



KYIV INTERNATIONAL  
SCHOOL

# Parent-Student Handbook

This comprehensive handbook provides information on academics, facilities, campus policies, child protection, and the implementation of effective communication strategies



# Table of Contents

Academics .....	3
Facilities and Services .....	5
Behavioral Expectations and Campus Policies .....	8
Child Protection and the Empower Program .....	12
Communication .....	13

## Academics

We believe that more learning will occur if the student wants to learn, has positive feelings about his school environment, and succeeds in his work. A comfortable atmosphere of caring and acceptance established by the school is considered important, so that each student is encouraged to strive for excellence and be creative. Each student's possibility of success increases when he works at the appropriate level of difficulty and senses positive expectations from his teachers.

### **Mastery Learning:**

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

- All students can succeed
- Success breeds success
- The school is responsible for providing the conditions for success. This is a tested, highly successful academic program.

### **Evaluation and Assessment: What do grades look like at KIS?**

<b>A – Beyond Mastery</b>	All essential parts of the unit were mastered at appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.
<b>B – Mastered</b>	All essential parts of the unit were mastered.
<b>D – Deficient</b>	The student is not being successful in the unit because s/he is not putting forth appropriate effort.
<b>H – Hold</b>	The unit is on hold and the student will return to it later if the teacher believes they are ready to master the material.
<b>E – Exposure</b>	The student is in class to be exposed to the language and the subject specific terminology, but no grade will be awarded. This can only be given in Elementary and Middle School for non-core courses.
<b>W – Withdrawn</b>	The student has withdrawn from the unit and will no longer work on it.

## **Deficient Effort (D)**

1. Demonstration of Deficient Effort (D) is indicated through repeated missed work, unsubmitted work, incomplete make up work or grossly insufficient/poor quality work
2. A warning will be sent by email or Teams with information about the work
3. A D can be given DURING a unit or AFTER instruction for the unit is complete.
4. If work is not completed or progress is insufficient by assigned due dates, the Unit Grade changed to D status on unit card/status report.
5. Parents are informed

## **On Hold (H)**

Students that are unable to complete a unit due to extended absence or ability level may be put on Hold (H) to complete the later. Accumulated Hs may require a change of placement.

## **Intensive English**

KIS welcomes students with little or no English language skills enrolling at the preschool, elementary, and middle school level. Students in need of Intensive English from 6 to 13 years old will be pulled out of their Reading, Writing, and Language other than English classes to receive special tutoring and support. Our school's Intensive English program follows a specially developed Intensive English program of study. When the students' academic performance indicates that they are ready to move out of Intensive English, they will be mainstreamed back into the Reading and Writing classes for a trial period. This trial is typically one unit in length to make sure students can successfully master mainstream class content.

# Facilities and Services

## Books and digital platforms

Textbooks are loaned to students. Each child will be assigned a numbered text in his school subjects. This record will be kept by the teacher and/or librarian. Please discuss with your child that it is their responsibility to maintain each text in the same condition as when it was received. Books that are lost, stolen or damaged should be reported to the classroom teacher immediately. The replacement of lost or damaged texts is the responsibility of the parents.

Students ages 8+ will have an email that gives them access to Microsoft 365. There are also many digital platforms students will use during the year; it is important that students and parents carefully review the Acceptable Use Policy.

## Lockers and cubbies

Cubbies are provided for students K-11. Lockers are available for MS and Secondary students. The lockers are school property and must be treated responsibly. These lockers provide adequate space for students to store their books and other allowable items. There are also coat hooks provided for clothing and hats. Lockers may be inspected or searched by school personnel when misused or other cause warrants the search.

## Lunch, Snack, Drinking Water

School lunch and morning snacks are available for purchase at school from Sunny Side. If a student chooses to bring a morning snack/lunch to school, they may be heated in school microwaves. There are filtered water fountains available on campus. All students should bring a water bottle to school! There is a school cafe where students can buy hot drinks. Elementary students may not use this during the day, unless accompanied by a teacher.

## Personal Property and Lost/Found

Students are strongly discouraged from bringing large sums of money and valuable personal property to school. The school assumes no responsibility for lost or stolen property. Books and other items should be stored in lockers, or in the case of elementary students in their classrooms or cubbies.

Our Lost and Found is found in the lobby. When we find things around campus, we put them there. When the lost and found is full, we will make an announcement. It is helpful if you label your child's clothing, backpack, and water bottle.

## **First Aid**

In case of injury, students should immediately notify a teacher or the office, who in turn notifies the school nurse or the certified first aid responder on campus. If the injury or illness is severe someone from the office will contact the parents.

Students should not come to school with communicable illnesses, severe colds, or fevers. If this occurs, parents will be notified and requested to come and collect their child for the child's health and to prevent infections from spreading.

It is important to keep the health form updated when you enroll and re-enroll.

## **Medication**

Kyiv International School does not permit school employees to dispense prescription or nonprescription medication 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 Doctors 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.

## **Playgrounds and Fields**

We have wonderful outdoor facilities at KIS! Our policy is to have outdoor elementary recess except in cases of extreme cold (-10) or rain. Children should come prepared!

## **After School**

Parents/caretakers are welcome to supervise children on campus after school. Students may not be on campus without someone supervising. We offer after school sports and activities for students in Middle School and Secondary. There are some activities run privately for elementary students.

## **Counseling Services**

KIS has a counselor on campus. The counselor helps with the following:

### **Academics**

- 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 KIS.

- 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**

- 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.

Both parents and students may make appointments to meet with the counselor.

# Behavioral Expectations and Campus Policies

## Success Orientations

We believe the Success Orientations to be primary indicators of future success in advanced education, employment, and life in general. Essentially, if students are guided by these principles at school, they will be in good standing in our community.

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

Students are evaluated in these areas every quintile. The following credits are awarded:

**“S”** - If there is no evidence that a student is unsuccessful in a particular success orientation for an evaluation period, they will be awarded with one success orientation credit that will appear on the status report as an ‘S’, which denotes ‘Success’.

**“E”** - A student who demonstrates noteworthy or exemplary positive behavior in a success orientation will also receive one success orientation credit that will appear on the status report with the letter ‘E’ which denotes ‘Exemplary’.

**“N”** - A student who is not yet successful in a success orientation will not receive the due credit for that period. This will appear on the status report as an ‘N’, which denotes ‘not yet’. The success orientations awards given to each student will be reached by a consensus of the appropriate group of professional staff members.

### **Process for an “N”:**

The process is initiated when a student begins to demonstrate behaviors that are inconsistent with one or more of the success orientations.

1. The teacher informs the student and their parent that he/she is considering a RECOMMENDATION for an “N” in a specific Success Orientation.
2. The parent is given an opportunity to aid the student/teacher in adjusting the behavior.



3. During a staff meeting before the end of the quintile, recommendations are examined by ALL TEACHERS WHO INTERACT WITH THE STUDENT. The student receives an "N" based on the consistency of the behavior throughout other classes, i.e. all teachers who know the student agree that the student has not yet fulfilled the expectations according to a particular Success Orientation. The student only receives an "N" if there is a consensus among the teachers.

## **A Safe Environment**

### **Harassment and Intimidation (Bullying)**

No harassment of another student, whether verbal or physical, is tolerated at QSI, Kyiv. Any student found harassing another student may be recommended for a long-term suspension from attendance at school or for expulsion. Bullying is not tolerated, and all reported incidents will be investigated. Language that is divisive, racist, sexist, or offensive to different ethnic or religious groups is not permitted.

### **Smoke Free, Alcohol Free, and Drug Free**

The use or possession of non-prescribed drugs, tobacco or vaping products, or alcohol by a student enrolled at KIS is strictly prohibited on campus or at school related activities, whether at school or at a different location. If it is determined that a student was using, under the influence of, or in possession of such substances, they are subject to punishment. Drug and alcohol possession are zero tolerance misbehaviors, and they will lead to major school suspensions or to expulsion.

### **Public Display of Affection**

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

### **Dress Code**

Guiding Ideas for policy:

Dress for an occasion with the multicultural environment of our school in mind.

A few guidelines:

- Clothing should be neat, clean, appropriately worn, and in good repair, without revealing holes, slashes, or rips.
- Generally, the 2, 3, 4 rule applies. When 2 fingers are raised and pointed upward, the midriff will not be exposed. Straps will be wider than 3 fingers. Shorts, skirts, and dresses will reach below 4 fingers when they are dropped to the side.
- See-through clothes are prohibited undergarments are not to show through garments.
- Low cut or loose-fitting blouses that reveal cleavage are prohibited. Undergarments (boxers, thongs, or bras) should not be seen at any time.
- Clothing displaying graphics, whether pictorial or in words (i.e. foul language, alluding to foul language, suggestive messages or symbols, any drug, alcohol, or tobacco related symbols), must be consistent with the school's mission statement, not disruptive to the school's program and not offensive to others. Administration will define "inappropriate".

When a student is found to be in violation of our dress code expectations, they will be asked to wear a coverup for the rest of the day.

### **Physical Violence**

Students may not lay hands on, or physically assault another student. Age-appropriate consequences will be given.

### **Acceptable Use Policy**

When students enroll, or re-enroll, they submit the Acceptable Use Policy on Open Apply. The AUP dictates how technology is used on campus. It is important that students understand what is covered in the AUP. The AUP will be read and discussed at the start of the school year in the Literacy class.

### **English Language Policy**

English is our common language, and by speaking English, we embrace our diversity and become a more welcoming community. Students need to communicate in English when they are on campus. Students unable to adhere to this policy will not reenroll.

### **Academic Integrity**

Academic Integrity means students submit their own work – work that they have done themselves. Using Artificial Intelligence (AI) or plagiarizing is not allowed in any academic setting!

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 the offending student's record.

# Child Protection and the Empower Program

Quality Schools International (QSI) strives to provide a positive, safe, and supportive environment in each of our schools. QSI believes it is essential that children have a safe and secure environment in which to develop, thrive, and be successful, regardless of race, ethnicity, gender, cultural background, disability, religion, personal beliefs, and socioeconomic status.

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

## **EMPOWER**

As a part of our commitment to child safety and wellbeing, KIS teaches the Empower Curriculum. The EMPOWER curriculum aligns with the QSI Success Orientations and the QSI Child Safeguarding and Protection Policy.

Students ages 5+ have weekly lessons for Empower. Parents will be informed about the topics prior to all lessons. Classroom teachers will include the information in their weekly newsletter; Middle School and Secondary information will be in the Kozak Korner.

# Communication

The administration produces a weekly newsletter to keep students and parents informed of the events happening at school. The newsletter is available to parents by email and it can be found on the website. We also regularly post about upcoming events on our social media. Elementary classroom teachers will also send a short weekly email to keep parents informed. Elementary classrooms use SeeSaw for easy communication and Middle School/Secondary use Teams.

Five times a year parents receive a status report and Parent/Teacher Conferences are held twice a year. Personal Narratives, written by the teachers, are sent home on a rotating basis with the status reports. Families can always access students' grades on the Family Moodle Account.

## Self-Advocacy

Kyiv International School actively encourages students to advocate for themselves – advocacy empowers students and prepares them to live healthy lives. In January we have “student advocacy conferences” where students advocate for their education. As a community we look for opportunities to get student input and feedback. When your child has a problem, ask them how they have tried to solve it and if they have addressed someone who might help them (teacher, counselor, director, office staff).

## Healthy Communication for a Healthy Community

Parents and schools often need to communicate various types of information throughout the year. The immediacy and mode of communication depend on the information being communicated. This document delineates what parents and teachers should expect to be communicated and the avenues to be followed if the matter requires further attention. Below is a list of things that the parents or school will need to communicate and the modes that communication might take.

The primary responsibility for communication for students in 2YO - 11YO's is between the teacher and the parent. As children develop, they will be given more responsibility for this communication. Therefore, we consider the primary responsibility for communication for students in 12YO's - S4 to be between the student and the parent/teacher. This responsibility is developmentally appropriate and will be supported as needed. Parents (and students) should not call teachers on social media or telephone.

