



Information Packet

2020-2021

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QSI International School of Dongguan

QSI International School of Dongguan, a nonprofit institution that opened in August 2005, offers a high-quality education in the English language for elementary students two years old through secondary graduation.

Facility

QSI International School of Dongguan is in the Dongcheng area of Dongguan City and is located across the road from Liuhua Part. This location is close to the Liuhua Park metro stop. The new campus has 48 classrooms, computer labs, science labs, art room, music room, library, dedicated early childhood buildings, playgrounds, indoor gym and fitness area, outdoor sports fields, and a full-service canteen.

Academic Program

The academic program uses a Performance-Based/Mastery Learning approach to education. This model ensures mastery of specific skills and knowledge involving both individual and group instruction. The educational philosophy is founded upon the premises that:

- 1) All students can succeed.
- 2) Success breeds success.
- 3) It is the responsibility of the school to provide the conditions for success.

Curriculum

The curriculum includes English (reading, grammar, composition, and spelling), Mathematics, Cultural Studies (history, geography), Science (physical, life, and earth), Art, Music, Computer Technology, and Physical Education. Advanced Placement (AP) Courses are offered to Secondary students as well as the Scholastic Aptitude Test (SAT) Preparation. The SAT and ACT (American College Testing) is offered at the school for students preparing to apply for university.

Computer use is integrated across the curriculum. Intensive English classes are offered to students that need additional help with English. Mandarin Chinese and Spanish are the foreign languages taught at the school. The school seeks to provide students the opportunity to develop an appreciation for the rich culture and history of China. Materials and equipment are up to date and of high quality. Class sizes are small. Native English-speaking, experienced teachers are employed.

Quality Schools International

QSI is a nonprofit organization operating schools in Europe, Asia, Africa, and Central and South America. QSI International School of Dongguan benefits from the unique opportunities afforded by this organized network of schools with nearly three decades of proven performance.

QSI Mission Statement

Virtually every five-year-old comes to school eager to learn. The mission of Quality Schools International (QSI) is to keep this urge to learn alive in every child in all QSI schools.

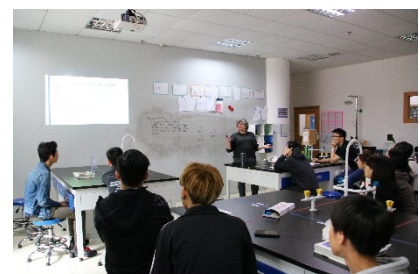


Our schools are established to provide a quality education, in the English language, for students in the cities we serve. These students are the children of parents of many nationalities who have come to a foreign country, usually for a limited stay of a year or more. Some students are permanent residents, citizens of the host country.



Our schools follow a logical model of education which measures success by the accomplishments and attitudes of our students. We believe that all of our students can succeed, that their successes encourage them to continue in a pattern of success, and that it is the schools' responsibility to provide the conditions for success. These conditions include:

- a) Developing clear statements in measurable terms of what the student will do to demonstrate mastery of learning;
- b) Providing the time and resources needed for each student to attain mastery;
- c) Ensuring that students engage in learning at a level which is challenging and yet a level for which each student has the prerequisite skills necessary for success.



We believe in providing an aesthetically pleasing physical surrounding under the charge of a caring staff who believe their students will be successful, and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In the world today, children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.



Finally, we believe in working with parents to encourage our students to adopt qualities of living which lead to success long after formal schooling has ended. These include universally accepted "success orientations" of trustworthiness, kindness/politeness, responsibility, independent endeavor, concern for others, group interaction, and aesthetic appreciation.



School Information

Admission

Admission requires submission of an application form, a copy of the child's passport or birth certificate, three passport photos, previous school records (if applicable), and payment of the one-time, non-refundable registration fee.

Entry Ages and Student Placement

Following official admission procedures, a placement examination is given to each student six years old and older to determine the appropriate level of instruction. This exam involves Reading, Language Arts, and Mathematics.

To enter the 5-year-old class, a child will have completed 5 years of age no later than the 31st of October. This pattern is applied to the other classes in the school. If an exception is requested, documentation that supports the student's academic need is required, and the Director will make the final decision after consultation with parents and teachers. If an exception to the policy is made, it will be documented and signed by the parents and school administrator, and placed in the student's permanent file.

Secondary-age students are placed into Secondary I by age (14 years old by the end of October), even though secondary students may be engaged in some elementary units. Progress through the secondary levels is determined at the beginning of each school year by the number of credits attained.

Progress Reports

Student "Status Reports" are sent home five times each year (once each quintile). Student progress or mastery of the curriculum is reported as either "A" or "B". Individual narrative reports are sent home two times, at the end of the second and fifth quintiles. Parent/Teacher Conferences are held three times each year, at the end of the first and third quintiles, and upon request.

Governance

Quality Schools International, a nonprofit, private, educational organization, manages the school. A Director administers the school on site. A Director of Instruction leads the instructional program for QSI International School of Dongguan. An appointed Advisory Board supports the school in the community.

Parent Support Group

The Parent Support Group (PSG) is a group of community parents who desire to support the school in activities and projects to improve the school. All parents are encouraged to become actively involved with the school through this program. Visit the school office for more information about this organization.

Staffing

Fully certified, native English-speaking, experienced teachers are employed.

Accreditation

QSI International School of Dongguan is fully accredited by Middle States Association of Colleges and Schools - Commissions on Elementary and Secondary Schools (MSA-CESS): www.msa-cess.org

QSI Child Safeguarding and Protection Statement

QSI Schools adhere to the CEESA Safeguarding and Child Protection Statement and Commitments as written below.

QSI Safeguarding and Child Protection Statement

- Safeguarding and Child Protection is a priority for every QSI School.
- QSI commits to supporting school environments that safeguard children through both prevention and intervention.
- QSI works in cooperation with international agencies to ensure standards associated with best practices are regularly reviewed, revised, and applied in all operations, activities, and events.
- QSI leaders honor and uphold child protection guidelines and procedures in partnership with all stakeholders in their respective school communities.

All QSI schools will:

- Actively uphold the QSI Safeguarding and Child Protection Statement.
- Implement school-based Safeguarding and Child Protection Policies and Procedures that include regular onsite training.
- Employ safe recruitment practices consistent with Safeguarding and Child Protection Policies.
- Educate students and adults on Safeguarding and Child Protection.

School Calendar 2020-2021

Term 1

First Day: 03 September 2020
(THURSDAY)

Last Day: 18 December 2020
(FRIDAY)

Number of School Days: 72

Quintile 1

First Day: 03 September

Last Day: 29 October

Holidays: Professional Development 19 Sep

China National Holiday 28 Sep 02 Oct

Term 2

First Day: 07 January 2021
(THURSDAY)

Last Day: 02 April 2021
(FRIDAY)

Number of School Days: 53

Quintile 2

First Day: 30 October

Last Day: 18 December

Holidays: Winter Break 21 Dec 06 Jan

Term 3

First Day: 06 April 2021
(TUESDAY)

Last Day: 23 June 2021
(WEDNESDAY)

Number of School Days: 55

Quintile 3

First Day: 07 January

Last Day: 10 March

Holidays: Professional Development 09 Feb 10 Feb

Chinese New Year Holiday 11 Feb 19 Feb

General Information

The school week is Monday - Friday

Total Number of School Days: 180

Quintile 4

First Day: 11 March

Last Day: 30 April

Holidays: Qing Ming Holiday 05 Apr

China Labor Holiday 03 May

Quintile 5

First Day: 04 May

Last Day: 23 June

Holidays: Dragon Boat Holiday 14 Jun

School Fee Policy

Partial Term

In the event a student enters after the beginning of a term or leaves before the end of a term, the partial term fee is as follows:

Two weeks enrollment or less	= 20% of the term fee
More than two weeks, up to four weeks	= 40% of the term fee
More than four weeks, up to six weeks	= 60% of the term fee
More than six weeks	= 100% of the term fee

A week is defined as five school days.

Every student must pay the higher 1st term fee for the first **complete** term in school. Thus, if the student is in school for less than six weeks of the first term, the fee for the first term will be the appropriate percentage (see table above) of the lower second term fee. **Then, the second term fee will be the higher first term fee.** This pattern also applies to the capital fund fee.

If a student is in school less than six weeks during the year, the fee will be the appropriate percentage of the higher 1st term fee.

The registration fee is a one-time, non-refundable fee and is not charged again in subsequent years or upon the re-entry of a student.

EXAMPLE: A ten-year-old student enrolls in November. There are 23 school days remaining in the first term, which constitutes more than four weeks but less than six weeks. The first **complete** term will be the second school term. The fees are charged as follows:

- *1st Term: 60% of 2nd lower term fee and capital fund fee
- *2nd Term: higher 1st term fee and capital fund fee
- *3rd Term: 3rd term fee and capital fund fee

EXAMPLE: A nine-year-old student enrolls in January. There are more than 30 school days (6 weeks) remaining in the second term. The school fee will be the higher 1st term fee and capital fund fee and the 3rd term fee and capital fund fee.

School Absences

There is no reduction of school fees for absenteeism for any reason, including home leave holidays, unless a student officially withdraws. If a student withdraws, the student may re-enroll at any time and be invoiced like a new student. The registration fee is not required upon re-entry. Please note: if there is a short time difference between withdrawal and re-enrollment, enrollment should be reinstated as if the student had never withdrawn.

Capital Fund Fee

The purpose of the Capital Fund Fee is to provide financial support for the school's facilities and development program, present or future. This may include the purchase of fixed assets such as computers, furniture, vehicles, and other items.

Discount Policy

Discounts are given for full term payments received on or before the due dates and full annual payments completed on or before the first of October. These discounts may be combined for students enrolled in the 5-year-old class and above. There is no discount available for preschool programs or scholarship students. Organizations and parents must complete a discount form to receive the discount. Discounts will be reversed for students who withdraw before the end of the year and are given a tuition refund.

Organizations or parents are encouraged to donate the timely payment discounts. The school's Advisory Board, with recommendations from the Director, will decide how these funds will be utilized.

Note: If the full payment is made by the required date, and the discount is not taken, the discount will automatically be allocated for activities chosen by the Advisory Board with recommendations from the Director.

Payments

Payments must be made by bank transfer to the school's local bank account in the local currency. Payment, or arrangement for payment, must be made on or before the due dates. Students will not be allowed in class if the financial matters have not been completed.

In cases in which fees, or any other funds owed to the school, are delinquent, and the parent has not made arrangements for payment, student evaluations will be withheld until the fees are paid. Also, no official school communications or records

will be issued to the student or parent, nor sent to other schools, when fee payments are not current.

Force Majeure

In the event of *force majeure* that causes a student or students to be withdrawn from the school, the fees already paid in full for the school year will not be refunded, or if unpaid, will be due. This policy is necessary to protect the school's financial interests with a view to continuing operations after the force majeure event has passed. Any appeals resulting from the application of the policy will be resolved by the Advisory Board of the school.

School Hours and Schedule

School Hours

5-Year-Old Class through Secondary IV

Full-day	8:30 AM - 4:00 PM
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Preschool (2-4-Year-Old Classes)

Half-day	8:30 AM - 12:30 PM
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Full-day	8:30 AM - 2:45 PM
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Changes between full and half days are made only at the beginning of each term. If parents of preschoolers decide that the length of the day is too long for their child, they may pick their child up early, but it must be the same pickup time each day.

Lunch & Transportation Information

Lunch

Students may bring their own lunch, or purchase lunch at the school cafeteria. The hot lunch program aims to provide a variety of Chinese and Western types of foods. Lunch fees and cafeteria plan will be provided by the concessionaire.

School Buses

School buses are available for students from various locations. Riding the bus is a privilege, and rules are strictly enforced for the safety of children. Children will only be released to parents or designee. No refund is given for mid-term cancellations of the bus service. Bus service is for children in the 3-year-old through Secondary IV classes. No one-way rates are available.

Preschool Daycare (ages 2-4 years)

Daycare service is for preschool children ages 2-4 years old. Children are given a snack, simple activities, and time to play each day.

Preschool Programming:

2:45 PM to 4:00 PM



Special Services, Programs, and Facilities

School Websites

www.qsi.org or dongguan.qsi.org

Library

Books in English are available for student use. Computers are available to do online research under guidance in the library. Students have library classes weekly and may check out books for reading at home. The Accelerated Reader Program increases motivation for reading and is an important part of library time.

Computer Laboratories

An adequate number of computers are available for students' computer classes. Two modern computer laboratories with personal computers (PCs) are available to all students four years old and older.

One-to-One Computers

Middle School and Secondary students are required to have a laptop or device that meets the necessary requirements of study throughout the year.

Extra-Curricular Activities

After School Activities are available (usually without additional cost) on Monday and Friday afternoons to students that are 5 through 11 years old. Activities are not evaluated and are provided for students to enjoy and experience a broader curriculum.

The school offers a full athletics program of tennis, soccer, basketball, volleyball, badminton, and track for boys and girls in Middle School and Secondary. Beta Club, National Honor Society, and Math Honor Society are national academic honors societies offered to students ages 10-17 that qualify to join, focusing on academic integrity, honor, community service, and learning. Model United Nations (MUN) is a United Nations simulation that provides students with experience in debate and negotiation. Other Extra-Curricular activities include some of the following: Dance, Drama, Music, Chess, SAT test preparation, and more.

Play Areas

Our new campus has two playgrounds, outdoors sports fields, and an indoor gym.

Books and Supplies

Texts and other books are used without charge. There is expectation they will be returned in good condition reflecting reasonable use. We recommend covering all books to minimize incidental wear. Students, ages eight and older, are expected to provide their own writing paper, pens, pencils, colored pencils, felt tip markers, and erasers.

Official Test Center

QSI International School of Dongguan is a member of the College Board, Princeton, New Jersey, USA. Enrolled students are given the opportunity to take the SAT, which is a college entrance examination recognized by many universities in the USA, Canada, Europe, Australia, and other countries. Advanced Placement (AP) Courses are also taught in the areas of World History, Science, Mathematics, English Literature, English Language, and Mandarin Language on a regular basis, along with others that may alternate.



Educational Program

Preschool (2-4-Year-Old) Program

The preschool program offers participation in a variety of play-related and hands-on experiences designed to develop learning readiness, physical coordination and development, and the social skills necessary to be successful in a classroom setting. Emphasis is placed on the development of self-confidence, self-esteem, and natural excitement to learn. A full spectrum of activities is provided including Music, Computers, Art, and play. Students entering the two-year-old program need to be toilet-trained before entrance to the program.



5-Year-Old Class

This academically-oriented program develops the skills and attitudes children need for future academic disciplines. A variety of experiences help to develop eye/hand/body coordination, and reading readiness. The program introduces Reading, Mathematics, Oral and Written Language skills, Science, and Cultural Studies. There is a continued emphasis on personal development through varied classes of Music, Technology, Art, and Physical Education.

Elementary (6-11-Year-Old) Classes

Elementary school students participate in a full program of Mathematics, Literacy (Reading and Writing), Science, Cultural Studies, Art, Music, and Physical Education. Technology is integrated into the curriculum at all levels. Mandarin Chinese is taught as a foreign language.



Middle School (12-13-Year-Old) Classes

This program meets the needs of students in the 12-13-year-old age group. Students participate in a rigorous academic program of Mathematics, Literature and Writing, Science, Cultural Studies, Technology, Art, Music, and Physical Education. Mandarin Chinese and French are taught as foreign languages.

Secondary I-IV Classes

QSI International School of Dongguan has developed a full Secondary program. Quality Schools International provides a complete Secondary Curriculum that prepares students for colleges and universities in the United States and other countries. This rigorous academic program consists of Mathematics, Laboratory Science (Biology, Physics, and Chemistry), World Cultural Studies and History, World Literature, English Grammar, Art, Music, Physical Education, Mandarin and French as foreign languages, and Technology. Advanced Placement Courses (AP) are offered for college credit in selected areas. Three Diplomas are offered – Academic with Honors, Academic, and General.



Intensive English

The Intensive English (IE) program is for students that need special attention in verbal and written English. This program is designed to assist those for whom English is not a first language. The principal goal of Intensive English is to bring students to a level of Academic English, including oral competency, which allows students to transfer to regular classes as quickly as possible.

Educational Model Summary

Success-Oriented Learning

The school's educational structure is based upon student performance and mastery learning. The Performance-Based/Mastery Learning approach recognizes human characteristics and enables the student to be placed in learning environments according to achievement levels. This approach facilitates matching the students' skills and needs with the academic program. The implications are profound for student attitudes and learning. The school is dedicated to this concept.

Performance-Based

The curricular model used is a "Performance-Based" approach to education. The content of each academic discipline is divided into specific student expectancies or "Essential Units". An "Essential Unit" contains specific concepts or skills. Teachers give instruction and guidance for the essential unit using appropriate materials and activities, and when the essential unit is completed, assess for student mastery. Records are maintained documenting individual student progress and credentialing. Objectives, instruction, teaching materials, and evaluations are aligned. Curriculum is reviewed periodically for relevance and validity. All curricula are available for parents to review.

Mastery Learning

In this research-validated model each Essential Unit is taught with a view to excellence. When students demonstrate mastery of the essential unit, they move on to the next essential unit. If the student does not achieve mastery, the teacher re-teaches, and the student revises as necessary. Additional conferencing and extended practice may be given for the student to demonstrate proficiency at the appropriate level before testing again. When the students demonstrate mastery, they are rewarded with an "A" or "B". Thus, a student never "fails" in the traditional sense. Instead, he/she proceeds logically through the curriculum at a pace determined by his/her mastery of the material.

Success Orientations

"Success for All" is the motto of QSI Schools. Personal habits and the ability to interact successfully with others are deemed as valuable as the knowledge and competencies students learn. Success orientations are actively encouraged in virtually all areas of the school curriculum with the view of making them a vital part of one's life pattern. Evaluations of the success orientations are limited to situations within the jurisdiction of the school and are made by a consensus of the professional staff members. They are grouped under the headings of:

- ◆Responsibility ◆Trustworthiness ◆Group Interaction
- ◆Aesthetic Appreciation ◆Kindness and Politeness
- ◆Independent Endeavor ◆Concern for Others

Student Evaluation

Evaluations and rewards for student progress should take place as soon as possible after mastery is demonstrated for each unit outcome.

The three basic premises of performance-based education are:

- a) All Students can succeed;
- b) Success breeds success;
- c) It is the school's responsibility to provide the conditions for the student's success.

With this in mind, Quality Schools International does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. The grades of "A" and "B" are mastery grades, and indicate that a student has successfully mastered the learning objective and is ready to build on that learning.

In view of the above comments, the evaluations issued in the written status reports are defined as follows:

A = All essential parts of the outcome were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.

B = All essential parts of the outcome were mastered at an appropriately high level in which the student successfully engaged in higher order thinking or performance skills.

P = The student is "In progress" in the outcome (normal status).

H = This outcome is "on hold" for a legitimate reason. (The student has begun the outcome but is not currently pursuing it.)

D = The student has not made a reasonable effort and is therefore "deficient" in attaining mastery of the outcome.

E = "Exposure". The student made a reasonable effort in the outcome and attained a level of mastery consistent with his/her capabilities. (Elementary classes only, but not in mathematics, reading, or writing.)

W = The student has withdrawn from this outcome.

In Secondary school, students are granted one credit for mastery of each unit outcome which is credentialed "A" or "B". Thus, ten credits correspond to one "Carnegie Unit" as used by many American secondary schools. Because Quality Schools International encourages continued learning, if students receive an evaluation of "B" on a unit outcome, they may continue to work independently in that outcome and request another opportunity to demonstrate a higher level of mastery. If demonstrated, the evaluation may be changed from a "B" to an "A" within the same school year.

Evaluations, called status reports, are issued to all students five times each year (at the end of each "quintile"). However, parents may request a status report for their child at any time.



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