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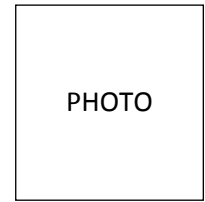
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## **SECTION 1**

### Welcome Letter from Principal

Dear Parents,

On behalf of the administration and teaching staff at Zaman International High School, it is my pleasure to welcome you to the 2014 – 2015 school year.

We believe that education is a partnership and the successful operation of a school depends on the cooperation of everyone involved: students, parents and staff. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our very best to carry out this responsibility.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing the expectations we have of our students and parents, what you can expect of us, and how we will achieve our educational mission.

We ask you to review the entire handbook with your child and to keep it a reference during this academic year.

We look forward to creating a strong home-school relationship this year. Please do not hesitate to contact me should you have any queries.

Yours sincerely,

Mustafa Guler

## INTRODUCTION

This handbook serves as an introduction to Zaman International School (ZIS), answers any questions you may have, and helps you to make the most of your years here.

ZIS, which is administered by its School Board, is one of Cambodia's premier independent international schools, enrolling over 900 students. The school is a non-profit organization whose budget is prepared, overseen, and audited yearly by the School Board.

The administration and teaching staff represent over 9 different countries with rich and diverse cultural and professional backgrounds. Our primary focus is on internationalism, so as to create open-minded world citizens who have international perspectives, are self-confident and conscientious, and who can function as leaders and team members in societies all over the world.

ZIS is certified by the Cambodian Ministry of Education, is a member of CIS (Council of International Schools) and a Cambridge International School.

\*(CIE) Cambridge International Examinations is the world's largest provider of international education programmes and qualifications for 5 to 19 year olds.

Our international education [programmes and qualifications](#) lead seamlessly from primary through secondary and pre-university years. They have a proven reputation for being an excellent preparation for university, employment and life.

Qualifications such as Cambridge IGCSE, Cambridge O Level, Cambridge International AS and A Level and Cambridge Pre-U are recognised by universities and employers worldwide and open doors for Cambridge learners.\*

ZIS graduates are accepted at numerous prestigious universities located around the world in countries such as Australia, Japan, New Zealand, USA, Turkey, amongst many others.

## GENERAL INFORMATION ABOUT ZAMAN INTERNATIONAL SCHOOLS

Zaman International School (ZIS) is comprised of three schools: a kindergarten, primary and high school. The schools offer courses designed for

students aged between 2 to 18, who seek an international education in Phnom Penh. The high school in particular offers the national curriculum of Cambodia alongside internationally accredited courses for students aged 12 to 18 years old.

Facilities: High School, Primary and Kindergarten campuses incorporate comprehensive and detailed educational, administrative and recreational facilities to encompass every aspect of school life.

ZIS High School is located next to the Russian Embassy, in Sangkat Tonle Basak. The Kindergarten, Primary as well as the University are in the Toul Kork region.

## SECTION 2

### SCHOOL HISTORY

Zaman International School was founded in 1997 by Mr. Atilla Yusuf Guleker and currently enrolls more than 900 students.

From 1997 to 2005 the school was housed in two attractive purpose-converted buildings situated in a convenient central city location on street 71 off Mao Tse Tung Blvd near the junction with Monivong.

## SECTION 3

### Guiding statements

#### School mission

To inspire students with a challenging, local and international education in pursuit of academic excellence and social success

#### School vision

To bring up individuals who will thrive and contribute to this world having a solid sense of

who they are, respect for others as individuals, as members of a group, as citizens of their nation, and as members of the global community

## **THE SCHOOL PHILOSOPHY AND OBJECTIVES**

- We consider our valuable students to be assets in our school.
- We are committed to a student-centered curriculum that addresses the needs of international students.
- Our curriculum strives to incorporate the experiences, culture and perspectives of our students; specifically, an appreciation of Cambodia's culture and its contribution to the heritage of the civilized world.
- We consider the all-round development of the individual and encourage curiosity, reflection, and questioning.
- We foster an understanding of human values, confidence, and responsibility to society.
- Students, staff and parents regard one another with respect, acceptance and friendship.
- We aim for academic quality, with the understanding that all children have different abilities, skills and interests, which if developed and nurtured, will enable them to become mature, self-sufficient and productive members of the community:
  - A lifelong love of learning in order to support the development of a student's full social and academic potential;
  - Respect for people from a variety of cultural and racial backgrounds and of various religious and political orientations;
  - A lasting commitment to international co-operation and an understanding of the

interdependence of individuals, groups and nations;

- Skill and pride in developing communicative competence in languages other than the mother tongue;
- ❖ The determination to achieve the highest possible standards in all that they do.

### **SECTION 4**

#### **ZIS'S COMMITMENT**

We strive to fulfill the mission of the school in order to live out the values which we believe are fundamentally important: the essential joy of learning and hope, sustained and nurtured in a diverse school community and united in its commitment to mutual respect and purposeful effort to set and achieve high standards. In the spirit of true partnership, all staff members of the school, most notably the teachers who work directly with your child, share responsibility with you for your child's success.

### **SECTION 5**

#### **INFORMATION ABOUT ZIS**

##### **SCHOOL FACILITIES**

The high school has the following facilities:

**1.Classrooms/Classes:** Innovative, spacious, fully equipped and air-conditioned classrooms with computerized, interactive whiteboards or Smartboards, which incorporate full Internet access. Class sizes vary from 20 to 30 students. The average student-teacher ratio is 10:1.

**2. Physics laboratory:** The physics laboratory is situated on the ground floor and is fully equipped with workbenches and contemporary equipment. The physics laboratory has an up to date computer linked to the school's LAN with internet access. An LCD projector connected to the computer is used in the laboratory for multimedia purposes such as online demonstrations, physics software, presentation of physics videos and online lessons.

**3. Biology laboratory:** The biology laboratory is located on the ground floor and is fully equipped with modern apparatus and fittings. It incorporates an up to date computer linked to the school's network system with internet access. A computer is connected projector is utilized in the laboratory for multimedia purposes such as online demonstrations, software, biology videos and online lessons.

**4. Chemistry laboratory:** Located on the ground floor, the chemistry laboratory is fully furnished with the most recent equipment and accessories. It provides a computer linked network for data analysis and research along with internet access. A projector enables students to access online lessons and demonstrations as well as other multiple software features.

**4. Computer room:** The computer room is equipped with modern, multifunctional Apple Mac computers, together with individual workstations for students, and a computer network system. All computers include internet access. A high-tech, touch sensitive, interactive whiteboard with projector is connected to the computer network. Computer applications are controlled directly from the interactive whiteboard. The student to computer ratio is 1:1.

**5. Canteen:** Located on the top floor, there is a newly, purpose – built canteen selling hot meals, pastries, snacks, drinks and stationery items. The capacity of the Canteen is 650 seats.

**6. Conference Hall:** This room with its 120 seats is located on the ground floor. In the multimedia room

a projector is linked to a Sony theater system that can play CDs, VCDs, DVDs, and tapes. The room is also used for general meetings, the cinema club, and ZIS Cinema Days every Saturday.

**7. Library:** The library is situated on the ground floor, providing easy access for all teachers and students. A full time librarian manages a library that is stocked with a large variety of reading and reference books in both English and Khmer.

**8. Music room:** The multifunctional music room is located on the ground floor. Various instruments adorn the walls and the floor is furnished with a grey carpet.

**9. Sports and recreation areas:** Basketball and volleyball courts, an astro - turf football field, together with spacious outdoor play areas comprise the outside regions of the school where students can unwind during breaks, etc. Table – tennis facilities are also available.

## SCHOOL HOURS

Full day education is given at ZIS. School hours are Monday to Friday, 07:35-15:30. Also, there is an extra-curricular activity hour from 15:30 to 16:30. School hours may change at the beginning of each academic year.

## NO CLASSES & HOLIDAYS

The school arranges holidays to coincide with the statutory holidays in Cambodia. As this is a Buddhist country, the dates of the main holidays vary from year to year according to the lunar calendar. The school does, however, have a holiday in the fall and in the spring. You can find the academic year calendar at the following address:

<http://www.zamanisc.com/calendar.php>.

## **UNANNOUNCED HOLIDAYS &**

### **EMERGENCY CLOSING**

There may be holidays which are not mentioned in the school calendar because of late notification from the authorities. These holidays will be announced to the students.

If an emergency should arise during a school day, the students may be sent home early. In this event, the school will call the emergency contact number given by parents at registration.

## **SECTION 6**

### **STUDENT LIFE & WELFARE**

#### **THE SCHOOL DAY/CYCLE**

The academic year is divided into four quarters. There are 45 hours of instruction per week at the high school.

The school runs on a five-day cycle. Students are offered extracurricular activities or extra lessons after school and on Saturdays.

#### **GUIDANCE PROGRAM**

The guidance program is designed to take care of students in all aspects: academic, behavioral, emotional, and physical. The guidance program at ZIS is comprised of the homeroom system.

The following items are important components of the guidance program:

- ❖ ZIS has committed homeroom teachers who closely look after the welfare of all their homeroom students.
- ❖ Regular meetings of all grade level teachers take place to discuss individual student concerns.
- ❖ In the event of concerns about a student's academic situation or behavior, homeroom teachers collect comments about each student on a weekly progress reporting system from all of the student's teachers and meet with the student on a weekly basis to discuss progress and strategies in order to overcome any difficulties.
- ❖ Parents are informed if there are any extraordinary circumstances such as unexplained absences or disciplinary problems.
- ❖ Problems of a more urgent nature are dealt with immediately and may involve the Principal, the Vice Principal, and parents.
- ❖ In critical situations, parents are involved immediately and conferences are initiated; the conclusions of these conferences are documented and all parties are kept informed.
- ❖ For minor infractions, students are given a warning and parents are informed.

#### **P.E. UNIFORMS**

Students are required to wear uniforms during physical education lessons, including footwear that is able to be securely fastened and can give sufficient



grip and traction. Students can bring their P.E. clothing to school on days they have P.E. class. In the event of students not wearing their uniform, they will not be allowed to participate in the P.E. lesson.

## **TRANSPORTATION**

Students can come to school either on the school bus or by their own transportation. Zaman school bus operators serve many parts of Phnom Penh.

## **SAFETY IN TRANSIT**

For transportation to and from the School Campus, ZIS coordinates the services of medium sized passenger bus owner/operators. The school buses (and their drivers) are privately contracted by ZIS. The school coordinates and supervises the buses for the convenience of ZIS families. However, ZIS bears no liability. Upon admission or re-enrollment, parents may sign up for bus services through the transportation coordinator in the school office. Parents are billed by the drivers (in USD) for this service.

## **BUS REGULATIONS**

The bus driver has absolute authority on the bus. Because of the possibility of accidents, the bus driver must devote his full attention to his job without any distractions from students on the bus. This means no food or beverages, no loud talking or music, no moving about, etc.

Every registered student passenger and his/her parents must read and sign the bus regulations each year. Students who have not registered for bus services may not use the bus. Students who are disruptive on the bus will be reported to the

Principal by the bus monitor, who will contact their parents. Students will be banned from using the bus for five days after a second report. A third report will result in the student being removed from the bus for the remainder of the year without a refund.

## **EXTRACURRICULAR ACTIVITIES &**

### **TEAM SPORTS**

Teachers and parents recognize the following:

1. All that is worth knowing cannot be solely taught or learned in the classroom environment;
2. Co-curricular school activities provide appropriate challenges and avenues to achievement as well as help establish a balance between educating for academic growth and educating for transition to self-sufficiency. ZIS endeavors to provide a program of student activities designed to develop self-directed, responsible social interaction in an atmosphere of mutual respect and co-operation, alongside providing the opportunity for each student to develop interests, skills and attitudes which contribute to the worthwhile use of leisure time.

There are several after-school activities for students in our High School. These activities are offered, where appropriate, to students in grades 7 through 12. Some of these extracurricular activities are football club, science club, music club and many more.

## **STUDENT COUNCIL**

Students are offered the opportunity to participate in self-control, decision-making and project-planning through the Student Council. The Student Council

meets to discuss issues, concerns, and requests from the student body and relays this information to the proper administrator for action. In addition, they recommend revisions and additions to school policy. Representatives on the Student Council are chosen by classes and homeroom teachers. Student Council members are elected in September.

## **SECTION 7**

### **HIGH SCHOOL POLICIES & PROCEDURES**

#### **ATTENDANCE**

At ZIS, students are expected to attend every day that the school is in session. Any absence (even because of illness) will be considered unexcused unless the student/parent provides a medical report from the doctor. Attendance is taken at 07.35 in the morning, and the Vice Principal is informed of absentees. If a student arrives late at school, the database will record it and add it to the student's attendance report which may affect student's performance result.

When a student misses more than TWENTY days of school in one academic year (excused or unexcused by the school and without medical report), he/she may be required to repeat the year as the Cambodian Ministry of Education requires.

#### **STUDENT ARRIVAL**

Upon morning arrival at the school, students are not allowed into the school yard before 7:00 a.m. and into the building before 7:15 a.m. (unless they have an appointment with a teacher and have written permission). However, early admission is permitted in the event of inclement weather.

#### **CLOSED CAMPUS POLICY**

ZIS operates a closed campus. This means that students are required to stay at school at all times during the school day (including lunch time) unless otherwise is requested/permitted by parents with a written note.

#### **TARDY POLICY**

Students scan their ID cards at the school gate. Arriving later than 7:30 a.m. is considered as late.

The regulations are as follows:

- a) 4 Tardies (lateness) = 0.5 absence  
8 Tardies = 1 full day absence
- b) Tardies will be added to the total of student absences at the end of the year.
- c) Total limit of absence in a year is 20 days as the Cambodian Ministry of Education requires. Over 20 days of absence warrants an automatic fail or repeat of the class.

#### **EXCUSED ABSENCES**

If a student is to be away from school for unavoidable reasons, the homeroom teacher and the Vice Principal should be notified in advance, either in writing or by phone. The student will receive a form to take to all teachers to get assignments to be completed while away.

If a student needs to leave early for any reason, he/she must bring a note from home, and give this to the Vice Principal or Dean of Students to receive a pass to give to the guards at the school gate.

If the Vice Principal determines that a student should be sent home, he/she will issue a leaving-campus pass to the student.

When a student returns after one or more days of absence, he/she must bring a written note from parents explaining the reason for the absence. This note is given to the homeroom teacher.

If a student is going to be absent for a period of time, the homeroom teacher should be advised in writing. The student will receive a form to be filled out by all teachers indicating assignments and materials covered.

Excused absences will also be counted on the student's absence (unless student/parent provides a medical report upon the student's return.)

### **UNEXCUSED ABSENCES**

ZIS considers absences for any reason other than illness or emergency to be an unexcused absence. When absent from school, students miss participating in discussions, working collaboratively in groups, asking and responding to questions, working with 'hands on' and other educational materials, interacting with the learning environment, exposure to the teachers' instruction, and social interaction with peers. Students should not ask lightly to do classroom based tasks at home because assignments completed outside of a classroom cannot take the place of actual classroom experience. It is a student's responsibility to know about the homework given by his teacher from his classmates during his absence from school. It is not the teacher's responsibility to remind a student of missed assignments.

### **TRUANCY**

A student may be disciplined for reasons other than academic or medical reasons such as repeated absences. Upon the student's failure to comply with the attendance requirements, the school will conduct a meeting between administration, the student's parent/guardian, and the student in an effort to resolve the attendance problem.

### **STUDENT ILLNESS**

Students should stay at home when they are ill, even if they want to come, particularly if they are coughing or have a fever. It is better for them and only fair to the other students. A written explanation, signed by a parent/or guardian should be given to the homeroom teacher upon return.

The school should be advised of infectious diseases via telephone. In the case of infection, all parents will be informed of possible symptoms to watch for. Students taking antibiotics should stay at home until the treatment is completed, unless a note from the doctor gives permission for the student to attend school. Please note that no medication can be administered by class teachers. A note from the doctor or the Principal is required to dispense medicine. Should a student have an accident at school, teachers will administer first aid. If the people in charge believe the student should be seen by a doctor, the student's parent(s) will be notified.

Please make certain that the school is immediately notified of changes in contact telephone numbers. Also, kindly ensure the school has your mobile telephone number and a reliable emergency number. With this number, the school should be able to reach a responsible adult that you nominate to act on your behalf should we be unable to reach you.

### **LEAVING THE CAMPUS**

Students are not permitted to leave the school campus during the day unless it has been approved by the administration and parental permission has been provided. This permission must be directed to the administrative office and must come in the way of a written parental request or parental consent via telephone call/confirmation.

### **DRESS CODE**

ZIS encourages students to practice respectable habits. Students should be neat and tidy at all times. Students must be dressed in full school uniform at all times during the school day. Students are representing ZIS when they are in uniform, therefore, they must always conduct themselves accordingly, whether at school or not. All students at ZIS are expected to obey the uniform dress code as listed below:

#### **Girls:**

- ❖ Cream skirt, straight OR Green skirt, plaid
- ❖ Green T-shirt with cream strips
- ❖ White socks or tights
- ❖ Brown, black or white converse shoes
- ❖ School bag

#### **Boys:**

- ❖ Short sleeved, dark green, stripped T-Shirt
- ❖ Cream pants
- ❖ Brown, black or white converse shoes
- ❖ School bag

## **CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS**

### **Consideration**

As a ZIS student you are expected to:

- ❖ Consider other people's feelings,
- ❖ Be honest in all situations,
- ❖ Listen to others when they speak,
- ❖ Respect other people's personal space,
- ❖ Ask permission to use other people's property,
- ❖ Be just and fair to each other and try to understand why others act as they do,
- ❖ Respect the environment.

### **Communication**

As a ZIS student you are expected to do the following:

- ❖ Pay attention when others are communicating with you,
- ❖ Express yourself with clarity,
- ❖ Share your opinion with others,
- ❖ Respect the rights of others to disagree,
- ❖ Talk with people in a positive and kind manner

### **Cooperation**

As a ZIS student you are expected to behave as follows:

- ❖ Work in harmony for the benefit of all those involved,
- ❖ Work together using critical thinking and problem-solving strategies,

- ❖ Assess a situation before making value judgments,
- ❖ Be flexible and willing to accept change.

### **Courtesy**

As a ZIS student you are expected to act as follows:

- ❖ Be polite with others, remember to say 'please', 'thank you' and 'excuse me'!
- ❖ Express your appreciation to others,
- ❖ Participate readily and be prepared for study,
- ❖ Support each other,
- ❖ Be punctual,
- ❖ Walk and talk quietly and respectfully when moving from place to place.

### **Commitment**

As a ZIS student you are expected to

- ❖ Keep the promises you make,
- ❖ Be an active learner and keep on task,
- ❖ Always do your best and persevere,
- ❖ Show loyalty and stand up for what you believe in,
- ❖ Take responsibility for your own actions,
- ❖ Support the decision-makers.

We also expect you to conduct yourself as follows:

- ❖ Be neat and clean and wear the appropriate school uniform during the class and physical education activities,
- ❖ Exhibit good conduct in the canteen area,

- ❖ Exhibit good conduct and safety practices on school buses or at school organized activities,
- ❖ Refrain from tobacco, alcohol or drugs at any time.

### **GENERAL RULES FOR STUDENTS**

ZIS students are required to show great respect for school rules and regulations both in and around school. These rules are in effect for any school activities such as field trips, picnics etc. The students who violate these rules will be corrected according to the chart displayed at the end of this document.

- ❖ Wear your uniform. Be neat and clean.
- ❖ Be on time for school.
- ❖ Be ready to enter the class when the first bell rings.
- ❖ Knock on the door before you enter the classroom, Teachers/ Administration Office.
- ❖ Do not enter unauthorized areas without permission.
- ❖ Sit in your assigned seat.
- ❖ Be prepared with your books, notebooks and other supplies and be ready to start the lesson before the teacher comes in.
- ❖ Do not move any classroom furniture unless you are told to do so.
- ❖ Keep your classroom clean.
- ❖ Do not eat or drink, do not chew gum or sugar cane in the class and do not take any food into the classroom.
- ❖ Keep your voice low in the class.

- ❖ Listen to your teacher attentively.
- ❖ Do not interrupt anybody while speaking. If another student is answering a question, giving a report or an explanation, you should listen to him/her quietly and give them your full attention.
- ❖ Treat others as you like to be treated.
- ❖ Raise your hand before asking questions or speaking.
- ❖ Address the teacher using appropriate titles.
- ❖ If the teacher asks a question, you are expected to give an answer. If you don't know the answer it is all right to tell the teacher that you don't know.
- ❖ Don't leave your desk without permission.
- ❖ Be kind to your friends at all times.
- ❖ Follow the classroom rules and procedures set by teachers.
- ❖ Follow the instructions of the classroom prefect.
- ❖ Hand in your homework or projects on time. There is no excuse for not doing homework. If you are absent, you should call your classmate and ask for the assignment. It is your responsibility to find out what assignments you have missed. It is not the teacher's responsibility to remind you of missed assignments.
- ❖ Posters, bulletin boards, or any other materials hanging on the wall are considered property of the school and shouldn't be written on or removed without permission.
- ❖ It is not acceptable to put up any sign, announcement or advertisement on boards

without getting permission from the school administration in advance.

- ❖ Under no circumstances do you have the right to do anything which interferes with the flow of the lesson.

### **UNACCEPTABLE BEHAVIOUR**

- 1.** Smoking, consuming alcoholic drinks
- 2.** Gambling or any kind of 'chance' games (for money or otherwise)
- 3.** Spitting
- 4.** Chewing gum, chewing sugar cane
- 5.** Playing with or wasting water
- 6.** Shouting, improper games and disruptive behavior in classrooms
- 7.** Running in the corridors, climbing trees, running up or down the aisles
- 8.** Throwing stones or other objects likely to cause injury
- 9.** Writing on the walls or the blackboards
- 10.** Playing with balls inside the building
- 11.** Damaging or removing any notice
- 12.** Littering
- 13.** Taking into classrooms or the hall any radio, camera, tape-recorders, CDs, CD players, walk-mans or any other electrical equipment without permission
- 14.** Eating or drinking in the class
- 15.** Bringing drinks or food into the classroom

16. Putting up notices without permission
17. Copying another student's work (cheating)
18. Selling of any items
19. Name calling using profane or degrading language
20. Using bad language
21. Involvement in gang activity
22. Fighting
23. Bringing improper articles into the school,
24. Bringing pets into the school
25. Violating school dress code - including coming to school in dirty clothes, wearing makeup, or having long fingernails
26. Coming to school without an ID card
27. Entering the main school building when the school is on holiday and/or other than study hours
28. Damaging or destroying school property
29. Entering the administration office or the staffrooms with without permission.

Any action which breaks the school rules will be recorded on a disciplinary action form by the teachers.

### **PROHIBITED ITEMS**

Bringing the following items, which are potentially dangerous for you and your environment, is strictly prohibited:

- Cigarettes, matches
- Alcohol

- Fireworks or any other dangerous products
- Toy or real guns
- Knives, penknives
- Playing cards or any other games of chance
- Improper books or materials
- Jewelry (incl. rings, etc.; except simple necklace and earrings for GIRLS)

### **CONFISCATION OF PROHIBITED ITEMS/ELECTRONIC DEVICES**

The school will confiscate the electronic device and its components e.g. battery, cord etc. except for the SIM card, when found on school premises during school days and hours. The device will be confiscated for exactly six months from the date of confiscation.

The school will record a disciplinary incident on the student's report card for each case. In case of repetition, the school will take further actions such as detention, suspension or expulsion.

To receive the confiscated device, the student will have to present the "electronic device receipt" given by the school to the school. In the event that the student does not claim the device within a month (30 days) from the return date, the school will sell the device under the supervision of the vice president for finance, and the proceeds of the sale will be turned over to school scholarship funds.

In the event that the student moves to another city, country or school, he/she will receive the device on the final day that he/she leaves the school.

## **DRUG POLICY**

ZIS takes the position that a student who abuses illegal drugs is not welcome in the school. This includes drug abuse away from school, including weekends and holidays.

The school reserves the right to a confidential medical examination (urine analysis) of any student suspected of using illegal drugs. Refusal to comply with this request will result in immediate expulsion.

### **Procedure:**

If the school becomes concerned that one or more of our students may be taking any type of the drugs listed below without a doctor's prescription, the Principal will call a meeting of the Drug Testing Advisory Committee. This committee will be composed of: Principal, Vice Principal, and two teachers selected by the Principal with the Vice Principal. A majority of this committee may decide to investigate drug testing (urine analysis) of the student(s). In such cases, the parents of the student(s) will be contacted and testing will be requested. If the parents and student(s) agree, the child will be tested in such a manner as to maintain confidentiality. If they refuse to co-operate with the testing, the student(s) will be expelled immediately. In the case of any student testing positive, his/her parents will be informed and the family will be given three options:

1. To withdraw the student permanently from ZIS, in such a case no further action will be taken by the school.
2. To agree to periodic urine analysis at the parents' expense. Should a second test prove positive, the student will be immediately and permanently expelled from the school.

3. If the parents and student do not agree to co-operate with the testing, the student will be permanently expelled from school.

## **POSSESSION**

In a case where a ZIS student on the school campus or at any school-related activity is found in possession of any of the drugs indicated below, they will be expelled from the school.

### **Drugs Covered By This Policy**

The drugs referred to in this policy include any from the following categories: Amphetamines including cocaine; barbiturates; hallucinogens, including hashish and marijuana; opiates; and tranquilizers.

None of the drugs of the types listed above are to be taken without a doctor's prescription. This includes out of school hours as well as during school. For example: ZIS students are not permitted to abuse these drugs on a weekend or holiday. If ZIS students are taking any of the drugs listed above under a doctor's prescription, the school should be notified immediately. This allows the school to monitor the student's behavior and notify the parents if the drug seems to be affecting the student's behavior at school.

## **THE ROLE OF PARENTS**

As an independent international school, we encourage parent participation in all facets/parts of school life. This handbook will help you understand your personal involvement is very important in your child's education, and your financial support will have a great impact on your child's school and your children will receive better quality service and education. We are always interested in hearing of



any contributions of time or special skills that parents are willing to offer. Please contact your students' teacher in this regard. Teachers will occasionally ask for volunteers for the following:

- ❖ Emergency telephone calls
- ❖ Help with newcomers
- ❖ Help with class activities at the teacher's request
- ❖ PTA activities
- ❖ Please talk with your student's teacher rather than other parents if you have any questions about your child/children or their education.

### **HOMEWORK GUIDELINES**

The purpose of homework is to encourage the development of independent study skills and to apply skills and knowledge learned in the classroom setting. The amount of time students are expected to spend at home studying and completing homework assignments increases as they get older. We suggest the following as adequate time for home study per week:

- 7th-8th grade 10-12 hours/week
- 9th-10th grade 12-15 hours/week
- 11th-12th grade 14-17 hours/week

### **ROLE OF THE HOME**

Parents can work with the school to enhance their children's learning by ensuring that students have a quiet, well-lit study place, free from distractions and by providing the necessary equipment.

### **PARENTS OUT OF THE COUNTRY**

In the case of both parents traveling outside the country, parents are requested to notify the homeroom teacher, in writing, of the name and contact details of the adult guardians authorized to make emergency decisions in the parents' absence. It is in the best interest of our students for the school to be advised about parental absences.

### **FIELDTRIPS & CLASS STUDY TRIPS**

- ❖ We offer a series of local and overnight field trips linked as much as possible to the relevant curriculum as we believe that learning does not just take place within the classroom. The same trips may not run every year. However, we do try to offer a variety in an effort to further international and cultural understanding. Students have a significant role on field trips, not just as learners but also as ambassadors for our school and community.
- ❖ Along with the expectations set out in our Code of Conduct, the following guidelines are necessary for students on both local and overnight field trips:
- ❖ Accept that limitations may be more stringent than normal in order to ensure safety. The Student Code of Conduct and other ZIS rules are applied. Specifically, students agree that controlled substances (and/or associated paraphernalia) may not be used, possessed, distributed, purchased, or sold by any person whilst on school trips (regardless of the legal age regulations in force for that country).

- ❖ Submit passports to the trip supervisor in advance of any trip abroad; parents should ensure that the passport is valid and the visas are valid for the country to be visited.
- ❖ Bring appropriate clothing, supplies, money, passport, visas and any other items as noted by trip supervisors.
- ❖ Abide by curfew (usually no later than 8 p.m. or the one set by the supervisors).
- ❖ Make sure you are never alone; always be in a group of students of no less than three and always inform supervisors of where you are. High School students will be under direct supervision at all times.
- ❖ Remain in the areas designated by trip supervisors.
- ❖ Carry a copy of your passport with you at all times.
- ❖ As representatives of ZIS, we expect the students to present a positive and courteous image.

It is understood that if the supervisors deem a student's behavior to be unacceptable or unsafe, she/he will be sent home at the parents' expense. There may be additional school disciplinary consequences and/or ineligibility for future trips.

### **WITHDRAWAL PROCEDURES**

Students, who intend to leave ZIS, either during the school year or at the end of the school year, should obtain and complete the Withdrawal Form several days before their departure. The Withdrawal Form ensures that materials and all library books have been returned in good condition. School transcripts will be available after the withdrawal form has been completed. The form is obtained from the registrar

upon request from the student's parents informing the school of their departure.

### **TRANSFER TO ANOTHER SCHOOL**

The registrar is responsible for ensuring that all appropriate records and recommendations reach other schools to which a ZIS student is applying/transferring.

### **TRANSCRIPTS**

A student's transcripts are the cumulative record of semester grades received while in attendance at the school, and they are maintained by the school in the student's cumulative folder. A student's transcripts are available at graduation or, upon request, to his/her parents or, given parental consent, to school(s) where the student is to continue his/her education.

## **SECTION 8**

### **SECONDARY ACADEMIC PROGRAMS & DIPLOMAS**

#### **PROGRAM SUMMARY**

The school's educational program is strongly guided by our Guiding Statements and objectives. Zaman International School offers an international curriculum to students. Subjects are taught in English and in the local language (Khmer). Our school is committed to following/implementing the standards expected of an international school and will continuously renew and upgrade its teaching resources in line with current trends in the international school community.

The core curriculum provides for the development of the individual student, not just in the classroom but also through other learning processes. The program

combines the best research and practice from the Cambodian national system with a wealth of knowledge from International Schools to create a relevant and engaging framework for all children.

## **HIGH SCHOOL CURRICULUM OVERVIEW**

Zaman International School offers two curricula, national and international. There are 45 hours of instruction per week in High School. Approximately 22 hours per week are taught in English and 23 hours per week are taught in Khmer. This ratio changes slightly, depending on the grade.

National curriculum comes from Ministry of Education of the Kingdom of Cambodia. Because of teaching hour requirements they take almost over %50 of the weekly schedule, all social subjects are offered in the Khmer language for local students.

For international part, the school is a member of the Cambridge International Examinations and an Examinations Centre. The rest of the schedule, apart from Khmer-medium, consists of English–medium classes. We offer English, Turkish, Mathematics, Biology, Chemistry, Physics, ICT, Music, and P/E.

## **GRADUATION REQUIREMENTS FOR GRADE 12 STUDENTS**

Students will have to sit for the Government examinations to receive the government diploma. In previous years 100% of our students have passed the government exam. In 2014, after the strict regulations by the ministry, the ratio of the pass on the first occasion was 70%. For a student to be awarded a ZIS High School Diploma, he or she has to complete grade 12 with an average of 50 percent or above in both programs respectively. Our graduate students can continue their education in Japan, Singapore, Cambodia, USA, Australia, Thailand, Turkey. They embark on their chosen fields by

pursuing higher education in the areas of medicine, management, IT, sociology, economics, American culture and literature, law etc.

## **COLLEGE/UNIVERSITY**

### **PLACEMENT SERVICES**

We want our students to reach the top. Students applying for universities will receive assistance and guidance from the school's University Counselor. Parents and students are encouraged to take advantage of the services of this counselor.

## **SECTION 9**

### **PARENTAL CONSIDERATIONS**

#### **PARENT TEACHER COMMUNICATION**

Recognizing the importance of working together, teachers are encouraged to keep in contact with the parents of their students, and parents are encouraged to contact their children's teacher when they need to. It is in the best interests of the students if this communication is frequent and forthright. Students benefit most when there is a positive and collaborative relationship between home and school. The homeroom teacher can be of assistance in helping to develop this relationship.

#### **PROFESSIONAL PROTOCOL**

Parents sometimes have the need to express a concern or discuss a school-related issue. If an issue or concern is related to a student's homeroom or a subject teacher, the following protocol should be followed:

STEP 1: You make an appointment to meet with the homeroom teacher at a mutually convenient time via

a note to the homeroom teacher or by contacting the school secretary. If you believe the issue or concern has not been sufficiently addressed in the meeting with homeroom teacher, you can proceed to the next step.

STEP 2: You make an appointment to meet with the Vice Principal. The issue or concern will be discussed in a pro-active manner. After that, if you believe the issue or concern still has not been resolved to your satisfaction, you may then proceed to the next step.

STEP 3: You can contact the school to make an appointment to meet with the Principal.

## **PARENT EDUCATION**

Here at ZIS, it is our belief that educating the whole child entails frequent and honest communication between school and home. We understand that parents may come from a variety of backgrounds with diverse school experiences. At ZIS we realize the importance of parent education. Parents who believe in and support the program and philosophy at ZIS maximize the benefits of their children's learning experiences.

There will be parent information sessions and workshops during the year. We strongly recommend that you attend them as often as possible.

## **SECTION 10**

### **ASSESSMENT & REPORTING**

#### **SCHOLASTIC EXPECTATIONS**

The scholastic expectations of the school are high. We expect our students to be high achievers. The tests and exams monitor the progress of the students through the course of study. These tests and exams are designed to be demanding for the students.

## **ASSESSMENT**

Each quarter students receive a mark out of 100 points for each lesson.

Total marks will be presented as follows:

Quarter 1: 100 = 25%

Quarter 2: 100 = 25%

Quarter 3: 100 = 25%

Quarter 4: 100 = 25%

The final grade for the end of the school year will be the average of all quarter marks.

## **GRADES**

Grades are an evaluation of the student's achievements and are determined by a variety of assessment tools. Middle School grades become part of a Middle School transcript. High School grades become part of a High School transcript.

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>GPA</b>
<b>93-100</b>	<b>A</b>	<b>4</b>
<b>90-92</b>	<b>A-</b>	<b>3.7</b>
<b>87-89</b>	<b>B+</b>	<b>3.3</b>
<b>83-86</b>	<b>B</b>	<b>3</b>
<b>80-82</b>	<b>B-</b>	<b>2.7</b>
<b>77-79</b>	<b>C+</b>	<b>2.3</b>
<b>73-76</b>	<b>C</b>	<b>2</b>
<b>70-72</b>	<b>C-</b>	<b>1.7</b>
<b>67-69</b>	<b>D+</b>	<b>1.3</b>

<b>63-66</b>	<b>D</b>	<b>1</b>
<b>60-62</b>	<b>D-</b>	<b>0.7</b>
<b>0-50</b>	<b>F</b>	<b>0</b>
<b>Grading Scale</b>		

### EXAM RULES FOR STUDENTS

Failure to obey any of the following rules may result in your exam paper being removed and disciplinary action taken against you.

1. Make sure that you are prepared for the exam. Have your pen(s), pencil(s), pencil sharpener, extra lead(s) or refill(s), and your eraser available and ready.
2. You will not be allowed to leave the exam room during the exam.
3. You may be asked by the invigilator to place a barrier between you and the person sitting beside you.
4. An exam is a race against time, so try to be quick, but careful.
5. Open your exam paper when you are told to do so.
6. Make sure you write your name, surname, date and school number on the exam paper.
7. Keep the exam paper clean and flat.
8. If you have any difficulty with the exam paper, raise your hand and wait for the invigilator to respond.
9. The invigilator will not answer any questions about the exam once it has started.

10. Only the equipment which is necessary for the exam should be kept on the desk.

11. Keep your exam paper on the desk at which you are sitting.

12. Keep silent during exams.

13. Be careful to mark multiple choice answers properly. Incorrect entries may lose you marks.

14. If you have time when you finish the exam, check your answers.

15. If you have finished the exam in time, turn over the page and wait. Do not disturb others.

16. When the exam ends, the invigilator calls "TIME IS OVER. PENS DOWN". Put your pen down immediately and wait until your paper is collected.

17. Leave the class quietly and do not loiter in front of the class. Go directly to the canteen area or garden and stay there until everybody finishes the exam.

### AWARDS AND CERTIFICATES

The ZIS award will be presented to only one student every year. It is for the student who has achieved the highest level of excellence in all the school curriculum subjects in grade 10, 11 and 12. No ZIS award will be made to any student who has any disciplinary record on file.

The Honor Roll will be awarded to the students who have achieved an average higher than 85 from the aggregate of all their subject marks. No Honor Roll will be awarded to any Student who has any disciplinary record on file for that academic year.

Extra-curricular activity certificates will be awarded to the students who have high scores from extra-curricular activity lessons.

## **REPORTING GRADES TO PARENTS**

### **In High School:**

Progress Reports will be sent home after visa examinations, and parent-teacher conferences are held by home room teachers. Those students working below potential, or exhibiting inappropriate behavior, may receive a Progress Report at any time during the school year. Teachers may also use progress reports to inform parents of positive progress. Progress reports and semester report cards will be sent to the parents with the students.

## **ISSUING OF TRANSCRIPTS**

Each student may receive a transcript at the time of transferring to another school providing his/her financial record is clear.

At the end of the year, transcripts will not be issued until all teachers have turned in their grade sheets and report cards have been printed. No transcripts will be handed out on the last day of school.

## **SECTION 11**

### **SCHOOL BREAKS/ LUNCH TIME**

#### **DESIGNATED AREAS OF USE**

During all school breaks and lunch times, students are to use the back of the building and canteen.

The school library is open to students during the break times and high school lunch time.

### **CAFETERIA/CANTEEN GUIDELINES**

There is a large purpose-built cafeteria on the third floor. Hot lunches are prepared by the canteen staff. Students can either bring their food in the morning or can buy from the canteen.

Students who choose to use the multipurpose room for their lunch will ensure that the guidelines below are followed:

- Students enter the multipurpose room in an orderly manner, taking seats at tables.
- Appropriate table manners and proper etiquette are expected of all students at all times.
- Every child is responsible for cleaning his/her table eating area and throwing away the trash and/or waste.

## **FOOD GUIDELINES**

No students may eat while walking through the school hallways or in class. During break time, food and drinks are permitted outside the school building or in the canteen area, but not in the hallways.

In an effort to insure that students are eating in accordance with their parents' wishes and also to avoid potential health hazards in regard to food consumed on school premises - the following rules are now in effect.

Only food from students' homes and the school cafeteria may be consumed on the school premises. No deliveries from bakeries (such as cakes food etc.) are allowed (students may order special items from the cafeteria to celebrate birthdays, etc.)

## **SECTION 12**

### **ADMISSIONS, RE-ENROLLMENT & TUITION**

#### **ADMISSION CRITERIA**

ZIS welcomes all students from ages 2 to 18. The aim of ZIS is to prepare a comfortable and peaceful environment for the students. ZIS reserves the right to refuse admission to students whose educational or physical needs cannot be well served by the school, or to those with references indicating that their enrollment may be detrimental to the school.

## AGE REQUIREMENTS FOR HIGH SCHOOL

The guidelines below will be strictly put into practice as a means of placement of students at their appropriate grade level. After a trial period of 2 weeks to 1 month, the placement can be reviewed after thorough consultation with all parties concerned.

The following table shows the age requirement of high school applicants before September 1<sup>st</sup>.

<b>GRADE 7</b>	<b>12 YEARS OLD</b>
<b>GRADE 8</b>	<b>13 YEARS OLD</b>
<b>GRADE 9</b>	<b>14 YEARS OLD</b>
<b>GRADE 10</b>	<b>15 YEARS OLD</b>
<b>GRADE 11</b>	<b>16 YEARS OLD</b>
<b>GRADE 12</b>	<b>17 YEARS OLD</b>
<b>AGE REQUIRMENT TABLE</b>	
<b>AS OF SEPTEMBER FIRST</b>	

## SCHOLARSHIP

- ❖ ZIS offers scholarships to Cambodian citizens who have completed grade 6.
- ❖ Scholarship examinations cover Khmer literature, Social Sciences, Mathematics and Physical Science.
- ❖ Scholarship examinations will be held only 1 (ONE) time before the beginning of the school year.

- ❖ The first 3 (three) students who get the highest scores will have the right to get full scholarship.
- ❖ These students will not pay tuition fee, registration fee and enrollment fee.

## ENTRANCE EXAM

- ❖ Students to grade 7 will be invited for registration according to the results of the scholarship exam beginning from the highest score.
- ❖ Students to all grades will be accepted according to their English test results.
- ❖ Students can sit for the English test every Saturday, at 10:00 a.m. starting from the end of April every year.

## ADMISSION TO SCHOOL

Registration for grades 7 through to 12 will be announced annually in March.

Eligible students can apply for registration during working days from 13:00 to 17:00.

## SIBLING DISCOUNTS

When two or more brothers and sisters study at the same time, a reduction of 15% is made from the tuition fee charged for the second child and any other subsequent children.

Definition of sibling: This discount is only for the actual, documented brothers and sisters, and will not be applied to family members outside the sibling relationship such as step brother/sister, cousin, friend, etc.

**FEE POLICY**

The School Board finalizes and announces the fee policy. ZIS reserves the right to change fees for the following academic years.

**REGISTRATION FEE**

A registration fee payment must be made for each student applying to ZIS every year. The payment is non-refundable and must be made when the application form is submitted.

		only)	
Kindergarten	\$500	\$500	\$3500
Primary	\$500	\$1000	\$4200
High School (Grade 7-9)	\$400	\$1000	\$4200
High School (Grade 10-12)	\$400	\$1000	\$3725

**ENROLLMENT FEE**

An enrollment fee for each new student is required to ensure a place in a classroom. This fee is non-refundable. The payment must be made when the application form is submitted.

**For International students:**

**TUITION FEES:**

ZIS tuition fees are established by grade level. As noted in each table, there are 3 separate tuition levels: Kindergarten, Primary, and High School. The progressive fees reflect cost levels of instruction.

Level	Registration Fee (every Year	*Enrollment Fee (1 time only)	Tuition Fee
Kindergarten	\$500	\$500	\$3500
Primary	\$500	\$1000	\$4200
High School	\$400	\$1000	\$4725

**For Cambodians Citizens:**

**BOARDING FEE**

Level	Registration Fee (every Year	*Enrollment Fee (1 time	Tuition Fee
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ZIS provides boarding option for students who would like to stay at the school dormitory. These students must register for the whole academic year. The boarding fee covers accommodation and dinner



only. The students have to pay for their breakfast, lunch and personal expenses. For The boarding fee, please see the Vice Principal, Finance and Accounting directly.

**TRANSPORTATION FEE**

ZIS provides a limited private bus service for the students who live near ZIS. The cost of the bus service is between \$40 and \$85 per month depending on the student's location. The service includes both pick-up in the morning and return in the afternoon.

**MISCELLANEOUS EXPENSES**

USD20 will be collected upon registration for school ID, library and bag.

During the course of the academic year, there may be miscellaneous expenses that are not outlined in the "School Fees and Payment Information" sheet, but will be charged to the parents (for example, class study trips, certain after school activities, etc.)

**SCHEDULE OF PAYMENTS**

Registration and Enrollment fees must be paid at the time of registration. Payment of Tuition fees options are as follows:

Parents can pay the whole tuition at registration or pay by installment.

**PARTIAL ATTENDANCE:**

There are two terms per year at ZIS. The first term begins in September and the second term begins in January. Students who withdraw and attend only part of a term will be charged a pro rata amount for

the period attended for the first 20 days of a term. Students attending more than 20 days in a term are charged for the full term. Students who register at ZIS during the academic year have to pay for the whole academic year.

**METHOD OF PAYMENT**

Payment can be made in US Dollars, cash, at ZIS during office hours (Monday to Friday 13:00 to 16:30 when school is in session).

<b>One time payment</b>	<b>BY INSTALLMENT</b>
<b>BEFORE SEPTEMBER 30, 2014</b>	<b>IN SEPTEMBER</b>
	<b>IN NOVEMBER</b>
	<b>IN JANUARY</b>
	<b>IN MARCH</b>

**LATE PAYMENT POLICY**

A late payment fee (LPF) of 50 USD per month is payable on accounts which remain unpaid 14 days after the due date for payment unless the school receives written notice in advance.

**INVOICE POLICY**

Parents are responsible for payment of all school fees. If the fees are paid by a third party, any refunds are reimbursed to the parents. Payment must be made before the beginning of the year or term, depending on the payment option. As the parents are provided with payment information in

advance, ZIS does not normally invoice for payments. ZIS expects that parents know the amounts and payment due dates. If a parent requires an invoice it must be specifically requested from the school.

### **REFUND POLICY**

All payments are non - refundable and non - transferable to other students, including siblings.

### **BOARD POLICY**

Zaman International School sets its annual fees based upon projected income and expenses. In case of severe financial stress, the Board of Directors reserves the right to revise fees or fee policy at any time during the Academic Year.

### **RE-REGISTRATION**

Re-registration contracts are issued at the end of year and must be returned within the given dates along with a nonrefundable registration fee. The school reserves the right, however, to deny re-registration to a student whose behavior disturbs the learning environment and/or threatens the safety and wellbeing of other students, or to a student whose continued lack of effort results in unsatisfactory academic progress, or to a student whose educational or physical needs can no longer be well served by the school.

## **SECTION 13**

### **GENERAL HIGH SCHOOL INFORMATION**

#### **DIRECTORY & ADDRESS CHANGES**

The school directory is prepared in September and lists the home address and home phone number of every ZIS family. If available, the school would also like to list cellular phone numbers and e-mail addresses. The directory is to be used for communication within the ZIS school community only and should not be given to commercial vendors or outside organizations. If there is a change in the contact telephone number parents shall inform ZIS so that ZIS can contact parents when necessary. If not given to ZIS we are not responsible for any problem that may arise due to lack of the proper emergency contact phone number

#### **FUND RAISING**

Student fund-raising activities on campus, or off campus on behalf of the school, must be approved by the Principal. Solicitation of funds, services, or sponsorship from outside companies and organizations must be coordinated through the Principal.

#### **FIRE, EARTHQUAKE& EMERGENCY**

##### **PREPARATORY PROCEDURES**

The school uses a revised version of the Emergency Procedures Manual for Overseas Schools for emergency preparedness. The Safety Committee regularly reviews safety policy and procedures and schedules frequent drills.

##### **LIBRARY USE & REGULATIONS**

The library is a quiet place for the school community to read, study or do research. The library is open from 8:30 a.m. until 4:30 p.m. daily, except Sunday. The librarian is available by arrangement for special research projects outside these hours. So that

everyone can take maximum advantage of this vital school facility and resource, the following rules apply:

1. Silence should be maintained at all times;
2. All library resources on loan must be checked out at the librarian's desk;
3. Reference and/or reserved materials may only be checked out at the end of the school day and must be returned by 10:30 the following day;
4. Willfully taking library resources from the library without checking them out is regarded as stealing and the consequence may therefore be suspension;
5. Students with overdue library resources are sent reminders through their homeroom teachers; students having overdue library resources at the end of any term will not receive their grade report.

### **LIBRARY RESOURCES**

Our ZIS library is the inquiry lab for the entire school, grade 7 to grade 12. It is our goal to promote information literacy skills for classes, small groups and individual research.

Promoting recreational reading is another equally important goal. The library has a growing collection of print and CD-ROM resources of this type.

### **LABORATORY RULES**

1. Sit at the seat allocated to you.
2. Stay in your seat unless you are asked to move.
3. Follow the teachers' instructions carefully.
4. Leave school bags in your own class. Bags are not allowed in the laboratory.

5. Only use or operate equipment if you have been told to do so by your teacher.
6. Chemicals can be dangerous, keep them away from you unless you are using them as part of an experiment
7. Keep chemicals away from your eyes.
8. Keep your hands away from your mouth after you have handled chemicals.
9. Keep chemicals in the laboratory.
10. Gas is dangerous. Keep gas valves closed unless you are told to open them.
11. Wash your hands thoroughly before you leave the laboratory.
12. Notify all students of the lab rules frequently.
13. Breakage or damage to equipment will be charged to the students' parents.

### **COMPUTER LABORATORY RULES**

1. Classes must not be left unattended in the computer laboratory.
2. Students cannot bring their own disks into the computer laboratory.
3. School bags may not be brought into the computer laboratory.
4. Students must not assemble or disassemble any computer or peripheral.
5. Chalk should not be used in the computer laboratory.
6. Notify all students of the lab rules frequently.

7. Breakage or damage to equipment will be charged to the students' parents.

### **INTERNET AND NETWORK RULES**

1. Access to the school's technology resources will only be allowed for the students currently registered at this school.
  2. Resources are available solely for educational objectives of this school.
  3. When using the school's network or computing resources, students must follow the rules for that particular location, including displaying their ZIS ID CARD face-up.
  4. In case of doubt, a student must ask his/her teacher before going ahead.
  5. If students use their internet access for anything other than acceptable use, they may lose their right to access the school's technology resources.
  6. Inappropriate material is strictly prohibited. This includes ANY content not pertaining to classroom instruction.
  7. No food or drink is allowed in the computer room and areas.
  8. Creating or sending threatening, harassing, or inflammatory material or messages is prohibited
  9. No violations of copyrighted material: Treat anything created by others (information, graphics, music, sounds, projects, etc.) as private property and respect copyrights.
  10. Advertising items for sale (or any commercial use) in case of a doubt, a student must ask his/her teacher before going ahead.
  11. Access to ZIS technology resources is a privilege, not a right. The technology staff or classroom teacher may take away a student's access to the school's technology resources at any time.
  12. All files not generated at school MUST be scanned for viruses before opening. This includes electronic E-mail files, floppy disks, CD ROMs, and flash drives.
  13. If a student identifies a possible security problem, he/she must notify the classroom teacher at once and must never present a security problem to others.
  14. The school reserves the right to look at all e-mails and files.
  15. Remember that you are a representative of Zaman International School. Always be polite.
  16. Cite references for any facts you present. Using copyrighted information without proper references is illegal. Remember that files created by others are their private property.
  17. E-mail is never private. The recipient of your message can easily forward it. Do not send an e-mail that you would not want the whole world to see.
  18. Never access other people's network folders without permission.
  19. E-mail is allowed for educational purposes only. No instant messaging is allowed at school.
- Any student who demonstrates such "unacceptable use" may lose access to the school's technology resources. Students who violate security guidelines may lose access to the internet, the school network and the school's computers.

## **SOCIAL NETWORK/MEDIA POLICY**

We would like our students to use technology and its products responsibly without hurting any individuals or bringing damage to any person's or institution's reputation. Therefore,

- a) Any student found using Facebook during the school day, either via phone or laptop, will automatically receive a suspension.
- b) Any Facebook messages posted by students about the school, staff or other students that include slurs/insults based on any issue, including but not limited to race, ethnicity, religion, gender will be considered discrimination and result in a suspension.
- c) Any photos or videos (on facebook, youtube etc.) posted by students, taken inside or outside campus, in school uniforms with school logo or any sign on it that represents the school may bring damage to the school's reputation. Therefore it is strictly forbidden. This case will also end up with a suspension.
- d) Any physical quarrel or fight between ZIS students on school premises, resulting from a Facebook post or cyber - bullying-, will result in a suspension for those who fight and those who provoke the violence.
- e) The length of suspension is to be determined by the school administration. In case of same student repeating the same action, the school board will consider expulsion.

## **LOST & FOUND POLICY**

### **Section 1 - Purpose and Definitions**

1. The following policy and procedures are intended to ensure that items reported lost or found are

properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by the School.

2. In this policy, "lost property" means any misplaced or forgotten item – including, but not limited to, equipment, cash, jewelry, books, documents, or personal identification paper - which is found within the boundaries of the School, pending the identification of the rightful owner, or appropriate disposal thereof. Purposefully unattended or abandoned items inside classrooms, labs or canteen are not treated as "lost property".

### **Section 2 - Policy**

1. The School assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on the school property and for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belonging.
2. The school secretaries shall administer the lost and found service, as provided for in this policy.
3. Members of the ZIS community, whether faculty, staff, students, visitors, contractors, suppliers, etc., are required to turn in to the secretaries any items of value, whether cash, documents, personal possessions, or school assets that they may find unattended anywhere on campus.
4. The secretaries are responsible for safekeeping items that have been found and will return them to the rightful owner(s) upon presentation of reasonable proof of ownership.

### **Section 3 - Lost Items Procedures**

1. Persons losing personal or school property items should report the details to the secretaries as soon as they become aware of the loss.
2. The secretaries will record the details of items reported lost in a register kept at their desk. Items

found will be compared to the register of items reported lost.

#### **Section 4 - Found Items Procedures**

1. Persons finding any lost property shall, within 24 hours from the time of finding them, turn them in to the secretaries, and said persons shall be required to provide the following information:

- ❖ Their name and contact information.
- ❖ Description of the items found.
- ❖ Date and hour found.
- ❖ Precise place where found.
- ❖ Any witness to the findings.

2. The secretaries record the items found in the register of items found, with all relevant details.

3. Once the found items are turned in to the secretaries, reasonable efforts will be made to ensure that they are returned to their rightful owners.

4. When the found item contains the identification of its owner, an attempt to reach said owner shall be made the same day.

5. Items found will not be advertised. The loser needs to claim it on his/her own at secretaries.

#### **Section 5 - Claiming, Storage, and Disposal of Found Items**

1. When persons claim that items which have been found belong to them, the secretaries shall:

- ❖ Obtain from the claimants: proper identification, precise description of the items lost, probable location of the loss, the approximate time of the loss and, where applicable, proof of ownership.

- ❖ Compare the claim to the register of items found.

- ❖ If satisfied that the claimant is the owner of a found item, hand over the item.

- ❖ Have the claimant sign the Found Register as having received the item.

2. Items deemed to have no intrinsic or significant resale value, (e.g. books, clothing, and various personal possessions) shall be disposed of at the discretion of the vice principal for discipline.

3. Items, such as cash or jewelry, shall be kept in a safe in the office of the vice principal for discipline until claimed, or until the lapse of three (3) months from the day they were found. Unclaimed items will be disposed of under the supervision of the vice president for discipline, as follows:

- ❖ Cash money will be turned over to school scholarship funds.

- ❖ Items having resale value will be sold, and the proceeds of the sale will be turned over to school scholarship funds.

#### **STOLEN ITEMS**

Money and/or valuable articles, which have been lost or stolen, should be reported immediately to the appropriate administrator. **DO NOT BRING VALUABLES TO SCHOOL!** ZIS is not responsible for any stolen item.

#### **NEWSLETTERS**

The school publishes 'Zaman', a twice a month newsletter which is also available on the school website at [www.zamanisc.com](http://www.zamanisc.com).

## **E-MAIL TO PARENTS**

Email is used to send notices to the parents who have provided an e-mail address. Several email addresses are available for parents to contact the school.

## **SCHOOL VISITORS**

All visitors are welcome. Anyone who wishes to visit the school is asked to notify the school in advance, giving the day and time of the desired visit.

Visitor passes must be obtained from the administrative office secretary upon arrival at the school and used during the visitation.

Parents who wish to visit their child's classroom should inform the teacher in advance so as not to disrupt classroom lesson plans.

Student visitors are not allowed in classrooms without permission of a school administrator. Permission for a student visitor must be requested to the respective administrator in advance.

## **SECTION 14**

### **DISCIPLINE**

#### **OVERVIEW**

ZIS aims to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, ZIS administrators and teachers shall not allow misbehavior during school,

on school property, or at or during any school-sponsored activities.

Every individual is entitled to courtesy and consideration. Students are expected to extend courtesy in their relationships. Actions which injure others or words that hurt and insult are not tolerated at any time.

The principal and the teachers are available to work with the students to resolve conflicts and misunderstandings. Students with conflict problems should go to the duty teacher at once for help in resolving the immediate situation.

If anything happens to the students inside or outside the school area because of breaking the rules, the school is not responsible for any incident.

The disciplinary committee, which will meet fortnightly (or as required depending on the situation) in order to hear cases, consists of the Head of the Discipline Committee and Vice Principals.

The disciplinary committee has the right to increase or decrease the punishment based upon the evidence.

All discipline records will be transferred to the following year. If the student doesn't repeat the improper behavior in the year after the infraction, his record will be cleared.

The following corrective measures will be used in cases where school rules are breached:

- ❖ Warning (counseling, reprimand, etc.)
- ❖ Loss of privileges
- ❖ Parental conference (the school reserves the right to inform the family of any infraction)
- ❖ Assignments or extra duties may be given to the offending student by the Committee.

- ❖ Detention after school, during lunch or on Saturdays
- ❖ Suspension
- ❖ Expulsion

Each time a student violates the rules, she/he will be subjected to corrective measures. The school may not accept the student for the next academic year based on past records of misbehavior by the student.

### **SECURITY AND SAFETY**

For security and safety reasons, the school has the right to check the belongings (books, bags, gym bags, coats...) and frisk the students whenever it is deemed necessary.

### **EXAMPLES OF**

#### **UNACCEPTABLE BEHAVIOR**

As a student at ZAMAN, you may not do the following:

- ❖ Bring cellular telephones and/or other electronic devices: They disrupt classes and distract others from learning.
- ❖ Cheat and/or plagiarize: cheating on tests, plagiarism, and/or any other type of deception to get credit without effort is deemed unacceptable conduct.
- ❖ Abuse and/or misuse of computers: computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of the computers also

include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment.

- ❖ Disrupt learning: disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, eating or drinking in or during class, insubordination and/or selling or trading personal possessions to other students.
- ❖ Violate the dress code: students shall come to school in a uniform in line with specific uniform and appearance guidelines as described in the handbook.
- ❖ Give a false fire alarm: any student who issues a false fire alarm is also subject to the legal authorities. The penalties for this, especially if any injuries result, may include jail terms.
- ❖ Fight: school is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. All students involved in the fight are subject to discipline. To assault anyone will be deemed an offence for all students involved in the fighting.
- ❖ Forgery: any attempt by a student to sign any document using a teacher's, administrator's, parent's or guardian's name will be considered forgery.
- ❖ Gamble: gambling includes but is not limited to card playing, throwing dice, and sports pools, and involves the transfer of money or personal belongings or assistance from one person to another.



- ❖ Harass another student and/or a teacher, administrator, or staff member: harassment means making unwelcome advances or any form of improper physical contact or remark and any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment is a violation of the school's commitment to provide a physically and psychologically safe environment in which to learn.
- ❖ Smoke or use other tobacco products and/or bring such products to school: This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.
- ❖ Steal and/or vandalize private or school property: this means to cause or attempt to cause damage to private property or steal or attempt to steal private property, either on school grounds or during a school activity, function, or other event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.
- ❖ Exhibit threatening behavior: threatening behavior can include verbal threats, both face to face and over electronic media (phone and/or computers) and non-verbal threats, intimidating stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or ill at ease.
- ❖ Be truant: truancy means being absent from school or a class without the permission of a parent. Habitual truancy means a student has accumulated 10 consecutive days, or 15

days of absence in total during one semester.

- ❖ Bring any kind of weapon to school: a weapon includes, but is not limited to, objects such as guns, pellet guns, knives, clubs or spears as well as mace, tear gas, or other noxious chemicals. It may also include any replica of a real weapon. It also includes objects converted from their original use to an object intended to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what a weapon is. School personnel may search book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

## **DUE PROCESS**

Any student who performs any of the unacceptable behaviors listed in this handbook, or added to this list at a later date, will suffer the immediate consequences of their actions. These consequences range from notification of parents, detention, immediate removal from a school activity, to suspension, expulsion, and criminal prosecution.

All students at ZIS have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately inform the on duty teacher, home-room teacher, or administrator about the problem. The situation will be investigated as soon as possible. All reports will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately talk to the on duty teacher, home-room

teacher or administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

### **WARNING**

Notifications are given to serve as a notice to the student that his/her behavior is unacceptable and inconsistent with the School's standards of behavior. The warning will include notice that any future violations of policy could result in the imposition of more severe sanctions. In some cases it may be the preliminary step to disciplinary probation.

### **DETENTION**

Detention will be held after school or at the weekends. Students will be asked to write an essay and do assigned work by a teacher. Students are not allowed to eat, drink, sleep, or leave detention class for any reason.

Detention schedule is as follows:

#### On weekdays:

15:30 to 16:30

#### At Weekends:

08:00–10:00

10:00–12:00

13:00–15:00

15:00–17:00

### **SUSPENSION**

Notice of Suspension and the reasons for the suspension will be given to the student in written form by the head of the discipline committee after hearing the issues involved in a situation. If you are suspended, you will not be given the opportunity to make up work that you missed during the suspension.

During suspension the student is responsible for getting his/her work assignments from his/her friends and is expected to be up to speed on all lessons upon his/her return.

All discipline committee hearings will be held within two (2) school days of any serious infraction being made. Suspension orders issued by the disciplinary board are final.

### **EXPULSION**

A decision to expel any student will be put in writing, and will include the reasons for the expulsion according to the principal after due consideration of all the events involved.

You and your parent/guardian may appeal an expulsion within two (2) school days after the expulsion order is issued. This appeal will be made to the School Principal and heard by a discipline committee. All discipline committee hearings on suspensions/ expulsions will be held within four (4) school days of the appeal being made. Appeal rulings of the disciplinary board are final.

### **RE-REGISTRATION OF STUDENTS WITH DISCIPLINARY RECORDS**

Registration of students with more than 2 disciplinary reports will be discussed at the teacher's meeting at the end of the academic year. The school may reject the student's application according to the

decision of the teacher’s meeting and refuse the re-registration of the student.

**Discipline Point System**

Zaman International School has implemented a Discipline Point System (“DPS”) in which students are given “DPS points” for unacceptable behavior. All teachers and staff will use this system. Parents will be notified when conduct results in consequences under the DPS system.

**Rules of Discipline Point System**

1. Every unwanted behavior has a numerical point.
2. An accrual of 20 DPS points within a semester may result in assignment to Saturday Detention.
3. Students required to attend Saturday or After School Detention are rewarded five points for attending and obeying the rules of conduct for Saturday or After School Detention. Students may receive more DPS points, however, for unwilling behavior. Failing to attend a Saturday or After School Detention without any confirmed excuse may result in a one day out of school suspension.
4. Accrual of 40 DPS points within a semester may result in a one day in school suspension.
5. Accrual of 60 DPS points within a semester may result in one day out of school suspension.
6. Accrual of 80 DPS points within a semester period may result in a three day out of school suspension.
7. Accrual of 90 or more points within an academic year may result in expulsion.
8. Each teacher is required to implement and enforce the DPS system.

Disciplinary Events	Points
Bringing any game playing device to school	3
Bringing a mobile phone to school	4
Bringing a music player to school	3
Bringing pop or drink to class	3
Cheating	4
Chewing gum	2
Combing hair in the class	2
Coming late for national anthem	2
Coming late to lesson	2
Damaging school property	4
Defacing school documents	4

Disobeying reasonable requests	2
Disorderly conduct	2
Disrespect for authority	4
Disrupting learning	2
Disturbing class	2
Dress code violation	3
Eating in class	3
Makeup	2
Excessive talking	2
Fighting	5
Having dyed/colored hair	3
Having long hair(Boys)	2
Horseplay	2
Inappropriate behavior towards friends	2
Inappropriate behavior in the canteen	2
Lack of cooperation	2
Lack of materials	2
Leaning back in chair	2
Leaving class without permission	4
Listening to music in class	3
Doing makeup outside of restroom	2
Making noise during lesson	2
Misbehavior outside of school	2
Misleading school authority	3
Not being in assigned location	2
Not doing homework	2
Not doing worksheet	2
Not listening to the lecture	2
Not paying attention	2
Not recording lessons	2
Not turning in assigned work	2
Not working on assigned tasks	2
Passing notes in the class	2
Playing games in the lesson	2
Possession of improper articles	3
Profanity to another student	3
Selling or trading something	4
Sleeping in class	3
Stealing school property	5
Talking back to a teacher	4
Threatening somebody verbally	3
Throwing something in class	2
Unexcused tardy arrival to class	2
Using bad language	3
Vulgarity	2
Walking in the class	2

Willful disobedience to authority	3
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**DISCIPLINARY CONSEQUENCES**

OFFENSES IMPROPER BEHAVIOR (P&T meet: Parent & Teacher meeting)

<b>IMPROPER BEHAVIOR</b>	<b>FIRST OFFENSE</b>	<b>SECOND</b>	<b>THIRD</b>
Bringing phones, etc; having jewelry (Confiscation for six months )	Informing parents, verbal notice	1 day detention	3 days detention
Gambling	3 days suspension	10 days suspension	Expulsion
Possession of fireworks or explosives	10 days suspension	1 term suspension	Expulsion
Possession of guns or imitation weapons including knives, any pointed or edged weapons and sharp objects	10 days suspension	1 term suspension	Expulsion
Cheating	The lowest score	Informing parents, 1 day detention	1 day suspension
Fighting	3 days detention	3 days suspension	5 days suspension
Brawling (Fights involving three or more people.)	3 days suspension	10 days suspension	Expulsion
Deliberately deceiving school authorities	1 day detention	3 days suspension	10 days suspension
Disrespect for authority / willful disobedience	3 days detention	3 days suspension	10 days suspension
Physical / verbal assault on teachers or school personnel	10 days suspension	1 term suspension	Expulsion
Damage to school's or others' property	Informing parents and Payment of damages	1 day detention and Payment of damages	1 day suspension and Payment of damages
Use or possession of tobacco and alcoholic beverages	5 days suspension	10 days suspension	Expulsion
Creating disturbance on the bus or during organized school activities.	3 days detention	1 day suspension	3 days suspension
Stealing	3 days suspension	1 term suspension	Expulsion

Leaving school without permission	3 days detention	1 day suspension	3 days suspension
Vocalizing false alarms	3 days suspension, restitution for any damage	5 days suspension, restitution for any damage	10 days suspension, restitution for any damage
Defacing, damaging or making any changes to any letters, report cards, ID cards or papers distributed by the school.	Informing parents and 3 days detention	3 days suspension	10 days suspension
Defaming teachers via any medium (TV, Radio, Internet, Newspaper, Magazine etc.)	Informing parents and 10 days suspension	1 term suspension	Expulsion