



QSI International School of Chisinau

Family Handbook

2025-2026

Address: 48/3 Nicolae Costin Street

Chisinau, MD-2071, Moldova

Phone: +373-22-580-346/7

Email: chisinau@qsi.org

Website: chisinau.qsi.org

Welcome to QSI International School of Chisinau

QSI International School of Chisinau welcomes you to a new school year. QSI Chisinau believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 1996 as a member of Quality Schools International, its fundamental goal is to prepare

students not only for successful further schooling but also for the challenges that will be encountered in the changing social, economic, and political environment of the modern world.

QSI Chisinau offers you a challenging academic curriculum that includes a full complement of courses for students from two years of age through secondary. Studies are tailored to meet individual needs to ensure success and mastery. The Middle States Association accredits QSI International School of Chisinau, and upon graduation, students earn a QSI Diploma recognized by colleges and universities worldwide.

Handbook Overview

This handbook is designed for both new and returning students and their families at QSI Chisinau. We trust that this handbook will provide you with all the necessary information about our program. While returning students may already be familiar with much of the content, we encourage everyone to review it in preparation for the upcoming year. We are thrilled to have you with us and want you to always feel welcome at QSI International School of Chisinau. It's important to emphasize that open and honest communication is key to a successful school environment. Your support in maintaining this environment is greatly appreciated.

Disclaimer: This handbook does not cover all policies and procedures but aims to provide essential information for parents and students. QSI International School of Chisinau reserves the right to update or adjust the policies and procedures outlined in this handbook.

Legal Guardian: Throughout this handbook, the term "parent" includes a legal guardian.

QSI Mission Statement

Virtually every five-year-old comes to school eager to learn. The mission of Quality Schools International (QSI) is to keep this urge to learn alive in every child in QSI schools. Our schools are established to provide a quality education for students in the cities we serve in the English language. These students are the children of parents of many nationalities who have come to a foreign country, usually for a limited stay of a year or more. Some students are permanent residents, citizens of the host country.

Our schools follow a logical model of education, which measures success by the accomplishments and attitudes of our students. We believe that all of our students can succeed, that their successes encourage them to continue in a pattern of success, and that it is the schools' responsibility to provide the conditions for success. These conditions include i) developing clear statements in measurable terms of what The student will do to demonstrate mastery of learning, ii) providing the time and resources needed for each student to attain mastery, and iii) ensuring that students engage in learning at a level which is challenging and yet a level for which each student has the prerequisite skills necessary for success.

We believe in providing an aesthetically pleasing physical surrounding under the charge of a caring staff who believes their students will be successful and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In today's

world, children need to become proficient in computers and related technology as tools to accomplish many tasks.

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

QSI International School of Chisinau - Information

The QSI International School of Chisinau is an independent, coeducational, private school that offers an educational program for students of all nationalities, beginning at age two. The school was founded in 1996. The school year comprises three trimesters for financial purposes and five Quintiles for grading purposes.

Organization: The school is governed by the Board of Directors of Quality Schools International, the membership of which is formed as set forth in the Bylaws of Quality Schools International. An Advisory Board is composed of 4 to 10 members who reside in Chisinau. The Advisory Board is appointed jointly by the President of Quality Schools International and the school Director.

Accreditation: QSI Chisinau International School is fully accredited through the Middle States Association of Colleges and Schools (MSA). MSA accreditation verifies that QSI Chisinau meets or exceeds quality educational standards, engages in a program of continuous school improvement, and provides quality assurance through self-evaluation and peer review.

U.S. State Department Sponsorship: QSI Chisinau International School receives annual financial support from the United States Government Office of Overseas Schools, which is provided for accredited, non-profit, international schools serving the dependents of U.S. government personnel.

Curriculum: The school offers an outcomes-based educational program with a curriculum like that of U.S. public and private schools. Instruction, leading to individual mastery, takes advantage of small class sizes and the diverse educational backgrounds of the students. Instruction is in English. French, Romanian, German, and Russian are taught as foreign languages. Advanced Placement courses are offered each year. The school also offers music, technology, physical education, art classes, elementary school activities and after-school extracurriculars.

Preschool & Elementary After-School Activities: Elementary school activities (ESAs) take place during the school day. Students may choose from a variety of cultural, intellectual, or physical activity offerings, such as: Arts & Crafts, Chess, Gymnastics, Dance, Soccer, Karate, Gardening, etc. (these are all examples; ESA choices will vary per session). For the 25-26 academic year, there will be three ESA sessions offered.

Middle School & Secondary After-school Extracurriculars: Students aged 11YO and older can participate in activities such as Model United Nations, Yearbook, Student Council, Football, Basketball, Track and field, Cross Country, and Volleyball (these are all examples and do not necessarily reflect what will be offered during the 25-26 academic year). Extracurriculars are held after school from 15:40 to 16:40.

Teachers: We work to ensure that our teachers are trained in the most current best practices in education and are committed to the Mastery Learning approach to education.

Facilities: The school is located in the northwest part of Chisinau and offers an educational environment that meets international standards. Our campus includes a gymnasium, outdoor spaces, wireless internet and laptops, multiple playgrounds for students, a library, a café-style cafeteria, and a makerspace classroom.

QSI: Quality Schools International operates the school. QSI is a non-profit organization of 39 international schools in 29 countries. QSI International School of Chisinau benefits from the unique opportunities afforded by this organized network of schools with five decades of proven performance.

Communication Between School & Home

The administration produces a weekly newsletter to keep students and parents informed of the events happening at school. The newsletter is available to parents by email. Teachers at our preschool and elementary levels also provide parents with class newsletters about class-specific learning. Middle school and Secondary parents will receive communication from teachers throughout the year. Parents of any aged child are encouraged to email any of their child(ren)'s teachers when questions arise.

Parents receive a Status Report five times a year. Teachers write Personal Narratives that are sent home with the Status Reports before winter and summer breaks.

Healthy Communication for a Healthy Community

Parents and schools often need to communicate various types of information throughout the year. The immediacy and mode of communication depend on the information being communicated.

The primary responsibility for communication for students in 2YO - 11YO's is between the teacher and the parent. As children develop, they will be given more responsibility for this communication. Therefore, we consider the primary responsibility for communication for students in 12YO's - S4 to be between the student and the parent/teacher. This responsibility is developmentally appropriate and will be supported as needed.

Points to Remember

At QSI Chisinau, we believe that open and respectful communication is the key to solving problems and supporting students. The earlier a concern is shared, the easier it is to address. Teachers check their email before school and at the end of the day, so parents can expect a response within 24 hours. Please understand that a reply may begin a conversation rather than provide an immediate solution. If you would like to meet with a teacher outside of scheduled conferences, we ask that you set up an appointment by email so the teacher can give you their full attention in a confidential setting.

If you have a concern with a teacher or staff member, please speak directly with them instead of sharing the matter with others. This helps build trust and allows us to focus on solutions rather than misunderstandings. We also ask that sensitive conversations take place privately, since children often overhear and repeat what adults say. By working together with openness, respect, and care, we create a

strong, supportive environment that models the very Success Orientations we want our students to develop.

Parents are Always Welcome

It is our goal to have parents feel welcome at school. Parents are our best public relations people if they see the many and varied things their children do and the strategies we use to meet students' needs. Parents may be involved in any instructional activity, music program, talent shows, etc. They can 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, watch a class drama, etc. We also count on parents for specific school programs, such as International Day and Fall Festival, throughout the year.

All adults, including parents, must have completed our annual child protection training and signed the forms. Submission of a background check is optional but welcomed. Child protection training sessions will be available at the beginning of the school year and periodically after that. Upon approval, parents granted campus access will receive a personalized badge for identification as approved adults on campus. Following approval, all parents and guests must adhere to our Visitor Policy and check in with Security upon arrival. Once inside the building, we ask all non-staff to check in with our administrative assistants before moving to the destination. Make sure to check out with the administrative assistant so she knows you have left the building.

Parent Observation of Classroom Lessons

When a parent or other stakeholder wishes to observe a classroom lesson, certain procedures must be followed to protect student confidentiality. Parents must first complete the required child protection training and sign the necessary documentation. Observations should always be arranged in advance with the classroom teacher, and the school will maintain a record of who observed which class and when. To ensure fairness and minimal disruption, parents are generally allowed a limited number of observations, typically one or two lessons per subject. During the visit, parents are expected to remain observers only and should not participate in discussions unless invited to do so by the teacher. For reasons of confidentiality, parents and guests are not permitted to observe Empower classes.

Conferences

During the 25-26 academic year, we will have one parent-teacher conference in the fall and one student-led conference in the spring. Parents or teachers may request additional conferences through email or the office.

The Academic Program

At QSI International School of Chisinau, we are firm believers in the potential of all our students to succeed. Our approach to learning is not confined by rigid time constraints. Unlike traditional schools where students are expected to complete learning within a set timeframe and then undergo assessment, we view time as a valuable resource for mastering the educational outcomes that are aimed at shaping well-educated and well-rounded individuals.

In our learning model, students are required to achieve mastery in each area before moving forward. Upon reaching mastery level, students receive immediate credit for the outcomes and are awarded grades of "A" or "B," or marked as "in progress." We understand that not every student will progress at the same pace.

Some may quickly achieve mastery in a particular outcome and receive credit for doing so, while others may require more time to reach mastery level. We recognize and accommodate these differing paces, offering students multiple opportunities for success.

The outcomes necessary for achieving mastery are clearly defined and transparent, ensuring a fair and straightforward assessment process. Our philosophy is centered on teaching what we assess and assessing what we teach, without any hidden agendas.

It is important to learn more than academics. It is equally important that cross-cultural life values, which we call Success Orientations, be incorporated into the school experience. Therefore, QSI International School of Chisinau 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, to do, and to know*.

Success for All

SUCCESS FOR ALL is the motto of Quality Schools International. We want this to be more than just a slogan. Research indicates, and our experience confirms, that successful people have developed personal orientations that lead to success. Personal habits, the ability to interact successfully with others, reliability, responsibility, diligent work habits, promptness, keeping your word, kindness, and other factors are as important as the knowledge you learn and the competencies you 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 your life pattern, reinforcing the efforts of home.

Success orientations are evaluated independently. Academic evaluations are given solely based on your performance in the specified outcomes in the academic areas. Assessment of the success orientations is made by a consensus of the QSI Chisinau teacher members.

Classroom / Course Placement

Class placement in preschool, elementary, and middle school is determined by age. Students will be with their age group unless otherwise determined by school administration.

To better meet individual needs, placement in the mathematics and reading/language arts programs will be determined by the results of assessments administered by designated QSI Chisinau personnel, previous school records, MAP scores, teacher observation, and other determinants. The QSI Chisinau administrative team will make the final class placement decision.

Success Orientations

At QSI Chisinau, we believe that learning is more than academics. Our students are also guided by seven Success Orientations—trustworthiness, responsibility, concern for others, kindness and politeness, group interaction, aesthetic appreciation, and independent endeavor. These qualities help prepare children for success in education, work, and life. They are taught and reinforced both at home and at school and are evaluated separately from academic grades. Teachers look for examples of honesty, responsibility,

respect, cooperation, appreciation of beauty and order, initiative, and kindness in daily school life. Evaluations are based only on school behavior and are done by a group of professional staff. Students are recognized for these qualities several times a year, and the results are reflected in their school records and, at graduation, on their diploma and transcript. In short, the Success Orientations show who we are as a community and help our children grow into caring, capable, and well-rounded individuals.

Competencies

Course Offerings

Elementary & Middle School Course Offerings

Mathematics	Reading / Writing
Science	Cultural Studies
Technology	Library
Art and Music	Physical Education
Languages Other than English	Makerspace

Middle School (12YO – 13YO)

This program meets the needs of students in the 12-13YO age group or Middle School. Middle School students must take a set of core courses in English, language arts, cultural studies, mathematics, science, physical education, art, technology, music, and a language other than English course. We currently offer the following languages other than English courses: French, Romanian, and Russian.

Students are placed in mathematics classes according to their achievement levels. It is not uncommon for a 13YO student to be engaged in secondary school Algebra or Foreign Language. Secondary school credit is given to middle school students who QSI Chisinau satisfactorily master the outcomes in secondary-level classes.

Twelve through 13YO students have more privileges and responsibilities than Elementary Students. They typically have the same number of teachers as Secondary Students and have a Advisory teacher.

12/13 Course Offerings

Mathematics	Reading
Language Arts	Science
Cultural Studies	Technology

Art	Music
Physical Education	Languages other than English

Languages

The instructional program at QSI Chisinau is English; therefore, ALL students and staff members should use English when at school and on school-sponsored trips. Languages other than English may be used as a part of the regular foreign language program.

Students may take French, Romanian, German, or Russian as a regular part of the instructional program if they are working at grade level in English.

Student Evaluation

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

1. All students can succeed.
2. Success breeds success.
3. It is the school's responsibility to provide the conditions for the student's success.

The evaluations given in the written Status Reports

A = All essential parts of the outcome were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of high quality, particularly in the higher-order thinking or performance skills.

B = All essential parts of the outcome were mastered at an appropriate level.

P = The student is in progress in the outcome.

H = The outcome is on hold. 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 effort" in attaining mastery of the outcome.

E = Exposure. The student was exposed to English in the classroom.

W = The student was withdrawn from this outcome.

In 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 into the computer as soon as possible after mastery is demonstrated for each unit outcome.

QSI Chisinau encourages all students to pursue a challenging academic course of studies. Students are required to learn to a level of mastery.

Completion of Outcomes

Students are expected to complete units in a timely manner. Students who need to complete an essential unit should plan to complete it before the end of the following unit. If the student has not completed the essential unit in the scheduled timeframe, the teacher will put an H, D, or W on the Status Report.

An "H" is assigned to students who are struggling with the work and are not making progress. In this case, the essential unit is put on hold, and students may reenter the essential unit later (please see more information below).

"D" is for students who are deficient in effort and motivation. That means they put in minimal effort and need to progress (please see more information below).

"W" means a student is withdrawn from that unit and can only be readmitted with school administration approval.

If a student does not pass a unit outcome assessment, an email will go home to the parent and student. The student will need re-teaching in areas where they have yet to show mastery to complete a unit assessment to demonstrate their increased understanding.

Academic Program

Secondary

Grading System

Each full-year course is divided into ten academic units, which is equivalent to 1.0 standard Carnegie Credit in terms of student work required, curriculum expectations, and time in class.

To receive credit for a unit, students must demonstrate mastery of the curriculum at a "B" or "A" level. Each curriculum unit has a rubric specifying requirements for "B" or "A" level mastery. Mastery at A-level always includes the demonstration of higher-order thinking skills.

"B" grades are given a GPA of 3.0; "A" grades are given a GPA of 4.0.

Students who cannot demonstrate mastery of material at a "B" level will receive additional instruction via alternative teaching methods during the school year. If students are still unable to demonstrate B-level mastery, no credit will be given for that unit.

Students with incomplete units in courses required for graduation must complete the required units in a subsequent school year. Students might be required to complete a QVS course to fulfill graduation requirements.

Secondary transcripts specify how many units a student has completed in each enrolled course for each school year.

All units reported on the transcript are mastered, and none are repeated. For example, if a student completes six units in one year and four the next, this equals ten different units and 1.0 Carnegie Credit.

RANK-IN-CLASS (RIC): Due to the mobility of QSI Chisinau students, the relatively small graduating classes, and the variety of educational systems our students come from, QSI Chisinau students' class rank is not reported.

Status Reports for Secondary Students

Secondary Students are expected to use their time wisely to complete the courses they are enrolled in. Students who do not complete a course will find they must continue by completing the units they were unable to complete the following year. Completing courses over the summer is only an option if the student is taking a QVS course. They will be placed in the “unit recovery” class during the activity period to complete their units. This means they will miss the opportunity to participate in other activities or sports until those units are recovered. Extended opportunities do not mean endless opportunities. Students will be expected to prioritize their academic work and allocate their time accordingly. Unit recovery will help keep them on track and ready for graduation.

Open Units (‘P’ Grades)

It is generally expected that students will have no more than two (2) open units (P’s) in the same class at any one time. If a student has two open units and the class is moving into the next unit, one of the open units should be closed (that is, given an A, B, D or H grade) before the student is entered into the next unit. Exceptions are made when units, by design, are meant to be open for more extended periods of time.

H and D Grades in Middle & Secondary

At QSI Chisinau, we understand that mastery learning sometimes takes extra time. Students are encouraged to work closely with their teachers when they need more support. At the same time, middle and secondary courses require a steady pace so students can complete all essential units within the year.

An “H” grade is assigned when a student has not finished a unit within two weeks of the unit’s official closing. At this point, the student, parents, and the Academic Coordinator are notified through an H Letter. The letter explains that the student has two additional weeks to submit the required work.

If the unit is still incomplete after this second two-week period, the student will be placed on an EMPOWER Plan. The plan clearly outlines expectations, identifies missing work, and warns that the student is now at risk of receiving a “D” grade. The EMPOWER Plan also serves as an accountability system, ensuring the student receives targeted support while emphasizing their responsibility in completing the work.

A “D” grade is only given when a student has not put forth reasonable effort, even after the H process and EMPOWER Plan have been put in place. A “D” reflects deficient effort and may result from behaviors such as refusing to complete work, repeated late or poor-quality submissions, missed evaluations, lack of participation, or academic dishonesty.

A “D” is never given lightly. It is issued only after repeated attempts by the teacher and administration to re-engage the student and with clear communication to parents. Students with a “D” are generally not eligible for extracurricular activities until the grade is upgraded. In some cases, they may also receive an “N” in the Success Orientation of Responsibility, which is permanent.

Unit Recovery

Students must resolve all “D” grades before the final week of school.

Any unresolved “D” grades at year’s end will carry into the following school year, requiring enrollment in Unit Recovery courses and/or possible repeating of courses.

For upper secondary students (S3–S4), all ten units of every course must be completed to graduate. Students with multiple open units may be scheduled for Unit Recovery or required to retake an entire course.

Please note that the school administration has the final say in all grade assignments. While these guidelines cover most situations, adjustments may be made when special circumstances arise. It is also important that students who are scholarship recipients may lose their scholarships if D’s remain on their Status Reports.

Upgrade Expectations

In keeping with the mastery learning model, where time is viewed as a resource, QSI Chisinau allows students who show mastery at a “B” level to potentially change that grade to an “A” if they can demonstrate excellence in mastery. This process is called “upgrading.” All students have the right to upgrade within the guidelines set by QSI. Students who have overdue open units will not be allowed to upgrade until all past units are closed.

Upgrades can only be completed during the same school year in which the “B” grade was earned. Once the school year ends, upgrading for that unit is no longer possible. Students may also complete units through QVS, with half-year “Flex” courses and full-year courses available over the summer. Please note that summer school costs must be covered by families and are not included in regular QSI tuition.

As stated on the status report, an “A” level means all essential parts of the unit were mastered at an appropriately high level. The student consistently demonstrates noteworthy achievement of high quality, particularly in higher-order thinking skills. Teachers should consider this definition when evaluating student progress in the unit.

A general guideline is that once students have mastered a unit at the 'B' level, they have a reasonable amount of time to upgrade that unit to an 'A' level if they wish. A student should be allowed at least 15 school days for an upgrade opportunity; however, QSI Chisinau will take a reasonable approach for allowing additional time to upgrade based on individual circumstances. Only 2 units can be upgraded during the final month of school.

Other Situations

Units in which there has been plagiarism, late submissions, or a 'D' issued are not generally eligible for an 'A' upgrade. However, QSI Chisinau will always consider any individual situation and exceptions should be made. Any 'D' must be upgraded to a 'B' before the end of the school year.

No 'A' upgrade requests should be accepted when final grades for the year are due.

Students cannot use summer school sessions to upgrade units from 'B' to 'A' level.

Academic Support Policy

The school's curriculum is rigorous and demands hard work and higher-order thinking. Over the course of an academic year, it is not uncommon for students to need reassessment in some classes to receive "A" or "B" grades. If a student appears to be facing personal challenges or difficulties with academic work, the school will provide support to help the student to reach mastery. The teachers will contact the parents to inform them of the specific units with which the student is struggling.

Options for Support Include

- Consulting with parents to tailor a support program
- Unit recovery class
- Seeking guidance from the school counselor
- Visiting teachers' office hours
- Tutoring sessions with a teacher during recess
- Creating individual plans to best address the needs of the student

Advanced Placement Courses

The Advanced Placement Program is a challenging academic program designed to provide motivated high school students with university-level academic courses. AP is considered the standard for academic excellence in the United States, where nearly 60 percent of secondary schools participate in the program. AP courses with qualifying exam grades are accepted for credit, advanced standing, or both by most (over 3000) American colleges and universities. In addition, AP courses and exam grades are used in the admissions process in more than 400 universities outside the United States. Every year QSI Chisinau provides different Advanced Placement (AP) courses.

To be eligible to take an AP course a student must

- Have all units closed in all other courses
- Have 90% attendance or higher during the preceding year of enrollment
- Have closed all units in other AP courses enrolled in
- Demonstrate a strong work ethic, including active participation in class, completion of all homework assignments, and demonstrated dedication to academics (evidenced by the closing of all required units in other courses attempted)
- Teacher, Counselor, and/or School Admin recommendations

Graduation Requirements

QSI International School of Chisinau requires minimum credits to graduate with a high school diploma; however, most students exceed these requirements. We expect our students to take a challenging and rigorous curriculum to prepare for further educational pursuits beyond high school. More information can be found in Paths to Graduation, which the school will provide at the beginning of the year.

College Entry Testing Programs

The PSAT/NMSQT (Preliminary Scholastic Aptitude Test) is administered to Secondary 2 & 3 students (10-11th Grade) in October of each year. The school counselor will provide testing and fee information. American citizens or resident students may qualify for the National Merit Scholarship Program.

Every student at QSI Chisinau is strongly encouraged to take the SAT twice during Secondary III (11th Grade). The SAT is administered multiple times each year. The school counselor will provide testing and fee information.

Elementary

QSI Chisinau “H” Grades for Elementary Students

Providing extra time for our elementary students to complete assignments helps to ensure that foundational skills are mastered. When a student is consistently not mastering units, the teacher will work with school administration to create a supportive plan. In this situation, and with school administration approval, “H” grades may be given for a specific unit. The parents will be notified in these incidents.

Please note, the school administration has final say for grade assignments. The text above provides a guideline for most situations. At times, there are extenuating circumstances that require a different approach.

Open Units (‘P’ Grades)

It is generally expected that students will have no more than two (2) open units (P’s) in the same class at any one time. If a student has two open units and the class is moving into the next unit, one of the open units should be closed (that is, given an A, B, D or H grade) before the student is entered into the next unit. Exceptions are made when units, by design, are meant to be open for more extended periods of time.

Please note, the school administration has final say for grade assignments. The text above provides a guideline for most situations. At times, there are extenuating circumstances that require a different approach.

“D” Letter Grades for Elementary

A “D” grade is only given when a student has not put forth reasonable effort, even after the H process and EMPOWER Plan have been put in place. A “D” reflects deficient effort and may result from behaviors such as refusing to complete work, repeated late or poor-quality submissions, missed evaluations, lack of participation, or academic dishonesty.

A “D” is never given lightly. It is issued only after repeated attempts by the teacher and administration to re-engage the student and with clear communication with parents. Students with a “D” are generally not eligible for extracurricular activities until the grade is upgraded. In some cases, they may also receive an “N” in the Success Orientation of Responsibility, which is permanent.

EXPECTATIONS

QSI Students

Are respectful of all parents, teachers, paraprofessionals, staff members, and other students	Are respectful of each other’s cultures and beliefs
---	---

Have a good attitude toward learning	Take care of their school environment
Are cooperative with others and responsible for their own behavior	Are independent in learning
Have a readiness to learn	Are kind and polite
Give attention to the required task	Are enthusiastic

QSI Teachers

Are dedicated professionals	Provide clearly outlined academic and behavior goals, expectations, outcomes, and evaluation policies that are consistently implemented
Are responsible, cooperative, supportive, and are willing to work toward a common goal	Provide well-organized classrooms and learning environment
Positively and cooperatively take on responsibilities beyond the classroom in support of extracurricular and school wide initiatives, considering them integral to the success of the school	Maintain good communication with parents
Respect colleagues, students, and parents	Conduct flexible planning with student needs in mind to meet a variety of learning styles
Are helpful and kind	

Attendance

School attendance is essential for successful learning. Our learning environment is highly interactive, requiring the full participation of all students. The learning environment is adversely affected when a student is absent or habitually late, not only for that student but for the dynamics of the entire class both during their absence and upon their return when time is taken to reintegrate them into the learning context of the class. Additionally, book assignments can help make up missed work but cannot replicate the discussions led by the teacher, questions raised by other students, or other in-class activities. Future employers and university admissions officials often ask for student attendance records as an indicator of the reliability and motivation of the individual, and absences are reported on official transcripts.

We recognize that there are legitimate reasons for being absent from school; these absences are considered “excused” absences. When a student must miss school, a written explanation must be sent to teachers and the school administrative assistants. An absence may be excused for the following reasons:

- Illness or injury that makes the student physically unable to attend school
- Death in the immediate family

- Medical or dental appointment
- Religious observances
- Visa appointments or issues
- Participation in a valid educational or competitive sports opportunity with prior approval by the administration
- Extended illnesses with supporting documentation from a physician

Parents are requested to email teachers and the administrative assistants 8:15 on the morning of the absence.

Students who know they will be absent from school for reasons other than sickness should notify the administrative assistants and their teachers. When possible, students should complete all classwork before the planned absence or develop a plan with their teachers to make up the missed work. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

Unexcused Absences

An unexcused absence is any absence not meeting the requirements of an excused absence. This includes, but is not limited to:

- Any absence not classified as excused above.
- Any absence as excused above for which proper and timely notification is not provided to the school administration.
- Any absence as excused above for which the student does not complete missed work promptly or as agreed upon with their teacher.

Excessive Absences

Parents should monitor their child's attendance and ensure students do not accumulate excessive absences. Both excused and unexcused absences count toward student attendance. Failure to meet minimum attendance policies may jeopardize a student's ability to participate in sports or be promoted to the next grade. Parents will be contacted by school administration when excessive absences start affecting a child's academic standing.

Excessive absences may require the student to complete unit recovery through QSI's online school, QVS, during the summer at an additional cost to the parent or with QSI Chisinau staff at an additional cost to compensate for the teacher's time.

Absences Exceptions

An administrator may make exceptions for extenuating circumstances at their discretion. Extenuating circumstances may include hospitalization, long-term illness, the death of an immediate family member, etc.

Tardiness

All students are expected to be in their homeroom or first-period class no later than 8:10. Students arriving after 8:15 are considered tardy. After 8:15, students must report to the administrative assistant to check-in. Students are expected to arrive at each class on time.

Early Departures During School

Students are expected to attend school for the full day, and early departures should be avoided whenever possible. If a student must leave before dismissal, parents must inform both the teacher and the administrative assistants in advance. Students may only leave with a parent or an authorized adult. Secondary students may leave on their own only if prior authorization has been given. For safety, the administrative assistants may call to confirm approval before allowing a student to sign out. If confirmation cannot be made, the student will not be permitted to leave.

Any class time missed must be made up, and teachers may require students to complete work during break, lunch, or after school. Frequent early departures will be reviewed by the administration and may lead to disciplinary action.

Absence From School for Family Business

We expect students to be in school every day, and we discourage parents from extending vacations by leaving early or returning late. If students must miss school, an email must be sent to the administrative assistants and teachers in advance. Teachers will be advised of the impending absence and asked to give make-up work if possible. If an assessment is to be missed, the teacher will arrange with the student to take it immediately after the absence. Please be aware that students who miss school for an extended period may experience a lack of achievement due to missed classwork. Many classroom experiences and discussions cannot be adequately duplicated or made up. If a student is expected to miss many days of school, they may be withdrawn from the unit and responsible for making up that unit later. Participation in school trips is considered a day of attendance, while days missed due to illness, extended vacations, late arrival, and early departure are not.

Early Withdrawal from School

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

Dress Code

QSI schools do not require uniforms because we value individuality and respect the diverse cultural backgrounds of our students. At QSI Chisinau, we want all students to feel comfortable while maintaining a positive learning environment. The guidelines below are meant to reflect cultural sensitivity, common sense, and respect for self and others. Students are expected to follow these expectations while at school, on field trips, and at school-sponsored events.

Guidelines

- Clothing should be respectful and appropriate for a school setting.
- Shoes must be worn and should be suitable for active participation in school activities.
- Clothing with drug-, alcohol-, or violence-related imagery is not allowed.

- Clothing with foul, vulgar, or disrespectful language or symbols is not allowed.
- Clothing should not be see-through or expose undergarments.
- Shirts should cover the midriff and torso, and low-cut tops are not permitted.
- Skirts and shorts should allow for comfortable movement without exposing undergarments.

Enforcement

- First-time concerns will result in a warning.
- Continued concerns will result in a student being asked to change into school-appropriate clothing.
- Repeated violations may result in an EMPOWER Plan and could affect the student's Success Orientation in Responsibility.

At QSI Chisinau, students and staff are encouraged to “dress for success” in ways that reflect who we are as an international community, respectful, inclusive, and ready to learn.

Lunch

Students are expected to treat lunchroom supervisors with respect and to follow their directions. The cafeteria is part of our school community, and the same Success Orientations that guide behavior in classrooms also apply during lunchtime.

To maintain a fair and orderly lunch program, students may not order food from outside vendors. Exceptions may be made only for special events with prior approval from the Director.

Physical Education Classes

Students are expected to participate in physical education classes unless they have a signed note from a parent excusing them for the day or a note from a doctor if the condition requires them to miss more than one class. If a student frequently does not participate, even with notes, the P.E. teacher will contact the parents to explain that the student is at risk of not completing the unit and may not receive a grade. For all physical education classes, students should come prepared with proper clean P.E. clothes such as a t-shirt, shorts or sweatpants, athletic shoes, and a water bottle.

School Supplies

Textbooks are loaned to students and are budgeted to last several years, as are library books and other texts used for instructional purposes. Many of these materials come from the United States and are expensive to purchase and ship to Moldova. Reasonable wear and tear on these reusable materials from normal use is understandable and accepted by the school. However, abuse and damage of these materials is the student's responsibility for using them, for which the student's parents are financially liable. The school's supplier of these materials charges double the sale price of the book in the United States plus one dollar to replace lost or damaged textbooks and library books, which is charged to the parents of a student who loses or damages a textbook or library book.

Students and families are encouraged to use the library regularly. Borrowing limits are based on age. Many reference materials are available in the library for use on-site. If a student wishes to keep a book beyond the original due date, the librarian should be notified to renew the loan.

QSI Chisinau does not charge fines for overdue materials. However, reminders will be sent if books are not returned on time. Books missing for more than 90 days are considered lost, and families are asked either to replace the book with the same title or pay a fee of twice the book's value plus one dollar. If a book is damaged beyond repair, the same policy applies. For minor damage, please inform the librarian.

Technology

The QSI curriculum is enhanced through the integration of technology, which will prepare students for academic success and the challenges of the future. All students are immersed in an age-appropriate, technology-rich environment that motivates, engages, challenges, and expands their learning opportunities. We believe in developing the skills, dispositions, and behaviors necessary for responsible citizenship in a global community. All students aged five and older take a technology class and will use devices throughout the school day. In addition, our teachers are purposefully integrating technology into instruction to facilitate the practice and mastery of 21st Century Skills in parallel to other learning objectives.

BYOD Program:

Students in 10YO through Secondary need to bring a device to school to use for instructional purposes daily. Acceptable Devices: Laptop or Tablet with a Keyboard

- Device Requirements:
 - Windows 7 operating system or newer; Mac 10.6 operating system or newer.
 - Ability to Access the Internet
 - Microsoft Office Suite (free download for all students using their school email)
 - A charging power cord and a battery that is capable of holding a charge for at least 6 hours.
 - Wireless internet capability
 - Case or sleeve for protecting the laptop when it is inside a backpack or bag to increase the lifespan of the computer
- Personal laptop computers or tablets will only be used under supervision in the classroom for learning.
- Students in 10YO through Secondary have lockers to store their devices throughout the day. Students are encouraged to bring a combination lock to secure their devices.
- Students who cannot bring a device may check one out as needed throughout the day. The school has limited extra devices, however.
- All the conditions and requirements of the QSI Acceptable Use Policy are applicable to the use of personal digital devices, and violations may result in loss of privileges and/or disciplinary action.
- Students are responsible for their devices. The school is not liable for damages.

Cell Phone Policy

For Middle School and Secondary Students

Cell phones are not allowed in any classroom or public meeting area (I.E., cafeteria, library, playground, red couches) during the school day (8:10 -15:30). Phones that are brought to school must be stored in a

locked closet on the 2nd floor. Students will place their phone in their designated spot in the closet and then the closet will be locked for the duration of the school day.

Students in choosing not to follow this policy will lead to:

- 1st incident a warning.
- 2nd incident parents contacted via email.
- 3rd incident will lead to an EMPOWER plan.

For Elementary Students

Since the school provides devices for instructional purposes, we are a (personal) device free school for students in the elementary programs. It is advised that students do not bring cell phones to school.

Internet and Device Safety

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

All staff and students must sign the Acceptable Use Policy and are always expected to use technology in an appropriate way. Students are taught safe internet use and appropriate digital behavior.

Communication with Parents During the School Day

Parents who need to contact their children are asked to call Ms. Irina at the front desk, who will then get the information to the student. Students needing to contact parents are asked to go to Ms. Irina and use the school landline phone. Ms. Irina also has those numbers on record. Please ensure your information is current with a working phone number and email address.

Lost And Found

Students are to turn in all found items to a teacher or the administrative assistants. Parents are strongly encouraged to mark personal property with name and age so that found items may be returned to those to whom they belong. About two times a year, Lost and Found items will be displayed. All unclaimed items will be donated.

Recess and Playground Rules

Students are always supervised, and areas are limited to provide supervision and keep safe. Students are expected to always follow the school rules and the direction of the supervisors. For the safety of the students during recess, the school does not allow physically violent games where children can get hurt.

Playground Rules

General Rules

- Food is eaten before playing, and students should go immediately to the playground when finished

- Students will follow the directions of the supervisor on duty
 - Students are expected to treat each other and teachers in a courteous manner
 - Supervisors 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
 - If a ball goes over the fence, students are not permitted to retrieve the ball. The supervisor will take reasonable action to retrieve the ball
 - When the first whistle blows on the playground, students will stop playing and line up or return to class quickly and quietly
 - Students will exit the playground in an orderly manner and walk to their classroom quietly
- Students will return their coats to their designated area and collect their personal items before returning to their classrooms
- During the winter season, throwing snowballs is not permitted

Closed Campus

Due to security reasons, QSI International School of Chisinau is a closed campus, so students may not leave the campus without permission from their parents and the school office. Parents have entrusted the school with the student's well-being and safety. Therefore, the school staff must know where students are at all times.

Should a student need to leave campus during the day, the parent will need to call the school and say what time they will be picked up. Security will not allow students to leave without confirming permission from parents. Student safety and security are the school's first considerations.

A "closed campus" also means visitors and non-students must obtain prior permission from the Director to be allowed to visit the school. The school must know who is on campus at all times and for what purpose. All visitors will sign in at the lobby and receive a badge.

Students are expected to remain on campus until they depart for the day, or they are in the company of a parent/guardian or attending a supervised field trip, school activity, or sporting event.

Acceptable Use Policy (AUP)/ Technology Use

QSI International School of Chisinau is pleased to offer students access to the school's computer network and internet for classwork and to prepare students for life, school, and work in the 21st Century. In using the internet, students need to understand and use technology safely and ethically. To obtain internet access, all students must obtain a completed parental permission form and must sign and return this form to the school office.

Terms and Conditions

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Technology is to be used in a responsible, ethical, and legal manner. Individual users of the school's computer network are responsible for their behavior and communications over this

network. We expect users to comply with the school's standards and honor the agreements they have signed. School monitoring of students' online activities is encouraged as long as the monitoring adheres to local laws.

While digital resources offer immense educational opportunities, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

- a. Internet and Computer Access is available through the school's network.
- b. Students are provided with a free suite of applications through Microsoft 365. Schoolwork and projects are either stored on the cloud by Microsoft 365 or on a local server.
- c. At the beginning of the school year, all users are responsible for reading and adhering to the Acceptable Use Policy.
- d. All acceptable use guidelines apply to both QSI digital resources and personal devices.

Student Responsibility

Students are expected to use the internet, school network, and all devices in a responsible manner. It is expected that students:

- a. Respect the rights of others. This includes demonstrating appropriate online behavior towards other students and not wasting resources like paper, file storage, or intranet and internet bandwidth through unauthorized gaming, downloading, video, or audio streaming, or any other unauthorized activities. (SO: Concern for Others, Kindness & Politeness.)
- b. Care for devices. This includes not vandalizing the equipment, not hacking into computer systems or other students' files, or trespassing into other students' work folders, accounts, or emails. (SO: Responsibility, Trustworthiness.)
- c. Report Inappropriate Content. This includes telling a trusted adult immediately if you see inappropriate material or unauthorized activities. (SO: Trustworthiness.)

Unacceptable Use includes

- a. Any malicious attempt to harm or destroy QSI digital resources or data of another user.
- b. Sending, sharing, or displaying offensive messages or images.
- c. Taking photos or videos at school without the permission of the school or those being recorded.
- d. Sharing photos or videos without the permission of the school or those being recorded.
- e. Deliberately accessing or creating any obscene or objectionable information, text, or images.
- f. Plagiarizing others' work or violating copyright laws. This includes peer-to-peer file sharing of copyrighted files. If the student is unsure whether they can use someone's work, they should not use it without permission from the owner.
- g. Using another person's username or password or misrepresenting identity.
- h. Employing the network for commercial purposes.
- i. Using school computers for unlawful purposes. Activities on Internet-accessible computers may be governed by the laws of several countries and jurisdictions, and all laws must be respected.
- j. Using any non-school-sponsored chat rooms or instant messaging services. Streaming media, such as YouTube, Internet Radio, and other online media is allowed for educational purposes only.
- k. 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.

Personal Devices

Personal digital devices are defined as privately owned wireless devices and/or portable electronic hand-held equipment including, but are not limited to, laptops, mobile computers, smart phones, tablets, e-readers, and portable Internet devices. Students must obtain prior approval before using personal digital devices in the classroom. All the conditions and requirements of the QSI Acceptable Use Policy are applicable to the use of personal digital devices, and violations may result in loss of privileges and/or disciplinary action.

- a. Personal digital devices will be used exclusively for educational activities during instruction.
- b. Students may not use their personal digital devices to record, transmit, or post photos or videos at school without the express permission of the teacher, school administrator, and anyone who appears in the image.
- c. QSI staff will not provide technical service or support for personal digital devices.
- d. QSI will not reimburse students for any data charges.
- e. QSI is not responsible for any financial expenses or loss of data should a personal technology device be lost, stolen, or damaged while at school.

Digital Citizenship Instruction

Each year, instruction will be provided to all users regarding appropriate online behavior, including cyberbullying awareness and response, and interacting appropriately with other individuals on the internet.

Students receive technology training that includes an Essential Unit on Digital Citizenship. This unit, required for every QSI student from age five through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use and success in modern society. Within the Success Orientations classes, students also discuss how to use technology in a proper, respectful, and safe manner. Students are expected to conduct themselves according to these unit outcomes, even when not at school. The school will deal with technology issues that negatively affect other students or disrupt the school day.

Academic Honesty

Students must be responsible and trustworthy for doing their own work. American-style education requires students to synthesize information and demonstrate their own thinking. Students should inform their teacher if they received help on an assignment from another person, Artificial Intelligence (AI), or other source and should cite each source of words and ideas consulted in research projects and assignments.

Teachers will try to educate students on these practices but copying on tests (cheating) or submitting another person's work or work generated by AI as one's own (plagiarism) will not be tolerated. QSI does not tolerate cheating but instead promotes students to be trustworthy and work independently in correlation with the school's success orientations.

Trustworthiness – Students are prohibited from looking at other classmates’ exams, looking at tests before exam time, sharing questions from an exam with students that were absent, and using electronic devices or study guides to look up answers during an assessment.

Responsibility – Students should be prepared for an exam, so cheating is not a temptation.

Independent Endeavor – Students are expected to do their own work. Copying homework, plagiarizing, asking peers for assistance while taking assessments, or having someone else complete an assignment are all strictly prohibited activities.

Students caught cheating or plagiarizing:

First Offense Policy

- Notify administration and parents
- Void the assignment/assessment in question
- Talk with school administrators about placement on an academic EMPOWER plan

Second Offense/Major Offense Policy

If it is the second offense or a major offense, all of the above will occur, as well as the below additional measures:

- The student’s parents will be asked to come into the school to discuss the incident
- The student will lose credit for the unit and will have to redo the unit
- Administration and the classroom teacher will make a decision regarding previous units and assessments because a pattern of cheating has been established that creates doubt about the authenticity of previously completed units. If the cheating persists, the student may be suspended or expelled from the school.

Third Offense/Major Offense Policy

- If it is the third offense or a major offense, the student may lose credit for the entire course and be re-enrolled at a later date, which could impact the graduation date. There is no guarantee that re-enrollment to our school will be granted.

QSI Guidance on Responsible Use of AI

Responsible Use Framework for Artificial Intelligence (AI)

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

Personal Data and Privacy

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

Accuracy and Fact-Checking

All information provided by AI should be critically evaluated and verified to be factually true. We want to encourage students to verify information from multiple sources and not rely on only one source to ensure

accuracy of the information provided. This is not just for the use of AI, but also the use of any online resources students may encounter within the classroom.

Avoiding Bias

Not all information is created equal. It is important for students to understand that while some AI can learn, many AI's are still programmed by humans. With that 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, 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. A teacher must ensure that the AI application complies with the privacy standards adopted by QSI before students are engaged in learning with AI.

Academic Integrity

Definitions

The Center for Academic Integrity defines Academic Integrity as... “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” These five values are linked with our school’s success orientations of trustworthiness, responsibility, concern for others, kindness and politeness, and independent endeavor. Academic dishonesty is not tolerated at QSI Chisinau. Listed and defined below are the three major areas that can be considered an infringement of the values pertaining to Academic Integrity.

Plagiarism

The representation of another’s ideas or work as the student’s own, including but not limited to:

- Not properly citing outside sources
- Submitting another’s work as one’s own
- Paraphrasing without proper citation
- Copying the ideas or work of another and presenting it as one’s own

Enabling

Supporting another student’s dishonesty, including but not limited to:

- Allowing another student to copy or use one’s own homework, classwork, and/or ideas
- Sharing answers on exams or sharing knowledge of exam questions
- Working with another student when collaboration is not allowed.

Duplication

- Presenting the same work for different assignments or assessments
- Copying from an electronic information source and passing it on as your own

- Looking at another person's test or asking for test answers

Any other behavior that gives the student an unfair advantage or demonstrates a lack of integrity will be dealt with as stated in the policy.

Guidelines

If these values or success orientations are violated, then it is the role of the school to ensure, before university begins, that lessons are provided on what is acceptable and not acceptable for homework, assessments, and in writing. Below are some general guidelines, which have been compiled, revised, and organized by QSI Chisinau faculty.

Homework/Assignments

Most assignments are given as learning experiences, and to get help from others may be considered appropriate. However, wholesale copying of another person's assignments to make a teacher think that you have done the work is considered "cheating."

Assessments

Obtaining unfair help with tests and/or quizzes is a violation of the Guidelines of Academic Integrity. The following are examples of unacceptable test behavior and are provided to give an idea of common mistakes:

- Discussing (in detail) a test or quiz with a person who has already taken it.
- Bringing hidden notes or using notes during a quiz or test, unless allowed by the teacher. (The mere possession of such "cheat notes" indicates intent to use them and as such would be considered a violation of the Guidelines of Academic Integrity.)
- Looking at another person's work during a test or a quiz.
- Talking to another person during a test or quiz unless the teacher permits it.
- Allowing another person to look at your work during a test or a quiz.
- Assisting another person during a test or quiz through noises or silent signals.
- Possessing, in any form, a copy of the test or quiz before it is administered.
- Doing another person's quiz or test for them at their request, or your initiative.

Writing Assignments

Plagiarism is defined in Webster's New World Dictionary as "to steal or pass off as one's own, the ideas, writings, etc. of another."

Examples of plagiarism are, but are not limited to:

- Copying specific ideas of an individual author or source or copying exact words from any source without both giving proper citation and using quotation marks;
- Paraphrasing (re-writing using different words) or summarizing (completely re-writing a passage or section) another person's unique and non-common-knowledge ideas found in any source, without giving proper citation;

- Downloading or purchasing papers, copying and pasting information from the Internet or electronic sources;
- Cutting and pasting from any source without citation;
- Intentionally making other people's ideas appear to be your own by any means.

Strategies For Avoiding Academic Dishonesty

Students can avoid academic dishonesty by following the practices listed below:

- Reading and understanding the Guidelines for Academic Integrity.
- Asking for help or for extra time from a teacher when they feel lost or confused and are tempted to commit academic dishonesty by violating a rule.
- Completing the lessons and activities in their subject classes that teach them how to properly paraphrase, quote, and cite outside sources.
- Asking and knowing when it is appropriate to use outside sources and when a task demands solely authentic ideas or work.
- Refusing to help others commit dishonest acts such as sharing work.
- Asking and knowing when it is appropriate to collaborate with other students on an assignment.
- Using online sources for help in correctly citing sources, such as MLA and Purdue's OWL.

Consequences Of Academic Dishonesty

The following possible consequences are in place to help students understand the severity of academic dishonesty and to help guide them in the right methods to prepare them for university. Parent communication, EMPOWER plans, and/or suspension/expulsion are all potential consequences for academic dishonesty.

Social Standards of Behavior

The primary goal relating to student behavior is to establish a sense of responsibility, such that the student develops an internal desire to practice acceptable behavior patterns. The responsibility of obtaining this objective rests primarily at home. The school also has a responsibility to work in every possible way toward this goal. The home and school, working as a team, should coordinate efforts.

Student Conduct

With reference to behavior, common sense and good manners are the guidelines. Standards of behavior are outlined below for students and parents to know what is expected and what is emphasized. In reviewing these expectations, students should keep in mind that no list is all-inclusive. Students and teachers may formulate additional rules of conduct for their individual classrooms.

- Students are expected to be kind to others and should consider the feelings of others. Verbal unkindness and physical abuse are not accepted.
- Students are expected to show respect for all staff members, including all support staff. The teacher has authority when students are under the school's jurisdiction.
- Students are expected to be honest in all matters.
- A warm relationship is expected between faculty and students.
- Student interests, ideas, and opinions are to be heard and students are to be given respect.

- Students are expected to respect school property and the property of others.
- Students are expected to use proper language. Profane, obscene, and otherwise unacceptable language is not permitted.
- Students are expected to attend all classes punctually and regularly.
- QSI Chisinau is a closed campus. Students may not leave the campus without approval from the main office.
- Students may not possess, consume, or be under the influence of alcohol, energy drinks, vapes, tobacco, or other illegal substances while on campus or participating in school-sponsored activities.

Behavioral Expectations

At QSI Chisinau, we believe that demonstrating our Success Orientations is as crucial as students striving for academic success. Academic and behavioral excellence are the hallmarks of QSI students. Our goal is to instill in children the importance of positive, contributing behavior.

Regarding minor misbehavior, our teachers will address repetitive incidents, and parents will be informed accordingly. Depending on the child's age, parents may be notified via email or through "Fix it Tickets." Additionally, we adhere to the QSI Chisinau behavior flowchart for behavioral issues to ensure consistent and fair decision-making.

Possible actions to address behavioral issues include counseling referrals, group conferences involving both the student and their parents, temporary suspension from school for a designated period, or, in severe cases, expulsion. We aim to address behavioral issues proactively and collaboratively, maintaining a safe and conducive learning environment for all students.

At QSI Chisinau, we are committed to using a restorative approach to behavioral issues. This means we first seek to understand the need for the behavior and then do what we can to address this need. When consistent issues arise, open, transparent communication will occur between the school and the parents.

Personal Property

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

Locker Policy for 11YO – Secondary

All aged 11 through Secondary IV students are eligible to use a locker. Before being issued a locker, each student must understand and agree to the following locker policy:

- Locker keys are 100 lei. The Administrative assistant will keep this money and return it to the student at the conclusion of the academic year. If the key is lost, the money will be used to rekey the locker.
- One locker will be issued to each student. Do not switch lockers without talking to the administrative assistants

- The locker is the school's property. As such, lockers can be searched at any time, for any reason, without notice, and without student or parent consent.
- You may not leave food in your locker. Remove food at the end of the day. No open drinks (must be closed).
- Students must maintain their locker in the same condition in which it was issued to them.
- Students are not to write on or in lockers (and, no stickers). You can use regular tape to post items inside your locker.
- Do not store or place anything on top of the lockers.
- Students are permitted to use a lock on their locker; however, the combination must be provided to the administrative assistants.
- At the end of the school year, students will be responsible for cleaning their lockers. Any remaining items will be thrown away.

Search of Personal Property

Inspection of personal property, including (but not limited to) lockers and their contents, clothing pockets, and backpacks may be conducted by the Director or their designee for any reason, at any time, without notice, and without student or parent consent.

Students will be suspended or expelled for the following:

- Possession of drug paraphernalia
- Possession of weapons
- Suspicion of drug/alcohol use
- Evidence of drug/alcohol use
- Suspicion or evidence of possession of drugs/alcohol
- Suspicion or evidence of dealing, sharing, and/or giving away drugs/alcohol

Students may not be in possession of "over-the-counter" drugs such as aspirin or cough syrup. These are brought to school with a note from parents and given to the nurse to keep in a secure area.

Firearms/Deadly Weapons

Possession of firearms and/or deadly weapons on or near school property is prohibited. Possession includes having any such items in a private vehicle, school locker, or backpack. Any student found to be in violation of this policy will receive a suspension with possible expulsion. QSI International School of Chisinau maintains a zero-tolerance policy concerning the possession of firearms and/or deadly weapons. "Play" weapons are not permitted at school unless used under the strict supervisor of the drama teachers when practicing or performing in a play.

Tobacco-Free Campus

The QSI Chisinau Campus is a tobacco-free campus. Everything within the fenced area is school property. That includes the parking area and sports fields. Students, staff, or visitors are not to use tobacco or tobacco-like substances on school grounds, including cars parked in the school parking lots. Lighters and tobacco are also not allowed in school.

Drugs & Alcohol

QSI International School of Chisinau policy regulates the school's expectations regarding alcohol and illicit drug use and possession on campus and at school-sponsored activities (both on-campus and off-campus). QSI Chisinau is a "Drug-Free School," and all buildings and grounds within the fenced area are defined as "drug-free school zones." Students' alcohol use or possession is also not permitted on campus or at any school-sponsored event.

Extracurricular ASA Program

Education has two sides, the curricular and the extracurricular. Both are essential aspects of the school experience and allow students to develop various interests and activities. QSI International School of Chisinau encourages 11YO and older students to participate in extracurricular activities. Most activities are organized and sponsored by school personnel. Students or teachers who have special interests may organize other activities.

Participation in extracurricular activities at QSI International School of Chisinau is a privilege. Participation is not a requirement for graduation, yet transcripts that list participation in extracurricular activities tend to be more competitive. Extracurricular activities are voluntary, and those participating represent the school; for this reason, academic, citizenship, and sportsmanship standards must be uncompromised.

Please note, students on an EMPOWER plan are unable to participate in afterschool extracurricular activities and may also be unable to participate in field trips and off-campus excursions such as week without walls.

Ethics of Extracurricular Activities Program

It is the responsibility of all concerned with Extracurricular activities at QSI International School of Chisinau to:

- Demonstrate QSI Success Orientations.
- Demonstrate sportsmanship, ethical conduct, and fair play.
- Eliminate those factors that would destroy the values gained from participation in the activity program.
- Show courtesy to visiting teams, officials, and spectators.
- Respect the integrity and judgment of officials.
- Understand and uphold the rules of the game.
- Enforce school policy regarding eligibility and conduct.
- Encourage student leadership and skill development.
- Recognize and promote the purpose and intent of the activities program.
- Establish and maintain a mutually pleasant relationship between visitors and hosts.

School-Sponsored Trips

For a trip to be successful, several procedures must be followed, and all required paperwork must be in on time. It is the responsibility of the teacher advisor or coach to follow up constantly with their team to see that all requirements are met.

As the responsible adult(s) on a school trip, coaches/teacher advisors are on duty 24 hours a day and must ensure that each member of the team understands what is expected of him/her:

- While in transit from QSI Chisinau to destination and back.
- While residing in hosts' homes or hotels.
- During the tournament or activity.
- During any unscheduled time away from the competition site.

Academic Eligibility for Middle School and Secondary Students

Middle School and Secondary - all students participating in any school sport or activity must maintain good academic standing. Students may not have any unit grade of "D," deficient, in any class, nor be on an EMPOWER plan. Any unit grade of "D" will result in immediate ineligibility. The ineligible player is deemed ineligible until QSI Chisinau administration informs the coach/teacher advisor of the student's renewed eligibility. In consultation with school administration, an academic plan may be established for those students in need of academic support. While ineligible, a student or athlete may not participate in any team functions, practices, or games and may not travel to any events or tournaments with their team. Furthermore, an ineligible student may not participate in any QSI Chisinau-sponsored extracurricular activity. In almost all cases of ineligibility, travel costs are non-refundable.

In addition to the required academic eligibility standards, students hoping to participate on an athletic or academic team must fulfill the following conditions:

- Students must attend practices, including practice games, to be eligible for the “traveling” or “tournament” team.
- Return the Permission Form and a copy of your passport to the coach or Director, along with a copy of the paid deposit receipt (when applicable).
- Pay the remaining balance by the set deadline outlined by the coach or Director.

Cause For Student Dismissal from Extracurricular Sports/Activities

Potential causes for dismissal from an activity include, but are not limited to:

- Smoking, drinking, fighting, and drug use.
- Unbecoming conduct, including inappropriate language and unsportsmanlike behavior.
- Violation of the school rules, athletic department rules, and regulations.
- Failure to meet academic standards.
- Not attending practices.

Student-athletes must be in attendance for the entire day - in each of their classes - in order to participate in an after-school activity. Students marked as absent will not be permitted to participate in their after-school activity, whether it is a game, practice, or any team function. If the scheduled game is to be played on a Saturday or a Sunday, the student must be in attendance at school on the Friday preceding the game. Any exceptions must be approved in advance by the Director.

Out-of-School Excursions

If you represent QSI International School of Chisinau in functions that take you away from the school site (such as football games and field trips), you are required to meet our standards of scholarship and behavior as outlined below:

Scholarship

You are expected to be diligent in your studies and show mastery of the schoolwork. Students who choose not to display appropriate work ethic may be denied participation in any school activity by the classroom teacher or the administration.

BEHAVIOR

You are expected to demonstrate appropriate behavior as outlined in this Handbook during the excursion.

Dress Code

You are expected to dress appropriately during all excursions as outlined in this Handbook.

In summary, QSI International School of Chisinau expects students to represent the school positively. With this in mind, the school has the right to select those students who will benefit from out-of-school excursions and whose representation of the school will enhance the school's image.

Child Protection

For full details on safeguarding policies and procedures, please refer to the QSI Child Protection Handbook.

School Safety & Health

The school is committed to providing a secure, safe, and healthy environment for all students and staff. Safe drinking water is available throughout the day, and campus security is maintained by guards on duty during school hours as well as a 24-hour monitored security system.

School Health Program

The School Doctor works collaboratively with students, parents, and staff to remove health barriers to learning. Services include evaluating students' illnesses, administering first aid and emergency care, administering some medications, and identifying health problems. The school nurse maintains health records for all students.

The school nurse provides health-related education to students and staff in individual and group settings and provides consultation to other school professionals, including food service personnel, physical education teachers, and counselors.

All teachers and staff who have direct contact with children receive first aid training.

In addition to the school nurse, our security team takes the lead in situations requiring first aid when the school nurse is unavailable.

School Health Policies

QSI Chisinau shall ensure that a qualified health provider is on campus during normal school hours and/or ensures the nurse can be reached by phone when on-call.

Practices

Teachers will grant a student's request to see the doctor/nurse.

An adult will accompany students in the Preschool - 7YO classrooms to see the school doctor/nurse.

A first aid kit and triage instructions and first-aid certified staff and security will be provided for all field trips. Teachers and/or responsible adults will carry a copy of all existing conditions for students on the field trip and emergency contact information for each child.

QSI Chisinau will make every effort to ensure that staff members are aware of students' relevant medical conditions and potential for illness.

Practices

Collection of Medical Information

Upon a student's initial enrollment, QSI Chisinau requires parents/guardians to complete and sign the QSI Chisinau Student Health Form, which includes information regarding allergies, chronic illnesses, and medications to be given during the school day.

Parents/guardians will also sign a consent for emergency medical treatment.

Parents/guardians of students with specific medical needs (including but not limited to allergy/anaphylaxis, asthma, and seizures) will be required to provide the school with a management and treatment action plan signed by the student's healthcare provider and/or parent. The plan should be updated annually and upon any change in the treatment plan/severity of the condition.

Parents will be responsible for updating medical information annually and whenever a student's health status changes, including but not limited to new diagnoses of mental or physical conditions, and long-term prescription medications (including those given outside of school hours).

QSI Chisinau will treat all medical information as confidential and maintain student health records in a secure/locked environment.

Immunization/Vaccination Status

Vaccinations are not required for school entrance; however, parents/guardians are highly encouraged to have students fully vaccinated. The school nurse is available for consultation as to recommended vaccination schedules based on students' ages and health status.

Dissemination of Medical Information

The nurse will record medical information for each student into the School Health Office database.

The school nurse will, at her discretion, inform teachers/administrators of any relevant medical information about a student in order to maintain that student's personal safety and facilitate an appropriate learning environment.

Communicable diseases

If a teacher or staff member suspects a student has a communicable disease, they will promptly report this to the school nurse.

Upon examination, if the school nurse suspects a student has a communicable disease, the student will remain with the school nurse until the student is collected by the parents/authorized caregivers.

The school doctor/nurse will seek advice from the U.S. Embassy medical unit regarding the management of the disease, if appropriate.

After consulting with the school nurse, the school nurse will report (when necessary) suspected/confirmed cases of communicable disease to QSI Chisinau parents while maintaining the confidentiality of students with the illness.

Students with suspected communicable illnesses will be required to see their healthcare provider for diagnosis; parents/guardians will be required to share this information with QSI Chisinau.

Depending upon the illness, QSI Chisinau may request that a student receive medical clearance from their healthcare provider that the child is fit to return to school.

The school may determine appropriate exclusion periods for specific communicable diseases if necessary.

QSI Chisinau will maintain records of students' pre-existing medical conditions and all consultations students have with the doctor/nurse. Parents will be informed of visits to the school doctor/nurse via phone, note, or email.

QSI Chisinau will maintain an accurate record of accidents and incidents involving students during school hours and inform parents when indicated.

Practices

Reporting Injuries to Parents

The nurse will notify parents via phone, note, or email of minor injury.

The nurse will verbally report child injuries of intermediate severity to parents/guardians.

In the event of a major injury, the school will contact the student's parents/guardians/emergency contacts immediately.

If possible, parents will be consulted regarding the transportation of the student for further medical treatment.

The school nurse or her designated representative will call for an emergency response team in the event that a student is unfit to travel to a medical facility via private vehicle.

Should it be unclear as to a student's preferred medical provider, students will be treated at Zan Mitrev.

First aid will be administered to students with severe injury by the school doctor/nurse and/or our security team until emergency services arrive, **UNLESS REFUSAL OF FIRST AID AND/OR LIFE-SAVING PROCEDURES HAS BEEN EXPRESSED IN WRITING BY THE STUDENT'S PARENTS/GUARDIAN.**

QSI Chisinau will provide clear guidelines and instructions regarding the treatment of injury and illness of students and the administration of medications during school hours and overnight field trips.

Practices

Intervention for Illness or Injury

For students with minor illnesses or injuries, the school nurse will treat the student with conservative measures at school.

For students with intermediate illness or injury, the school nurse will treat the student at school but refer to a health care provider for follow-up.

All students with severe illness or injuries will be referred immediately for further treatment.

Administration of prescription medications during school hours

QSI Chisinau prefers that prescribed medication be administered outside of school hours, whenever possible.

Under no circumstances will QSI Chisinau administer any controlled medications.

Under no circumstances will QSI Chisinau administer homeopathic medications.

Parents/guardians will be required to discuss any student requiring prescribed medication during school hours with the school nurse.

Parents/guardians will be required to complete a medication administration agreement form for each medication to be given.

Administration of prescription medication is the responsibility of the school nurse or a designated staff member and will only be done with a copy of the prescription (in English). A parent/guardian or another responsible adult must bring the medication and prescription with dosing instructions to the school health office.

Parents/guardians will provide a written statement from their healthcare provider stating that the medication to be administered is prescribed for the student noted on the prescription label.

All prescription medications will be stored securely in the school health office.

All medications administered during school hours will be logged by the school nurse or their designated representative (i.e., classroom teacher).

STUDENTS SHALL NOT CARRY MEDICATION ON THEIR PERSON WHILE IN SCHOOL

Medication Policy

Students may self-carry and self-administer prescription medication for asthma or anaphylaxis if the school has written consent from parents and a written statement from the student's healthcare provider confirming the diagnosis, the student's ability to self-administer, and the medication details (name, purpose, dosage, and timing).

For over-the-counter (OTC) medications provided by parents, a signed medication agreement is required. Medication must be in the original container, clearly labeled in English (or translated), and will be securely stored in the Health Office. Administration is logged, and unused medication will be returned to parents.

The school also maintains a small supply of OTC medications for sudden illness or injury. Parents must authorize use of these medications through the student's Health Record. If authorization is not on file, verbal consent will be obtained by phone before administration. Parents will always be notified in writing when school-supplied medication is given.

Field trips

A first aid kit is taken on all field trips, and a first aid-trained teacher is present on all field trips.

Students should not be sent to school if they show signs of illness, such as vomiting, fever, diarrhea, difficulty breathing, unusual lethargy or irritability, rapidly spreading rash, or signs of specific communicable diseases.

Practices

Fever is defined as a body temperature greater than 38 degrees C/100.4 degrees F.

Students should be fever-free (without the use of medications) for a full 24 hours prior to returning to school.

Parents should notify the school administration office or teacher if their child is to be absent from school due to illness or injury.

Communicable (contagious) Disease:

- Chickenpox—EXCLUSION until all lesions are completely dry and scabbed.
- Conjunctivitis ("pink eye")—EXCLUSION until the discharge ceases and the student has completed at least 24 hours of antibiotic eye drop treatment.
- Diarrhea—EXCLUSION until diarrhea has ceased and the student is well-hydrated.
- Lice—EXCLUSION until the student has had lice treatment applied and clearance obtained from school doctor/nurse prior to returning to the classroom.
- Hepatitis A: EXCLUSION until a healthcare provider provides written clearance.
- Impetigo—EXCLUSION until at least 24 hours of antibiotic treatment is completed; lesions must be covered until completely healed.
- Ringworm—EXCLUSION until at least 24 hours of antifungal treatment is completed.
- Verruca (common warts)—must be covered with waterproof/sweat-proof dressing for physical education.

- Strep Throat Infection/Scarlet Fever—EXCLUSION until at least 24 hours of antibiotics have been completed and the student is fever-free without the use of medicines for fever.

In the event of a medical crisis, students will be transported directly to Zan Mitrev, unless parents/guardians have requested IN WRITING and IN ADVANCE of a medical crisis that an alternate facility be used.

Practices

The school doctor/nurse will stabilize the situation

If necessary, an ambulance will be called.

The student's parents will be called.

A written record of the medical crisis will be written for the parents/guardians, and follow-up recommendations will be provided to the parents/guardians.