



**QSI**  
INTERNATIONAL  
SCHOOL OF KOSOVO

# Student Parent Handbook

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2023 - 2024

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**The rules and regulations you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.**

## QSI Kosovo

### Mission, Purpose, and Belief Statements

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 QSI schools. Our schools are established to provide in the English language a quality education 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 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 i) developing clear statements in measurable terms of what the student will do to demonstrate mastery of learning, ii) providing the time and resources needed for each student to attain mastery, and iii) 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 believes 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.

## Success Orientations

"Success for All" is the motto of QSI International School of Kosovo. Personal habits, the ability to interact successfully with others, reliability, responsibility, diligent work habits, promptness, keeping up with work, kindness, and other similar proponents in this realm are at least as important as the knowledge students learn and the competencies they gain. Responsibility for success in these orientations are actively encouraged and taught in virtually all areas of the school curriculum with the view of making them a vital part of the students' life pattern. The Success Orientations are grouped under the following headings:

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

### Success Orientations Assessments

Students will be assessed each quintile with an E, S or N for each success orientation.

- An S means that the student is behaving as we expect all of our students to behave. He/She is in compliance with all of the Success Orientations.
- An N reflects a habit of poor behavior by the student or an action that is well outside the normal expectations of students at QSI.
- An E is given when a student consistently models a given Success Orientation to a degree not often seen in the student body. Acts of exceptional kindness, honesty, responsibility, etc. that make a student stand out from the other students in this area.

Several examples of S, N, and E behaviors in a few SO:

#### *Independent Endeavor*

##### **E level**

- Goes beyond the assigned work by creating personal challenges that explore material on a deeper level.
- Uses the library and other resources to continue research into areas of academic interest.
- Creates extra learning opportunities to engage in materials not covered in class.
- Extends learning by doing extra projects or assignments related to material covered in class.

##### **S level**

- Works independently during class.
- Completes homework assignments, reports and projects in a timely manner.
- Uses library and research materials for school assignments.
- Follows through with directions the first time they are given.

### **N level**

- Fails to meet agreed upon deadlines.
- Talks or disrupts class during independent study times.
- Does not complete assignments in or outside of class.
- Does not attempt to work independently or follow directions

### *Kindness/politeness*

#### **E level**

- Actively includes new students as they integrate into school
- Leads opportunities to help those that are less fortunate with both time and resources.
- Goes out of his/her way to help classmates and staff when an opportunity arises.

#### **S level**

- Does not put others down and is not rude to others.
- Has a positive attitude toward including others.
- Student shows sympathy, encouragement, helpfulness, and patience to others
- Participates in school wide opportunities to help the needy.
- Uses appropriate language for school
- Courteous to teachers

## **N level**

- Uses foul language/cursing
- Is not courteous or is rude to others
- Exhibits bad manners in class, lunch time, or on the playground.
- Mocks, teases, or makes fun of others.
- Disrespectful of QSI INTERNATIONAL SCHOOL OF KOSOVO staff.

## *Aesthetic appreciation*

### **E level**

- Leads in efforts to clean up the school or grounds.
- Creates opportunities to inform others of conservation.
- Follows philosophy of Reuse, Reduce, Recycle
- Cleans and tidies up public areas in classroom and school.

### **S level**

- Respects the QSI INTERNATIONAL SCHOOL OF KOSOVO grounds by not littering, trampling flowers, or damaging trees.
- Creates artwork that reflects the beauty of nature.
- Homework, presentations, and projects are done neatly and to teacher specifications.
- Arranges personal space in a neat and tidy way.

## **N level**

- Consistently turns in sloppy work.
- Damages/destroys flowers, trees, or grass at QSI INTERNATIONAL SCHOOL OF KOSOVO.
- Vandalizes school property.

- Demonstrates a lack of effort in artistic endeavors.

### *Trustworthiness*

#### **E level**

- Brings lost or misplaced items to teachers.
- Tells the truth in all circumstances.
- Displays positive behavior when not supervised by teacher.

#### **S level**

- Tells the truth and avoids deception.
- Does not cheat on tests or homework.
- Follows through with commitments.
- Dependable.
- Encourages honesty in others.

#### **N level**

- Cheats on test or presents someone else's work as his/her own.
- Steals from others.
- Lies to others

### Child Protection Letter to the Community

QSI International School of Kosovo 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 Kosovo, 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 of 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.

## Statement of Inclusion

QSI is open to all students. We respect their diversity regardless of race, ethnicity, gender, cultural background, disability, religion, personal beliefs, and socioeconomic status. Teachers will be considerate of diverse cultural and family beliefs when teaching in the classroom. QSI employees will not impose their personal beliefs in the areas mentioned above out of respect to the family’s right to their beliefs. In QSI schools, we provide a safe and supportive environment for all students.

## Academic Program

The academic program uses a Performance-Based/Mastery Learning approach to learning. This model ensures mastery of specific skills and knowledge involving both individual and group instruction. The educational philosophy is founded upon the premise that: 1) All students can succeed, 2) Success breeds success, and 3) It is the responsibility of the school to provide the conditions for success through challenge and support.

QSI International School of Kosovo departs somewhat from traditional schools in that it is not as concerned about time being the "defining" factor of learning. In most schools, students are given a certain amount of time to complete learning in a subject. Then they are assessed on whether they can master the units designed to make them into a well-educated and well-adjusted person. In QSI's model of learning, students achieve the mastery level and are immediately rewarded by receiving credit for the unit. Thus, QSI has only mastery grades of "A" or "B" or "P: still in progress". QSI recognizes that not everyone will master units at the same rate. Many students will be able to finish a unit rather quickly, and they will be allowed to gain more credit by working on a selective unit. Some students will take longer to achieve mastery level, and they will be given time to do so. In other words, students have more than one opportunity to be successful.

### Students With Special Needs

Quality Schools International, the parent non-profit company of QSI International School of Kosovo, does not provide special education services, nor do we suggest that we have functioning special education programs at our schools.

What we do have are small class sizes with a model of teaching that can potentially support children with mild to moderate learning challenges. We are not unlike most international schools in that we do not hire staff required to provide formal Special Education programming. We have found at times there is a misunderstanding with many parents that go overseas for the first time whereby they expect to find a wide array of special education specialist teachers, occupational therapists, physical therapists, school psychologists, and speech therapists with active programs in the schools. In QSI International School of Kosovo this is not the case.

QSI Kosovo requests that parents provide the school with information regarding any special needs services previously received and requires a permission form to contact leaders in the institutions where the services were provided. (A "Release of Information" form is provided in our Application Packet for this purpose.) Parents must realize that this does not mean we will provide the same past services, but rather utilize the information to learn about the needs of their children and modify our program to help the student be successful, if possible. There are times, however, when the services we have available in our school are not adequate to provide these educational services.

If, after we have implemented modifications to a student's learning program, and it is determined by our instructional leaders that QSI Kosovo is not able to provide adequate services for a student, the following options will be presented to a parent.

Option 1: The parent may seek additional services outside the curricular, physical boundaries and time parameters of the school. If this option is selected the parent will be responsible for the costs of such a program. If possible, QSI International School of Kosovo will assist the parent in locating such programs.

Option 2: The parent may request a reduction of the daily schedule to access additional educational services outside the curricular and physical boundaries of the school, but still within the school day to seek help from other services. If this option is selected the student will still be held responsible for completion of the core academic program at QSI International School of Kosovo. In other words, students may not be pulled from their Reading, Literature, Writing, and Mathematics, Cultural Studies or Science curricular areas. In rare cases students may be pulled from their Physical Education, Technology, World Language or classes related to the Visual and Performing Arts. However, this will be strictly limited to very special cases and determined by the school's leadership team. To graduate and earn a diploma, all QSI students must complete the requirements to do so. In most cases, the reduction of schedule will be limited to release from school time devoted to extracurricular activities, such as non-credit music, arts/crafts or sports activities. This option does allow for a student to be pulled from his/her regular school day for special instruction, but only for brief periods of time. (See note below)

Option 3: The parent may suggest that a one-on-one assistant be arranged to help a child during the school day. The recruiting, hiring and cost of the one-on-one assistant will be the responsibility of the parent. School leadership reserves the right to review the qualifications and must approve any adult working in the school. A criminal background check will be required of any such personnel.

Option 4: The parent is free to seek educational services elsewhere.

**Note: At no time may parents pull a child from regular classes and tutor the child themselves on school**

**premises. This is reserved for a home-schooling situation outside the school day and school program.**

In all cases, there will be no reduction of fees. For all outside services beyond the scope of the QSI educational system, all costs for special need services in addition to the fees outlined in the school handbook are the responsibility of the parent. QSI does not have a part-time attendance policy or part-time fee structure. If this special tutoring has to do with special learning needs and it is determined by the parents and school leadership that the student would be better served if the school set this up, this may be allowed. This might include pull-out time and/or in-classroom assistance. The school reserves the right to interview anyone considered to provide such services doing so on school property. As mentioned above, the parent is responsible for all related costs. The school does not accept the liability of parent sponsored assistants or specialists. In all cases the parent accepts the responsibility of checking the background of anyone working with their child. Parents requesting such services will complete a facility use form and abide by the terms of the facility use policy.

QSI tuition scholarships will not be granted based solely for the purpose of providing special needs services. If, however, a parent wishes to apply for a scholarship based on the ability to pay for QSI services, only, they are free to do so by contacting the director.

## Languages Other Than English

At QSI International School of Kosovo, we offer students the opportunity to learn a language other than English, the language of use in our school. QSI Kosovo offers German, French and Albanian language courses. Intensive English students will not attend a foreign language course; they will attend Intensive English at this time.

*QSI Administration reserves the right to cease offering a second language program if the numbers of interested students does not warrant the costs of providing such a program.*

## School Policies

The school asks all students not riding on the bus or walking to be dropped off & collected in the "drop-off" area. Staff will greet and welcome students safely at this location.

### *Arrival & Dismissal*

## Departures During School

Students are required to stay on the immediate school campus at all times. However, students are

permitted to leave early at the request of the parents or school administrator. A parent's verbal or written notification must be received by the teacher or office before a child is allowed to vary from normal leaving arrangements. Every student who has authorized permission to leave early must check-out with the office prior to departure.

Learning experiences occur in a classroom setting. Most of these experiences cannot be duplicated through make-up assignments. School attendance is extremely important for successful learning; with the information in textbooks only part of a QSI education. Much is taught in class discussions, experiments, projects, and other class activities. Students missing from class over a period of a few days will also miss valuable instruction, which cannot be experienced outside of school. There are legitimate reasons for absences. In these cases, parents are asked to contact the school prior to the absence to allow for accommodations to be made.

### **Attendance**

Parents will be called after the taking of first period attendance when a student is absent. If students are tardy (after the first bell), they are expected to check in with the office to receive an admittance slip. In all cases, students are expected to initiate makeup work. If the absence is because a student is caught skipping a class, a detention or in school suspension may occur. If a student has too many absences in a unit (more than 3), they may not be able to master that unit and it could be put on hold. This may require some after school tutoring or safety netting time to get caught up. If a student misses more than 10% of the school year (18 days), we may recommend to the Advisory Board that they be removed from QSI Kosovo or they may lose their scholarship, if applicable.

### **Tardiness**

Tardy management begins with the teacher. When excessive, administration and parents will be contacted. Excessive tardies can result in earning an N for the Trustworthiness Success Orientation on their status report.

If tardy, students are to report to the office. Students must obtain a note from the office to enter the classroom. Please note: if a student arrives at school after the beginning of the instructional day (8:00 am) and does not check in with the office, they may be counted absent in error as their reporting to the office is the process that allows for their attendance to be changed from absent to tardy. Excessive tardiness will be addressed with student and parents. Inability to improve tardiness may jeopardize enrollment status and the student's ability to master units.

### **Withdrawal from School**

Students and parents need to inform the office and class teachers of the last date of attendance if

they are leaving our school. The student's parents need to schedule an exit interview with the school administration. Please inform the administration if any special letters are needed for the student's next school. Students must not have any outstanding debts or school records will be withheld. This includes library and textbook fees.

### *Cell Phone Use*

- I. All school policy, phones in the backpacks from 3YO – 10YO, all the time.
- II. Teachers may choose to use cell phones in their classroom for educational purposes. Otherwise, phones should be put away and silent in their backpack. Teachers may collect them at the beginning of class.

If found with phone:

- a. Warning from the teacher.
- b. Teacher takes phone for the period.
- c. Teacher takes phone, reports to the DI, DI follows up with the student.

Parents need to go through the office if they want to communicate with a child during the school.

## *Dress Code*

In view of the cultural diversity of our students, a few guidelines regarding student dress are in order. We hope these are taken in the spirit of cultural sensitivity, common sense, and respect for others. Students are expected to wear appropriate clothing while attending school, on field trips, or at any other school functions. Students will be asked to wear school assigned clothing if they arrive with inappropriate dress. The requirements below are based on the QSI secondary dress code expectations. QSI Kosovo wants to prepare the students to dress successfully and will support the QSI secondary dress code expectations.

- Shoes should be worn at all times
  
- Shorts, skirts, dresses and pants must cover the upper thigh and be visible at all times.
  
- Shirts and tops should be of a modest cut. Shirt length should reach the top of the shorts/pants/skirts and the midriff should not be exposed. Regarding shirts with straps, shirts should have two straps that measure two student fingers width.
  
- Tank tops are not appropriate for male students
  
- Undergarments, and the body parts they are meant to cover, should be covered at all times.
  
- Sunglass and hats with bills and brims should not be worn indoors.
  
- Regarding clothing with hoods, the “hood” portion of the garment should not be worn in the upright/hooded position.
  
- Clothing which depicts, advertises or promotes drugs, alcohol, tobacco, or violence is not appropriate.
  
- Clothing that contains messages that are vulgar, offensive, obscene or defamatory is not appropriate.
  
- If you are not sure if something is appropriate or not, it is better to err on the side of modesty.

Procedure for students that are out of dress code:

1. It is the responsibility for all classroom teachers and administration to ensure all students entering the school and classrooms are in appropriate dress. For ages 5-11 YO, the homeroom

teacher will determine if elementary attire is age appropriate. For ages 11 and up, the first period teacher will determine if there are dress code violations.

2. Students that violate the dress code are to be sent to the office to change clothes.
3. The student will be given a “school provided article of clothing” to replace the garment(s) that does not adhere to dress code policy. The student must change into the QSI provided garment for the remainder of the school day or until parents provide alternative clothing later in the day. The student can retrieve their original clothing item back either at the end of the school day or the next school day, as they return the QSI provided garment.
4. Hats with bills/brims will be kept in the front office until the end of the school day.
5. Parents will be notified of the dress violation.
6. On the third violation, a meeting with administration, family, and student will occur.

### *Food and Drink*

Students are encouraged to bring their own bottle of water. Children may bring or buy (as a part of the lunch program) a snack, which can be eaten during break. Children are expected to buy or bring lunch.

### *Homework*

All students are expected to complete the homework assigned by their teacher. As a general rule, students can expect to have an average of 10 minutes of homework per academic period, depending upon age.

Teachers and administration will work together in order to make sure that no more than two tests or projects are due on the same day. Students are expected to complete all homework assignments in a neat and timely manner. Parents will be notified in writing, by email or by phone whenever a student consistently does not complete his/her homework.

If a student becomes habitual in not completing his/her homework, this will affect his/her Success Orientation evaluations and they will be required to complete assignments during Safety Netting at an assigned time as appropriate. If a student is repeatedly missing work or days of school, it might be recommended to the administration that the student be placed on a learning contract or possibly not participate in after school activities to work with the teacher until the student is caught up with his late work.

### *Internet policy*



## Use of School Computers

Computers are to be used for school purposes only. If a student is seen playing video games, watching videos, or surfing non-school related sites, they run the risk of losing their computer privileges at school. In addition, they are only allowed to use the computers if there is a teacher present. All students must sign the School Use Agreement Form before using any school computer.

Students in the Secondary will be introduced to a school wide user policy which requires their agreement and signature. Students will always adhere to use that is academic and non-threatening. Violations will result in loss of privileges/access and other disciplinary measures.

## Library Materials

**Borrowing** - Books are to be checked out for one week and may be returned the day before the next library visit. If a student desires to keep a book more than one week, it must be renewed after the first week.

**Overdue Books** - If books are not returned on the due date, a written reminder will be given. If the books are not returned with this reminder, a second notice will be given. In the event the books are still outstanding after these notices, a third notice will be given stating the charge for replacing the books double the catalog price plus one U.S. dollar. Book borrowing privileges will be withheld until outstanding charges are paid.

**Lost or damaged Books** - Students are required to pay for lost or damaged books. If they pay for a book and it is later found, they will be reimbursed the amount paid. Any book damaged due to negligence will be charged a fine in accordance with the degree to which the book was damaged or the original value of the book.

**Other Considerations** - If a student has an outstanding book charge, their library privileges will be withheld until charges are paid. If library fines remain outstanding at the end of a quintile, the status report, diploma, letters of recommendation, etc. will be held in the school office until payment is made.

## Lockers & Bags

The school provides lockers to students in the 11 YO class and up. These lockers must be kept clean and organized at all times. These lockers are not to be used to keep valuable items (which should not be brought to school)

*QSI is not responsible for lost or missing items*

The school reserves the right to inspect a locker or student bag at any time. Students using locks must supply an additional key/combination copy to the homeroom or Resource Teacher. If a student loses the key to the locker, they will be charged to replace it.

## **Lost and Found**

A lost and found department is maintained by the office. If an item is found, it should be turned in to a staff member.

### *Out of School Excursions*

If the student represents QSI International School of Kosovo in functions which take them away from the school site (excursions and field trips), they are required to meet certain standards of scholarship and behavior. The school has the right to select those students who will benefit from out-of-school excursions and who best represent the school. Occasionally these trips may have additional costs.

### *Bus Transportation*

Bus transportation is a service facilitated by QSI to the school community via an independent contractor. Riding the bus is voluntary and continued violation of the guidelines may result in this privilege being revoked. School bus transportation is from home to school and school to home. Any exceptions must be requested and approved by the Director. The following rules and regulations apply to all students who use the school bus:

## **School Bus Regulations**

- Bus time schedules will be set by the school.
- Students will be at the arranged pick-up points at the appointed times. The driver will not wait for latecomers, particularly following sport practices.
- Children will be under the authority of the bus monitor/driver and may be assigned seats.
- Children are to sit as quickly as possible and remain seated until the bus has come to a complete stop before leaving.
- Seat belts must be worn at all times while the bus is in motion.
- At no time should a child attempt to open the bus doors.

- Windows are not to be opened without the driver's permission.
- If the bus must stop in such a position that a small child must cross a street, the bus monitor will accompany the child across unless special arrangements are made with the parents.
- Children will not be permitted to be unduly noisy or unruly at any time on the bus.
- Children are not to lean out of windows, shout, or throw things on or from the bus.
- Children are expected to keep the bus tidy and not dispose of trash on the bus.
- Children are not allowed to access the bus in the afternoons from anywhere but their home campus, without specific administrative permission.

### *School Supplies*

Books are used without charge with the expectation that they will be returned in a condition which reflects reasonable use. If a book is lost, damaged, or vandalized, the student will be required to pay a fine, double the catalog price plus one U.S. dollar. Students are expected to provide their own writing paper, pens, pencils, colored pencils, felt tip markers, erasers, rulers, and reusable water bottles. Many students also like to have their own geometry sets and calculators. QSI International School of Kosovo will provide basic notebook paper and pencils to the 8-year-old classes and younger.

### *School Lunches*

We contract Chef Ardion Berisha from Ohana Catering to provide an optional paid lunch program. See Fjolla Vokshi, school receptionist at 049775873 or Chef Berisha for details.

### *Spoken language.*

QSI values the broad and beautiful international cultures that make our community. However, the language of instruction is English. We expect the entire community to speak and practice English at assigned and appropriate times.

### *Weather Events*

The school follows the Kosovo Meteorological Bureau's weather Important Information during inclement weather:  
Where can I find the weather warning signals?

\* Watch the Kosovo TV channels

Families will be notified via email, and a cell phone text message and are also advised to view the school homepage for announcements.

### *Visitors to the school campus*

Any visitor should check with the security guard, Avni Doroci, at the back gate upon arrival at the campus and receive a visitor badge. Then check in with the office staff. Anyone wishing to visit a particular class should make their request to the school's office at least one day in advance.

### *Student Conduct*

With reference to student behavior, common sense and good manners are the guidelines. This includes responsibility and respect for others. The following are a few examples of the specific rules, which have been agreed upon by the students, staff and administration. These rules are expected to be followed at all school functions and locations. Students and teachers will formulate rules of conduct for their individual classrooms, but it is never okay for any student's behavior to be hurtful or disruptive.

- Running and physical activities are restricted to appropriate areas.
- Entertainment devices are not allowed for use during the academic day, unless the teacher indicates it is acceptable and not intruding on the educational process.
- Use of obscene, foul, or vulgar language is not allowed.
- The school is not responsible for lost or missing items.
- Bullying and teasing is inappropriate and is not tolerated.
- Respect must be shown for the property of others.
- Vandalism of school property and buses will not be tolerated.
- Habitual tardiness to school or skipping classes is unacceptable.
- Students must remain on the school grounds during school hours.
- Smoking or possessing tobacco is not permitted.

- Use of or possession of drugs, alcohol or abuse of any substance is not tolerated.
- Chewing gum is not permitted.

Each student is a school representative whether they are involved in a school event or activity off-campus. Violating school policies out of class jeopardizes their personal character, classmates and the institution.

QSI International School of Kosovo prohibits the possession of dangerous weapons by students on the school's property (whether on a person or in a vehicle) or at a school function away from the school property. Dangerous weapons include, but are not limited to, firearms, fireworks or other explosives, most knives, and any object used in a threatening way. The penalty for possession of firearms is immediate expulsion from the school. The penalty for possession of other weapons will be determined by the school administration. Please see section on Consequences for Not Adhering to School Policies.

### *Behavior at School*

Any student who does not comply with the Code of Student Conduct or is interfering with his/her teacher is an obstacle to the learning of all the students in the class. Persistent misbehavior, even minor incidents, may lead to serious consequences. If the classroom teacher finds it necessary to send a child to the administrator's office and if counseling or consequences do not correct the behavior, a parent conference will be scheduled. If the problems persist, the child may be suspended from school.

**It is never okay for a student's behavior to be hurtful or disruptive.**

### *BIST (Behavior Intervention Support Team)*

The discipline belief in the school allows every opportunity for the student to solve his/her problem by offering choices, generating plans, thinking of ways to change behavior, and experiencing the consequences of their decisions. The student's self-concept will always be a prime consideration, and the student will be required to do the thinking to deal with the problem. We wish to stress that parents and the school will work together as a team, keeping one another informed and actively involved in the growth and development of each student. The staff is committed to creating a positive educational environment in which each student may reach his/her full potential.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the administrative team to either contact the parent or guardian by written notice delivered by the student, through email, or by direct telephone contact.

Please use the proper “chain of communication” when dealing with behavior. The parent should talk with the teacher first. If the problem can’t be resolved, contact the administrative team.

We use the BIST (Behavior Intervention Support Team) behavior philosophy. BIST is a program to help teachers, support staff, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. The philosophy does this through G.R.A.C.E. Giving Responsibility and Accountability to Children in Education. Each classroom will have a “safe seat” where students can go to focus when they are struggling. If the student is unable to refocus, students are then placed in a “Buddy Room” (depending on the age of the student) or in the “Recovery Room”. The Recovery Room is a separate room where a staff member will supervise and give the student another opportunity to fix the issue. This is the last step in the process before the parent/guardian is possibly contacted. Teachers may contact parents at any time to discuss a student’s behavior.

For students to take advantage of available learning opportunities at QSI, and to be a productive member of the school community, each student is expected to follow the Success Orientations:

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

#### Hallway Behaviors

Hallways are an area of the building that are prone to constant movement and noise. Maintaining orderly hallway behavior is crucial so as not to disturb the learning process taking place within the classrooms. Appropriate student behavior is expected and there will be consequences for hurtful or disruptive behavior.

## *Consequences for Not Adhering to Schools Policies*

Although misbehaviors are unique to each set of circumstances, the consequences for most will follow the guidelines below.

### **Consequence A: Teacher Directed**

Behavior examples: Distracting other students, Talking out of turn, not completing class work, frequent late homework, frequent disruptions of other students, sleeping in class, being disrespectful to teachers or students, not having materials ready, speaking other languages when asked to speak English, unauthorized cell-phone and music device use.

Consequence: Determined by teacher at this level. The teacher will determine the course of action needed to modify the behavior. Possible teacher-imposed consequences include parent contact, safety netting time, recommendation of an "N" for a particular success orientation (must have prior parent contact before giving "N"). (Depending upon severity of behavior: Parents will be informed).

### **Consequence B: Administrator Directed**

Behavior examples: Bullying another student, harassment of any kind, skipping class, smoking, poor behavior on student trips or multiple teacher-directed consequences.

Consequence: Determined by administration at this level. Possible administration-imposed consequences include the above consequence A actions, but also could include In-School Suspension. (Parents will be informed).

### **Consequence C: Administrator Directed**

Behavior examples: Physical aggression towards a student or teacher, use or possession of drugs or alcohol, or excessive level teacher and administrator directed consequences.

Consequence: Determined by administration at this level. Possible administration-imposed consequences include the above consequence A and B actions, but also could include Out-of-School Suspension. (Parents will be informed).

*For repeat consequence "C" offenses, parents will be required to meet with the Director who may, after consideration, recommend to the Advisory Board a possible expulsion.*

## Air Quality Policy

### QSI International School of Kosovo Air Quality Policy

At QSI International School of Kosovo, we are concerned for the well-being of all students and staff while at school or on special trips. To protect our community when air quality is a concern, we take guidance from the air quality reading from the US Embassy.

Below is the air quality matrix that specifies actions. QSI International School of Kosovo will use the air quality index that is reported by the -----<https://aqicn.org/city/kosovo/pristina/us-consulate/>. We will use multiple AQI readings per day. Please keep in mind that the AQI fluctuates throughout the day so an action taken at one time a day may be different than the action taken at another.

Air Quality Index Reading	Action Taken
0-100	<ul style="list-style-type: none"><li>• Daily monitoring of AQI</li><li>• Continue normal operations</li></ul>
101-200	<ul style="list-style-type: none"><li>• Outdoor PE class activities will be limited in scope with less exertion<ul style="list-style-type: none"><li>◦ Outdoor activities will be cancelled over 150</li></ul></li><li>• After school sports for <b>older</b> students may be inside, or limited in scope outside<ul style="list-style-type: none"><li>◦ Outdoor activities will be cancelled over 150</li></ul></li><li>• The administration will consider reducing outdoor activities for younger children<ul style="list-style-type: none"><li>▪ Outdoor activities will be cancelled over 150</li></ul></li></ul>
201-300	<ul style="list-style-type: none"><li>• Indoor PE class activities will be limited in scope with less exertion</li><li>• School will cancel outdoor activities</li><li>• After school sports for older students will be inside<ul style="list-style-type: none"><li>◦ Will be cancelled above 250</li></ul></li></ul>
300 or higher	<ul style="list-style-type: none"><li>• Students will remain indoors</li><li>• If we have information prior to school starting that the AQI will exceed 300 ppm for a sustained number of hours, we will consider a school closure</li></ul>

## Outside lunch

School policy is that a student can purchase the school lunch, or the student may bring lunch from home. If a student is bringing something from home, please send something that does not need to be warmed up. A parent or family member may drop off lunch if they like for their own child.

We do not allow outside restaurants to drop off food.



## Academic Honesty Policy

"Trustworthiness: The student will demonstrate honesty by habitually telling the truth and avoiding deception... being a person who does not cheat on tests...being a person who is not involved in theft...displaying appropriate behavior when not under teacher supervision..."

-QSI Success Orientations Outcomes

### *Part 1: Academic Honesty Defined*

Academic honesty is based on three main elements:

1. Authentic Work is based on the student's individual and original ideas and effort, with proper acknowledgement of the ownership of ideas and work of others when used. When a student submits or conducts work, they do so with the aim of producing their own ideas or products, or when appropriate, consulting the ideas of others with proper citation.
2. Intellectual Property: The ownership of ideas, products, and effort by the student or by others. Students aim to create their own intellectual property and to respect the ownership by others of their intellectual property.
3. Conduct: The actions, or in some cases lack of actions, of students in their academic experience, from in-class, out of class, and exam settings that show authenticity in their work and the appropriate respect and acknowledgement of intellectual property.

### *Part 2: Expectations of Academic Honesty*

For students to show academic honesty, they will... Show authenticity in their ideas, work and products

1. Respect and acknowledge the authenticity of others' ideas, work, and products
2. Produce their own intellectual property
3. Respect and acknowledge the intellectual property of others
4. Understand when it is appropriate to use the intellectual property of others
5. Understand that academic honesty is necessary both inside and outside the classroom, during and outside of exam settings

6. Take responsibility for understanding and following Academic Honesty Policy.

### *Part 3: Academic Dishonesty Defined (Malpractice)*

Academic dishonesty is defined as a disregard, either deliberately or not deliberately, for authenticity and intellectual property. This is malpractice in its many forms including:

1. Plagiarism the representation of another's ideas or work as the student's own, including but not limited to:
  - a. Not properly citing outside sources
  - b. Submitting another's work as one's own
  - c. Paraphrasing without proper citation
  - d. Copying the ideas or work of another and presenting is as one's own
2. Collusion supporting another student's malpractice, including but not limited to:
  - a. Allowing another student to copy or use one's own work in ideas
  - b. Sharing answers on exams or sharing knowledge of exam questions
  - c. Working with another student when collaboration is not allowed
3. Duplication presenting the same work for different assignments or assessments
4. Any other behavior that gains the student an unfair advantage or demonstrates a lack of integrity, such as cheating, unsanctioned collaboration with other students, falsification of records, stealing exams, misconduct during an exam, unsanctioned use of a calculator, etc.

### *Part 4: Strategies for Avoiding Academic Dishonesty*

Students can avoid academic dishonesty by:

1. Reading and understanding the Academic Honesty Policy
2. Asking for help or for extra time from a teacher when they feel lost or confused and are

tempted to commit malpractice

3. Completing the lessons and activities in their subject classes that teach them how to properly paraphrase, quote, and cite outside sources
4. Asking and working when it is appropriate to use outside sources and when a task demands solely authentic ideas or work
5. Refusing to help others commit malpractice. Asking and knowing when it is appropriate to collaborate with other students on an assignment
6. Using turning. Com as a tool to assess one's own accuracy of quoting, paraphrasing, and citation
7. Use online sources for help in correctly citing, such as MLA, OWL, Diana Hacker, and the citation information on EBSCO host.

#### *Part 5: Academic Honesty*

As a result of committing academic dishonesty (or malpractice), consequences are determined on a case-by-case basis and may include one or more of the following:

1. Counseling about how to maintain academic honesty in the future
2. An additional assignment to show understanding of how to properly cite outside sources
3. A grade of a "D" on the assignment or on the unit that will need to be replaced by a grade when mastery is demonstrated.
4. Requirement to re-do the assignment/assessment either in part or in whole
5. Barred participation in school events, such as dances, sports/club activities, the graduation ceremony
6. A SO status of "N" can be nominated
7. Universities may be notified
8. Withholding of QSI Diploma until assignments/assessments are completed satisfactorily

## Part 6: Other Issues to Note on Academic Dishonesty

The administration and teachers are responsible for upholding the Academic Honesty Policy and for providing students with the policy. Subject area teachers and the librarian are responsible for instructing students on the proper and appropriate use of citation as it applies to each subject. Parents are informed of the Academic Honesty Policy through the Student Handbook.

Plagiarism- This is defined in Webster's New World Dictionary as "to steal or pass off as one's own, the ideas, writing, etc. of another." Examples of how to use research and other information will be available to use in your classroom.

### Examples of Plagiarism:

1. Copying specific ideas of an author or source or copying large portions of exact words from any source without both giving proper citation and using quotation marks
2. Re-writing another person's unique or uncommon ideas without giving proper citation or making their ideas your own
3. Downloading or purchasing papers, copying and pasting information from the Internet or electronic sources
4. Cutting and pasting from any source without citation

Copying of Homework- The complete copying of assignments or parts of assignments are not tolerated.

### Examples of Copying Homework:

1. Doing someone else's assignment but the other person receives credit for your work
2. Copying or paraphrasing another student's work and turning it in with your name on it to receive a grade.
3. Turning in someone else's work as your own.
4. Allowing someone else to copy your work.

Tests and Quizzes- Obtaining unfair help with tests and quizzes.

### Examples of Cheating on Tests and Quizzes:

1. Discussing a test or quiz with a person who has already taken it.
2. Bringing hidden notes or using notes during the test or quiz
3. Looking at another person's work during a test or quiz.
4. Talking to another person during a test or quiz unless permitted by the teacher.

5. Assisting another person to look at your work or giving them any signals during a test or quiz.
6. Possessing a copy of the test or quiz before it is given
7. Doing another person's test or quiz.

## Extracurricular Activities

### Extracurricular Activities Participation Policy

*Students earning a unit assessment of D will be ineligible for participation in any extracurricular activity as of the beginning the next school day. They will remain ineligible until the D is resolved.*

*Students not conducting themselves according to the success orientations risk suspension from extracurricular activities.*

### After School Activities

After school activities are offered on Monday, Wednesday, Thursday and Friday from 3:25 – 4:10. These activities change every term (3 times a year). Parents and students will sign-up electronically into our “Schools Buddy” approximately two weeks before the activities begin. Information on head to sign up will be sent home.

### Community Service

To support QSI's Success Orientations, community service participation is expected. This directly connects to Concern for Others and Kindness and Politeness.

To prepare students for the community service expectations in QSI Secondary students in QSI Kosovo are expected to complete a community service project for hours. 9–11-year-old students are expected to complete **1 homeroom community service project and 5 hours of volunteering**. If a Week Without Walls trip has a community service component, the hours can count towards the 5 hours. 12–13-year-old students are expected to **complete 15 hours of community** service hours by May 1st. 12–13-year-old students can create projects or volunteer for established programs. All students will be expected to submit proof or evidence that they completed the task.

Community Service is volunteer work given to the community, be it on a local, national, or international level. Projects at QSI include such activities as

- raising funds to assist a disadvantaged primary school.
- supporting established programs
- increasing student awareness about environmental issues
- tutoring students after school
- volunteering for school functions

It is up to each student to choose projects that seem most worthwhile and those that interest his/her personally. **Students are certainly welcome to complete more than the minimum number of hours each year; this is encouraged.** Students do not have to perform Community Service each month. It is entirely up to each individual as to how they plan to complete the requirement. Those students entering QSI after December will have their minimum requirement of hours reduced.

### *Secondary School Cultural Convention*

#### **Performing Arts**

There are many opportunities offered to students interested in the performing arts outside of class time. All students showcase their singing talents at the winter and Spring Concerts. Secondary students who love drama and music audition for one of the major productions that are performed during the year.

#### **Sports**

Students who are in good academic standing (no D's in any class) may participate in sports and tournaments. We believe in good sportsmanship and promoting the Success Orientation of Group Interaction in our sports program. More details will be shared by the coaches.

### *Profile of a QSI-Kosovo parent*

#### *QSI Kosovo Parents*

- Understand and support the school's Mission and Beliefs and "Boundary Agreements", communicating directly with teachers on related matters.
- Are positive role models of lifelong learners.
- Recognize the dignity of each individual and work with the school and their children to embrace cultural diversity.
- Send their child to school ready to learn, on time and with attention to their physical/mental health including support of nutritious meals.

- Take an active interest in what is happening in the child's classroom.
  - Are aware of their child's academic strengths and celebrate them.
  - Are aware of their child's challenges and problem areas and help seek solutions to both.
  - Read any written communication sent home including the Friday Letter (Dragon Tales, online) - checking the web site frequently.
  - Are supportive of the guidelines and rules as written in our handbooks.
  - Provide a quiet space in the home for reading and extra or daily academic time.
  - Are available at homework time for questions.
  - Work to realize the balance between helping extend learning via homework and letting the child do the work independently.
  - Are involved in the school and take time to share that interest by communicating with teachers, administration, the PSG, and others via parent teacher conferences, etc.
- 
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  - Are involved in the school and take time to share that interest by communicating with teachers, administration, the PSG, and others via parent teacher conferences, etc.



## Secondary Addendum

### Graduation

#### *Secondary School Graduation Requirements*

QSI International School of Kosovo offers a Secondary Program which leads to a Graduation Diploma. Secondary Students are 14 -19 years old. Most graduates of QSI attend a college or university upon completion of their studies. Previous graduates of QSI have been very successful in obtaining admittance to the colleges or universities of their choice. Examples include: Stanford University, Harvard University, University of North Carolina, University of Texas, Texas A&M University, University of California, and Columbia University.

Three diplomas are offered by QSI International School of Kosovo:

- Academic Diploma
- Academic Diploma with Honors
- General Diploma

#### *Academic Diploma*

The Academic Diploma is a college or university preparatory course of study. Students who satisfactorily complete this program should expect admittance into colleges or universities in the United States or other countries.

A total of 240 credits (including electives) are required for the Academic Diploma. Below are listed the minimum requirements in each department:

English (80 credits)	Personal Health (25 credits)
Mathematics (30 credits)	Languages Other Than English (20 credits)
Science (30 credits)	Creative and Applied Arts (10 credits)
Cultural Studies (40 credits)	

*Classes that must be taken are listed below:*

<b>20 - Literature (Literature I &amp; II)</b>	<b>10 - Fitness</b>
<b>10 - World Geography</b>	

**20 - Writing (I & II) or  
demonstrate competency**

**10 - Modern World History**

**10 - American Literature**

**10 - History of the USA**

**10 - British Literature**

**5 - World Governments**

**10 - Research Project**

**10 - Algebra**

**5 - Health**

**10 - Geometry**

**10 - Physical Education Elective**

**10 - Mathematics Elective**

**10 - Creative or Applied Arts**

**10 - Biology**

**20 - in one language or  
demonstrate**

<b>5 - Economics</b>	<b>10 - Physical Science competencies in a second language</b>
<b>10 - Computer (Including 5 Keyboarding)</b>	<b>10 - Science Elective</b>

### *Academic Diploma with Honors*

An Academic Diploma with Honors is the most advanced diploma offered by QSI International School of Kosovo. 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.

\*\*[AP courses](#) are offered through the school and QVS “Quality Virtual School”.

### General Diploma

The General Diploma is available to students for whom English is not their first language or for students who face time restraints, or other problems which make it impractical to pursue a more advanced course of study.

*A total of 220 credits (including electives) are required for the General Diploma. Below are listed the minimum requirements in each department:*

·English (50 credits)

Personal Health (25 credits)

·Mathematics (20 credits)

Languages other than English (20 credits)

·Science (20 credits)

Creative and Applied Arts (10 Credits)

·Cultural Studies (30 credits) Electives

*Classes that must be taken are listed below:*

- 20 - Literature (Literature I & II) 5 - Economics 20 - Writing (I & II) or demonstrated competency 5 - World Governments
  
- 20 - Cultural Studies electives 10 - Fitness
  
- 10 - Computer Literacy (including 5 keyboarding) 5 - Health
  
- 10 - Algebra 10 - Physical Education electives
  
- 10 - Mathematics elective 10 - Creative or Applied Arts
  
- 10 - Biology or Microbiology I / Environmental Science
  
- 10 - Physical Science or Discovery Science
  
- 20 - in one language or demonstrated competencies in a second language

### *Student Evaluation*

QSI does not accept the mediocre grade of "C" or the poor grades of "D" or "F". 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 unit were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking (analysis/synthesis/evaluation) or performance skills. Once a unit is finished, they have a 2-unit deadline to upgrade from a B to an A or a D to a B. For example, if you earn a B in unit 1, you have until the class has finished unit 3 to upgrade to an A in unit 1. After that time, the unit is closed, and no upgrades will be accepted.
  
- "B" All essential parts of the unit 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 unit.
  
- "H" The unit is "on hold" for a legitimate reason.

*(The student has begun the unit, but is currently not pursuing it.)*

- "D" The student has not made a reasonable effort and is therefore "deficient" in attaining mastery of the unit.
- "E" Exposure. The student made a reasonable effort in the unit 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 has withdrawn from this unit.

Evaluations, called Status Reports, are issued to all students five times each year (at the end of each "Quintile"). Personal narratives accompany the second and fifth status reports. If there is a need or reasonable request, a status report can be issued at any time. Evaluations for student progress are entered in the computer as soon as possible after mastery is demonstrated for each unit.

QSI International School of Kosovo encourages all students to pursue a challenging academic course of study. Students are required to learn to a level of mastery. Although students have more than one chance to achieve mastery in each unit, we expect most students to master the unit during their first opportunity.

### *Kosovo Secondary D Policy*

A mark of D on a student's Status report indicates that the student has not made a reasonable effort and is therefore deficient in attaining mastery of the unit.

During each unit engaged, teachers will set a time for assessment of student mastery. If the student is unable to demonstrate that they are prepared to be assessed at the designated time, **due to a lack of effort**, then a mark of D will be entered into the grade book and parents will be contacted. The student should reengage the D unit, and demonstrate mastery, prior to the closing of the next unit. Once a D is recorded, the highest grade a student can earn on that unit is a B. Students receiving a D on a unit should attend morning and or afternoon support sessions, as scheduled. Unit assessments of D can impact a student's ability to participate in extracurricular activities. (See Extracurricular Activities Participation Policy).

Once a unit is finished, they have a 2 unit deadline to upgrade from a B to an A or a D to a B. For example, if you earn a B in unit 1, you have until the class has finished unit 3 to upgrade to an A in unit 1. After that time, the unit is closed and no upgrades will be accepted.

## Course Offerings

### **Secondary School Course Offerings**

*Note: we offer a robust program of online courses which are facilitated locally through QSI Virtual School*

#### **Mathematics:**

Algebra, Geometry, Advanced Mathematics I, Advanced Mathematics II, AP Calculus, Consumer Mathematics,

#### **English:**

Literature I, Literature II, American Literature, British Literature, Writing I, Writing II, Senior Research Project, Computer Literacy/Keyboarding,

#### **Cultural Studies:**

World Geography, Modern World History, U.S. History, World Government / Economics,

#### **Science:**

Physical Science, Biology, Chemistry, Physics,

#### **Personal Health:**

Lifetime Sports, Team Sports, Fitness, Health

#### **Creative and Fine Arts:**

Art, Music

**Languages:**

French, German, Spanish