



PARENT – STUDENT HANDBOOK

2026–2027

Welcome to the QSI International School of Pápa (QSIP). It is our hope that this handbook will serve as a guide to the policies and procedures we have in place to ensure a smoothly running school. We ask that you and your student become familiar with this and use it as your guide as the year progresses.

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1. MISSION STATEMENT AND EXPECTATIONS

1.1 MISSION STATEMENT

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

Our schools follow a logical model of education, which measures success by the accomplishments, and attitudes of our students. We believe that all 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 and safe physical surrounding under the charge of a caring staff who believe their students will be successful, and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In the world today children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.

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

1.2 EXPECTATIONS

WE EXPECT OUR ADMINISTRATORS

- To create a safe, positive environment for teachers, parents, and students.
- To be flexible, helpful, and provide support when meeting with parents in conferences.
- To be available, willing, and able to provide support to all faculty members.

- To provide support by visiting the classrooms and giving helpful feedback.
- To support and facilitate teaching and learning.
- To follow the proper channels when communicating.

WE EXPECT OUR TEACHERS

- To be dedicated professionals who are planned and prepared to teach.
- To cooperate and be willing to work toward a common goal.
- To positively and cooperatively take on responsibilities beyond the classroom in support of extra-curricular and school-wide initiatives, considering them as integral to the success of the school.
- To be flexible, responsible, cooperative, and supportive.
- To be aware of what makes each child unique and take that into account in their instruction.
- To be aware of individual faculty member's talents/abilities/resources and to share those talents/abilities/resources by assisting other teachers in appropriate units.
- To respect colleagues and children.
- To follow the proper channels when communicating.
- To be helpful and kind.

WE EXPECT OUR STUDENTS

- To be respectful of staff and each other.
- To have a readiness to learn and a positive attitude toward learning in the face of academic challenges.
- To be cooperative with others, responsible for their own behavior and supportive of the school and the school community.
- To give their full attention to each school day and commit to being successful students.

WE EXPECT OUR PARENTS

- To be responsible, cooperative, and supportive.
- To follow the proper channels when communicating.
- To help their children come prepared for each school day.
- To treat all school staff with respect.
- To contribute to their child's learning, through helping with homework to volunteering time or resources.

2. SUCCESS ORIENTATIONS

“Success for All” is the motto of the QSI International Schools.

QSI – International School of Pápa believes that the Success Orientations are an integral part of every student's day and are shown through the following:

Responsibility: Being prepared and on time

Concern for Others: Remembering that they are a part of a community, and their actions affect those around them.

Kindness and Politeness: Using polite language, tone, and behavior.

Aesthetic Appreciation: Noticing and appreciating the beauty around them, both inside and outside of the school.

Trustworthiness: Being honest and forthright

Group interaction: Understanding how to relate to their classmates in a positive way.

Independent Endeavor: Doing their best, especially in the face of a challenge.

Recognition for success or a need to improve in these seven orientations is given five times during the school year on status reports. Please take these grades seriously!

2.1 PROCESS OF EVALUATING SUCCESS ORIENTATIONS

If there is evidence that a student is successful in the success orientations for the quintile, he will be awarded an (S), which denotes ‘success’. A student who demonstrates noteworthy or exemplary positive behavior in a success orientation will receive an (E). A student who is not yet successful in a success orientation will receive an (N), which denotes ‘not yet’. The evaluation given for each

student will be reached by a consensus of professional staff members. Students receiving an (N) will have parents notified by a teacher before the status report is sent home.

SUCCESS ORIENTATIONS						
QUINTILE	1	2	3	4	5	TOTAL
TRUSTWORTHINESS						0/0
RESPONSIBILITY						0/0
KINDNESS/POLITENESS						0/0
CONCERN FOR OTHERS						0/0
GROUP INTERACTION						0/0
AESTHETIC APPRECIATION						0/0
INDEPENDENT ENDEAVOR						0/0

KEY
E=Exemplary
S=Success
N=Not Yet

3. ACADEMIC PROGRAMS AND EVALUATION

The academic program uses a Performance–Based/Mastery approach to learning. This model ensures mastery of specific skills and knowledge involving both individual and group instruction. The educational philosophy is founded upon the premise that: 1) All students can succeed, 2) Success breeds success, and 3) It is the responsibility of the school to provide the conditions for success through challenge and support.

3.1 MASTERY LEARNING

Each learning area or subject is broken up into essential units (outcomes). Teachers provide a program of instruction for each of these essential units. Teachers evaluate each student for mastery of the concepts and skills. A variety of evaluation tools are used including written tests, projects, direct observation, and student activities. Students who do not completely master an essential unit are given additional instruction directed at a variety of learning styles to effect students' progress toward mastery. The process of re-teaching and evaluation continues until the essential unit is mastered.

3.2 COURSE OFFERINGS

3.2.1 5-11-YEAR-OLD COURSE OFFERINGS

Reading, Language Arts, Mathematics, Science, Cultural Studies, Computer Literacy, Music, Art, Physical Education, Library

Foreign Languages: Only Hungarian is offered

3.2.2 12-13-YEAR-OLD COURSE OFFERINGS

Reading, Language Arts, Mathematics, Science (Earth Science and Life Science), Cultural Studies, Computer Literacy, Music, Art, Physical Education

Foreign Languages: Hungarian is offered. If you wish your student to take an on-line class they are able to, but the cost is borne by the parents.

3.2.3 SECONDARY COURSE OFFERINGS

Mathematics: Algebra, Geometry, Algebra II

English: Literature I, Writing I, Literature II, Writing II, Technology, American & British Literature

Cultural Studies: World Geography, World History, US History, Government & Economics

Science: Biology, Chemistry

Foreign Languages:

Hungarian is offered in school. Other languages are offered through QVS

Physical Education: Health and Fitness, Team Sports

Creative & Applied Arts: Art is offered in school. Other courses are offered through QVS.

3.2.4 ADVANCED PLACEMENT PROGRAM 2022-2023

Advanced Placement (AP) is a program created by the College Board, which offers college-level curricula and examinations to high school students. QSIP offers a limited number of AP courses to recommended Secondary I, II, III, and IV students. Secondary I and II students can take one AP Course. Secondary III and IV students can take two AP Courses. In exceptional cases, a student may petition to take an additional AP course.

All AP test costs are to be paid by families and not the school.

QSIP recognizes four honors granted by the College Board: AP Scholar, Grades of **3** or better on **three** or more AP exams; AP Scholar with Honor, Grades of **3** or better on **four** or more AP exams **and** an average of **3.25** on all AP exams taken; AP Scholar with Distinction, Grades of **3** or better on **five** or more AP exams **and** an average of **3.5** on all AP exams taken. Universities to which Secondary IV students are applying to or have been accepted can be notified when a student earns an honor.

3.2.5 ONLINE COURSES / AP ONLINE COURSES

QSI offers online courses when there is a need. A Secondary III or IV transfer student with a scheduling conflict may take a required course online. A Secondary III or IV student who has finished all the onsite courses in a curricular area may take an online course.

Here is a preliminary list of on-line courses offered in 2026-27:

- Physical Science
- Physics
- Chemistry
- AP Physics 1
- Biology
- AP Biology
- Environmental Science
- Algebra
- Geometry
- Advanced Math 1
- AP Economics (Micro or Macro, based on the need)
- Senior Research
- AP Art History
- Modern World History
- US History
- World Geography
- AP US history

3.3 STUDENT PLACEMENT

The MAP placement examination is given to 5-year-old and older applicants to determine the appropriate placement. The assessment involves reading, language, and mathematics. School administration and parents will also discuss the academic, social, emotional, and physical development of the child. Children ages 3-11 will be placed in their age-appropriate class and will advance one grade level per year. Screening will be carried out by the classroom teacher.

Prerequisites for 3/4-year-old Program

At QSI Papa, we have a child-centered, developmentally appropriate 3- and 4 year-old program. We focus on both fine motor and gross motor skill development. Children also learn to play cooperatively by sharing and taking turns. In this program students also learn basic shapes, colors, and beginning number recognition. English and early literacy skills are introduced to help prepare students for learning to read. At PPA, significant time is allotted for exploration and play. We want all children to have success in our program. To achieve that success, there are non negotiable prerequisites for our 3- and 4-year-old program:

1. Children must be aware of their toilet needs and, in essence, be toilet trained. This means that children must CONSISTENTLY: a. Recognize when they need to use the toilet. b. Ask to go to the toilet or seek to go to the toilet on their own. c. Be able to manipulate clothing to help assist in using the toilet. d. Be able to use the toilet.

We recognize that accidents will happen, and we are prepared for that. We also understand that small children don't have the fine motor skills to perfectly manipulate buttons, snaps, and zippers. We can assist children with those. However, children are expected to be out of diapers/pull-

ups as students in this program. Children of appropriate age (see #4), who are unaware of when they have to use the toilet or how to use the toilet, will not be accepted in the program. They will be admitted when these skills are mastered.

2. Children must be able to feed themselves. Children should be able to use basic utensils to eat their lunches and snacks when required. We can open bottles and assist children with their lunch needs; however, we do not feed children at lunchtime or snack.

3. Children must demonstrate the willingness and ability to focus on teacher instruction, on other adults in the school, and on a task for short periods of time. The time period varies for each task. However, children at this age should be able to complete a task for up to 10 minutes at a time. Children who demonstrate a lack of focus will not be ready to participate in our program for the required short periods of instruction. Our program often combines play with academics. However, young children not ready for a school program may not want to or be able to sit and focus on a given task.

4. We must respect the 31 October cutoff date. If the child is not 3 by 31 October, they will not be admitted to the 3-year-old program. Likewise, if they are not 4 by 31 October, they will not be placed in the 4-year-old program.

5. Each child will also demonstrate the emotional, intellectual, and physical abilities age appropriate for the PPA program. If our staff observes that your child is not yet ready, we will arrange a meeting to discuss the reasons we believe your child is not yet ready. QSI Papa reserves the right to deny enrollment until they have met all the requirements for the program.

3/4 YO Supply List

Upon enrollment, please send the following to school on the first day (required): 1. A pair of inside shoes that will remain at school for the entire year. 2. Extra clothes brought in a bag labeled with your child's name (underwear, socks, trousers/skirts/dresses/shirts). 3. A water bottle. All clothing items must be labeled with your child's name (clothing, backpack, shoes, etc.) This will help us identify each child's belongings.

3.4 GUIDELINE TO READING STATUS REPORTS

3.4.1 SUCCESS ORIENTATIONS

QSIP developed Success Orientations to help students and staff focus on the attributes of a successful person. All students receive an (S) in these areas, but those students who show they are exemplary (E) or need to work on a success orientation (N) are noted in this section. All staff has an opportunity to recommend and decide if students receive either an (E) or (N).

3.4.2. COMPETENCIES AND KNOWLEDGE SECTION

Course is the subject area being taught.

Unit and Title give a brief overview of the general topics. A list of the specific concepts covered for each unit is available through the office.

Periods/Week states how often this unit was taught.

Date Engaged is when the unit began. **Date Mastered** is when the unit was successfully completed.

Duration is the number of days it took to complete the entire unit.

Evaluation is designed to support the school's educational philosophy and success oriented model of education.

The following is an explanation of possible evaluation marks:

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

B---All essential parts of the unit were mastered at an appropriately high level in which the student successfully engaged in higher order thinking or performance skills.

P---The student is "in progress" in the unit. This is a normal mark to receive and means that a unit is still on-going, or that an individual student is still working on this unit. It is possible for a unit to remain a P for several months because there may only be two units to cover in a certain course over the entire year.

H--- The unit is "on hold" for a legitimate reason. The student has begun the unit but is currently not pursuing it.

D--- The student has not made reasonable effort and is therefore "deficient" in attaining mastery of the unit.

E--- 'Exposure.' The Intensive English elementary student made a reasonable effort in the unit and attained a level of mastery consistent with his/her capabilities.

W---The student has withdrawn from this unit.

3.4.3 PERCENTAGE BAR AT THE END OF REPORT

This percentage bar at the bottom of the 5 YO-13 YO report indicates percentage of all units successfully completed in the 5-13-year-old program.

The percents completed of the total nine year elementary curricula in mathematics, reading, and language are shown below:		
Elementary Mathematics		51% Complete
Elementary Reading		54% Complete
Elementary Language		54% Complete

3.5 STANDARDIZED TESTING

QSI screens incoming students using the online MAP (Measures of Academic Progress) for 5 YO and older. Twice a year all students from the 5 YO class to Secondary IV also participate in the online testing. Students are tested in Reading, Language usage and Math.

The administration will review the scores with parents and explain the meaning of the tests at a parent meeting. Scores will also be kept as part of the students' permanent records in the office. These scores will be included in the records when students move.

The SAT will be administered digitally.

3.6 INTENSIVE ENGLISH

The language of instruction at QSI is English. QSI Papa does not provide Intensive English (I.E.) classes for elementary school students.

The principal goal of Intensive English is to bring students to a level of academic English, including oral competency, which allows them to transfer to mainstream classes. However, we no longer have the resources to teach IE.

3.7 LEARNING SUPPORT

While the staff can help with learning difficulties, QSI does not have the resources or programs to support students with significant learning disabilities or physical challenges. Any educational, emotional, or physical needs must be noted in the application form. Parents must provide any available academic or psychological evaluations and reports of extra academic support.

QSI Papa does not support children with special needs. If a student is determined to need more than what we can offer, the family will be asked to find a different school that will better serve their needs.

3.8 8TH PERIOD ACTIVITIES

The goals of the activities program are to provide students the opportunity to explore a variety of areas outside the academic curriculum offered during the regular school day.

Activities are offered each quintile, lasting for approximately five weeks per session, and take place on, Monday through Friday. Middle and Secondary students may also have afterschool activities. Activities are designed to appeal to students of different age groups. The students must pay for additional costs of some activities.

3.9 FIELD TRIPS AND EXCURSIONS

QSIP recognizes the value of out-of-classroom experiences that enhance curricular objectives. School sponsored trips must be approved by school administration. Consideration will be given to security, safety, and the educational value of off-campus trips, as well as cost to the school and to the families. Students are required to have parental permission to attend field trips or excursions.

If the student represents QSIP in functions which take them away from the school site (CEESA sports, or Model United Nations, etc.), they are required to meet certain standards of scholarship and behavior. With this in mind, the school has the right to select those students who will benefit from out of school excursions and who best represent the school.

The Director may deny a student the privilege of participating in a field trip or sport trip on the basis of the past behavior. Students who have one or more (D) grades in any of their classes may not participate. Teachers who lead field trips or sports trips are responsible for fulfilling the following requirements:

- Make all transportation bookings through the business office
- Make all hotel reservations and/or CEESA Host Family arrangements and leave detailed list of addresses, phone numbers, and email addresses.
- Collect fees and expense money and pay expenses through the business office before the trip
- Collect students' passports and keep them in teacher possession
- Carry an appropriate amount of "emergency" funds

You can expect the following from QSIP staff before a field trip is taken:

- All student permission slips are turned in and signed.
- Before trips, the list of participants is shared with the office who informs the leader about participants with special health conditions.
- Two or more adults accompany trips so one can stay with the group while another goes with an ill or injured student. If several vehicles are used, there must be at least one adult in each vehicle in addition to the driver.
- A 10:1 student / adult ratio will be adhered to.
- A mobile phone is carried to contact the office, hospital, and parents in case of emergency. The teacher will inform parents of their phone number on the permission slip.
- A first aid kit is carried.
- On extended trips, a copy of family health insurance cards, family contact numbers, and school contact numbers are carried.
- Students going on trips must attend school the days/hours leading up to the trip and the days following their return.

3.10 HOMEWORK

Regular homework can provide additional practice of skills and concepts, assist students in preparing for tests, exams, and other assessments, and act as an extension of what is studied in the classroom. It helps students establish study routines, self-discipline, responsibility, independence, research skills and good work habits such as organization and time management. It also gives parents an opportunity to be informed about and participate in their child's learning.

Examples of homework students will bring home are:

- Completion of unfinished school assignments
- Preparation for test or other assessments
- Projects and research
- Regular spelling practice
- Math drills and practice
- Reading for novel or book studies

Actual time required to complete assignments will vary with each student's study habits, academic skills, course loads, and pacing. Contact the teacher if your child is spending an inordinate amount of time doing homework and you have been actively helping them complete it.

3.11 ACADEMIC INTEGRITY

Academic Integrity

Academic Integrity is the foundation of secondary success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. Academic dishonesty not only cheats the student of valuable learning experiences but can result in a failing grade on assignments or a failing grade in a course. The following explanation provides general guidelines but is not intended to cover all situations.

Plagiarism - submitting ideas, images, or passages of any length with the intent to represent this work as one's own by failing to acknowledge or seek permission from the original author. This includes AI generated content and copying or cutting and pasting directly from a web page or another person's work in whole or in part and submitting it as your own. Superficial changes in wording or structure or conclusion are still defined as plagiarism. The student's individual voice should be clearly evident. Examples of plagiarism are:

- Copying specific ideas of an individual author or source or copying large portions of exact words from any source without both giving proper citation and using quotation marks.
- Paraphrasing (rewriting using different words) or summarizing (completely rewriting 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.
- Using AI generated content without acknowledging having done so.

Collusion— When one student permits another student to copy or submit his or her work and fails to report this to the teacher. This greatly differs from collaboration where students work together to complete an assignment through the exchange of ideas.

Theft – When a student steals notes, reports, or other work from other students to use as their own or to transmit to any other user.

Too Much Assistance – When a student receives too much assistance from sources such as websites, individuals, or other services that offer answers or parts of answers to assignments or that significantly alter the style or language of a piece of work.

AI Generated Content- 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).

Examination and Test Dishonesty - Obtaining unfair help with tests and/or quizzes violates AIS 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 or is about to take it.
- Using hidden notes during a quiz or test. The mere possession of such “cheat notes” (in any form) indicates intent to use them and is considered a violation of the Guidelines of Academic Integrity.
- Looking at another person’s work during a test or a quiz or allowing another person to look at your work.
- Talking to another person during a test or quiz unless the teacher permits it.
- Possessing, in ANY form, a copy of the test or quiz before it is administered.
- Assisting another person during a test or quiz through noises or silent signals.
- Doing another person’s test or quiz for them at their request or your initiative.
- Providing a student who has not taken a test with test content.

Consequences - If a student intentionally or inadvertently plagiarizes, the teacher will inform the student’s parents and the Director. Because all violations of Academic Integrity strike at the very core of the educational process, the response to plagiarism and cheating is extreme, including the possibility of redoing all unit outcomes of that course.

- 1st offense in a class:
 - o The teacher will consult with the student and reteach plagiarism rules.
 - o The student will correct or redo the work accordingly.
 - o The teacher will alert the Director. The Director will fill out an Academic Dishonesty Report to track the offense.
 - o The highest grade achievable for the newly completed unit is a B
- 2nd offense in the same class:
 - o The Director will meet with the student to discuss the recurring problem.
 - o The student will correct or redo the work accordingly.
 - o The Director will email the parent to alert them of the offense and future consequences that could result.

- o The highest grade achievable for the newly completed unit is a B.
- 3rd offense in the same class:
 - o A 'D' will be given for the unit.
 - o Parents will be contacted about the current offense and consequence.
 - o The student will redo the entire unit if the plagiarism occurred in an essential unit or do a new unit if the plagiarism occurred in a selective unit.
 - o The highest grade achievable for the newly completed unit is a B
- Any further offense could result in the student having to retake the course.
- **AP Courses** - Students who elect to take AP courses are choosing to agree to university-level expectations for academic honesty. As stated in the College Board guidelines for AP, "The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited. A student who fails to acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry will receive a score of zero on that particular component of the AP course. A student who incorporates falsified or fabricated information (e.g., evidence, data, sources, and/or authors) will receive a score of 0 on that particular component of the AP course" (AP Capstone Policy on Plagiarism). For a second offense in a student's AP academic career, he/she will be removed from the course with the option of taking the course the following year.

3.13 WORK OPPORTUNITIES

A specially recommended student may request a practical work opportunity in the library, a laboratory, a classroom, or another work situation. Work Opportunities are scheduled for less than a full school year, i.e., a quintile or a term, but a supervisor may extend the length of a Work Opportunity. Work Opportunities are not offered for credit or money, but the supervising teacher will assess the student's experience in the Comments section of the Status Report.

Students that volunteer will be able to request a letter from the school to include with university applications or for future job applications.

3.14 SUMMER COURSE WORK

A request for a Secondary summer course through the QSI Virtual School will be considered on the basis of special circumstances. Parents will be required to pay for any approved summer coursework. Registration will be local. A monitor must be designated to proctor examinations.

3.15 STUDY HALL

Secondary students are expected to have a **full schedule**. Students who have AP courses, especially multiple AP courses, may have one study period due to the additional requirements of the workload. Online Students will have an assigned study period to prepare course work, meet with their monitors, and take proctored tests.

3.16 GRADING POLICIES

OPEN UNITS

- No more than two units should be open at a time (with some exceptions).
- If a student has not completed a unit by the end of the following unit, the prior unit is put on hold.

RETURNING TO WORK

- If a student has a **D** and they begin actively working on the unit (returning to an acceptable work pattern), then the **D** becomes a **P**. Teachers define an acceptable work pattern.
- A contract (or **D** letter) between the teacher and the student with completion dates will play a large part in resolving the issue.

There is a concern that a student might oscillate between a **D** and a **P** too often. If the unit timeline is in place, and the school is communicating with all those involved, that should not be the case.

UPGRADING

- A student has the opportunity to upgrade from a **B** to an **A** until the end of the following unit. It is the teacher's responsibility to provide the opportunity.
- Students are allowed more than one attempt to upgrade, but at the teacher's discretion, until the end of the following unit.
- Criteria will be in place to determine if a student is ready to be reassessed.
- At the teacher's discretion, there might be only one opportunity to upgrade.

If a student receives a **D** on a unit, and still has a **D** by the end of the following unit, that **D** unit is put on hold (two units should not be open a time). The student is then ineligible to participate in extracurricular activities. We will not prevent a student from participating for the remainder of the year if we close a unit to a student.

FINAL GRADES DUE

All essential units must be mastered to get credit for a QSI course. If, at the end of the course, a student has not mastered seven or more essential units, the course must be repeated in order to earn credit. No more than two essential units can be made up during the summer. A plan for improvement

with a time limit will be written and approved by the director. If the plan is not successfully completed the course must be repeated.

- All teachers must teach at least 10 units in a timely manner throughout the school year and will not ask the students to cover several units in the final weeks of school.
- AP classes must finish 10 units by the AP test in mid May. Final grades, including any upgrading, must be in QMS by Graduation- one week before the last day of school.
- Secondary 4 students must have final grades in QMS a week before graduation.
- All teachers, including Elementary, must have final grades in QMS by graduation day. Reports will be generated at this time.
- For Secondary teachers: unit upgrading is offered to students but teachers set the parameters. Unit upgrades should happen within a reasonable time after the closure of that unit. To support teachers, unit upgrades should not be allowed after the end of May.
- All teachers will send administration, in writing, information on students that will not get grades for a full 10 units and the reasons as to why they did not receive a grade. This will be put in student files for future reference.

3.17 LOCKERS

All students use a school locker. Lockers are school property and may be searched at any time by the school administration. If it is determined that a locker must be searched and the locker has an individual lock on it, the lock will be cut off from the locker if the administration is unable to locate the student.

Personal Property

Students are strongly discouraged from bringing large sums of money and valuable personal property to the school. The school assumes no responsibility for lost or stolen property. Books and other items should be stored in lockers. The administration has the right to search any backpack or locker at any time. If a student refuses, parents will immediately be called to assist in the search.

3.18 CELEBRATIONS

Celebrations Invitations

If parents want to distribute party invitations at school, ALL students in a class (or all boys or all girls) must be invited. If anyone is excluded in a class, the invitations may not be sent home through the school but should be made by telephone or email outside of school. Also, if parents want to distribute invitations at school to students from more than one class at the same grade level, all students at that grade level must be invited (or all boys or all girls). Otherwise, invitations may not be distributed at school. Every child deserves to feel included and valued at school, and this policy supports a nurturing environment for all our students.

Celebrations at School

For a celebration to be held at the school, parents must contact the teacher at least three days before an event. The preferred timing will be determined by the teacher, so it has minimal impact on the academic day. Teachers have the authority to create classroom specific guidelines. For instance, some teachers may decide a monthly birthday party is allowed instead of several small parties. Teachers may also ask that all birthdays be celebrated outside of the school. Please look for more information about this in the information provided by your child's teacher.

3.19 ELEMENTARY SNACK GUIDELINES

Morning Snack

Elementary students are given the opportunity to have a morning snack provided by parents. The snack must not require heat preparation and should be opened easily by the student. Drivers, nannies and other personal assistants are asked to refrain from delivering snacks to the classroom. If a snack is to be delivered from home, it must be dropped off at the reception desk, and it will be delivered to the student.

Afternoon Snack

Students in the Elementary are given the opportunity to have an afternoon snack. The snack must not require heat preparation and should be opened easily by the student. An afternoon snack can be purchased from the school and is delivered to the classroom.

Cleanliness and Sharing

It is expected that each child will clean up after him/herself after eating his/her snack. It is not the responsibility of the teacher, the cooperating teacher, or the cleaning staff to tidy up after a child's snack. 43 Student-Parent Handbook 2025-2026 To help ensure student safety, we ask that students refrain from sharing their snacks with classmates. The snack is prepared with the student in mind. This lack of sharing snacks also safeguards students from allergic reactions. It also eliminates exclusion and the potential for hurt feelings.

3.20 TOYS AT SCHOOL

Students are not allowed to bring items to school that might be hazardous or interfere with instruction. Play guns, slingshots, martial arts equipment, knives, or any dangerous toys will be taken away if brought to school. Stuffed animals are only allowed on a special occasion with teacher permission. This permission can be revoked at any time by the Administration. There is a general ban on toys and stuffed animals in the classroom, as they tend to cause disruption and interfere with the learning environment.

4. SCHOOL INFORMATION

4.1 SCHOOL DAILY SCHEDULE

PPA BellSchedule



Period	Start	End
Arrival	8:00	8:10
Homeroom	8:15	8:20
1st	8:20	9:05
2nd	9:07	9:52
Break	9:52	10:08
3rd	10:10	10:55
4th	10:57	11:42
1st Lunch	11:42	12:03
2nd Lunch	12:03	12:22
5th	12:26	1:09
6th	1:11	1:56
7th	1:58	2:43
8th	2:45	3:30

4.1.1 LENGTH OF SCHOOL DAY

Arrival at School, School Hours

School hours are from Monday – Friday from 8:00 A.M. – 3:30 P.M.

Students may arrive at school no earlier than 8:00AM. School-provided supervision will begin at 8 AM in the fenced in area at the front of the building. If a student arrives before 8:00, they can wait outside but will NOT have supervision of an adult.

Students should not go to their classrooms before the school bell at 8:10 A.M. Late students must check in with Marcell in the office.

Leaving School Early

Students are expected to remain in school from 8:10 A.M. until 3:30 P.M. Once a student enters school property, they must stay on school property until the release of all students or with an in-person parental pick-up through the front office.

Dismissal from School

Walkers and Bicycle Riders:

Middle school and secondary students who walk or bike to and from school will require a note from his/her parent to allow him/her to leave the school. Please submit the letter to Marcell in the front office. He will then inform teachers of the permission.

Elementary students are not permitted to leave the campus on their own. All elementary students must be escorted off the campus with a parent, guardian, or middle school/secondary sibling. If the elementary student is to leave school with a middle school or secondary sibling, a note from the parents must be sent to Marcell.

Car Riders:

Students being picked up by carpool or individual cars must have a person collect them from the designated area in front of the school. Drivers may not wait in the car and expect the child to find him/her.

If the student will be leaving in a car with anyone other than their parent, the parent must give written consent to the school. The school should be informed in writing of any change of drivers or transportation to ensure the safety of the students.

Leaving with Another Student:

To go home with another student after school, a student needs written or emailed permission from their parent/guardian and the parent/guardian of the child who he/she is accompanying home. This information can be sent to Marcell in the Office. The teacher should also be given this information.

4.1.2 DROP-OFF AND PICK-UP PROCEDURES

REGULAR MORNING DROP-OFF

Parents/Drivers may choose to park their car outside of the school perimeter for drop-off and escort the student(s) directly to the appropriate playground or they may go through the “drive through” lane. If a parent/driver goes through the drive through lane the car may only stop long enough to allow the student(s) to exit the vehicle. After students have safely left the vehicle, the car must immediately exit the campus to allow the traffic to continue to flow.

Students should go directly to the playground once they have been dropped off. Students do not drop off backpacks in their classroom or go into the school building prior to 8:10.

RAINY DAY MORNING DROP-OFF

After arriving, all students will go directly to the cafeteria between 8:00-8:10.

PICK-UP

At 3:30 p.m. the school day ends. Teachers will escort elementary and preschool students to the playground gate exit. Students enrolled in after-school activities go directly to the designated area.

PICK-UP FROM AFTER SCHOOL ACTIVITIES

Any after school activity end time will be communicated to the parents. Parents are asked to be there on time. If students have not been picked up on time, a phone call to the parents will be made and the student will wait in the cafeteria.

CHANGE IN PICK-UP/DROP-OFF

In case of change in regular routine the parent must call the office or send a note with the child. If a friend or another parent is picking up your child, a direct phone call from the parent must be made to the office.

4.1.3 ATTENDANCE AND TARDIES

Secondary Period Attendance

Students are marked present or absent for the full day according to their attendance during the first period. For example, if a student misses Period A but arrives late for Period B, then he/she will show one absence for the full day on the Status Report. Nevertheless, teachers take attendance for each period, and students are expected to be present for each class. If a student will be absent from a class due to a school function (i.e. field trip), then it is the student's responsibility to notify all teachers involved via email prior to any missed classes. If a student is away on a field trip and does not notify a teacher, then the teacher will mark him/her absent for the period. If a student feels an attendance record needs to be changed, he or she should speak first with the teacher. If procedure was not

followed, meaning the student was absent due to a school event but the student did not email, then the student must meet with the Director to initiate the process for changing an attendance record. The purpose of these policies and procedures is to enable students to be responsible and proactive.

Tardies

If a student consistently has trouble making it to school or class on time and, within one quintile, attains 3 tardies to the same class, parents will be notified and the student will make up the time she/he has missed with the given teacher. At the convenience of the teacher, this may occur at lunch or after school. Parents will be notified by the teacher if the student needs to remain after school. If a student attains an additional 2 tardies (total of 5), the student may be referred to the Director for additional interventions and consequences. This may include detention and/or an 'N' for the Success Orientation of responsibility. If tardy behaviors continue, additional consequences may result. If a student is caught skipping a class, this will be considered a behavioral minor offence the first time, and the Director will assign a consequence as appropriate. Repeated offences will result in more severe consequences.

4.2 QSIP FACULTY

QSIP classroom teachers are generally recruited from abroad, speak English as their first language and are certified in the area in which they are teaching. Specialists are generally hired locally, have university degrees and speak English fluently. Support staff are hired locally and speak English fluently. All employees are trained in CPR and First Aid.

4.3 PROFESSIONAL DEVELOPMENT

Professional development plays an essential role in successful educational improvement.

All professional development will support the curriculum vision and school beliefs. Three professional development days are scheduled during the school year for teachers. Students do not attend school on these days. These professional development days do not affect the 180 days of scheduled classes.

4.4 PARENT SUPPORT GROUP (PSG)

The QSIP PSG includes all parents, the administration, teachers and the QSIP community who wish to support the school. Room Parents are selected for each homeroom who act as a liaison between the school staff, the PSG, and the school community. PSG Room Parents are asked to assist in the organization of classroom activities and should communicate often with the classroom teacher.

“The goal of the Parent Support Group in QSI is to make the learning environment the best possible place for children. To achieve this goal, the PSG will:

- Work to enhance communication among parents as well as between parents and the school
- Organize educational and social events for QSI students and/or the school community
- Promote fund-raising events in order to purchase items or services the school might not easily obtain
- Develop events that encourage student involvement and understanding of the local community or host country

4.5 SECURITY PROCEDURES

To ensure the school is secure for your children the following procedures will be followed:

- The school gates are open from 8:00 a.m. to 8:15 p.m. and from 3:30 p.m. to 3:45 p.m.
- All visitors to the campus will be required to sign in with the guard located at the front entrance and receive a visitor’s badge
- As this is a closed campus, visitors need permission to be in the building. Permission is not automatic.
- The visitor must always wear a visitor’s badge
- Upon leaving, the visitor will sign out with the guard and return the visitor’s badge
- Any visitor to the campus after school hours will be required to sign in with the guard only if they have a specific purpose on campus

Security drills for students are run several times during the year. Drills and procedures are in place for fire, earthquake, lockdown, and civil unrest. The entire school practices at least one drill each quintile.

4.5.1 CLOSING OF SCHOOL

If an occasion arises that warrants the closing of school, official notice will be issued from the Director.

- The Director will notify the teaching faculty and support staff.
- Notice will be sent by SMS (Schools Buddy) and be posted on the school’s Facebook page.
- It should be assumed that school will resume the following day.

4.6 COMMUNICATION

Effective communication is essential to a school’s functioning.

In order to avoid misunderstanding, please voice your concerns directly with the individual(s) involved, before they are brought to the attention of the Director. Please ensure that your email given to the school is correct.

SCHOOL AND CLASSROOM NEWSLETTERS/ WEBSITES

School and classroom newsletters are a tool that we use to assist with home/school communication. You can expect to receive a weekly electronic newsletter posted on the website, along with assignments and unit expectations.

Teachers primarily use Microsoft 365 Teams to post assignments, receive papers, and update students on projects. Preschool and kindergarten teachers also can use Class Dojo.

SCHOOL WEBSITE

QSIP's school website address is <https://papa.qsi.org/>. The school community can find relevant school information, updated announcements, and news.

BACK TO SCHOOL NIGHT

Prior to the first day of school parents and students will be invited to attend an evening where they will have the opportunity to speak to teachers and director about the curriculum, programs, and activities that will occur during the year. Parents will receive a weekly schedule along with other helpful information from the teachers.

PARENT-TEACHER CONFERENCES

Conferences provide the opportunity for teachers and parents to discuss individual student growth and needs. Parent conferences will be scheduled twice a year. First conferences will be organized after the first quintile is complete. Teachers will also meet with parents for conferences after the third quintile for a Student Led Conference. Every effort is made to coordinate sibling conference times. Parents or teachers may also request a conference at any time during the year.

CONTACTING TEACHERS

When a problem occurs that concerns your son or daughter's work in school, the best person to contact is the classroom teacher. Only contact a teacher during business hours. Teachers will have 24

hours to reply Monday through Friday. Never contact a teacher in the evening, at night, or weekends and holidays. An appointment to meet with the teacher may be made by calling the administrative assistant (marcell-csizmadia@papa.qsi.org) or by sending a note to the teacher. Sending an email to the teacher is another effective way to communicate or ask for a conference. Teachers' email addresses are their first and last name connected by a hyphen, followed by @papa.qsi.org. Please ensure that your contact information is current.

5. SCHOOL PROCEDURES

5.1 DEPARTURES DURING SCHOOL HOURS

Students are permitted to leave early only at the request of the parents. A parent's verbal or written notification must be received by the office before a child is allowed to leave school. Every student who has authorized permission to leave early must check-out with the office prior to departure. If a student needs to be excused from school during the day, for any reason, the following procedures are to be used:

- A signed request or email by the parent should be sent to the main office.
- No child will be released to anyone other than parent, guardian, or authorized personnel, delegated with legal authority over the child.
- Students may not go home with anyone else unless the office has received written or verbal permission from their parent/guardian.
-

5.1.2 FAMILY VACATIONS/ABSENCES

As you plan your family trips, please make every attempt for them to coincide with the school calendar. Please notify the school well in advance of travel plans. It is expected that all work missed while on a trip will be made up as soon as possible following the child's return to school if the absence is excused. If a student will be absent from school for an extended amount of time, the teacher is not expected to prepare weeks' worth of student work in advance. If an elementary student is absent and misses an entire unit of study, the student will not receive credit for the missed unit. Make up work does not substitute for the experiences and activities inside the classroom. Any standardized testing missed during a family holiday will NOT be made up.

5.2 VISITORS TO OUR CAMPUS

QSIP is a closed campus, which means that students may not leave the campus without permission from the office. A closed campus also means visitors and non-students must check through the school office before being allowed to visit the school. For safety reasons, we must know who is on the campus at all times.

Anyone wishing to visit a class should make their request to the school's office at least one day in advance. We do invite parents to be involved with their child's education, but we must protect the safe, nurturing learning environment of the classroom and refrain from causing unexpected disturbances. Due to GDPR restrictions, this opportunity is limited. Parent volunteers can be coordinated either through the Room Parent or directly through the classroom teacher.

5.3 ILLNESS AND ACCIDENTS

If your child is not feeling well before he/she leaves for school, it is important to keep him/her home. This not only allows your child to rest and get healthy, it also protects the entire school community from also getting sick. Please notify the office (marcell-csizmadia@papa.qsi.org) if your child will be absent.

If a child becomes ill or has an injury during school hours, the student will be escorted to the office (if possible). Trained personnel will evaluate the student, and phone the child's parents if the child should go home. An incident form will be filled out to document care given, and the details of the incident. In some cases, parents may be asked to come pick their child up from school. The school faculty receives first-aid and CPR training yearly.

Students unable to participate in Physical Education are expected to bring a written explanation from parents and a medical excuse in the case of a prolonged absence from physical activity. In the case of a prolonged absence from PE, a student might be ineligible to receive credit.

5.3.1 Procedure Regarding Children Who Are Sick

If your child is ill, it is often most appropriate to keep him/her home from school. A child who is sick will not be able to perform well in school and is likely to spread illness to other children and staff.

Please make arrangements for childcare ahead of time so you will have a place for your child to stay if he/she is ill.

Our school protocol states that you should not send your child to school if he/she had:

- Fever in the past 24 hours. The following thermometer readings generally indicate a fever:

- Forehead temperature of 37⁰ C/98.6⁰ F or higher
- Armpit temperature of 37.2⁰ C/99⁰ F or higher
- Oral, Rectal, Ear or Temporal artery temperature of 37.8⁰ C/100⁰ F or higher

The child needs to be fever-free without the aid of fever-reducing medications for at least 24 hours/one school day before returning to school.

- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills

- Rash
- Strep Throat - must take an antibiotic for at least 24 hours before returning to school
- Bad cold-like symptoms with a very runny nose or bad cough especially if it has kept the child awake at night.
- Eye infection - must take an antibiotic for at least 24 hours before returning to school.

If your child becomes ill at school and we feel the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. It is essential that the school has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached.

Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness.

Thank you for your cooperation.

5.3.2 DISPENSING MEDICATION

QSIP does not permit school employees to dispense prescription or non-prescription medication without directions and written/verbal consent from the parents. If medication must be given during school hours by the school, a signed consent letter **MUST** be on file in the school's office.

Medications must be brought to school by the parent - not sent to school with the child. Medication needs to be in the original prescription or nonprescription bottle/container. If medications need to be taken home, they need to be picked up by the parent. Medications cannot be released to your child to take home.

5.3.3 HEAD LICE

Misconceptions

Having a case of lice can be embarrassing. A common misconception about head lice is that it is a sign of poor personal hygiene. Some even believe that it affects only people of lower economic status.

These ideas can't be farther from the truth. People of all genders, ages, races, and social classes can catch head lice.

In the past, we had a nurse visit the school to screen all students. However, [both the American Academy of Pediatrics \(AAP\) and the CDC advocate for the following practices to be discontinued:](#)

- whole classroom screening,
- exclusion for nits or live lice,
- notification to others except for parents/guardians of students with head lice infestations.

*Classroom screenings are often inaccurate, not cost-effective, and notification to others may be a breach of confidentiality. Schools **should not** exclude students for active infestation or when nits remain after appropriate lice treatment. Schools should advocate for evidence-based prevention*

measures that include assisting parents with identification of lice/nits and teaching students, parents, staff and community effective prevention measures.

If a student is suspected of having head lice, he/she will be sent to the office to be checked by someone trained in identifying infestation. If lice are found, parents will be contacted. Parents have the ultimate responsibility for their children. This includes assisting in the prevention and management of head lice cases through regular checks of their children's hair and **starting immediate treatment when head lice are detected**. It is encouraged to notify the school if lice have been identified and/or treated at home. Once treated based on the guidelines linked below, children can return to school.

[Treatment](#)

[Prevention & Control](#)

How to check for head lice [video](#)

5.4 FOOD AND DRINK

Students need to bring their own bottle for water and should also bring a healthy snack, which can be eaten during the morning break. Children have the option to buy the catered school lunch (per term) or bring their own lunch from home. QSIP only offers a space and time for students to eat lunch. Food is entirely up to the parents. QSIP strongly encourages parents to pack healthy snacks and lunches. Highly processed, high fat, high sugar foods do not give children proper nutrition and can impact their school day with reduced energy and an inability to concentrate. Microwaves are available if students wish to heat their lunch. If a student is not getting a proper amount of food on a regular basis, the school will contact parents to find a solution.

5.5 WITHDRAWAL PROCEDURE

When a family learns that they will be leaving Pápa, we request that they inform the school office two weeks in advance, if possible. Notice of early withdrawal from school should be made, in writing, to the school office (marcell-csizmadia@papa.qsi.org). Credit will be granted for work completed, turned in, evaluated, and recorded. Once the accountant has cleared the student, and all books/materials have been returned to the school, the student's records will be issued. Student records include: status reports, the last teacher narrative, and verification of attendance form. Secondary students will also receive their secondary transcript along with their status report.

6. STUDENT EXPECTATIONS AND BEHAVIOR

6.1 ATTENDANCE

Arrival at School, School Hours

School hours are from Monday – Friday from 8:00 A.M. – 3:30 P.M.

Students may arrive at school no earlier than 7:45 a.m. School-provided supervision will begin at 8 A.M. in the fenced in area at the front of the building. If a student arrives before 7:45, they can wait outside but will NOT have supervision of an adult.

Students should not go to their classrooms before the school bell at 8:10 A.M. Late students must check in with Marcell in the office.

Leaving School Early

Students are expected to remain in school from 8:10 A.M. until 3:30 P.M. Once a student enters school property, they must stay on school property until the release of all students or with an in-person parental pick-up through the front office.

Secondary Period Attendance

Students are marked present or absent for the full day according to their attendance during the first period. For example, if a student misses Period A but arrives late for Period B, then he/she will show one absence for the full day on the Status Report. Nevertheless, teachers take attendance for each period, and students are expected to be present for each class. If a student will be absent from a class due to a school function (i.e. field trip), then it is the student's responsibility to notify all teachers involved via email prior to any missed classes. If a student is away on a field trip and does not notify a teacher, then the teacher will mark him/her absent for the period. If a student feels an attendance record needs to be changed, he or she should speak first with the teacher. If procedure was not followed, meaning the student was absent due to a school event but the student did not email, then the student must meet with the Director to initiate the process for changing an attendance record. The purpose of these policies and procedures is to enable students to be responsible and proactive.

Tardies

If a student consistently has trouble making it to school or class on time and, within one quintile, attains 3 tardies to the same class, parents will be notified and the student will make up the time she/he has missed with the given teacher. At the convenience of the teacher, this may occur at lunch or after school. Parents will be notified by the teacher if the student needs to remain after school. If a student attains an additional 2 tardies (total of 5), the student may be referred to the Director for additional interventions and consequences. This may include detention and/or an 'N' for the Success Orientation of responsibility. If tardy behaviors continue, additional consequences may result.

If a student is caught skipping a class, this will be considered a behavioral minor offence the first time, and the Director will assign a consequence as appropriate. Repeated offences will result in more severe consequences.

Dismissal from School

Walkers and Bicycle Riders:

Middle school and secondary students who walk or bike to and from school will require a note from his/her parent to allow him/her to leave the school. Please submit the letter to Marcell in the front office. He will then inform teachers of the permission.

Elementary students are not permitted to leave the campus on their own. All elementary students must be escorted off the campus with a parent, guardian, or middle school/secondary sibling. If the elementary student is to leave school with a middle school or secondary sibling, a note from the parents must be sent to Marcell.

Car Riders:

Students being picked up by carpool or individual cars must have a person collect them from the designated area in front of the school. Drivers may not wait in the car and expect the child to find him/her.

If the student will be leaving in a car with anyone other than their parent, the parent must give written consent to the school. The school should be informed in writing of any change of drivers or transportation to ensure the safety of the students.

Leaving with Another Student:

To go home with another student after school, a student needs written or emailed permission from their parent/guardian and the parent/guardian of the child who he/she is accompanying home. This information can be sent to Marcell in the Office. The teacher should also be given this information.

6.2 BEHAVIOR

With reference to behavior, common sense and good manners are the guidelines. This includes responsibility and respect for others from all members of the QSIP community. The following expectations are to be followed each school day and at all school functions and locations.

- All teachers, classroom assistants, and other staff members are to be treated courteously by students and vice versa.
- Students are expected to solve their disagreements through peaceful dialogue.
- Students should always walk quietly when in the building.
- Use of obscene, foul, or vulgar language is not allowed.

- Bullying and teasing is inappropriate and is not tolerated.
- The care of all textbooks and library books are his/her responsibility as are all the parts of the building and other equipment. Students are encouraged to have a backpack to carry materials to and from school.
- Students are encouraged to bring only those items directly related to activities of his/her class.
- Any electronic devices not related to classroom instruction are not allowed in class. The school takes NO responsibility for lost or stolen items.
- Alcohol, drugs, and tobacco in any form are prohibited at school.
- Students are expected to remain on the school premises after arriving at school.
- Any student staying after school should do so only when involved in supervised activities and with parental permission.

6.2.1 DRESS CODE

1. All private body areas must be covered.
2. No tight/revealing clothing, excessively sagging clothing, or anything exposing midriffs, backs, or undergarments.
3. All clothing must be free of inappropriate images, language, violence, and alcohol and drug references.
4. Pajama or sleep garments may not be worn (unless for an approved school activity).
5. Nothing should be worn on the head, such as hats or masks (unless for an approved school activity).
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
7. Clothing and accessories that endanger student or staff safety may not be worn.

The administration reserves the right to determine what constitutes appropriate dress. If appropriate clothing is not available, or the student repeatedly refuses to wear dress-code appropriate clothing, parents will be called.

6.2.2 MOBILE PHONE POLICY

In light of the research concerning screen use we formed a committee of teachers, students, and parents to determine what policy to put in place.

Mobile phones are not to be used outside of the classroom (hallways, breaks, lunch, field trips, etc.) and only in classrooms with the teacher's permission.

If a student is using a mobile phone inappropriately (other than for approved educational purposes), the following will occur:

1st time: Warning given

2nd time: Phone is taken and can be picked up by the student at the end of the day from the director.

3rd time: Phone is taken and can be picked up by the student after a week, or any time by a parent. If a parent picks up a phone prior to the end of the week, the student cannot bring the phone to school for a week.

4th time: This becomes a disciplinary issue handled by the director.

However, the school and its employees reserve the right to proceed directly to the Director.

6.2.3 CAFETERIA / LUNCH RULES

Students must follow these rules during lunch time:

- Always use soft voices.
- Keep your hands and feet to yourself.
- Keep your food on your plate or in your mouth.
- Be as courteous as you would be in any restaurant.
- Students must stay in the cafeteria and must have teacher permission to go to the bathrooms.
- Clean up before you leave.
-

6.2.4 PLAYGROUND RULES

Safety, fair play, common sense, and appropriate language are the major considerations on the playground. Student's actions should not cause a problem for any person or damage any equipment. If children have questions or if some situation is not covered by the rules, the playground supervisor is always in charge and may stop any activity that he/she feels may be dangerous.

Students must follow these rules during recess/breaks:

- Have fun and be safe!
- Students are not to climb any slides or fences, may not stand on top of, or jump from any piece of equipment.
- Students should stay alert and pay attention to any games going on and not go near games in which they are not engaged.
- No fighting or play fighting.
- No games involving pushing, shoving, tackling, or tripping.
- Throwing any items such as rocks or dirt is strictly prohibited.
- No holding onto or hanging from basketball rims.
- Students at recess are not to go back into the building or outside of recess boundaries without permission from the playground supervisor.

6.2.5 PUBLIC DISPLAYS OF AFFECTION

Students must demonstrate attitudes and behaviors regarding interpersonal relationships acceptable to people of various cultural, ethnic, and social backgrounds. AIS recognizes genuine feelings of affection may exist among students; however, excessive public, physical displays of affection are not acceptable. Students should remember the school campus is a public environment. Some community members are offended by certain behaviors. Students are to refrain from any public display of affection. Consequences include parent contact, detention, suspension, or referral to the Director of Instruction.

6.2.6 WEAPONS

QSIP prohibits the possession of any weapons by students (real or pretend) on the school's property (whether on a person or in a vehicle) or at a school function away from the school property. Students should not bring a weapon as part of a costume. The penalty for possession of firearms is immediate expulsion from the school. The penalty for possession of other weapons will be determined by the school administration. In view of the seriousness of this matter and the safety of students and faculty, the school reserves the right to search students as well as their vehicles, bags, and lockers if there is reason to believe that weapons may be on the premises.

6.2.7 DISCIPLINE POLICY

The primary goal of the QSI Pápa's Discipline Policy is to help students understand acceptable behavior at school. The responsibility rests first and foremost with the home. The school is responsible for working with the parents in achieving this goal. In cases in where consequences must be issued by the school, it is not intended to be punitive, but to allow the student the opportunity to correct the behavior. Violations of rules may lead to parent notification, conferences, counseling, detentions, suspensions, expulsion from school, or other appropriate consequences. Any student whose actions violate the school rules or bring dishonor to the school, whether on or off campus during a school function, will be disciplined. An environment where students feel safe and secure helps students excel academically, socially, and emotionally. There are instances where disciplinary actions are required to maintain a healthy school atmosphere. Students will be held to high expectations of behavior in a respectable and trustworthy manner and always show concern for others during school, extra-curricular activities, field trips, and any type of school activities.

General Discipline Policies

At QSI Pápa, a safe environment ensures that students can excel academically and socially. Children must feel secure to be successful at school. There are instances that require disciplinary actions to maintain a healthy school atmosphere. Students will be held to high expectations of behaving in a respectable and trustworthy manner. QSI's Success Orientations provides an effective

basis for guiding student behavior and for encouraging self-discipline. Please see the section on Success Orientations for more information. Below are disciplinary issues that apply to all students.

Minor Infractions

Teachers are encouraged to manage minor infractions as best fits the situation and creates a learning opportunity for the student. Minor infractions may include not completing work, excessive talking or other disruptions, excessive bathroom breaks, being prepared for class, use of inappropriate language, skipping class, or rudeness. If a teacher is unsure about what to do, they are encouraged to consult with the Director. Some suggested interventions are:

1. A conversation with the student to determine how the school can best support the student
2. Behavior break with classroom consequences (break/recess timeout with reflection sheet, etc.)
3. Contact parents
4. Consult with other teachers
5. Proactive classroom management strategies (change of seating, bathroom pass, check-in/checkout with the teacher, etc.)

Major Incident

There are times when the incident might be beyond a minor offense or when a student continues to have multiple minor incidents despite teacher interventions. That that case, the Director should be consulted. However, before this happens, the teacher must have documented having completed at minimum #1, #2, and #3 (think **A, B, C**) from the Minor Incident intervention list above.

In addition, some further suggested interventions are:

1. create a positive behavior support plan designed with teachers and the student. This should be communicated home.
2. in-school suspension with the Director that includes a reflection, an educational piece that pertains to the infraction(s) at hand and continued follow up meetings for a specified amount of time.

Suspension and Expulsion

In cases of significant misbehavior, students may be suspended from attending classes at the discretion of the Director. Suspension may be assigned at home under parents' supervision, or in-school suspension may be assigned in an isolated location under the Director or designee's supervision. No student will be suspended without parent notification. Before a student may attend classes following an incident of in-school or out-of-school suspension, parents and student shall meet with the Director to be informed of conditions for the resumption of attendance.

Under extraordinary circumstances, the expulsion of a student may be needed to ensure that our campus remains a safe place for learning. A process for considering expulsion exists, and it requires the involvement of parents, staff, administrators, and the school's Advisory Board. Expulsion is a very serious and rare action. Examples of behaviors that may result in suspension and/or expulsion include but are not limited to:

- Bullying / Harassment / Intimidation (see below)
- Extortion (threats of physical violence unless money is given)

- Fighting
- Sexual harassment
- Drugs or alcohol
- Weapons
- Stealing or destroying property

Please note that a child's consequence will not be shared with other parents, even if their child was involved in the same incident. Likewise, school personnel will only be notified of any consequences on a need-to-know basis (gathering work, time out of class, behavior plan etc.).

Disciplinary Vocabulary and Definitions

Alcohol/Chemicals/Tobacco/Vape: possession or use of any narcotic or controlled substance (including tobacco, alcohol, and vape), possessing or distributing drug paraphernalia (such as lighter or matches), use of over the counter or prescription drugs for the purpose of mood alteration, or intoxication, inhaling the fumes of certain volatile substances for their mood-altering or intoxicating effect are prohibited on school property or at any school-related event.

Ammunition, Weapons, Mace or Pepper Gas, Fireworks: possession of weapons, bullets, or other projectiles designed to be used in/as a weapon or other material designed to cause pain or injury.

Arson: intentional destruction or damage to school buildings or property by means of fire.

Bomb Threat, Fire Alarm: intentionally causing a false fire alarm or making a bomb threat

Bribery: attempting to coerce someone to perform an act by offering money, gifts, or other solicitation

Cheating: getting answers for an assignment (ex: test) from a source other than the student's own knowledge (notes, another student's work); also giving answers to someone else

Disruptions: actions that hinder the teacher/staff member from performing his/her assigned duties (ex: speaking without permission, getting out of the seat without permission, playing in class, distracting classmates)

Fighting: a physical assault on another person

Forgery: intentionally signing any document with parent signature

Harassment: Verbal, written, electronic (via social media), or otherwise expressed actions that arouse alarm in others, that is discriminatory, abusive, threatening, or obscene, which bullies, intimidates, threatens, or causes fear of bodily harm or death; words or actions that negatively impact

an individual or group based on their racial, cultural, or religious background, their sex, their sexual orientation, any disabilities, national origin, or socio-economic status. Student-Parent Handbook 2025-2026 26

Insubordination: willful refusal to follow directions given by a staff member

Physical Aggression: willing, repeated, or unwanted physical interaction with others (this includes pushing, shoving and “pretend” or “play” fighting)

Plagiarism: a student using another person’s work (from a book, internet, or another student) and claiming it as his/her own

Profanity: obscene or profane language or gestures, written or printed materials (including pictures), or conduct which is inappropriate in a school setting

Sexual Harassment: Sexual harassment may include actions such as the following:

- a. Sexually oriented verbal “kidding” or abuse
- b. Subtle pressure for sexual activity
- c. Physical contact such as petting, pinching, or constant brushing against another person’s body
- d. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats

Tardiness: being late for class without a staff member’s verbal or written excuse

Theft: stealing others’ personal or school property

Vandalism: destruction of property belonging to the school or another person.

6.2.7.1 STRIKE PLAN

We work with all families and students to meet their needs and often try a multitude of options before final actions need to take place. Mostly, student behavior is handled in the classroom. Sometimes, the Director needs to become involved. Incident Reports can be filled out if needed. If situations continue or escalate, parents become involved. If needed, a behavior plan can be worked out for the student to follow. If the issues are not resolved or the situation necessitates, we will put the student on a Behavior Strike Plan. This is a last resort and is not a promised step if expulsion is warranted without a Strike Plan. If the student does not respond to the Strike Plan, expulsion will be brought to the Advisory Board and will become a possibility.

QSI Papa Strike Plan:

The student () is being put on a Strike Plan with the involvement of guardians or parents of the student. All classroom and school rules and expectations still apply as before. The reason that the student is needing a Strike Plan is because we have exhausted all other avenues of correcting inappropriate or dangerous behavior.

The date of the student being placed on the Strike Plan is ().

This is Strike # () of 3.

Parents will be involved in signing the Behavior Strike Plan each of the times that it is needed. The Strike Plan may include any incident as the first strike. The student will be recorded if a first, second, or third strike is needed.

The student may be suspended for a series of days from school for any of the strikes that a student collects. The student may also face expulsion for the entire school year at any time it is deemed necessary by the Director and Advisory Board. After three strikes, the case will be automatically sent to the Advisory Board for further action.

The Director, parents or guardians, and the student if possible will **sign and date** each strike and be made aware of the consequences.

6.2.7.2 BEHAVIORAL CONSEQUENCES

LEVEL 1 MISBEHAVIORS	LEVEL 2 MISBEHAVIORS	LEVEL 3 MISBEHAVIORS
These misbehaviors distract from student learning. Examples include, but are not limited to:	These misbehaviors contradict the Success Orientations and make the school feel unsafe. Examples include, but are not limited to:	These misbehaviors put others in immediate physical and emotional danger. Examples include, but are not limited to:

• Electronic device violations • Dress code violations • Tardiness • Disruptive behavior in classroom or school • Profanity • Public displays of affection	• Insubordination • Harassment (any form) • Forgery • Cheating/Plagiarism • Bullying, intimidation, physical aggression, threatening • Theft • Vandalism • Lying/Dishonesty	• Fighting • Sexual harassment • Use or possession of alcohol, drugs, tobacco • Bribery • Use of a weapon at school (knife or gun) • Making a bomb threat • Arson
Consequences may include: • N on Status Report • Warning from teacher or administrator • Conference with teacher, administrator, counselor and/or parent • Detention: lunchtime or after school • Parent notification • Removal from activities • Other appropriate consequence	Consequences may include: • N on Status Report • Parent notification & conference • Detentions • Suspension: in-school or out-of-school • Counseling as needed • Removal from activities • Other appropriate consequence	Consequences may include: • N on Status Report • Suspension • Expulsion • Notifying local police • Other appropriate consequence

Bullying / Harassment / Intimidation

No harassment of another student, whether verbal, physical or written (on paper or electronically) is tolerated at QSI Papa. Any student found harassing another student may be recommended for suspension from attendance at school. Bullying is one form of harassment and will not be tolerated. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group. It is not bullying when two kids with no perceived power imbalance fight, have an argument or disagreement. Conflict resolution or peer mediation may be appropriate for these situations. Bullying is not tolerated, and all reported incidents will be investigated. Parents will be contacted immediately, and an “N” will be assigned on the student’s Status Report for Concern for Others.

6.3 LIBRARY

Borrowing – books are usually checked out for one week and may be returned the day before the next library visit. If a student wants to keep a book more than one week, it must be renewed after the first week. Students wishing to return a book and check out another may do so at any time.

Overdue Books – If books are not returned on the due date, a written reminder will be given by the librarian. If the books are not returned with this reminder, a second notice will be given. In the event the books are still outstanding after these notices, a third notice will be given stating the charge for replacing the books, double the catalog price plus one \$1. Book borrowing privileges will be withheld until outstanding charges are paid.

Lost or Damaged Books – Students are required to pay for lost or damaged books. If they pay for a book and it is later found, they will be reimbursed. Any book damaged due to negligence will be charged a fine in accordance with the degree to which the book was damaged or the original value of the book, double the cost plus \$1.

Other Considerations – All library books must be returned before final status reports or transcripts are released.

6.4 LOST AND FOUND

Please help us by clearly labeling, with student's name, all the items of clothing such as mittens, caps, hats, jackets, coats, sweaters, and boots. It is also very helpful to have the child's name on his/her lunch box and backpack. The lost and found is located near the guard's desk. As the lost and found becomes full, we will make an announcement to students to check in the lost and found. Whatever is not taken will be donated to a local charity.

6.5 OUTDOOR RECESS

Recess is a scheduled part of the regular school day. This time serves as a break for students and provides an opportunity for them to expend energy, stretch, and be active. All children will go out to play during morning and afternoon recess. This is a good time for socialization and learning to get along with other children. All children should come to school properly clothed for outside conditions (which includes snow pants, mittens or gloves, hats, etc. in winter).

6.6 SCHOOL SUPPLIES

School books are assigned to students free-of-charge with the expectation that they will be returned in a condition which reflects reasonable use. If a book is lost, damaged, or vandalized, the student will be required to pay for the book, which will cover replacement as well as shipping and handling (usually double the price). Additional supplies will be provided by the school. QSIP expects each student to come to school ready to learn, which means they have the proper tools needed to succeed.

6.7 USE OF COMPUTERS AT SCHOOL

Students may use school computers when under the direct supervision of a QSIP staff member. We expect all students to use the QSIP computers or their own personal computers responsibly and with an eye towards their academic development. Computer games, chat sites and surfing the Internet are activities for home, not school. A student must sign the School Use Agreement Form before using any computer at school.

6.7.1 BYOD (BRING YOUR OWN DEVICE)

Students 11-years-old and older are expected to have their own working laptop. Secondary teachers communicate and host course pages in Microsoft 365 and on Teams. Class assignments, posts, and collaboration happen online more and more these days. Having the ability to work online is a 21st century skill all students are expected to develop.

7. COMPUTER AND INTERNET ACCEPTABLE USE POLICY (ALL PARENTS/STUDENTS)

Computer and Internet Acceptable Use Policy and Agreement (AUP)

QSI Papa 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. 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.

j. 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.

- Use the computer as a research tool,
- Find and use appropriate programs for a project,
- Find and use appropriate websites and information online,
- Word process using the correct fingering at an acceptable speed,
- Digital Citizenship.

The IT Program at QSI will include:

- Opportunities for students to use many different software programs,
- Coordination of classroom work and IT skills,
- Independent projects,
- Specific curriculum taught at each level,
- Knowledge of hardware as well as software.

Student: _____

Parent: _____

Date: _____

Watching Videos and the Use of Technology

The use of technology is encouraged by teachers in QSI and they should be incorporating the use and understanding of technology in the classroom. This can take many different forms and have a variety of educational purposes. Often, teachers show video in a lesson to augment the instruction.

We do have safeguards put in place restricting content and advertisements. Teachers are encouraged to incorporate learning into videos and the use of technology. However, on occasion, a teacher may view movies, shows, or video clips that are more for entertainment purposes. This could involve a rainy day recess or as a reward for achieving a goal. A fun break can help re-set a tired mind.

We are aware of some family thoughts to restrict the use of videos and technology. With the vast majority of educational material, it may be unavoidable. However, we do wish to honor the desires of a family to restrict certain content to their child.

If a parent would like to remove their child from a space that is showing a video or the use of technology that is not educational, please sign below. The student may be placed with another class or can spend the time in the front office. If a parent does not sign this form, you are giving consent for the occasional non-educational viewing of videos and other uses of technology.

Student:_____

Student:_____

Parent:_____

Parent:_____

Date:_____

Cameras In Use At School

ADATKEZELÉSI TÁJÉKOZTATÓ	PRIVACY POLICY
a QSI Nemzetközi Iskola Magyarország elektronikus megfigyelőrendszerének működtetéséről és az adatkezelés rendjéről	for the operation of the electronic surveillance system and data processing procedures at QSI International School of Hungary
hatályos 2026. július 01. napjától	effective as of July 1 2026
1. A Szabályzat célja és hatálya	1. Purpose and scope of the Policy
A jelen Adatkezelési Tájékoztató célja, hogy rögzítse a QSI Nemzetközi Iskola Magyarország (a továbbiakban: „Iskola”) területén működő elektronikus vagyonvédelmi és megfigyelőrendszer (kamerarendszer) működtetésének szabályait, biztosítva a gyermekek, tanulók, munkavállalók és látogatók személyes adatainak védelmét. Az Iskola a székhelyén a jelen Tájékoztatóban felsorolt célokból biztonsági kamerarendszert üzemeltet, mely alkalmas arra, hogy a felvett képet, illetve mozgóképet rögzítse. Az egyes kamerák elhelyezkedését, típusát, látószögét és	The purpose of this Policy is to lay down the rules for operating the electronic security and surveillance system (CCTV/camera system) installed on the premises of QSI International School of Hungary (hereinafter: the “School”), ensuring the protection of the personal data of children, students, employees, and visitors. The School operates a CCTV system at its premises for the purposes set out in this Privacy Policy. The system is capable of recording still images and video footage. The location, type, field of view and monitored

a megfigyelt területet a jelen Tájékoztató 1. számú melléklete tartalmazza. Az Iskola elkötelezett az Ön személyes adatainak védelme és tiszteltben tartása mellett. Az Európai Parlament és a Tanács (EU) 2016/679 számú rendelete (továbbiakban: „GDPR”) alapján ezúton tájékoztatjuk Önt azokról a szabályokról, amelyek szerint kezeljük az Ön személyes adatait. Az Adatkezelési Tájékoztató hatálya kiterjed az Iskola székhelyén tartózkodó valamennyi személyre (gyermekek, tanulók, munkavállalók, az Iskola területére belépő törvényes képviselők és egyéb harmadik személyek stb.), illetve a kamerák által rögzített adatokkal kapcsolatos valamennyi adatkezelésre.	area of each camera are specified in Annex 1 to this Privacy Policy. The School is committed to protecting and respecting your personal data. In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (the "GDPR"), we hereby provide you with information about the rules governing the processing of your personal data. This Privacy Policy applies to all persons present on the School's premises (including children, students, employees, legal representatives entering the School's premises, and any other third parties) and to all processing of personal data recorded by the CCTV system.
2. Az Adatkezelő adatai	Details of the Data Controller
Az adatkezelő neve: QSI Nemzetközi Iskola Magyarország	Name of data controller: QSI International School of Hungary
Székhelye: 8500 Pápa, Komáromi u. 12.	Registered address: 8500 Pápa, Komáromi u. 12.
OM azonosító szám: 201836	OM identification number: 201836
Képviselője: Adam Underman Boggs igazgató	Represented by: Adam Underman Boggs director
E-mail / Telefon: Adam-boggs@papa.qsi.org +36 89 777 444	Email / Phone: adam-boggs@papa.qsi.org +36 89 777 444
Az Iskola adatvédelmi tisztségviselője és elérhetőségei: Adam Boggs	Name and contact data of the data protection officer of the School: Adam Boggs
3. Az általunk kezelt személyes adatok kategóriái	3. Categories of Personal Data Processed by us
A kamerás megfigyelő rendszer a kamerák által megfigyelt területre belépő személyek (gyermekek, tanulók, munkavállalók,	The CCTV system records the image and actions of persons entering the areas monitored by the cameras (including children, students,

látogatók stb.) képmását és a felvételen látható cselekvését rögzíti. A kamerás megfigyelőrendszer hangot nem rögzít.	employees, visitors, etc.). The CCTV system does not record audio.
4. Az adatkezelés jogalapja és célja	4. Purpose and Legal Basis for Data Processing
Az adatkezelés jogalapja: Az adatkezelés jogalapja az Iskolába járó gyermekek és tanulók tekintetében GDPR 6. cikk (1) bekezdés e) pontja (az adatkezelés közérdekű vagy az adatkezelőre ruházott közhatalmi jogosítvány gyakorlásának keretében végzett feladat végrehajtásához szükséges), összefüggésben a nemzeti köznevelésről szóló 2011. évi CXC. törvénnyel (Nkt.), a munkavállalók és látogatók tekintetében a GDPR 6. cikk (1) bekezdés f) pontja (az adatkezelés az adatkezelő vagy harmadik személy jogos érdekeinek érvényesítéséhez szükséges). Tájékoztatom, hogy az Iskola a szükséges érdekmérlegelési tesztet elvégezte – az érdekmérlegelési teszt a jelen Tájékoztató 2. számú melléklete.	Legal Basis for Data Processing: The legal basis for the processing of personal data in relation to children and students attending the School is Article 6(1)(e) of the GDPR (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller), in conjunction with Act CXC of 2011 on National Public Education (NPE Act). In relation to employees and visitors, the legal basis for processing is Article 6(1)(f) of the GDPR (processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party). Please note that the School has carried out the required legitimate interest assessment. The legitimate interest assessment is attached as Annex 2 to this Privacy Policy.
Az adatkezelés célja: Az Iskola tulajdonában lévő vagyontárgyak védelme, a rongálások és lopások megelőzése és felderítése, továbbá a gyermekek, tanulók, munkavállalók és látogatók életének, testi épségének védelme, belépésre nem jogosult (illetéktelen) személyek tartózkodásának megelőzése és kiszűrése.	Purpose of Data Processing: The protection of assets owned by the School, the prevention and detection of damage and theft, the protection of the life and physical safety of children, students, employees and visitors, and the prevention and identification of the presence of unauthorized persons on the premises.
5. A megfigyeléssel nem érintett területek	5. Areas exempt from surveillance
A kamerák elhelyezkedésének és látószögének meghatározása a kamerarendszer üzemeltetésével elérni kívánt célnak megfelelően történt, a jogszabályi korlátozások figyelembevételével.	The location and field of view of the cameras have been determined in accordance with the purposes for which the CCTV system is operated and with due regard to the applicable legal requirements and restrictions.

Az Iskola kifejezetten biztosítja a magánszféra védelmét, ezért a kamerás megfigyelőrendszer nem terjed ki az alábbi helyiségekre és területekre: osztálytermek, tornaterem, öltözők, zuhanyzók és mosdók/WC-k, tanári szobák, irodák, pszichológiai/orvosi vizsgálóhelyiségek.	The School explicitly guarantees the protection of privacy; therefore, the CCTV surveillance system does not extend to the following rooms and areas: classrooms, gymnasiums, changing rooms, showers and restrooms/toilets, staff rooms, offices, and psychological/medical examination rooms.
6. A kamerarendszer leírása	6. Description of the CCTV system
A kamerarendszer a kihelyezett kamerákból, illetve a központi adatrögzítő egységből áll. Az adatrögzítő eszköz a megfigyelő helyiségben van elhelyezve olyan módon, hogy ahhoz illetéktelenek ne férhessenek hozzá. A kamerák vezetékes hálózaton csatlakoznak a rögzítő egységhez.	The CCTV system consists of the installed cameras and the central recording unit. The recording device is located in the Security room in such a way that unauthorized persons cannot access it. The cameras are connected to the recording unit via a wired network.
7. Az adatkezelés időtartama	7. Duration of data processing
A rögzített képfelvételek tárolási ideje felhasználás hiányában a rögzítéstől számított 3 munkanap. A tárolási idő lejártá után a rögzítőberendezés a felvételeket automatikusan és visszaállíthatatlanul felülírja (törli), kivéve, ha a felvétel felhasználására bírósági vagy egyéb hatósági eljárásban van szükség. Amennyiben a felvétel megtekintését követően megállapítható, hogy a felvétel felhasználása bírósági vagy egyéb hatósági eljárásban szükséges, úgy az eljárás megindításáig, illetve a felvételek hatóság részére történő továbbításáig az adatkezelés időtartama meghosszabbodik, azonban az ebben az esetben sem haladhatja meg a 30 napot.	In the absence of use, the retention period for recorded video footage is 3 business days from the time of recording. Upon expiration of the retention period, the recording system automatically and irreversibly overwrites (deletes) the footage, unless its use is required in court or other official proceedings. If, following the review of the footage, it is determined that the use of the recording is necessary in court or other official proceedings, the retention period may be extended until the commencement of the proceedings or until the footage is transferred to the relevant authority. However, even in such cases, the retention period may not exceed 30 days.
8. Hozzáférési jogosultságok és a megtekintés rendje	8. Access Rights and Inspection Procedures
Élő kép valós idejű megtekintésére kizárólag az Iskola alkalmazásában álló, portaszolgálatot	Only the person performing reception/security duties employed by the School is authorized to

ellátó személy jogosult munkaköri kötelezettségein belül, a portafülkében elhelyezett, külső személyek által nem látható monitoron, a behatolások megelőzése céljából. A rögzített képfelvételek visszánézésére és kimentésére kizárólag az Iskola mindenkori igazgatója jogosult, rendkívüli esemény (bűncselekmény, súlyos baleset, rongálás stb.) potenciális fennállása esetén és annak az adatkezelés céljával mindenkor összhangban kell állnia. A kamerarendszer által készített felvételek megismeréséről jegyzőkönyvet kell készíteni, amelynek tartalmaznia kell a rögzített felvétel azonosításához szükséges adatokat, az annak megismerésére jogosult személy nevét, továbbá az adatok megismerésének okát és idejét. A jegyzőkönyvet az igazgató látja el aláírásával. Amennyiben a visszánézés során megállapítható, hogy a felvételt hatósági eljárásban, mint bizonyítékot kell vagy lehetséges felhasználni, a felvételt le kell menteni. A lementett felvételeket úgy kell tárolni, hogy ahhoz illetéktelen személy ne férhessen hozzá. A lementett felvétel biztonságos őrzésének körülményeiről az igazgató gondoskodik. Amennyiben a feltételezett eljárás nem indult meg a 7. pontban foglalt időtartamon belül, illetve annak megindítását az érdekelt nem igazolja, úgy a lementett felvételt törölni kell. Adattovábbításra az érintett kérelmére, illetve hatósági, bírósági eljárásokhoz kapcsolódóan kerülhet sor. Az igazgató által aláírt jegyzőkönyvben kell rögzíteni a megismert felvételek mentését, a mentés törlését, illetve kiadását is.	view the live footage in real time within his/her scope of work, on a monitor located in the reception/security desk area and not visible to third parties, for the purpose of preventing unauthorized access. Only the School's current director is authorized to review and export recorded video footage in the event of a potential extraordinary incident (such as a criminal offence, serious accident, damage to property, etc.), and such access must at all times be consistent with the purpose of the data processing. A record must be prepared of any access to and review of footage recorded by the CCTV system. The record must include the information necessary to identify the relevant recording, the name of the person authorized to access the footage, as well as the reason for and the time of accessing the data. The record must be signed by the director. If, during the review of the footage, it is determined that the recording must or may be used as evidence in official proceedings, the footage must be saved. Saved footage must be stored in a manner that prevents access by unauthorized persons. The director is responsible for ensuring the secure storage of the saved footage. If the suspected proceedings have not been initiated within the period specified in Section 7, or if the initiation of such proceedings is not substantiated by the relevant party, the saved footage must be deleted. Data transfers may take place upon the request of the data subject or in connection with official or court proceedings.
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Az Iskola a biztonsági kamerarendszer üzemeltetése során külsős partnert nem vesz igénybe. Az Európai Uniót és az Európai Gazdasági Térséget kivéve adatot az Iskola nem továbbít.	The saving, deletion, and disclosure of any accessed footage must also be recorded in the record signed by the director. The School does not engage any external service provider in connection with the operation of the CCTV system. The School does not transfer any data outside the European Union or the European Economic Area.
9. Adatbiztonsági intézkedések	9. Data Security Measures
Az Iskola az alábbi intézkedésekkel biztosítja az adatok védelmét a jogosulatlan hozzáféréssel, kezeléssel, továbbítással, jogszerűtlen törléssel vagy megsemmisítéssel, illetve a véletlen megsemmisüléssel szemben: Szervezési intézkedések: A képfelvételek csak az arra jogosultak számára hozzáférhetők, adatkezelési műveleteket csak a jogosultak végezhetnek. A kamerarendszer megfelelő működése rendszeresen ellenőrzésre kerül. Az Adatkezelési Tájékoztatót évente, illetőleg a jogszabályi környezet megváltozása esetén soron kívül az Igazgató felülvizsgálja. Technikai intézkedések: A jogosultak körét, a hozzáférést, illetve egyéb műveleteket az Adatkezelési Tájékoztató pontosan meghatározza. A kamerarendszerhez való csatlakozás csak hozzáférési jogosultsággal rendelkező személy számára lehetséges. Az adatok mentése, másolása, csak a jogosultak rendelkezésére álló számítógépes eszközre, illetőleg azonosítóval ellátott adathordozóra történhet. Egyéb intézkedések:	The School ensures the protection of personal data against unauthorized access, processing, transfer, unlawful deletion or destruction, as well as accidental loss or destruction, through the following measures: Organizational measures: Recorded video footage is accessible only to persons authorized to access it, and data processing operations may only be carried out by authorized persons. The proper functioning of the CCTV system is regularly monitored and checked. This Privacy Policy is reviewed annually by the Director, or earlier if required due to changes in the applicable legal environment. Technical measures: The scope of authorized persons, access rights, and other data processing operations are precisely defined in this Privacy Policy. Access to the CCTV system is only possible for persons with the appropriate access authorization. The saving and copying of data may only be carried out to computer devices available to authorized persons or to data storage devices bearing appropriate identification. Other measures:

Az adatrögzítő egységet zárható vagy őrzött helyen szükséges elhelyezni. Az Iskola a hozzáférésre jogosult személyeket megfelelően tájékoztatja az adatvédelmi követelményekről.	The recording unit must be placed in a locked or otherwise secured location. The School provides persons authorized to access the system with appropriate information and guidance regarding data protection requirements.
10. Az érintettek jogai	10. Rights of Data Subjects
Személyes adatainak kezelésével kapcsolatban Önt a következő jogok illetik meg: Tájékoztatáshoz való jog: Az Iskola bejáratainál figyelemfelhívó táblákat helyez ki. A jelen Adatkezelési Tájékoztatót az Iskola a weboldalán közzéteszi, és a portán nyomtatott formában is elérhetővé teszi. Hozzáféréshez való jog: Az az érintett (kiskorú diák esetén a törvényes képviselője), akiről felvétel készült, kérheti a rá vonatkozó felvétel megtekintését vagy másolatának kiadását. Helyesbítéshez való jog: Az érintett kérheti továbbá személyes adatainak helyesbítését, illetve kiegészítését, valamint az adatkezelés korlátozását. Más személyek adatainak védelme: Amennyiben a kért felvételen Önön kívül más személyek is szerepelnek, a másolat kiadása előtt az ő arcuk és azonosításra alkalmas jellemzőik kitakarásra kerülnek. Zárolási jog: Az érintett kérheti a felvétel törlésének felfüggesztését (zárolását), ha igazolja, hogy a felvétel hatósági vagy bírósági eljáráshoz szükséges. Tiltakozáshoz való jog: az érintett tiltakozhat személyes adatainak kezelése ellen és jogosult	You have the following rights in relation to the processing of your personal data: Right to information: The School places information signs at its entrances to draw attention to the use of the CCTV system. This Privacy Policy is published on the School's website and is also available in printed form at the reception desk. Right of access: The data subject (or, in the case of a minor student, their legal representative) who appears in a recording may request access to the relevant footage or request a copy of it. Right to rectification: The data subject may request the rectification or completion of their personal data, as well as the restriction of data processing. Protection of other persons' data: If persons other than you are visible in the requested footage, their faces and any other identifying features will be obscured before a copy of the footage is provided. Right to restriction of storage/deletion: The data subject may request the suspension (restriction) of the deletion of the footage if they can demonstrate that the recording is required for official or court proceedings. Right to object: The data subject may object to the processing of their personal data and

az Iskolától a kezelt adatok törlését kérni. Tekintettel arra, hogy a törlés más személyek jogát, jogos érdekét érintheti, az adatkezelés jelen Tájékoztatóban meghatározott időtartamának lejárta előtt adattörlési kérelmet kizárólag indokolással ellátva lehet előterjeszteni. A törlési kérelem akkor teljesíthető, ha az érintett törléshez fűződő érdeke erősebb, mint az Iskola által védeni kívánt érdek.	may request the deletion of the processed data from the School. Taking into account that the deletion of data may affect the rights and legitimate interests of other persons, a request for deletion submitted before the expiry of the retention period specified in this Privacy Policy may only be made with appropriate justification. A request for deletion may be granted if the data subject's interest in the deletion of the data outweighs the interest protected by the School.
11. Jogorvoslati lehetőségek	11. Remedies
Amennyiben valamely eljárást vagy intézkedést sérelmesnek érezne, kérjük forduljon bizalommal az Adatkezelő képviselőjéhez a 2. pontban elérhetőségeken. Ha minden igyekezetünk ellenére sem tudjuk megoldani a problémáját, panaszt tehet a Nemzeti Adatvédelmi és Információszabadság Hatóságnál. A hatóság elérhetőségei a következők: Levelezési cím: 1363 Budapest, Postafiók 9. Cím: 1055 Budapest, Falk Miksa utca 9-11. Telefon: +36 (1) 391-1400 Fax: +36 (1) 391-1410 E-mail: ugyfelszolgalat@naih.hu Weboldal: www.naih.hu Ön dönthet úgy is, hogy követelését bíróság előtt érvényesíti a Veszprémi Törvényszék előtt, azonban Ön dönthet úgy is, hogy a lakóhelye, illetve tartózkodási helye szerint illetékes törvényszéken nyújtja be a keresetet.	If you consider any procedure or measure to be detrimental or objectionable, please contact the representative of the Data Controller at the contact details provided in Section 2. If, despite our best efforts, we are unable to resolve your concern, you may lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information. The contact details of the Authority are as follows: Postal address: 1363 Budapest, P.O. Box 9 Address: 1055 Budapest, Falk Miksa u. 9–11. Telephone: +36 (1) 391-1400 Fax: +36 (1) 391-1410 E-mail: ugyfelszolgalat@naih.hu Website: www.naih.hu You may also choose to enforce your claim before the courts. You may bring proceedings before the Veszprém Regional Court; however, you may also choose to file your claim before the regional court having jurisdiction according to your place of residence or habitual residence.
Mellékletek:	Annexes:
1. sz. melléklet: Kameratérkép	Annex 1: Camera Layout Plan

2. sz. melléklet: Szükségességi és arányossági teszt	Annex 2: Legitimate Interests Assessment
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