

# STUDENT-PARENT HANDBOOK

# 2024-2025



QSI INTERNATIONAL  
SCHOOL OF BRATISLAVA

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# WELCOME TO QSI INTERNATIONAL SCHOOL OF BRATISLAVA

QSI International School of Bratislava welcomes you to the new academic year! QSI International School of Bratislava (QSIB) believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 1994 as a member of Quality Schools International, its fundamental goal is to prepare students not only for successful further schooling, but also for the challenging difficulties that will be encountered in the changing social, economic, and political environment of the modern world.

QSIB offers a challenging academic curriculum that includes a full complement of courses for students from three years of age through secondary school (high school). Studies are tailored to meet individual needs to ensure success and mastery. QSIB is accredited by the Middle States Association, and upon graduation, students earn either an International Baccalaureate Diploma, a QSI Academic Diploma with Honors, a QSI Academic Diploma, or a QSI Practical Diploma that are recognized by colleges and universities around the world.

## HANDBOOK OVERVIEW

This handbook is intended for both new and continuing QSI International School of Bratislava students. We especially welcome our new families and hope this handbook will offer adequate information about our program. Although our returning students may be acquainted with much of the handbook's information, we ask you to review it in preparation for the coming year. We are very pleased to have you with us and hope that you will always feel welcome at the QSI International School of Bratislava! We want to stress that communication is the most important aspect of a successful school. Please help us ensure that ours is an open and honest environment.

*All parents are expected to print and sign the last page of this document, the “**Student-Parent Handbook Agreement**,” and submit it to the Registrar Office before the first day of school. All upper elementary (starting with the 8-year-old class), middle school, and secondary students are expected to sign this document, as well.*

## PHILOSOPHY

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

1. Attitudes Toward Learning - We believe that more learning will occur if the student has a desire to learn, has positive feelings concerning his/her school environment, and succeeds in his/her work. The school has established a caring and accepting atmosphere, allowing for optimal student achievement. This is enhanced by an aesthetically pleasing environment so that students feel comfortable daily. Each student's possibility of success increases when he/she works at the appropriate level of difficulty and senses positive expectations from all teachers.
2. Areas of Learning - Mastery of basic skills is considered a vital part of education, which is essential for the success in studies of other subjects and in most life situations. A broad and varied program of physical education, fine arts, and other activities is also considered important to enhance the interest and education of the students.
3. Social Behavior - For a useful and meaningful life, QSIB encourages the development of personal qualities leading to acceptable values and harmonious relationships.
4. Cultural Awareness - An understanding and acceptance of the different cultures represented in the school are considered important. An emphasis should be placed on gaining an appreciation and knowledge of Europe and the Slovak Republic.
5. Language policy – As an international school with many nationalities and cultures, it is best to operate with one common language, English. Not only does using a common

language foster a sense of community, but it is also important in creating a safe and inclusive atmosphere.

6. Environmental Awareness - It is essential that students develop an awareness of the environment and understand the importance of protecting and improving the environment.

## THE PROPER NICHE

Homeroom class placement is determined by the student's age. In the elementary classes, students will be with their age groups for all subjects. There is the possibility for exceptional students to move up or down grade levels for mathematics, reading, and language arts after extensive assessment.

To better meet students' individual needs, placement in the mathematics and reading/language arts programs will be determined by the results of tests administered by a designated QSIB test administrator, previous school records, and teacher observation. If a student is placed in an age group below his/her true age, a concerted effort will be made to advance the student to the proper age group as soon as possible. If the student is ahead of his/her age group, the student will be placed in advanced studies. All students should work at the level at which they can be successful while properly challenged.

## THE ACADEMIC PROGRAM

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

In most schools, students are given a certain amount of time to complete learning in a subject, and then they are assessed on performance. At QSIB, we use time as a resource, so students can master the outcomes that are designed to make them into a well-educated and well-adjusted person. In our model of learning, students either master the outcomes in each area, or they are simply not finished.

When students achieve mastery level, they will immediately receive credit for the completed outcomes. Thus, QSIB has mastery grades of A, B, or P (still in progress). We recognize that not everyone will master outcomes at the same rate. Many students will be able to finish an outcome rather quickly, and they will be allowed to work on a selective outcome to further enhance their skills. Others will take longer to achieve the mastery level, and they will be given time to do so. In other words, students have more than one chance to be successful. The outcomes that should be learned to a mastery level are clearly defined and clearly stated. There are no tricks! We believe in teaching what we test and testing what we teach.

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

'To be'	<b>Success Orientations</b>
'To do'	<b>Competencies</b>
'To know'	<b>Knowledge</b>

## INTENSIVE ENGLISH

Students who are not ready to join an instructional reading group near their age level because of their levels of English are placed in the Intensive English program. For students who enter with no English, this program encompasses the teaching of survival English, oral communication skills, grammar, writing, and reading skills.

The goal of Intensive English is to bring students to a level of academic English, including oral competency, which allows them to transfer to regular classes as rapidly as possible. Students of

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

Exit from the Intensive English program is accomplished through placement testing by the Intensive English teacher. By QSI policy, a student is considered to be an Intensive English student until they are able to work successfully with their age group in reading/language arts.

## SUCCESS FOR ALL

SUCCESS FOR ALL is the motto of QSI International School of Bratislava. 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, follow through, kindness, and other factors in this realm are just as important as the knowledge students learn and the competencies they 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 students' life patterns. The school's role is to reinforce the parents' efforts. Thus, the home and school, working together, can enhance progress in these universally accepted characteristics of success.

## EXIT OUTCOMES FOR SUCCESS ORIENTATIONS

When a student leaves QSI International School of Bratislava, it is purposed that each student demonstrates success in specified general outcomes or behaviors. When a student graduates from QSI International School of Bratislava, these outcomes are built into the graduation requirements and are reflected on both the graduation diploma and the student transcript. These outcomes are also reflected continually in the student evaluation reports at all age levels.

## SUCCESS ORIENTATIONS

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

To separate academic evaluations from behavioral evaluations, the success orientations will be evaluated independently. Thus, the academic outcomes will be evaluated solely based on student performance on the specified outcomes of the academic areas.

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

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

### A. Trustworthiness

#### **1. The student will demonstrate honesty by:**

- a) Always telling the truth, even though it may get the student into trouble.

- b) Bringing lost items or money to the teacher or the office.
- c) Being a person who does not cheat on tests.
- d) Being a person who does not steal.

**2. The student will demonstrate trustworthiness by:**

- a) Doing what the teacher asks.
- b) By not arguing with the teacher.
- c) Behaving well when not under direct teacher supervision.
- d) By not harming anything or anyone.

**B. Responsibility**

**1. The student will demonstrate responsibility by:**

- a) Coming to school unless sick or excused.
- b) Bringing materials needed to class.
- c) Doing schoolwork on time.
- d) Doing homework in a neat way.
- e) Taking care of school materials and belongings.
- f) Following rules and helping classmates.
- g) Keeping promises once they are made.

**C. Concern for Others**

**1. The student will demonstrate tolerance of other nationalities, races, religions, cultures, ages, and mental and physical abilities by:**

- a) Not making negative and hurtful comments.
- b) Playing with and being friendly with all students.
- c) Including rather than excluding.
- d) Welcoming and including new students.

**D. Kindness/Politeness**

**1. The student will demonstrate kindness by:**

- a) Not making comments that make people feel bad.
- b) Not hurting others physically.
- c) Being nice to everyone.
- d) Helping others in need.

**2. The student will demonstrate politeness by:**

- a) Not being rude.
- b) Not saying bad words.

**E. Group Interaction**

**1. The student will demonstrate support of group activities by:**

- a) Actively participating in the activities of the group.
- b) Encouraging the responsible behavior of others.
- c) Displaying words and actions that promote learning in the classroom by others.
- d) Controlling emotions.
- e) Making positive comments.
- f) Cooperating and being kind.

**F. Aesthetic Appreciation**

**1. The student will demonstrate an appreciation of nature by:**

- a) Not damaging trees, flowers, and the surroundings.
- b) Showing respect and appreciation for living and nonliving things.
- c) Creating artwork that illustrates nature.

**2. The student will demonstrate an appreciation of living areas by:**

- a) Picking up trash.
- b) Keeping the environment clean.

**3. The student will demonstrate an appreciation of the beauty of music, art, literature and theater, as well as math and science by:**

- a) Making positive comments and or actions which show respect for such beauty.

### **G. Independent Endeavor**

#### **1. The student will demonstrate independent endeavor by:**

- a) Always trying to do more than the task or work requested by the teacher.
- b) Setting goals higher than those easiest to achieve.
- c) Using a number of resources (books, computer) to complete projects and homework.

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

## **COMPETENCIES**

Recently, there has been an increase in many technological and scientific advances. It is important for students to develop competencies that will give them the tools to cope with this present age. To become productive participants in modern society, students will need to gain skills related to these advances. Particularly important is the student's ability to engage in higher order thinking skills. Skills related to the arts and physical fitness programs are important to maintain a high quality of life. QSI International School of Bratislava considers mastery in each of the seven competencies listed below as essential to each student's success:

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

### **KNOWLEDGE**

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

### **LESS IS MORE!**

For a student to develop competencies, he/she must have a firm foundation of facts and knowledge. Certain facts must be memorized and used as tools in gaining other knowledge and in developing competencies. It is important to build upon and combine fundamental facts and bits of knowledge in order to gain other knowledge. This can be done by hearing, seeing, and experiencing when placed in learning situations, followed by the practice and implementation of knowledge learned.

In the realm of knowledge, QSIB has identified seven areas. Mastery of these Exit Outcomes will lead to a successful school experience at QSI International School of Bratislava.

**MATHEMATICS  
ENGLISH / LITERATURE  
CULTURAL STUDIES  
SCIENCE  
CREATIVE AND APPLIED ARTS  
LANGUAGES OTHER THAN ENGLISH  
PERSONAL HEALTH AND WORLD ENVIRONMENTAL ISSUES**

# STUDENT EVALUATION

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

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

***Success breeds success.***

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

QSIB does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. Traditionally, the grades of "A" or "B" are considered to be mastery grades.

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

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

In the secondary school, students are granted one credit for mastery of each unit outcome that is credentialed "A" or "B." Thus, ten credits correspond to one "Carnegie Unit" used by most American secondary schools.

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

QSIB encourages all students to pursue a challenging academic course of studies. Students are required to learn at a level of mastery. We use only mastery grades of "A" or "B." Although students have more than one chance to achieve mastery in each outcome, we expect most students to master outcomes during the first opportunity. Students who receive a "B" grade and wish to upgrade to an "A" grade, have two weeks to upgrade from the time the B was earned, unless otherwise arranged with the instructor.

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

## COMPLETION OF OUTCOMES

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

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



- **D** is for students who are deficient. That means they put in very little effort and are not progressing. A D can be given at any time if the student is not doing the work.
- **W** means a student is withdrawn and can only be readmitted with teacher approval.

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

If a student does not pass a unit test, then he/she will need re-teaching in the areas where mastery has not been shown. More work will need to be completed to demonstrate an increased understanding, which will earn the student the right to take a retest. Students are always strongly encouraged to perform their best and to work and study to pass units on the first attempt whenever possible.

### **Mastery Learning Assessment**

Students should not abuse the testing procedure by taking multiple versions of tests to pass the unit. This can occur when students do not study for the first test in hopes of finding out what material is on the test. They take the second test, and sometimes a third, before they pass. To discourage this practice there are some guidelines:

1. Students must demonstrate they have mastered the TSW's through classroom activities, homework assignments, and teacher observation before being allowed to test. **If a student does not demonstrate readiness by assessment day, he/she will not take the test, and the parents and the Director of Instruction will be informed.**
2. Those students who do not pass all TSW's will be allowed to retest on those TSW's. Before students are ready to retest, the teacher will require them to demonstrate that they have mastered the material. This usually means that after not passing the first test, the student must complete **extra assignments** relating to the TSW to demonstrate his/her mastery and readiness to retest. This helps encourage students to take and pass the test the first time rather than having to retest. Most retests occur within a week of the original test.
3. If a student does not pass the second test, he or she must file a **petition** in order to be allowed to take further tests. For this, they will need the approval of their teacher and the Director of Instruction.

It is also expected that students close units in a timely manner. While different students might require a different amount of time, it is crucial that all students stay on pace to complete the course by the end of the school year. In order to ensure that please note the following deadlines:

1. By the last day of school before winter break (December 13, 2024), students must have at least two units closed per course. If a student has less than two units closed, he/she will be put on a unit recovery plan, that will result in the inclusion of a unit recovery period being put in their schedule. This may necessitate dropping an academic course to make room for a unit recovery period. If the teacher and administration deem necessary, the student will be withdrawn from the class so that a more appropriate placement can be made.
2. By the last day of Quintile 3 (February 20, 2025), students should have a minimum of 4 units closed per course. If a student has fewer than four units closed, they will be put on a unit recovery plan. If they are already on a unit recovery plan, this will plan will be revised to include more support. This can include schedule changes and removal from extracurricular activities.
3. By the last day of Quintile 4 (April 24, 2025), students should have a minimum of 6 units closed. Students not meeting this mark will be placed on a unit recovery plan.
4. By May 15, 2025 (4 weeks until the close of grade books) students should have 7 units closed. Students with fewer than 7 units closed at this point will be put on an end of year unit recovery plan. All students must master all their courses by the end of the year.

### **A - policy**

In order to earn an A, the student should consistently demonstrate noteworthy achievement of a high quality. While this means turning in work that demonstrates higher order thinking or performance skills, it also means turning in work in a timely manner. Late work cannot be assessed at an A level unless the tardiness of the work is excused in advance. Upgrades from B to A can only be done if the initial work was turned in on time and must be done within two weeks of the student receiving the B grade.

# DO YOU HAVE A PROBLEM OR CONCERN? WHO DO YOU CONTACT?

**Teacher** - Contact the child's teacher regarding concerns or when needing information about the child's behavior, friends, classroom rules, homework, or academic progress. The teacher is with the child more than anyone else and can answer most questions.

**School Counselor** – Contact the School Counselor regarding concerns about academic testing, child protection, and students' emotional and social development.

**University Counselor** – Contact the University Counselor regarding concerns related to academic testing, university planning/acceptances, and graduation.

**IB Coordinator** – Contact the IB Coordinator for all aspects of the International Baccalaureate Diploma Program ranging from exploration questions to course selections and other requirements.

**Athletic Director (AD)** – Contact the AD regarding any/all interscholastic athletic programs or events.

**Director of Instruction** - Contact the Director of Instruction regarding information or concerns about the curriculum, course offerings, student outcomes, class placement, textbooks, mastery learning, schedules, secondary course requirements or school activities.

**Director** - Contact the School Director regarding concerns, suggestions, or when information is needed about facilities, staff members, QSI Policies, school rules and procedures, the QSI Organization, or any other topic not addressed by the child's teacher, Athletic Director/IB Coordinator, or the Director of Instruction.

## A NEW STUDENT ARRIVES

QSIB staff and students want to help make any new student's adjustment as smooth and happy as possible. QSIB students and staff accept a steady flow of newcomers from many different countries and school systems, each making a unique contribution to our multi-cultural school society. All new students will feel at home in no time!

## IMPORTANT DOCUMENTS TO BRING

All new students should report to the Main School Office with their parents on their first day. A staff member of the school administration will welcome you and process all application documents and information for proper enrollment. The student and parents are asked to bring the following materials to assist with class placement (if you haven't already provided them at the time of the registration):

**Prior scholastic records:** If the previous school will permit, parents should submit copies of the student's prior school records, including evaluations and special testing data. For 7-11-year-old class applicants, a copy of previous school records for ONE year is required. For 12-year-old - secondary IV class applicants, copies of all school records from age 12 are required. Transcripts must be translated into English, and no secondary student will be admitted unless transcripts are provided. Otherwise, the releasing school should mail the records to:

***QSI International School of Bratislava  
Zahradnicka 2, 931 01  
Samorin, Slovak Republic***

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

**Completed QSIB application forms:** All information should be completed on the application form, including home address and places where both parents can be contacted. Of utmost importance is the ***Student Health Form*** with information about the child's medical history, including allergies, physical limitations, etc. and the ***Emergency Form***. If any of this information should change after the time of enrollment, please inform the school.

**Other documents to bring:**

- Student passport photo

- Signed Student/Parent Handbook Agreement
- Proof of payment for Lunch/Transportation Program (if required)

## WE EXPECT YOU

- To be responsible, cooperative, and supportive.
- To be respectful of all parents, teachers, paraprofessionals, and staff members
- To have a good attitude toward learning.
- To give attention to the required task.
- To be enthusiastic.
- To meet all financial commitments on time.

## YOU CAN EXPECT FROM US

- Instruction that will meet all academic needs.
- Assistance with any concerns.
- Opportunities to voice opinions in an appropriate manner.
- An environment in which learning is stimulating.
- Predictably professional behavior.
- Expected model behavior.
- A caring environment that will encourage success.

## STUDENT CONDUCT/BEHAVIORAL SYSTEM

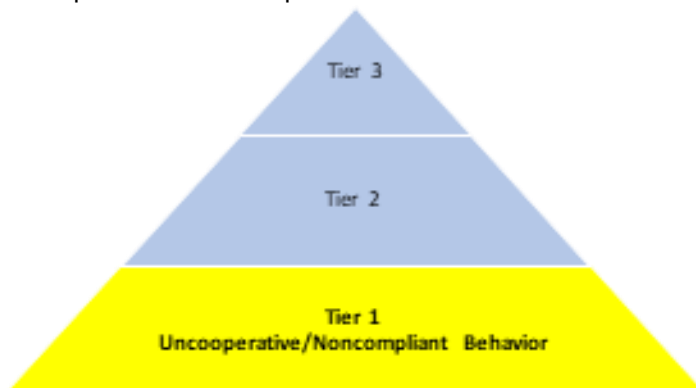
With reference to behavior, good manners and common sense are the guidelines. This includes responsibility and respect for others. The following are a few of the specific rules agreed upon by the students, staff, and administration. Students and teachers will formulate rules of conduct for their individual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

- The student will come to class on time and ready to learn.
- The student will come to class with appropriate materials.
- The student will be responsible for his/her possessions and be respectful of others' property.
- The student will follow the school device policy.
- The student will follow the school dress code.
- The student will respect, listen to and follow directions from all school staff.
- The student will use polite language and always speak in the school language, English.
- The student will respect everyone's right to learn.
- The student will show respect for personal and cultural diversity.

QSI International School of Bratislava aims to provide a positive and safe learning environment for all students, faculty, and staff. As a result, students are expected to exhibit proper behavior. The below three tier system is what QSI Bratislava staff and administration will use when behavioral problems arise.

### **TIER 1**

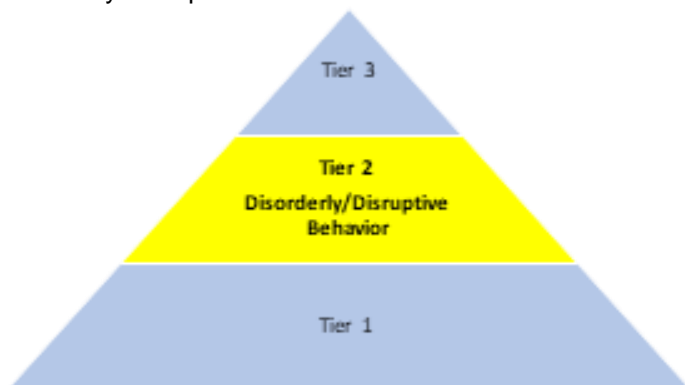
Uncooperative/Non-compliant Behavior



Infractions	Range of Disciplinary Responses to Be Used
<ul style="list-style-type: none"> <li>• Failing to be in one's assigned place on school premises (skipping class)</li> <li>• Behaving in a manner which disrupts the educational process (example: making excessive noise in a classroom, library, or hallway, talking out of turn, chewing gum, drinking/eating during class, refusing to work, not being prepared for class)</li> <li>• Repeatedly engaging in verbally rude or disrespectful behavior (example: mild profanity, excessively affectionate behavior with another student)</li> <li>• Dress code violation</li> <li>• Repeatedly speaking in a language other than English</li> <li>• Using school computers, telephones, PA systems, copy machines or other electronic devices without appropriate permission</li> <li>• Using personal cellphones during school hours without appropriate permission.</li> </ul>	<ul style="list-style-type: none"> <li>• Reseating/Separation</li> <li>• Stay-behind after class</li> <li>• Reflection sheet</li> <li>• Teacher-led break or lunchtime detention</li> <li>• Review of class rules independently or with teacher</li> <li>• Discipline-related research or homework assignment</li> <li>• Parent email and/or parent conference</li> <li>• Independent work (content-based) in another supervised room for the class period</li> </ul> <p><b>*After 2 infractions, the student automatically moves to tier 2 upon the next infraction.</b></p>

**TIER 2**

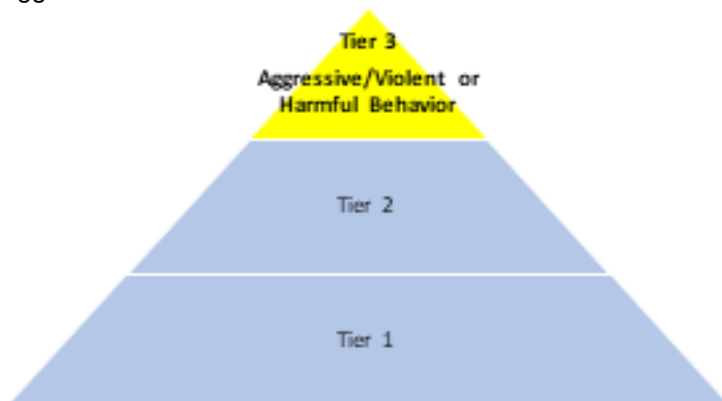
Disorderly/Disruptive Behavior



Infractions	Range of Disciplinary Responses to Be Used
<ul style="list-style-type: none"> <li>• Using profane, obscene, vulgar, or lewd language, gestures or behaviors</li> <li>• Using slurs based on actual or perceived racial, race, ethnicity, color, gender, sexual orientation, religion, or disability</li> <li>• Lying to, forging, giving false information to, and/or misleading school personnel</li> <li>• Misusing or stealing property belonging to others</li> <li>• Engaging in or causing disruptive or disrespectful behavior towards a member of the QSIB community (excessive)</li> <li>• Leaving class or school premises without the permission of supervising school personnel</li> <li>• Engaging in harassing, intimidating, or bullying behavior, including but not limited to cyber-bullying, verbal, written, or physical contact that threatens another with harm; seeking to compel a student to do something, exclusion from peer groups with the intent to humiliate or isolate, and making constant derogatory jokes.</li> <li>• Insubordination and/or continued disobedience or defiance of a teacher or staff member</li> <li>• Engaging in inappropriate or unwanted physical contact or touching someone's private parts (excessive)</li> <li>• Academic integrity (cheating first time resulting in possible loss of grade)</li> <li>• Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel</li> <li>• Vandalism of school property or property belonging to staff, students, or others</li> <li>• Repeated tier 1 infractions (after 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference with administration</li> <li>• Reflection Sheet</li> <li>• Review of Class Rules independently or with teacher</li> <li>• Exclusion from after school activities</li> <li>• In-school suspension (based on offense) <ul style="list-style-type: none"> <li>○ ½ day (1<sup>st</sup> offense)</li> <li>○ 1 full day (2<sup>nd</sup> offense)</li> </ul> </li> <li>• Behavioral plan to be made with student and family</li> <li>• Loss of eligibility for overnight trips for a minimum of 6 months (2<sup>nd</sup> offense)</li> </ul> <p><b>*After 2 infractions, the student automatically moves to tier 3 upon the next infraction.</b></p>

**TIER 3**

Aggressive/Violent or Harmful Behavior



Infractions	Range of Disciplinary Responses to Be Used
<ul style="list-style-type: none"> <li>• Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury, or harm, or depicting violent actions against or obscene, vulgar, or lewd picture of students or staff (including online posting)</li> <li>• Engaging in an act of coercion or instigating violence, injury, or harm to others</li> <li>• Continuing to engage in ongoing bullying behavior (including cyber-bullying) as described in tier 2 after intervention has occurred</li> <li>• Engaging in inappropriate sexual contact, sexual aggression, making sexually suggestive comments, or posting sexually suggestive message or images of self or others</li> <li>• Falsely activating a fire alarm or purposely creating another emergency situation to cause panic, including but not limited to starting a fire or making a bomb threat</li> <li>• Stealing or attempting to steal property belonging to the school or another without authorization</li> <li>• Extreme or repeated acts of academic dishonesty</li> <li>• Possession of a weapon or using any object as a weapon to threaten or attempt to inflict injury upon school personnel, students, or others</li> <li>• Possession of, selling, or distributing alcohol, illegal drugs or controlled substances, and/or tobacco products.</li> <li>• Attending school under the influence of alcohol or drugs</li> <li>• Repeated tier 2 infractions (after 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate parent contact</li> <li>• Immediate at home suspension until further notice (online learning provided) and expulsion may be considered</li> <li>• Incident is brought to the Advisory Board for consultation (scholarship may be revoked)</li> <li>• Student may not participate in the after-school program and/or school related field trips and overnight trips</li> <li>• Student is placed on a behavioral plan</li> </ul> <p><b>*Reinstatement is considered after a parental meeting and mutual agreement. Daily or weekly check-ins with a teacher/administrator may be needed upon the student's return to school.</b></p>

Upon the signing of this handbook, students and parents acknowledge that they have read the above behavioral policy and understand that student behavior is subject to the specific consequences outlined above. Students should do their best to respect their school, peers, teachers, and self by following QSI International School of Bratislava's student expectations and behavioral policy as listed above.

## WEAPONS

QSI Bratislava has a "zero tolerance" weapons policy in school.

The definition of a weapon is any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to:

- Any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, num-chuks, throwing stars, explosives, fireworks, mace, and other propellants. This includes stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.
- No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon. Such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

- No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, protractors etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

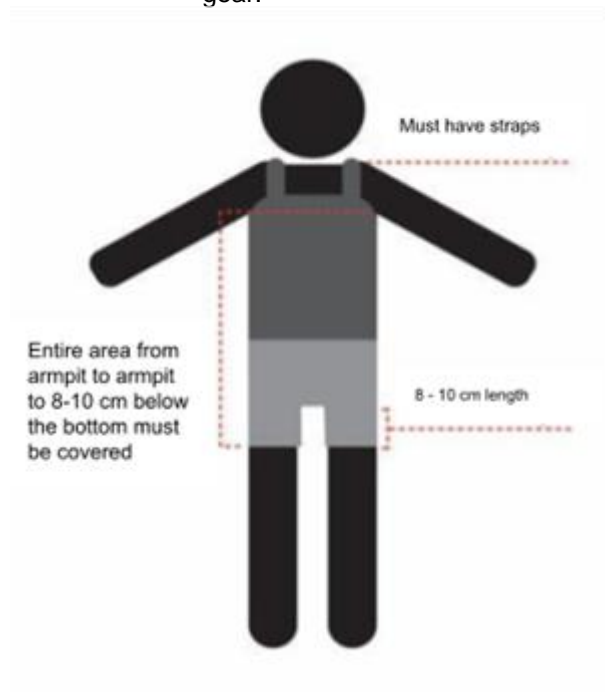
In all cases of serious behavioral problems, the Director may suspend the student immediately. **ANY** student bringing **ANY** kind of weapon to the school will be suspended for a specific amount of time to be determined by QSI Bratislava administration (pending additional assessments) or expelled by the Advisory Board. A weapon may be defined as a firearm, knife, arrow, or any other item which can inflict damage or harm on another. A weapon may also be an item that is found in the school, such as a pair of scissors, a compass, or any other sharp object, that would be used to inflict damage or harm on another. All QSI International School of Bratislava faculty and staff have the right to search a student if probably cause or reasonable suspicion exists without prior warning given to parents or the student.

## DRESS CODE

Students are entitled to express themselves in the way they dress but are expected to respect the school community by dressing appropriately for an educational environment. What a student wears should facilitate participation in learning, as well as the health and safety of students and the staff members who supervise them. Please treat the below guidance as a baseline. We expect all students will want to go above and beyond - but it's also important to know the 'musts.'

### Minimum Requirements:

- a. Clothing must cover areas from one armpit across to the other armpit, down to approximately 8 - 10 cm in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than 8 - 10 cm in length.
- b. Shoes must be worn at all times and should be safe for the school environment.
- c. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- d. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
- e. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



### Additional Requirements:

- f. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- g. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

- h. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- i. Sunglasses may not be worn inside the building.
- j. Clothing and accessories that endanger student or staff safety may not be worn.

***The administration reserves the right to determine what constitutes appropriate dress.***

Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

**Attire for Gym and Sports Activities:**

Student attire for sports and dance activities must allow students to be comfortable and move freely. The instructor for a given activity will specify suitable attire and communicate with students/parents.

Secondary students must change into gym clothes. It is not mandatory for elementary students to change clothes for sports classes in the gymnasium, but it is recommended. Tennis shoes are excellent for gym class and as indoor shoes. It is recommended that students wear inexpensive attire for sport activities as clothes may get dirty or damaged.

**Attire for outdoor activities:**

Elementary students go outside each school day unless it is raining or too cold. During winter, it can be very cold and snowy. Snow pants, warm coats, waterproof boots, hats and waterproof mittens are needed.

**Indoor Shoes:**

For safety reasons, students should bring comfortable shoes for indoor use. These shoes should be appropriate in case of fire drills or necessary school evacuation. Students may wear the tennis shoes they bring for gym classes while inside the school building.

## SCHOOL SUPPLIES

Books are used without charge with the expectation that they will be returned in a condition that reflects reasonable use. A good policy is to cover all books to minimize incidental wear. Any book damaged due to negligence will be charged in accordance with the degree to which the book was damaged or double the original value of the book plus 1 Eur. Teachers will provide typical school supplies. Students should talk to the teacher on their first day about what else is needed.

## HOMEWORK POLICY

### PHILOSOPHY

Homework is for students to practice the skills taught in school or to prepare them for future work. There are three acceptable categories of homework: practice (reinforcement), preparation, and extension activities. Homework may be a prerequisite to taking a test for evaluation. Homework must be completed before taking outcome assessments.

### HOMEWORK SHOULD NOT:

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

### HOMEWORK SHOULD:

- Be well planned and complement classroom learning.
- Have immediate and timely feedback.
- Have proper resources available, if research is assigned.
- Be meaningful and challenging.
- Have clear procedures for accomplishment and clear and enforced due dates.



- Be written on the whiteboard or given verbally or as a handout/worksheet.

**SPECIFIC CONSIDERATIONS:**

- If a student is continually overburdened with homework assignments, teachers and an administrator may be needed to determine the best course of action.
- Where several teachers are involved, as in the secondary school program, teachers will attempt to coordinate their homework assignments so that excessive homework is not given on a particular day.
- Homework assignments are legitimately used to prepare a student for a mastery/summative examination, and no mastery/summative examination may be given unless homework is completed.

## **ELEMENTARY COURSE OFFERINGS**

### **5-year-old class:**

Mathematics  
 Reading  
 Writing  
 Language Arts (Slovak)  
 Science  
 Cultural Studies  
 Music  
 Technology  
 Library  
 Art  
 Physical Education

### **6-year-old through 11-year-old classes:**

Mathematics  
 Reading  
 Writing  
 Intensive English  
 Language Arts (German, Spanish, French, Intensive English Support, Slovak, Korean)  
 Science  
 Cultural Studies  
 Music  
 Technology  
 Library  
 Art  
 Physical Education

### **12 and 13-year-old classes:**

This program meets the special needs of students in the 12 and 13-year-old age groups. It is a rigorous academic program of Mathematics, Science, Art, Music, Literacy, Language Arts and Physical Education. Qualified students may enroll in certain secondary classes for secondary graduation credit.

Middle school students have more privileges and responsibilities than elementary students. Middle school students participate in Student Council and secondary sports.

Twelve- and thirteen-year-old students are required to take a set of core courses in English, language arts, cultural studies, mathematics, science, physical education, art, and music. Students are placed in English, language arts, and mathematics classes according to their achievement levels. We encourage our students to proceed into secondary school courses if they are able. Some thirteen-year-old students may engage in secondary classes, like mathematics and foreign language. Secondary school credit is given to twelve and thirteen-year-old students who satisfactorily master the outcomes in secondary classes.

## **MIDDLE SCHOOL COURSE OFFERINGS**

### **Core Subjects**

### **Specials**

Mathematics 12  
Foundations of Algebra  
Algebra  
Geometry  
Cultural Studies 12/13  
Science 12/13  
Literacy 12  
Literacy 13  
Intensive English

Study Skills 12/13  
Physical and Health Education  
Music 12/13  
Fine Arts 12  
Technology 12/13

**Languages**

Slovak (native)  
Korean (native)  
French  
German  
Spanish  
Intensive English Support

## SECONDARY SCHOOL COURSE OFFERINGS

**English:**

Literature I & II  
Writing I & II  
American Literature  
Research Project  
Technology

AP Language and Composition  
Genre Studies  
Creative Writing  
IB English Language and Literature SL & HL

**Health & Phys. Ed.:**

Fitness  
Health  
Team Sports  
Wellness

**Mathematics:**

Algebra I & II  
Geometry  
Precalculus  
Calculus  
Advanced Mathematics  
IB Math Analysis and Approaches (HL and SL)  
IB Math Applications and Interpretations (HL and SL)  
AP Calculus

**Languages:**

German  
Slovak  
French  
Spanish  
IB, SL & HL (all)

**Fine Arts:**

Art  
Music  
IB Visual Arts

**Cultural Studies**

World Geography  
Modern World History  
U.S. History  
IB Economics SL & HL  
IB History  
AP World History  
AP Human Geography

**Science:**

Biology  
Physical Science  
Chemistry  
Physics  
IB Chemistry SL & HL  
IB Biology SL & HL  
IB Physics SL & HL

**Electives:**

Team Sports  
Yearbook  
Secondary Drama

**EXTRA-CURRICULAR ACTIVITIES:**

Drama  
Student Council  
Humanitarian Club

Sports  
Band  
Model United Nations

Speech and Debate  
Knowledge Bowl  
Girl Up!

# SECONDARY SCHOOL GRADUATION REQUIREMENTS

QUALITY SCHOOLS INTERNATIONAL offers a secondary program, which leads to a Secondary School Diploma. Most graduates of Quality Schools International attend a college or university upon completion of their studies. Previous graduates of Quality Schools International have been highly successful in obtaining admittance to colleges or universities of their choice.

## **FOUR DIPLOMAS ARE OFFERED BY QUALITY SCHOOLS INTERNATIONAL THIS YEAR**

- **ACADEMIC DIPLOMA**
- **ACADEMIC DIPLOMA WITH HONORS**
- **GENERAL DIPLOMA**
- **INTERNATIONAL BACCALAUREATE DIPLOMA**

### **THE ACADEMIC DIPLOMA: 24 Carnegie Units (240 QSI Unite Credits)**

- **A total of 240 credits (including electives) is required for this diploma:**

*English (70), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (40), Electives (25)*

### **THE ACADEMIC DIPLOMA WITH HONORS: 24 Carnegie Units (240 QSI Unite Credits)**

- Requirements are the same as the Academic Diploma with the added condition that accumulated credits include at least two IB certificates or Advanced Placement (AP) courses. A total of 240 credits are required for this diploma.

*English (70), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (40), Electives (5), Two AP courses (20)*

### **THE GENERAL DIPLOMA: 22 Carnegie Units (220 QSI Unit Credits)**

- The General Diploma is available to students who may want to focus on an international course of study or may face time constraints upon entering the school (for example, admission as a Secondary 3/11th grader or later). This diploma is also an option to students who excel in the fields of mathematics and/or sciences. 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.

*English (40), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (20), Electives (55)*

### **INTERNATIONAL BACCALAUREATE DIPLOMA**

This program is designed for students that are in their final two years of school before university. The IB program is an established educational program in 1,952 schools in 134 countries worldwide (2008 figures). This program standardizes curriculum and assessment development, standardized teacher training and information seminars, electronic networking between schools and other educational services to member schools.

The IB organization is funded through fees from IB schools and students participating in the IB program. The IB program was founded in 1968 and is a nonprofit educational foundation based in Geneva, Switzerland.

This program grew out of international schools' efforts, as early as 1924, to establish a common curriculum and university entry credential. The schools were also motivated by an idealistic vision. They hoped that critical thinking and exposure to a variety of points of view would encourage intercultural understanding by young people. They concentrated on the last two years of school before university studies to build a curriculum that would lead to what they called a "baccalaureate," administered in any country, recognized by universities everywhere.

Students who qualify may choose to take individual IB classes towards earning IB certificates or they may take the entire IB program towards earning an IB Diploma. IB exams are given in May. Students who qualify to sit for the exams must pay for the exams and mailing fees.

Students take 6 courses: 1 from each of the 6 subject groups (Language, Second Language, Individuals and Societies, Experimental Sciences, Mathematics, and The Arts). Students may take an elective (from Groups 3 or 4) in lieu of taking an Arts subject. Students choose to take 3 courses at Standard Level (SL) and 3 courses at Higher Level (HL); occasionally, a student is allowed to choose 4 HL courses. HL courses are 240 or more hours over 2 years of study, while SL courses are 150 hours or more over 2 years of study.

Three areas of study must be at High Level. Areas of study include:

- Group 1 Language A – English, Slovak
- Group 2 Second Language B – German, French, Spanish
- Group 3 Individuals and Society – Economics, History
- Group 4 Experimental Sciences – Biology, Physics, Chemistry
- Group 5 Mathematics – Application & Interpretation, Analysis & Approaches
- Group 6 Visual Arts or a second choice from Group 3 or 4

Diploma candidates also complete the requirements for the 3 core elements:

- The Extended Essay,
- the CAS program (Creativity, Action, and Service), and
- the TOK (Theory of Knowledge) course.

### **IB Diploma Candidacy:**

Diploma candidacy must be declared by the beginning of the student's Secondary III year. Staff will approve their choice by October 15. Their progress will be monitored throughout the year by advisors.

We recommend that you contact the IB website for further information at: <http://www.ibo.org/>.

## **COURSE COMMITMENT**

Secondary students, who register for a course, must be committed to complete it. If during the year, a student believes that he/she cannot continue in the course, the student should meet with the teacher and discuss the matter. If the student still wants to drop the course after the discussion, the parents and student must meet with the administration. In general, students add/drop a course on or before Monday, 16 September 2024. Seldom will permission be granted after that period. It is important that care and deliberation be given while selecting courses of study.

## **SECONDARY SCHOOL ACTIVITIES**

Education has two sides, the curricular and the extracurricular. Both are important. Young adults need a wide range of interests and activities. QSI International School of Bratislava encourages middle and secondary school students to become involved in extracurricular activities. Some activities are organized and sponsored by school personnel. Drama, Soccer, Volleyball and Basketball are examples of this. Students or teachers who have special interests may organize other activities. If you are interested in participating in some special activity, talk it over with other students and the Director Instruction.

## **EXTRA-CURRICULAR ACTIVITIES PROGRAM**

### **PHILOSOPHY**

Participation in extra-curricular activities at Bratislava International School is a privilege. Participation is not a requirement for graduation and those who participate must give extra effort and time.

Because extra-curricular activities are voluntary and because those participating represent the school, it is mandatory that academic, citizenship and sportsmanship standards be uncompromised. It is expected that each participant will be a good student and school citizen. He/she has the privilege of participating in a well-organized program, which is of special interest to him/her and for which the school provides coaching, equipment and facilities. Therefore, the selection process must not be based solely on performance, but must include scholarship, attitude, conduct, and cooperation. Each participant has an obligation to himself/herself, his/her school, his/her coach, and his/her team. Therefore, the selection process will deny participation to those who fail to meet the established standards. Extra-curricular activities

are not intended for rehabilitation, retraining or reforming. Rather, the privilege of participation should be extended to those who have earned it in the classroom as well as on the playing field, court, track, or stage.

### **ETHICS OF EXTRA-CURRICULAR ACTIVITIES PROGRAM**

It is the responsibility of all concerned with extra-curricular activities at QSI International School of Bratislava to:

1. Offer an opportunity for students to apply the Success Orientation skills to an extra- classroom activity.
2. Display sportsmanship, ethical conduct, and fair play.
3. Eliminate those factors, which would destroy the values to be gained from participation in the activity program.
4. Show courtesy to visiting teams, officials, and spectators.
5. Respect the integrity and judgment of officials.
6. Understand and uphold the rules of the game.
7. Enforce school policy regarding eligibility and conduct.
8. Encourage student leadership and skill development.
9. Recognize and promote the purpose and intent of the activities program.
10. Establish and maintain a mutually pleasant relationship between visitors and hosts.
11. Maintain the perspective that a contest is not a matter of life or death for coaches, players, or schools.

### **ELIGIBILITY AND TRAVEL POLICIES FOR MIDDLE AND SECONDARY SCHOOL STUDENTS**

Middle and Secondary School students are eligible to participate in Student Council and extra-curricular activities unless they have not successfully finished expected units of study.

During the first quintile, students who did not complete one or more units of a secondary credit course from the previous year are placed on the Ineligible List. During the 2nd, 3rd, 4th, and 5th quintiles, students who have not finished expected units in their classes are placed on the Ineligible List. Students may get off the Ineligible List by successfully completing the units.

The expected duration of one unit of study is 17 school days. It is the responsibility of students, who are not successful in demonstrating mastery, to confer with their teachers and arrange a time to stay after school for additional assistance, complete additional review assignments, and schedule a retest. This should be accomplished within one week while the course material is fresh in the student's' mind.

1. Each coach must know and enforce QSIB's policies regarding eligibility and travel.
2. Students will be eligible to travel abroad provided:
  - A. They have no outcome in "D" (deficient) status.
  - B. In the judgment of each teacher they are making reasonable academic progress.
3. TWO WEEKS prior to departure of any school group, each student's status report will be assessed by the coach to determine each student's eligibility. If the student has a "D" in any outcome, the student will be advised that he/she may not be permitted to travel. A one-week reconsideration period will be applied.
4. If at ONE WEEK prior to departure the student is still deemed academically ineligible to travel, the coach, the teacher, Director of Instruction, and Director will meet to review each case.
5. The Director will have discretionary authority in the decision-making function of this panel.
6. Eligibility status will be required for PARTICIPATION in all interscholastic activities that travel on school time.

## **PHYSICAL EDUCATION CLASSES**

Students must participate in physical education classes unless they have a signed note from a parent. If a student does not participate and does not have a signed note, the P.E. teacher will contact the parents immediately. In cases of frequent non-participation, the P.E. teacher will contact the parents even if the student has brought a note to inform the parents that the student is at risk of not completing 80% of the Unit and not receiving a grade.

## **ELEMENTARY RECESS RULES**

Students will be supervised at all times and should follow the general rules of the school. Students are to follow the directions of the supervisors at all times and play in areas that can be easily seen.

For the safety of the students during recess, the school does not allow violent games where children can get hurt. Students are not allowed to run around the building or through the cafeteria. Areas are limited in order to best supervise students and keep recess safe.

## **PLAYGROUND RULES**

### **General Rules**

- The teacher will blow the whistle in the cafeteria to indicate that those students who have finished their lunches will be allowed access to the playground area.
- Students should use the bathrooms before exiting the cafeteria.
- Students will enter the playground one at a time after their tables are clean and they are sitting quietly. Students will stand up and push in their chairs before leaving their tables.
- Students will follow the directions of the teachers on duty.
- Students are expected to treat each other and teachers in a courteous manner.
- Teachers will assist students in resolving any playground disputes.
- Any form of fighting, including play fighting, rough play or wrestling is not permitted.
- Students will play only in designated areas.
- All playground equipment must be used in a safe and appropriate manner.
- No walking, running, or climbing up the slides. Go down one at a time sitting with feet in front.
- Only one person is allowed on a swing at a time, and he/she must be properly seated. Pushing, jumping off and twisting on swings is not permitted. Do not run or play behind, around, between, or within the designated swing area. First come, first serve.
- If a ball goes over the fence, students are not permitted to retrieve the ball. The ball will remain there until recess is over.
- All physical education equipment (i.e., balls) used during recess will be returned at the end of recess.
- When the first whistle blows on the playground, students will stop playing and line up quickly and quietly.
- Students will exit the playground in an orderly manner and walk down the hallway quietly.
- During the winter season, throwing snowballs is not permitted.

### **CONSEQUENCES FOR PLAYGROUND RULES**

- For minor offenses, a student will be talked to and given a warning by the teacher on duty.
- Repeated minor offenses will result in the removal of the student from recess activities.
- If a student refuses to obey this disciplinary action, the student's classroom teacher will be notified, and further action will be taken.

## **STUDENT ATTENDANCE**

Many learning experiences occur in a classroom setting. Many of these experiences cannot be duplicated through make-up assignments. School attendance is extremely important for successful learning. Future employers and university placement officials often ask for student records of attendance as an indicator of the reliability and motivation of the individual. It is expected for students to be in school except for sickness or extenuating circumstances.

If a child is counted as absent and we have not been informed of the reason, we will contact the parents and inquire about the wellbeing of the child and the length of the planned absence.

However, please note that it is the child's legal guardian's obligation to inform the school about any absences. **Parents are requested to email the school at [attendance@bratislava.qsi.org](mailto:attendance@bratislava.qsi.org) at least one day ahead or by 8:30 a.m. THE LATEST on the day their child is absent.**

If the child is to be absent from school for **no more than 3 consecutive school days**, the absence can be excused by the legal guardian (or by a student if he/she is of legal age) by emailing the school at the address above. If the child is to be absent from school for **more than 3 consecutive school days**, then the legal representative (or a student if he/she is of legal age) cannot excuse the absence in the school by himself/herself, but is obliged to prove the reasons for the absence by documentation, i.e. in case of sickness of a student to submit a medical report, in case of other reasons to submit a document proving such facts (e.g. document produced by sport organization regarding the attendance of student on sports competition).

The Director can excuse the absence of the student only on the excusable grounds, which are namely the sickness, doctor's excuse and ban for attending school, extreme weather condition, sudden cut-off in the public transport services, extraordinary family situation or attendance of the student in a competition. **The absence of the student in school due to a vacation does not constitute a reason which is excusable** (with the exemption of a vacation that is included in a medical treatment proposed/recommended by a doctor). Please note that if a student misses school due to an unexcused absence, he/she may lose the opportunity to earn an A on the missed assignments.

In the event of a lengthy illness, teachers will do everything possible to help the student make up missed work. It is the responsibility of the student to contact the teacher for makeup work and to set convenient times for makeup tests or quizzes.

## TARDINESS

All students are expected to be in school on time **at 8:25am**. If a student arrives late to period one, he/she must have a tardy slip from the receptionist. In case a student arrives at school after the beginning of the instructional day (1st period) and are listed on the absent list, it is the responsibility of the teacher to notify the Director of Instruction Office, so the student will not be counted absent the rest of the day.

The student will begin each term with zero tardies. A student who is tardy three times in each term, however, will receive an office referral, and the Director of Instruction or Director will meet with the student. Absence from class (skipping) will be reported immediately after the class period ends. Any teacher who sees students lingering around bathrooms, the library, hallways, computer lab or common areas during class time will report the student as tardy to the Director of Instruction.

## EARLY DEPARTURES DURING SCHOOL

Students are usually permitted to leave early at the request of the parents or school administration. Students must have a written, authorized excuse to leave early and must check out at the reception prior to departure. QSIB does not consider fatigue from staying up late as an authorized excuse to leave school early.

## EARLY WITHDRAWAL FROM SCHOOL

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

## QSIB SECURITY RULES AND REGULATIONS

### Student ID Cards

1. QSIB issues ID cards in the form of electronic smart cards containing personal data. The title QSI International School of Bratislava and the student's first and last name confirm student enrollment at QSIB. Each QSIB student will receive their ID card or a temporary card until an individual student card is available.

2. Each QSIB student is issued one card valid for the whole period of his or her studies at QSIB (provided these are not interrupted). The student card remains the property of QSIB and is not transferable. After completion of studies or interruption of studies the student is obliged to return the card without delay. He or she should return the card to the

School Registrar. In case of a lost or unreturned card, the school will charge 10 EUR for the lost card and will issue a new card if necessary.

3. All students should be in the school building by 8:25am. If students arrive after this time, they must sign in at the reception and ask the receptionist for a tardy slip. If students do not sign in, they will be counted as absent, and parents will be contacted during the day to explain the reason for the student's absence and the length of the planned absence.

## **Important Security Reminders**

### **Cameras**

QSI has installed surveillance cameras both inside and outside of the buildings. School cameras are operated under the supervision and authority of the IBS Security Services, and access to any recordings is at the discretion of IBS and QSIB.

### **Entrance and Exit Gates**

School entrance and exit gates are closed during the school day. Parents and visitors can access the school campus by ringing the bell at the Entrance Gate. Visitors must have an appointment with school administration to gain access to the campus.

To exit the campus, parents and visitors must ring the reception bell at the Exit Gate. Please be mindful of the gate door and follow the instructions of the security guard and the school administration when entering and exiting the campus. Keep distance from the opening/closing gate door and allow for the gates to open fully before driving through.

To allow for the increased traffic to/from school at the beginning and end of the school day, the school gates will remain open between 8:00am - 8:35am and 3:30pm - 4:00pm. During this time a security guide will be present at the entrance gate to direct parents and visitors entering the campus.

### **Visitors**

QSI International School of Bratislava is a closed campus, which means students may not leave the campus without permission from the reception. Parents have entrusted the school with students' well-being and safety. Therefore, the school must know where all students are at all times. The safety and security of students is our highest priority.

A "closed campus" also means visitors and non-students must check in through the reception before being allowed to visit the school. We must know who is on campus at all times. Non-students are not to attend recess, lunchtime, or classes to see students directly. They must check in through reception!

Visitors must have prior authorization from the office before entering the school campus. All visitors must sign in and show their ID at the Reception Desk. They will then receive a visitor badge/card from the receptionist. All QSIB parents must sign in at the Reception Desk.

### **Parking**

There are designated parking spaces, where parents, staff and visitors can park their vehicles. We ask parents, staff and visitors to not leave their cars on the school campus longer than necessary in order to allow all vehicles access to parking. Parents picking up their children from school must park at the designated parking spaces and collect their child at the reception desk area. Children must not run through the parking lot for safety reasons.

## **PERSONAL PROPERTY**

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

**Theft of any items is not tolerated. Students found guilty will be immediately recommended to the Advisory Board for expulsion.**

## **LOCKER POLICY**

All students are eligible to use a locker. Each student must understand and agree to the following locker policy:



1. One locker will be issued to each student.
2. The school will issue locker keys to students. All locker keys are to be returned to the school at the end of the school year. In the event the key is lost, the student is responsible for the financial replacement of the key.
3. The locker is the property of the school, not the personal property of the student to whom it has been issued for the year. The school reserves the right to open and search any locker at any time.
4. Students must maintain their lockers in the same condition in which it was issued to them. Students are not to write on or in lockers or attach anything to the lockers.

## SMOKE FREE, ALCOHOL FREE, AND DRUG FREE

The QSIB campus is a nicotine and tobacco free, alcohol free, and drug free campus. QSIB does not permit:

- Tobacco/nicotine use (*smoking, e-cigarettes, vaping, or smokeless products like snus or nicotine pouches/pods*),
- drinking alcohol, or
- the use of drugs

by students or faculty at school or at any school-sponsored activity/trip. Violation of this policy will result in suspension. This policy also applies to 18-year-old and older students.

Students may not drink or be under the influence of alcohol or use a tobacco/nicotine product at school or at any school-sponsored activity or trip. Violation of this policy will result in suspension and/or expulsion.

The use, abuse, possession, or being under the influence of controlled substances is prohibited at school or at any school-sponsored activity or trip. The possession or distribution of drugs is prohibited. When violation of this policy is verified, suspension, expulsion and/or other severe disciplinary action will result.

**If school administration suspects a student is in possession of any of the above banned substances, they have the right to conduct a search of lockers, personal belongings, and/or pockets without prior student or parent communication.**

Elementary students may not be in the possession of “over the counter” drugs, such as aspirin or cough syrup. These are to be brought to school with a note from parents and given to the teacher to keep in a secure area.

## PUBLIC DISPLAYS OF AFFECTION (PDA)

A brief review about public displays of affection among students at QSI International School of Bratislava:

In transition times (lunch, morning break, during class transitions), students may:

- Sit next to each other with an arm around the other
- Hold hands
- Give a brief “A” frame hug

Students may not:

- Kiss
- Sit on each other’s laps
- Wrestle
- Give full body hugs

These apply to classrooms, as well. Students not following the PDA rules will be referred to the Directors of Instruction and/or School Counselor.

## SCHOOL EMERGENCY INFORMATION GUIDE

### School Emergency Response Protocols

A school crisis can take several forms including environmental events, such as a chemical spill, gas leak, weather emergency, or an intruder in or the near school. The nature of the school crisis dictates whether school officials will issue a lockdown or evacuation as means to ensure the safety and well-being of students and staff.

In case of emergency, the QSIB **SMS Blast Service** allows staff to contact all QSIB parents in one mass text message. In case of school evacuation or lockdown, parents are contacted via text message immediately OR as soon as the

current situation allows for it. An email to all parents will normally follow the text message. For non-immediate emergencies, ONLY an email will be sent to all parents by the school administration.

### **Safety Terms and Procedures**

*In the event of an emergency at QSI International School of Bratislava, it is important to know the terms **Evacuation** and **Lockdown**.*

#### **SCHOOL EVACUATION**

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. This also applies to employees, volunteers, parents, and people visiting the school site. Generally, an emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment.

The aim of the evacuation is to provide a safe and secure environment for our students, staff and resources, and to establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

***An Evacuation Plan is available to view at the school Reception. Frequent fire drills are planned during the school year.***

#### **SCHOOL LOCKDOWN**

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will NOT be released during a lockdown.

***Lockdown instructions are available to view at the school Reception. Frequent lockdown practices are planned during the school year.***

### **How Can You Help**

#### **BE PREPARED FOR A SCHOOL EMERGENCY**

Ensure that your child's emergency contact information is accurate and current. If the child's emergency contact details have changed since you completed the Emergency Form, please email the **School Registrar**.

### **In Case of a School Emergency**

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below.

***DO** rely only on official communication from school and/or public safety officials.*

***DO** have your mobile phone close to you at all times and be reachable.*

***DO** follow the school's instructions.*

***DO NOT** call or rush to your child's school. Your presence could interfere with emergency responders.*

***DO NOT** phone your child at school. Staff and students are discouraged from using cell phone communication for safety reasons.*

### **How Can I Be Reunited with My Child?**

Parents/Guardians will be directed by school or public safety officials to their child's specific location. Students will be released ONLY to parents/guardians who are documented as emergency contacts. The reunification process can be time-consuming, so parents are urged to be patient.

## **COMMUNICATION BETWEEN THE SCHOOL AND HOME**

The administration produces a **weekly newsletter** to keep students and parents informed of the things happening at school. The newsletter is available to parents by email. Parents receive their child's **status report** five times a year. Status reports may also be accessed through the Parent Portal at any time during the year. Two times a year, teachers write academic comments (Narratives) that are sent home, and **Parent-Teacher Conferences** are held twice per year.

## PARENTS ARE ALWAYS WELCOME

It is our goal to have parents at school often. They are our best public relations people if they see the many and varied activities their children engage in and the strategies our teachers use to meet students' needs. Parents should visit the school monthly to be involved in an instructional activity, program, showcase, etc. This can be to share creative writing, hear children's classroom reports in cultural studies or science, assist with a holiday art activity, share their own culture and customs, or watch a class drama.

The purpose of a community program is to provide an opportunity for parents to learn more about the various programs in the school and provide an opportunity for parents to get together with teachers for discussion about school programs. A program event is not to discuss individual student progress (this opportunity is provided during Parent-Teacher Conferences), but simply a means of becoming better acquainted with the school, the teachers, and one another.

## PARENT-TEACHER CONFERENCES

Conferences are held two times annually, and a third conference may take place at the request of the parent. Parents or teachers may request additional conferences through the Director of Instruction's Office at any time during the year. It is recommended that parents wait until after two weeks of school in the Fall to schedule a conference. This allows the teacher time to get to know the student's needs.

A conference schedule is shared with parents at the end of the first and third quintiles. Parents can choose a time to speak with selected teachers. Most conferences are private meetings between the teacher and the parents. Other conferences may have a larger group of participants. Either teachers or parents may request a group conference. Most conferences are 15-20 minutes in length. If participants want to have a longer increment of time for a conference, they should contact the Director of Instruction's Office.

Each parent conference is unique, but there are certain principles that ensure topics are covered, a plan is made, and parents, teacher and student feel something important happened.

In preparation for conferences, teachers will:

- Collect samples of student work to support evaluation.
- Make notes about a student's strengths and talents.
- Prepare a plan for remediation ready to meet the needs of the child.
- Invite an administrator to attend the conference if appropriate.
- Display student work that reflects the instructional program.

During the conference, teachers will:

- Make parent and student participants feel comfortable and included.
- Get input from parents. Listen as well as speak.
- Be clear.
- Present a plan including specific items like pre-testing, extra help sessions, extended lessons to challenge the student, a homework notebook, periodic e-mails or notes to the parents.

After the conference, teachers will:

- Implement and follow through with the plan.
- Notify the Director of Instruction or other teachers of significant information that the family has agreed to share.
- Keep other information confidential.

## LIBRARY POLICY

1. **BORROWING** - Students can take up to two books at a time. Books are to be checked out for one week and may be returned and/or exchanged at any time. Older students may make arrangements with the librarian to check out additional books as needed for reference/project work.

2. **RESEARCH** - Reference materials are available to students during their research time or library time. Reference materials may not be checked out of the library. The latest dated set of encyclopedias may not be removed from the library.

3. **RENEWAL** - If a student desires to keep a book for more than one week, it must be renewed after the first week.

4. **OVERDUE BOOKS** - If books are not returned on the due date, a written reminder (1st notice) will be given to the student. If the books are not returned with this reminder, a 2nd notice will be given.

5. **LOST OR DAMAGED BOOKS** - Students are required to pay for lost or damaged books. If a student pays for a book and it is later found, the student will be reimbursed the amount paid. Any book damaged due to negligence will be charged in accordance with the degree to which the book was damaged or double the original value of the book plus 1 Eur.

## **Calculator Policy**

Students in mathematics courses up to and including Mathematics 12 will not be allowed to use a calculator without the specific permission of the instructor. These courses instruct in the use of manual methods for computation, so calculator use undermines core tenets of the course.

- Starting in Foundations of Algebra, students are required to daily bring a scientific calculator to class daily (one to display scientific notation, sine, cosine, exponents, etc.) or a TI-84 (or equivalent) graphing display calculator (GDC). This requirement extends through Geometry.
- Students entering Advanced Math I or higher are required to bring a TI-84 (or equivalent) graphing display calculator (GDC) to class daily.
- No cell phone calculators will be allowed for use during assessments.

## **ELECTRONIC DEVICE POLICY**

For the purpose of this program, the word “devices” will include laptops, notebooks, cell phones, smart phones, wearables, iPod, iPad, tablets, and eReaders. Please note that the Nintendo DS and/or other gaming devices with internet access are not permissible.

### **Guidelines:**

- While at school, students’ personal electronic devices should be turned off and out of sight from 8:15-15:45 in student bags or lockers (please see the Mobile Device Policy below). Parents should contact the main office at +421313213500 if they need to contact their child during the school day.
- All 11-year-olds - secondary 4 students are required to bring a personal laptop to school to be used during various classes.
- Laptops and tablets with keyboard attachments are allowed in class with teacher permission and during study halls. Under no circumstances should any device be used for gaming or social media.
- Students in a virtual class may use headphones while in that class.
- No chat application may be used except for MS Teams during the school day.
- Devices may not be used to cheat on assignments, quizzes, or tests.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Students and parents/guardians must adhere to the Student Code of Conduct and the Zero-Tolerance towards Violence policies within the Student Handbook.

### **Students and Parents/Guardians acknowledge that:**

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- QSI International School of Bratislava is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to “hacking.” Altering or bypassing network security policies.

- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.

## **MOBILE PHONE / DEVICE POLICY**

QSI International School of Bratislava does not permit the use of mobile phones during school hours. Students are NOT permitted to use mobile phones from 8:15am – 3:45pm. Phones must be “off and away all day,” meaning they should be kept in lockers and/or backpacks.

This includes:

- During all breaks, passing time, lunch periods, and study halls
- Listening accessories, such as headphones and ear buds

Smart watches/wearables must be on “airplane mode” or the equivalent so that phone and text messages cannot be sent or received during the school day.

### Rationale

This policy supports staff and students to:

- Reduce the potential for learning disruptions/distractions
- Protect the privacy of staff and students
- Improve overall health and wellbeing
- Improve students’ overall communication skills

♦ Any exemption must be approved by the Director and/or Director of Instruction.

### Communication

While at QSI International School of Bratislava, students are the responsibility of the school. All communication between parents and students during school hours must occur via the school’s administration.

- In the event of emergencies or if students must contact parents/caregivers, students are to notify the appropriate school staff.
- If parents/caregivers must contact students, they are asked to contact the school directly at **+421313213500**.

### **Breach of Device Policy**

QSI International School of Bratislava takes no responsibility for loss, theft, or damage to any device under any circumstances.

If a student is using a phone any time after the start of school until the end of the school day, then he/she must hand it to the teacher when requested without question. The student may pick the phone up at 3:45 p.m. from the Registrar’s Office. Multiple offenses may result in a loss of Good Standing.

First Offense	Policy is breached if: <ul style="list-style-type: none"> <li>• Phone is in view of teacher</li> <li>• Phone rings, vibrates, notification received</li> <li>• Student is using phone</li> </ul>	<ul style="list-style-type: none"> <li>• Phone is confiscated by teacher and delivered to the Director/Director of Instruction to be recorded.</li> <li>• Student to collect phone at the end of the school day.</li> <li>• Written warning sent to parents.</li> </ul>
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Second Offense	Policy is breached if: <ul style="list-style-type: none"> <li>• Phone is in view of teacher</li> <li>• Phone rings, vibrates, notification received</li> <li>• Student is using phone</li> </ul>	<ul style="list-style-type: none"> <li>• Phone is confiscated by teacher and delivered to the Director/Director of Instruction to be recorded.</li> <li>• Parent called, texted, or emailed stating they may collect the phone from the front office at any time.</li> <li>• Loss of Good Standing for 5 days. Student must submit phone to DI at the start of school for 5 days.</li> </ul>
Third Offense	Policy is breached if: <ul style="list-style-type: none"> <li>• Phone is in view of teacher</li> <li>• Phone rings, vibrates, notification received</li> <li>• Student is using phone</li> </ul>	<ul style="list-style-type: none"> <li>• Phone is confiscated by teacher and delivered to the Director/Director of Instruction to be recorded.</li> <li>• Parent/caregiver contacted immediately.</li> <li>• Loss of Good Standing for 3 months.</li> <li>• Immediate in-school suspension.</li> </ul>
Fourth Offense	Policy is breached if: <ul style="list-style-type: none"> <li>• Phone is in view of teacher</li> <li>• Phone rings, vibrates, notification received</li> <li>• Student is using phone</li> </ul>	<ul style="list-style-type: none"> <li>• Phone is confiscated by teacher and delivered to the Director/Director of Instruction to be recorded.</li> <li>• Parent/caregiver contacted immediately.</li> <li>• Immediate at home suspension implemented (online learning provided).</li> <li>• Re-entry meeting with parent(s) required.</li> </ul>

- ◆ **Any student who refuses to hand over a mobile device will receive an immediate one day in-school suspension, and his/her parents will be required to meet with administration for the student’s re-entry into the classroom.**
- ◆ **Loss of Good Standing may result in the student’s eligibility to participate in extra-curricular sports/activities and/or have off-campus privileges for the specified time frame.**

## QSI STUDENT ACCEPTABLE USE POLICY (SUP)

Computers, the Internet, and related technologies are valuable resources for students, and serve as the world's largest library and information database. QSI is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training including QSI's Essential Unit on Digital Citizenship. This unit, required for every QSI student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use, and to succeed in modern society. Students are expected to conduct themselves according to these outcomes, even when not at school. Issues brought to the attention of the staff that negatively affect other students or disrupt the school day will be dealt with by the school.

Please contact your school director if you have concerns about this or any other requirement below.

### A. Acceptable Use

- Technology is to be used in a responsible, ethical, and legal manner. Some information and activities are not appropriate for school.
- All technology use must support QSI's educational objectives, meet the objectives of QSI's Digital Citizenship Outcomes, and be in accordance with QSI's Success Orientations.
- Use for student self-discovery may be allowed, but the Director will decide what usage is acceptable.
- The Director may suspend or permanently end technology access for any student who violates QSI's AUP.
- The use of QSI technology is a privilege, not a right.
- The cost of willful damage will be billed to the parent or guardian of the abusing student.

### B. Unacceptable Use Includes:

- Downloading, copying or adding any unauthorized software, applications or files to or from the System.

- Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying as well as paraphrasing ideas without giving credit to the author.
- Violating copyright, trade or service marks, or intellectual property rights. This includes peer to peer file sharing of copyrighted files. If the student is unsure whether or they can use a work, they should not use it without permission from the owner.
- Using any username, password, or resource (within or beyond QSI) that a student is not authorized to use.
- Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
- Using harmful, threatening, abusive, or obscene language or imagery at any time.
- Vandalizing computers, the school network, technology, equipment, drives, files, software, or Internet resources. Vandalizing includes, but is not limited to any attempt to modify, erase, or destroy another person's documents or files, or to defame or vandalize someone's digital profiles.
- Using technology that is explicitly prohibited.
- Attempting to fix, repair, or enhance any equipment, device, software or other QSI resource without teacher approval. Please contact QSI regarding any repair or fix.
- Wasting resources, including file storage, Intranet and Internet bandwidth, or paper, by unauthorized gaming, downloading, video or audio streaming, or other unauthorized activities.
- Playing tricks or pranks on other people. Examples may include moving files, adding unauthorized content to a document or e-mail, or otherwise distorting information.
- Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate.
- Violating the posted policies for any lab, library, or computer room.

## **USE OF SCHOOL COMPUTERS**

Students may use school computers when under the direct supervision of a QSIB teacher. For independent use students must demonstrate they are responsible and proficient in the care and operation of computers before being given permission to use the school computers. Food and drinks are not permitted in any computer lab.

- The Computer Lab may be used by students before school, during lunch, and after school if there is supervision available. Students are not allowed to use the lab without supervision present.
- No food or drinks are allowed.
- Only one student per computer.
- You may not access sites or download files that restrict access to the network for everyone.
- You may not change system options.
- You may not change the computer backgrounds or save personal files to the school computers.
- No games are allowed.

The Lab Supervisor is in charge and will implement the **“QSI Computer Equipment Usage Guidelines”**:

### **WHAT IS COMPUTER EQUIPMENT?**

“Computer Equipment” includes all computers, hardware, software, internet access, network, printers, digital cameras/camcorders, displays and projectors provided by QSIB.

### **I WILL USE COMPUTER EQUIPMENT FOR EDUCATIONAL PURPOSES ONLY**

Computers, computing hardware, network, and Internet services are provided for students to enhance and support the educational mission of QSIB. Any use that is in support of QSIB classes, schoolwork, or career development is okay. Any activity that interferes with other students, teachers, or staff's ability to teach or use computer equipment productively and efficiently is unacceptable.

### **I UNDERSTAND THAT COMPUTER USE IS A PRIVILEGE, NOT A RIGHT**

Students must comply with all posted rules, this Agreement, and any instructions given by teachers or staff. Students cannot use QSIB computer equipment without a signed copy of this agreement.

### **I WILL GIVE UP MY COMPUTER TO SOMEONE WHO NEEDS IT MORE**

Teachers or staff may ask a student to give up his/her computer and Internet activity if the student is not currently using the equipment for schoolwork or educational purposes.

### **I UNDERSTAND THAT SCHOOL COMPUTERS ARE NOT PRIVATE**

QSIB reserves the right to monitor any and all computer and Internet activity that uses QSIB's computing resources.

### **I WILL BE QUIET AND COURTEOUS IN COMPUTER LABS**

Computer labs are like libraries: places for study, research, and writing. Students must treat computer equipment with respect. At no time is a student to be in a lab unsupervised.

### **I UNDERSTAND THAT BREAKING THE RULES HAS CONSEQUENCES**

Unacceptable use of QSIB's computing resources may result in suspension or cancellation of computing privileges, as well as additional disciplinary action.

### **I WILL OBEY SUPERVISORS AND TEACHERS**

Teachers and staff have complete authority to decide whether a given use, at a given time, is acceptable or not. Students agree to obey any decision or instruction from QSIB teachers or staff. I agree to the **QSIB Computer Equipment Agreement**:

#### **THINGS STUDENTS CAN DO:**

- Use computers for school assignments involving writing, editing, printing, art and graphic design assignments, or other computer-dependent activities;
- Use the Internet for research;
- Explore career and university options;
- Use QSIB-provided educational software, such as language learning programs, dictionaries, encyclopedias and other installed software;
- Watch or listen to DVDs/ videos in connection with schoolwork;
- Use email to communicate with peers, teachers, and others in support of educational goals.

#### **THINGS STUDENTS CANNOT DO:**

- Play unapproved games without permission from school administrators and/or the lab supervisor;
- View, send, or save anything that is defamatory, threatening, obscene, sexually suggestive, vulgar, discriminatory, harassing, and/or illegal;
- Any activity that violates school policies, such as encouraging the use of tobacco, alcohol or controlled substances;
- Copy or download copyrighted materials without the owner's permission;
- Copy or install software without permission from the school administrator;
- Use QSIB's computing equipment for non-school-related purposes, such as for private financial gain, commercial, advertising or solicitation purposes;
- Share passwords, use other's passwords without permission, access other users' accounts, and/or forge or attempt to forge email messages;
- Vandalize or harm QSIB's computing resources, including hacking/cracking activities and creating, uploading, or distributing computer viruses;
- Access any chat room, newsgroup, or forum that is not related to schoolwork.

## **RESPONSIBLE USE FRAMEWORK FOR ARTIFICIAL INTELLIGENCE**

### **Purpose**

This framework aims to establish guidelines for the ethical, responsible, and transparent integration of Artificial Intelligence (AI) technologies within QSI classrooms. We recognize the transformative potential of AI in enhancing learning experiences, and this policy aims to ensure that the deployment of AI aligns with core principles of QSI. By



fostering a culture of ethical AI use, our teachers seek to prepare students for the challenges of the future while safeguarding their rights and nurturing responsible digital citizenship. This framework serves as a commitment to harness the benefits of AI in education while upholding the values of transparency, fairness, and the well-being of all stakeholders within the school community.

### **Guiding Principles:**

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

### **Respect for Intellectual Property**

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

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

### **Transparency in the Classroom**

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

### **Personal Data and Privacy**

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

### **Accuracy and Fact-Checking**

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

### **Avoiding Bias**

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

## Compliance with Laws and Regulations

It is important that we stay informed about relevant laws and regulations pertaining to the use of AI for students. The teacher will ensure that the AI application complies with the privacy standards adopted by QSI before students are engaged in learning with AI.

# STUDENT TRANSPORTATION

The QSI International School of Bratislava contracts with private firms to provide return shuttle bus transportation for students from Bratislava and the surrounding areas to Samorin and back. Information about the shuttle bus options and routes is available to parents on the school website. Parents who wish to begin using the shuttle bus service may inquire in the school office or simply register for one of the options.

Bus monitors and drivers are responsible for the safe operation of the bus. They will report students who continue to misbehave on the bus to the Director of Instruction, who will call their parents. Students must follow the rules in order to continue to use this service.

Students who use the QSIB transportation services agree to:

- Ride the bus safely
- Stay seated (face forward with the seat belt fastened)
- Keep aisles free from backpacks and/or other obstacles
- At stops, remain at designated area until the bus comes to a complete stop
- Follow all bus rules and be responsible
- Keep hands and feet to themselves
- Refrain from eating on the bus
- Respect bus property
- Sit in assigned seat
- Treat the bus, the driver, monitors and all passengers with respect
- Obey directions from the bus driver and monitors
- Talk and act kindly to others
- Use all personal devices appropriately and in accordance with QSIB device policies

- *DO NOT distract the driver*
- *DO NOT put any body part outside of the window*
- *DO NOT push or shove others*
- *DO NOT leave seat while bus is in motion*
- *DO NOT possess weapons, including laser pens*
- *DO NOT possess alcohol, tobacco, or illegal drugs*
- *DO NOT tamper with emergency door or equipment*
- *DO NOT leave trash, food, etc. on the bus*
- *DO NOT use foul language, tease, threaten others, or use inappropriate gestures.*

**The following consequences will occur if the contract is not followed, or in the event of a serious offense, the student may be suspended from the bus immediately:**

#1 Parent(s)/guardian will be notified by a school administrator, and the student will be warned about the consequences of not following the school bus rules. The student understands that other disciplinary measures may include a lunch detention, in-school suspension, or other consequences as specified in the Parent/Student Handbook.

#2 Parent(s)/guardian will be notified by an administrator, and the student will lose all bus privileges for 3 – 5 school days.

#3 Severe Clause: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by the school administrator.

**NOTE: If bus privileges are suspended, the student must arrange his/her own transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.**

Parents understand that in the morning, the bus will leave at exactly the predetermined time and will not be able to wait for late students. Please allow extra time for travel to the collection point.

Parents also agree that they (or the authorized person - please contact us) will already be waiting for the child at the drop-off location in the afternoon. Bus monitors should not be expected to wait with the child for his/her parents.

The school buses depart from the school approximately 15 minutes after the final bell. All students must be on the bus and ready to depart at that time. In the event of after-school activity, a late bus departing at approximately 17:00 is also provided. Buses are clearly marked with their destinations. Staff members on bus duty will be able to advise students and ensure their safety in the parking lot. A bus monitor or driver will take the attendance in the bus and make sure that all students have their seat belts on.

Children who travel by car will meet their parents in the reception area, where parents must collect their child. Children may not run through the parking lot to their car. This is extremely dangerous. If a parent is late, the student will wait in the school atrium until the parent arrives. If it is not the parent collecting the child and the school does not have authorization in writing that a different adult will come for the child, the child will not be released.

Some older elementary students and secondary students may ride public transport with their parent's written permission, which must be submitted to the school office at the beginning of each school year. Written permission is also needed if a child wishes to leave the return shuttle bus stop alone (walk or take public transport) without the parent's supervision.

### **Transportation to Activities**

QSI International School of Bratislava provides transportation to all elementary and extra-curricular activities throughout the school year. Children are always accompanied by a QSI teacher or staff member.

## **STUDENT AUTOMOBILE AND MOTORBIKE POLICY**

QSI International School of Bratislava recognizes the importance of young people learning the proper use of an automobile or a motorbike. It is important that young people learn to operate an automobile safely. Cooperation, sharing, and positive social behaviors are encouraged.

- Students wishing to drive on school grounds **MUST** submit an official request to reserve a parking space on campus to QSIB administration and have three things filed in their student folder in the school office before a student is allowed to drive on campus:
  - 1) A photocopy of a valid driver's license
  - 2) Proof of insurance for the car or motorbike, which is brought to school,
  - 3) A signed parental permission form giving the student permission to drive to and from school.
- Students are not to take passengers in cars or on motorbikes to or from school unless those passengers have a signed parental permission slip in their student folders for a specific driver.
- **Students are to operate their vehicles in a responsible way.**
- Responsible vehicle use is required based on acceptable safety and social behavior standards.
- Students are to park in designated parking areas only.
- In the event a question arises concerning this policy, it is suggested that the student discuss the matter with other staff members and the administration for guidance.

## **STUDENT LUNCH**

QSIB offers a paid lunch program to all students. If you are interested in registering your child for the lunch program, please contact the school office or simply register them for one of the options.

All elementary students are expected to respect lunchroom supervisors and follow their directions and decisions.

1. Students must sit at the designated tables.
2. Students must ask permission to go to the restroom.
3. Students may only be allowed to go to the restroom one at a time. (One boy and one girl)
4. When students have finished eating, a supervisor will blow his/her whistle.
5. Tables with the quietest and cleanest tables will be dismissed first.
6. Students will line up after they are dismissed from their tables.
7. Once students are quietly lined up, the supervisors will take the students out for recess.

All secondary students are expected to respect supervisors and remain quiet when moving between the cafeteria and the outdoor spaces.

## **HEALTH SERVICES**

In case of injury, students must notify the school office. The Office Assistant will notify parents as soon as possible if the injury takes place at school. If a doctor is to be consulted, the assistant will contact the parents first, when possible. If a student has a chronic illness or some physical handicap, this information should be given to the school nurse's office. Students with communicable illnesses, severe colds/coughs, or fevers, who are sent to the school, will be sent to the school nurse's office immediately. Parents will be notified to come and collect their child from the school to prevent infections from spreading. Please note that students should be fever free for at least 24 hours without taking fever reducing medicine before returning to school. If your child has tested positive for a communicable illness (flu, Covid-19, chicken pox, etc...) please keep your child at home until the symptoms have improved.

**Student - Parent Handbook Agreement Form 2024-2025**

**Please print, sign and submit this form to the school office.**

I have read and reviewed the content of QSIB's Student-Parent Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them.

Your acknowledgement and signature will be kept on file for the duration of your child's enrollment or until an updated handbook is published. This document should be retained for ongoing review with your child/children.

**STUDENT NAME:**

\_\_\_\_\_

(Please print)

Student Signature (8YO and above): \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN NAME:**

\_\_\_\_\_

(Please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_