



**MITstem INTERNATIONAL SCHOOL**  
**PARENT – STUDENT HANDBOOK**

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## **Forward From the Principal**

**Welcome to MITstem International School. MITstem International School is the 1st STEM International School in Malaysia to be accredited by AdvancED US, Cambridge UK and also an Authorised Education Partner of Microsoft and Amazon Web Services (AWS).**

**MITstem International School motto is *Creating Experts for the Future* with the latest technology required by the global market and commits to develop quality standards, knowledge and skills for students' empowerment with professional development to face global competitiveness and secure jobs of the future.**

**MITstem International School is committed to give you a holistic education based on Cambridge IGCSE academic and STEM curriculum which is relevant for securing jobs of the future. We would like to emphasise that STEM education is an interdisciplinary approach to learning where rigorous academic concepts are coupled with real-world lessons as students apply science, technology, engineering, and mathematics in contexts thus making connections amongst school, community, work, and the global enterprise enabling the development of STEM literacy and with it the ability to compete in the new economy**

**Madam Margaret Chiam  
( Executive Principal )**



## STEM EDUCATION

STEM is a curriculum based on educating students in four specific disciplines — **Science, Technology, Engineering and Mathematics** — in an interdisciplinary and applied approach.

STEM integrates them into a cohesive learning paradigm based on real-world applications.

STEM embraces the 4 C's i.e. **Creativity, Collaboration, Critical Thinking, and Communication**



## **Our Vision**

**MITstem International School provides education and career advancement in creating experts for the future.**

- **Note : STEM – Science, Technology, Engineering and Mathematics**

## **Our Mission**

**MITstem International School seeks to discover Children’s interest and strengths.**

- **We are committed to provide meticulous and technological enhanced curriculum with hands-on learning experiences.**
- **We aspire to provide valued services to all our stakeholders – learners, associates, partners, clients, shareholders, investors, government and community.**
- **We are committed in MITstem International School to develop and sustain quality standards, knowledge and skills for students’ empowerment, professional development and global competitiveness.**

## **Objectives**

**To provide Cambridge Lower Secondary and Upper Secondary education together with Science, Technology, Engineering and Mathematics (STEM) education.**

- **Mutual Expectation between MITstem International School and its Students. Being a learner-centered international school, MITstem International school is committed to the advanced learning development of students. While the school recognises the individual differences in achievements, experience and aspirations are expected to act as mature individuals, behaving in ways that are just humane and ethical.**

**Within the national context of a Curriculum for Excellence, we are committed to ensure that the students of the school become**

- **Successful Learners**
- **Confident Individuals**
- **Effective Contributors**
- **Responsible citizens**

**In order to fulfill our aims we are committed to work in partnership with parents and local community. In addition, we are involved in local and national developments benefiting the development and wellbeing of the students in the school. Inherent in the school is the principle of equalities and our students have access to their curriculum entitlements.**

**We also seek to involve all staff, parents and students in the work and life of the school, decision making processes and developments.**

### **Visiting the school**

- If there is anything you would like to discuss about the school or arrange a visit, please do not hesitate to contact the school. We look forward to welcome you.**

### **Parental Involvement**

- We ensure that parents are totally involved in the learning and achievement of their children. We respect the primary role of parents in the development of their children and with our professional teachers, we aim to work closely together with parents.**

- **The school is committed to being an ‘open’ school with direct and easy access for all parents. We will aim to respond to any query, question within 24 hours, and will strive to develop a range of tools for continuous engagement.**
- **Discussion and feedback from parents is vital to the development of the school and we enable parents to provide us with their views, comments and information through the home/school communication books, their views through additional support needs and procedures, response sheets for the standards and quality report and school reports.**
- **We expect a mutual understanding with parents. If ever, parents feel the need to voice out any issues or to propose any ideas, please feel free to meet our Principal as she will be ever ready to help. In MITstem international School, we apply courteous behaviour so we can have better bonds amongst each other.**

## **Transitions**

**Admissions to the school can take place at any time during the course of the school year. A Pupil’s profile has been developed for the school. In collaboration with the parents, students are placed in the school in line with authority procedures. Under the MITstem International School policy, parents have the right to make a placing request to the school according to the needs of the students.**



**Autistic students will :**

- Have been identified as having severe, complex, multiple and enduring factors leading to a range of additional support needs.**
- Have severe social communication difficulties including those on the autistic spectrum.**
- Need a personalised curriculum not usually found in mainstream schools.**
- Have their attainment recognised through individual targets.**

**Any transition into the school is personalised to meet the needs of the students.**

**Parents are encouraged to visit the school, see the facilities and discuss any issues they may have with the Principal or Director. They can visit the school over a period of time and on a number of occasions on appointment basis.**

## **The Curriculum**

**The purpose of Curriculum for Excellence is to enable the students to develop the four capacities as successful learners, confident individuals, responsible citizens and effective contributors.**

**In MITstem International School, the purpose of the curriculum is to enable each student to become as appropriately independent as possible through continuous development of the four capacities. The ethos and life of the school community is structured to enable students to learn and practise life skills as part of their daily routines. This includes eating and drinking, moving independently around the school, personal care, personal safety and social etiquette. The development of students is at the heart of our learning provision.**

The curriculum of the school is planned within the principles and guidelines of Curriculum for Excellence. Ensuring opportunities to develop skills for learning, skills for life and skills for positive destinations post school is central to the opportunities, tasks and contexts.

The curriculum within MITstem International School :

- Is defined as ‘the totality of all that is planned for the students throughout their education’.
- Is inclusive and reflects the individual and collective needs of the students who attend the school from ages 7-17.
- Is a stimulus for personal achievement and gives students broad experiences and opportunities to take individual responsibility
- Enables students to develop skills for learning, skills for life and for moving into positive destinations in their life.

### **O’ Levels segregated in 3 streams**

MITstem International School’s O’Level (IGCSE) programme is provided by the Cambridge International Examinations syndicate which is affiliated to Cambridge University,UK. All subjects are taught in English (except Bahasa Malaysia) with greater exposure to English literature than the local KBSM syllabus.

1. Science stream
2. Technology stream
3. Arts stream

## **(Year 7 – Year 11 Programme)**

MITstem International School implements the lower secondary programmes (Year 7- Year 9). This Lower Secondary programme is based on the British Curriculum and will culminate in students being entered for the Check Point Examination in Year 9. The programme is under the moderation of the University of Cambridge International Examination Board UK and is internationally recognised.

Subjects offered by the programme are:

- English
- Science
- Maths

## **Check Point Examination**

This is an examination offered to all students at the end of the Lower Secondary up to Year 9. The subjects offered are English, Mathematics and Science. This is a diagnostic test and is intended for students in Year 9. The test provides feedback to the students and teachers on the strengths and weaknesses of the individual student in the key curricular areas in these three subjects. Students will also be given internal exams from time to time in order to evaluate the students' understanding and progress.

## **Health and well being**

**Health and well being includes :**

- Specific areas of development for the students**
- Cycle of topics for secondary classes**
- Physical education programmes**

**The health and well being of each student is central to the life and work of the school ensuring that they are safe, healthy, achieving, nurtured, active, respected and responsible. This is reflected to develop personal awareness of the environment, personal safety, social communication skills and personal independence.**

## **Student Absence From School**

**Absence for Non-medical Reasons**

- Students are expected to be present on all school days unless they are unwell. Regular attendance at school ensures that a student receives full benefit from his or her educational opportunities and establishes a responsible attitude towards his/her commitments.**
- Parents are encouraged to avoid scheduling non-emergency medical or dental appointments during school hours and take their children on holiday during the school term. If absence for non- medical reasons on school days is unavoidable, an Absence Request Form may be completed, available from the School Office or send email confirmation in advance of the absence.**
- The School does not set work for students who are taken out of school for non-medical reasons during term-time.**

- **The student must submit the excuse letter signed by the parent or guardian to the Homeroom teacher 1 week before the date of leave.**
- **The student who has not submitted the excuse letter will be considered absent in the classroom.**
- **The student must comply on the date of return stated in the Leave of Absence form. Non-compliance on the date promised, student is considered as absent from class.**
- **Student who has 80% of absence from class are refrained from taking the exams.**

### **Leaving School Early**

**For safety as well as educational reasons, students are not permitted to leave the campus before the normal end of the School day. If, for some unavoidable reason, your child requires to leave the School prior to the end of the school day, please inform the Homeroom teacher.**

### **Medical Leave**

**This is an inevitable matter with the student however, the student still has to comply with the following:**

- **Student who is taking medical leave must provide medical certification to present / submit to Homeroom Teacher.**
- **Falsification of medical leave is subject for disciplinary action.**
- **If the student fails to present the Medical Leave for the number of non-appearance in the classroom will be marked as permanent absent.**



**Please note that students who are deemed to have a high rate of absence may receive a letter from the appropriate Head of School, even for future authorised absences. Students who have a high rate of absence, whether it is medical, non-medical, authorised or unauthorised may be referred to the Campus Principal.**

### **Student ID Card**

**Upon confirmation of registration, the student will receive a Student ID Card. The ID card will be worn in the school premises. Valid ID cards will entitle the bearer for executing legal purposes that it may serve.**

### **Lost ID**

**Students must pay upon replacement of his new ID at the cost of RM20. Student who has lost his ID Card should inform his Homeroom Teacher as soon as possible.**

### **No ID and No Entry Policy**

**Every student shall have his own Student ID Card in his possession at all times within the school premises and shall produce the Student ID Card when required to do so by an authorised person. Students shall wear their official and valid Student ID Card with them at all times as directed by the School rules and regulations.**

**When the student ID card is lost, damaged or defaced, the student must inform the Admission office or Homeroom Teacher for ID card replacement.**

## **Student Discipline**

### **Dress Code**

- Boys ( White Shirt with short sleeves/ Grey Trousers )**
- Girls ( White Shirt with short sleeves/ Grey Skirt of modest Length )**
- Boys should not have tattoos, piercings, skin cut hairstyles, or their hair coloured (Boys & Girls)**
- Students are not allowed to wear any jewelry while they are in school.This is for their own safety purpose.**

### **Phones and Smart Watches**

- Phones must be kept locked in students' lockers during school hours including break and lunch times. Any phones left in school bags are the responsibility of the student and the school cannot be held responsible for loss or damage.**
- If the student has a smart watch that is able to receive phone calls and messages, we would request that you do not use the smart watch to contact your child during school hours as it can distract your child and the other children around them. If you must contact your child during the school day, you must inform the office( you can do this by giving a call) who will pass the message to your child's Homeroom teacher.**

### **Student Planners**

**These are required daily as students will write important information, reading book titles, messages from teachers and home learning requirements. Parents can also use the planner to write messages to the subject/ Homeroom teacher. If a parent has written a note, the planner should be given directly to the Homeroom teacher by the student for a reply.**





**A list of School key contacts in MITstem International School :**

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL ADDRESS</b>
<b>CHIEF EXECUTIVE OFFICER</b>	<b>MR. ANTHONY NG MUN SUN</b>	<b>anthony@mitacademy.edu.my</b>
<b>DIRECTOR</b>	<b>MS.KATHERINE WONG</b>	<b>katherine@mitacademy.edu.my</b>
<b>EXECUTIVE PRINCIPAL</b>	<b>MADAM MARGARET CHIAM</b>	<b>margaret@mitacademy.edu.my</b>
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<b>MARKETING MANAGER</b>	<b>MR.JERRY LOK</b>	<b>jerry@mitacademy.edu.my</b>
<b>ADMIN EXECUTIVE</b>	<b>MS. SUHAILA</b>	<b>suhailawati@mitacademy.edu.my</b>
<b>HOD</b>	<b>MR. HASSAN</b>	<b>hassan@mitacademy.edu.my</b>
<b>HOMEROOM TEACHER (YR 7)</b>	<b>MS. WONG YOKE MEI</b>	<b>wong@ mitacademy.edu.my</b>
<b>HOMEROOM TEACHER (YR 8&amp;9)</b>	<b>MS.KALADEVI</b>	<b>kaladevi@ mitacademy.edu.my</b>



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**“Education is the most powerful weapon which you can use to change the world.”**

**— Nelson Mandela**