Ashgabat International School

Student and Family Handbook

2026-2027

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WELCOME TO AIS

Director's Message

Welcome to our family. That is the sense you get when you walk through our doors. Even though Ashgabat International School (AIS) is a school of almost 300 students, we pride ourselves in being a place that is warm, safe, and supportive for our students whether they are 3 years old or in their final year of secondary school. This is a place they can feel at home.
AIS is an MSA accredited school which is part of the QSI family of schools. We offer a comprehensive Mastery Learning curriculum from 2 years-old to graduation. From early ages, students are given the support and time needed to be successful. With engaging classes and enthusiastic teachers, they can be challenged, encouraged, and invited to explore the world around them. This includes the opportunity to participate in drama, music, technology and sports and a rigorous academic program that offers a well-rounded choice of courses for each age up to college-equivalent AP Courses. The school is also a testing center for MAP, PSAT, SAT, GRE, TOEFL and AP Courses.

Our campus boasts a beautiful sports and recreation area with facilities and equipment for soccer, basketball, volleyball, tennis, tetherball, frisbee golf, badminton, and other sports. We have a fully stocked art room with a kiln and pottery wheels, 5 computer labs and modern, clean, inviting classrooms where students have space to create. A wide-ranging library and in classroom personal-reading libraries are just some of the resources available to students.

The key to our success is a dedicated, enthusiastic staff. They are qualified local and international teachers who put first *every* student's growth, learning and social development. This is enhanced by our Empower program which teaches students the life skills, growth

mindset and social skills to meet the challenges of today's world. Martin Luther King Jr. said, "The goal of true education is intelligence plus character." At AIS we take both seriously.

As an international educator for over 25 years, I chose AIS because it is the place I wanted my own family to be educated. We think after seeing our school in action, you will feel the same.

Sincerely,

Dan Waterman
Director of AIS

SECTION 1: INTRODUCTION

1.1 INTRODUCTION

Ashgabat International School is officially accredited by the Middle States Association of Colleges and Schools. This organization is responsible for reviewing and assessing the proposed educational objectives; the professional qualifications of staff; the program of studies; and school governance, operations, policies, finances, and facilities.

Ashgabat International School is part of the ***Quality Schools International (QSI)*** family of schools, a non-profit organization, with headquarters in the country of Malta.

The school is affiliated with the following educational organizations:

Middle States Association of Colleges and Schools (MSA)
Northwest Evaluation Association (NWEA)
National Honor Society (NHS)
College Board (Advanced Placement)
Office of Overseas Schools, U.S. Department of State

1.2 MISSION

Virtually every five-year-old comes to school eager to learn. The mission of Quality Schools International (QSI) is to keep this urge to learn alive in every child in QSI schools. Our schools are established to provide in the English language a quality education for students in the cities we serve. These students are the children of parents of many nationalities who have come to a foreign country, usually for a limited stay of a year or more. Some students are permanent residents and citizens of the host country. Our schools follow a logical model of education which measures success by the accomplishments and attitudes of our students. We believe that all 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 believe their students will be successful, and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In the world today, children need to become proficient in 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 which lead to success long after formal schooling has ended. These include universally accepted "success orientations" of trustworthiness, kindness/politeness, responsibility, independent endeavor, concern for others, group interaction, and aesthetic appreciation.

Adopted by QSI Board of Directors Feb. 1996

Reviewed and reaffirmed by the QSI Board of Directors Feb. 2019

1.3 VALUES & PHILOSOPHY

The schools of **QUALITY SCHOOLS INTERNATIONAL (QSI)** have been founded in order to provide a quality education in the English language for expatriates living in the international community. Local citizens who want their children to be educated in English are also accepted. The schools recognize that most of the students are enrolled for only two or three years and have diverse educational backgrounds. The philosophy of **QSI** includes the following:

1. Attitudes Toward Learning - We believe that more learning will occur if the student has a desire to learn, has positive feelings concerning his school environment, and succeeds in his work. A comfortable atmosphere of caring and acceptance established by the school is considered important, so that each student is encouraged to strive for excellence and to be creative. This is enhanced by an aesthetically pleasing environment with a view to appreciation of beauty and order. Each student's possibility of success increases when he works at the appropriate level of difficulty and senses positive expectations from his teachers.

2. Areas of Learning - Mastery of basic skills is considered a vital part of education, essential for success in studies of other subjects as well as in most situations in life. A broad and varied program of physical education, fine arts, and other activities is also considered important to enhance the interest and education of the students.

3. Social Behavior - For a useful and meaningful life we encourage the development of personal qualities leading to acceptable values and harmonious relationships.

4. Cultural Awareness - An understanding and acceptance of the different cultures represented in the school are considered important. We believe emphasis should be placed on gaining an appreciation and knowledge of the region and the local country in particular.

5. Environmental Awareness - We believe it is essential to have an awareness of the value of protecting and improving our environment.

1.4 AIS Statement of Purpose

Ashgabat International School is dedicated to serving the local and expat children of Turkmenistan. We strive to meet the individual needs of all our students by creating a friendly, nurturing and caring, community-centered, international learning environment. Our goal is to inspire and empower all learners as they grow and develop academically, socially and emotionally. We are confident this vision enables Ashgabat International School to create a positive and dynamic atmosphere in which all students can succeed at a high level.

1.5 SCHOOL OBJECTIVES

By 2028, QSI will improve reciprocal communication that promotes organizational understanding and active feedback.

By 2028, students in QSI schools will demonstrate increased proficiency in the 21st Century Skills of collaboration, communication, creativity, and critical thinking.

By 2028, QSI students will demonstrate improved literacy skills.

By 2028, QSI will improve its mastery learning practices in the areas of assessment, evaluation, and challenging students to go beyond the curriculum.

SECTION 2: ACADEMICS

2.1 CURRICULUM AT AIS

Ashgabat International School has a strong belief that:

- All students can learn to a level of mastery.
- Not all students will learn at the same rate.
- Our school must provide the conditions for all students to achieve mastery.

QSI has designed EXIT OUTCOMES which are the foundation of the whole curriculum. These exit outcomes fall into three categories:

1. Success Orientations
2. Competencies
3. Knowledge

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

- *To be:* Success Orientations
- *To do:* Competencies
- *To know:* Knowledge

To Be: Success Orientations

The "Success Orientations" are globally accepted values that include:

- Trustworthiness
- Responsibility
- Concern for Others
- Kindness/Politeness
- Group Interaction (how well we work with others)
- Aesthetic Appreciation (respect for our environment and appreciation of our surroundings)
- Independent Endeavor (how well we learn and study on our own).

Grades for Success Orientations

E = Exemplary

S = Success

N = Not Yet

To Do: Competencies

These seven competencies are taught and evaluated in the school's curriculum.

- Verbal and Written Communication Skills
- Numeracy and Mathematical Skills
- Psychomotor Skills
- Commercial Skills

- Fine Arts Skills
- Thinking and Problem-Solving Skills
- Decision-making and Judgment Skills

To Know: Knowledge

Each of the following seven areas of knowledge is listed with broad categories of success. These define in general terms the outcomes considered important by Quality Schools International with a view to mastery by all of our students.

- English/Literature
- Mathematics
- Cultural Studies
- Science
- Languages other than English
- Creative and Applied Arts
- Personal Health and World Environmental Issues

2.1.2 Flexible Placement

At Ashgabat International School we do our best to support and meet the academic needs of each student. ***Quality Schools International*** makes it possible for us to meet the needs of our students in a unique way by providing the opportunity to ***slide*** students, one age level up or one age level down for literacy and/or math so they may learn at the level at which they are ready to be successful.

2.2 GRADING INFORMATION

AIS uses QSI's grading system:

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

B = All essential parts of the outcome were mastered to a high level in which the student successfully engaged in higher order thinking or performance skills.

P = The student is "In progress" in the outcome (normal status).

D = The student has not made a reasonable effort and is, therefore "deficient" in attaining mastery of the outcome.

H = This outcome is "on hold" for a legitimate reason. (The student has begun the outcome but is not currently pursuing it.)

E = "Exposure". The student made a reasonable effort in the outcome and attained a level of mastery consistent with his/her capabilities. (Elementary classes only, but not in mathematics, reading, or language arts.)

W = The student has withdrawn from this outcome.

2.2.1 Parent Portal

AIS parents are expected to join QSI's Parent Portal. In your Parent Portal account, you will be able to see a Student Snapshot for your child. **The Student Snapshot is an unofficial Status Report.** The Student Snapshot shows your child's attendance and grades. Narratives are published in Parent Portal at the end of Quintiles 2 & 4.

You may join the Parent Portal here: **http://portal.qsi.org**

Click the button that says, "Register Account". You will need to use your email address that is on record with the school, and then you will receive an email with a link to set your password. If you need help navigating your Parent Portal account, please reach out to the Director of Instruction: emily-barbuto@ashgabat.qsi.org.

At the time of this writing, Parent Portal is offline due to an upgrade. However, we expect it to return soon.

2.3 INTENSIVE ENGLISH SERVICES

Students whose native language is not English and have not yet reached age-level proficiency in reading and writing in English will attend Intensive English (IE) classes. Please note that for secondary students, no high school credit is given for IE classes.

2.4 HOMEWORK POLICY

2.4.1 Purpose of homework

The purpose of homework is to practice skills taught in school or to prepare students for future skills. There are three acceptable categories of homework: practice (reinforcement), preparation, and extension or enrichment activities. Homework may also be a prerequisite to taking a test for assessment.

2.4.2 Areas of student responsibility

Students are expected to ensure the following areas are addressed. Parental assistance is also expected with:

- Setting up a quiet place at home to study and to complete assignments and projects
- Maintaining a routine of study and development of regular habits of study
- Keeping a record of assignments and projects (in homework agenda)
- Organization of time so as to complete longer-term projects over an adequate period of days

2.5 AIS SECONDARY ASSESSMENT AND GRADING POLICY

AIS teachers will plan for instruction and assessment utilizing the QSI curriculum guidelines. These are the approved learning objectives and each unit takes approximately 15-18 days to complete. The only success outcomes are B-level and A-level. A level is the highest attainable mastery level. All engaged but non-mastered units are P-status units indicating the unit is "in progress".

1. Unless there is a learning need that will require reteaching and additional time, students are expected to submit assignments in a timely manner. Insufficient effort may result in a D (Deficient) grade. Students wanting to be assessed for mastery (A or B level) must complete all preparatory work and formative assessments (including homework) required by the subject teacher prior to being assessed. Students achieving A unit level mastery ahead of the regular progression of their class will be given enrichment opportunities while correctives and reassessments/upgrades are taking place for the others.
2. Upgrading B's to A's is possible during the current school year and within the quintile of instruction or the previous quintile. For example:
   Quintile 1 can be upgraded during Quintile 1 and Quintile 2
   Quintile 2 can be upgraded during Quintile 2 and Quintile 3
   Quintile 3 can be upgraded during Quintile 3 and Quintile 4
   Quintile 4 can be upgraded during Quintile 4 and Quintile 5

QSI's Upgrading Addendum (2024)

Upgrade Expectations:

In keeping in line with the mastery learning model where time is a resource, QSI allows students who show mastery at a 'B' level to possibly change that grade to an 'A' level if they can show excellence in mastery. This is called "upgrading." All students have the right to upgrade a grade within the guidelines set in place by QSI and the school. Upgrades can only be done in the same school year as the 'B'-level grade was earned. Once the school year ends an upgrade for a unit is no longer possible.

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

Upgrade Timeline:

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, schools should always take a reasonable approach for allowing additional time to upgrade based on individual circumstances.

Other Situations:

- Units in which there has been plagiarism, late submissions, or a 'D' issued are not generally eligible for an 'A' upgrade. However, schools and teachers should 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 within the last week of school.
- Students cannot use summer school sessions to upgrade units from 'B' to 'A' level.

2.6 PATH TO GRADUATION

Quality Schools International offers a secondary program that leads to a Secondary School Diploma. Most graduates of ***Quality Schools International*** attend a college or university upon completion of their studies.

Two Diploma types are offered by ***Quality Schools International.*** These requirements only apply to Secondary II students and younger. Secondary III and IV students have diploma requirements that are based on a previous graduation pathway.

The diplomas offered to Secondary III students and younger are:

- QSI Diploma
- QSI Diploma with Honors

2.6.1 Diploma Requirements (Secondary III Students and younger)

QSI Diploma Requirements			
QSI Diploma **220 Credits**		**QSI Diploma with Honors** **240 Credits + 4 AP Courses**	
English	40 Credits Total	English	70 Credits Total
Literature 1	10 Credits	Literature 1	10 Credits
Writing 1	10 Credits	Writing 1	10 Credits
Literature 2	10 Credits	Literature 2	10 Credits
Writing 2	10 Credits	Writing 2	10 Credits
		Research	10 Credits
		English Elective	10 Credits
		English Elective	10 Credits
Mathematics	20 Credits Total	Mathematics	30 Credits Total
Algebra 1	10 Credits	Algebra 1	10 Credits
Mathematics Elective	10 Credits	Geometry	10 Credits
		Mathematics Elective	10 Credits
Science	20 Credits Total	Science	30 Credits Total
Biology	10 Credits	Biology	10 Credits
Science Elective	10 Credits	Physics, Chemistry, **or** AP Science	10 Credits
		Science Elective	10 Credits
Cultural Studies	30 Credits Total	Cultural Studies	40 Credits Total
World Geography	10 Credits	World Geography	10 Credits
Modern World History	10 Credits	Modern World History	10 Credits
Cultural Studies Elective	10 Credits	Economics	5 Credits
		World Governments	5 Credits
		Cultural Studies Elective	10 Credits
Languages Other Than English	20 Credits Total	Languages Other Than English	20 Credits Total
Year 1 LOE of Choice	10 Credits	Year 1 LOE of Choice	10 Credits
Year 2 LOE of Choice	10 Credits	Year 2 LOE of Choice	10 Credits
All 20 credits must be in the same language			
Personal Health	20 Credits Total	Personal Health	20 Credits Total
Health and Fitness 1	10 Credits	Health and Fitness 1	10 Credits
Physical Education Elective	10 Credits	Physical Education Elective	10 Credits
Technology	10 Credits Total	Technology	10 Credits Total
Technology Elective	10 Credits	Technology Elective	10 Credits
Creative and Applied Arts	10 Credits Total	Creative and Applied Arts	10 Credits Total
Arts Elective	10 Credits	Arts Elective	10 Credits

2.6.2 Diploma Requirements (Sec IV students ONLY)

Three types of diplomas are offered to Secondary III and IV students. These diploma types are being discontinued after the 2026-2027 school year.

- General Diploma
- Academic Diploma
- Academic Diploma with Honors

General Diploma Requirements

220 Credits Total	
English	Cultural Studies
20- Literature 1 & 2	10- World Geography
20- Writing 1 & 2	10- Modern World History
10- Technology	10- Cultural Studies Elective
Mathematics	Personal Health
10- Algebra 1	10- Wellness
10- Mathematics Elective (Geometry Recommended)	10- Physical Education
Science	Language other than English (LOE)
10- Physical Science or Science Applications	20 in one Language
10- Biology or Environmental Science	Creative and Applied Arts
	10- Any combination of Arts credits

Academic Diploma Requirements

240 Credits Total	
English	Cultural Studies
20- Literature 1 & 2	10- World Geography
20- Writing 1 & 2	10- Modern World History
10- American Literature	10- US History
10- British Literature	5- World Governments
10- Research Writing	5- Economics
10- Technology	Personal Health
Mathematics	10- Wellness
10- Algebra 1	10- Physical Education
10- Geometry	Language other than English (LOE)
10- Mathematics Elective (ADM 1 Recommended)	20 in one Language
Science	Creative and Applied Arts
10- Physical Science	10- Any combination of Arts credits
10- Biology	
10- Science Elective	

Academic Diploma with Honors Requirements

The Academic Diploma with Honors requirements are identical to the Academic Diploma, but two AP courses are required to graduate with an Honors diploma.

These AP courses can substitute for a class listed on the Academic requirements list (ex: AP Biology rather than Biology), or the AP courses can be any other AP course.

2.7 SECONDARY COURSE SELECTION

During the final months of the school year, students and parents make course selections for the next school year in consultation with the school counselor, teachers, and administration.

2.7.1 STUDY HALL

Secondary students at AIS have the opportunity to take a Study Hall course during their day. Study Hall is useful for students who are taking a QVS or AP course to have an opportunity to fulfill the requirements of those classes. The guidelines for students taking Study Hall are:

- All students taking a QVS course must take a Study Hall.
- Students may take a total of 3 periods of Study Halls.
- Secondary 1 students cannot take a Study Hall.
- Secondary 2 students may take a Study Hall course if they are taking a course on QVS or an AP course. Secondary 2 students may take a maximum of 2 QVS courses.
- Secondary 3 students may take a Study Hall if they are in a QVS course or an AP course. Secondary 3 students may take a maximum of 3 QVS courses.
- Secondary 4 students may take a Study Hall with no other requirements if they are on track to graduate.

Some exceptions may be made based on individual circumstances. Exceptions must be approved by school administration.

2.8 ADVANCED PLACEMENT

Advanced Placement (AP) courses challenge our Secondary students to think with the sophistication of college students. Depending on the enrollment, interest, and student capability, the school will offer an Advanced Placement course. These courses provide rigorous preparation for the AP exams credentialed by the Educational Testing Service in the United States. Students must apply to take an AP Course.

Applications include:

- AP Application Form & Parent Agreement Letter
- Recommendation from a Subject Teacher

The above forms are required by the administration to determine candidacy for all AP courses.

AP courses may be taken at school face to face or on-line via our QVS on-line school. If students drop or are made to drop an AP class, the parent is responsible for full payment of the class.

2.9 ACCESS TO UNIVERSITY: OUTSIDE OF TURKMENISTAN

It is extremely important that students be in touch both with the country where they plan to attend a university and the specific university at least one to two years prior to entrance to ensure required courses at the high school level have been taken.

2.10 ACADEMIC HONESTY

Students are expected to be ethical and honest in all aspects of their lives at AIS: in all written and verbal communication with teachers, staff, and each other, and through the academic work which they represent as their own. AIS students are expected to do their own work on **all** assignments, assessments, and projects, including homework and daily work. We emphasize the idea that the most important goal is the student's learning and the demonstration of that learning. The grade received is less important.

2.10.1 Academic dishonesty includes:

- Plagiarism is defined as representing another person's work as one's own academic product. Plagiarism is not limited to copying from classmates but also includes taking work from the internet, print, or other media without properly crediting the author.
- Any form of cheating on tests, quizzes, or other assessments. This includes use or possession of unauthorized notes during a test, copying, unauthorized use of the internet or wireless devices, any form of communication with another student during a test, stealing a test, and/or breaking any of the rules announced by the teacher during a test.

Important Note:

Care needs to be exercised when handing in work in which a student has had help from an adult other than their teacher (ex. a parent or a tutor). If a teacher believes that the work handed has had too much external input, he/she may ask the student to repeat the work or complete a different assignment. In these cases, no credit will be given for the initial work.

2.10.2 Consequences for Academic Dishonesty:

Academic dishonesty is considered a serious offense at AIS. For each offense an official Notice of Academic Honesty Violation will be completed by the administration. Collusion or helping others cheat and/or plagiarize (giving others your work so they can copy) will also be treated in the same manner. Offenses are accumulative over the four years of secondary 1-IV education. The following are the consequences for Academic Dishonesty.:. 1st Offense:

- The student will have to complete the assignment again, in handwritten form.
- The student will have to complete an additional assignment to ensure mastery of the material.
- The student will receive a grade of an N on the status report in success orientations for honesty and/or responsibility.
- A Notice of Academic Honesty Violation will be placed in the student's permanent school file.

2nd Offense:

- The student will have to complete the assignment again, in handwritten form.
- The student will have to complete an additional assignment to ensure mastery of the material.
- The student will receive a grade of an N on the status report in success orientations for honesty and/or responsibility.
- The 2nd Notice of Academic Honesty Violation will be placed in the student's permanent school file.
- A meeting with administration, the student, and the parent.
- All materials in all classes will need to be submitted in handwritten form for a period of two weeks.

3rd Offense

- The student will have to complete the assignment again, in handwritten form.
- The student will have to complete an additional assignment to ensure mastery of the material.
- The student will receive a grade of an N on the status report in success orientations for honesty and/or responsibility.
- The 3rd Notice of Academic Honesty Violation will be placed in the student's permanent school file.
- A meeting with administration, the student and the parent.
- All materials in all classes will need to be submitted in handwritten form for a period of two weeks.
- The student's file will be presented to the advisory board and a recommendation for dismissal from the school may be discussed.

2.11 STUDENT AWARDS

Throughout the year, students have the opportunity to earn awards for various contests: spelling bees, science fairs, etc. Academic & Success Orientations awards are given at the end of the school year.

2.12 ACADEMIC PROBATION

Low-performing students may have to prove themselves academically to continue studying at AIS.

2.12.1 Conditional Enrollment

In rare cases, students are given **Conditional Enrollment** letters detailing conditions which must be met to remain enrolled at AIS the following school year.

Examples of such enrollment conditions may include but are not limited to:

- A Psychoeducational Evaluation by an educational psychologist from Linden Global Learning and Support
- Parent consent for a QSI Learning Support Plan or Behavior Plan
- Modified curriculum
- Summer course completion
- Online course completion

SECTION 3: SCHOOL ATTENDANCE

3.1 ATTENDANCE POLICY

Many learning experiences occur in a classroom setting. School attendance is extremely important for successful learning. It is expected for students to be in school except for sickness or extenuating circumstances.

We use an ID card system to enter and exit the building. The time each student arrives at school is time stamped in the system. In addition, teachers take attendance at the beginning of the day and during each class period for middle and secondary students. Attendance is recorded in the office. The office publishes a list of all students who are tardy/absent by the end of the first period. Parents are contacted to verify the absence.

Students must be present in classrooms to master the QSI curriculum. The maximum number of absences permitted in one academic year is 12. QSI does not differentiate between excused and unexcused absences on status reports/transcripts. Students who have missed school due to a verified illness will be allowed an extension of assigned schoolwork. **Parents will have a mandatory meeting with administration after the 6th absence**.

3.2 LATE START.

In the event of road closures, icy roads, or other challenges, the school will call for a late start of the school day. Parents will be notified by phone call of the late start. Late start day will begin at 10:30 am.

3.3 ABSENCES

An email should be sent, or a telephone call must be made to the school office before 9 AM on the day of or before returning to school, explaining the student's absence.

When an absence from school is anticipated, it is the student's responsibility to make arrangements with the teacher to have a work plan and to receive any work. The student should keep this sheet for his/her records. Teachers are not expected to teach face to face AND on-line. All families should plan their trips according to the school breaks, or non-school days.

3.4 SCHOOL HOURS

The first bell rings at 8:15. Students need to report to their first period by 8:20 am. If students arrive at any other point of the day, they need to report to the office to sign in and receive a tardy pass. All students are dismissed at 4:03 pm.

If a student is absent from school, parents should phone or email the school office as soon as possible. If at any point during the school day a parent needs to pick up his/her son/daughter, please inform the office. Students will then wait to be picked up in the security building and MUST sign out with an office staff person.

3.5 TARDY POLICY

Being on time for school and to all classes is important at AIS. If a student arrives after 8:20 am, he/she will be marked tardy.

Students can be tardy to school 5 times in **a quintile** without consequence. A sixth tardy will result in a meeting with the Administration and the parents. Lateness to class will be treated in the same way. A tardy to class is excused only if the student presents a note signed by a staff member with an explanation for the tardiness.

Tardiness will not be cumulative from one quintile to the next. The student will begin each quintile with zero.

Parents and students are urged to plan their morning schedules to allow ample time to arrive at school on time even if delayed by unforeseen events, road closures, or last-minute personal considerations.

3.6 PERMISSION TO LEAVE SCHOOL

Students 5YO+ are expected to be on campus from 8:15–4:03. If an emergency arises during the day which necessitates a student leaving school, permission must be obtained from the school office in consultation with the student's parents. Regardless of the reason, the student will not be released to an unsupervised event without direct parental permission. In all cases, students must sign out (and in) with the school office.

3.7 RAMADAN, FASTING, PRAYER & MOSQUE POLICY

At Ashgabat International School, we provide a rigorous education, and we support a multicultural community. We are not a religious school, so we are focused on protecting our academic and instructional time. We want to support students who want to pray during school hours or participate in fasting during Ramadan. In order for students to pray at school or participate in fasting during school hours the following arrangements can be made:

For Prayer

- Prayer times can happen during non-instructional times:
    - Snack time 10:08-10:20
    - Lunchtime
        - Elementary 12:05-12:47
        - Secondary 12:50-1:35
- If students need to pray during instructional hours, parents must pick up their children from school and take them to pray. It is the responsibility of the student to make up any assignments or classwork.

For Fasting

- During Ramadan, we will provide a staff member to supervise students outside in a designated area where there will be no food allowed during lunchtime.
- Students will be expected to complete the QSI curriculum and participate in all physical activities with the class including Physical Education and Wellness.

3.8 DROP OFF & PICK UP PROCEDURES

Things to remember...

Drop-off:

- Preschool through 9 YO class students will be dropped off at the North entrance and older students (10YO-Sec 4) are to be dropped off at the South entrance.
- At the North entrance, there are 4 marked drop-off/pick-up zones in front of the security building. These are the only spaces where students are allowed to exit the vehicle.
- Please have children exit the vehicles on the passenger side ONLY.
- Please make sure drivers move to the available, open drop-off/pick-up spaces when they become available. There is no parking allowed in these spaces.
- Only preschool drivers are allowed to park in the first parking lot upon entrance, on the northwest side of the building.

Pick-up:

- Pick up for Preschool through 9 YO class students will be at the North entrance. (Families with multiple siblings will pick up at the North entrance.)
- Pick up for 10YO-Sec 4 (with no younger siblings) will be at the South entrance.
- At the North entrance, do not park the car. Do not get out of the car. Stay in line with the vehicle.
- Move to the most forward parking spot that is open when the 4 pick-up zones in front of the security building become available. We are going to keep the line moving. If your child is not outside waiting, we will move you through the pick-up area and you will have to go to the back of the line. You will NOT be allowed to wait in the pick-up zone area.
- Only preschool drivers may park in the first lot upon entrance, in the north-western lot. Only preschool drivers may get out of their cars and wait in the designated drivers' zone.

3.9 STUDENTS WALKING HOME

For everyone's safety, students should not be walking off-campus at any time, before, during, or after the school day. In rare cases, students who need to walk off campus must have signed permission from their parents. In addition, students are not to leave campus until after all the cars for pick-up/drop-off have cleared the campus. Students with signed permission will receive a special pass that they must show to the guards each time they walk off campus. Students must wait until a security guard or staff member instructs them to leave campus (typically around 4:15). The school is not responsible for the actions of the student once they walk away from the security area.

3.10 NO STUDENTS DRIVING ON THE CAMPUS

The students are not allowed to drive on the school campus.

SECTION 4: GUIDELINES FOR STUDENT BEHAVIOR

AIS students are expected to act in a way that demonstrates respect and responsibility towards themselves and others, exhibiting the Success Orientations at all times, by:

1. Arriving on time to school and all classes.
2. Attending class daily prepared with all necessary materials and having fulfilled all responsibilities for the class.
3. Demonstrating respect for classmates and teachers.
4. Demonstrating respect for all school rules as outlined in this handbook.
5. Undertaking all assignments, assessments, and projects to the best of their ability, with honesty, integrity, and a commitment to reaching their potential as a student.
6. Participating actively in class in an attentive and engaged manner.

All behavioral expectations documented in this section apply on school-sponsored trips, in addition to all activities on campus.

4.1 GENERAL CAMPUS BEHAVIOR

- Students are expected to use respectful and appropriate language at all times on the AIS campus. Derogatory words, swear words, or “put-downs” directed at anyone should not be used on the school premises at any time.
- All students are to walk in the hallways and corridors and keep their voices low. Students should walk on the right throughout the building and stairwells.
- Bullying - AIS is a school that promotes a safe place for everyone to learn. Behavior that intimidates or makes others feel unsafe will not be tolerated. All incidents of bullying will be treated as serious infractions.
- **The AIS campus is a non-smoking and non-vaping, drug-free campus;** therefore, students are not allowed to bring tobacco or restricted drugs on campus or use them in the immediate vicinity of the school at any time. Students are not allowed to bring alcohol to campus or be under its influence.
- Students are expected to maintain appropriate physical contact that is neither overly affectionate nor overly aggressive. Pushing, shoving, kicking, and public displays of affection are considered inappropriate, regardless of the student’s intent.
- Students should use the waste receptacles for disposing of litter and recyclable waste.
- Graffiti and other types of vandalism will be treated very seriously and could be grounds for suspension or expulsion.
- Students are encouraged to speak English at all times. (Except in Russian, French, and German classrooms)

4.2 GENERAL CLASSROOM EXPECTATIONS

Elementary (5YO-10YO) teachers will set classroom rules with their students. These typically fall within our Success Orientations and include such expectations as:

- Being Kind & Polite
- Being responsible for self and materials
- Being Trustworthy
- Helping Each Other
- Working Together

Students in the Middle School (11-year-old, 12-year-old, 13-year-old) or Secondary classes are reminded to:

- Be prepared for class by having materials ready, studied, and assignments completed
- Actively participate in class by engaging in discussion and assignments
- Show respect to others by listening in class
- Honor private, school property and equipment
- Use respectful language, not derogatory, inflammatory, or profane speech

4.3 PERSONAL PROPERTY

- Students are responsible for their own property and at all times must ensure their safekeeping. **This includes all personal electronic devices. Ashgabat International School bears no responsibility for any such personal device that is brought onto campus.**
- Students must store bags and other property in a locker, cubby, or other designated place. Larger items may be held at the discretion of the school office staff.

4.4 USE OF TECHNOLOGY

AIS provides students with access to a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right. Students are responsible for using them legally, appropriately, responsibly, and respectfully, and only for school-related tasks. Students should have no expectation of privacy or anonymity while on the school network or while using equipment or software provided or established by the school. Before using any technology at AIS, students are required to read and agree to the User Agreement. All cell phones should be placed in the homeroom's mobile phone box and sent to the office.

4.4.1 Use of Personal Electronic Devices

AIS is a phone-free school. Mobile phones may not be used during the school day unless the use is allowed by the teacher during a lesson for academic purposes. Unacceptable use of a device during the school day will result in confiscation of the device.

4.4.2 Posting media on websites

Students may not post or share any form of media (print, audio, visual, etc.) from school on any website or social media platform, or through any electronic communication channel, without explicit, written permission from a school administrator.

4.5 LUNCHTIME/RECESS EXPECTATIONS

3YO, and 4YO students who stay at school for lunch eat in their classrooms and follow the pre-school playground rules. All other students should follow the expectations below.

- Student behavior must be respectful of their peers, kitchen staff, teachers, and surroundings at all times.
- Students are expected to clean up the area they are sitting at and the surrounding area after they have eaten in the cafeteria
- When the bell rings on the playground, students will stop playing and line up quickly and quietly.
- 11/12/13/Sec. IV Students may play touch (American) football, rugby, soccer, basketball, volleyball, but should be reminded that if the game becomes too aggressive, the game will be stopped.
- **Public displays of affection, between any students, are not permitted.**
- Ball games are played only on the basketball court and in the lower field area. If a ball goes on top of a building, or into an adjacent property, a report must be filed with the school office, and a member of the maintenance/security staff will get it as quickly as they can.

4.6 BELL RULES FOR 11YO THROUGH SECONDARY-IV STUDENTS

- The first bell releases students from class and the second bell signifies that students must be at their destination and in their seats ready to start the class. At the second bell, students have to be on task with all the necessary material.
- Students may go to the restrooms during the passing period as long as they arrive on time and are ready to start the next class at the second bell. Students will not be allowed to visit the restrooms at the start of the periods immediately following recess or lunch.
- All students should conduct themselves in an orderly fashion during the passing period. The students should keep their hands to themselves and walk on the right side of the hallway.
- If a student arrives after the second bell for a legitimate reason, he/she must bring a Signed Hall Pass to be excused from a tardy.
- Students who are not on the absence roster and are not in class will be reported as being truant. Such absences from class will be immediately reported to the Director of Instruction.

4.7 SCHOOL BUSES

The following behavior expectations have been established for the benefit and safety of all students who ride school-contracted buses, including to/from school-sponsored field trips. Students who ride the bus must:

- Use appropriate language
- Listen to and follow instructions
- Be respectful of adults, peers, and property
- Remain seated with the seatbelt fastened
- Not eat food or drink beverages (except water)
- Board the bus only at the designated bus stop

If a student disobeys a bus rule, the driver will refer him/her to Administration for disciplinary action.

4.8 DRESS CODE

A student's dress, personal appearance, and cleanliness should be appropriate to an international, professional/educational setting. ***Quality Schools International*** does not have a specific dress code or uniform for students. In view of the cultural diversity of our students, a few guidelines are in order. QSI hopes these are taken in the spirit of cultural sensitivity, common sense, and respect for others. All students are expected to wear appropriate clothing while attending school, on field trips, or at any other school function.

4.8.1 Specific dress code violations include:

Overly revealing clothing. This is defined as: shorts and skirts that rise above mid-thigh, low-cut tops, visible private parts, undergarments, overly transparent clothing (including tights or leggings that are deemed to be see-through), bare abdomen.

The following are also deemed inappropriate: Extreme styles, excessively torn clothing, or wording that refers directly or indirectly to drugs, sex, alcohol, tobacco, violence, or profanity.

Students must have another pair of PE shoes for use in the gym. The soles of these shoes should not leave marks on the gym floor.

4.8.2 Consequences for Dress Code Violations

A student who is inappropriately dressed may be sent home to change, their parents may be asked to bring a change of clothing to school, or the school may choose to provide a change of clothing if more appropriate. Repeated dress code violations represent a persistent disregard for AIS policies and will be dealt with more seriously. The school administration will be the final judge of appropriate dress.

4.9 CONSEQUENCES OF INAPPROPRIATE CONDUCT

- Classroom/Duty teacher consequences
- Contact parents
- Recess or lunchtime meeting with teacher or administrator
- Daily or weekly check-in with the teacher(s) and/or administrator
- Special Behavior Plans

- In-school suspension
- Out-of-school suspension
- Referral to AIS Advisory Board for withdrawal

4.9.1 In-School Suspension
Suspension is a serious consequence for serious offenses and/or the repetition of offenses. All suspensions will take place at the school. The parents will be charged $30.00 USD per day.

Suspensions are normally given for one to three school days, but in serious situations that may lead to expulsion, the length of suspension can be extended to five school days and renewed, if needed, while the case is being reviewed, plans are being created, and due process is being followed. Parents will be informed immediately if a child is suspended, and a record of the suspension will be kept in the student's file.

Conduct which may be cause for suspension includes, but is not limited to, the following:

- Continued and willful disobedience or open defiance of a teacher or staff member.
- Conduct that endangers the well-being of other students.
- Physical assault upon any person/ fighting.
- Persistent aggressive behavior.
- Bullying.
- Theft: taking or attempting to take another person's property.
- Willfully causing or attempting to cause damage to private or school property.
- Vandalism or destruction of school property or another person's property.
- Possession or use of fireworks, smoke bombs, lighters, or stink bombs.
- Possession of a weapon (or facsimile of a weapon) on campus including blades of any kind.
- Unauthorized entry to a locked classroom or locked area on campus.
- Extreme or repeated acts of academic dishonesty.
- Gambling.
- Smoking or vaping on campus or its immediate vicinity.
- Possession or use of alcohol or drugs on campus, just outside campus, or on school-sponsored activities.
- Attending school under the influence of alcohol or drugs.
- Harassing, cursing, or verbally abusing any person, including remarks intended to demean a person's race, religion, sex, national origin, condition, or intellectual ability.
- Inappropriate use of technology resources.
- Driving on campus.
- An accumulation of several offenses

For every in-school suspension, a Conduct Violation form will be sent home for the parents to sign. The parents are encouraged to schedule a meeting to discuss the suspension with the administration and student. A teacher may also be present. The emphasis of the meeting is on recognizing the behavior and making an improvement plan.

4.9.2 Expulsion

Expelling a student from AIS is a serious matter that requires due process. Expulsion is defined as the permanent removal of the student from school and the school's academic programs. To ensure due process is being followed, a comprehensive process that involves QSI headquarters and the AIS Advisory Board will be followed.

SECTION 5: STUDENT SERVICES

5.1 SCHOOL COUNSELOR

The counselor is an advocate for the students as well as a liaison and resource for families. The social and emotional development of students has a direct impact on their academic success. Therefore, the counselor assists students in working toward their fullest academic and personal potential by monitoring academic progress and fostering the development of their social and emotional skills at all grade levels.

The counselor also guides secondary students' academic planning and the pursuit of career and higher education options. To foster these options, the counselor coordinates an annual career day and college night. Further, the counselor assists students in planning their academic course choices, including monitoring their achievement through status reports and check-ins. The counselor assists students in investigating, identifying, and applying to institutions of higher education outside of Turkmenistan.

5.2 LEARNING SUPPORT TEACHER

The Learning Support Teacher ensures that students with unique learning needs receive the individual services needed to help them be successful at AIS. The Learning Support Teacher is available to meet with students, parents, and staff to advise and support students with unique needs.

5.3 One-on-One Assistants

AIS does not provide special education services. There are times when students need additional assistance to be successful in the classroom. After identifying their need, the school may require a one-on-one assistant. This is an additional charge which will be paid to the school.

5.4 WITHDRAWAL

Notice of early withdrawal of a student from school should be provided to the school office in writing by parents. When transferring to another school, students must request an official withdrawal form from the office and complete it. Before records will be released, this form must be completed in full. No status reports or transcripts will be made for students who have not officially withdrawn.

- No official documents are released to parents until all fees are paid off and library books are returned.

5.5 TESTING ADMINISTERED AT AIS

MAP: All students in elementary, middle, and Secondary classes take the *Measures of Academic Progress* (MAP) tests. These are usually taken twice a year to measure student growth in English Reading, English Language, and Mathematics. These tests do not affect a student's status report but may help in the accurate placement of a student for English and Mathematics classes.

SAT/PSAT: For students in the upper years of secondary, the SAT is a standardized test for high school achievement and college admissions. SAT tests are taken in Secondary 3 & 4 years. **The cost of the fee for the SAT and PSAT which is taken in 13 YO and Secondary 1 is paid for by the parents.**

SECTION 6: STUDENT ACTIVITIES

6.1 AFTER SCHOOL ACTIVITIES

Activities are usually run by AIS staff members and are offered at no additional cost, unless supplies are needed, in which case a nominal fee is requested. Activities usually change each quintile; options and sign-up information are sent home in advance. All students are strongly encouraged to be a part of one or more activities.

6.2 STUDENT COUNCIL

The purpose of the Student Council is to encourage student involvement and decision-making and to promote leadership skills and cooperation among students and the rest of the school community. School Student Councils aim to prepare students to participate in a democratic society, take initiative, and assume responsibility.

Minimum Standards for Student Council Members

- Satisfactory level of behavior/conduct and ambassadorship
- Satisfactory level of academic performance
- General support from faculty

6.3 NATIONAL HONOR SOCIETY

Students who submit an application and meet eligibility requirements may become members of this prestigious organization, which promotes scholarship and service.

6.4 FIELD TRIPS AND SCHOOL-SPONSORED EVENTS

AIS believes strongly in the value of field trips to enhance the educational experience of our students. The school will work to enable a variety of field trip experiences so that valuable learning opportunities are available to students and classes.

All behavioral expectations documented in this Handbook apply on school-sponsored trips, in addition to all activities on campus.

6.5 SPORTS TEAMS & OTHER ACTIVITIES

Participation in sports teams and other activities is a privilege. Participation is not a requirement for graduation, and those who participate must give extra effort and time.

Because interscholastic activities are voluntary, and because those participating represent the school, it is mandatory that academic, citizenship, and sportsmanship standards be uncompromised. It is expected that each participant will be a good student and school citizen. He/she has the privilege of participating in a well-organized program that is of special interest to him/her and for which the school provides coaching, equipment, and facilities.

Therefore, the selection process is not based solely on performance but includes scholarship, attitude, conduct, and cooperation. Each participant has an obligation to

himself/herself, his/her school, his/her coach, and his/her team. Therefore, the selection process will deny participation to those who fail to meet the established standards. The privilege of participation should be extended to those who have earned it in the classroom as well as on the playing field, court, track, or stage.

6.6 FUND-RAISING ACTIVITIES

The Administration must approve fundraising activities in advance. All posters to be mounted must also be approved by an administrator and may only be placed in approved/designated places around the school.

- Class monies raised through activities must be deposited in a special account through the school's Business Office.
- Any monies to be withdrawn must be approved in writing by the overseeing staff member.
- Funds accumulated through school-sponsored activities must be utilized for activities and programs that are clearly beneficial to the school, the students, and the community.

SECTION 7: GENERAL INFORMATION

7.1 DISTANCE LEARNING

If there is a need for the entire school to go to distance learning, an additional distance learning handbook is given to students and parents. This handbook will include all the information needed to successfully complete distance learning and re-entry to face-to-face instruction. We will continue to utilize online platforms throughout the school year, in order to be prepared for any emergency situations.

7.2 CONFERENCES WITH TEACHERS

Parent-Teacher conferences are held twice a year. The spring conference is led by the student or the student is in attendance. The purposes of the conferences are:

1. To assist the parents in understanding the educational program.
2. To inform the parents of their child's performance.
3. To gain insight from parents regarding the learning and social behaviors of the child.
4. To discuss future expectations of the child.
5. To develop positive relationships between parents and the school.
6. To formulate an action plan toward the student's future success.
7. To have the student take responsibility for their learning.

We encourage parents to make it a priority to attend. If a parent needs translation, assistants are available.

7.3 GUIDELINES FOR CONTACTING THE SCHOOL OFFICE

Parents should contact the school regarding special requests. We ask for your cooperation in keeping messages to a minimum. Parents should not be calling or texting students on their personal devices.

7.4 TRANSCRIPTS

Requests for official transcripts should be made through the counseling office. The transcript is official only when it has been signed and sealed by a school administrator.

All official records and documents will be given to parents once all bills have been paid in full and textbooks/library books are returned to the school.

7.5 EMAIL EXPECTATIONS AND PROCEDURES (PARENTS)

AIS thanks parents for noting the following points when emailing teachers:

- Parents are invited to contact teachers regarding their child's progress, assignments, course content, and their child's conduct.
- Parents should not write to teachers on a daily basis unless it has been arranged with the teacher.
- Parents can expect the teacher to respond within one school day after the email was received.

- Teachers will normally respond to parent messages in English.
- Discussion with teachers about other students or other teachers is not appropriate and will not be entertained.
- Parents should not contact the school staff on personal phones after school hours.

Students and parents should follow the appropriate chain of command when providing feedback or expressing concerns about the school. If there is a question about an individual student or classroom procedure, a parent should meet with the teacher first and attempt to solve the issue. If the issue is not resolved after an initial meeting with the teacher, please schedule a meeting with the school administration.

7.6 VISITORS

In an effort to maintain a productive and focused learning environment, friends, relatives, and alumni should schedule any requests for visiting classes directly to the Administration. Parents and other guests should check in with the security station, then proceed to the main office, at which point further instructions will be given. A visitor's pass must be worn while on campus.

7.7 MEDICINE ON CAMPUS

When students are under a doctor's treatment and must take prescription medication at school, the school administration and school doctor should be informed in writing. Only the school doctor is able to administer this medication and then only with written parental permission to provide such medication. Should a student have a chronic medical problem such as asthma, diabetes, high blood pressure, etc., a written statement from the child's physician should be placed in the student's file and the child's teachers informed by the parents. All medicines must be kept in the school doctor's office.

7.8 LICE POLICY

While lice do not pose any serious health threats to students or adults, they can be very uncomfortable, prove difficult to get rid of, and can spread quickly through direct contact with individuals or objects such as rugs and pillows that recently came into contact with lice.

Since we want to ensure that children do not come to school and become infected through contact with peers, we will be sending all students discovered to have active lice home immediately. Students are allowed to come back to school once parents indicate that they have started lice treatment at home. Students who have nits (lice eggs) will be allowed to remain in school, but we ask that parents begin treatment immediately.

We ask that you look at your child's hair for lice and nits. In the event that lice or nits are found, please contact the school to help us know which groups of students are at the highest risk for contracting lice.

7.9 LOCKERS

Middle & Secondary school students will be assigned a locker which becomes their responsibility for the year. **Students may not change or exchange lockers.** Damage beyond normal wear and tear will be charged to the individual student. If such damage indicates neglect or malicious intent, loss of locker privileges may be the consequence.

Students are cautioned against bringing valuable items to school. The school cannot assume responsibility for lost or stolen items. **Please note that the administration reserves the right to check the contents of student lockers and bags at any time.**

7.10 TEXTBOOKS

AIS Librarians will assign textbooks to individual students, who are responsible for maintaining books in good condition throughout the year. If a textbook is lost or damaged beyond repair, the student will be required to pay for a new one at the current list price plus cover costs of shipping and import duties.

7.11 LOST AND FOUND ITEMS

All lost and found items will be placed in a designated place on campus. Items left longer than 30 days will be donated to charity. Books left anywhere on the campus will be taken to the library.

7.12 YEARBOOK

The yearbook publication, containing pictures of students, staff, and various school activities, is an optional purchase by families at the end of the school year.

7.13 SNACK AND LUNCH

A morning snack and lunch can be purchased from the school cafeteria. Please pay the Business Office for lunch and snacks.

Coffee Shop:
Middle & Secondary School students may purchase items from the school coffee shop before school, during lunch, and after school.

SECTION 8: APPENDICES

8 APPENDIX A:

Computer and Internet Acceptable Use Policy and Agreement (AUP) (QSI 2021)

QSI Ashgabat International School 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 parental permission and must sign and return this form to the school office.

A. 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 a free suite of applications through Microsoft 365. School work 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.

B. 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 student's files, or trespassing into other students' work folders, accounts, or email. (SO: Responsibility, Trustworthiness.)
c. Report Inappropriate Content. This includes telling a trusted adult immediately if you see inappropriate material or unauthorized activities. (SO: Trustworthiness.)

C. 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 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.

D. 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.

E. Digital Citizenship Instruction

Each year, instruction will be provided to all users regarding appropriate online behavior, including cyber-bullying awareness and response, as well as 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. Technology issues that negatively affect other students or disrupt the school day will be dealt with by the school.

The school's Code of Conduct also applies to this policy. Violations of the rights and responsibilities may result in loss of access to technology, as well as other disciplinary action. Any deliberate damage of computer hardware or the network will be billed to the parent or guardian of the abusing student.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the QSI Ashgabat International School computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring QSI Success Orientations and all relevant laws and restrictions.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

8.1 Child Protection AND CODE OF CONDUCT POLICY:

This Code of Conduct must be read and signed by all employees of the school, parents, and anyone who will have contact with students as part of a school program, activity, field trip, or other events. The person's signature indicates understanding and agreement with the Code of Conduct.

QSI, Ashgabat International School Code of Conduct

Ashgabat International School is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, and volunteers. The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of the school can inspire and motivate those with whom they interact or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work. Additionally, members of the school community, including parents, must be aware of the parameters of the Code of Conduct and the expectation of adult behavior toward children within the school community.

- We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must not engage in any covert sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all school activities, both on and off campus. We ask families to provide safe environments for children at private events as well.
- We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. School personnel and volunteers are prohibited from physical discipline of a child.
- Physical contact with children can be misconstrued both by the recipient and by those who observe it and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.
- We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse or neglect must be reported to the appropriate school and local authorities.
- Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept gifts from, or give gifts to, children without the knowledge of their parents or guardians.

- Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between parents, administration, teachers, personnel, volunteers, and minors:
    - Communication between school adults (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
    - Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address.
    - Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving school business.

Statement of Acknowledgement of Code of Conduct for Signature

I promise to follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in Ashgabat International School programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at school activities without another adult being notified.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of the school by reporting any suspected child abuse or neglect to the School Administration.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Protect the child and the child's family by maintaining confidentiality in the case of a report of misconduct and refusing to share any details about the report with anyone outside of the school's Child Protection Team and relevant authorities.

I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride alone in a car, without explicit, written permission from the child's parent/guardian.

- Accepts gifts from or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business.
- Discuss the details of any allegations with anyone outside of the Child Protection Team.

Staff, volunteers, and others who work with students:
I understand that as a person working with and/or providing services to children and youth under the auspices of Ashgabat International School, I am subject to a criminal record background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and youth, I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from the school. If a report is made against me, and the allegations are confirmed, the school is bound to share the findings with anyone who inquires for a reference about me.

✂----------

Parents/staff/volunteer:
I understand the rules regarding mandatory reporting that are in place at the school. I agree to maintain an environment in my home and at private events that is free from abuse and neglect, for my own children and any other children with whom I may interact.

Name of Student/staff/volunteer: _____

Age of Student/Staff position: _____

Parent Name (if student): _____

Parent/staff/volunteer Signature: _____

Date: _____

8.2 APPENDIX B: Acknowledgement of Handbook

Students and parents should read and discuss the contents of this handbook together before signing and returning this form to the student's advisor before Friday of the first week of school.

Please feel free to contact the Director of Instruction to clarify any of the statements, expectations, or procedures written in this handbook prior to signing the form.

✂----------

Students and parents should sign the following sections:

Student Name_____ Grade_____

I have read, understood, and agree to follow the guidelines set forth in this handbook, understanding that they apply while at school and on all school-sponsored activities.

Signed by Student _____ Date _____

Parent Name_____

I have read and discussed the contents of this handbook with my child, explaining that they apply while at school and on all school-sponsored activities.

Signed by Parent _____ Date _____

8.3 APPENDIX C: Permission to Release Information to Non-AIS Employees

PERMISSION FOR RELEASE OF STUDENT RECORDS

I, _____parent/guardian of _____

in Grade _____ hereby give the Ashgabat International School permission to release information regarding my child's status in school to

_____

This may include but is not limited to academic progress, teacher and staff observations and concerns, behavioral issues on and around the campus, and any of the discussions of any evaluations that may be helpful in the necessary collaboration to better understand and support the student.

Date_____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature_____

Appendix D: Phone Policy

Students are **prohibited from using and/or carrying mobile phones during the school day**.

Parents are asked to **refrain from sending mobile devices to school** with their child.

If a parent chooses to send a device with their child. They do so **at their own risk**. All devices will be collected during home room **and locked in a box kept at the administration offices**. Phones will be returned to students during a homeroom at the end of the day.

The school provides this **as a service**; it is **not responsible for lost or damaged phones** or costs associated with any such loss or damage. Our recommendation is to not send devices with your child, but if you choose to do so they will be locked for the day—**at your own risk**.

Students who are **discovered carrying or using a mobile phone during the school day** will be **required to hand the phone over to administration**. This phone will be locked in the admin offices and must be **retrieved at the end of the day by a parent/guardian in person.** It will not be released to the student.

AIS is taking this action to encourage thoughtful reflection, creativity, outdoor activity and student interaction during the day. We hope you can continue to support us, as we support you in helping your child develop positive habits that will benefit them for life.

Therefore, we are asking you to sign this addendum to the parent and child handbook that you agree to abide by this new policy. Please fill out the form below to signify your agreement. Thank you.

My child/children and I understand and agree that mobile phones are prohibited for students on campus. We agree with the conditions stated above and if we choose to send a mobile device to school, we recognize that it must be submitted to the administration to be locked during the day and we do so at our own risk.

Student name_____

Parent name _____

Date _____