

# PARENT/STUDENT HANDBOOK

## 2022-2023



Dear QSI International School of Phuket Families,

A warm welcome to QSI International School of Phuket!

Our School is a special place where children from all over the world come together to learn, grow, and become amazing people. Our student-centered approach to education provides children with a supportive learning environment built to both enrich and assist in all subject areas. Our qualified faculty is dedicated to helping each child reach their potential. Beyond our rigorous educational curriculum, the Success Orientations of Trustworthiness, Responsibility, Kindness & Politeness, Independent Endeavor, Aesthetic Appreciation, Group Interaction, and Concern for Others keep our School focused on positive character development throughout the year. These traits are taught and integrated into all aspects of QSI life. Please use this handbook as a guide to life in our School.

We welcome you to an outstanding year of learning and growing!

Sincerely,

Chris Fisher

QSI Phuket International School Director

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## WELCOME TO QSI INTERNATIONAL SCHOOL OF PHUKET

QSI International School of Phuket (QSIP) welcomes you to a new school year. QSIP believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 2000 as a member of Quality Schools International, its fundamental goal is to prepare students not only for successful further schooling but also for the challenging difficulties which will be encountered in the changing social, economic, and political environment of the modern world.

QSIP offers you a challenging academic curriculum that includes a full complement of courses for students from two years of age through secondary (high School). Studies are tailored to meet individual needs to ensure success and mastery. QSIP is accredited by the Middle States Association, and upon graduation, all of our students receive a diploma that colleges and universities around the world recognize.

## HANDBOOK OVERVIEW

This handbook is intended for both new and continuing QSI International School of Phuket students. We especially welcome our new families and hope this handbook will offer you adequate information about our program. Although our returning students may be acquainted with much of the handbook's information, we ask you to review it in preparation for the coming year.

We are delighted to have you with us and hope you will always feel welcome at QSI International School of Phuket.

We want to stress that communication is the most important aspect of a successful school.

Please help us ensure that ours is an open and honest environment.

## COMMUNICATIONS

### BETWEEN SCHOOL AND HOME

The administration produces a newsletter to keep students and parents informed of the things happening at school. Newsletters are emailed to parents with email addresses.

If you do not have an email address, a hard copy can be sent home with your

child. Five times a year, students are given a printout of their status reports to be given to their parents. Two times a year, teachers write Personal Narratives that are sent home with the status report. Parent/Teacher conferences are held two times during the year, and a student lead conference will be at the end of the 3<sup>rd</sup> quintile.

## PHILOSOPHY

QSI International School of Phuket was founded to provide quality education in the English language for expatriates living in Phuket. Thai citizens who want their children to be educated in English are also accepted. The School recognizes that most students are enrolled for only two or three years and have diverse educational backgrounds. The School's philosophy includes the following:

1. **Attitudes Toward Learning**: We believe that more learning will occur if the student has a desire to learn, has positive feelings concerning their school environment, and succeeds in their work. A comfortable atmosphere of caring and acceptance established by the School is considered important so that each student is encouraged to strive for excellence and to be creative. An aesthetically pleasing environment enhances this with a view to the appreciation of beauty and order. Each student's possibility of success increases when they work at the appropriate level of difficulty and senses positive expectations from their teachers.
2. **Areas of Learning** - Mastery of basic skills is considered a vital part of education, essential for success in studies of other subjects as well as most situations in life. A broad and varied program of physical education, fine arts, and other activities is also considered important to enhance the interest and education of the students.
3. **Social Behavior** - For a useful and meaningful life we encourage the development of personal qualities leading to acceptable values and harmonious relationships.
4. **Cultural Awareness** - An understanding and acceptance of the different cultures represented in the School are considered important. We believe emphasis should be placed on gaining an appreciation and knowledge of Asia and the country of Thailand in particular.
5. **Environmental Awareness** - We believe it is essential to have an awareness of the value of protecting and improving our

environment.

## A NEW STUDENT ARRIVES

QSIP staff and students want to help make your adjustment as a new student as smooth and happy as possible. QSIP students and staff accept as a routine fact of life a steady flow of newcomers from many different countries and school systems, each making a unique contribution to our multi-cultural school society. You may be new now, but in a short time you will be the one greeting the newcomer!!

### IMPORTANT DOCUMENTS TO BRING

Your parents are asked to bring the following materials to assist with your placement:

**Prior scholastic records:** If the releasing school permits, your parents should hand-carry copies of your prior school records, including evaluations and special testing data. These records are helpful in the first placement in the academic program of QSIP. Otherwise, the releasing School should mail the records to:

QSI International of Phuket  
81/4 MOO 1  
Kathu, A. Kathu  
Phuket, Thailand

**Evidence of date of birth:** Parents are advised to bring a copy of your birth certificate or some other evidence of your age (passports will do) so that you will be placed in the correct homeroom class.

**Completed QSIP enrollment forms:** All information should be completed on the enrollment form including your address and places your parents can be contacted. Of utmost importance is the information about your medical history, including allergies, physical limitations, etc. If any of this information should change after the time of enrollment, please inform the School.



<https://phuket.qsi.org>



QSI INTERNATIONAL  
SCHOOL OF PHUKET

phuket@qsi.org

QSI International School of Phuket  
81/4 Moo1, Chalermparkiat r.9 Road T. Kathu,  
A. Kathu, Phuket 83120 Thailand  
Tel: +66-076-304-312

## THE PROPER NICHE

Your homeroom class placement is determined by your age. That is, in the elementary classes you will be with your age group for all subjects except, possibly, mathematics, reading, and language arts.

In order to better meet your individual needs, your placement in the mathematics and reading/language arts programs will be determined by the results of tests administered by the QSIP teacher, previous school records, and teacher observation. If you are placed in an age group below your true age, a concerted effort will be made to advance you to your age group as soon as possible. If you are ahead of your age group, you will be placed in advanced studies. We want you to work at the level at which you can be successful and yet be challenged.

## THE ACADEMIC PROGRAM

QSI International School of Phuket has a strong belief that all of our students can succeed.

We depart from traditional schools in that we are not as concerned about time as the "defining" factor of your learning.

In most schools, you are given a certain amount of time to complete learning in a subject, and then you are assessed on your performance. At QSIP, we want to use time as a resource so you can master the outcomes designed to make you into a well-educated and well-adjusted person. In our learning model, you either master the outcomes in each area, or you are simply not finished. When you achieve mastery level, you are immediately rewarded by receiving credit for the outcome. Thus, we have only mastery grades of "A" or "B," or still "in progress" (P). We recognize that not everyone will master outcomes at the same rate. Many of you will be able to finish an outcome rather quickly--you will be allowed to work on a selective outcome and gain credit for doing so. Others will take longer to achieve mastery level--you will be given time to do so.

In other words, you have more than one chance to be successful. The outcomes you will need to learn to a mastery level are clearly defined and



clearly stated. No tricks! We believe in teaching what we test and testing what we teach.

It is important to learn more than the "academics." We feel it is equally important that the often hidden part of the curriculum, what we call Success Orientations, be a vital part of your school experiences. Therefore, QSI International School of Phuket has designed EXIT OUTCOMES which are the basis of the whole curriculum. These EXIT OUTCOMES fall into three categories: *Success Orientations, Competencies, and Knowledge*. Although these categories are related and are in many ways interdependent, the following three verbs give definition to the Exit Outcomes:

'to be'	Success Orientations
'to do'	Competencies
'to know'	Knowledge

## SUCCESS ORIENTATIONS

SUCCESS FOR ALL is the motto of QSI International School of Phuket. We want this to be more than just a slogan. Research indicates, and our experience confirms that successful people have developed personal orientations that lead to success. Personal habits, the ability to interact successfully with others, reliability, responsibility, diligent work habits, promptness, keeping your word, kindness, and other factors in this realm are at least as important as the knowledge you learn and the competencies you gain. Responsibility for success in these orientations' rests first and foremost in the home; however, they are actively encouraged and taught in virtually all areas of the school curriculum, with the view of making them a vital part of your life pattern. The role of QSIP is to reinforce the efforts of the home.

Success orientations are evaluated independently. Academic evaluations are given solely on the basis of your performance in the specified outcomes in the academic areas. 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.

### EXIT OUTCOMES FOR SUCCESS ORIENTATIONS

When a student leaves QSI International School of Phuket, it is purposed that each student demonstrate success in specified general outcomes or behaviors. When a student graduates from QSI International School of Phuket, these outcomes are built into the graduation requirements and are reflected on both

the graduation diploma and the student transcript. These outcomes are also reflected on a continual basis in the student evaluation reports at all age levels.

## THE SUCCESS ORIENTATIONS

QSI International School of Phuket considers these success orientations to be primary indicators of future success in advanced education, employment, and life in general. Recognition for success in these seven orientations will be given five times during the school year. Teachers, students, and parents will be constantly aware that these are important components of a student's development.

Responsibility for success in these orientations rests first and foremost in the home; however, they will be actively encouraged and taught in virtually all areas of the school curriculum, with a view to making these success orientations a vital part of the students' life patterns. The School's role is to reinforce the parents' efforts. Thus, the home and School, working together, can enhance progress in these universally accepted characteristics of success.

In an attempt to separate academic evaluations from behavioral evaluations, the success orientations will be evaluated independently. Thus, the academic outcomes will be evaluated solely on the basis of student performance on the specified outcomes of the academic areas.

Evaluations of the success orientations will be limited to situations in which the student is under the jurisdiction of the School and will be made by a group of the professional staff for each student. If there is no evidence that a student is unsuccessful in a particular success orientation for an evaluation period, he will be awarded with one success orientation credit which will be noted on the written evaluation. A student who demonstrates noteworthy or exemplary positive behavior in a success orientation will also receive one success orientation credit, which will be noted on the written evaluation with the letter 'E', which denotes 'exemplary.' A student who is unsuccessful in a success orientation will not receive the due credit for that period. The awards given for each student will be reached by a consensus of the appropriate group of professional staff members.

Each of the following seven success orientations is listed with specific related behaviors. These behaviors are to be used as guides to define the meanings of the orientations and to assist the professional staff in issuing awards in the broad categories. The written evaluations will only include the seven broad categories

### **A. Trustworthiness**

1. **The Student Will demonstrate honesty by**
  - a. habitually telling the truth and avoiding deception.
  - b. telling the truth when negative consequences may follow.
  - c. bringing lost items or money to the teacher or the office.
  - d. being a person who does not cheat on tests.
  - e. being a person who is not involved in theft.
2. **TSW demonstrate trustworthiness by**
  - a. following a commitment with the appropriate action.
  - b. promptly accomplishing an errand when requested by a teacher.
  - c. displaying acceptable behavior when not under teacher supervision.
  - d. being a person who is not involved in vandalism.

## **B. Responsibility**

1. **TSW demonstrate responsibility by**
  - a. coming to School and to each class on time except when ill or otherwise excused.
  - b. bringing appropriate books and materials to class.
  - c. consistently completing assigned schoolwork in a timely manner.
  - d. showing organization and cooperation in completing assigned schoolwork in the prescribed manner (such as name, date, and layout included as directed).
  - e. contributing ideas, reports, research, materials, and/or out of class involvement which are not assigned.
  - f. taking proper care of materials and equipment.
  - g. taking appropriate action to avoid accidents, to avoid misdeeds, or to aid in a situation of need.
  - h. being careful in making commitments.

## **C. Concern for Others**

1. **TSW demonstrate tolerance for those of other nationalities, races, religions, cultures, ages, and mental and physical abilities by**
  - a. being a person who does not make disparaging remarks concerning those different from themselves.
  - b. joining in group activities with those different from themselves.
  - c. having friendly associations with those different from themselves.
2. **TSW demonstrate acceptance of others, particularly newcomers, by**
  - a. including them in informal social groups.
  - b. being a person who does not actively exclude individuals from group activities.
  - c. approaching newcomers with a view to making them feel welcome.

3. TSW demonstrate concern for others by
  - a. avoiding actions or words which hurt another person.
  - b. actions and/or words of support and/or sympathy for those who are unhappy or sad.
  - c. helping others to be successful in their schoolwork, activities, and play.
  - d. displaying unselfish behavior.

#### **D. Kindness/Politeness**

1. TSW demonstrate kindness by
  - a. being a person who does not make remarks which put down another.
  - b. being a person who does not physically abuse others.
  - c. displaying acts of kindness (sympathy, encouragement, helpfulness, patience, etc) toward others, particularly fellow students.
  - d. giving time and resources to help another in need.
2. TSW demonstrate politeness by
  - a. being a person who does not exhibit rudeness.
  - b. using socially acceptable language.
  - c. displaying acts of courtesy toward others.

#### **E. Group Interaction**

1. TSW demonstrate group involvement by actively participating in activities.
2. TSW demonstrate support of leadership by
  - a. displaying words and actions which encourage responsible behavior by others.
  - b. displaying words and actions which promote learning in a classroom by others.
  - c. being a person who does not discourage responsible behavior or learning by others.
  - d. assisting the leadership of others by cooperating and being good followers.
3. TSW demonstrate support of group activities by
  - a. contributing ideas which are related to the goals of the group.
  - b. being a person who does not make negative comments which are not constructive.
  - c. controlling emotions when discussing different points of view.
  - d. displaying kindness when expressing an opinion.
  - e. displaying a cooperative attitude.

#### **F. Aesthetic Appreciation**

1. TSW demonstrate an appreciation of nature by
  - a. not damaging trees and flowers.

- b. making positive comments which show appreciation for the beauty of wildlife, mountains, trees, flowers, stars, etc.
  - c. creating artwork which illustrates nature.
- 2. TSW demonstrate an appreciation of orderly surroundings by
  - a. voluntarily picking up unsightly litter.
  - b. putting litter in proper receptacles rather than throwing it on the ground.
  - c. keeping areas of work and play reasonably neat.
- 3. TSW demonstrate an appreciation of the beauty of ideas; musical, artistic, and theatrical creations; mathematical and scientific concepts; and literary works by
  - a. making positive comments or written reports.
  - b. being a person who does not display negative remarks or actions which show a disrespect for such beauty.

#### **G. Independent Endeavor**

- 1. TSW show initiative in engaging in tasks other than those assigned with a view to 'in-depth' study or activity.
- 2. TSW consistently set goals which include more than the minimum effort needed.
- 3. TSW have the opportunity to pursue a particular interest in an area not in the curriculum or to pursue a curricular area in depth, having a unit outcome created, evaluated, and credentialed.
- 4. TSW show initiative in using the library and other resources in assignments, projects, and homework.
- 5. TSW show reasonable self-sufficiency in completing assignments, projects, and homework.

It is not intended that a student must demonstrate all of the specific behaviors of a particular success orientation in a positive way in order to receive a credit in it. Rather, they are used as guides in defining acceptable behavior and in providing consistency in issuing awards. Some are used to identify exemplary success while others are helpful in identifying when a success credit is to be withheld. A success credit is not withheld for some minor discrepancy. A student must habitually display negative behaviors or have a major behavioral problem in order to have a success credit withheld, and this must be agreed upon by consensus in the appropriate group of professional staff members.

**\* RESPONSIBILITY \* TRUSTWORTHINESS \* GROUP INTERACTION \*  
\* AESTHETIC APPRECIATION \* KINDNESS / POLITENESS \*  
\* INDEPENDENT ENDEAVOR \* CONCERN FOR OTHERS\***

**SUCCESS IN THESE AREAS LEADS TO SUCCESS IN LIFE!!**

## COMPETENCIES

In recent times there has been a tremendous information explosion along with scientific and technological advances. It becomes increasingly important for you to develop competencies that will give you the tools to cope with this present age. To become productive participants in modern society you will need to gain skills related to these advances.

Particularly important are the higher-order thinking skills. Skills related to the arts and physical fitness are essential with a view to beauty and quality of life.

QSI International School of Phuket considers mastery in each of the seven competencies listed below as essential to your success.

**\* NUMERACY AND MATHEMATICAL SKILLS \*  
\* VERBAL AND WRITTEN COMMUNICATION SKILLS \*  
\* THINKING AND PROBLEM-SOLVING SKILLS \*  
\* DECISION-MAKING AND JUDGMENT SKILLS \*  
\* COMMERCIAL SKILLS \*  
\* PSYCHOMOTOR SKILLS \*  
\* FINE ARTS SKILLS \***

## KNOWLEDGE

In the modern world there has been a vast increase of knowledge which continues today. It is impossible to know everything. We have to choose carefully the things that are considered essential for a person who is educated in modern society. We believe it is better to engage in the study of less information and gain mastery rather than cover large amounts of information superficially without mastery.



In order for you to develop competencies, you must have a firm foundation of facts and knowledge. Certain facts must be memorized and used as tools in gaining other knowledge and in developing competencies. Other knowledge is gained by building upon and combining fundamental facts and bits of knowledge. This happens by hearing, seeing, and experiencing in learning situations, followed by practice and repeated exposure. No one knows all the ways it happens; however, some of the ways are by dialogue, questioning, experimentation, risk-taking, and group activities.

In the realm of knowledge, we have identified seven areas. Mastery of these Exit Outcomes will lead to a successful school experience in QSI International School of Phuket.

**\* MATHEMATICS \***

**\* ENGLISH / LITERATURE \***

**\* CULTURAL STUDIES \***

**\* SCIENCE \***

**\* CREATIVE AND APPLIED ARTS \***

**\* LANGUAGES OTHER THAN ENGLISH \***

- PERSONAL HEALTH AND WORLD ENVIRONMENTAL ISSUES \***

## **STUDENT EVALUATION**

The three basic premises of QSI International School of Phuket's model of education are:

**\*All students can learn at a high level of achievement.**

**\*Success breeds success.**

**\*It is the School's responsibility to provide the conditions for the student's success.**

With this in mind, QSIP does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. Traditionally the grades of "A" or "B" are considered to be Mastery Grades.

The evaluations given 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)

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

D The student has not made 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 the areas of mathematics, reading, or language arts.)

W The student was withdrawn from this outcome.

In the 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" used by most American secondary schools.

Evaluations, called STATUS REPORTS, are issued to all students five times each year (at the end of each "Quintile"). If there is a need or reasonable request, a status report can be issued at any time. Evaluations for student progress will be entered into the computer as soon as possible after mastery is demonstrated for each unit outcome.

QSI International School of Phuket encourages all students to pursue a



challenging academic course of studies. Students are required to learn to a level of mastery. We use only mastery grades of "A" or "B." Although students have more than one chance to achieve mastery in each outcome, we expect most students to master outcomes during their first opportunity.

**Note:** Students who cheat during testing will have to retake all previously mastered units in that course.

## COMPLETION OF OUTCOMES

Students are expected to complete units in a timely manner. Students who are late in completing an essential unit should plan to complete it before the following unit comes to an end. If the student has not completed the essential unit by this time, the teacher will put either an **H**, **D**, or **W** on the outcome card.

**-H** is for students who are struggling with the work and are not progressing. The essential unit is put on hold, and students may reenter the essential unit at a later date.

**-D** is for students who are deficient, that is they put in very little effort and are not progressing.

**-W** means a student is withdrawn and can only be readmitted with teacher approval.

Students are expected to use their time wisely to complete the courses in which they are enrolled. Students who do not complete courses will find that they have to continue with that course the following year. They will need to take a safety net class in order to complete their units and may miss out on the opportunity to take other courses. Extended opportunities does not mean eternal opportunities. Students will be expected to make their academic work a top priority and allocate their time accordingly.

If a student does not pass a unit test, they will need re-teaching on the areas where they have not shown mastery and will need to complete more work to demonstrate their increased understanding and earn the right to take a retest. Students are strongly encouraged to perform to their best at all times and work and study to pass units on the first attempt whenever possible.

It is not expected that secondary students abuse the testing procedure by taking multiple versions of tests to pass the unit. This can occur when they do not study for the first test in the hope that they will find out what the test is like, and then take the second test, and sometimes a third before they pass\*. To discourage this practice there are some guidelines. (\*Sometimes struggling

students take multiple tests, and if this is the case, the student may be misplaced.)

-All students having difficulties shown up on the first test will be allowed to retest

-If a student does not pass the student must retest.

- Before students are allowed to retest the teacher will require them to demonstrate that they have now mastered the material. This usually means that the student must complete **extra assignments** relating to the outcome to demonstrate their mastery and that they are ready to take a second test. (This helps encourage students to take and pass the test the first time.) Most retests will occur within a week of the original test.

-If a student does not pass the second test, he or she must file a **petition**, in order to be allowed to sit for further tests. For this they will need the approval of their teacher and Director or Director of Instruction.

-Secondary students must formally declare candidacy for the type of diploma they are working towards at the beginning of their third year secondary. Staff will approve their choice by October 15. Their progress will be monitored throughout the year by the guidance counselor, teachers and the school Director. Formal review of their progress will take place during the third quintile. If they are making adequate progress (all current with work and no incomplete essential units), they may proceed. If not, they must declare candidacy for the lower diploma. If you are aiming for a practical diploma and you are not on target by the third quintile, a conference will be held to inform your parents that you will probably not graduate on time.

## ACADEMIC INTEGRITY

In general, questions concerning the Guidelines for Academic Integrity at QSI Phuket should be addressed in light of an action which "makes a student look more academically able than he/she actually is, by using another student's or person's work and representing it as his/her own." The following statements address the questions regarding various academic situations and possible questions which students, faculty, parents, and administrators might raise for clarification. These comments are not intended to be exhaustive or to cover all situations. They are intended as guidelines for working positively with each individual incident. Obtaining unfair help with tests and/or quizzes is a violation of the QSI Phuket Guidelines of Academic Integrity. The following are examples of unacceptable test behavior and are provided to give an idea of common mistakes.

- Discussing (in detail) a test or quiz with a person who has already taken it.
- Bringing hidden notes or using notes during a quiz or test. The mere possession of such "cheat notes" indicates intent to use them and as such would be considered a violation of the QSI Atyrau Guidelines of Academic Integrity.
- Looking at another person's work during a test or a quiz.
- Talking to another person during a test or a quiz unless specifically permitted to do so by the teacher.
- Allowing another person to look at your work during a test or a quiz.
- Assisting another person during a test or quiz through noises or silent signals.
- Possessing, in ANY form, a copy of the test or quiz before it is administered.
- Doing another person's quiz or test for them at their request, or your initiative

## PLAGIARISM

Plagiarism is defined in Webster's New World Dictionary as "to steal or pass off as one's own, the ideas, writings, etc. of another." Examples of plagiarism are, but are not limited to:

- Copying specific ideas of an individual author or source; or copying large portions of exact words from any source without both giving proper citation and using quotation marks;
- Paraphrasing (re-writing using different words) or summarizing (completely re-writing a passage or section) another person's unique and non-common-knowledge ideas found in any source, without giving proper citation;
- Downloading or purchasing papers, copying and pasting information from the Internet or electronic sources;
- Cutting and pasting from any source without citation;
- Intentionally making other people's ideas appear to be your own by any means. Because all violations of Academic Integrity strike at the very core of the nature of the School, the response to plagiarism and cheating is extreme, including the possibility of redoing all outcomes of that course. A Secondary 4 student who violates the Guidelines of Academic Integrity may also be required to write a letter to universities explaining your actions.



<https://phuket.qsi.org>



QSI INTERNATIONAL  
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phuket@qsi.org

QSI International School of Phuket  
81/4 Moo1, Chalermparkiat r.9 Road T. Kathu,  
A. Kathu, Phuket 83120 Thailand  
Tel: +66-076-304-312

## SECONDARY SCHOOL PLACEMENT

Secondary age students are usually placed into the first-year secondary by age (14 years old by the end of October). Progress through the secondary levels is determined at the beginning of each school year by the number of credits attained (50 for 2<sup>nd</sup> year secondary, 100 for 3<sup>rd</sup> year secondary, and 150 for third year secondary. )

## SECONDARY SCHOOL GRADUATION REQUIREMENTS

QUALITY SCHOOLS INTERNATIONAL offers a secondary program which leads to a Secondary School Diploma. Graduates of Quality Schools International have been very successful in obtaining admittance to colleges or universities of their choice.

### DIPLOMAS ARE OFFERED BY QSI INTERNATIONAL SCHOOL OF PHUKET

- \* GENERAL DIPLOMA
- \* ACADEMIC DIPLOMA
- \* ACADEMIC DIPLOMA WITH HONORS

THE GENERAL DIPLOMA is available to students who experience English language difficulties, time restraints, or other problems which make it impractical to pursue a more advanced course of study. It is only available to students who are in their fourth year of secondary studies or who will turn 18 years old no later than 30 October following their graduation. As this diploma will indicate, it is not designed for students who intend to pursue academic studies at the university level. In general, this diploma is designed for students requiring a sound general secondary education to prepare for direct entry into the work force or further specialized practical training.

**A TOTAL OF 220 CREDITS (INCLUDING ELECTIVES) IS REQUIRED FOR THE PRACTICAL DIPLOMA. BELOW ARE LISTED THE MINIMUM REQUIREMENTS IN EACH DEPARTMENT.**

<b>English</b>	<b>(50 credits)</b>	20 - Literature (Literature I & II) 20 - Writing (I & II) or demonstrated competency 10 - Computer Literacy (including 5 Keyboarding)
<b>Mathematics</b>	<b>(20 credits)</b>	10 - Algebra 10 - <i>mathematics elective</i>
<b>Science</b>	<b>(20 credits)</b>	10 - Biology 10 - Physical Science <b>OR</b> Discovery Science
<b>Cultural Studies</b>	<b>(30 credits)</b>	10 - World Geography 10 - Modern World History 10- <i>cultural studies electives</i>
<b>Personal Health</b>	<b>(25 credits)</b>	10 - Fitness 5 - Health 10 - <i>physical education elective</i>
<b>Languages Other Than English</b>	<b>(20 credits)</b>	20 in <b>ONE</b> language <b>OR</b> demonstrated competencies in a second language
<b>Creative Arts</b>		10- <i>elective credits</i> (art, music, drama)
<b>Other Electives</b>	<b>(45 credits)</b>	

**THE ACADEMIC DIPLOMA** is a college or university preparatory course of study. Students who satisfactorily complete this program should expect admittance into an American college or university, or in some cases, universities in other countries.

**A TOTAL OF 240 CREDITS (INCLUDING ELECTIVES) IS REQUIRED FOR THE ACADEMIC DIPLOMA. BELOW ARE LISTED THE MINIMUM REQUIREMENTS IN EACH DEPARTMENT.**

<b>English</b>	<b>(80 credits)</b>	20 - Literature I & II 20 - Writing I & II
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		10 - American Literature	
		10 - British Literature	
		10 - Research Project	
		10 - Computer Literacy (including	5
Keyboarding)			
<b>Mathematics</b>	<b>(30 credits)</b>		
		10 - Algebra	
		10 - Geometry	
		10 - <i>mathematics elective</i>	
<b>Science</b>	<b>(30 credits)</b>		
		10 - Biology	
		10 - Physical Science	
		10 - <i>science elective</i>	
<b>Cultural Studies</b>	<b>(40 credits)</b>		
		10 - World Geography	
		10 - Modern World History	
		10 - US-History	
		5 - World Governments	
		5 - Economics	
<b>Personal Health</b>	<b>(25 credits)</b>		
		10 - Fitness	
		5 - Health	
		10 - <i>physical education elective</i>	
<b>Languages Other than English</b>	<b>(20 credits)</b>		
		20 in <b>ONE</b> language	
		<b>OR</b> demonstrated competencies in a second	
language			
<b>Creative Arts</b>	<b>(10 credits)</b>	10- <i>elective credits</i> (art, music, drama)	

**THE ACADEMIC DIPLOMA WITH HONORS** is the most advanced diploma offered by QSI International School of Phuket. Requirements are the same as The Academic Diploma but with the condition that the credits include at least two Advanced Placement (AP) courses (of ten credits each). **A total of 240 credits are required for this diploma.**

**THE ADVANCED PLACEMENT PROGRAM.** Advanced Placement (AP) courses challenge our QSIP Third and Fourth Year Secondary students to think with the sophistication of college students. Depending on the enrollment, interest, and student capability, QSIP will offer an Advanced Placement course or courses. These courses provide rigorous preparation for the AP exams credentialed by the Educational Testing Service in the United States. Many



colleges and universities in the USA give university credit for test scores of 3 and better (on a scale of 1 to 5).

## IN SUPPORT OF STUDENTS

A truly important part of the QSI educational program in Phuket is the **Advisory System**.

Each student in the Twelve-Year-Old Class through the Fourth Year Secondary Class has one or two student advisors. These advisors are your advocates throughout the school year.

The Advisory System has many benefits: it helps to individualize the educational experience for each student, it allows for teacher and student interaction on a more personal level, and it facilitates communication.

Advisors are sensitive to a student's morale and general well-being on a daily basis and can take appropriate action when there is a reason for concern or follow-up. Advisors work in cooperation with the administration to help students select courses, process schedule changes, meet requirements, and seek extra help. Advisors make every effort to be informed of their advisees' academic situations. Advisors review their advisees' academic and social progress and work together with classroom teachers and the administration to reach students' potentials and goals.

Each morning, the school day begins with an Advisory time, during which daily announcements and programs are reviewed. The advisor or homeroom teacher is also a channel for communication with parents. Throughout the year the advisor keeps parents informed of important concerns as well as any disciplinary or social problems. Working together with the classroom teacher and the school administration, students are expected to perform at a high standard, academically, and socially.

## INTENSIVE ENGLISH

The Intensive English program is for students in QSI International School of Phuket who are in need of special attention in verbal and written English, particularly 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 them to transfer to regular classes as rapidly as possible. Students of different ages, maturities, linguistic backgrounds, and previous exposure to English will progress at

different rates. Students are assigned to the appropriate level to best meet individual needs. Special instruction is designed to bring elementary students to age-level equivalency in Reading and Language Arts, with the skills needed to experience success as they transfer into these "mainstream" classes. Students of secondary school age will enter the Secondary English courses when they have the skills to experience success. Students do not receive secondary credits for units mastered in Intensive English.

For students entering QSI International School of Phuket with little or no English there is an initial emphasis on providing survival skills in spoken English. The content of Intensive English parallels that of the Elementary English courses while building a foundation for academic success. In addition, some secondary students focus on the vocabulary and concepts of science and cultural studies. This is developed in consultation with secondary teachers with a view to easing the transfer of students to appropriate secondary courses.

## LANGUAGE SPOKEN AT SCHOOL

***English is the language spoken in the classroom. Students are encouraged to speak in English at all times –in the hallways, at recess, and at lunch. It is the language of inclusion.***

## MINDING OUR MANNERS

QSI International School of Phuket is a closed campus which means students may not leave the campus without permission from the office. The reason for this rule:

***Your parents have entrusted us with your well-being and safety. Therefore, we must know where you are at all times. Your safety and security are our first consideration.***

A "closed campus" also means visitors and non-students must check through the school office before being allowed to visit the School. We must know who is on campus at all times.

Non-students are not to come at recess, lunch time, or during class time to see you directly. They must check in through the office!

## WE EXPECT YOU

- \*To be responsible, cooperative, and supportive.
- \*To be respectful of all parents, teachers, paraprofessionals, bus drivers, and custodians.
- \*To have a good attitude toward learning.



- \*To give your attention to the required task.
- \*To be enthusiastic.

#### YOU CAN EXPECT FROM US

- \*Instruction that will meet your academic needs.
- \*Assistance with your concerns.
- \*Opportunities to voice your opinions in an appropriate manner.
- \*An environment in which learning is stimulating.
- \*Predictably professional behavior.
- \*A model of behavior that is expected of you.
- \*A caring environment that will encourage your success.

#### STUDENT CONDUCT

With reference to your behavior, common sense and good manners are the guidelines. This includes responsibility and respect for others. The following are a few of the specific rules that have been agreed upon by the students, staff, and administration. Students and teachers will formulate rules of conduct for their individual classrooms.

- \* Running, rowdiness, and activities are restricted to appropriate areas.
- \* You are not to use obscene, foul, vulgar, or inflammatory language.
- \* Habitual tardiness to School and skipping classes are unacceptable.
- \* You must be respectful of the property of others, refraining from damaging or taking others' belongings.
- \* Students must remain on the school grounds during school hours.
- \* A student who has been "suspended out of school" or was absent during school hours may not participate in any school-sponsored function.
- \* Smoking or being in the possession of tobacco or e-cigarettes is not permitted.
- \* Use of mobile phones during school hours is not allowed. Parents and their children may contact each other via the school office telephone (076 354 077).

Students who demonstrate serious behavior problems or choose to demonstrate continual repetitive minor misbehavior will be dealt with by the Director. The following actions will take place:

1. Counseling
2. Group conference with Director/Director of Instruction, student and teachers
3. Conference with Director/Director of Instruction, student, and parents
4. Suspension from School for a designated period of time

## 5. Expulsion

In all cases of very serious behavior problems, the Director may suspend or expel the student immediately. **ANY** student bringing **ANY** kind of weapon to the School will be suspended for five days or expelled.

### DRESS CODE

QSI International School of Phuket does not have a specific dress code. We do have a school uniform. We ask students to comply with the uniform policy. In view of the cultural diversity of our students, a few guidelines are in order. We hope these are taken in the spirit of cultural sensitivity, common sense, and respect for others. You are expected to wear appropriate clothing while attending School, on field trips, or at any other school function.

The following rules apply to all QSI Students and Staff Members:

- Shorts, dresses, and skirts must be mid-thigh minimum for all genders.
- Midriffs for all genders must be covered.
- Undergarments are not to be visible at any time for all genders.
- Muscle shirts, tank tops, or low-cut tops are not allowed for all genders.
- Clothing with holes and inappropriate writing, (e.g., alcohol or tobacco advertisements) are unacceptable.

### Consequences

1. The first time a student wears inappropriate clothing they will be sent to the school office to be reminded of the School's dress code by the Director.
2. The second time a student wears inappropriate clothing they will be asked to call home for a set of appropriate clothing or wear clothing provided by the school office.
3. The third violation of the School's dress code will result in a conference with the parents and the student.

Appropriate dress for P.E. classes will be discussed by P.E. instructors. There is not a specific P.E. uniform, but sneakers/trainers must be worn for P.E. class.

## PUBLIC DISPLAYS OF AFFECTION

Because so many cultures coexist at QSI Phuket, it is important that students demonstrate an attitude and behavior regarding interpersonal relationships that would be acceptable to people of various cultural, ethnic, and social backgrounds. QSI Phuket recognizes that genuine feelings of affection may exist between students; however, overt, public, physical displays of affection on campus are not acceptable.

## COURSE COMMITMENT

If you register for a course, you commit yourself to complete it. If during the year you believe you cannot continue in the course, you should meet with your teacher and discuss the matter. After your discussion, if you still want to drop the course, your parents and you must meet with the administration. In general, you should add/drop a course in the first week of the course. Seldom will permission be granted after that period. It is important that care and deliberation be given while selecting courses of study.

## SCHOOL SUPPLIES

Books are used without charge with the expectation they will be returned in a condition that reflects reasonable use. A good policy is to cover your books to minimize incidental wear. If a book is lost, damaged, or vandalized, you will be required to pay a fine that approximately equals the cost of the book and its delivery to Phuket.

## EARLY WITHDRAWAL FROM SCHOOL

Notice of early withdrawal from School should be made at the school office by written notification from your parents. If your withdrawal is expected close to the end of a quintile, your parents are asked to notify the Director/Headmaster as soon as possible so that the School can work with the teachers in getting your work accomplished and evaluations entered on your record. Credit will be granted only for work completed, turned in, evaluated, and recorded.

## ATTENDANCE

Many learning experiences occur in a classroom setting. Many of these experiences cannot be duplicated through make-up assignments. School attendance is extremely important for successful learning. Future employers

and university placement officials often ask for student records of attendance as an indicator of the reliability and motivation of the individual. It is expected for students to be in School except for sickness or extenuating circumstances.

Advisors turn in to the office an absentee form each day, noting all students who are not present at the beginning of the advisory period. The office posts a list of all students who are absent by the end of the first period. In the event of a lengthy illness, teachers will do everything possible to help you make up your missed work. It is your responsibility to contact the teacher for make up work and to set convenient times for make up tests or quizzes.

Parents are requested to call the School and their bus driver on the day their child is absent.

**The school telephone number is 076-354-077.**

## TARDINESS

TO SCHOOL..... All students are expected to be in School on time for the greeting ceremony at 7:55. Students are expected to report to the office if they arrive after 0800. Teachers will not allow students to enter the class without a note from the office indicating the student has been official marked tardy. If a student arrives at School after the beginning of the instructional day (1st period) and are listed on the absent list, pick up a note from the office so you will not be counted absent the rest of the day.

TO CLASS.....Except in the case of repeated tardiness, teachers and advisors will deal with lateness to class themselves using removal of privileges, isolation, or detention time during lunch or recess as incentives to punctuality. In all responses to tardiness, teachers will concentrate on teaching the correct habits through reward and encouragement, emphasizing the importance of such a lifestyle for future adult life patterns. In some cases, due to certain cultural dynamics, punctuality is not highly esteemed nor is tardiness considered inappropriate. We are committed to teaching otherwise.

The student will begin each quintile with zero tardies. However, a student who is tardy four times in a given quintile will automatically receive an N for the Success Orientation of Responsibility. Absence from class (skipping) will be reported immediately after the class period ends. Any teacher who sees students lingering around bathrooms, the library, or common areas during class time will report this.

## PERSONAL PROPERTY

Students are strongly discouraged from bringing large sums of money and valuable personal property to School. The School assumes no responsibility for lost or stolen property.

## SMOKE FREE, ALCOHOL FREE, AND DRUG FREE

The QSIP campus is a tobacco free, e-cigarette free, vaping free, alcohol free, and drug free campus. Students found using such products on campus can expect serious consequences including suspension for the use of tobacco products and suspension with the possible expulsion for use of alcohol or other drugs on campus. **Any student found to be under the influence of drugs or alcohol or in possession of them will be suspended from School, pending possible expulsion.**

## LOST AND FOUND

A lost and found department is maintained in the main office. Students should bring all items they find to the office. Parents are most strongly urged to mark personal property with name and age so that found items may be returned to the correct student. About three times a year, items in the Lost and Found will be displayed in hopes that they are reclaimed.

## OPEN HOUSE

The purpose of the Open House is to provide an opportunity for parents to learn more about the various programs in the School and provide an opportunity for parents to get together with teachers for discussion about school programs. The Open House is held early in the year and it is too early to discuss individual student progress. It is simply a means of becoming better acquainted with the School, the teachers, and one another. Parent/Teacher Conferences are held two times each year. However, individual conferences can be scheduled by appointment at any time.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held two times throughout the year. A letter will be sent to each family each term requesting they return a form indicating which teachers they would like to meet. The office will schedule conferences with times as convenient as possible.



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## Lunch Snack and Drinking Water

Students should bring a morning snack, and a lunch to School each day. Lunches may be heated in school microwaves. School breakfast and lunch are available for purchase at School. There is bottled water that is available at the School. We strongly suggest children bring a reusable bottle to fill at School.

## VISITORS TO SCHOOL

It is not unusual to have visitors in your classrooms. They may be new parents, prospective new students, former students, or friends of students.

**Visitors must check in through the office before visiting any classes.**

## EARLY DEPARTURES DURING SCHOOL

Students are usually permitted to leave early at the request of the parents, nurse, or school administrator. Every student who has a written, authorized excuse to leave early must check out with the office prior to departure. The School does not consider fatigue (tiredness) from staying up late an authorized excuse to leave School early.

## OUT OF SCHOOL EXCURSIONS

If you represent QSI International School of Phuket in functions which take you away from the school site (such as soccer games and field trips), you are required to meet certain standards of scholarship and behavior as outlined below:

**SCHOLARSHIP:** You are expected to be diligent in your studies and show mastery of the schoolwork of which you are capable. Denial of participation in any function may be made in individual cases by the classroom teacher or the administration.

**BEHAVIOR:** You are expected to demonstrate behavior as outlined in the Student Handbook.

Out-of-school excursions provide a different way of learning. They are opportunities to demonstrate to the community the positive attributes of your School. These are easily demonstrated by having a good attitude, behaving appropriately, and wearing your school uniform shirt. Students who are unable to meet these expectations will not be permitted to participate in field trips.



## HEALTH SERVICES

The Health Facility is located near the main office. In case of injury, students should report to the school office. Minor injuries will be treated by office staff or teachers.

In the case of more serious injuries, parents will be notified. If the office staff believes an injury requires professional treatment, parents will be asked to pick up their child to receive treatment. If a parent or other designated contact person cannot be located, the School will transport to the hospital for treatment.

Office staff will continue to attempt to contact parents. If a student has a chronic illness or some physical handicap, this information should be given to the school office. Students with communicable illnesses, severe colds, or fevers sent to the School will be sent to the school office at once.

Parents will be notified to come and collect their child to prevent infections from spreading.

It is essential that we have the following information on file in case of an illness or emergency:

- 1.Telephone/cell phone numbers where parents can be reached
- 2.Names and (local) telephone numbers of relatives or friends who should be contacted when parents are not available.
- 3.Immunization information, recommended Doctor or medical services.
- 4.Information about life threatening allergies and how to treat them (epi pens etc.).

### **Illness At Home**

If your child is not feeling well before he/she leaves for School, it is advisable to keep him/her home. If your child improves during the day, bring him/her to School. Please check students in and out of School through the main office.

## HOMework POLICY

### PHILOSOPHY

The purpose of homework is to practice the skills taught that day in School or to prepare you for future work. There are three acceptable categories of homework: practice (reinforcement), preparation, and extension activities. Homework may be a prerequisite to taking a test for evaluation. Homework itself is not part of the evaluation.



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#### HOMEWORK SHOULD NOT:

- \* Introduce initial learning of new material, either skills or knowledge components.
- \* Require extensive teacher or parent direction or help.
- \* Be so excessive that it precludes students from joining family activities or other forms of childhood socialization.
- \* Be given as busy work or punishment.

#### HOMEWORK SHOULD:

- \* Be well-planned and complement classroom learning.
- \* Have immediate, timely feedback.
- \* Have proper resources available, if research is assigned.
- \* Be meaningful and challenging.
- \* Have clear procedures for accomplishment and clear and enforced due dates.
- \* Be written on chalkboard or handout as well as assigned verbally.

#### SPECIFIC CONSIDERATIONS:

- \* If you as a student are continually overburdened with homework assignments, a "staffing" with the teachers and an administrator may be needed to determine the best course of action for you.
- \* Homework assignments are legitimately used to qualify a student for preparation of mastery/summative examination.
- \* Parents are to be notified in writing (copy to the student folder) whenever it appears that assignments are not being consistently completed.



## STUDENT AUTOMOBILE AND MOTORBIKE POLICY

Students wishing to drive on school grounds **MUST** have:

- 1) a photocopy of a valid Thailand driver's license and
- 2) proof of insurance for the car or motorbike which is brought to School,
- 3) a signed parental permission form agreeing permission for the student to drive to and from School.

These three things must be filed in their student folder in the school office before a student is allowed to drive on campus.

Students are not to take passengers in cars or on motorbikes to or from School unless those passengers have a signed parental permission slip in their student folder for a specific driver.

Students are to operate their vehicle in a responsible way at all times. Responsibilities for use of vehicles are required with a view to safety and acceptable social behavior.

Safety of drivers and others should be foremost in the minds of those driving vehicles. A helmet must be worn by all students riding motorbikes to School.

Consideration of others (students, teachers, and visitors) should be given by those driving vehicles to and from School.

Student Drivers are to obtain permission from the administration before leaving the school grounds during the school day. (See Closed Campus policy)

Students are to park only in designated parking areas. During the school day students are not permitted in the student parking.

In the event a question arises concerning this policy, it is suggested that the student discuss the matter with his/her Advisor, other staff members, and the administration for guidance.

QSI International School of Phuket recognizes the importance of young people learning the proper use of an automobile or a motorbike.

It is important that young people learn to operate an automobile safely in view of the necessity of this kind of transportation in the world.

Cooperation, sharing, and positive social behaviors are encouraged.

Driving develops an awareness of financial and economic responsibilities.

Attitudes are developed which lead young people to accepting responsibilities as they become adults.

## LIBRARY POLICY

1. **BORROWING** - You are allowed to take up to two books at a time. Books are to be checked out for one week and may be returned and/or exchanged at any time. Older students may make arrangements with the librarian to check out additional books as needed for reference/project work.
2. **OVERNIGHT** - Reference materials may not be checked out overnight. The latest dated set of encyclopedias may not be removed from the library, not even to the classroom.
3. **RENEWAL** - If you desire to keep a book more than one week, it must be renewed after the first week.
4. **OVERDUE BOOKS** - If books are not returned on the due date, a written reminder (1st notice) will be given to you. If the books are not returned with this reminder, a 2nd notice will be given.
5. **LOST OR DAMAGED BOOKS** - You are required to pay for lost or damaged books. If you pay for a book and it is later found, you will be reimbursed the amount paid. Any book damaged due to negligence will be charged in accordance with the degree to which the book was damaged or double the original value of the book plus \$1 (one dollar)

## OUTDOOR RECESS AND PLAYGROUND

Recess is a scheduled part of the regular school day. This time serves as a break for students and provides a few moments to expend some energy and stretch after classroom activities. Children will go out to play during break and lunch recess. Occasionally, teachers may request students to stay in during break or recess to finish homework or for special projects. Recess is a good time for socialization and learning to get along with other children. All children should come to School properly clothed for outside conditions.

### Playground Policy

1. Safety, fair play, common sense and appropriate language are the major considerations on the playground. Student's actions may not cause a problem for any person or damage any equipment.
2. If children have questions, or if some situation is not covered by the rules, the QSI staff members are always in charge and may stop any activity that he/she feels may be dangerous.

3. When recess ends, students are to stop what they are doing immediately and lineup.
4. Hard balls are not allowed. Tennis balls, soccer balls and certain other soft balls may be used.
5. Students are not to climb any trees or fences, may not stand on top of, or jump from any piece of equipment.
6. Students should stay alert and pay attention to any games going on and not go near games in which they are not engaged.
7. No fighting. No games involving pushing, shoving, tackling, or tripping.
8. Throwing any items, such as rocks, snowballs, or dirt, is strictly prohibited.
8. Students at recess are not to go back into the building or outside of recess boundaries without permission from a QSI staff member.

## SECONDARY SCHOOL ACTIVITIES

Education has two sides, the curricular and the extracurricular. Both are important. Young adults need a wide range of interests and activities. QSI International School of Phuket encourages secondary school students to become involved in extracurricular activities. Some activities are organized and sponsored by school personnel. Soccer, track, and basketball are examples of this. Other activities may be organized by students or teachers who have special interests. If you are interested in participating in some special activity, talk it over with other students and your class advisor.

## SCHOOL-WIDE ACTIVITIES

Each year, all students and staff have the opportunity to participate in many fun activities often held during the regular school day. A few of the activities planned for the School are:

1. **Back-to-School Night:** Students are encouraged to invite their parents to the School to meet teachers and to look around the School to see what the students will be doing during their time at School. Student progress is not discussed as Parent-Teacher Conferences are scheduled later in the term.
2. **Songkran Celebration:** A special celebration in Thailand. Students engage in water throwing at the School. Parents are invited to participate or just watch.
3. **International Day:** A special day to celebrate the diversity of our students. Student and parents are encouraged to wear their native dress and share favorite food with others.

## USE OF SCHOOL COMPUTERS

Students may use school computers when under the direct supervision of a QSIP teacher. For independent use students must demonstrate they are responsible and proficient in the care and operation of computers before being given permission to use the school computers. Food and drinks are not permitted in the computer lab. At the start of the school year students will be asked to sign our Acceptable Use Policy.

Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly; therefore, users should be aware that files may be examined by those who are responsible for the network.

In addition, the students will have access to the World Wide Web at School. This is a wonderful opportunity for our students to broaden their educational resources and become part of the world. In this global technological age, information is readily available for student use. We encourage our students to be progressive and use this valuable tool.

Below are some basic rules and procedures that students must follow when they are in the computer room...

- Students must follow all copyright laws.
- Cite all sources.
- Respect every user's right to keep their folders and documents private.
- Leave all food and drinks in the designated space or in their zipped up back pack.
- Sign acceptable use technology policy

With teacher permission, students will be allowed to...

- Install language packs for their home languages.
- Download pictures for projects.

Students will not be permitted to...

- Load music anywhere on the network –if music is found on the network, it will be immediately removed. If it is possible to discern the owner of the music, this will be considered a violation of computer rules.
- Load software on a school computer—this includes backgrounds, mouse pointers, pictures or graphics that are not to be used for class.
- Use the command prompt for any reason including terminal services.
- Manipulate the desktop or laptop (i.e., hide the taskbar).

- Send net messages to other computers on the network.
- Send, display, or send offensive messages or graphics.
- Use obscene language.
- "hack" into the school server or outside websites.
- Post personal information of any kind on the web.
- Participate in "chats" on the web.
- Gain unauthorized access to another individual's account or outside websites.

A student discovered violating any of the above rules may forfeit his or her privileges to access QSI Phuket technology, school computers, or the School's network.

## CHILD PROTECTION INTRODUCTORY LETTER TO SCHOOL COMMUNITY

Dear Parents,

QSI International School of Phuket strives to provide your children with positive educational experiences that are characterized by caring, supportive relationships and free from neglect or abuse of any kind. We are committed to working with you to ensure that the School maintains this type of environment.

Quality Schools International (QSI) has developed a Child Safeguarding and Protection Handbook, which has been adapted to and adopted by this School. By enrolling your child(ren) at QSI International School of Phuket, you agree to work in partnership with the School and you understand and agree to the child protection Code of Conduct. Protocols outlined in the handbook are aligned with the QSI Mission Statement, Exit Outcomes, and Success Orientations, as well as these two articles from the United Nations Convention on the Rights of the Child:

**Article 19: Protection from abuse and neglect**

...Shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse . . .

**Article 34: Sexual exploitation**

. . . Shall protect children from sexual exploitation and abuse, including prostitution and involvement in pornography.

To help our students to learn and grow in a safe environment, the following educational components are included in the School's Child Safeguarding and Protection plan:

- Age-appropriate lesson plans to foster understanding personal safety, needs, and rights in each classroom.
- Parent information sessions and resources regarding the School's Child Safeguarding and Protection programs and policies.
- Faculty and staff professional development workshops on recognizing and reporting child abuse and neglect.

Thank you for your support in maintaining a school and community in which students, staff, and parents feel safe and happy. If you have any questions about the Child Safeguarding and Protection plan or any other school policies, please don't hesitate to contact me.

Sincerely,  
Chris Fisher

At the end of this handbook, you will find the QSI International School of Phuket Child Protection code of conduct that all adults in our school community (parents, and volunteers) are required to sign. A similar document is also signed by all staff members in our School.





**The following pages are also included unbound at the end of this handbook for your convenience to sign and return to School.**

## CHILD SAFEGUARDING AND PROTECTION CODE OF CONDUCT

This Code of Conduct must be read and signed by all employees of the School, parents, and anyone who will have contact with students as part of a school program, activity, field trip, or other event. The person's signature indicates understanding and agreement to the Code of Conduct.

### **QSI International School of Phuket Code of Conduct**

QSI International School of Phuket is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, and volunteers. The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of the School can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work. Additionally, members of the school community, including parents, must be aware of the parameters of the Code of Conduct and the expectation of adult behavior toward children within the school community.

- We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must not engage in any covert sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all school activities, both on and off campus. We ask families to provide safe environments for children at private events as well.
- We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. School personnel and volunteers are prohibited from physical discipline of a child.
- Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.



- We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse or neglect must be reported to the appropriate School and local authorities.
- Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept gifts from, or give gifts to, children without the knowledge of their parents or guardians.
- Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between parents, administration, teachers, personnel, volunteers, and minors:
  - Communication between school adults (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
  - Where possible, email exchanges between a minor and a person acting on behalf of the School are to be made using a school email address.
  - Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving school business.

#### Statement of Acknowledgement of Code of Conduct for Signature

I promise to follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in QSI International School of Atyrau programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at school activities without another adult being notified.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of the School by reporting any suspected child abuse or neglect to the Director or Academic Coordinator.

- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Protect the child and the child's family by maintaining confidentiality in the case of a report of misconduct, and refusing to share any details about the report with anyone outside of the School's Child Protection Team and relevant authorities.

I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride alone in a car, without explicit permission from the child's parent/guardian.
- Accepts gifts from or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business.
- Discuss the details of any allegations with anyone outside of the Child Protection Team.

Staff, volunteers, and others who work with students:

I understand that as a person working with and/or providing services to children and youth under the auspices of QSI International School of Phuket, I am subject to a criminal record background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and youth, I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from the School. If a report is made against me, and the allegations are confirmed, the School is bound to share the findings with anyone who inquires for a reference about me.

Parents:

I understand the rules regarding mandatory reporting that are in place at the School. I agree to maintain an environment in my home and at private events

that is free from abuse and neglect, for my own children and any other children with whom I may interact.

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

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

Date: \_\_\_\_\_

## COMPUTER AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT (AUP)

QSI International School of Phuket is pleased to offer students access to the School's computer network and Internet for classwork and to prepare students for life, School, and work in the 21<sup>st</sup> Century. In using the Internet, students need to understand and use technology safely and ethically. To obtain Internet access, all students must obtain parental permission and must sign and return this form to the school office.

### A. Terms and Conditions

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Technology is to be used in a responsible, ethical, and legal manner.

Individual users of the School's computer network are responsible for their behavior and communications over this network. We expect users to comply with the School's standards and honor the agreements they have signed. School monitoring of students' online activities is encouraged as long as the monitoring adheres to local laws.

While digital resources offer immense educational opportunities, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

- a. Internet and Computer Access is available through the School's network.
- b. Students are provided a free suite of applications through Microsoft 365. School work and projects are either stored on the cloud by Microsoft 365 or on a local server.
- c. At the beginning of the school year, all users are responsible for reading and adhering to the Acceptable Use Policy.
- d. All acceptable use guidelines apply to both QSI digital resources and personal devices.

### B. Student Responsibility

Students are expected to use the Internet, school network, and all devices in a responsible manner. It is expected that students:

- a. Respect the rights of others. This includes demonstrating appropriate online behavior towards other students and not wasting resources like paper, file storage, or Intranet and Internet bandwidth through unauthorized gaming, downloading, video, or audio streaming, or any other unauthorized activities. (SO: Concern for Others, Kindness & Politeness.)

- b. Care for devices. This includes not vandalizing the equipment, not hacking into computer systems or other student's files, or trespassing into other students' work folders, accounts, or email. (SO: Responsibility, Trustworthiness.)
- c. Report Inappropriate Content. This includes telling a trusted adult immediately if you see inappropriate material or unauthorized activities. (SO: Trustworthiness.)

C. Unacceptable Use includes:

- a. Any malicious attempt to harm or destroy QSI digital resources or data of another user.
- b. Sending, sharing, or displaying offensive messages or images.
- c. Taking photos or videos at School without the permission of the School or those being recorded.
- d. Sharing photos or videos without permission of the School or those being recorded.
- e. Deliberately accessing or creating any obscene or objectionable information, text, or images.
- f. Plagiarizing others' work or violating copyright laws. This includes peer-to-peer file sharing of copyrighted files. If the student is unsure whether they can use someone's work, they should not use it without permission from the owner.
- g. Using another person's username or password or misrepresenting identity.
- h. Employing the network for commercial purposes.
- i. Using school computers for unlawful purposes. Activities on Internet-accessible computers may be governed by the laws of several countries and jurisdictions, and all laws must be respected.
- j. Using any non-school-sponsored chat rooms or instant messaging services. Streaming media, such as YouTube, Internet Radio, and other online media is allowed for educational purposes only.
- k. Attempting to fix, repair, or enhance any equipment, device, software or other QSI resource without teacher approval. Please contact QSI regarding any repair or fix.

D. Personal Devices

Personal digital devices are defined as privately owned wireless devices and/or portable electronic hand-held equipment including, but are not limited to, laptops, mobile computers, smart phones, tablets,

e-readers, and portable Internet devices. Students must obtain prior approval before using personal digital devices in the classroom. All the conditions and requirements of the QSI Acceptable Use Policy are applicable to the use of personal digital devices and violations may result in loss of privileges and/or disciplinary action.

- a. Personal digital devices will be used exclusively for educational activities during instruction.
- b. Students may not use their personal digital devices to record, transmit, or post photos or videos at School without the express permission of the teacher, school administrator, and anyone who appears in the image.
- c. QSI staff will not provide technical service or support for personal digital devices.
- d. QSI will not reimburse students for any data charges.
- e. QSI is not responsible for any financial expenses or loss of data should a personal technology device be lost, stolen, or damaged while at School.



<https://phuket.qsi.org>



QSI INTERNATIONAL  
SCHOOL OF PHUKET

phuket@qsi.org

QSI International School of Phuket  
81/4 Moo1, Chalermprakiat r.9 Road T. Kathu,  
A. Kathu, Phuket 83120 Thailand  
Tel: +66-076-304-312

#### E. Digital Citizenship Instruction

Each year, instruction will be provided to all users regarding appropriate online behavior, including cyber-bullying awareness and response, as well as interacting appropriately with other individuals on the Internet. Students receive technology training that includes an Essential Unit on Digital Citizenship. This unit, required for every QSI student from age five through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use and success in modern society. Within the Success Orientations classes, students also discuss how to use technology in a proper, respectful, and safe manner. Students are expected to conduct themselves according to these unit outcomes, even when not at School. Technology issues that negatively affect other students or disrupt the school day will be dealt with by the School.

***The School's Code of Conduct also applies to this policy. Violations of the rights and responsibilities may result in loss of access to technology, as well as other disciplinary action. Any deliberate damage of computer hardware or the network will be billed to the parent or guardian of the abusing student.***



## ACCEPTABLE USE POLICY AGREEMENT SIGNATURE PAGE

My signature below acknowledges that I have read, understood, and agree to the QSI Student AUP (Acceptable Use Policy). I further acknowledge that I will abide by the rules and guidelines stated in the Parent –Student Handbook.

### USER AGREEMENT AND PARENT PERMISSION FORM

*As a user of the QSI International School of Phuket computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring QSI Success Orientations and all relevant laws and restrictions.*

*Student Name (Print):* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Parent Name (Print):* \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_



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## PHOTO OPT-OUT DOCUMENT

My Student (s) \_\_\_\_\_

Age level class (e.g. 3-year-olds, 4-year-olds, etc.)

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I understand that photos or videos are regularly taken of children attending the QSI School of Phuket and their parents. These photos or videos may be used for the purpose of creating a school yearbook, either on paper, or in electronic form, school website, and classroom pages.

Photos and videos used on the School's website will never include the student's name or the family's contact information without express prior written consent by me.

**Please return this form to the School.**

I do not agree to allow my child/ren's photos or videos to be used .....

☐

I agree to allow my child/ren's photos or videos to be used.....

☐

\*If you do not return this form to the School, it means that you allow your child/ren's photos or videos to be used.

Parent or Guardian:

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

Date: \_\_\_\_\_



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**Please return this form to the School.**

## HANDBOOK ACCEPTANCE FORM

I have read and reviewed the QSI School of Phuket "Parent Student Handbook". I understand the contents and agree to help my children abide by them.

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

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



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