Welcome to the QSI International School of Sarajevo. 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 child(ren) become familiar with this and use it as your guide as the year progresses. We look forward to a wonderful year at QSIS!

QSIS Faculty and Staff
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Director’s Welcome

Dear Parents and Students,

It is apparent as soon as you walk through the doors that QSI International School of Sarajevo is a warm, family-oriented environment that embraces diversity, collaboration, and global education. We are fortunate to have a fully staffed faculty composed of experienced educators. QSI International School of Sarajevo is proud of the innovative and diverse learning community it has established in Sarajevo. QSI International School of Sarajevo is fully accredited by the Middle States Association of Colleges and Schools in the United States. Our graduates attend prestigious universities all over the world.

QSIS offers a wonderful combination of small classes, a caring staff, and involved families. Students have a full academic schedule that challenges each student at their instructional level.

QSI is governed by a Board of Directors of Quality Schools International, the membership of which is formed as set forth in the bylaws of Quality Schools International. A local Advisory Board, composed of parent members who reside in Sarajevo, assists QSIS in its operation. The School operates with the approval of the government of the Federation of Bosnia-Herzegovina.

Sincerely,

Mrs. Jamie Martin
Director, QSI International School of Sarajevo
Accreditation

**Middle States Association of Colleges and Schools**

QSI International School of Sarajevo is fully accredited through internationally recognized Middle States Association of Colleges and Schools (MSA). MSA verifies that the QSI International School of Sarajevo meets or exceeds quality educational standards, is engaging in a program of continuous school improvement, and is providing for quality assurance through self-evaluation and peer review.

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**U.S. State Department Sponsorship**

QSI International School of Sarajevo receives annual financial support from the United States Government Office of Overseas Schools. This annual grant helps with the purchase of school supplies and instructional materials.
**Advanced Placement® (AP®)**

The Advanced Placement (AP) Program is a challenging academic program designed to provide motivated high school students with college-level academic courses. Established in 1955 by the College Board, the AP Program is considered a standard for academic excellence in the United States. AP courses with qualifying exam grades are accepted for credit, advanced placement or both, by most American colleges and universities.

In addition, AP courses and exam grades are used in the admissions process in more than 400 universities outside of the United States. Students enrolled in an AP course at QSI Sarajevo are required to take the AP exam in May.

**CEESA (Central & Eastern European School Association)**

In 2015 QSI International School of Sarajevo officially became a member of CEESA (Central & Eastern European School Association). CEESA provides opportunities for students to travel, host students, meet new friends from different cultures, have fun, and compete in athletics and academics.

The Central & Eastern European Schools Association (CEESA) was founded as a result of the growth of American and International Schools in Central and Eastern Europe. In many cases, the schools were geographically isolated from each other and from the main stream of American and International Education.
SCHOOL CALENDAR 2018-19

■ First Term ■
First Day: 23 August (Thursday)
Last Day: 12 December (Wednesday)
Holidays: 21 - 22 September (Friday - Saturday) Professional Development
          22 - 26 October (Monday - Friday) Fall Break
          23 November (Friday) Statehood Day
          13 December - 04 January Winter Break
Quintile 1: 23 August - 12 October
Quintile 2: 15 October - 11 December
Quintile 3: 12 December - 22 February
Number of school days: 73

■ Second Term ■
First Day: 07 January (Monday)
Last Day: 22 March (Friday)
Holidays: 28 February - 01 March (Thursday - Friday)
          Independence Day
Quintile 4: 25 February - 17 April
Number of school days: 53

■ Third Term ■
First Day: 25 March (Monday)
Last Day: 13 June (Thursday)
Holidays: 29 April - 03 May (Monday - Friday) Labor Day/Spring Break
          5 June - Eid al-Fitr
Quintile 5: 18 April - 13 June
Number of School Days: 54
Total Number of School Days – 180
The school week is Monday through Friday.
Background And General Information

QSI International School of Sarajevo is a private non-profit day school for boys and girls of all nationalities with foreign passports. We are able to serve students aged 3-18 and offer an American-style curriculum based on mastery learning concepts that incorporates modern trends in education. Experienced teachers and administrators from around the world work with our students who represent over 29 nationalities. QSI International School of Sarajevo encourages students to strive for academic and personal excellence. We also aspire to nourish our different cultures and identities.

QSI International School of Sarajevo opened in 1997. Mindful that students will be leaving to continue their education on all continents, QSI equips students with the skills and knowledge they will need for higher education in all the world’s educational systems.

QSI Vision & Mission

QSI exists to provide the highest possible standard of education and to help each student achieve academic excellence and personal growth. We seek to develop independent critical thinkers, lifelong learners, and responsible world citizens.

QSI International School of Sarajevo meets each child’s educational needs and creates opportunities to develop his/her full potential by:

- providing a safe and supportive environment in which to learn;
- providing a well-rounded education including academic, physical, social and cultural growth opportunities;
- adopting varied teaching and learning strategies;
- providing and maintaining the highest standards of continuous
evaluation and improvement of all programs;
• providing consistently challenging individualized targets;
• creating opportunities for re-teaching, reinforcement, and reassessment;
• encouraging the virtues of self-respect and respect for others;
• emphasizing that good communication between all parties is fundamental to the efficient running of the school;
• promoting management which is supportive and enabling, committed to the development of all people in the organization and to constant improvement;
• promoting an appreciation of various traditions and values, including Bosnian culture and language;
• working in partnership with parents and the local community.

QSI Sarajevo Expectations

WE EXPECT OUR ADMINISTRATORS TO:
• place the security of students and faculty above all else;
• place a major focus on the teaching-learning processes;
• be flexible, helpful, and supportive;
• be willing and able to meet with students, teachers, and parents about any school-related issue, problem, or concern;
• develop activities and functions that meet student needs and interests;
• provide helpful feedback in the classrooms as needed;
• model our Success Orientations.
WE EXPECT OUR TEACHERS TO:

• be dedicated and caring professionals who are well planned and prepared to teach;
• address a variety of learning styles in their teaching;
• be flexible, responsible, cooperative, and supportive while working towards a common goal;
• 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;
• respect colleagues and everyone within the QSI community;
• follow proper channels when communicating;
• model our Success Orientations.

WE EXPECT OUR STUDENTS TO:

• be respectful of teachers, all school staff, and each other;
• have a positive attitude towards learning;
• be inquisitive and ask questions;
• be cooperative and supportive with others;
• be responsible for their own behavior;
• give their attention to the required task;
• work toward mastering all of the Units and Success Orientations.

WE EXPECT OUR PARENTS TO:

• be responsible, cooperative, and supportive of the school’s mission;
• be respectful of all members of the greater school community;
• follow proper channels of communication;
• help their child(ren) with the daily routines of the school;
• follow the school’s procedures as outlined in the Student-Parent Handbook.
School Communications

Channels of Communication
QSI Sarajevo believes that maintaining good communications between the school and the home is critical to student success. Phone calls, notes, and e-mail are welcomed and encouraged. In case of an emergency, it is vital that parents keep channels of communication to the school open at all times.

Our Website, Newsletter, Facebook Group and Edmodo
QSI Sarajevo maintains a school website which contains important information. We urge all parents to visit our website regularly. We also send home a school-wide electronic newsletter bi-weekly and constantly update our private Facebook page. Additionally, the school communicates information via our online learning platform ‘Edmodo’.

Quintile Status Reports
The school year is divided into five terms (Quintiles). Each Quintile is 36 days. The yearly calendar lists when Quintile Status Reports should be expected to come home. Students will receive comments from teachers with the reports.

Parent/Teacher Conferences
Parent/Teacher Conferences are an opportunity for parents and teachers to discuss individual student growth and needs. Parent conferences will be scheduled in the Fall. Student Led Conferences are scheduled in the Spring. Every effort is made to coordinate conference times to accommodate work commitments and conferences regarding siblings. Parents or teachers may request a conference at any time during the year.
Contacting Teachers
When a problem arises concerning your son or daughter’s work in school, the best person to contact is the classroom teacher. An appointment to meet with the teacher may be made by calling our office manager or by sending a note or email to the teacher. Please remember that it is very difficult for teachers to come to the telephone between 8:00 a.m. – 3:25 p.m.

Parent Support Group (PSG)
All parents are members of the Parent Support Group and are encouraged to become involved. The Parent Support Group or PSG meets regularly to plan events and support classroom activities. The PSG meets at school at designated times. The PSG will announce all meetings in advance. Teachers and the Director usually attend meetings. The PSG provides support for the Winter Concert, International Day, the Spring Fair and other school events during the year.

Volunteers
QSI International School of Sarajevo encourages parents to become involved in their child’s education. Parents may sign up to volunteer in the classroom, library, or for the After School Activity Program. We also welcome parents who have special talents and would be willing to share that talent over a limited time. Parents wishing to volunteer may call the office.
Admissions Policy

QSI International School of Sarajevo is open to students of all nationalities holding foreign passports. No student will be denied entry on grounds of race, religion, or ethnic background.

The minimum age for admission to the Pre-school (3-Year-Old class) is three years of age prior to November 1st of the school year for which the child is to be enrolled. All students in the Pre-school program must be potty-trained. The age rule of November 1st applies to all other years in the school, e.g. 8 years of age prior to November 1st for 8-Year-Old program, 5 years of age prior to November 1st for 5-Year-Old program etc.

No exceptions to this rule will be considered without formal testing and full consultation so as to determine academic ability and social readiness. Students who are considered exceptions to the age rule would only be accepted on condition that the parents sign an agreement stating that, if for any reason QSI administration came to believe that the student’s best interests were not being served by his/her placement, s/he will be moved to their proper age group, if space exists, in order for the student to be successful.

No new students will be admitted to QSI International School of Sarajevo until the admissions office has received verification of age. This should be in the form of either a birth certificate or a passport.
Withdrawal Procedures

When a family decides to withdraw their child, we request that they inform the school office at least 2 weeks in advance. Any shorter period of time may not allow the school enough time to gather all documents requested for transfer to another school. Notice of early withdrawal from school should be made to the school office by written notification from parents. If withdrawal is expected close to the end of a quintile, parents are asked to notify the school office as soon as possible so that the school can work with the teachers in getting work accomplished and evaluations entered on the permanent record. Credit will only be granted for work completed, turned in, evaluated, and recorded.

Any student who withdraws will be given a withdrawal form, which is shared with all teachers and the librarian. These signatures indicate that all books and materials have been returned or paid for. This form is then taken to the accounting office to verify that there are no outstanding financial obligations. Once the accountant has cleared the student, the form is presented to the main office and the student’s records will be issued. No information will be released by the school without written (verbal in limited cases) permission from the parents/guardians of a student. Requests to examine records should be made by appointment at least 48 hours in advance to allow proper and complete gathering of all materials. Appointments may be made by calling the school office.
Closed Campus

QSI Sarajevo is a closed campus, which means that students may not leave the campus without permission from the parent and office. A closed campus also means visitors and non-students must check in through the school office before being allowed to visit the school. For safety reasons, we must know who is on campus at all times. Personal security guards or drivers are not permitted to remain in the building during the course of the day unless specific arrangements have been made with the school Director.

Attendance Reporting

School begins at 8:00 AM. The attendance policy of QSI is based on the concept that good attendance is a prerequisite to high academic achievement. Regular attendance at school is one of the most important factors for a student’s academic success and social development. While we understand that there may be some emergencies or illnesses, we encourage parents to support students to come to school every day on time and stay until school is dismissed for the day. Unless there is an emergency, we ask that parents refrain from picking up students until school is dismissed in the afternoon. Early dismissal can be disruptive to the learning process. We strive for 100% attendance throughout the year. Notify the school office as soon as possible if children will be absent. This prevents us from contacting you at work or interrupting your activities at
home. **Tardiness and absences limit school achievement. Excessive tardiness may result in required attendance at an after-school detention.**

Please refrain from returning from holidays after school begins, or from taking your child(ren) out of school early for vacations, holidays, etc. When parents anticipate that their child will be out of school for an extended time, they should inform the office. When both parents are away from Sarajevo, they must contact the school to inform the school as to who will be the guardian of their child(ren) and how the parents may be contacted in case of an emergency. Students will be counted tardy (late) after 8:05am. Students arriving late must check in with the office and take a “late slip” to class.

**Safe Arrival & Permission to Leave School**

Our Safe Arrival Program is a partnership between the home and the school. It is intended to ensure that children arrive safely to school each day and serves as an attendance verification system.

- Parents should phone the school before 8:00 AM if their child will be absent. A note in advance for a planned absence is fine.
- By 8:05 each morning, teachers send attendance forms to the office.
- Absences are checked with phone calls/notes to the home.

If a student needs to be excused from school during the day, for any reason, the following procedures should be used:

- A signed request or phone call by the parent must be received including the name of the person who is picking up the child.
- Parents or drivers must come to the reception desk to pick up their child. Please wait at the desk and do not go to the classroom.
• No child will be released to anyone other than a parent, guardian or authorized person.
• Students may not go home with other students unless the school has written or verbal permission from their parent/guardian and the parent/guardian of the other student.

Visitors

ALL VISITORS MUST ENTER THROUGH THE MAIN GATES AND SIGN IN AT THE RECEPTION DESKS. Visitors will be given an identification badge. Anyone who is in the building without this badge will be asked to return to the office. Students are not allowed to bring other school-age visitors to school without advance permission (one or two days) from the Director. We encourage parents to visit and volunteer. However, we do ask that extended visits be scheduled with the office and the teacher in advance.

Emergency Procedures

At QSI Sarajevo, the safety of our children and staff are our top priority. The school works closely with the United States Embassy in Sarajevo on all matters of safety and security. QSI Sarajevo has specific plans and directives set in place to handle the following crisis situations:

• Fire
• Bomb Threat
• Natural Disaster
• Civil Unrest/Civil Disorder
• Student/Staff Injury
• Bus Safety
• Hostage/Intruder
• Safe School Zone

The most important thing during a crisis situation is to remain calm and to keep lines of communications with the school open at all times. The school will coordinate the crisis response together with the appropriate authorities.

QSI Curriculum

The school offers a performance-based, mastery-learning educational program. Instruction takes advantage of small class sizes and the diverse educational backgrounds of the students. We offer a range of Advanced Placement courses either on-site or online. Instruction is in English. Foreign languages offered include French, German, and Bosnian/Croatian/Serbian. Students participate in a wide range of interscholastic and extra-curricular activities.

The QSI curriculum reflects the understanding that our students have highly individualized learning styles. In the classroom, students and teachers collaborate to develop meaningful goals within an environment that stresses cooperative and inquiry-based learning with mastery as the end result. Our curriculum is research-based and reflects modern trends in education.

Our Curriculum:
• is framed by the philosophies and goals of Mastery Learning;
• is developmentally appropriate;
• emphasizes skills and processes;
• nurtures global awareness;
• reflects a variety of teaching and learning styles;
• develops the use of language across the entire curriculum;
• incorporates a range of authentic assessment strategies.

Specific Outcomes have been established for each age group in each subject area: Mathematics, English Science, Cultural Studies, Personal Health, Languages other than English, and the Creative and Applied Arts. Quintile Status Reports directly reflect the mastery and progress students are making towards these outcomes. Parents are invited to review the entire QSI curriculum online at http://curriculum.qsi.org.

**Intensive English**

The Intensive English (IE) Program serves students, 6-year-olds through 13-year-old, whose English skills limit full access to mainstream classroom instruction. The IE program is intended for those students who have had little or no exposure to the English language. The ultimate goal for all IE students is to join the regular mainstream classes as quickly as possible.

The IE program at QSI is a combination program of pullout and inclusion. IE teachers support their students in both settings by providing appropriate support instruction within the classroom and in separate IE classes. Students who have demonstrated a need for IE are scheduled for up to three periods a day of Intensive English, replacing mainstream courses such as Language Arts, Reading, and foreign language. IE students attend regular Mathematics as well as fine arts classes like PE, Music/Drama, and Art.

The IE program is a language-rich environment where individual needs are accommodated and students feel comfortable taking risks. These classes are
small so that all students are active participants. Both the mainstream and IE teachers assess students each term, and students will re-enter the mainstream classroom when deemed ready by all teachers.

**Homework**

We consider homework to be part of the overall learning process. Homework assignments must be purposeful and pertinent to concepts learned in class. Homework promotes individual responsibility, independent practice, good work habits, as well as parent involvement.

- The 5-13 year old student is expected to read for at least 20 minutes each evening.
- 5-6 year olds should spend no more than 15 minutes on homework in addition to reading. There may also be a small amount of homework from other subjects.
- 7-8 year olds should spend no more than 30 minutes per night on homework in addition to the 20 minutes of reading.
- 9-13 year old students may have homework in a variety of subjects each night. No student should spend more than an average of 1 hour on homework per night.
- Secondary students may have an average of 60-90 minutes of homework per night. AP courses may require one hour per night per course. Students will need to use their time at school and at home wisely and plan ahead when projects are assigned.
• Field Trips

Field trips are intended to supplement instruction in the classroom. Student participation in these field trips is expected as they are linked to curriculum activities, and these experiences cannot be duplicated at home. Any student participating in school trips will have to return a permission slip signed by the parent or guardian. Parents are welcome to assist with field trips. Parents will be notified well in advance of each field trip, and all travel and tour information will be provided.

As an extension of the regular school day, it is expected that students will conduct themselves in an appropriate and civil manner. If it becomes evident that a student’s participation on a field trip may become disruptive, they can be excluded from such a trip. Parents will always be notified in advance if this is to occur. Students are strongly discouraged from bringing large sums of money and valuable personal property to school and on field trips. The school assumes no responsibility for lost or stolen property. Books and other items should be stored in lockers, or in the case of elementary students, in their classrooms or cubbies.

Academic Integrity

Questions concerning Academic Integrity at QSI Sarajevo should be addressed in light of an action which “makes a student look more academically able than s/he actually is, by using another student’s or person’s work and representing it as his/her own.” The following statements address the questions regarding
various academic situations and possible questions which students, staff, parents, and administrators might raise for clarification. These comments are not intended to be exhaustive or cover all situations. They are intended as guidelines for working positively with each individual incident.

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

Examples of homework activities which **do not violate** the Guidelines of Academic Integrity include:
- working with another person on a cooperative study assignment when both names are affixed to the final submission for grade attribution;
- review of a question or problem by another person for the purpose of getting a suggestion of the process or strategy for solution—the solution, however, is entirely worked out by you;
- work which is assigned and announced by the teacher as un-graded and on which you work with another person or persons with the knowledge of the teacher.

Examples of homework activities which **violate** the Guidelines of Academic Integrity include, but are not limited to:
- someone else solving problems on an assignment for which you will receive a grade;
- copying another’s work in whole or in part and turning it in with your name on it to receive a grade;
- turning in someone else’s work as your own;
- allowing/encouraging someone else to copy all or part of your work and claim it as their own.
TESTS and QUIZZES:
Obtaining unfair help with tests and/or quizzes is a violation of the QSI Sarajevo Guidelines of Academic Integrity. The following are examples of unacceptable test behavior and are provided to give an idea of common mistakes:

- discussing (in detail) a test or quiz with a person who has already taken it;
- bringing hidden notes or using notes during a quiz or test (The mere possession of such “cheat notes” indicates intent to use them and as such would be considered a violation of the Guidelines of Academic Integrity);
- looking at another person’s work during a test or a quiz;
- talking to another person during a test or a quiz unless specifically permitted to do so by the teacher;
- allowing another person to look at your work during a test or a quiz;
- assisting another person during a test or quiz through noises or silent signals;
- possessing, in ANY form, a copy of the test or quiz before it is administered;
- doing another person’s quiz or test for them at their request, or your initiative

PLAGIARISM:
Plagiarism is defined in Webster’s New World Dictionary as “to steal or pass off as one’s own, the ideas, writings, etc. of another.”

Examples of plagiarism include, but are not limited to:

- copying specific ideas of an individual author or source; or copying large portions of exact words from any source without both giving proper citation and/or using quotation marks;
- paraphrasing (re-writing using different words) or summarizing (completely re-writing a passage or section) another person’s unique and
• non-common-knowledge ideas found in any source, without giving proper citation;
• downloading or purchasing papers, copying and pasting information from the Internet or electronic sources;
• copying and pasting from any source without citation;
• intentionally making other people’s ideas appear to be your own by any means.

Because all violations of Academic Integrity strike at the very core of the nature of the school, the response to plagiarism and cheating is severe, including the possibility of redoing all outcomes of that unit or course. It may also result in suspension or expulsion from the school.

**Standardized Tests**

QSI Sarajevo assesses student progress externally by using the computerized adaptive Measure of Academic Progress (MAP) testing twice a year for all students ages 5 to 17. MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Students are tested in Reading, Language Arts, and Mathematics.

The administration and teaching staff review the scores with students and parents to explain the meaning of scores. Scores are used to differentiate instruction in the classroom, assess learning, and evaluate annual growth. Scores are kept as part of the student’s permanent records in the office. These scores will be sent with the records when students move.
### Sample Secondary Schedule at QSI Sarajevo

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<th>Secondary I</th>
<th>Secondary II</th>
<th>Secondary III</th>
<th>Secondary IV</th>
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<td>Literature 1 *</td>
<td>Literature 2 *</td>
<td>American Literature *</td>
<td>British Literature *</td>
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<td>Research Project *</td>
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<td>Health *</td>
<td>Economics *</td>
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<tr>
<td>Music, Art, Drama*</td>
<td>Music, Art, Drama *</td>
<td>Life Sports</td>
<td>Team Sports</td>
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<td>Technology *</td>
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Total Secondary Credits 240-320

* Courses Required for the Academic Diploma or Academic Diploma with Honors
QUALITY SCHOOLS INTERNATIONAL offers a program which leads to a Secondary School Diploma. Most graduates of Quality Schools International attend a college or university upon completion of their studies. Previous graduates of Quality Schools International have been very successful in obtaining admittance to colleges or universities of their choice.

THREE DIPLOMAS ARE OFFERED BY QUALITY SCHOOLS INTERNATIONAL:

- ACADEMIC DIPLOMA
- ACADEMIC DIPLOMA WITH HONORS
- GENERAL DIPLOMA
- The AP International Diploma is offered through the College Board.

THE ACADEMIC DIPLOMA is a college preparatory course of study. Students who satisfactorily complete this program should expect admittance into an American college or university or universities in other countries.

- A MINIMUM OF 240 CREDITS, INCLUDING ALL REQUIRED COURSES AND ELECTIVES, IS NECESSARY FOR THIS DIPLOMA.
THE ACADEMIC DIPLOMA WITH HONORS is the most advanced diploma offered by Quality Schools International. Requirements are the same as for the Academic Diploma but with the condition that the credits include at least two IB certificates or Advanced Placement (AP) courses (of ten credits each).

THE GENERAL DIPLOMA is available to students who experience English language difficulties, time restraints, or other problems which make it impractical to pursue a more advanced course of study. It is only available to students who are in their fourth year of secondary or who turn 18 before October of the intended year of graduation. A Minimum of 220 credits is required, including required courses and electives.

THE AP INTERNATIONAL DIPLOMA Students must earn a score of 3 or higher on five or more total AP Exams, based on the exam criteria requirements within 4 different content areas. Exams taken multiple times will only count one; the highest score will be used for award calculation. *In addition to APID requirements, all QSI graduation requirements must be fulfilled.

Community Service

As QSI intends to educate students with a global vision there is a community service requirement for all secondary students. Secondary students must complete 30 hours of service. There are a variety of ways to earn this credit at school programs such as Roots & Shoots. However, students are encouraged to reach out into the community as well to begin using their creativity and energy to support worthy causes.
SUCCES ORIENTATIONS

At QSI Sarajevo, students are evaluated on Success Orientations five times during the school year. Each Success Orientation is briefly described below. Students demonstrate

RESPONSIBILITY by
- being prepared;
- coming to class on time;
- meeting deadlines.

CONCERN FOR OTHERS by
- using inside voices;
- walking safely in the halls;
- showing respect to all people.

KINDNESS AND POLITENESS by
- using polite language;
- helping others when in need;
- using good manners.

AESTHETIC APPRECIATION by
- keeping instructional areas clean;
- keeping personal things in order;
- making observations about the beauty around us;
- picking up trash.

TRUSTWORTHINESS by
- being honest;
- always telling the truth;
- never cheating or using other people’s work.

GROUP INTERACTION by
- keeping hands, feet, and objects to yourself;
- including others in your group;
- cooperating with others.

INDEPENDENT ENDEAVOR by
- always doing your best;
- getting your work done on time;
- keeping track of assignments.
Why Focus On Success Orientations?

QSI SARAJEVO believes the Success Orientations to be primary indicators of future success in advanced education, employment, and life in general. Recognition for success in these seven orientations is given five times during the year. Teachers, students, and parents will be constantly aware that these are important components of a student's development. Responsibility for success in these orientations rests first and foremost in the home; however, they will be actively encouraged and taught in virtually all areas of the school curriculum, with a view to making these Success Orientations a vital part of the students' life patterns. The school's role is to reinforce the parents' efforts. Thus, the home and school, working together, can enhance progress in these universally accepted characteristics of success.

In an attempt to separate academic evaluations from behavioral evaluations, the success orientations will be evaluated independently. Academic outcomes will be evaluated solely on the basis of student performance on the specified outcomes of the academic areas. Evaluations of the Success Orientations will be limited to situations in which the student is under the care and supervision of the school and will be made by the professional staff for each student. If there is no evidence that a student is unsuccessful in a particular success orientation for an evaluation period, he will be awarded with one Success Orientation credit which will appear on the status report as an ‘S’, which denotes ‘success’. A student who demonstrates noteworthy or exemplary positive behavior in a Success Orientation will also receive one success orientation credit, which will appear on the status report with the letter 'E' which denotes 'exemplary'. A student who is not yet successful in a Success Orientation will not receive the credit for that period. This will appear on the status report as an ‘N’, which denotes ‘not yet’. The
awards given for each student will be reached by a consensus of the appropriate group of professional staff members.

The Process for Receiving an ‘N’

Ns are not awarded lightly, and teachers view giving Ns as a serious matter. The process of receiving an N is initiated when a student begins to demonstrate behaviors that are inconsistent with one or more of the Success Orientations. The teacher informs the student and parent that s/he is considering a RECOMMENDATION for an N in a specific Success Orientation. The parent is given the opportunity to aid the student/teacher in adjusting the behavior. Before the end of the quintile, recommendations are examined by ALL TEACHERS WHO INTERACT WITH THE STUDENT. The student receives an N based on the consistency of the behavior throughout other classes. (Example: all teachers who know the student agree that the student has not yet fulfilled the expectations according to a particular Success Orientation) The student only receives an N if there is a consensus among teachers. In extreme circumstances, a student will be assigned an N without following the above steps. These cases may include: cheating, fighting, stealing, etc. The Director of Instruction will assign this N and contact the parent. A recommendation for an E follows a similar process when a student consistently demonstrates exemplary behavior in a Success Orientation. Before the end of the quintile, recommendations are examined by ALL TEACHERS WHO INTERACT WITH THE STUDENT. The student receives an E based on the consistency of the behavior throughout other classes. (Other teachers agree that the student has exceeded the expectations according to the TSWs in a particular Success Orientation.)
Questions About QSI Status Reports

The Student Status Reports are distributed to parents five times per year (at the end of each quintile), but can be printed at any time of need. The reports keep a continuous record of a child’s progress during the school year in each of his/her courses. The following are answers to questions parents may have regarding the reports.

Q: How are Status Reports different from traditional reports?
A: Traditional report cards give parents a general idea how their child is performing in class. When a student receives a ‘B’ in mathematics, it means s/he is doing well in mathematics. However, it gives no information as to what the student has specifically learned. QSI Status Reports provide grades on specific learning outcomes of the curriculum known as "essential & selective units". Teachers evaluate students for mastery of each unit and this becomes part of the report. Therefore, parents not only have a better idea of what their child has learned, but they know what their child has actually mastered. This ensures that the child does not miss learning important concepts.

Q: What is Mastery Learning?
A: Each class is broken down into units, and each unit is further divided into specific learning outcomes. Teachers provide a program of instruction for each of these units and the learning outcomes within. Teachers evaluate each student for mastery of 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 a unit are given additional instruction.
directed at a variety of learning styles to affect students’ progress toward mastery.

Q: What is the difference between an ‘A’ and a ‘B’ at QSI?
A: We believe all children can and do learn. The grade of ‘B’ denotes mastery of the material at a basic level. The grade of ‘A’ not only indicates that the student has mastered the material well, but is also able to consistently demonstrate higher order thinking and performance skills such as problem solving, analysis, creativity, etc. This also implies in depth applications of the content of the essential unit.

Q: What do the other letter grades at QSI stand for (P, H, W, D)?
A: ‘P’ denotes that the unit is “in progress”. When the student demonstrates mastery of the unit, the ‘P’ is changed to either a ‘B’ or an ‘A’. ‘H’ means the unit has been placed “on hold”. The teacher may determine it is best for the student not to pursue this outcome at the current time. It may be that the student needs other background knowledge or skills before s/he continues to work on this unit, or it is interfering with the progress the student is making with another unit. At the right time the teacher will have the student re-engage in the outcome. ‘W’ stands for “withdrawn” and means that the student has dropped the course/unit. A ‘D’ stands for “deficient” and is given when the student has not made a reasonable effort and is thus not attaining mastery of the unit.

Q: What does the bar graph below the Competencies and Knowledge section on the Status Report mean?
A: This area of the report lists information with reference to the three skill areas of instruction found in the elementary program: Reading, Language Arts, and Mathematics. Our computerized data bank compiles mastery of these core area outcomes and expresses them as a bar graph and as a percentage of outcomes that are mastered through the nine years of elementary school.
Q: Does this reporting system cause problems when children return to a school that uses a traditional report card?

A: No! Even though many schools use traditional types of report cards, there are many differences in the reports from one school to the next. Many schools no longer use the traditional A, B, C, D method of grading. When our students transfer to a new school we send copies of the status reports and a brief school profile that describes the curriculum. Students who transfer while they are in our secondary program receive an official transcript that is standardized to meet the needs of other secondary schools and universities.

**GRADING POLICIES**

*“P” Policy*

“P” means an essential outcome is in progress. Usually, only one essential unit is in progress at a time, but in some cases several essential units may be in progress at the same time.

Usually, teachers change “P” grades to “A” or “B” when the class completes an essential unit. However, if an individual student has not yet completed the essential unit when the rest of the class does so, the unit can be extended for that student. Upper elementary, middle school, and secondary students will be given five days to meet with the teacher and make a plan, with a time limit, for completion of the essential unit. If the plan is not successfully completed because the student is unable to do the work, the “P” may become an “H.” If it is not successfully completed because the student has not made a reasonable effort, the “P” will become a “D.”
“H” Policy

A student will receive a grade of “H” under these conditions: she has not finished an essential unit when the rest of the class has done so; re-teaching and other plans for completing the essential unit have not been successful; and it has been determined that it is best to keep this essential unit on hold to be finished later. Students who receive “H” grades will receive help to complete the essential unit later in the school year. Secondary students’ “H” grades will become “Ws” at the end of the school year.

“D” Policy

A student will receive a “D” when she/he has not achieved mastery of an essential unit because she/he has not made a reasonable effort. When a student has a “D” grade she/he is not allowed to participate in afterschool activities until the “D” is resolved. When a student receives a “D”, a plan for improvement with a time limit will be written and approved by the director. If the plan is not successfully completed, the “D” will automatically become a “W.” At the end of the school year, on final essential units, teachers will identify potential “D” students, create a plan for improvement, and allow time for the student to resolve the “D” before the end of the school year. An unresolved “D” will be marked as a “W” on a fifth quintile status report.

“W” Policy

“W” means a student has been withdrawn from an essential unit and the teacher has limited responsibility for assisting the student in making up the essential unit. “W’s” are only given with the consent of the director and after a
conference with the teacher, the director, and the parents. Grades of “W” may be given for various reasons including:

- Extended absence
- Lack of readiness for the class
- A plan to resolve “D” grade was not successfully completed.

Essential Units Not Mastered at the End of the School Year

All essential units must be mastered to get credit for a QSI course. If, at the end of the course, a student has “W” grades in three 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.

UP – GRADE POLICY

Students (12-year-old thru Secondary IV) wishing to upgrade from a “B” to an “A”, are allowed to upgrade at the discretion of the teacher. However, students need to make arrangements within 10 academics days and must complete and submit a Request to Reassess Form. If no arrangements are made within that time period, the student forfeits his/hers chance to upgrade for that outcome. Students may not upgrade from a “B” to an “A” if they have taken multiple assessment to reach the B level.
Textbooks, Supplies & Online Learning

Textbooks are loaned to students. It is important that the school keep a complete record of all texts given to each child. Therefore, each child will be assigned a numbered text in his/her school subjects. This record will be kept by the teacher. Please discuss with your child that it is his/her responsibility to maintain each text in good condition. Books that are lost, stolen, or damaged should be reported to the classroom teacher immediately. The replacement of lost or damaged texts is the responsibility of the parents. Parents and students are responsible for consumable items such as paper, notebooks, pencils, pens, etc.

QSI Sarajevo uses Moodle as a platform for online and blended learning. Each student has an account, and parents have access to Moodle as a means to stay informed of their child(ren)’s learning progress.

Our Library

The QSI Library is designed to serve 3-year-olds through Secondary students, teachers, and parents.

The collection currently contains over 12,000 volumes of fiction and non-fiction books as well as a reference collection. Teachers have access to an audiovisual collection and professional materials.

Elementary classes have a scheduled time for checking out and returning books during the week. This is the same time each week so the student should
know their “library day”. Parents are encouraged to read with their children each day and have a special place where the student keeps his/her library book in the home. Library skills are taught during the weekly class. Books may be borrowed for one week. Borrowed material may be renewed unless there is a request for that particular title. The library collection is available to all students. Reference materials are not circulated to students. Our library does not charge overdue fees. However, when a book has not been returned for a period of several weeks, an overdue letter is sent home. If the book does not return after parent notification, a replacement charge is assessed which reflects purchasing, processing, and shipping expenses.

**Health Services & Dispensing of Medication**

QSI Sarajevo has a qualified nurse on duty during school hours and sporting activities. In case of injury, teachers and students should notify the school nurse. The nurse will notify parents as soon as possible if an injury occurs at school. If a student has a chronic illness or some physical handicap, all pertinent information should be given to the school office. Students who come to school with contagious illnesses, severe colds, or fevers will be sent to the nurse. Parents will be notified and requested to come and collect their child to prevent infections from spreading.

It is essential that we have the following information on file in case of an illness or emergency:

- telephone/cell phone numbers where parents can be reached;
- names and (local) telephone numbers of relatives or friends who should be contacted when parents are not available;
- immunization information, recommended doctor or medical services.
If your child is sick, please keep him/her at home. Please check students in and out of school through the main office.

QSI Sarajevo does not permit school employees to dispense prescription or non-prescription medication including: Tylenol, cough syrup, throat spray, throat lozenges, cough drops, etc., without directions and written consent from the parents. If medication must be given during school hours, a signed consent letter MUST be on file in the school’s clinic. Medications must be brought to school by the parent - not sent to school with your child. Medication needs to be in the original prescription or non-prescription bottle/container. If medications need to be taken home, they need to be picked up by the parent. Medications will not be released to your child to take home.

**Illness Policy**

Fever is common in young children and are often a signal that something is wrong. If your child has a fever of 100.0F (37.8C) or higher, please keep him/her at home. If your child develops a fever of 100.0F or higher while at school, the school nurse will call you to come and pick up your child. Sick students will stay in nurse’s office until retrieved by parents.

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her at home. If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at school, the nurse will call you to retrieve your child. If your child vomits while at school, you will be called immediately to pick him/her up. Please, keep your child at home 24 hours after the vomiting and diarrhea have stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.
Colds are a common occurrence. However, there are some symptoms that warrant keeping a sick child at home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed out. These symptoms may be present with or without fever. If your child has just cold, please notify their teacher. We encourage extra fluids and proper hand washing.

A rash may be a sign of many illnesses, such as measles or chickenpox. Please, do not send your child to school until your doctor says it is okay to do so.

**If your child is sick or gets sick during school hours please, keep him/her at home. Child must be at least 24 hours without any symptoms of illness in order to return to school.**

### Head Lice

Head lice are tiny insects that live in human hair. They are not caused by poor hygiene and they do not carry diseases. Head lice transfer from child to child when their hair is in close contact, e.g. while playing or doing schoolwork. For this reason head lice are relatively common in primary school children. An all elementary school lice check will be conducted periodically as a preventative measure.

If a student is found with live active lice, the school will call the parents and ask them to pick up their child immediately. Information on lice and treatment will be given out. Medication/treatment must be administered and all lice must be removed before re-entry to school. Upon re-entry to school, the child will
be checked once again. The child will then be checked for the next 2 weeks
every 2 days or until all eggs are removed.

If a student is found with nits, a phone call is given to parents and information
on lice will be sent home. Medication/treatment must be applied before re-
entry to school. The school will check the child every 2 days for 14 days to
ensure all eggs are removed.

**Air Quality**

At QSI International School of Sarajevo, we are concerned for the well-being
of all students and staff while at school or on special trips. In our ongoing
effort to ensure that our schools are clean and healthy and with a concerted
effort to institute safety measures in case of earthquake, fire, and other
emergencies, we are now considering poor air quality as an additional safety
concern.

All classrooms are equipped with air purifiers. Additionally, we will use hourly
AQI readings to determine how we will proceed on any given day. Special
attention will be given at 10 AM before recess, at 12 PM before lunch recess,
and at 3 PM before after-school sports.
General Behavior Guidelines & Rules

1. Students are expected to solve their disagreements through peaceful dialogue.
2. Students should always contact an adult when they observe inappropriate behavior.
3. Students should walk quietly at all times when in the building.
4. The care of all textbooks and library books issued to the student are his/her responsibility as are all the parts of the building and other equipment. Students are encouraged to have a book bag or back pack to carry materials to and from school.
5. There are hooks or lockers in designated areas to hang up clothing.
6. Skateboards and rollerblades are not permitted at school.
7. Any student staying after school should do so only when involved in supervised activities and with parental permission. Students staying after school for any reason must be under the supervision of an adult. Students found staying after school without permission will be escorted to the main office, parents will be called, and the students will be escorted to the tutorial or connection room where they will remain until a parent or driver picks them up.

Our behavior rules and expectations apply throughout the school day and during all school activities, including field trips, sports, events, and other outings.
Discipline Policy

The primary goal of the QSI Sarajevo’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 which 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 show concern for others at all times during school, extra-curricular activities, field trips, and any type of school activities.

Detention

Generally, if you receive a detention as a consequence for a misbehavior, it will be served with the Director at school. In some cases, individual teachers may detain a student in their classroom with proper notice. If a student has multiple detentions, teachers will contact parents and establish a meeting with the parents and an administrator to develop a plan of action. If a student has trouble making it to school or class on time s/he must make up the time during a detention. Parents will be notified by the teacher. If tardiness continues, additional consequences may be earned.
If a student is required to attend a detention, receives an N, or will be suspended, parents will be contacted and the parent will be responsible for arranging transportation for the student.

**Detention Procedures:**

When a teacher assigns a student a detention they will submit the name to the Director. The teacher assigning the detention is responsible for contacting parents. Detentions are served on Thursday afternoons from 3:25pm – 4:25pm. Students serving a detention may be required to miss after-school activities.

**Suspension**

Suspension is an action determined by the school administration. More precisely, a suspension is an action determined by the Director when necessary. 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, the parents and student shall meet with the Director to be informed of conditions for resumption of attendance. Suspension may be assigned at home under the supervision of parents, or in-school in an isolated location under the supervision of the Director or designee.

**Expulsion**

Expulsion is a serious action taken by the school. A student who is expelled from school cannot return.
<table>
<thead>
<tr>
<th>LEVEL 1 Misbehaviors</th>
<th>LEVEL 2 Misbehaviors</th>
<th>LEVEL 3 Misbehaviors</th>
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<tbody>
<tr>
<td>These misbehaviors distract from student learning. Examples include, but are not limited to:</td>
<td>These misbehaviors contradict the Success Orientations and make the school feel unsafe. Examples include, but are not limited to:</td>
<td>These misbehaviors put others in immediate physical and emotional danger. Examples include, but are not limited to:</td>
</tr>
</tbody>
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| • Electronic device violations  
• Dress code violations  
• Tardiness  
• Disruptive behavior in classroom and at 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  
حفظية Use of a weapon at school (knife or gun)  
حفظية Making a bomb threat  
حفظية 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 ASA  
• 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 ASA  
• Other appropriate consequence | Consequences may include:  
• “N” on Status Report  
• Suspension  
• Expulsion  
• Notifying local police  
• Other appropriate consequence  
حفظية NOTE: Immediate expulsion from QSI Sarajevo |
The school is committed to providing a safe, positive, productive, and nurturing environment for all its students. The school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior, bullying, and online and sexual harassment are strictly prohibited and will not be tolerated. This includes physical, verbal, electronically transmitted (cyber or high tech), and psychological abuse. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten bodily harm or personal degradation. This applies to all school functions, on or off campus.

Any student found harassing another student may be recommended for long term (up to 10 days) suspension from attendance at school. 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.

We reserve the right to apply this policy to actions that take place off-campus, IF the action interferes with the operation of the school or an individual student’s ability to receive an education.

Cyberbullying & Online Harassment

Cyberbullying is the use of information and communication technologies such as email messages, cell phones, text messages, personal web sites, online chat
and social media sites that are intended to threaten or harm others, or which cause emotional distress to an individual or an individual’s ability to receive an education.

Cyberbullies usually hide behind the anonymity that the Internet provides and do not fear being punished for their actions. Cyberbullies spread hurtful messages to a wide audience with remarkable speed. Cyberbullying includes, but is not limited to, the following:

• posting slurs or rumors;
• sending email or text messages that are mean;
• threatening, or sexually explicit; using a camera or camera phone to take and send embarrassing photos, posting fake or misleading photographs of students on web sites.

Any student who believes that they or another student have been the victim of cyberbullying should immediately report the situation to a teacher, school administrator, or school counselor. Reports can be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. The school will investigate all reports of cyber bullying.

**Outdoor Recess**

Recess is a scheduled part of the regular elementary school day. This time serves as a break for students and provides a few moments to expend some energy and stretch after classroom activities. This is also a good time for socialization and learning to get along with other children. Elementary children typically go outside to play during morning and lunch recess but may be asked
to stay indoors on poor air quality days. All children should come to school properly clothed for outside conditions.

**Playground Policy**

1. Safety, fair play, common sense, and appropriate language are the major considerations on the playground. Students may not cause problems for any person or damage equipment.
2. The playground supervisor is always in charge and may stop any activity that s/he feels may be dangerous or inappropriate.
3. When the whistle blows at the end of recess, students are to stop what they are doing immediately and lineup.
4. Students should stay alert and pay attention to any games going on and not go near games in which they are not engaged.
5. No fighting. No games involving pushing, shoving, tackling, or tripping.
6. Throwing any items such as toys, rocks, or dirt is strictly prohibited.
7. Students at recess are not to go back into the building or outside of recess boundaries without permission from the playground supervisor.

**Lunch & Water**

Children may elect to participate in the hot lunch program or carry lunches from home. Monthly menus will be posted on our website. The school provides water. We suggest children bring a bottle or cup for drinking, or if desired, they may bring bottled water from home.
**Lockers**

Middle school and secondary students may choose to use a school locker. The locker is considered the private domain of the student, and no other student has the right to access another student’s locker. **Lockers are school property and may be searched at any time by 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 of the locker if administration is unable to locate the student.

**Lost And Found**

Please help us by clearly labeling 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 back pack. Many mix-ups occur during the year and an unbelievable amount of lost clothing remains unclaimed. The lost and found is located near the Main Office. 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 charity at the end of the year. Remember, the school is not responsible for lost or stolen items.
Bus Services

QSI Sarajevo provides a bus service to all families who are interested. Each bus/van will have a monitor to ensure safety and order. Students will wear seatbelts at all times. Parents will be given the phone number for the bus/van and the approximate departure and arrival times. To avoid late arrival at school, the bus/van will wait no longer than 2 minutes for a child to arrive at the bus stop. Students are expected to follow the monitor’s instructions. Students who are reported for minor infractions will meet with an administrator to discuss the behavior. If the behavior continues, parents will be notified and the student may be suspended from riding the bus for a period of time. Parents will be notified immediately regarding behaviors that seriously affect the safe operation of the school bus. Removal from the bus may be necessary for serious incidents, even for a first time offense. To ensure safe pick up and drop off, it is imperative that parents provide the school with written confirmation of any changes to the bus routine. Please send these communications to your child’s teacher, the office manager, and the bus coordinator.

Bus Policy – Students:

- You must be at the arranged pick up point at the appointed time. The bus will wait for 2 minutes, then the monitor will contact the parents. The bus cannot wait for latecomers.
- You will be under the authority of the bus monitor who may assign you a seat.
- You should seat yourself as quickly as possible and remain seated while the bus is in motion with your seatbelt tightly in place.
• If the bus is in such a position that you must cross the street, the bus
monitor will accompany you unless special arrangements are made with
parents. This may not apply to older students.
• You will not be allowed to create disturbances on the bus. The monitor
will inform the administration if this becomes necessary.
• You are not allowed to drink or eat on the bus.
• Improper language or behavior will not be tolerated.
• You may not lean out or place hands or arms out of windows or throw
items from the bus.
• Everybody is expected to help keep the bus clean.
• Any student-caused damage to the bus will be the responsibility of the
student, and price for replacement or repair will be charged to that
student's family account.
• Only students who have paid for bus service may ride the after-school late
bus.

All students riding the bus will pay an extra fee, not attached to tuition, and
may pay by term or year. Companies will be invoiced along with the tuition if
the parent so desires.
Driver Drop Off & Pick Up Responsibility

The delivering and collecting of students is a hectic time, but one that can be free of danger if diligence, adherence to, and support for established safety procedures are followed. Remember that the safety of children is our main concern. Any minor inconvenience this may cause is regrettable.

National Honor Society

The National Honor Society (NHS) is one of the oldest and largest recognition programs for high school students in grades 10-12 in the United States of America. The National Honor Society was founded in 1921 and honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. NHS is also present in several other countries, and QSI International School of Sarajevo is pleased to be a recognized chapter of NHS. It is estimated that over one million students participate in the National Honor Society every year.

Once selected, a student is awarded membership in the local chapter at a special induction ceremony. With induction, each member assumes certain obligations as outlined by the chapter and the national constitution. The chapter must conduct a service project for the school or community and see to the development of an individual service project for each member. Chapters may choose to sponsor fundraising projects or otherwise involve themselves with the school to reach the chapter’s goals. In addition, regular meetings of the chapter can be held to conduct chapter business.
The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members.)

End-of-Year Awards

11 YOC - Secondary IV Students are eligible for the following award:
Academic Honors - Students can earn Academic Honors in any course they complete. Students must receive As in EVERY unit of the course, and are also required to complete an additional project demonstrating they have achieved higher-level mastery of the course. The project should be designed and assigned by the class teacher.

Secondary I - Secondary IV Students are eligible for the following awards:
Service Award - This award is presented to one student whose interests and actions promote service to individuals, families, and communities.
Citizenship Award – This award is presented to one student who has exhibited good citizenship skills. This individual has demonstrated that he/she
is a productive and caring member of society. Good citizens treat others with respect, they respect authority, and they respect the environment.

**Excellence in Science & Mathematics** – A Science and Mathematics Award will be given to one student who has shown excellence in the study of science and mathematics. The awardee should serve as a model for their peers, an inspiration to their school, and a leader in the fields of mathematics and science.

**Humanities Award** - A Humanities Award will be given to one student who has shown excellence in the humanities field. The awardees should serve as a model for their peers, an inspiration to their school, and a leader in the field of humanities.

**Edita Ljevo “Arts” Award** - The Edita Ljevo Arts Award annually honors one outstanding secondary student who has shown excellence in performing or visual arts. The student must possess the qualities of scholarship and leadership, and serve as a model for their peers, an inspiration to their school, and a leader in the field.

**DAL (Dedication, Achievement & Leadership)** – The DAL Award is presented to one student who exhibits all around excellence. This person is an exemplary role model to his/her peers, shows integrity, enthusiasm, love for learning, commitment to school, and a responsible hard worker who participates and contributes to the school community.

**Electronic Devices & Telephones**

The school understands that we live in the technological era. Cellphones, digital cameras, iPads, laptops and other devices are common. The school actually encourages teachers to find ways to utilize technology in the classroom.
However, the school does not allow students to use electronic devices for non-
educational purposes during school hours. If students are using electronic
deVICES during class, the teacher will give a verbal warning and/or take the
device away. Students may pick up the device after school. Further offenses
will be considered insubordination and be dealt with as a second level behavior
infraction (see chart).

• Students should keep their devices in their bags or lockers until break,
lunch, or after school. We strongly recommend that these electronic
deVICES be left at home as the school accepts no responsibility for missing,
broken, or stolen devices.
• Cellular phones should not to be used during the day without permission.

Dress Code

Dress Code Philosophy

QSI International School of Sarajevo’s student dress code supports equitable
educational access and is written in a manner that does not reinforce
stereotypes. To ensure effective and equitable enforcement of this dress code,
school staff shall enforce the dress code consistently and in a manner that does
not reinforce or increase marginalization or oppression of any group based on
race, sex, gender identity, gender expression, sexual orientation, ethnicity,
religion, cultural observance, household income or body type/size.

• All students should be able to dress comfortably for school and engage in the
educational environment without fear of or actual unnecessary discipline or body
shaming.
● All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
● Student dress code enforcement should not result in unnecessary barriers to school attendance.
● Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement. Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:
● Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
  ● Allow students to wear clothing of their choice that is comfortable.
  ● Allow students to wear clothing that expresses their self-identified gender.
  ● Allow students to wear religious attire without fear of discipline or discrimination.
● Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
● Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
● Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
● Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
● Ensure that all students are treated equitably regardless of race, sex, gender
Dress Code
QSI International School of Sarajevo expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.
Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear* , while following the basic principle of Section 1 above :
   - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
   - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
   - Shoes . *Courses that include attire as part of the curriculum (for
example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:
   - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
   - Religious headwear
   - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
   - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
   - Ripped jeans, as long as underwear and buttocks are not exposed.
   - Tank tops
   - Athletic attire
   - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:
   - Violent language or images.
   - Images or language depicting drugs or alcohol (or any illegal item or activity).
   - Hate speech, profanity, pornography.
   - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
• Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
• Swimsuits (except as required in class or athletic practice).
• Accessories that could be considered dangerous or could be used as a weapon.
• Any item that obscures the face or ears (except as a religious observance).

**Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

• Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  ○ Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  ○ Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  ○ If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
Public Displays Of Affection

Because so many cultures coexist at QSI Sarajevo, it is important that students demonstrate an attitude and behavior regarding interpersonal relationships that would be acceptable to people of various cultural, ethnic, and social backgrounds. QSI Sarajevo recognizes that genuine feelings of affection may exist between students. However, public physical displays of affection on campus are not acceptable.

QSI International School of Sarajevo’s Policy for Public Display of Affection stands as:

- Students are expected to conduct themselves in a manner that is appropriate for a school setting.
- Holding hands is an acceptable behavior, but kissing, groping, fondling, and embracing are not appropriate.
- Students who violate this policy may face disciplinary action which could include a parent conference, after-school detention, or possible school suspension for repeat offenders.
**Parent- Student Handbook**  
**Agreement Form**

We have read and discussed the QSIS Parent-Student Handbook. We understand that the school’s policies and rules are to promote a safe and orderly school climate. We also understand that there are consequences for not following the school policies and rules.

By signing and dating this form and returning it to the homeroom teacher, we promise to do our very best to follow policies and promote a positive school climate.

Student Name: ________________________________

Student Signature: _____________________________

Date: ________________________________________

Parent Name: _________________________________

Parent Signature: ______________________________

Date: ________________________________________

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