



# QSI International School of Zhuhai

## Student and Parent Handbook

### 2024-2025

QSI International School of Zhuhai  
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Dear QSI Students and Parents,

We are delighted to warmly welcome all of you as we embark on another exciting academic year at QSI Zhuhai. We have an incredible staff and are pleased to introduce several new faculty members who have joined us from other QSI schools worldwide. The wealth of experience, knowledge, and diverse perspectives support a phenomenal learning environment. We encourage you to connect with these exceptional educators and learn from their unique insights.

At QSI Zhuhai, we believe that the success of each student is a shared responsibility. Our dedicated teachers, engaged parents, and, of course, the students themselves, all play a crucial role. This year, we are excited to offer various opportunities for academic achievement, personal growth, and community involvement, both locally and internationally. Our success orientations are designed to help students evolve into knowledgeable, empathetic, and globally aware citizens.

We are confident that this handbook will be a valuable resource for parents and students. It outlines our expectations and details our policies and procedures, including the consequences for not adhering to them. We aim to foster a supportive and collaborative community where everyone works together to achieve their fullest potential.

Should you have any questions or need further information, please do not hesitate to email or call me. We look forward to partnering with you for a successful and fulfilling year at QSI International School of Zhuhai.

Sincerely,

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## Brief Overview of QSI International School of Zhuhai

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QSI International School of Zhuhai is dedicated to delivering a personalized educational experience that fosters mastery within a supportive and engaging environment.

Established in 1999 by Quality Schools International (QSI), our mission is to prepare students for success in further education and to navigate the dynamic social, economic, and political landscape. Our diverse student body includes individuals from diplomatic, international business, and local communities. As part of a global network of 35 schools across 30 countries, we proudly uphold the QSI tradition of ensuring Success for All. For more information about QSI and our worldwide network, please visit <http://www.qsi.org>.

QSI Zhuhai provides a rigorous academic curriculum for students from age two through secondary IV, focusing on individual learning needs and academic mastery. Our school is accredited by the Middle States Association (MSA), an organization that collaborates with students, parents, teachers, and administrators to uphold high educational standards. This accreditation ensures that our programs meet rigorous quality benchmarks. Additionally, upon graduation, our students receive diplomas recognized by colleges and universities globally. Looking to the future, QSI Zhuhai aims to offer the AP Capstone Diploma, representing the pinnacle of Advanced Placement recognition. For more details about MSA and our accreditation, please visit <http://www.msa.org>. For information about AP courses and the AP Capstone Diploma, please visit <http://www.collegeboard.com>. Our curriculum details can also be found at <http://www.curriculumfiles.qsi.org>.

QSI Zhuhai utilizes the Northwest Evaluation Association (NWEA) MAP test for students aged 5 to 18 to ensure comprehensive assessment. This tool enables educators to benchmark student performance against peers from the U.S., QSI schools globally, and over 1,700 other international institutions. The insights from MAP testing helps tailor instructional strategies to enhance each student's learning experience. For more information about NWEA and MAP testing, please visit <http://www.nwea.org>.

QSI International School of Zhuhai is committed to providing a high-quality education that prepares students for future success. Focusing on personalized instruction, rigorous academic standards, and comprehensive assessment, we ensure each student receives the support and resources needed to excel. We invite you to learn more about our programs and our commitment to educational excellence through the links and resources provided.

## The Quality Schools International Mission

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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 quality education for students in the English language 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 and 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 school's 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 today's world, children need to become proficient in using 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 that 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.

## Philosophy

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QSI International School of Zhuhai was founded to provide a quality education in the English language for expatriates living in Zhuhai. Zhuhai Citizens Who want their children to be educated in English are also accepted. The school's philosophy includes the following:

1. Attitudes toward learning. We believe that more learning will occur if the student desires to learn, has positive feelings concerning his school environment. and succeeds in his work. A comfortable atmosphere of caring and acceptance established by the school is necessary, so each student is encouraged to strive for excellence and creativity. A pleasing environment enhances this to appreciate beauty and order. Each student's possibility of success increases when he works at the appropriate difficulty level and senses positive teacher expectations.
2. Areas of learning. Mastery of basic skills is considered a vital part of education. They are essential for success in studies of other subjects and most situations in life. A broad and varied physical education program, fine arts, and other activities are essential to enhance students' interests and education.
3. Social behavior. For a valuable and meaningful life, we encourage the development of personal qualities leading to acceptable values and harmonious relationships.
4. Cultural awareness. Understanding and accepting the different cultures represented in the school are essential.



5. Environmental awareness. We believe knowing the value of protecting and improving our environment is essential.

## A Dynamic Student Handbook

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This document is a work in progress as the year progresses. The students' needs may change, and the document will be amended.

Students may petition the Student Council (StuCo) to change the handbook, which the administration will consider. If the document is amended in any way, all secondary students and their parents will be notified.

## Academics, Activities and Athletics at QSI Zhuhai Mastery Learning

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The academic program uses a Performance-Based/Mastery Learning approach to learning. This model ensures mastery of specific skills and knowledge involving individual and group instruction. The educational philosophy is founded upon the premise that 1) All students can succeed, 2) Success breeds success, and 3) the school is responsible for providing the conditions for success. This is a tested, highly successful academic program.

## Grades at QSI International School of Zhuhai

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Mediocre or poor work is not accepted; students must engage in essential curriculum units until they achieve mastery. Mastery is meant to indicate that a student has "mastered" the skills and competencies of the unit at a very good level. A student may also attain a grade indicating beyond mastery, i.e., noteworthy achievement, particularly in higher-order thinking skills. Students who do not achieve mastery of all required courses during a school year must re-engage incomplete units in a subsequent school year. The following marks may be given:

P — In Progress: The student is currently working on the unit. This is a normal condition.

B — Mastery: The student has mastered all parts of the unit

A— Beyond Mastery: 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 higher-order thinking or performance skills.

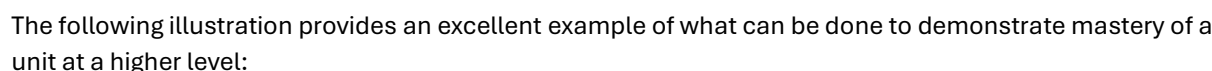
D — Deficient: The student is not being successful in the unit because s/he is not putting forth appropriate effort

H — Hold: The unit is on hold, and the student will return to it later.

E—Exposure: The student will be exposed to the language and subject-specific terminology in class, but no grade will be awarded. This can only be given in Middle School for non-core courses.

W — Withdrawn: The student has withdrawn from the unit and will no longer work on it.

The QSI ZHUHAI grading skills use "higher-order thinking Skills," or HOTS. To better understand what this means, looking at Bloom's taxonomy is helpful. Bloom has created a hierarchy or taxonomy of tasks ranging from Lower-Order Thinking Skills (LOTS) to HOTS. The higher-order thinking skills are higher up in the pyramid. It is built this way to demonstrate that the lower-order thinking skills form the basis for mastery of the higher-order thinking skills.



QSI International School of Zhuhai offers several types of diplomas: the Academic Diploma, the Academic Diploma with Honors, and the General Diploma. In addition to the three local diplomas, students may also earn the International Baccalaureate Diploma and the Advanced Placement International Diploma. These are awarded after successfully passing a battery of rigorous, externally assessed examinations.

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.

English (80 credits)

20 - Literature (Literature I & II)

20 - Writing (I & II)  
10 - American Literature 10 - British Literature  
10 - Research Project  
10 - Technology

Mathematics (30 credits)  
10 - Algebra  
10 - Geometry  
10 - Mathematics elective

Science (30 credits)  
10 - Biology  
10 - Physical Science  
10 - Science elective

Cultural Studies (40 credits) 10 - World Geography  
10 - Modern World History 10 - US History  
5 - World Governments  
5 - Economics

Personal Health (25 credits)  
10 - Fitness  
5 - Health  
10 - Physical Education elective

Languages Other than English (20 credits)  
20 in ONE language

Creative and Applied Arts (10 credits required)  
10 (Ten) units of credit will be needed in the area of Creative and Applied Arts.

These are not additional credits but are included in the current total credit requirements for graduation.

These ten units can be a collection of credits from secondary courses such as Art I & II, Music, Photography, Drama, Drafting, etc.

## THE ACADEMIC DIPLOMA WITH HONORS

The Academic Diploma With Honors is the most advanced diploma QSI International School of Zhuhai offers. The requirements are the same as for the Academic Diploma but with the condition that the credits include at least two Advanced Placement (AP) courses (ten credits each) or at least two International Baccalaureate (higher level) courses. A TOTAL OF 240 CREDITS IS REQUIRED FOR THIS DIPLOMA.

THE GENERAL DIPLOMA is available to students experiencing English language difficulties, time restraints, or other Challenges that make it impractical to pursue an academic diploma. It is only available to students in their fourth year of secondary studies or who will turn 18 years old no later than 30 October after graduation. This diploma is designed for students requiring a sound general secondary education. A TOTAL OF 220 CREDITS (INCLUDING ELECTIVES) IS REQUIRED FOR THIS DIPLOMA. BELOW ARE LISTED THE MINIMUM REQUIREMENTS IN EACH DEPARTMENT.

English (50 credits)  
20 - Literature (Literature I & II)  
20 - Writing (I & II)  
10 - Technology

Mathematics (20 credits)  
10 - Algebra

10 - Mathematics elective

Science (20 credits)

10 - Biology OR Microbiology / Environmental Science

10 - Physical Science OR Discovery Science

Cultural Studies (30 credits)

10 - World Geography

10 - Modern World History

10 - Cultural Studies electives

Personal Health (25 credits)

10 - Fitness

5 - Health

10 - Physical Education elective

Languages Other than English (20 credits)

20 in ONE language OR demonstrated competencies in a second language.

Creative and Applied Arts (10 credits required)

Ten units of credit will be required in Creative and Applied Arts. These are not additional credits but are included in the current total credit requirements for graduation. These ten units can collect credits from secondary courses such as Art I & II, Music, Photography, Drama, Drafting, etc.

## ADVANCED PLACEMENT INTERNATIONAL DIPLOMA

(adapted from [http://www.collegeboard.com/student/testing/ap/exgrd\\_intl.html](http://www.collegeboard.com/student/testing/ap/exgrd_intl.html))

The Advanced Placement International Diploma (APID) is a globally recognized certificate for students with an international outlook. The APID challenges students to display exceptional achievement on AP Exams across several disciplines.

Universities worldwide utilize the APID in admissions. Students may search [AP International Recognition](#) universities outside the U.S. that acknowledge AP achievement.

The APID is available to students attending secondary schools outside the United States and U.S. resident students applying to universities outside the country. It is not a substitute for a high school diploma but rather provides additional certification of outstanding academic excellence.

To earn an APID, a student attending school within the United States must indicate on at least one AP Exam answer sheet that the results should be sent to a university outside the United States. Please see AP International Recognition for a list of universities outside the U.S. that use AP in admissions.

Advanced Placement International Diploma Criteria

To earn an APID, students must earn grades of three or higher on at least five AP Exams in the following content areas (courses offered at QSI ZHUHAI are underlined>. However, students do not need to take QSI ZHIJHAI courses for AP credit. A wide range of online classes is available, and students may even study independently and challenge the exams):

I. Two AP Exams from two different languages selected from English and/or world languages:

English

English Literature and Composition

World Languages- students may sit for exams after taking advanced language classes at QSI ZHUHAI.

French Language  
French Literature  
German Language  
Spanish Language

Spanish Literature  
Italian Language and Culture  
Chinese Language and Culture  
Japanese Language and Culture

Note: A student may submit a letter from an administrator at their school verifying the student's mastery of a language not currently available within the AP suite of exams. Printed on school letterhead, this verification will satisfy the requirement for ONE AP Exam in the language category. However, a student who utilizes this option must submit an additional AP Exam from another content area. Thus, all students, however they satisfy the two-exam English and/or world language requirement, must submit a total of five AP Exam grades of 3 or higher to qualify for the APID.

1. One AP Exam is designated to offer a global perspective: World History, Human Geography, and Government and Politics: Comparative.
2. One exam from the sciences or mathematics content areas:

## Mathematics

Calculus AB'  
Calculus BC'  
Computer Science A'  
Computer Science AB'  
Statistics

## Sciences

Biology  
Chemistry  
Environmental Science  
Physics B  
Physics C: Mechanics  
Physics C: Electricity and Magnetism

\*Note: Calculus and Computer Science courses may each count only once toward the APID.

One (or two) additional exam(s) from among any content areas except English and world languages. These include the content areas already described, as well as history and social sciences and arts:

History and Social Sciences  
Macroeconomics  
Microeconomics  
U.S. History  
European History  
Government and Politics: U.S.  
Psychology  
World History  
Human Geography

Government and Politics: Comparative  
Arts  
Art History  
Latin Literature  
Latin. Vergil  
Music Theory  
Studio Art, Drawing  
Studio Art: 2-D Design  
Studio Art: 3-D Design

Note: Students submitting verification of mastery of a language not currently available within the AP suite of exams to satisfy the requirement of one of the exams in the language category must offer TWO additional exams to fulfill the fourth requirement. Thus, all students, however they satisfy the two-exam English and/or world language requirement, must submit a total of five AP Exam grades of 3 or higher to qualify for the APID.

## Awards

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QSI International School of Zhuhai believes in recognizing excellence, whether in the classroom, the auditorium, the court, or the field. During the spring semester, nominations are taken for each award, and a committee is established to evaluate student candidacy. Students who are finalists will have this recorded in their permanent records. At the end of the year, QSI ZHIJHAI holds an Awards Celebration, and the following distinctions are awarded:

1. Award for Academic Excellence —awarded to students exhibiting excellence in a specific subject (Mathematics, Science, Language Arts, Reading, Foreign Languages, Cultural Studies, Art, Music, Technology, PE). This is given to anyone achieving a 3.8 or greater GPA in a given subject.
2. Award for Academic Achievement — given to a student who has demonstrated growth and a love for the subject that transcends grades.
3. Outstanding Student Award - given by the Director of Instruction to any student meeting the following criteria:
  - a. 3.75+ cumulative GPA for the year.
  - b. At least one E in Success Orientations.
  - c. No N's in Success Orientations.
  - d. Participation in at least one extra-curricular activity.
  - e. At least 15 hours of documented community service during the academic year.
4. The Director's Award for Excellence is given by the Director to any Secondary 4 student with the following criteria:
  - a. 3.75+ cumulative GPA for all of their secondary years at QSI ZHIJHAI.
  - b. At least one E in Success Orientations each year at QSI ZHUHAI.
  - c. At least 30 hours of documented community service.
  - d. Participation in at least one extra-curricular activity each year at QSI ZHUHAI.
  - e. Does not have any open units.
5. The Leadership Award is given to a student selected by a committee of teachers who have demonstrated outstanding leadership amongst peers during the school year.
6. The Award for the Arts — given to a student who demonstrates creativity and dedication to the Arts.
7. Outstanding Service Award — given to a student who goes above and beyond to demonstrate stewardship for their community.
8. Perfect Attendance —awarded to a student Who has no absences.
9. "4.0 Award" - given to any student achieving a 4.0 GPA for the academic year at QSI ZHIJHAI in all subjects.
10. Athlete of the Year - given to the top Athlete of all three seasons.
11. Outstanding Student (MS)- Awarded to an outstanding student from each House.
12. House Award- awarded to the House earning the most points in the year in SO's and House Battles.

## 2024-2025 Daily Bell Schedule

\*Teachers workday 8:00 — 4:15

	Lower Elementary				Upper Elementary				Middle & Secondary			
	Period	Duration	Start Time	End Time	Period	Duration	Start Time	End Time	Period	Duration	Start Time	End Time
	Arrival	0:07	8:00	8:07	Arrival	0:07	8:00	8:07	Arrival	0:07	8:00	8:07
<b>Transition</b>	Staff Arrival		Before 8:00		Staff Arrival		Before 8:00		Staff Arrival		Before 8:00	
0:03	Homeroom	0:08	8:10	8:18	Homeroom	0:08	8:10	8:18	Homeroom	0:08	8:10	8:18
0:00	P1	0:45	8:18	9:03	P1	0:45	8:18	9:03	P1	0:45	8:18	9:03
0:03	P2	0:45	9:06	9:51	P2	0:45	9:06	9:51	P2	0:45	9:06	9:51
0:03	Recess	0:15	9:54	10:09	Recess	0:15	9:54	10:09	P3	0:45	9:54	10:39
0:03	P3	0:45	10:12	10:57	P3	0:45	10:12	10:57	Recess	0:15	10:42	10:57
0:03	P4	0:45	11:00	11:45	P4	0:45	11:00	11:45	P4	0:45	11:00	11:45
0:03	Lunch	0:45	11:48	12:33	Lunch	0:45	11:48	12:33	P5	0:45	11:48	12:33
0:03	P5	0:45	12:36	13:21	P5	0:45	12:36	13:21	Lunch	0:45	12:36	13:21
0:03	P6	0:45	13:24	14:09	P6	0:45	13:24	14:09	P6	0:45	13:24	14:09
0:03	P7	0:45	14:12	14:57	P7	0:45	14:12	14:57	P7	0:45	14:12	14:57
0:03	P8	0:45	15:00	15:45	P8	0:45	15:00	15:45	P8	0:45	15:00	15:45
0:00	Staff Departure		After 16:15		Staff Departure		After 16:15		Staff Departure		After 16:15	
	ASA	0:45	16:00	16:45	ASA	0:45	16:00	16:45	ASA	0:45	16:00	16:45

## Feedback on Student Achievement

We believe success is a shared responsibility, and the school must create the conditions for success. Timely feedback on student progress is an essential part of these conditions. Parents may contact the teachers through their QSI ZHUHAI emails at any time to discuss areas of concern. Faculty emails are listed in the faculty section of the QSI ZHIJHAI website. Furthermore, we have several formal reporting tools. These include the following:



## QSI Zhuhai Class Platforms and Newsletters

All middle and secondary students have an online class platform (Moodle, Edmodo, Class Dojo, etc.) and an account on our QSI ZHIJHAI site to access their courses online. At the site, students can get current information about their grades, homework, assignments, and assessments. Furthermore, parents may access their students' online gradebook through the Parent Gateway to monitor progress at any time. This information should be the most current regarding student progress in assignments. The feedback offered in QSI ZHUHAIMET is meant to be formative, not summative. This means that comments and grades are meant to gauge how the student is doing on assignments. It is not meant to be a prime indicator of mastery of units.

## Status Reports

Student "Status Reports" are sent home five (5) times a year and indicate the student's status in the assigned courses. A parent may request a status report at any time.

## Parent Conferences and Narrative Reports

Three parent conferences are scheduled during the academic year. Written narratives are sent home twice a year when no Parent Conferences are scheduled. Unlike the QSI

ZHUHAIMET comments. These narratives will provide an overview of the student's success in the class.

Parents may also request a conference at other times during the year if needed. Please contact the office to schedule an appointment to discuss general concerns. If a parent is concerned about a specific subject, s/he should contact the teacher directly.

## Course Commitment

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If you register for a course, you commit to completing it. If, during the year, you believe you cannot continue in the course, you should meet with your teacher to discuss the matter.

After your discussion, if you still want to drop the course, you must meet with the Counselor. You should add/drop a course before the first unit is completed. Seldom will permission be granted after that period. Care and deliberation must be given while selecting courses of study

## Completion of Units and "D" Communication

1. Stages of Completion of Units
  - a. Regular Instruction Stage—approximately 15-16 school days of lessons/activities/assessments. Most students will complete work and meet expectations, earning a grade of "A" or "B" at the end of this stage.
  - b. Re-teaching Stage: A seven-day plan is made to help students who have not reached mastery. Based on their performance during the Regular Instruction Stage, some students may still be eligible for an "A" grade. Consistency is key.
  - c. Application Stage—If a student has not mastered by this point, the student must apply to the Director of Instruction (DI) for permission to continue working on it. The DI will cooperate with the teacher to determine whether this student is granted an additional Seven-day plan to complete the unit; otherwise, the unit will be placed on hold, "H."
2. "D" Warning Communication with student/family (with CC DI) is a must
  - a. Should state what the Student failed to do (while reasonable effort was also not demonstrated)
  - b. Should state clearly—with a clear deadline—what the student should do to avoid getting a "D."
    - i. If a student receives a D, then the student will face two consequences:
      1. The student will be ineligible for the following week (Monday- Saturday), meaning no practices, meetings, or games. The student is, in effect, off the team.
      2. The student could attend Saturday School from 9 am-12 pm.

## Academic Promotion

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Students must complete all units in all courses each year. However, there are situations in which a student may not be able to complete all necessary units in a course.

It is the goal that all students have academic schedules that will allow them to maximize their success and the total number of units completed each year. To achieve these goals, students may receive added time the following year.

If a student has 1-5 incomplete units from previous secondary courses, a safety-netting course will be added to the student's academic schedule for next year.

If a student has 5-15 incomplete units from previous Secondary courses, safety-netting courses will be arranged in the student's next year's academic schedule.



If a student has 16+ incomplete units from previous Secondary courses, then a conference will be held to discuss whether the QSI ZHIJHAI academic program is the best fit for the student.

Understanding that safety-netting courses replace academic courses needed for graduation is essential. A student who does not complete units on time may jeopardize their graduation date. Additionally, participation in the 1B Program or AP courses may be adversely affected if students do not complete the necessary coursework.

## Safety-netting

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Students with difficulty in a class may be assigned to a safety-netting session by and with the relevant teacher. This may take place after school or during lunch breaks. Students who have not completed units required for graduation may sign up for summer school or an intersession credit recovery class (offered based on need and availability).

Students with missing units from previous years are assigned to a safety-netting class to work on those units. Students may not take a course for which a prerequisite course has not been completed.

### Secondary Amendment

To address the challenge of secondary students and unfilled expectations, teachers are asked to....

Provide a syllabus for every Secondary Class with a calendar for testing. Syllabi may be altered and redistributed as the year progresses.

Provide at least TWO units that can be independently and presented anytime during the year.

Pretest on all EL-J and One Class designated to EL-J and TSWs.

Use an ABC System: A. First assessment. B. Project-based Assessment C. Presentation

A, B and C, you can still earn an A if Rubric is met. After three weeks, it is a D with Saturday School and a B only. Every Saturday until a "B" is earned.

Have notebooks with EUs and TSWs and track and grade TSWs. Teach students which TSWs are "B's" and which are "A's."

Work with other teachers to NOT schedule the same days for tests.

To address the challenge of secondary students and unfilled expectations, students are asked to .....Not attending Saturday school (without parental explanation and excuse beforehand) will result in an immediate conference with families and in-school suspension.

Any "D" means you are on Probation. Notes are at home, meet with parents, and warn.

All "D"s immediately go to in-school and after-school remediation classes.

Multiple D means possible discontinuation after an entire school year.

By Christmas, 4 units closed, or they go on Probation

By Spring Break, 7 units closed, or they go on Probation

Any student who ends with incompletes is on probation in August with Saturday School until B's are earned and units are closed

All SENIORS, who are not on schedule, will be notified, as well as parents of 'at risk' for graduation.

- Students in the IE program will be considered differently than those out for this plan.

## Final Drop Dates

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Objective: To help students efficiently complete outcomes, specific units will be put on hold after periodic deadlines. The status of being on hold means that students will not be able to work on these units until the following school year (or, in some exceptional cases, during summer school). Deadline #1:

10 December 2024.

The first THREE units completed in your class will be closed to continued work.

- If you have an "A," you are done.
- If you have a "B," you may not upgrade this unit.
- If you do not have an "A" or a "B," then your unit will be placed on hold with a grade of "H." This unit may be reopened during the next school year or possibly during summer school.

Deadline #2: 14 March 2025: The following THREE units completed in your class will be closed to continued work. NO upgrades will be possible, while units are put on "H" status for completion the following year.

Deadline #3: 6 June 2025: The following TWO units completed in your class will be closed to continued work. No upgrades will be possible, while units are put on "H" status for completion the following year.

The Last Day of Instruction is 19 June 2025. After this day, no more work will be accepted, and there will be no more chances for assessments or upgrades.

Graduation:	June 2025
Week Without Walls:	June 2025
"Clean Up" Day:	June 2025
Sports Day:	June 2025
Last (half) Day of School:	June 2025

## Academic Integrity

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In general, questions concerning the Guidelines for Academic Integrity at QSI ZHIJHAI should be addressed considering an action that "makes a student look more academically able than he/she is, by using another student's or person's work and representing it as his/her own." The following statements address various academic situations and possible questions that students, faculty, parents, and administrators might raise for clarification. These comments are not intended to be exhaustive or cover all situations. They are designed as guidelines for working positively with each incident.

Homework assignments are learning experiences used to prepare students for classroom activities, expand classroom learning and practice skills learned in class. Consequently, receiving help from others to complete your homework may be appropriate. However, wholesale copying another person's assignments to make a teacher think you have done the work is considered "cheating."

Examples of homework activities that do not violate the Guidelines of Academic Integrity include:

- Working with another person on a cooperative study assignment when both names are affixed to the final submission for grade attribution.

- Review of a question or problem by another person to get a suggestion of process or strategy for a solution—the solution to which is entirely worked by you;
- Work assigned and announced by the teacher as un-graded and which you work with another person or persons with the teacher's knowledge.
- Examples of homework activities which violate the Guidelines of Academic Integrity include, but are not limited to:
- Someone solving problems on a math assignment (another person working on the problems) for which you will receive a grade.
- Copying or paraphrasing another student's work in whole or in part and turning it in with your name on it to receive a grade;
- Turning in someone else's work as your own;
- Allowing/encouraging someone else to copy all or part of your work and claim it as their own.

## Tests and Quizzes:

Obtaining unfair help with tests and/or quizzes violates the QSI ZHUHAI Guidelines of Academic Integrity. The following are examples of unacceptable test behavior, provided to give an idea of common mistakes.

- Discussing (in detail) a test or quiz with someone who has already taken it.
- Bringing hidden notes or using notes during a quiz or test. The mere possession of such "cheat notes" indicates an intent to use them and would be considered a violation of the QSI ZHUHAI 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 expressly 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:

In Webster's New World Dictionary, plagiarism is defined 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 a letter of Violation of Academic Integrity placed in your student record. If you are a Secondary 4 student, you may also be required to write a letter to universities explaining your actions.

## Activities and Electives

QSI International School of Zhuhai believes that extracurricular activities are important to a student's educational experience. We offer a wide array of activities and athletics in which students can participate.

QSI ZHUHAI is an active member of CEESA, the Central and Eastern European Schools Association

([www.ceesa.org](http://www.ceesa.org)) and participates in many events. Furthermore, QSI ZHUHAI has recently joined the Red Division and will compete against the larger international schools in the region in Soccer, Volleyball, and Basketball. QSI ZHUHAI offers the following CEESA activities:

Tennis	Band
Soccer	High School Math Competition
MS Lego Robotics Competition	Swimming
HS Robotics Competition	Knowledge Bowl
Cross Country	Basketball
Speech and Debate	Cultural Arts
Hands-on Student Involvement Conference	Volleyball
Math Counts	Track and Field
Choir	Softball

Many of these activities have been associated with travel for the CEESA championships. Students are responsible for paying all travel expenses for these sporting and cultural exchanges.

In addition to CEESA activities, QSI ZHUHAI offers many other activities. Examples of these are:

Student Council	Community Development and Leadership
Humanitarian Club	Summit
National Honors Society Model	Drama
United Nations	

## Field Trips

Field trips are mainly used to aid in classroom instruction. Thus, it is important that students attend these trips as part of their educational experiences. At the same time, it is expected that students will conduct themselves appropriately and civilly. If it becomes evident that a student's behavior on a field trip may become disruptive, they can be excluded from such a trip. Parents and Guardians will always be notified in advance if this is to occur.

## Academic Eligibility

QSI ZHUHAI students should establish a balanced and well-rounded educational plan that includes Academics, Activities, Athletics, the Arts, and Community Service. However, academics become the priority when time constraints result in failure to achieve mastery. Students are eligible to participate in school teams and school events, including trips, if they meet the eligibility standards established by the school. The eligibility guidelines will be given to all students at the beginning of the school year.

Additionally:

- All students must be in good academic standing, i.e., they should have no D'S on their Status Report.
- All participants must attend the whole day on the day of travel or the day before if the event is on a weekend.
- Success orientations and behavioral problems may impact decisions by the administration in consultation with teachers, coaches, and activity sponsors, regarding selection for QSI ZHUHAI teams or allowing those already selected to continue participation.

The Director of Instruction may allow exceptions regarding eligibility for students under exceptional circumstances and/or for educational field trips if the benefit of said trip outweighs attendance in classes.

# Responsible Use Framework for Artificial Intelligence (AI)

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## Purpose

This framework aims to establish guidelines for the ethical, responsible, and transparent integration of Artificial Intelligence (AI) technologies within QSI classrooms. We recognize the transformative potential of AI in enhancing learning experiences and this policy aims to ensure that the deployment of AI aligns with core principles of QSI. By fostering a culture of ethical AI use, our teachers seek to prepare students for the challenges of the future while safeguarding their rights and nurturing responsible digital citizenship. This framework serves as a commitment to harness the benefits of AI in education while upholding the values of transparency, fairness, and the well-being of all stakeholders within the school community.

## Guiding Principles:

- The intention to integrate AI tools into the curriculum comes from our commitment to enhance students' learning experiences and foster skill development.
- The use of AI is strategically employed as a **supplemental** tool to support and expand upon classroom instruction, facilitating personalized learning opportunities and increasing accessibility.
- AI provides students with access to a broad range of potential learning experiences. Through its use, we can promote independent research, curiosity, critical thinking, and problem-solving skills.
- Teachers will **guide** and **monitor** students' use of AI, ensuring that it aligns with QSI's curriculum objectives and learning outcomes.
- AI will not replace direct instruction or teacher interaction but may serve as an additional resource to enrich the educational experience.

## Respect for Intellectual Property

When utilizing AI tools, students will acknowledge and respect intellectual property rights. We want to make sure that any content created or produced by AI applications is used in the same manner as copyrighted material. If it is not the student's original work, the student must properly cite sources to give proper credit to the original author(s).

QSI Student AUP: Plagiarizing others' work or violating copyright laws. This includes peer-to-peer sharing of copyrighted files. If a student is unsure whether or not they can use a work, they should not use it without permission from the owner. (see QSI Student AUP *insert link*)

## Transparency in the Classroom

AI tools for educational purposes can foster creativity and critical thinking. It is important to clearly communicate the purpose for using and not using AI tools in your classroom. Many students do not understand the purpose, benefits, and potential impacts AI applications have on their learning experiences. Make sure to provide examples and demonstrate AI applications with students. This transparency helps build trust and understanding among students regarding the role of AI within the classroom.

## Personal Data and Privacy

When using AI applications, it is important to limit the use of personal data with the programs to minimize the amount of data that is collected by the tool. At this time, we do not know where the data may be stored or who will have access to the data within the platforms. It is also important to provide consent from parents if using an AI application with students directly in the classroom. Many programs require an account to access, and age restrictions may apply. Clearly communicate with parents or guardians the purpose and methods of data collection as well as the security measures in place to protect the information.

## Accuracy and Fact-Checking

All information provided by AI should be critically evaluated and verified to be factually true. We want to encourage students to verify information from multiple sources and not rely on only one source to ensure accuracy of the information provided. This is not just for the use of AI, but also the use of any online resources students may encounter within the classroom.

## Avoiding Bias

Not all information is created equal. It is essential for students to understand that while some AIs can learn, many AIs are still programmed by humans. With that, many AIs may occasionally generate incorrect information and produce harmful and/or biased content. It is crucial to regularly assess AI applications for potential biases. If such instances occur, use them as teachable moments to reinforce the importance of critical evaluation of any source students may use for information.

## Compliance with Laws and Regulations

It is important that we stay informed about relevant laws and regulations regarding the use of AI for students. Before students are engaged in learning with AI, a teacher must ensure that the AI application complies with the privacy standards adopted by QSI.

## Questions to ask before using AI with students:

- Do you have the right to use AI within the country you are working?
- Do students have the right to access the AI platforms that teachers may be using within their classrooms?
- What are the age restrictions to the AI platform you are wanting to use in the classroom?

You will find resources on using AI in the classroom on the Ed Tech Support Site: [AI in Education \(sharepoint.com\)](https://sharepoint.com)

This framework was developed utilizing the following resources listed below, and among others:

[TeachAI](#)

[Office of Educational Technology](#)

[Responsible AI Principles and Approach | Microsoft AI](#)

[ISTE](#)

## Student Support

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QSI International School of Zhuhai seeks to provide comprehensive support for all students. The following are descriptions of the support agencies and the parties responsible for contacting parents if necessary.

### Health Services

QSI ZHUHAI has a qualified nurse on duty during school hours. In case of injury, students should notify the school doctor or the office. The office will notify parents as soon as possible if the injury takes place at school. If a student has a chronic illness or some physical disability, this information should be given to the school office and the doctor.

Students with communicable illnesses, severe colds, or fevers, who are sent to school will be sent to the doctor's office. Parents will be notified and requested 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: • Telephone/cell phone numbers where parents can be reached

- Names and (local) telephone numbers of relatives or friends who should be contacted when parents are not available.
- Immunization information, recommended Doctor or medical services.

**Illness** If your child has symptoms associated with illness 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.

**Dispensing of Medication** QSI International School of Zhuhai does not permit school employees to dispense prescription or non-prescription medication, including Tylenol, cough syrup, throat spray, throat lozenges, cough drops, etc., without directions and written/verbal consent from the parents. If medication must be given during school hours, a signed consent letter **MUST** be on file in the school's medical office. Medications must be brought to school by the parents - not sent to school with your student. Medication needs to be in the original prescription or non-prescription bottle/container. If medications need to be taken home, they need to be picked up by the parent. Medications cannot be given to your child to take home.

## Counseling Services

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QSI International School of Zhuhai's Counseling Program is developmental by design, comprehensive in scope, and systematic in its implementation. This program is designed to maximize each student's academic, social, and career development potential. The major functions of the counselor are as follows:

### Academic

Assist in the evaluation of incoming school records for admissions and placement decisions.

- Assist in creating a comprehensive schedule and academic plan for the students' time at QSI ZHUHAI.

Monitor student progress throughout the year and develop an academic plan for students experiencing difficulties.

- Guide students and parents through the college application and admissions process.

Support students and families with special learning needs and make referrals to outside support services when necessary.

## Career

- Help students acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. • Give students strategies to achieve future career success and satisfaction.
- Help students understand the relationship between personal qualities, education, training and the world of work. Social/Emotional
- Facilitate problem solving and communication among all members of the school community including students, teachers, parents and administrators.
- Support students and families with immediate social-emotional needs and make referrals to outside support services when necessary.

Students may see the counselor during their free time in the school day, before and after school, or during class with consent from the classroom teacher or at the request of the counselor. Parents may set appointments by calling QSI International School of Zhuhai.

## Director of Instruction

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The Director of Instruction has the responsibility of maintaining a rich, varied and supportive learning environment for all students. If a student feels that s/he is not receiving the educational opportunities that s/he deserves, the student is encouraged to speak directly with the involved parties. If this does not yield satisfactory results, the student should speak to either the counselor (Secondary Students) or the Middle School Coordinator (Middle School Students). If the situation is still not resolved to the satisfaction of the student, s/he can make an appointment with the Director of Instruction.

## Intensive English

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The Intensive English program is for students at QSI ZHUHAI who are in need of special English language assistance and for whom English is not a first language. The main goal of Intensive English is to bring students as rapidly as possible to a level of academic English, including oral competency, which allows them to transfer to regular classes. Students are assigned to levels that best meet their needs.

### Placement in the Intensive English Program

Students with limited English proficiency will be tested and placed appropriately into the Intensive English Program.

1. Students in the 6 through 13-year-old classes whose English skills are below grade level may be admitted to the Intensive English Program. Tests administered by the Intensive English Coordinator or other school personnel will determine placement.
2. Students at the Secondary One or older program (secondary school) who apply for admission to the school are expected to have a proficiency level in English which allows them to perform satisfactorily in regular classes. If a student lacks English fluency, a one- or two-year delay in graduation from secondary school may be necessary as competency in the English language is obtained. This decision will be discussed with the parents during February/March of each year.
3. Students in the Intensive English Program work on the same unit statements as those students in mainstream English classes whenever possible



## After School Hours

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The library is open every day until 5:00. Students who stay after school for safety netting, upgrades, practices, etc. are welcome to use the library until that time. All students should either be at a practice, with a teacher or in the library until the late bus leaves. After the late busses leave, no student should remain on campus except those who are at scheduled late practices.

## Homeroom and/or Enrichment & Support

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Middle School Advisory serves as a time when students and teachers can get together to talk about school wide and real-world issues. Some weeks, students will focus on applying relevant study skills to their class load. At other times, groups will cooperate to create a project or participate in a competition with other advisory groups. Regardless of the activity, the focus is always on creating an environment where students can open up about their middle school experience. Chris Stevenson wrote in his book on success in the middle school that an effective advisory tries to:

- ensure that each student is known well at school by at least one adult who is that youngster's advocate (advisor);
- guarantee that every student belongs to a peer group;
- help every student find ways of being successful within the academic and social options the school provides;
- promote communication and coordination between home and school.

## Success Orientations

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SUCCESS FOR ALL is the motto of QSI International School of Zhuhai, and 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 are at least as important as the knowledge gained academically. Responsibility for success in these orientations rest first and foremost with 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 a life pattern. The role of QSI ZHUHAI is to reinforce the efforts of the home. Success orientations are evaluated independently. Academic evaluations are given solely based on performance in the specified units in academic areas. Evaluations of success orientations are limited to situations within the jurisdiction of the school and are made by a consensus of professional staff members.

The success orientations we evaluate are:

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

Success in all these areas will lead to success in life!

Our school policies and procedures are designed to allow all students to achieve their successes.

## Attendance

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Regular attendance at school is one of the most important factors for a student's academic success and social development. Daily continuity in instruction for students of all ages is path toward both academic achievement and personal victory within our Success Orientations. While we understand there may be some emergencies or illnesses, we encourage parent support and student effort in attending school every day on time and staying until the final bell rings.

We strive for 100% attendance throughout the year. Notify the school office as soon as possible on any day children will be absent. This allows teachers to plan on getting work home to students or posted on the Moodle.

When a child is tardy for school, parents will need to sign the child in at the main office.

## Arrival and Beginning of the Day

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The school day begins for all students at 8:10 a.m., with students arriving no earlier than 8:00 a.m. It is vital that students arrive at school on time, as research demonstrates that the first minutes of class can set the learning tone for the day.

Middle school and secondary students may enter the school and go directly to their lockers, the snack bar, or meet with a teacher. By 8:10, students will be seated in class and ready for the day.

## The End of the Day

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School ends at 3:45 for all students. Students who are bus riders must quickly gather their things and walk to the bus after the final bell of the day. Elementary and preschool students are escorted to the bus. Students whose parents or drivers pick up should arrange to pick up no later than 4:00 pm. Students whose parents have not picked up are taken to the library, where they can safely read or study until their car arrives.

Students may stay after school if they have arranged to do so with a teacher or coach. Bus riders must get special permission to ride the late bus, which leaves school at 5:00. (Currently, a late bus service has not been secured but is being considered.)

## Passing Periods and Lunch

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Whereas elementary and preschool students are escorted to each activity and class throughout the day, middle school and secondary students are entrusted with quietly and efficiently getting themselves to class on time. During break times, students may congregate in the student lounge, the snack bar, and the blacktop. Other areas of the school are off limits as student movement disrupts the younger grades.

## Leaving School Early

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During the school day: if a student needs to be excused from school during the day, for any reason, the following procedures are to be used:

- A signed request by the parent should be sent to the student's teacher. In extreme cases, parents may phone the school to request that a child be released early. Only the phone number listed in the data base will be called. Therefore, it is very important that the family contact information is kept up to date.
- The teacher will then notify the main office of the request in the case of elementary students or the secondary office if the student is in 1 IYO-Secondary 4.
- Parents are to come to reception to pick up their child. Once a parent or guardian arrives, the teacher will be phoned, and the student released from class.

- Students may not go home with anyone else unless the school has written or verbal permission from their parent/guardian.

## Emergency Evacuation

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In such an event, we may need to evacuate the building. The director makes the decision to send students home. Students should always ask an adult for specific directions on where to go and what to do. Only those adults whose names appear on our "emergency" slips will be allowed to pick up students.

## Cafeteria Policy

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1. Always use soft voices.
2. Keep your hands and feet to yourself.
3. Keep your food on your plate or in your mouth.
4. Always walk.
5. Be as courteous as you would be in any restaurant.
6. Clean up when you leave.
7. All food should be eaten in the lunchroom.

## Student Records

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The school will release no information without written/verbal (in limited cases) permission from the Parents/Guardians of a student. Requests to examine records should be made by appointment at least 24 hours in advance to allow proper and complete gathering of all materials. Appointments may be made by calling the school office.

## Student Acceptable Use Policy

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Computers, the Internet, and related technologies are valuable resources for students and serve as the world's most extensive library and information database. QSI International School of Zhuhai is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training, including QSI ZHUHAL's Essential Units on Digital Citizenship. This unit, required for every student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use and success in modern society. Students are expected to conduct themselves according to these outcomes, even when not at school. The school will deal with issues brought to the attention of the staff that negatively affect other students or disrupt the school day. These guidelines are available online at <http://www.qsi.org>. Students may be asked to create email or other online accounts required to accomplish these essential outcomes.

### Acceptable Use

Technology is to be used responsibly, ethically, and legally. Some information and activities are not appropriate for school. All technology use must support QSI ZHUHAL's educational objectives, meet the objectives of our Digital Citizenship Outcomes, and be in accordance with the school's Success Orientations. The Director or Director of Instruction may suspend or permanently end technology access for any student who violates QSI ZHUHAL's AUP. The use of technology is a privilege, not a right. The cost, if incurred, of willful damage to physical technology or software will be billed to the parent or guardian of the abusing student.

## Unacceptable Use Includes But is Not Limited To:

1. Downloading, copying, or adding any unauthorized software, applications, or files to or from the system.
2. Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying and paraphrasing ideas without giving credit to the author.
3. Participating in illegal activities. The laws of several countries and jurisdictions may govern activities on Internet-accessible computers.
4. Using harmful, threatening, abusive, or obscene language or imagery at any time, in or out of school.
5. Vandalizing computers, the school network, technology, equipment, drives, files, software, or internet resources. Vandalizing includes but is not limited to, any attempt to modify, erase, or destroy another person's documents or files or to defame or vandalize someone's digital profiles.
6. Using technology that is explicitly prohibited. This may include social networking sites, chat functions, and non-educational games.
7. Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employees any inappropriate message they receive.
8. Violating the posted policies for any lab, library, or computer room.
9. Cyberbullying in any form is unacceptable. Any student-generated texts, videos, chats, social networking sites, gaming sites, or other electronic communication should adhere to the Success Orientations of QSI ZHUHAI. Students who create material that is offensive to a certain race, nationality, language group, or individual are guilty of cyberbullying, even if the offense happened outside of school hours. Cyberbullying might also include playing tricks or pranks on other people.

## QSI ZHUHAI INTERNET: Acceptable Use Policy

To have a successful experience with our netbooks at QSI ZHUHAI, we must agree on when and how they will be used. Classroom and middle-school-wide procedures can help us understand one another and provide an opportunity for discussion on the finer points of tech in our world. If you have questions about the information in this document, please speak with your teacher.

### Computer Procedures:

- Participants will not turn on their computers unless instructed by their teachers.
- Participants will ask questions and work cooperatively to seek answers.
- Participants will always keep their screens visible to teachers.
- Participants will keep their computers powered down and put them away during breaks and lunch.
- Participants will play games during off-school hours.
- Participants will charge their computers each night at home.
- Participants will use their computers in class when instructed by the teacher.
- Participants will ask questions.
- Participants will have their names printed on their lids.
- Participants will keep their work areas free of food, drinks, and clutter.
- Participants will use appropriate websites to research, network, and complete assignments.
- Participants will creatively solve problems.
- Participants will actively research questions, summarizing in their own words.
- Participants will not touch another person's computer without permission.
- Participants will respect all members of our QSI ZHUHAI community.

When I need help:

- When a computer or program is not working correctly during learning times, participants should use the ten-second rule - try to solve it in 10 seconds by oneself, ask a neighbor to solve the problem in 10 seconds, lower the lid, and ask for teacher help.

Computer Commands:

Students in the QSI ZHUHAIMET program must know and follow the command system outlined below. When a teacher says one of the commands below, students should promptly follow the instructions.

- "Lids Click" - computer screens fully closed, making a clicking sound.
- "45 Screens"—Computer screens will be placed at a 45-degree angle. The computers are still powered on and not hibernating, but participants will not see the screen.
- "Save and Power Down"—This is a 2-minute warning. Students should stop, save all work, and power down properly. The computer, mouse and all cords should be put away.
- "Set up and log on": Participants get out their computers, turn them on, log onto the system, and wait for further instructions.
- "Hands on your heads"—Participants will immediately stop typing and using the mouse, placing both hands on their heads and their eyes on the teacher.

## Drop Off Procedures

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To maintain a safe environment for our students, the following policy will be in effect for ALL drivers on campus; this also includes parents:

- Drivers must not exceed the 5km speed limit and follow guidelines established for a safe and orderly traffic flow.
- Drivers will enter through the front gate and drop off the children at the far end of the drop-off zone. This is for unloading students only. Parking is at the rear of the building.
- All Traffic is one-way. Drivers will leave through the back gate.
- Drivers will follow the school's no-smoking policy.
- Drivers will not touch or discipline students not under their care.
- Drivers who do not follow the above guidelines will be reported to their employers. Continued abuse of these guidelines will result in denial of access to the campus.

## Bus Riders (Bus services have not yet been secured)

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QSI ZHUHAI has monitors on all buses to ensure safe rides. Riders are expected to follow monitors' instructions. Students who are reported to the administration for minor infractions will meet with the Director of Instruction to discuss the behavior. If the behavior continues, the parents will be notified, and the student may be suspended from riding the bus for a period of time. Parents will be notified immediately regarding behaviors that seriously affect the safe operation of the school bus. Removal from the bus may be necessary for serious incidents, even if it is the first time.

### Bus Rules

- You must be at the arranged pick-up point at the appointed times. The driver will not wait for latecomers.
- You will be under the authority of the bus monitor, who may assign you a seat.
- You should sit as quickly as possible and remain seated while the bus is in motion.
- If the bus is in such a position that you must cross the street, the bus monitor will accompany you unless special arrangements are made with parents. This may not apply to older students.

- You will not be allowed to be unruly or create disturbances on the bus. Only in extreme situations will the monitor use physical restraint if deemed necessary for the safety of other students or the operation of the bus. The monitor will inform the Director of Instruction if this becomes necessary.
- You are not allowed to drink or eat on the bus unless given permission by the monitor.
- Improper language or behavior will not be tolerated.
- You may not lean out of windows or throw items from the bus.
- Everybody is expected to help keep the bus clean.
- Any damage to the bus will be the responsibility of the student, and the price for replacement or repair will be charged to that student.
- Only students who have paid for bus service may ride the after-school activities bus.

## Visitors

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**ALL VISITORS MUST ENTER THROUGH THE MAIN GATE AND, SIGN IN WITH SECURITY AND PROCEED TO THE MAIN OFFICE.**

Visitors and volunteers will be given an identification badge. Anyone who is in the building without this badge will be asked to return to the office. Students are not allowed to bring other school-age visitors to school without permission from the Director of Instruction or Director. We encourage parents to visit and volunteer. However, we do ask that extended visits be scheduled with the office/teacher in advance.

## Closed Campus

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QSI ZHUHAI is a closed campus, which means that students may not leave the campus without permission from the office. In order to sign out, a student must either be picked up by parents or a verbal confirmation via telephone is needed. Students will then wait in the lobby until a driver can meet them. 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 the campus at all times.

## Use of Tobacco Products

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Use, possession, or trafficking of tobacco products at school or school-sponsored events by students is unacceptable and will not be tolerated. While it is up to the administration to determine the severity of the infraction, violation of this rule will usually result in suspension. Repeated violations could result in expulsion.

## Drugs and Alcohol

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No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises or off school premises at a school-sponsored or school-related activity, function, or event:

- any controlled substance or dangerous drug as defined by either international or local law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, anabolic steroid, or barbiturate;
- any pharmaceutical drug without the knowledge and permission of parents;

- any abusive glue, aerosol paint, or any other chemical substance for inhalation; any intoxicant or mood-changing, mind-altering, or behavior-altering drugs;
- any alcoholic beverage.

The possession, use, or transmittal of paraphernalia related to these prohibited substances is also prohibited under this policy.

The possession, transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Students who violate this policy will be immediately suspended from classes while consideration is given as to whether the student's enrollment will be continued and, if so, under what conditions.

## Harassment Policy

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The international school environment is one of great ethnic, racial, and religious diversity, where students learn to respect the differences that unite us. Because tolerance and acceptance are such hallmarks of QSI International School of Zhuhai, harassment or bullying by any member of our community is not acceptable. This rule is in effect both on and off campus, and after school hours. This includes cyberbullying on the Internet.

The following are examples of conduct prohibited by this policy:

- Persistent and unwelcome requests for a personal or physical relationship, including a dating relationship;
- Unwelcome and offensive jokes, remarks, or epithets based on race, color, religion, age, sex, sexual orientation, physical appearance, national origin or disability;
- Speech or the display of materials that is intended to be demeaning or degrading or reasonably could be considered so;
- Welcome physical contact, including, but not limited to, violence, patting, pinching, hugging, or touching that is either persistent or intentional.

### What should be done by those who believe they have been harassed?

A member of the school community who believes she or he has been subjected to harassment should first consider telling the other person(s) that the conduct is offensive and request that it stop. If it is difficult for the student or adult to speak directly to the person or if the offensive conduct does not stop after a request to cease, a student should report it to any faculty member or to the Director of Instruction, Guidance Counselor, or Director, or may ask a parent or guardian to do so. A faculty member affected should report the conduct to the Director of Instruction or the Director. A prompt and thorough investigation will follow.

## Confidentiality

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Reports of harassment will be treated confidentially as far as possible and will be reported to others within the school community only on a need-to-know basis. However, in almost every circumstance, the alleged offender will have to be informed so that the relevant facts can be gathered. The school reserves the right to bring any complaint to the attention of parents and guardians of the students involved at any stage.

## Consequences

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The Director will promptly investigate all complaints regarding harassment. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The behavior need not be intended to be harassment to constitute harassment. It is considered to be harassment if one knows or ought reasonably to know that the behavior is offensive or unwelcome. If the complaint is determined to have merit, the school will place a record of it in a student's or employee's file and take appropriate action, such as counseling, detention, suspension, probation, or expulsion.

No member of the community should be afraid to make a complaint for fear of reprisal or getting another person in trouble. Retaliation or threats of retaliation against anyone who makes a complaint of harassment is itself a violation of this policy. A person who knowingly makes a false report of harassment also may be considered to have violated this policy.

If harassment has taken place and the harasser has not left the school, there will be a follow-up to ensure that the behavior has ceased.

## Dangerous Weapons

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Bringing to school any weapon that can cause harm is strictly prohibited and is considered a serious offense. If the weapon is believed to be dangerous, the student will face immediate suspension and possible expulsion. Toy or model weapons that are realistic replicas are also prohibited.

## Fighting

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QSI International School of Zhuhai is a place where people deserve the right to feel safe and welcomed and safe. Physical altercations, physical intimidation, or threats of the same will result in immediate suspension or, possibly, expulsion. Fighting is rarely a one-sided event and can almost always be avoided. Therefore, both parties involved in a fight will face disciplinary actions, regardless of who the aggressor was. If a student is feeling harassed or intimidated, s/he should seek out a trusted teacher, a counselor, or an administrator.

## English-only Policy

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QSI International School of Zhuhai (QSI ZHUHAI) is a multicultural, multilingual, and incredibly diverse community. The one educational, academic, and linguistic bond shared by all is the use of the English language. Therefore, it is imperative that all students and teachers engage in the English language whenever they are on the QSI ZHUHAI campus. We believe that through the use of a common language, we can promote an atmosphere of open and clear communication and understanding while supporting our English-medium academic program.

## Dress Code

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QSI International School of Zhuhai believes that freedom of expression is desirable. However, QSI ZHUHAI is a PreK-12 school, and it is important to remember that behaviors must remain appropriate for the entire student body. Furthermore, QSI ZHUHAI students are ambassadors of their school in Zhuhai and should always be mindful of giving the best possible impression. Clothing must be worn in such a manner so as not to detract from the learning environment.

All clothing must be clean and in good repair, without revealing holes, slashes, or rips.

Also, all students are to always wear shoes or sturdy sandals for safety reasons.

Any clothing displaying graphics, whether pictorial or words, must be consistent with the school's mission statement, not disruptive to the school's program, and not offensive to others.



As a general rule, we will follow the 2, 3, 4 rule. When 2 fingers are raised and pointed upward, the midriff will not be exposed. Shorts, skirts, and dresses will reach below 4 fingers when they are dropped to the side.

**\*\*Leggings, tights, or other skin-tight leg wear should also follow the above rule.**

**\*\* When a student violates the dress code, they will have the option of changing their clothes or borrowing loner clothing from the office for the remainder of the day. In cases of repeated violations, the administration, in conjunction with parents, will decide an appropriate course of action.**

## Cell Phone, Music, and other Electronic Devices

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The policies regarding the use of these items are subject to the individual classroom teacher. In some classes, they may be required for class activities, while in other classes, they may be strictly prohibited. Please be mindful of your classroom teacher's expectations.

## Public Displays of Affection

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Because so many cultures coexist at QSI ZHUHAI, 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 ZHUHAI recognizes that genuine feelings of affection may exist between students; however, overt, public, physical displays of affection on campus are not acceptable.

## Lockers, textbooks, and other school-issued items

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Lockers, textbooks, library books, and scientific equipment issued by the school are school property, not personal property. Students are responsible for returning them to the school in the order in which they were issued. Furthermore, these items are school property and susceptible to search and seizure at any time.

## Consequences for Violating Behavioral Expectations

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The primary goal relating to student behavior is to develop a sense of responsibility, resulting in the student's self-motivation to observe acceptable behavior patterns. The responsibility of meeting this objective rests first and foremost at home, and the school is responsible for working with parents to achieve this goal. In cases in which punishment must be issued by school authorities, it is not intended to be punitive but to cause the student to correct their behavior.

The violation of rules may lead to detention, suspension, or expulsion from QSI ZHUHAI. Any student whose actions bring dishonor to the school, whether on or off campus, may be disciplined.

## Saturday School

In an attempt to encourage students to meet academic, attendance, and behavioral expectations, a Saturday School will be held from 9am to 12pm. Students should not be late for Saturday School. If they are late, they will be assigned an additional Saturday School. Students should bring enough schoolwork to stay busy for the entire three hours.

Students who have received three referrals for one offense (tardies, English-only, dress code, or other similar areas) within one term will be assigned one Saturday School. Students who skip class or misbehave more severely may be assigned to a Saturday School session after one such offense. Students who receive notice to attend a second Saturday School will have their parents called in for a conference.

## Detention

Generally, if you receive detention as a consequence of some misbehavior, it will be served with the teacher assigning the detention. Sometimes, the student may serve detention in the office or other locations.

## Suspension

Suspension is an action determined by the Director of Instruction, often at the recommendation of the Director.

Before a student may attend classes following an incident of more than one day of in-school or out-of-school suspension, parents and student shall meet with the Director of Instruction to be informed of conditions for the resumption of attendance. Suspension may be assigned at home under the supervision of parents or in school in an isolated location under the supervision of the Director of Instruction.

## Expulsion

In extreme cases of misbehavior, a student may be recommended to the Director for expulsion. This recommendation is made by the Director of Instruction and the school's advisory board after consultation with the Administration. The Administration meets to review any incident which may lead to a recommendation of expulsion. The recommendations are seriously considered before any recommendation for expulsion is made to the Director.

## Calendar of Events

# CALENDAR OF EVENTS

## 2024-2025

### AUGUST

- 15-16 New Teacher Orientation
- 19-21 Full Faculty Meetings
- 22 First Day of School
- 28 Meet the teacher night

### SEPTEMBER

- 23 MAP Testing begins
- 16-17 Mid-Autumn Festival (No School)
- 30-04 National Week Holiday (No School)

### OCTOBER

- 30-04 National Week Holiday (No School)
- 05 SAT Test
- 18 Regional Professional Development (No School)
- 22 End of Quintile 1
- 25 MAP Testing ends
- 25 Status Reports Issued
- 25 Harvest Festival (Family Event)

### NOVEMBER

- 01 Parent Teacher Conferences (No School)

### DECEMBER

- 06 Winter Concerts (Family Event)
- 07 SAT Test
- 11 End of Quintile 2
- 13 Winter Festival (Early Dismissal)
- 13 End of Term 1
- 13-03 Winter Break (No School)

### JANUARY

- 06 Return to School – Term 2 Begins  
Status Reports & Narratives Issued  
Preschool Progress Reports Issued
- 13 Winter MAP Window Opens
- 18 Family Fun Run (Family Event-Saturday)
- 24 Temple Fair
- 27-31 Chinese New Year (No School)

### FEBRUARY

- 27 End of Quintile 3

### MARCH

- 03-07 Literacy Week (Student Event)
- 05 Status Reports Issued
- 08 Spring Professional Development
- 08 SAT Test (Saturday)
- 10-14 Week Without Walls
- 21 Parent Teacher Conference (no school)
- 28 End of Term 2
- 31-04 Spring Break (No School)

### APRIL

- 31-04 Spring Break (No School)
- 7 Return to school – Term 3 Begins
- 14 Spring MAP Window Opens
- 22 Earth Day (Student Event)
- 25 STEAM Fair (Student Event)
- 25 End of Quintile 4

### MAY

- 01-02 May Day (No School)
- 05 Status Reports Issued
- 05-16 AP Testing
- 23 Spring MAP Window Closes
- 17 International Day (Family Event)

### JUNE

- 02 Dragon Boat (No School)
- 05-06 Spring Concerts (Family Event)
- 14 Graduation (tentative)
- 18 Water Day
- 19 Last Day of School (Early Dismissal)  
End of Quintile 5  
Status Reports & Narratives Issued  
Preschool Narratives Issued
- 20 Teacher In-Service Day

\*Updated 24/9/24

School Calendar

School Calendar 2024-25

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
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27	28	29	30	31		

November						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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23	24	25	26	27	28	

March						
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23	24	25	26	27	28	29
30	31					

April						
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20	21	22	23	24	25	26
27	28	29	30			

May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Events & Non-School Days

22/8	Term 1 Begins
16/9-17/9	Mid-Autumn Festival
30/9-4/10	Fall Break
18/10-19/10	Regional PD
13/12	Term 1 Ends
16/12-3/1	Winter Break
6/1	Term 2 Begins
27/1-31/1	Chinese New Year
8/3	Spring PD
28/3	Term 2 Ends
31/3-4/4	Spring Break
7/4	Term 3 Begins
1/5-2/5	Labor Day
2/6	Dragon Boat Festival
19/6	Term 3 Ends

- Non School Days
- Professional Development
- Term Dates