

Parent and Student Handbook



QSI Chisinau 2023-24

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A welcome message from the Director

Welcome to the QSI International School of Chisinau Community. We are a vibrant community of staff, teachers, students and parents working together to make the most of the unique opportunities our students have to grow and learn together. As a community we must work to make ourselves successful and this handbook is intended to help with success as we learn to get along. We look forward to the feedback and participation of our school family as we all find success.

Quality Schools International Mission Statement

Virtually every five-year old comes to school eager to learn. The mission of Quality Schools International (QSI) is to keep this urge to learn alive in every child in 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 believe their students will be successful, and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In the world today children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.

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

Adopted by QSI Board of Directors Feb. 1996

Reviewed and reaffirmed by the QSI Board of Directors July 2019

Vital Information

Attendance

Attendance is extremely important for successful learning. Many learning experiences occur in a classroom setting, these experiences cannot be duplicated through make-up assignments. Regular attendance is important, so important that future employers and university placement officials often ask for student records of attendance as an indicator of the reliability and motivation of the individual.

It is expected that students be in school, except for sickness or extenuating circumstances. Lengthy or frequent absences are brought to the attention of the administration so that parents can be alerted to a potential problem. In the event of a lengthy illness, teachers will do everything possible to help the students make-up missed work. However, it is the student's responsibility to contact the teacher for make-up work and plan assessments. In few cases, limited online access can be provided for the students.

Absences

Parents should contact the front desk of the school as soon as they know their child will be absent.

Leaves and pre-approved absences

It is the parents' responsibility to alert the school of absences that are planned. An email should be sent to the front desk, the classroom teacher and the director.

Sometimes family trips can be important learning experiences and may have to be scheduled according to the parent's work schedule. When this happens, younger students are encouraged to read and journal during their time away. Older students are encouraged to try to keep up on assignments by following their classes' Teams thread. **In all cases it is the student's responsibility to make-up missed assignments.**

Late arrival of students for the school day policy

Missing class time always impacts learning. Late arriving students interfere with instruction since the teacher may have to restart. Students who are regularly tardy to school will be referred to the director to develop a plan for corrective measures. Bus students will not be regarded as tardy. Tardy students after 8:15 will be held at the front desk to sign in.

Tardiness to class policy

Except in the case of repeated tardiness, teachers will deal with lateness to class themselves using removal of privileges or detention time during lunch or recess as incentives to punctuality. (In all responses to tardiness, teachers will concentrate on teaching the correct habits through reward and encouragement, emphasizing the importance of such a lifestyle for future adult life patterns.)

Early release of students from school day at parents' request policy

Students are permitted to leave early at the request of the parents, or school administrator. Every student who has a written, emailed, and/or authorized excuse to leave early must be signed out at the reception by the parent or designated adult. In emergency situations parents should attempt to call the school before coming to pick up their child.

Closed Campus

QSI International School of Chisinau is a closed campus which means students may not leave the campus without permission from the office. A "closed campus" also means visitors and non-students must check in through the school office/reception before visiting the school. We must know who is on our campus at all times.

School visitors' policy

Known visitors, such as parents and volunteers, will be buzzed in and asked to the front desk where they sign in and are issued a visitor badge. Visitors must stay in the company of the person or class they are visiting. At the end of their visit, visitors return the badge to the front desk.

Visitors who are new and do not have an appointment will be held at the gate until they are identified. Visitors are generally former or prospective students and their families, parents of current students and their families. On occasion representatives from various organizations or QSI headquarters may visit campus. Visitors to the school are vetted before entry.

Drop off and Pick Up, Walking Students

Students may be dropped off and picked up on campus but it is important to follow instructions from staff on duty. Students exiting their vehicle without parents parking may be dropped off along the gym or in front of the entrance. If the parent needs to park then they should park in front of staff cars and guide their children through the parking lot.

Drop off and Pick up times

Student supervision begins at 7:45 am. Students **should not** be on campus, as there is no supervision.

Student supervision ends at 4:00 pm. Students **should not** be on campus, as there is no supervision. At 3:55 p.m. students will have to sit in the reception area after 3:55. While parents are contacted and until they are picked up. Persistent late pick-up may lead to administrative action.

Transportation Via Bus

QSI provides bus services through a contracted company. Contracts and payment are arranged through the service provider. Drivers are provided and buses are maintained via Moldovan local laws.

QSI requires all drivers to sign the child safety pledge as well. Pick up and drop times and concerns are organized through the bus coordinator. QSI Chisinau shall communicate with Parents in writing via the Information Form for the route, the times, the stop, driver's name, bus number before the start of the transportation service. The Information Form is an inseparable part of the Rules provided via internet and/or by telephone. **Buses are not air conditioned.**

Please note the following rules for bus ridership;

1. Students will not yell, roughhouse, or hit.
2. Students will not eat or drink.
3. Students will use proper language.
4. Students will listen to adults on the bus.
5. Students will remain seated and wear seatbelts the entire bus ride.
6. Parent should inform the Bus Coordinator (front office) of a student's absence,
7. If a student is not at the agreed pick-up point and time as specified, the driver will wait for the student for 3 min.
8. Parents shall immediately be informed of any changes regarding the driver, itinerary, pick-up times or other significant details.
9. Parents are required to provide advance notification concerning student's visiting their classmates and/or changing their stop at least 24 hours prior to the intended date. **Notification should be sent to Mr. Ion Tabacari ion-tabacari@chisinau.qsi.org or Irina irina-stanchevici@chisinau.qsi.org and the classroom teacher**

A violation of these rules can lead to permanent suspension from bus ridership.

Emergency and Safety Procedures

QSI Chisinau's Safety handbook details the various emergency drills held during the year. These include fire, earthquake and lockdown drills. In the event of an emergency, calling trees would be utilized to contact all parents. **Please make sure that the school has your current phone number.**

Smoke free, alcohol free, and drug free campus

QSI Chisinau is a smoke free, alcohol free and drug free campus.

Weapons Policy

QSI International School of Chisinau prohibits the possession of dangerous weapons by anyone on the school's property (whether on a person or in a vehicle) or at a school function away from the school property. The exception being members of law enforcement.

Dangerous weapons include, but are not limited to, firearms, fireworks, other explosives, and most knives.

The penalty for possession of firearms is immediate expulsion from the school. The reason for this is the safety of everyone at the school. The school community will not tolerate the presence of firearms at the school in the possession of students. The penalty for possession of other weapons will be determined by the school administration.

In view of the seriousness of this matter and the safety of students and faculty, the school reserves the right to search students as well as their vehicles, bags, and lockers if there is reason to believe that weapons may be on the premises.

Internet and Phone Safety

The QSI School WiFi filters internet content according to general safety standards. Parents are asked to use parent settings to filter internet access on student's personal devices, such as phones and hotspots. Students must be responsible and proficient in the care and operation of technology and sign an acceptable use policy before using school computers for independent work or accessing the school network.

All staff and students must sign the Acceptable Use Policy and are always expected to use technology in an appropriate way. Students are taught safe internet use and appropriate digital behavior. Violations of the Acceptable Use Policy can result in sanctions including banning internet and network use, bringing cell phones to school or turning in digital copies of work.

Contacting Your Student During the School Day

You can reach your student during the day by calling or emailing reception or the office. In emergencies, please call the office. Emailing the office and or reception can also be passed along. In many cases you can email or message your child's classroom teacher.

If you need to speak to or get a message to your child during the school day, please understand the disruptive nature of incoming cell phone calls and messaging. Students will be asked to turn off phones and messaging apps on their devices during class time. At breaks or if the teacher gives them permission, they may check messaging. A student may not take a call during class time unless the teacher has given consent. A teacher may ask a student to call a parent in some situations to resolve an issue.

Dress code

QSI International School of Chisinau we are aware of the cultural diversity of our students. In order to create an optimum learning environment 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. Parents will be asked to bring a student proper clothing if inappropriate clothing is worn to school.

- Clothing should be clean, in good repair, and of a respectable nature.
- Skirts, dresses, and shorts should reach the where the fingers meet the palms when the arms are straight by the student's sides.
- Shirts, & blouses should cover the ribcage. Backless shirts and blouses should not be worn.
- All clothing printed with vulgar or double meaning words are not acceptable.
- If the need arises modifications to this code can be made and students and parents can be informed.

Procedure for students that are out of dress code

It is the responsibility for the morning teachers, all classroom teachers, and administration to ensure all students entering the school and classrooms are in appropriate dress. For ages 2-11 YO, the homeroom teacher will determine if elementary attire is age appropriate. For ages 12 and up, the first period teacher should report if there are dress code violations, but all teachers can report throughout the day.

Pre-School

This section covers the needed information specific to Pre-School. Note that changes may be made on the future. Parents will be notified of changes.

Student conduct and behavior policy

Common sense, good manners, responsibility and respect for others are the guidelines for student behavior. The following are a few of the specific rules that have been agreed upon by the students, staff, and administration. NOTE: Students and teachers will formulate rules of conduct for their individual classrooms.

- Running, rowdiness, and activities are restricted to appropriate areas.
- The use of obscene, foul, vulgar, or inflammatory language is unacceptable.
- Habitual tardiness to school and skipping classes are unacceptable.
- Be respectful of the property of others, refraining from damaging or taking others' belongings.
- "Out of School Suspension" includes after school activities
- Absences from school include absences from after school activities.
- Smoking or being in the possession of tobacco is not permitted.
- Sugary drinks, candy and unhealthy foods should not be brought on a regular basis.
- Eating in the classroom is at the teacher's discretion.

Lines of communication

The administration produces a newsletter and maintains an up-to-date web site to keep students, staff, and parents informed of the things happening at school. The newsletter is sent to parents and friends of the school by email.

Five times per year parents are emailed a status report. Personal Narratives written by the teachers are sent home two times a year, and at least two parent / teacher conferences are held during the year.

Parents are encouraged to use email to communicate with their student's teachers. If the school needs to be contacted, please phone the front desk.

School supplies

Most supplies and books are provided by the school with the expectation that they will be returned in a condition that reflects reasonable use. Extra shoes and clothing changes are also required for use at school when needed. Teachers may require individual students to bring specific items. The office may also provide a needed supplies list.

Personal property policy

The students are strongly discouraged from bringing valuable personal property to school. The school assumes no responsibility for lost or stolen property.

Status Reports

Status Reports are issued to all students five times each year (at the end of each "Quintile"). If there is a need or reasonable request, a status report can be issued at any time. Evaluations of student progress will be entered 2 weeks after mastery is demonstrated for each unit outcome.

Parent-Teacher conferences

Parent-Teacher Conferences will be held after the first and third quintiles, usually October and March. Conferences are held on the afternoon of an early release day for students and are scheduled via appointment. Parents are welcome to schedule a conference with a teacher at any time in the year.

School Calendar 2023-24

First Term

First Day	24 August (Thursday)
Last Day:	19 December (Tuesday)
Holidays:	Aug 31 st (Thursday) Moldova Language Day Oct 13 th (Friday) Chisinau Day Oct 23 rd – Oct 27 th (Monday – Friday) Autumn Break Nov 30 th – Dec 2 nd (Thursday-Saturday) P D Dec 20 th – 9 th January (Winter Break)

- **Number of school days: 75**

Second Term

First Day:	10 th January (Wednesday)
Last Day:	22 nd March (Friday)
Holidays:	Feb 9 th (Friday) Winter Teacher Professional Development Mar 8 th (Friday)- International Women's Days

- * **Number of school days: 51**

Third Term

First Day:	25 th March (Monday)
Last Day:	19 th June (Wednesday)
Holidays:	Apr 1 st – Apr 8 th (Monday - Monday) Spring Break May 1 st – 3 rd (Wednesday - Friday) Labor Day

- **Number of School Days: 54**
- Total Number of School Days – 180
- The school week is Monday through Friday.

Elementary School

This section covers the needed information specific to Elementary ages. Note that changes may be made on the future. Parents will be notified of changes.

Student conduct and behavior policy

Common sense, good manners, responsibility, and respect for others are the guidelines for student behavior. The following are a few of the specific rules that have been agreed upon by the students, staff, and administration. NOTE: Students and teachers will formulate rules of conduct for their individual classrooms.

- Running, rowdiness, and activities are restricted to appropriate areas.
- The use of obscene, foul, vulgar, or inflammatory language is unacceptable.
- Habitual tardiness to school and skipping classes are unacceptable.
- Be respectful of the property of others, refraining from damaging or taking others' belongings.
- "Out of School Suspension" includes after school activities
- Absences from school include absences from after school activities.
- Smoking or being in the possession of tobacco is not permitted.
- Sugary drinks, candy and unhealthy foods should not be brought on a regular basis.
- Eating in the classroom is at the teacher's discretion.

Use of Devices (Cell Phones, Tablets, Watches, Wearables)

It is the belief of QSI Chisinau that students must learn good device habits and that school is a good location to teach them. Students may bring devices to school, but their usage is restricted. Teachers may direct students to use devices for classroom activities. Students may be required to put their devices in a location chosen by the teacher. **Parents are asked to install parent controls and filtering on devices that have their own (sim card) internet feed.**

Students younger than 10 years should keep their device in their backpack during the school day unless directed by a teacher. It is strongly suggested that children 9 and younger not bring a device to school.

Students 11 years and up may keep their devices with them, but they are expected to have them turned off during instructional time.

Students may use their personal technology before school, after school, during lunch time, or at the teachers' request. The rest of the day, it is expected that the students put their personal technology away out of sight. Misuse of devices may result in their being taken away by staff.

Student access to inappropriate material and use of messaging, chat or online communication without teacher permission will lead to disciplinary measures.

QSI Chisinau does not accept responsibility for missing, broken, or stolen devices of any kind. It is the responsibility of duty teachers, all classroom teachers, and administration to ensure all students are adhering to the technology use policy.

Lines of communication

The administration produces a newsletter and maintains an up-to-date web site to keep students, staff, and parents informed of the things happening at school. The newsletter is sent to parents and friends of the school by email.

Five times per year parents are emailed a status report. Personal Narratives written by the teachers are sent home two times a year, and at least two parent / teacher conferences are held during the year.

Parents are encouraged to use email to communicate with their student's teachers. If the school needs to be contacted, please phone the front desk.

School supplies

Most supplies and books are provided by the school with the expectation that they will be returned in a condition that reflects reasonable use. Extra shoes and clothing changes are also required for use at school when needed. Teachers may require individual students to bring specific items. The office may also provide a needed supplies list.

Students in 10 years-old and above are required to bring a device with a keyboard that is capable of operating the Office 365 suite. Students will be given a Microsoft Account which allows them to use and download MS Office products. All devices should have a microphone and camera.

Homework policy

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

HOMEWORK SHOULD NOT:

- Require extensive teacher or parent direction or help.
- Be so excessive that it precludes students from joining family activities or other forms of childhood socialization.
- Be given as busy work or punishment.

HOMEWORK SHOULD:

- Be well planned and complement classroom learning.
- Have immediate, timely feedback.
- Be meaningful and challenging.
- Have clear procedures for accomplishment and clear and enforced due dates.
- Posted appropriately in written form.

SPECIFIC CONSIDERATIONS:

- If the students or a student are continually overburdened with homework assignments, a meeting with the teachers and an administrator may be needed to determine the best course of action for the student.
- Where several teachers are involved, as in the secondary school program, it is imperative that close coordination be maintained between teachers so that excessive homework assignments are not given on a particular day.
- Homework assignments are legitimately used to qualify a student for preparation of a mastery/summative assessment.

Parents are to be notified in writing whenever it appears that assignments are not being consistently completed.

Personal property policy

The students are strongly discouraged from bringing valuable personal property to school. The school assumes no responsibility for lost or stolen property.

Status Reports

Status Reports are issued to all students five times each year (at the end of each "Quintile"). If there is a need or reasonable request, a status report can be issued at any time. Evaluations of student progress will be entered 2 weeks after mastery is demonstrated for each unit outcome.

Parent-Teacher conferences

Parent-Teacher Conferences will be held after the first and third quintiles, usually October and March. Conferences are held on the afternoon of an early release day for students and are scheduled via appointment. Parents are welcome to schedule a conference with a teacher at any time in the year.

Student evaluation

QSI Chisinau does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. Traditionally the grades of "A" or "B" are considered to be Mastery Grades. (See Academic Programs for an explanation of Mastery Learning)

The evaluations given in the written status reports are defined as follows:

- A- all essential parts of the outcome were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.
- B- All essential parts of the outcome were mastered at an appropriately high level in which the student successfully engaged in higher order thinking or performance skills.
- P- The student is "in progress" in the outcome. (Normal)
- H- The outcome is "on hold" for a legitimate reason. (The student has begun the outcome but is currently not pursuing it.)
- D- The student has not made reasonable effort and is therefore "deficient" in attaining mastery of the outcome.
- E "Exposure"-The student made a reasonable effort in the outcome and attained a level of mastery consistent with his/her capabilities.
(Elementary classes only, but not in the areas of mathematics, reading, or language arts.)
- W- The student was withdrawn from this outcome.

In the Secondary School students are granted one credit for mastery of each unit outcome, which is recorded as "A" or "B" on their transcript. Ten credits correspond to one "Carnegie Unit" used by most American secondary schools.

Completion of essential units

All courses include Essential and Selective Units. Students **must** complete all Essential Units as well as Selective Units (teacher assigned) to complete a 10 Unit Course. For example, a course may require 8 Essential Units (EU) and 2 Selective Units (SU).

Upgrade Policy

Mastery learning allow for students to grow and show their knowledge at different times. Students who earn a “B” level mastery and want to show “A” level mastery upgrading is available. Students will need to meet with their teacher and establish a time line for upgrading from a “B” to an “A”. Final cut off for upgrades is June 1 and all upgrades should be completed and submitted to teacher no later than midnight on June 10, 2023.

Upgrading from a “D”

To upgrade from a “D” grade, parents and student need to conference with the teacher and director and create a plan for the student to complete the needed work. Once a plan to ameliorate the grade is in place and progress is shown the “D” will be changed to a “P”. “D” grades do not earn credit towards graduation and thus must be made up before graduation.

Progress Toward Graduation

All students in grades Secondary 1 to Secondary 4, must be making progress towards graduation. This includes earning credits (60 per year), passing required classes and closing all units. Students who have not completed at least 6 units in a course may be required to repeat the course.

Academic integrity policy

Academic integrity is a core QSI Chisinau value that ensures respect for the academic reputation of QSI Chisinau, its students, faculty, staff and ensures the acceptance of the diplomas QSI confers. QSI Chisinau expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

Plagiarism is defined as the following: (Failure to comply to either of the above descriptors is plagiarism.)

- Any work that is submitted is deemed to be copied from others or generated thought AI programs or software.
- Any words, ideas, data, etc. that you borrow from other people and include in your work must be properly documented (cited).

Our goal is not to punish the students but help them to learn and grow in their academic abilities. The following is a plagiarism prevention cycle that will be followed at the school. Please note that institutions of higher learning do ask about a student’s academic honesty. We hope that this cycle will help students to be confident in their own work.

1 st incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• The student must re-do the assignment or complete a replacement assignment.• Parents and Director of Instruction are informed.
2 nd incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• Student/Parent/Teacher meeting. Director of Instruction is informed.• The student must re-do the assignment or complete a replacement assignment.• Given an N (Needs Improvement) for Trustworthiness.

3 rd incident	<ul style="list-style-type: none"> • Discussion with the teacher about how to avoid academic dishonesty. • Student/Parent/Teacher/Director of Instruction meeting. The Director of the School is informed. • The student must complete a replacement assignment. • Given an N (Needs Improvement) for Trustworthiness.
4 th incident	<ul style="list-style-type: none"> • Discussion with the teacher about how to avoid academic dishonesty. • Student/Parent/Teacher/Director of Instruction/Director meeting. • The student must complete a replacement assignment. • Given an N (Needs Improvement) for Trustworthiness.
5 th incident	<ul style="list-style-type: none"> • Student/Parent/ Director of Instruction/Director meeting. • Discussion of child's future with QSI Chisinau

After School Activities

QSI Chisinau offers elementary activities for students in 4-year-old to 11-year-old classes. The activities start at 2:57 and end at 3:42. Some activities may be led by community members and a fee may be charged. Offerings will be sent to parents who with their child choose the activities to attend. Students who ride the bus may take the later secondary bus, if room is available.

Elementary course offerings

Students in grades 5 yo to 13 yo take the following courses:

- Literacy Reading
- Literacy Writing
- Mathematics
- Science
- Cultural Studies
- Empower
- Language other than English (LOE) - French, Romanian and Russian
- Music
- Art
- Physical Education
- Technology
- Library

School Calendar 2023-24

First Term

First Day	24 August (Thursday)
Last Day:	19 December (Tuesday)
Holidays:	Aug 31 st (Thursday) Moldova Language Day
	Oct 13 th (Friday) Chisinau Day
	Oct 23 rd – Oct 27 th (Monday – Friday) Autumn Break
	Nov 30 th – Dec 2 nd (Thursday-Saturday) P D
	Dec 20 th – 9 th January (Winter Break)

“ **Number of school days: 75**

Second Term

First Day:	10 th January (Wednesday)
Last Day:	22 nd March (Friday)
Holidays:	Feb 9 th (Friday) Winter Teacher Professional Development
	Mar 8 th (Friday)- International Women's Days

“ **Number of school days: 51**

Third Term

First Day:	25 th March (Monday)
Last Day:	19 th June (Wednesday)
Holidays:	Apr 1 st – Apr 8 th (Monday - Monday) Spring Break
	May 1 st – 3 rd (Wednesday - Friday) Labor Day

“ **Number of School Days: 54**

“ Total Number of School Days – 180

“ The school week is Monday through Friday.

School day schedule of hours

5-7 yo.	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
Snack and Recess	9:50-10:08
<i>Transition</i>	
3 rd period	10:11-10:56
<i>Transition</i>	
4 th period	10:59 - 11:44
Lunch	11:47 - 12:09
Outside Recess	12:11 - 12:30
<i>Transition</i>	
5 th period	12:32 - 1:17
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

8-11 yo	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
Snack and Recess	9:50-10:08
<i>Transition</i>	
3 rd period	10:11-10:56
<i>Transition</i>	
4 th period	10:59 - 11:44
Outside Recess	11:47 - 12:09
Lunch	12:11 - 12:30
<i>Transition</i>	
5 th period	12:32 - 1:17
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

12 yo - Sec 4	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
<i>Transition</i>	
3 rd period	9:48 - 10:33
Snack and Recess	10:35 - 10:57
<i>Transition</i>	
4 th period	10:59 - 11:44
<i>Transition</i>	
5 th period	11:47 - 12:32
Lunch	12:35 - 12:55
Outside Recess	12:57 - 1:15
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

Secondary School

This section covers the needed information specific to Secondary ages. Note that changes may be made on the future. Parents will be notified of changes.

Student conduct and behavior policy

Common sense, good manners, responsibility, and respect for others are the guidelines for student behavior. The following are a few of the specific rules that have been agreed upon by the students, staff, and administration. NOTE: Students and teachers will formulate rules of conduct for their individual classrooms.

- Running, rowdiness, and activities are restricted to appropriate areas.
- The use of obscene, foul, vulgar, or inflammatory language is unacceptable.
- Habitual tardiness to school and skipping classes are unacceptable.
- Be respectful of the property of others, refraining from damaging or taking others' belongings.
- "Out of School Suspension" includes after school activities
- Absences from school include absences from after school activities.
- Smoking or being in the possession of tobacco is not permitted.
- Sugary drinks, candy and unhealthy foods should not be brought on a regular basis.
- Eating in the classroom is at the teacher's discretion.

Use of Devices (Cell Phones, Tablets, Watches, Wearables)

It is the belief of QSI Chisinau that students must learn good device habits and that school is a good location to teach them. Students may bring devices to school, but their usage is restricted. Teachers may direct students to use devices for classroom activities. Students may be required to put their devices in a location chosen by the teacher. **Parents are asked to install parent controls and filtering on devices that have their own (sim card) internet feed.**

Students 11 years and up may keep their devices with them, but they are expected to have them turned off during instructional time.

Students may use their personal technology before school, after school, during lunch time, or at the teachers' request. The rest of the day, it is expected that the students put their personal technology away out of sight. Misuse of devices may result in their being taken away by staff.

Student access to inappropriate material and use of messaging, chat or online communication without teacher permission will lead to disciplinary measures.

QSI Chisinau does not accept responsibility for missing, broken, or stolen devices of any kind. It is the responsibility of duty teachers, all classroom teachers, and administration to ensure all students are adhering to the technology use policy.

Lines of communication

The administration produces a newsletter and maintains an up-to-date web site to keep students, staff, and parents informed of the things happening at school. The newsletter is sent to parents and friends of the school by email.

Five times per year parents are emailed a status report. Personal Narratives written by the teachers are sent home two times a year, and at least two parent / teacher conferences are held during the year.

Parents are encouraged to use email to communicate with their student's teachers. If the school needs to be contacted, please phone the front desk.

School supplies

Most supplies and books are provided by the school with the expectation that they will be returned in a condition that reflects reasonable use. Teachers may require individual students to bring specific items. The office may also provide a needed supplies list.

Students in 10 years-old and above are required to bring a device with a keyboard that is capable of operating the Office 365 suite. Students will be given a Microsoft Account which allows them to use and download MS Office products. All devices should have a microphone and camera.

Personal property policy

The students are strongly discouraged from bringing valuable personal property to school. The school assumes no responsibility for lost or stolen property.

Homework policy

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

HOMEWORK SHOULD NOT:

- Require extensive teacher or parent direction or help.
- Be so excessive that it precludes students from joining family activities or other forms of childhood socialization.
- Be given as busy work or punishment.

HOMEWORK SHOULD:

- Be well planned and complement classroom learning.
- Have immediate, timely feedback.
- Be meaningful and challenging.
- Have clear procedures for accomplishment and clear and enforced due dates.
- Posted appropriately in written form.

SPECIFIC CONSIDERATIONS:

- If the students or a student are continually overburdened with homework assignments, a meeting with the teachers and an administrator may be needed to determine the best course of action for the student.
- Where several teachers are involved, as in the secondary school program, it is imperative that close coordination be maintained between teachers so that excessive homework assignments are not given on a particular day.
- Homework assignments are legitimately used to qualify a student for preparation of a mastery/summative assessment.

Parents are to be notified in writing whenever it appears that assignments are not being consistently completed.

Status Reports

Status Reports are issued to all students five times each year (at the end of each "Quintile"). If there is a need or reasonable request, a status report can be issued at any time. Evaluations of student progress will be entered 2 weeks after mastery is demonstrated for each unit outcome.

Parent-Teacher conferences

Parent-Teacher Conferences will be held after the first and third quintiles, usually October and March. Conferences are held on the afternoon of an early release day for students and are scheduled via appointment. Parents are welcome to schedule a conference with a teacher at any time in the year.

Student evaluation

QSI Chisinau does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. Traditionally the grades of "A" or "B" are considered to be Mastery Grades. (See Academic Programs for an explanation of Mastery Learning)

The evaluations given in the written status reports are defined as follows:

- A- all essential parts of the outcome were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.
- B- All essential parts of the outcome were mastered at an appropriately high level in which the student successfully engaged in higher order thinking or performance skills.
- P- The student is "in progress" in the outcome. (Normal)
- H- The outcome is "on hold" for a legitimate reason. (The student has begun the outcome but is currently not pursuing it.)
- D- The student has not made reasonable effort and is therefore "deficient" in attaining mastery of the outcome.
- E "Exposure"-The student made a reasonable effort in the outcome and attained a level of mastery consistent with his/her capabilities.
(Elementary classes only, but not in the areas of mathematics, reading, or language arts.)
- W- The student was withdrawn from this outcome.

In the Secondary School students are granted one credit for mastery of each unit outcome, which is recorded as "A" or "B" on their transcript. Ten credits correspond to one "Carnegie Unit" used by most American secondary schools.

Completion of essential units

All courses include Essential and Selective Units. Students **must** complete all Essential Units as well as Selective Units (teacher assigned) to complete a 10 Unit Course. For example, a course may require 8 Essential Units (EU) and 2 Selective Units (SU).

Upgrade Policy

Mastery learning allow for students to grow and show their knowledge at different times. Students who earn a "B" level mastery and want to show "A" level mastery upgrading is available. Students will need to meet with their teacher and establish a timeline for upgrading from a "B" to an "A". Final cut off for upgrades is June 1 and all upgrades should be completed and submitted to teacher no later than midnight on June 10, 2023.

Upgrading from a “D”

To upgrade from a “D” grade, parents and student need to conference with the teacher and director and create a plan for the student to complete the needed work. Once a plan to ameliorate the grade is in place and progress is shown the “D” will be changed to a “P”. “D” grades do not earn credit towards graduation and thus must be made up before graduation.

Academic integrity policy

Academic integrity is a core QSI Chisinau value that ensures respect for the academic reputation of QSI Chisinau, its students, faculty, staff and ensures the acceptance of the diplomas QSI confers. QSI Chisinau expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

Plagiarism is defined as the following: (Failure to comply to either of the above descriptors is plagiarism.)

- Any work that is submitted is deemed to be copied from others or generated thought AI programs or software.
- Any words, ideas, data, etc. that you borrow from other people and include in your work must be properly documented (cited).

Our goal is not to punish the students but to help them to learn and grow in their academic abilities. The following is a plagiarism prevention cycle that will be followed at the school. Please note that institutions of higher learning do ask about a student’s academic honesty. We hope that this cycle will help students to be confident in their own work.

1 st incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• The student must re-do the assignment or complete a replacement assignment.• Parents and Director of Instruction are informed.
2 nd incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• Student/Parent/Teacher meeting. Director of Instruction is informed.• The student must re-do the assignment or complete a replacement assignment.• Given an N (Needs Improvement) for Trustworthiness.
3 rd incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• Student/Parent/Teacher/Director of Instruction meeting. The Director of the School is informed.• The student must complete a replacement assignment.• Given an N (Needs Improvement) for Trustworthiness.
4 th incident	<ul style="list-style-type: none">• Discussion with the teacher about how to avoid academic dishonesty.• Student/Parent/Teacher/Director of Instruction/Director meeting.• The student must complete a replacement assignment.• Given an N (Needs Improvement) for Trustworthiness.
5 th incident	<ul style="list-style-type: none">• Student/Parent/ Director of Instruction/Director meeting.• Discussion of child’s future with QSI Chisinau

Secondary course offerings

Mathematics

Algebra

Geometry

Consumer Mathematics

Adv. Mathematics I

Languages

Romanian

Russian

French

Adv. Mathematics II
AP-Calculus (as needed)

Cultural Studies

World Geography/Modern World
U.S. History/ World Govt/Econ

English

Literature I
Literature II
Writing I
Writing II
American Literature
Research Project
Computer Literacy I
British Literature
A.P. Literature and Composition

Writing I

Fine Arts

Art I/II
Music I/II
Drama

Personal Education and Health

Wellness
Fitness

Science

Physical Science/ Biology
(On alternate year basis)
Physics/Chemistry
(On alternate year basis)

Electives

Depends on the year

QSI Virtual School (QVS)

QVS offers secondary school online courses taught by QSI teachers at other QSI schools. AP Courses, as well as, required courses may be taken online. Summer school is also offered, there is an additional charge.

Secondary Student Activities

QSI Is a member of CEESA and the QSI Athletic Association and offers activities sponsored by STUCO

Secondary School Graduation Requirements

QSI INTERNATIONAL SCHOOL OF CHISINAU offers a secondary program that leads to a Secondary School Diploma. Most graduates of QSI International School of Chisinau will attend a college or university upon completion of their studies. Previous graduates of QSI Schools have been very successful in obtaining admittance to colleges or universities of their choice.

FOUR DIPLOMAS ARE OFFERED BY QSI INTERNATIONAL SCHOOL OF CHISINAU:

- **ACADEMIC DIPLOMA (240)** - 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.
- **ACADEMIC DIPLOMA WITH HONORS (240)** - A college or university preparatory course of study that includes 2 Advanced Placement courses. Students who satisfactorily complete this program should expect admittance into an American college or university, or in some cases universities in

other countries.

- **AP CAPSTONE DIPLOMA (240)** - A college or university preparatory course of study that is completed through QVS. Students who satisfactorily complete this program should expect admittance into an American college or university, or in some cases universities in other countries.
- **GENERAL DIPLOMA (220)**- is available to students who experience English language difficulties, time restraints, or other problems, which make it impractical to pursue a more advanced course of study. It is only available to students who are in their fourth year of secondary studies or who will turn 18 years old no later than 30 October following their graduation. As this diploma will indicate, it is not designed for students who intend to pursue academic studies at the university level. In general, this diploma is designed for students requiring a sound general secondary education to prepare for direct entry into the work force or further specialized practical training.

A TOTAL OF 240 CREDITS (INCLUDING ELECTIVES) IS REQUIRED FOR THE ABOVE DIPLOMAS.

THE MINIMUM REQUIREMENTS ARE LISTED STUDENTS MAY HAVE MORE.

English (80 credits)

- 20 - Literature (Literature I & II)
- 20 - Writing (I & II) or demonstrated competency
- 10 - American Literature
- 10 - British Literature
- 10 - Research Project
- 10 - Computer Literacy (including 5

Keyboarding)

Mathematics (30 credits)

- 10 - Algebra
- 10 - Geometry
- 10- Advanced Math class

Science (30 credits)

- 10 - Biology
- 10 - Physical Science
- 10 - Chemistry

Cultural Studies (40 credits)

- 10 - World Geography
- 10 - Modern World History
- 10 - US-History
- 5 - World Governments
- 5 - Economics

Physical Education and Personal Health (25 credits)

- 10 - Wellness
- 10 - *physical education elective credits*

Languages Other than English (20 credits)

- 20 in **ONE** language
- OR** demonstrated competencies in a second language

Creative Arts

- 10- *elective credits* (art, music, drama)

AP (Advanced Placement) program

QSI offers online and in school advanced placement courses. Online courses are offered via the Quality Virtual School (QVS) and are taught by QSI teachers at schools all around the world. When staffing allows, AP courses will be taught on campus. AP courses are required for admission to many university programs in Europe and offer college credit for American universities. The cost of the year end AP exam is paid for by the students.

School day schedule of hours

5-7 yo.	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
Snack and Recess	9:50-10:08
<i>Transition</i>	
3 rd period	10:11-10:56
<i>Transition</i>	
4 th period	10:59 - 11:44
Lunch	11:47 - 12:09
Outside Recess	12:11 - 12:30
<i>Transition</i>	
5 th period	12:32 - 1:17
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

8-11 yo	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
Snack and Recess	9:50-10:08
<i>Transition</i>	
3 rd period	10:11-10:56
<i>Transition</i>	
4 th period	10:59 - 11:44
Outside Recess	11:47 - 12:09
Lunch	12:11 - 12:30
<i>Transition</i>	
5 th period	12:32 - 1:17
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

12 yo - Sec 4	Time
1 st period	8:15 - 9:00
<i>Transition</i>	
2 nd period	9:03-9:48
<i>Transition</i>	
3 rd period	9:48 - 10:33
Snack and Recess	10:35 - 10:57
<i>Transition</i>	
4 th period	10:59 - 11:44
<i>Transition</i>	
5 th period	11:47 - 12:32
Lunch	12:35 - 12:55
Outside Recess	12:57 - 1:15
<i>Transition</i>	
6 th period	1:20 - 2:06
<i>Transition</i>	
7 th period	2:09 - 2:54
<i>Transition</i>	
8 th period	2:57 - 3:42

School Calendar 2023-24

■ *First Term* ■

First Day	24 August (Thursday)
Last Day:	19 December (Tuesday)
Holidays:	Aug 31 st (Thursday) Moldova Language Day
	Oct 13 th (Friday) Chisinau Day
	Oct 23 rd – Oct 27 th (Monday – Friday) Autumn Break
	Nov 30 th – Dec 2 nd (Thursday-Saturday) P D
	Dec 20 th – 9 th January (Winter Break)

“ **Number of school days: 75**

■ *Second Term* ■

First Day:	10 th January (Wednesday)
Last Day:	22 nd March (Friday)
Holidays:	Feb 9 th (Friday) Winter Teacher Professional Development
	Mar 8 th (Friday)- International Women’s Days

“ **Number of school days: 51**

■ *Third Term* ■

First Day:	25 th March (Monday)
Last Day:	19 th June (Wednesday)
Holidays:	Apr 1 st – Apr 8 th (Monday - Monday) Spring Break
	May 1 st – 3 rd (Wednesday - Friday) Labor Day

“ **Number of School Days: 54**

“ Total Number of School Days – 180

“ The school week is Monday through Friday.

General Information

A brief description of the school and community

COMMUNITY AND SCHOOL: QSI International School of Chisinau is a private, non-profit pre-school - Grade 12 co-educational, college preparatory institution. The school was founded in September 1996 in order to provide a quality education for the diplomatic and expatriate communities living in Chisinau, Moldova.

ACCREDITATION: QSI International School of Chisinau, 3 year old through Secondary IV, is accreditation by The Middle States Association of Colleges and Schools (MSA). The school holds membership in The Central Eastern European Schools Association (CEESA) and is affiliated with The Department of State Office of Overseas Schools (OAS)

ENROLLMENT: The school encompasses 2 years old through 18 years old. Our enrollment for the 2023-24 school year will be approximately 150 students.

CURRICULUM: The school follows an American college preparatory curriculum including Advanced Placement classes (AP). In addition to its scholastic goals, the school endeavors to provide its students with a specialized program including Russian, Romanian and French language studies.

FACULTY: The school employs 27 full-time staff members and 6 part-time. This includes 11 overseas-hired teachers, 7 local teachers, 3 administrative staff members including a school doctor, and 6 support staff (guards and maintenance).

Academic program

QSI International School of Chisinau has a strong belief that all of our students can succeed. We depart somewhat from traditional schools in that we are not as much concerned about time as being the "defining" factor of the student's learning. In most schools the students are given a certain amount of time to complete learning in a subject and then the students are assessed. At QSI CHISINAU we want to use time as a resource so the students can master the outcomes that are designed to make the students into a well-educated and well-adjusted person. In our model of learning the students either master the outcomes in each area, or the students are simply not finished. When the students achieve mastery level the students are immediately rewarded by receiving credit for the outcome. Thus, we have only mastery grades of "A" or "B," or still "in progress". We recognize that not everyone will master outcomes at the same rate. Many of the students will be able to finish an outcome rather quickly--the students will be allowed to work on a selective outcome and gain credit for doing so. Others will take longer to achieve mastery level--the students will be given time to do so. In other words, the students have more than one chance to be successful. The outcomes the students will need to learn to receive a mastery level are clearly defined and clearly stated. No tricks! We believe in teaching what we test and testing what we teach.

It is important to learn more than the "academics." We feel it equally important that what we call Success Orientations, be a vital part of the student's school experiences. Therefore QSI International School of Chisinau has designed EXIT OUTCOMES that are the bases of the whole curriculum. These EXIT OUTCOMES fall into three categories: *Success Orientations, Competencies, and Knowledge*. Although

these categories are related and are in many ways interdependent, the following three verbs give definition to the Exit Outcomes:

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

Accreditation and its significance

QSI Chisinau is accredited by the Middle States Association of Schools and Colleges which is based in the United States. Accreditation means that the QSI program is carefully vetted and examined through regular visits and is therefore recognized as a program that meets the standards of the American educational system. Grades completed, credits earned, and diplomas issued are all recognized by other institutions in the United States and Europe. MSA committees are open to parents and students interested in school improvement planning.

Bus Contract

QSI provides bus services through a contracted company. Contracts and payment are arranged through the service provider. Drivers are provided and buses are maintained via Moldovan local laws.

QSI requires all drivers to sign the child safety pledge as well. Pick up and drop times and concerns are organized through the bus coordinator. **Buses are not air conditioned.**

Please note the following rules for bus ridership;

1. Students bus transportation shall be provided from home to QSI Chisinau every morning on school days, according to the QSI Chisinau schedule, at the time stipulated by QSI Chisinau and shall transport the student home at the regular time after the end of School.

QSI Chisinau shall communicate with Parents in writing via the Information Form for the route, the times, the stop, driver's name, bus number before the start of the transportation service. The Information Form is an inseparable part of the Rules.

2. QSI Chisinau shall provide information related to this Rules accessible via internet and/or by telephone.

3. In the event of a student's absence, at the agreed pick-up point and time as specified in the Bus schedule form, the driver will wait for the student for 3 min.

4. Buses shall operate in good working condition and be kept clean and orderly, equipped with seat belts at each seat, with winter tires (in winter season) and shall have identification numbers in a visible place. All vehicles shall be connected to the Transportation Coordinator via mobile phone while in service.

5. Bus drivers must satisfy the following criteria: drivers with valid bus driver's licenses and no accident conviction record (due to driver's fault) within the last 5 years.

6. QSI Chisinau shall ensure uninterrupted service and shall send a supplementary vehicle and driver in the event of an unexpected situation.

7. The Coordinator shall immediately inform one of the Parents and QSI Chisinau of any changes regarding the driver, itinerary, pick-up times or other significant details

PART II. TRANSPORTATION CONDITIONS FOR PARENTS

1. One of the Parents shall inform the Coordinator of any changes of information, that was provided by them in the School Bus Transportation Contact Form.

2. In the event when the authorized person is not at the agreed time and place of collecting the student, the driver shall contact the Coordinator to determine the further course of action.

3. Bus safety rules:

- Students will not yell, roughhouse, or hit.

- Students will not eat or drink.
- Students will use proper language.
- Students will listen to adults on the bus.
- Students will remain seated and wear seatbelts the entire bus ride.

4. One of the Parents agrees that if student's behavior is disruptive and/or in conflict with the Bus safety rules, which is an inseparable part of Bus Transportation Contract, QSI Chisinau shall inform Parents in writing form of such incident(s). If a student does not rectify his/her behavior, he/she shall be temporarily or permanently suspended from using the bus service.

5. By signing this Rules document, one of the Parents shall provide contact name/s of authorized person/s and telephone numbers in writing form in the School Bus Transportation Contact Form. The School Bus Transportation Contact Form shall include the name and address of the student and parents, contact telephone numbers of the parents to be used by the Coordinator on school days, the place of student pick-up, and identification of the authorized person.

6. Parents agree to inform in a timely fashion the Bus Coordinator information about the absence of a student from the bus and time period of such absence, for the driver's ability to adjust the route.

7. Parents are required to provide advance notification concerning students visiting their classmates and or changing their stop at least 24 hours prior to the intended date. Notification should be sent to Mr.Ion Tabacari ion-tabacari@chisinau.qsi.org or Irina irina-stanchevici@chisinau.qsi.org and the classroom teacher

Cafeteria Services

Our cafeteria provides nutritious lunches daily. Please see the beginning of the year information for prices. Billing takes place biweekly and is carried out through the cafeteria.

Completion Of Outcomes

QSI Chisinau Curriculum articulates ten knowledge/skill-based outcomes or units for each one-year course. Essential Units (EU) are the required outcomes for that course. Some courses also have selective units (SU) which supplement and enhance the course. Selective units allow the teacher and class to make choices about what they are learning or to add enriching experiences to their learning. For example, the Literature One course has eight essential units and the eight more selective units that the class or teacher will choose from. All of the essential units must be completed to receive credit for the course in addition to the chosen selective units.

If a student does not pass a unit assessment, then they will need re-teaching in the areas in which they have not shown mastery and will need to complete more work to demonstrate their increased understanding and therefore readiness to be reassessed. Students are strongly encouraged to always perform their best and work and study to pass units on the first attempt whenever possible.

Efforts are made so that secondary students will not abuse the assessment procedure by taking multiple versions of tests to pass a unit. This can occur when they do not study for the first assessment or have not followed directions or completed assignments. Assessments should not be a mystery; teachers will let students know clearly what is in the assessment and how to prepare for it.

All students who fail to master an assessment will be reassessed. Reassessment should focus on the pieces of the assessment that they did not master. In preparation for reassessment the teacher will require students to demonstrate that they are ready to master the material. This may mean that the student must complete an extra assignment(s) relating to the outcome to demonstrate their mastery

and that they are ready for another assessment. If a student does not master further assessments, the teacher, director and parents will create a plan to address progress toward assessment.

Student Empower program

All students participate in weekly Empower meeting which includes our Empower curriculum. These meetings will help students to develop character and check in on their social and emotional needs.

Health Services

QSI Chisinau employs a doctor to be available for student health needs at school. The doctor checks students for injuries and health concerns and lets families know of needs and can help find referrals for care. The school health office cannot perform medical procedures.

Lost and found

A lost and found department is maintained by the front office. Parents are most strongly urged to mark personal property with name and age so that found items may be returned to those to whom they belong. Lost and found items will be displayed in the newsletter. All items not claimed will be donated during the summer months.

Movie Watching Guidelines

QSI Chisinau thinks that films and movies can be an extremely useful instructional tool and educational resource. All videos that are directly related to the curriculum can be shown. For all other movies, to ensure that they are used appropriately, the following guidelines are given to teachers: USA rating system (Europe rating system). Any movie that is disputed, the school director will ask the Advisory Board to determine if it is appropriate to show.

- G (3+)- No signed permission form is necessary.
- PG (7+)- A signed parental permission form is required for students age 7 or younger.
- PG 13 (12+)- A signed parental permission form is required for students age 12 or younger.
- R (18+)- A signed parental permission form is required for all students age 17 or younger.
- If a parent chooses to not sign the permission form, the student will be given an alternative activity during the showing to the movie.

School Counseling

QSI Chisinau has one school counselor for all students from 5YO to Secondary Four. The school counselor supports students by helping them apply academic achievement strategies, teaching students how to manage emotions and apply interpersonal skills, managing secondary schedules and transcripts, supporting student plans for postsecondary options (higher education, military, work force). Classroom lessons, small group lessons, and individual meetings will be provided by the school counselor. In addition, the counselor will work with families to look at referral options outside of school if long term counseling is needed. If parents or students wish to contact the counselor, they can send an email to schedule an appointment. Our counselor is Chelsey Zoromski she is available on campus Monday-Wednesday.

Success orientations

SUCCESS FOR ALL is the motto of QSI International School of Chisinau. 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 the student's word, kindness, and other factors in this realm are at least as important as the knowledge the students learn and the competencies the students gain. Responsibility for success in these orientations' rests first and foremost in the home; however, they are actively encouraged and taught in virtually all areas of the school curriculum, with the view of making them a vital part of the student's life pattern. The role of QSI CHISINAU is to reinforce the efforts of the home.

Success orientations are evaluated independently. Academic evaluations are given solely on the basis of the student's performance in the specified outcomes in the academic areas. Evaluations of the success orientations are limited to situations within the jurisdiction of the school and are made by a consensus of the professional staff members.

- 1. RESPONSIBILITY**
- 2. TRUSTWORTHINESS**
- 3. GROUP INTERACTION**
- 4. AESTHETIC APPRECIATION**
- 5. KINDNESS / POLITENESS**
- 6. INDEPENDENT ENDEAVOR**
- 7. CONCERN FOR OTHERS**

SUCCESS IN THESE AREAS LEADS TO SUCCESS IN LIFE!!

School affiliations

QSI admission policy

The schools of QUALITY SCHOOLS INTERNATIONAL (QSI) have been founded in order to provide a quality English medium, North American international education for expatriates. Local citizens who want their children to be educated in English are also accepted. Admissions to QSI schools are aligned to the QSI mission, vision and values.

English Language Requirements

- QSI schools accept students with no previous experience with English from preschool through 13-year-olds (US Grade 8).
- Secondary students must demonstrate increasing levels of language proficiency, as determined by an English language assessment administered at the schools.

Entrance Age Early Childhood Program

QSI Chisinau offers a full and half day most QSI schools operate 3- and 4-year-old preschool program. Two-year-old students are also accepted according to availability and are a part of the 3-year-old class. If a two-year-old is accepted, the student is allowed to enter the program if they are 2 years old on or before 1 November of the same school year. Students entering the 2-year-old program are required be toilet trained prior to admission into the program.

Class assignments

- 5-year-old class students stay with their age group, however, they are assessed for achievement in mathematics, reading, and language arts at admission to the 5 year old class program and are placed at the achievement level for these courses. Example: A 5-year-old class student that is achieving at the 6 year old level in reading will be provided 6 year old reading instruction. For all other classes (PE, music, science, etc.) the student is in class with children of his or her age level.
- For the 6-year-old class through the 13 year old class students are assessed in Reading, Language Arts, and Mathematics and are placed at achievement level for these courses. Example: A 7-year-old student that is achieving at the 8 year old level in reading will be provided 8-year-old reading at his/her age level. For all other classes the student is with his or her age level.

Secondary Credits for Elementary Students

- Example: A 12-year-old student that is achieving a secondary level of geometry will be provided Geometry. The student will receive secondary credit for completion of the course. For all other classes the student is with his or her age level.
- In all cases if an elementary student engages in a secondary course, he/she will be given secondary credit for the course.

Special Needs

QSI admits students with limited learning needs, problems or disabilities and within the scope of meeting the student's needs in the classroom.

For students with moderate to severe disabilities, the school will review additional information including; evaluations, reports, IEPs, or school referrals required to help the school assess whether a program can be provided to meet the academic needs of the applicant. QSI schools accept special needs

students based on the family or sponsor providing the additional school fees to cover the cost of additional professional services.

Student Enrollment Procedures

A parent/guardian planning to enroll a student in a QSI school will complete the following:

1. An initial meeting with the school Director, to go over the QSI instructional philosophy and practice, tuition payment, and capital fee obligation, as well as local school program and facilities.
2. All student information forms using OpenApply
3. Submit completed forms along with payment of \$300 one-time registration fee.
4. Meet with the office manager to set up payment procedures.
5. Arrange student placement evaluation: See placement policies for elementary and secondary students.

Placement policy (*QSI Policy for Class Placement by Age*)

1. In all QSI schools students are assigned to classes according to their birthdays. QSI classes do not use the traditional American terms of pre-school, kindergarten, first grade, fourth grade, sophomore, senior, etc. For elementary classes the terms used are four-year-old class, five-year old class, six-year-old class, nine-year-old class, second year secondary, fourth year secondary, etc., respectively.
2. Normally a student is assigned to the eight-year-old class if he has completed eight years before the first of November. For example, for the 1997-98 school year a student would be born in 1989 (in any month from January through October) to be automatically assigned to the eight year old class.
3. Students born in November or December would normally be placed in a class where they would tend to be the oldest students in the class. Thus, a student who completes eight years of age in November or December would be placed in the seven year old class (the argument to the parent is that he or she was seven years old when the school year began in September).
4. However, exception may be made for November or December birthdays without going outside of policy. This is QSI's gray zone in this policy. The Director may make a decision in consultation with teachers and parents to assign student with a November or December birthday to a class where they would tend to be the youngest students in the class.
5. Any exceptions (other than that noted in #4 above) can only be made through a meeting of the school Director, Director of Instruction, Teacher or Teachers involved, Resource Teacher, and Parent or Parents. If an exception is made (either to place above or below age level), the meeting must be documented with the rationale for out-of-policy decision written and placed in the student's permanent file. In most cases this report must be signed by the parent in order to protect against any possible future charges against the school.

The exceptions to this policy seen most often occur when a student transfers from an American school already placed differently from the QSI placement policy. An example is a fourth grade child born in October (becomes ten years old in October). In a QSI school a student like this would be placed in the ten year old class (which corresponds to a fifth grade in the American system). In many, if not most, cases it is wise to have the child continue with a placement as in the previous school. A decision to do this is made usually by the parents, but with a formal meeting as described above and documented.

6. Secondary age students are placed into the first year secondary by age (14-years-old by 1 November), but some may yet be engaged in mostly elementary outcomes. Progress through the

secondary levels is determined at the beginning of each school year by the number of credits attained (50 for 2nd year secondary, 100 for 3rd year secondary, and 150 for third year secondary). A student normally in the 13-year-old class may in some cases be assigned to the first year secondary class if he or she is engaged in all secondary courses.

Intensive English program

Since our instructional program is delivered in English, some students whose English language skills do not allow successful mastery of the defined outcomes will be placed in an Intensive English Literacy program until ready for "mainstream" classroom programs. It is our experience that intensive introductory preparation provides students with necessary skills and assures success when combined with hard work.

At QSI Chisinau a student will be considered for exiting the Intensive English program when they have begun to meet success in completing assignments at or near grade level in Reading and Language Arts.

For effective monitoring the progress of our Intensive English students, assessments need to be conducted on an ongoing basis to measure performance in relation to the students in the mainstream classes.

A brief explanation of Competencies

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

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

QSI International School of Chisinau considers mastery in each of the seven competencies listed below as essential to the student's success.

1. **NUMERACY AND MATHEMATICAL SKILLS**
2. **VERBAL AND WRITTEN COMMUNICATION SKILLS**
3. **THINKING AND PROBLEM SOLVING SKILLS**
4. **DECISION-MAKING AND JUDGMENT SKILLS**
5. **PSYCHOMOTOR SKILLS**
6. **FINE ARTS SKILLS**

A brief explanation of Knowledge

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

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

In the real of ledge QSI CHISINAU has identified seven areas. Mastery of these Exit Outcomes will lead to a successful school experience in QSI International School of Chisinau.

1. MATHEMATICS
2. ENGLISH / LITERATURE
3. CULTURAL STUDIES
4. SCIENCE
5. CREATIVE AND APPLIED ARTS
6. LANGUAGES OTHER THAN ENGLISH
7. PERSONAL HEALTH AND WORLD ENVIRONMENTAL ISSUES

Early withdrawal from school

Students may be withdrawn from school at any time. Once a student has been withdrawn their school record becomes permanent. For withdrawals during the school year the record will show closed units up to that point. Parents are asked to let the office know at least two weeks in advance to allow documents to be prepared. Fees will be refunded according to the information packet.

QSI Administration, Office Staff, and Teachers

Glenn Chapman	Director
Chelsey Zoromski	Counselor
Marina Capatina	Office Manager
Irina Stanchevici	Front Desk
Tatiana Saharova	IT Manager
Olesea Catarau	Doctor
Inga Deniciuc	Pre-School
Liuba Cucereavteva	Pre-School
Ana Brudari	Pre-School
Marina Ivascenco	Pre-sch para
Heath Melrose	5 year olds
Maria Covalenco	5 year olds para
Heather Chapman	6 year olds
Natalia Nazaria	6 year olds para
Diane VanSwol	7 year olds
Natalia Marcova	7 year olds para
Sarah Lopert	8 year olds
Hristina Climincenco	8 year olds para
Jacqueline Bean	9 year olds
Karleigh Christensen	10 year olds
Steven Christensen	11 year olds
Nicholas George	12 year olds
	13 year olds
Gary Mullennax	Cultural Studies
Rachelle Mullennax	English Language Arts
Hanna Oleksenko	Secondary Science
Tatiana Saharova	Secondary Math
Victoria Postovan	Art
Svetlana Dragalin	IE
Tatiana Daniliuc	IE, LOE - French
Diana Duca	IE, LOE- French
Inna Tofanciuc	IE, LOE-Russian
Lucia Melrose	IE, LOE-Romanian
Tamara Baban	Librarian
Angela Voinovan	LOE-Russian
Liliana Fetescu	Music
Vladimir Ivanov	PE