-7	Year 2	Pre-School
Grade 2	7-8	Year 3	Standard 1
Grade 3	8-9	Year 4	Standard 2
Grade 4	9-10	Year 5	Standard 3
Grade 5	10-11	Year 6	Standard 4
Grade 6	11-12	Year 7	Standard 5
Grade 7	12-13	Year 8	Standard 6
Grade 8	13-14	Year 9	Form 1
Grade 9	14-15	Year 10	Form 2
Grade 10	15-16	Year 11	Form 3
Grade 11	16-17	Year 12 (IGCSE/O Level)	Form 4
Grade 12 (High School Diploma)	17-18	Year 13 (A-Level)	Form 5 (SPM)
Undergraduate (Bachelor's Degree Programme)	18-19	Year 14 (A-Level)	Form 6 (STPM)

## 6.0 ACADEMIC PROGRAM & POLICIES

The academic program forms the core of the curriculum. Students, ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade, are expected to enroll in seven (7) classes per semester, with exception approved by the Principal.

### 6.1 Daily Schedule of Classes

Monday to Thursday	8:10 AM - 3:00 PM
Friday	8:10 AM - 12:00 PM

### 6.2 Pick up & drop-off Procedures

Parents should purchase the official ISK car sticker in order for your vehicle to be allowed entrance into the school premises to pick-up or drop-off your child.

### 6.3 Bus Schedule

The ISK school bus will only make one round-trip daily. Therefore, all students who ride the bus will have to stay for after-school activities as the bus will only leave the school at 4:30 pm daily (Monday to Thursday) and 12:00 pm (early release on Friday).

### 6.4 Office Hours

Monday - Friday	8:00 AM - 5:00 PM
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### 6.5 Medium of Instruction

All classes are conducted in English except for our Foreign Languages – French, Spanish, Mandarin, Arabic and Malay Language.

Students for limited fluency in both spoken and written English are required to take the English as a Second Language (ESL) Program.

### 6.6 Semesters Schedule

The school year is divided into two (2) semesters: First (1<sup>st</sup>) Semester and Second (2<sup>nd</sup>) Semester and one (1) semester is divided into two (2) quarters. The final grade for the semester and cumulative ‘final grade’ are recorded on the student’s transcript although two (2) “grades in progress” are sent home to parents at the end of the first (1<sup>st</sup>) and third (3<sup>rd</sup>) quarters. The high school program of study requires most students to spend four (4) full years earning the required twenty three (23) credits for graduation (**minimum credits for graduation**). Most students are expected to graduate from ISK with more than this minimum number.

To move from one grade to another in high school, a student must earn the required minimum credits for graduation. One (1) credit is awarded for the successful completion of approximately hundred eighty (180) periods of organized study.

### 6.7 New/Transferred Students

Students transferring to ISK will have transcripts evaluated and a decision will then be made concerning the amount and type of previous course work that will be applied towards ISK’s graduation requirements. A maximum of seven (7) credits a year can be transferred from all other schools. Failing grades and audits receive no credit.

## 6.8 Academic Probation

All new students are placed on academic and disciplinary probation for one (1) year. The new student should not have any failing mark at the end of the school semester and should have an ESLR grade of satisfactory or higher for the respective grade standards and requirements. If the student meets the above requirements once the probationary period ends, then the student will be re-enrolled in the next school year.

## 6.9 Class Placement

Students will be classified by grade according to the number of credits earned in a year based on the following scale:

Level	High School Years	Required Credits
Grade 9/ 1 <sup>st</sup> Year	Freshmen	Less than 5 credits
Grade 10/ 2 <sup>nd</sup> Year	Sophomore	Less than 10 credits
Grade 11/ 3 <sup>rd</sup> Year	Junior	Less than 16 credits
Grade 12/ 4 <sup>th</sup> Year	Senior	16 credits or more

A student who does not meet these credit requirements will remain in the same grade until the necessary credits are earned to advance to the next grade. A grade placement review will be conducted at the end of each semester. These credit/class placement designations will not apply to ESL students, until it is clear they have sufficient skills in the English Language to understand the subject material. A change in placement does not occur for the purposes of acceleration towards graduation.

## 6.10 Credit

At the end of each semester, a half (0.5) credit is given for the successful completion of each course. Many courses continue from the first (1<sup>st</sup>) semester to second (2<sup>nd</sup>) semester. Upon successful completion, each course will be given one (1.0) credit for the year.

## 6.11 Course Changes

Changes in classes can occur if there are sound educational reasons for doing so. Students are to discuss desired changes with the Director of Studies or Principal. The add/drop form must be used and no change is official until it has been approved by the Principal.

## 6.12 Course Withdrawal

Withdrawal from a course can only be authorized by the Principal. Students must use the course add/drop form which can be obtained from the office.

A class drop does not become official until it has been approved by the Principal.

## 6.13 Independent Study

Students who have demonstrated the ability to work independently may choose to do independent study for coursework that they may not otherwise have the opportunity to study at ISK. A course regularly offered by ISK may not be taken as independent study unless it is necessary to meet graduation requirements. In order to qualify for an independent study course a student must identify a teacher who is willing to supervise and evaluate the independent study and must have written parental permission for the independent study class.

## 6.14 Advance Placement Courses

Advanced Placement (AP) courses offer students the opportunity to take college-level courses and enter a universe of knowledge that might otherwise be unexplored in high school. AP Exams provide an opportunity for students to earn credit or advanced standing not only at many colleges or universities in the U.S.A. but worldwide as well.

Audited AP courses use college-level text books and teach students how to read and write at the college level. ISK offers AP Exams on an as needed basis although the AP course itself might not be offered at ISK. This is because an AP course syllabus must be sent in for audit and approved by College Board before the “AP” course label can be applied to courses offered at the school and written on school transcripts. Therefore, AP courses offered at ISK will vary from year to year depending on the availability of the AP trained teachers with an audited AP course syllabus.

AP Exams are scored on a five-point scale and students earning a three or higher are considered for college credit at many universities and colleges. Note that AP credit policies are not the same for all Universities. Please visit specific university websites for their AP credit policies.

## 6.15 Withdrawal from School

The School reserves the right to withhold the release of all grades, certificates and transcripts until the withdrawing parent or student completes the withdrawal procedure as per below:

1. Request withdrawal form (**WF**) from ISK Administration Office;
2. Secure administration, library, cafeteria/convenience store and sports department clearance;
3. The WF must be signed by the Advising Teacher and the person in-charge of the department;
4. Settle all accountabilities at the ISK Finance Department; and
5. Submit WF to the administration office for further action.

## 6.16 Extra-Curricular Activities (“ECA”)

School Clubs	<ul style="list-style-type: none"><li>• Music Club</li><li>• Forensics Club</li><li>• Creative Writing Club</li><li>• Yearbook Club</li><li>• STEM Club</li><li>• Chess Club</li><li>• Mandarin Club</li><li>• Robotics Club</li></ul>
Community Service	<ul style="list-style-type: none"><li>• Autistic Centre Visits</li><li>• ISK Marathon</li></ul>
Student Body	<ul style="list-style-type: none"><li>• Student Council</li><li>• Publications</li><li>• Student Librarian</li></ul>
Sports Activities	<ul style="list-style-type: none"><li>• Badminton</li><li>• Swimming</li><li>• Basketball</li><li>• Volleyball</li><li>• Soccer/Futsal</li><li>• Netball</li><li>• Tennis/Table Tennis</li></ul>

### Student Events

- Inter-school Forensics Tournament
- Multi-Cultural Day
- Science Fair
- International Festival of Flavors
- Costume Party

\*This is an example of the ECA offerings. Actual clubs are subject to change.

## 7.0 GRADING SYSTEM

Most high school academic courses are graded A, B, C, D, and F (No Credit). Pluses and minuses are used. Some courses are evaluated as S (Satisfactory - Credit) or U (Unsatisfactory - No Credit). Mid-term progress reports are issued in the middle of each quarter if a teacher feels there is a need to communicate with the parents. Formal Parent-Teacher Conferences will be held with parents at the end of quarters one and three, but parents or teachers may request a conference anytime they see a need.

### 7.1 Grading Scale:

Letter	Numerical	Letter	Numerical
A+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 - 82	D-	60 – 62
		<b>F</b>	59 – below (No Credit)

An ‘*I*’ (Incomplete) will be given only when a student has, for excused reasons, not been able to complete all of the school work assigned during the last three weeks of any marking period. This applies to a student who has not been able to take a final exam for a valid reason approved by the Director of Studies.

### 7.2 Final Exam

All students are required to take or complete final exam or project scheduled by their teachers. A student who does not complete the required final exam or project receives no credit for that exam or project. The final exam or project counts a maximum twenty five percent (25%) of the semester grade. If a student is unable to complete a final exam or project for legitimate reasons (serious illness or family emergency) the family must notify the ISK administration office as soon as possible.

### 7.3 Honor Roll

In order to be eligible for the Honor Roll, a student must have at least a 3.40 unrounded GPA. Furthermore, no student will be eligible if the student receives a “no credit” grade. The Honor Roll is figured at the end of each semester.



## 7.4 Final Year Grades

Final grades are calculated by averaging the numerical grades of semester 1 and semester 2. The Final Grade, whether 0.5 credit or 1.0 credit is used to determine the Cumulative Grade Point Average or CGPA.

## 7.5 Grade Point Average

A GPA is determined by assigning a number to each letter grade a student earns beginning in grade 9. An average is then determined. This process occurs each semester. A student's GPA is used to determine eligibility for the Honor Roll (3.4 GPA or above). The CGPA is an average of all grades and credits earned up to the point of issuing the official transcript.

## 7.6 GPA Computation

Grade	GPA	% Score	Grade	GPA
Weight	1 Credit		Weight	0.5
A+	4.33	97-100	A+	2.17
A	4.00	93-96	A	2.00
A-	3.67	90-92	A-	1.84
B+	3.33	87-89	B+	1.67
B	3.00	83-86	B	1.50
B-	2.67	80-82	B-	1.34
C+	2.33	77-79	C+	1.17
C	2.00	73-76	C	1.00
C-	1.67	70-72	C-	0.84
D+	1.33	67-69	D+	0.67
D	1.00	63-66	D	0.50
D-	0.67	60-62	D-	0.34
F	0	≤59	F	0

## 7.7 Graduation Requirements

The following graduation requirements are for current grade 11 & grade 12 students.

Subjects	Credits
English	4.0
Mathematics	2.0
Science	2.0
Social Studies	2.5
Information Technology	0.5
Foreign Language	2.0
Arts	1.5
Physical Education/Health	2.0
Core Electives	3.5
General Electives	2.0
<b>TOTAL</b>	<b>22.0</b>

New for the 2015-2016 school year, ISK introduced the following updated graduation requirements for all students grade 10 and lower:

Subjects	Credits
English	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Information Technology	0.5
College Prep	0.5
Art/Music	2.0
Physical Education & Health	2.0
Foreign Language	2.0
Other Elective Courses	3.0
<b>TOTAL</b>	<b>23.0</b>

## 7.8 Four (4) Years Program Planner <sup>(2)</sup>

Subject	Grade 9	Grade 10	Grade 11	Grade 12
English	English 9. ESL	English 10, ESL	English 11,	English 12
Math	Algebra, Geometry	Geometry	Pre-Calculus, Functions – Statistics – Trigonometry ("FST")	Advanced Algebra, Calculus or Calculus
Science	Physical Science	Biology	Health, Chemistry	Physics
Social Science	World Geography, <sup>(1)</sup> Malaysian Studies	World History, <sup>(1)</sup> Malaysian Studies	Psychology, <sup>(1)</sup> Malaysian Studies	Economics, <sup>(1)</sup> Malaysian Studies
Foreign Language	Mandarin, French, Spanish	Mandarin, French, Spanish	Mandarin, French, Spanish	Mandarin, French, Spanish
Electives	Physical Education ("PE"), Music, Art <sup>(1)</sup> Moral Studies/Islamic Studies	PE, Music, Art <sup>(1)</sup> Moral Studies/Islamic Studies	PE, <sup>(1)</sup> Moral Studies/Islamic Studies	PE, Music, Art, Infrastructure Technology ("IT") <sup>(1)</sup> Moral Studies/Islamic Studies

**Notes:**

1. Malaysian Studies class teaches the Malay Language and Malaysian History. Moral Studies (for non-Muslim students) or Islamic Studies (for Muslim students) are required courses for all students.

2. The above programs are subject to changes at the discretion of the School Administration.

## 7.9 Scholastic Test/Exams

1. Measure of Academic Progress (MAP)
2. Preliminary Scholastic Aptitude Test (PSAT 8/9)

3. Preliminary Scholastic Aptitude Test 10 (**PSAT 10**)
4. Scholastic Aptitude Test (**SAT**)

## **8.0 STUDENT SERVICES**

To achieve holistic formation of the students, ISK offers the following school facilities and services.

### **8.1 Guidance Services**

The Guidance and Counseling department primary responsibility is to assist with University admissions and to guide students through their school life and educational pathways and assist students to make informed career choice decisions. It also aims to bridge the gap between ISK and U.S. Universities or other universities globally and to ensure ISK students remain marketable and achieve higher University acceptance rate.

The ISK Guidance and Counseling department offers services such as, but not limited to:

- Group Guidance;
- Educational & Career Planning;
- Group & Individual counseling;
- Peer and Parent Counseling; and
- Counseling Follow-ups.

### **8.2 Library**

Monday to Friday: 8:00AM – 5:00PM

Rules and responsibilities inside the Library:

1. The students should put their bags at the library counter.
2. Students may check out as many as four (4) books in two (2) weeks. An RM0.50 penalty per day will be incurred if books are returned after the two (2) week periods specified.
3. Students must pay for printing and photo copy materials.
4. Periodic, magazines, newspapers, catalogues and general reference books (e.g. encyclopedia, dictionaries, almanacs, atlas, etc.) are for use inside the library only.
5. Silence must be observed at all times in the library. Students making unnecessary noise will be subjected to disciplinary measures.
6. Food and beverages are prohibited inside the library.
7. Chairs, tables, computers and other library materials must be arranged properly at their respective places after use.
8. Reference books may be checked out by the end of a school day but must be returned the next day.
9. Penalties will be incurred for lost book(s).

### **8.3 Cafeteria**

The School Cafeteria will only serve food during the scheduled break, recess and lunch times.

1. All students are required to make their orders for lunch during their scheduled break times.
2. Students are not allowed to go to the Cafeteria area without a permission slip other than during the scheduled recess and lunch times.
3. Students should not run, play and make unnecessary noise inside the Cafeteria.
4. Students are not allowed to enter the cafeteria kitchen without written approval from the School Administration Office.

#### **8.4 Sick Bay**

1. If a student is sick or injured and desires to go to the sick bay, the student must obtain a permission slip from his/her subject teacher or advising teacher before going to the Sick Bay.
2. The Sick Bay is meant to assist with minor injury and shall not render any treatment, prescribe or provide medicine or any drugs or diagnose any sickness should a student seek medical treatment, injured or having medical conditions or having illnesses.
3. If a student is found to be severely injured or ill and requires immediate medical attention, the school's nurse or the administration office shall inform the parent/guardian. The student will then be transported to the nearest hospitals.

#### **8.5 Computer Lab**

ISK considers student use of computer facilities a privilege, which involves specific responsibilities to be demonstrated by all users. No food or drinks are allowed in the computer room. By complying with these responsibilities, students demonstrate "acceptable use" of ISK computer facilities.

The school office shall at their discretion determine what constitutes inappropriate use and reserves the right to deny use of IT facility to any student who do not comply with ISK's acceptable use of technology policy. Students will be informed through the school bulletin and newsletter if there are any changes in the IT use policy. Major unacceptable use includes, amongst others, viewing, transmitting and sharing inappropriate electronic resources and materials, which is in violation of the Malaysia Communication and Multimedia Act 1995. Inappropriate electronic resources or material here is defined as, but not limited to, materials or resources which are copyrighted, threatening, obscene, plagiarized or deemed to be inappropriate by the School Administration.

#### **8.6 Toilets**

Every student is responsible for the cleanliness of the toilet and any damage is to be reported to the office immediately. Strictly no male students are allowed in the female toilet and vice versa.

#### **8.7 Other School Property and Facilities**

Students are expected to observe safe use of all school equipment and facilities.

1. All school equipment should be returned in the same condition as when they were taken.
2. Any students who have vandalized, lost or misplaced any of the School's equipment, shall replace, or return the equipment.
3. Students must obtain approval from the Director of Studies or Principal and are to apply in advance to the administration office for permission to use any of the school's facilities and equipment for student related activities or events. Students are expected to bare any cost incurred should there be any clean-up or repairs required after use.
4. Any damages are to be reported to the school office or maintenance office immediately.
5. Students must not litter at any time and all recyclable materials must be disposed in the proper recycling bin.

## 9.0 STUDENT CONDUCT

### 9.1 School Community Standard

The International School of Kuantan teaches respect and concern for others and the environment. To achieve these ends, students are responsible for their own behavior and teachers are obligated to enforce regulations while parents are expected to participate in the educational growth of their children and to take responsibility for their child's behavior.

Rules and expectations apply to all students at all times during the school day; our goal is to cultivate the students' good behavior at all times.

### 9.2 Basic Classroom Expectations

Students are expected to:

1. Follow instructions.
2. Bring all necessary supplies to class.
3. Wait for the teacher's permission before speaking.
4. Speak only English except for foreign language classes.
5. Refrain from using improper or foul language.
6. Keep hands, feet, and objects to themselves.
7. Refrain from doing any activity that is not related to the class lesson. Pay attention and participate.
8. Show effort by completing assignments on time, studying for quizzes and tests, passing all quizzes and tests.

It is the student's responsibility to know and follow all rules. Other classroom rules may apply and are up to the discretion of each individual teacher.

### 9.3 Additional Expectations

In addition to the basic classroom expectations, students are expected to:

1. Demonstrate acceptable behavior while a class is in progress.
2. Walk in hallways or classrooms.
3. Refrain from using elevators unless they are accompanied by a teacher.
4. Adhere to ISK's driving policy. This includes parental permission in writing and a valid driver's license.
5. Be respectful of teachers or staff.

Failure to meet these expectations may result in one or more of the following consequences: in-school community service; detention; in-school or out-of-school suspension; parent conference; behavior contract; and/or withdrawal from the school.

### 9.4 Standard Classroom Discipline Procedure

**First Offense:** Issue a verbal warning.

**Second Offense:** The teacher must document the behavior of the student. A reduction in participation points, loss of specific classroom privileges, assigning behavior and discipline writing to students to be completed by the next class meeting, or teacher-imposed detention during break or lunch time (at which time the student will do an assignment in the classroom).

**Third Offense:** Written behavioral referral will be sent by the teacher to the school office on that day, and an appropriate corrective measure will be considered by the

Principal or Director of Studies. Once a decision is made the offending student must abide by that decision.

Please note that the discipline procedure applies when:

1. The same offense is committed three times over many days.
2. Three different offenses occur within one day.

## **9.5 Attendance, absences and Academic Achievement**

Regular attendance contributes greatly to the academic standing of the student. All students are expected to be present each day.

Attendance is taken daily in each class. If a student is absent, parents must call the school on the day of absence. Furthermore, the students must bring a note from their parents/guardian to the office on the day they return to school after being absent. A doctor's statement is required for any illness absence longer than three days.

When students are absent for more than one day, their parents should inform the school as to the reason for the absence. Other than in cases of serious illness, parents will be contacted when a student has reached two consecutive days of absence.

After five truanancies during a marking period, in the same course, the teacher will inform the parents of the possible probationary status. Parents must meet with the principal after five truanancies. The attendance procedure will be reviewed and the teacher may place the student on academic probation.

## **9.6 Excused Absences**

Excused absences are absences where a student is too ill to report to school, or has a communicable disease, family emergency, health care appointment or justifiable personal reason. The school office should be informed promptly if your child has a communicable disease so that we can notify other parents if necessary.

Excused Absences include:

1. Personal illness (may require physician's documentation)
2. Death in the family
3. Professional appointments (medical, dental, counseling)
4. Religious holidays
5. School-related functions
6. College visitations
7. Dismissal by a school official
8. Recovery from an accident

**Long-term Illness:** A doctor's note is required for long-term illnesses. In the event of a medically documented long-term illness or accident which necessitates more than 2 weeks absence, parents and teachers will work together to create a home study plan. Parents requesting makeup work for students who are absent for reasons other than illness should make the request at least 3 school days in advance.

**Family Vacations/Educational Opportunities:** Generally, absences other than for illness during the school year are discouraged. The Principal may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

## 9.7 Tardiness & Early Release

All students who arrive after 8.10 a.m. must report immediately to the office, sign in and obtain a pass to class. Frequent tardiness, like excessive absences, will result in disciplinary action.

Students arriving late or leaving early need a note explaining their absence. Then, either a signed tardy or early release slip from the office will be issued.

## 9.8 Illness

If a student becomes ill at school, parents will be contacted and asked to take the student home. Please update the school if there are changes in your contact information.

Keep your children home when they are not feeling well, have a temperature or when they have contagious disease such as mumps, chicken pox etc. Children should remain at home until the infectious period has passed.

## 9.9 Administrative Policy on Detention

The reasons a student may be issued a detention include, but are not limited, to the following:

1. Severe misbehavior in the classroom per referral of subject teacher.
2. Failure to follow classroom rules per referral of subject teacher.
3. Eating/drinking in the classroom.
4. Skipping class, or found outside of class during class period, without a pass.
5. Two late arrivals in one semester in either one class or a combination of classes (including the morning assembly).
6. Not wearing the school uniform or wearing it improperly. The physical education uniform, which must be worn during the P.E. class, is not a substitute for the regular school uniform.
7. Wearing inappropriate jewelry, hairstyle, or other forms of inappropriate ornamentation. Students are not to have visible tattoos.
8. Littering.
9. Bringing inappropriate or obscene materials to school.
10. Bringing dangerous items or toy weapons to the school. If any of these are seen, the teacher must collect the item from the student and place it in the administration office where it will be kept for at least one week. Toys are not to be played with or otherwise noticeable in the classroom during class time, unless specific permission has been granted by the classroom teacher.
11. Leaving campus without permission.
12. Harassing or showing disrespect to any staff member or schoolmates.
13. Using foul language.
14. Using the elevator.
15. Driving to or from school without permission from a parent and/or without a valid driver's license.
16. Being driven to school by another student without parental permission from both students' parents.

Failure to be on time for or to serve out the detention, as defined by the Principal or Director of Studies, or failure to complete the behavior modification assignment, will result in the following actions:

<b>First incident:</b>	Add more hours of detention.
<b>Second incident:</b>	Sanction one plus a parent conference.
<b>Third incident:</b>	Sanctions one and two, plus a one-day in-school or out-of-school suspension.

**On-going Incidents:** Consequences for further infractions of school rules may result in community service projects, research projects, or potential withdrawal from the school.

#### **9.10 Administrative Policy on Severe Misbehaviors or Offenses**

1. Use/possession of narcotics/drugs, or alcohol.
2. Use/possession of tobacco.
3. Assault of teacher or staff member.
4. Fighting.
5. Stealing.
6. Vandalism (including graffiti).
7. Defiance of authority.
8. Destruction (or damage) of school property.

Penalties for severe misbehaviors or offenses include a parent conference and behavior contract. Any recommendation for possible expulsion will be referred to the school discipline board. Expulsion of a student involves an agreement by the board.

#### **9.11 In-School Suspension**

On the day of the suspension, the student must report to the office at the beginning of the day to be taken to the suspension room. Silence is mandatory, and the student will be supervised at all times.

Class work, homework, and/or quizzes and tests for the day are collected from teachers in the morning and are given to the student by first period. Students must work on assignments the entire day. They are responsible for catching up with lessons and completing assignments. There will be a deduction of points if work is handed in later than expected. Students who do not submit work will receive a zero.

#### **9.12 Out-of-School Suspension**

Offending students receiving an out-of-school suspension are not permitted on ISK grounds and may not participate in school events.

#### **9.13 Behavior Contract**

If a student's persistent disregard for school rules necessitates, a behavioral contract may be drawn up. The Principal, Director of Studies or Counselor, along with the parents, will draw up a behavior contract outlining the behavior expected from the student and the sanctions for repeat misbehavior.

#### **9.14 Referral to the School Discipline Board**

Students with severe misbehaviors will be referred to the School Discipline Board. If students are asked to leave the school, they will not receive any refund of school fees or tuition.

Please note that the school reserves the right to make any adjustments to the student behavior code as the need arises.

#### **9.15 Dress Code/School Uniforms**

Students who come to school in attire other than the school uniform will not be allowed into class. A summary of the policy is given below and a more detailed version of the policy is given in our website. There will be a two-week period at the start of the school year during which



parents will have time to purchase the necessary uniforms. The uniform pants, skirts or shorts for the ISK uniform may be purchased from outside vendors as it is similar in color to that of the national primary school uniform (navy-blue).

Dress Type	Description
Shirts	<ul style="list-style-type: none"> <li>• ISK’s white t-shirt, and grey t-shirt (for PE) with the ISK logo</li> <li>• Colored shirts worn under these shirts are not acceptable</li> </ul>
Pants & sports	<ul style="list-style-type: none"> <li>• Navy-blue or black</li> <li>• Tights or leggings are <b>not</b> allowed</li> <li>• Jeans and denim material (or look alike) are <b>not</b> acceptable</li> <li>• Sports trousers or sweat pants may only be worn for PE class or other sports activities</li> </ul>
Skirts & shorts	<ul style="list-style-type: none"> <li>• Navy-blue or black</li> <li>• Denim material (or look alike) are <b>not</b> allowed</li> <li>• Skirts may be pleated, gathered or “A” line (Slit skirts are <b>not</b> allowed)</li> <li>• Skirts and shorts must be at least <b>knee-length or longer</b></li> <li>• Athletic shorts may only be worn for PE class or other sports activities</li> </ul>
Scarves or hijabs	<ul style="list-style-type: none"> <li>• Must be blue, or black, <b>single solid color only</b></li> <li>• Beads, sequins, embroidery and other forms of decorations or embellishments on the scarves are <b>not</b> acceptable</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>• Generally, good taste must prevail</li> <li>• Long and dangling earrings, and excessive jewelry are <b>not</b> acceptable</li> <li>• Excessive ear, facial, and/or other piercings are <b>not</b> allowed</li> </ul>
Outer garments (jacket)	<ul style="list-style-type: none"> <li>• Must be the ISK hoodie jacket with ISK logo unless the appropriate size is not available (then, jacket should be plain navy blue or black with school badge)</li> <li>• Jackets <b>cannot</b> substitute for the white ISK t-shirt</li> <li>• Designs, slogans, patterns, insignias, and logos other than the ISK logo and ISK school badge are <b>not</b> permitted.</li> </ul>

#### Additional Information on dress code

- Regular uniform must be worn during school hours and at any other time designated by the school authorities.
- All clothing must be neat, clean and in good repair.
- Shoes should be closed shoes or sneakers. Sandals, flip-flops, slippers, and open-toe shoes are not allowed.
- Accessories should be kept at a minimum. Wide belts, long or dangling earrings, excessive jewelry, hats, and sunglasses are not allowed.
- Sports shoes or sneakers are required during physical education classes.
- Students not in regular dress must purchase and wear the uniform.
- The pants, skirts or shorts may be purchased from outside vendors as they are similar in color to the national primary school uniform color (Navy-blue or Black).
- Students are not allowed to have any visible form of skin art.
- Students are not allowed to put any form of cosmetic or make-up in school.
- Parents may also have the navy blue or black pants and skirts tailor-made at our approved tailor:

**Kim Design** -Lot 2-56, Second Floor, Berjaya Megamall, 25000, Kuantan.  
Tel: +012-9869949

- Students are required to wear an ISK ID tag during school hours and inside the school premises at all times. The cost of a new ISK ID tag is RM15.00. The replacement cost for a damaged or spoiled ID is RM5.00.

## **10.0 OTHER INFORMATION**

### **10.1 School Bus**

ISK provides a limited bus service to and from school at a fee, which is paid by semester and pre-determined by the management before the beginning of each semester. The bus service fee will vary depending on the distance of the home to school and is based on a rate determined by the Management and will be offered to all students on a first-come first-serve basis. The bus service is only available for areas covering the Kuantan town and other locations which shall be determined at the beginning of the school semester. Parents and students are advised to enquire about the bus service before the beginning of each semester and inform the school administration of their interest for the bus service before the start of each semester.

### **10.2 Field Trip(s)**

Field trip(s) reflect curriculum demands and are viewed as an integral part of the educational process. During the school year, students will have one educational and one recreational field trip. Parents will receive letters and permission slips about these field trips.

Students are expected to act properly on these trips, and students with academic problems may be barred from participating.

### **10.3 Insurance**

All ISK students are required to purchase accident insurance that will cover them in case of accidental injury during ISK sponsored field trips or activities. The cost of the accident insurance is RM20.00 and is valid for one year.

### **10.4 Locker & Locker Keys**

Students must pay an RM10 deposit for a locker key. Only school related materials are allowed to be kept in the lockers and it is for student's personal use only. The locker key must be returned to the office by the end of each school year after ensuring that the locker is empty. ISK will not be responsible for any lost belongings left in the locker after the last day of school. An RM15 penalty will be charged to students who do not return the key at the end of the school year. The deposit will be returned upon the student's withdrawal from ISK and return of the key. Students are advised to keep their lockers locked at all times as ISK will not be responsible for theft or damages to student property stored in the locker. ISK reserves the right to open any locker at any time for inspection.

### **10.5 Transcript**

When a student withdraws/graduates from ISK, the school will provide one original copy of the official transcript and Certificate of Attendance/Diploma. Up to 4 (four) official Credit Sheets will be sent directly to universities, colleges, or schools applied to by a withdrawing/graduating student at no charge. A service charge of RM25 will be charged for each additional official transcript sent. A student must use the Transcript Request Form to request for official transcript to be sent to other institutions.

## **10.6 Change of Address**

Students need to notify the ISK Office in writing whenever their address or phone number is changed. Communications are vital and in the event of an emergency, the school must be able to contact the parent or guardian of a student without delay.

## **10.7 Photocopying and Printing**

Students may use the school photocopy machine and printers to copy/print personal documents that are related to school activities. The cost for photocopying and printing is 10 cents per A4 size page and 20 cents per A3 size page. The cost for color printing (A4 size) is a minimum of RM1.00 with a maximum of RM10.00 for a full page (A3 size). All use of school machines will be supervised by school staff.

## **10.8 Official School Communication**

All official written communication from the school to parents will be done in one of two ways:

1. Signed and dated letter or communication written on school stationary.
2. Memo sent out by authorized staff on the school's WhatsApp group.

Additional forms of communication from teachers to parents are to be done primarily through Google Classroom and/or shared parent and student "[@isk.edu.my](mailto:@isk.edu.my)" Gmail accounts.

Additionally, all teachers are required to maintain up-to-date Google Classrooms for each class. Day-to-day activities and student assignments are detailed on each Classroom.

Further communication can be directed to teachers via the use of the shared Gmail account or contacting the main office at [admin@isk.edu.my](mailto:admin@isk.edu.my).

## **10.9 Media and Social Media Use**

Protect confidential, sensitive and proprietary information about the school, staff, students, facilities, parents and or others with who one has contact in the role of a student and parent of ISK. Students and parents are required to obtain written consent or permission from the school or the person in contact to allow the use of such confidential, sensitive and proprietary information.

Students and parents are not allowed to use the official school/company logo or graphics or name on personal social media sites without obtaining written approval from the management. Use of school logos, graphics or name for school sanctioned events must be approved by the school administration (posters, fliers, social media postings).

## **10.10 Mobile Phone Usage Policy**

Office phones may only be used in case of emergency.

In terms of mobile phone usage in school, ISK outlines the following:

1. Students are allowed to use the mobile phones in the classrooms for educational purposes only and must be under the direct supervision of the teacher.
2. Under teacher direction, mobile phones are to be placed in a location of the teacher's choosing, in the "off" or "silent" mode, at the beginning of each class.
3. Inappropriate usage of mobile phones in the classroom is up to the discretion of the teacher.
4. Students are not permitted to use or have mobile phones in sight within the classroom if they are not permitted by the teacher.
5. Calls from parents are not an acceptable disruption to classroom instruction; as such, students will need to wait until the end of class to call back.

Consequences for mobile Phone Policy violations:

1. If a student uses a mobile phone in the classroom, against the wishes of the classroom teacher, then that student's phone will be confiscated and held in the office with the principal/designate until the end of the day.
2. If a second offence occurs, the student's phone will be held until either:
  - a) A parent comes and talks with administration or
  - b) 5 school days have passed.
3. If a third offence occurs, the student will sign a behavioral contract and may be barred from using mobile phones for the remainder of the school year.

### **10.11 School Posting Policy**

- ISK's student organizations, departments, offices and community members are eligible to display promotional flyers, poster and other materials at various locations on campus.
- All flyers and posters to be posted on school property must be approved by getting the materials stamped and obtaining an Administration Officer's signature at the school office.
- The name of the sponsoring organization must be clearly indicated on flyers.
- Flyers have a default approval posting time period of two (2) weeks. If date of the event is not stated on flyer/poster, then a default date of removal will be noted on the poster by the Administration Officer.
- Flyers, posters and other materials with any content that violates ISK policies and procedures or any advertising which promotes illegal activities or illegal content will not be approved.
- Flyers, posters and other materials are to be posted only on notice boards. Posting on walls, doors, windows, trees or poles is strictly prohibited.
- The person responsible for posting the materials onto the notice boards will also be responsible for removing all materials after the event date.
- Non-Discrimination Policy: This policy mandates that student organizations within ISK will not and does not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater school community.

## CONTRACT OF AGREEMENT

### Student Section

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read the ISK Student-Parent Handbook. I agree to follow the rules & policies contained in this handbook. I understand that if I violate the rules I am subject to the penalties outlined in this handbook and I may face disciplinary measures.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian Section

I have read the ISK Student-Parent Handbook. My child and I are aware of the rules and policies stated in the handbook. I will emphasize to my child the importance of following the school rules and policies. I agree that the school has all the rights & authority to implement what is written in the Student-Parent handbook for the education and betterment of my child. I am fully aware and have read ISK's Personal Data Protection Policy and Privacy Policy that is accessible on their website. I subsequently consent to ISK storing and processing my child's personal details.

Parents Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please detach and return to the school office



