



Student-Parent Handbook

2020-2021



“Success for All”

MSA Accreditation



Middle States Association of Colleges and Schools

The QSI International School of Zhuhai is accredited by the internationally recognized Middle States Association of Colleges and Schools (MSA). MSA verifies that the QSI International School of Zhuhai 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.

BACKGROUND AND GENERAL INFORMATION

The QSI International School of Zhuhai is a private, non-profit day school for boys and girls of all nationalities with foreign passports and serves students aged 2-18. QSI Zhuhai offers a curriculum based on mastery learning that incorporates Chinese culture and language, combined with traditional values and modern trends in education. Experienced teachers and administrators from around the world work with QSI students who represent over 25 nationalities. Mindful that, in a mixed international community such as Zhuhai, 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 the worlds' educational systems. The International School of Zhuhai welcomes students of all nationalities, aims to nourish their different cultures and identities, and encourages them to strive for academic excellence.

QSI MISSION STATEMENT

Virtually every five-year-old comes to school eager to learn. The mission of Quality Schools International (QSI) is to keep this urge to learn alive in every child in QSI schools. Our schools are established to provide 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 that is challenging and yet a level for which each student has the prerequisite skills necessary for success.

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

OSI VISION

QSI exists to provide the highest possible standard of education, and to help each student achieve academic excellence. The QSI International School of Zhuhai is located in Zhuhai, China and is a private, non-profit, educational institution founded in 1999 by Quality Schools International. We provide internationally accepted, comprehensive, curriculum plus Chinese from elementary through secondary. We seek to develop independent critical thinkers, lifelong learners, and responsible citizens.

QSI International School of Zhuhai will meet the educational needs, and aspires to provide those opportunities that our students need to develop to their full potential through:

- Providing for and maintaining the highest standards through continuous evaluation and improvement of all programs
- Achieving academic excellence through varied teaching and learning strategies
- Providing a well-rounded education for the highest standards of academic, physical, social and cultural growth and development
- Providing consistently challenging targets, so that each student realizes his/her full potential
- Teaching skills until mastered
- Providing a safe and supportive environment in which to learn
- 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 Chinese culture and language
- Working in partnership with parents and the local community

OSI ZHUHAI EXPECTATIONS

WE EXPECT OUR ADMINISTRATORS:

- To place the security of students and faculty above all else
- To place a major focus on the teaching-learning processes
- To be flexible, helpful, and supportive
- To be available, willing and able to meet with students, teachers, and parents about any school related issue, problem, or concern
- To develop activities and functions that meet student needs and interests
- To provide helpful feedback in the classrooms as needed
- To help keep the school functioning smoothly

WE EXPECT OUR TEACHERS:

- To be dedicated professionals who are well planned and prepared to teach
- To address a variety of learning styles in their teaching
- To cooperate and be willing to work toward a common goal
- To positively and cooperatively take on responsibilities beyond the classroom supporting extra-curricular and school-wide initiatives, and considering them as integral to the success of the school
- To be flexible, responsible, cooperative and supportive
- To respect colleagues and anyone within the QSI community
- To follow the proper channels when communicating
- To be helpful and kind

WE EXPECT OUR STUDENTS:

- To be respectful of teachers, all school staff and each other
- To have a good attitude toward learning
- To be cooperative and supportive with others
- To be responsible for their own behavior
- To be ready to learn
- To give their attention to the required task
- To work toward mastering all of the Units and Success Orientations

WE EXPECT PARENTS/GUARDIANS:

- To be responsible, cooperative, and supportive
- To be respectful of teachers, all school staff, and each other
- To follow the proper channels when communicating
- To make sure that their children are in school every day and on time
- To make sure that their children come dressed properly
- To help their children come prepared for school with all materials needed
- To follow the school's procedures as outlined in the Student-Parent Handbook

Admission Policy

The QSI International School of Zhuhai is open to students of all nationalities holding foreign passports. No student will be denied entry on grounds of race, color, religion or ethnic background. The minimum age for admission to the Preschool is two years of age, on or before October 31 of the school year for which the child is to be enrolled. This age rule applies to all other years in the school (example: 8 years of age on or before October 31 for 8 year old program). No exceptions to this rule will be considered without testing and full consultation as to determine academic suitability and social readiness. Students who are considered exceptions to the age rule will only be accepted on condition that the parents sign an agreement stating that, if for any reason the QSI administration came to believe that the student's best interests were not being served by his/her placement, he/she will be moved to their age group, if space exists, in order for the student to be successful. No new students will be admitted into QSI International School of Zhuhai until the administration has received verification of age. This should be in the form of either a birth certificate or a passport.

Age	Year Born
2yo	2018
3yo	2017
4yo	2016
5yo	2015
6yo	2014
7yo	2013
8yo	2012
9yo	2011
10yo	2010
11yo	2009
12yo	2008
13yo	2007
SEC I	2006
SEC II	2005
SEC III	2004
SEC IV	2003

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. Notice of early withdrawal from school should be made to the DIRECTOR 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 given to 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.

SUCCESS ORIENTATIONS

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

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 your instructional area 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
- keeping track of assignments.

WHY THE FOCUS ON SUCCESS ORIENTATIONS

QSI Zhuhai believes the Success Orientations to be primary indicators of future success in advanced education, employment, and life in general. Recent research confirms our beliefs. 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. Thus, the 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 jurisdiction of the school and will be made by a group of 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” or “ E”

Ns are not awarded lightly. Teachers view giving Ns seriously. The following is the process by which a student earns an N. The process 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 he/she 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.

If the student does not show improvement in the area, a Second parent contact MUST be made to indicate that an N is being **RECOMMENDED.** Thus, two home contacts must be made before a student can be recommended for an N. An administrator will be notified.

The teacher who recommended the N must follow up with the student by meeting with him/her, setting goals, and monitoring progress.

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 will assign this N and contact the parent.

A recommendation for an E happens when a student consistently demonstrates Exemplary behavior in a Success Orientation.

During a staff meeting before the end of the quintile, recommendations are examined by ALL TEACHERS WHO INTERACT WITH THE STUDENT. 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 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. 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 he/she is doing well in mathematics; however, it gives no information as to what the student has specifically learned.

The Status Report provides grades in mathematics and it also separates the course into "essential units." Teachers evaluate students for mastery of each essential unit and this becomes part of the report. Therefore, the 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 subject is broken up into essential units. 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 affect students' progress toward mastery. The process of re-teaching and evaluation continues until the essential unit is mastered by the student.

Q: What is the difference between an 'A' and a 'B'?

A: We believe all children can and do learn. Our teachers teach and re-teach until the essential unit is mastered. Therefore, a 'B' denotes the student has mastered the material and knows it well. 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 is the difference between a 'D' and 'H'?

A: An 'H' means the essential 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 he/she 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. A 'D' is given when the student *has not made a reasonable effort* and is thus not attaining mastery of the unit. This grade is temporary and is changed to a 'P' (in progress) when the student returns to an acceptable work pattern or to a 'B' when the student demonstrates mastery of the unit.

Q: What does the bar graph below the Competencies and Knowledge section 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 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.

“ D” POLICY

A “D” is given to a student who has not made a reasonable effort and is therefore “deficient” in attaining mastery of the outcome.

A “D” can be given for the following reasons: (All reasons are not included)

- A student who refuses to work towards mastery.
- A student who consistently turns in work late.
- A student who consistently misses scheduled evaluations.
- A student who consistently turns in poor quality work.
- A student who does not meet with the teacher during scheduled meetings (during school or after school).
- A student who accumulates numerous Ps without mastering units.
- A student who does not work in class productively.
- A student who cheats on a test or homework or plagiarizes a paper.

Step 1 - The teacher meets with the student and informs them that a “D” is being considered. Some “Ds” are automatic. The teacher may offer the student extra help during school or after school. The teacher may also assign the student to a

supervised tutorial for time to study or extra help. The teacher contacts the parents and informs them that a “D” is being considered and asks for their help in this situation. A conference may be scheduled at this time. The teacher sends the

Director an email that a “D” is being considered.

Step 2 – If the student does not complete the work in a timely fashion, usually about 4 school days, or according to the teacher, or pass the unit evaluation (this must be a different form of the first test) at a mastery level, the student will receive a “D” for the unit and it will appear on their Status Report.

Step 3 – The parent will be called, emailed, or informed that the student is receiving the “D” and that the student will be recommended for an “N” in the Success Orientation category of responsibility. The teacher will schedule an appointment with the student and parent to discuss a plan to remove the “D” from the status report. The student will be ineligible for extra-curricular activities, including after-school activities and week without walls, until the parent meets with the teacher and student and the “D” has been rectified. The Director may be involved in this meeting.

A student receiving their second “D” on their status report will be placed on Academic Probation. A meeting will be called with teachers, parents, the student and an administrator. During the meeting a contract is written with all deciding parties. This contract will clarify to everyone what steps will be taken to ensure the student does not obtain another “D.” Parents and student are informed that the student is now on Academic Probation and what the next steps would be should the pattern of “Ds” continue. Students on Academic Probation lose the opportunity to play or practice with teams, participate in any extra-curricular activities, or go on field trips or excursions until they have removed all “Ds” from their Status Report.

A student receiving three “Ds” in the same course might be removed from the course. The student could be assigned to some other supervised area or another course at this time.

LUNCH & WATER



Children may elect to participate in the hot lunch program or carry sack lunches from home. Students should not drink water from the tap at school. There are filtered drinking water locations on each floor. We suggest children bring a bottle or cup for drinking, or if desired, they may bring bottled water from home.



TEXTBOOKS AND SUPPLIES

Textbooks are loaned to students. It is important that the school keeps a complete record of all texts given to each child. Therefore, each child will be assigned a numbered text in his school subjects. This record will be kept by the teacher or checked out through the library. Please discuss with your child that it is their responsibility to maintain each text in the same condition as when it was received. 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.



VISITORS

ALL VISITORS MUST ENTER THROUGH THE GATE AND SIGN IN. 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 permission in advance (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. QSI parents are required to check in at the reception desk.



CLOSED CAMPUS

QSI Zhuhai 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 in 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. 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

Regular attendance at school is one of the most important factors for a student's academic success and social development. Daily instruction for students of all ages is an important factor for achievement. While we understand there may be some emergencies or illnesses, we encourage parent support and student effort 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 on any day children will be absent. This prevents us from contacting you at work or interrupting your activities at home. The phone number to the Main Office is **+86-756-815-6134**. When a child is tardy for school, the student needs to get a pass from the main office. **Tardiness and absences limit school achievement.** School begins at 8:30 AM. The attendance policy of QSI is based on the concept that good attendance is a prerequisite to high academic achievement. 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 due to illness, they should inform the office. When both parents are away from Zhuhai, they must contact the school to inform the school as to who will be the guardian of their children, and how the parents may be contacted in case of an emergency. Students will be counted tardy (late) at 8:30 AM. Students arriving late must check in at the reception desk.

Safe Arrival Program

The Safe Arrival Program is a Partnership between the home and the school. It is intended to ensure that your child(ren) arrives safely to school each day and serves as an attendance verification system.

- Parents should phone the school at 8:00 AM if their child will be absent. A note in advance for a planned absence is fine.
- By 9:00 each morning, teachers complete the attendance form.
- Absences are checked with phone calls/notes.



PERMISSION TO LEAVE SCHOOL

During the school day: 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 phone call by the parent must be directed to the reception desk, which will include the person who is picking up the child.
- Parents or drivers are to come to the reception desk to pick their child up not the classroom. Parents or drivers are to report to the reception desk and sign the child out. The child will then be called from their classroom.
- No child will be released to anyone other than a parent, guardian or authorized personnel, delegated with legal authority over the child.
- Students may not go home with anyone else unless the school has written or verbal permission from their parent/guardian and the parent/guardian of the other student.

HEALTH SERVICE

In case of injury, teachers and students should notify the nurse and school office. The office will notify parents if the injury takes place at school. If a student has a chronic illness or some physical handicap, this information should be given to the school office. Students who come to school with contagious illnesses, severe colds, or fevers, will be sent home. 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 keep him/her home to avoid spreading sickness to others.

DISPENSING OF MEDICATION

QSI Zhuhai 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/verbal consent from the parents. If medication must be given during school hours, a signed consent letter **MUST** be on file.

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 cannot be released to your child to take home.



OUTDOOR RECESS

Recess is a scheduled part of the regular school day. This time serves as a break for students and provides a few moments to expend some energy and stretch after classroom activities. 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.



PLAYGROUND POLICIES

1. Safety, fair play, common sense and appropriate language are major considerations on the playground.
2. Students may not cause problems for any person or damage equipment.
3. 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.
4. When the whistle blows at the end of recess, students are to stop what they are doing, immediately clean-up, and line-up or return to their classrooms.
5. Hard balls are not allowed. Tennis balls, soccer balls and certain other soft balls may be used with the approval of the playground supervisor.
6. Students are not to climb any fences or trees. Students may not stand on top of or jump from any piece of equipment.
7. Students should stay alert and pay attention to any games going on and not go near games in which they are not engaged.
8. No fighting. No games involving pushing, shoving, tackling, or tripping.
9. Throwing any items such as rocks or dirt is strictly prohibited.

10. Students at recess are not to go back into the building or outside of recess boundaries without permission from the playground supervisor.

GENERAL POLICIES & RULES

1. Students are expected to solve disagreements through peaceful dialogue.
2. Students should walk quietly at all times when in the building.
3. Walk on the right when on the stairs.
4. The care of all textbooks and library books issued are the 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 school materials.
5. Skateboards and rollerblades are not permitted at school.
6. Students 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 reception area where they will remain until picked up.

CAFETERIA/Creation Café/LUNCH POLICIES

1. Use soft voices at all times.
2. Keep your hands and feet to yourself.
3. Keep your food on your plate or in your mouth.
4. Walk at all times.
Stay in your seats until dismissed to recess.
5. Be as courteous as you would be in any restaurant.
6. Clean up when you leave.
7. Follow the lunch procedures



BUS SERVICES

QSI Zhuhai has monitors on all buses to ensure safe rides. Students are expected to follow monitors' instructions. Students who are reported to the administration for minor infractions will meet with an administrator to discuss the behavior. If the behavior continues the 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 bus. Removal from the bus may be necessary for serious incidents, even for a first time offense. Bus service is a privilege, not a right!

Bus Policy – Students:

- Must be at the arranged pick up point at the appointed times. The driver will not wait for latecomers.
- Will be under the authority of a monitor who may assign seats.
- Should seat themselves 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.
- Will not be allowed to create disturbances on the bus. The monitor will inform the administration if this becomes necessary.
- Are not allowed to drink or eat on the bus.
- Improper language or behavior will not be tolerated.
- 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 bus.
- Parents may not ride the bus. It is against Chinese law.

QSI will make every effort to provide bus service to families requesting this service. Parents will be given the phone number for the bus and the approximate departure and arrival times. The bus will wait no longer than 2-3 minutes for a child to arrive at the bus stop. Bus rules will be covered with the students at school and by the monitors as well as being sent home to the parents. If a child is not picked up at the bus stop after school the monitor will bring the child back to school.

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

LOST AND FOUND

Please help us by clearly labeling, with students' 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 back pack. Many mix-ups occur during the year and an unbelievable amount of clothing is unclaimed. The lost and found is located near the reception 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. Remember, the school is not responsible for lost or stolen items.



FIELD TRIPS

Field trips are mainly used to aid in the instruction of the classroom. Thus it is important that students attend these trips as part of their educational experiences. At the same time, 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.

Field trips that take place throughout the year will be of educational value and will be linked to your child's education and class work. Any student participating in school trips will have to return a permission slip signed by their parent or guardian. Parents are welcome to assist with field trips. Parents will be notified before each field trip and all travel and tour information will be provided. Student participation in these field trips is expected as they are linked to curriculum and may not be duplicated at home.

ACADEMIC INTEGRITY



Questions concerning Academic Integrity at QSI Zhuhai will be addressed in light of an action which "makes a student look more academically able than he/she 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, faculty, 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 incident.

HOMEWORK:

Most homework assignments are given as learning experiences, and to get help from others may be considered appropriate. However, wholesale copying 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 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 solving problems on an assignment for you.
- Copying another's work and turning it in 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.

TESTS and QUIZZES:

Obtaining unfair help with tests and/or quizzes is a violation of the QSI Zhuhai Guidelines of Academic Integrity. The following are examples of **unacceptable** 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 signals.
- Possessing, in ANY form, a copy of the test before it is administered.
- Doing another person's test for them at their request, or your initiative.

PLAGIARISM:

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

Examples of plagiarism are, but are not limited to:

- Copying specific ideas of an individual author or source; or copying large portions of exact words from any source without both giving proper citation and using quotation marks;
- Paraphrasing (re-writing using different words) or summarizing 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.

Because all violations of Academic Integrity strike at the very core of the nature of the school, the response to plagiarism and cheating is extreme, including the possibility of redoing all outcomes of that course.

Sample Secondary Schedule at OSI Zhuhai

Secondary I	Secondary II	Secondary III	Secondary IV	
<ul style="list-style-type: none"> ▪ Literature I * ▪ Writing I * ▪ Algebra * ▪ Physical Sci * ▪ Geography * ▪ Physical Ed * ▪ Foreign Language 1 * ▪ Music or Art * ▪ Technology * 	<ul style="list-style-type: none"> ▪ Literature II * ▪ Writing II * ▪ Geometry * ▪ Biology * ▪ World History * ▪ Fitness * ▪ Foreign Language 2 * ▪ Music or Art * ▪ Technology * 	<ul style="list-style-type: none"> ▪ American Literature * ▪ Advanced Math I ▪ Chemistry ▪ US History * ▪ Journalism 1 ▪ Foreign Language 3 ▪ Health * ▪ Life Sports 	<ul style="list-style-type: none"> ▪ British Literature * ▪ Research Project * ▪ Advanced Math 2 ▪ Physics ▪ Journalism 2 ▪ Foreign Language 4 ▪ World Governments * ▪ Economics * ▪ Team Sports 	
Total Credits 60-80	Total Credits 60-80	Total Credits 60-80	Total	Credits 60-80
				Total Secondary Credits 240-320
* Courses Required for the Academic Diploma or Academic Diploma with Honors				

Advanced Placement (AP) Courses offered at QSI include AP Biology, AP US History, AP World History, AP Calculus, AP Physics, AP Chemistry, AP Biology, AP Psychology, and AP Chinese. Advanced placement courses are university level courses that QSI has received permission from College Board to teach here at QSI Zhuhai. Our instructors and the curriculum have been approved. AP courses are very demanding and academically rigorous. Students must meet prerequisites and have a teacher recommendation before being scheduled into an AP course. A student struggling in an AP course after the first unit may be removed from the AP course and rescheduled.

OSI Graduation Requirements

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 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 in some cases, 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 The Academic Diploma but with the condition that the credits include at least two Advanced Placement (AP) courses (of ten credits each).

□ A Minimum OF 240 CREDITS ARE REQUIRED FOR THIS DIPLOMA.

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. In general, this diploma is designed for students requiring a sound general secondary education to prepare for direct entry into the work force or further specialized practical training.

□ A Minimum of 220 credits are required, including required courses and electives.



DRIVER 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 but secondary.

Drivers picking students up will need to park their cars along the sidewalk to the west of the school entrance and walk children to the entrance of the school, as well as to collect them. No student will be allowed to leave the walkway without a driver. All students riding buses will be walked to the buses by a teacher or teaching assistant.

In order to maintain a safe environment for our students, the following policy will be in effect for **ALL** drivers on campus:

- Drivers will not touch or discipline students who are not under their care.
- Drivers who do not follow the above guidelines will be reported to their employers. Continued abuse of these guidelines will result in denial of access to the campus.
- Drivers cannot take another student off campus without permission.

DISASTER INFORMATION

In the case of such an event, we may need to evacuate the building. The decision to send students home is made by the Director. Students are to always ask an adult for specific directions on where to go and what to do. The school has an Emergency Procedure Handbook that is updated yearly and addresses this issue.

DISCIPLINE POLICY

The primary goal of the QSI Zhuhai 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 to 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 behaving in a respectable and trustworthy manner, and showing concern for others at all times during school, extra-curricular activities, field trips, and any type of school activities.

Snack and Lunch Recess

Individual teachers or administrators may request a student report to their room during the snack or lunch recess. If a student loses a recess multiple times, teachers will contact parents and establish a meeting with the parents and an administrator to develop a plan of action. If problems persist, additional consequences may be earned.

Suspension

Suspension is an action determined by the school administration. More precisely, a suspension is an action determined by 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, 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.



HARRASSMENT & INTIMIDATION



No harassment of another student, whether verbal or physical is tolerated at QSI Zhuhai. Any student found harassing another student may be recommended for long term suspension from attendance at school. **BULLYING IS NOT TOLERATED** and all reported incidents will be investigated. Parents will be contacted immediately when their child has been bullying another and an “N” will be assigned on their Status Report for Concern for Others. 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. This policy also applies to actions that take place off-campus, if the action interferes with the operation of the school or an individual 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 and threatening, 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 or school administrator. Reports can be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.



DRESS CODE

QSI International School of Zhuhai believes that a certain amount of freedom of choice in dress is appropriate. However, school is an important place and students should always be mindful of giving the best possible impression as they

represent the school. Clothing should be neat, clean, and appropriately worn.

- No mid-riffs are to be showing
- No see through clothes
- No low cut blouses that reveal cleavage
- No torn or ripped pants or shorts
- No mini-skirts or mini-shorts that reveal cleavage or undergarments
- No undergarment should be seen at anytime
- No inappropriate messages on clothing (Example: foul language, alluding to foul language, suggestive messages or symbols, any drug, alcohol, or tobacco)
- Clothing displaying graphics, whether pictorial or in words, must be consistent with the school’s mission statement, not disruptive to the school’s program, and not offensive to others.

PUBLIC DISPLAYS OF AFFECTION



Because so many cultures coexist at QSI Zhuhai, 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 Zhuhai recognizes that genuine feelings of affection may exist between students; however, public, physical displays of affection on campus are not acceptable. Students should remember that the school campus is a public environment and a public facility. Students, staff members, parents, and visitors can become uncomfortable or offended when exposed to certain behaviors. Students are to refrain from any public display of affection that would make another uncomfortable or offended.

The QSI International School of Zhuhai’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. Public affection such as holding hands, kissing or touching is not appropriate in any school or workplace. Dating is something we do outside of the job or school. Your personal life and your professional life should have clear lines. 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.

ELECTRONIC DEVICES & TELEPHONES

The school understands that we live in the technological era. Cellphones, digital cameras, I Pads, laptops and other devices are common. The school actually encourages teachers to find ways to utilize the technologies. If parents allow students to bring an electronic device to school, the following policy must be followed:

- No electronic devices, such as tablets, smart watches, I-Pod/I-Pad, game boys, etc. are to be used during class time unless otherwise instructed to do so by the teacher to support the instruction. Students may keep them in their bags or lockers turned off until 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 telephones are not to be used to make calls or text throughout the day without permission. If a student needs to make a call home, they may do so in front of the teacher or at the front desk. Any cellular telephone that is used during the day without permission will be confiscated. Students may pick the device up after school from their teacher. Further offenses will be considered insubordination and be dealt with as a second level behavior infraction. After the second offense, the parent will need to pick up the cellular telephone from an administrator. Any additional offenses will cause the administration team to consider revoking the privilege of having a personal electronic device at school.
- As a privilege and accepting greater responsibility, 12-year-old and older classes will be allowed to use electronic devices during the lunch break in the Creations Café. This privilege may be revoked if abused.

We want students to interact with each other. We are concerned that students are not interacting with each other in positive ways when they are “plugged” in. We are also concerned of the possibility that these expensive items will get stolen or go missing.

POSSIBLE 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:
<input type="checkbox"/> Electronic device violations <input type="checkbox"/> Dress code violations <input type="checkbox"/> Tardiness <input type="checkbox"/> Disruptive behavior in classroom and at school <input type="checkbox"/> Profanity <input type="checkbox"/> Public displays of affection	<input type="checkbox"/> Insubordination <input type="checkbox"/> Harassment (any form) <input type="checkbox"/> Forgery <input type="checkbox"/> Cheating/Plagiarism <input type="checkbox"/> Bullying, intimidation, physical aggression, threatening <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Lying/Dishonesty	<input type="checkbox"/> Fighting <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Use or possession of alcohol, drugs, tobacco <input type="checkbox"/> Bribery <input checked="" type="checkbox"/> Use of a weapon at school (knife or gun) <input checked="" type="checkbox"/> Making a bomb threat <input checked="" type="checkbox"/> Arson
<u>Consequences may include:</u> <input type="checkbox"/> “N” on Status Report <input type="checkbox"/> Warning from teacher or administrator <input type="checkbox"/> Conference with teacher, administrator, counselor and/or parent <input type="checkbox"/> Detention: lunchtime or recess <input type="checkbox"/> Parent notification <input type="checkbox"/> Removal from ASA <input type="checkbox"/> Other appropriate consequence	<u>Consequences may include:</u> <input type="checkbox"/> “N” on Status Report <input type="checkbox"/> Parent notification & conference <input type="checkbox"/> Detentions <input type="checkbox"/> Suspension: in-school or out-of-school; up to 3 days <input type="checkbox"/> Counseling as needed <input type="checkbox"/> Removal from ASA <input type="checkbox"/> Other appropriate consequence	<u>Consequences may include:</u> <input type="checkbox"/> “N” on Status Report <input type="checkbox"/> Suspension-length determined by administration up to 10 days <input type="checkbox"/> Expulsion <input type="checkbox"/> Notifying local police <input type="checkbox"/> Other appropriate consequence <input checked="" type="checkbox"/> NOTE: Immediate expulsion from QSI Zhuhai



INTENSIVE ENGLISH

The Intensive English (IE) Program serves students 6-year old through Secondary whose English skills limit full access to mainstream classroom instruction. The IE program at QSI is a combination program of pullout and inclusion. The IE teachers support their students in both settings by providing appropriate support instruction within the classroom and in separate IE classes. The classroom teacher may also work with the IE students during Chinese classes when deemed necessary. The IE program is a language-rich environment where students feel comfortable taking risks and individual needs are accommodated. These classes are small so that all students are active participants. Both the mainstream and IE teachers assess students each term and students will reenter the mainstream classroom when deemed ready by all teachers.

GUIDANCE AND COUNSELING

Guidance and Counseling services are built on a team approach that appreciates the value of communication among those who are concerned with the welfare of students. The Teacher's role as student advocate, given that children may be less verbally articulate than the adults who observe them, will present perspectives to Team members. The school staff will meet with individual students and families when there are specific issues. In addition, we are able to rely on counseling services shared among QSI schools.

HOMEWORK

Homework is an integral part of the learning process. Homework is purposeful reinforcement of those concepts learned in class. It promotes responsibility, independent practice, good work habits and parent involvement.

The 5-13-year-old students are expected to read for at least 20-30 minutes each evening.

5-6-year old students should spend no more than 10-15 minutes on homework in addition to reading. There may also be a small amount of homework from other subjects, including Chinese.

7-8-year old students should spend no more than 20-30 minutes per night on homework in addition to the 20-30 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 in addition to the expected reading. Any student taking Secondary classes should refer to information below for homework expectations.

Secondary students may have an average of 20-30 minutes of homework per subject per night. Students will need to use their time at school and at home wisely and plan ahead when projects are assigned. AP courses may require one hour per night per course.

QSI ZHUHAI LIBRARY

The QSI Library is designed to serve 2-Year-Old through Secondary students, teachers and parents.

The collection currently contains thousands of volumes of fiction and non-fiction books as well as a reference collection. Teachers have access to an audiovisual collection and professional materials. A new Chinese collection is housed in the library as well. There is an automated library system.

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.

SCHOOL COMMUNICATION

Channels of Communication

QSI Zhuhai believes that maintaining good communication between the school and parents is critical to student success. Phone calls, notes, and e-mail are welcomed and encouraged.

The Jaguars Jabber newsletter contains announcements, reminders, and articles of interest to the parent community. It is published and distributed at least 2 times per month. This will keep you informed of events our students participated in, upcoming events, as well as projects.

Back to School Night

An open house that allows teachers to describe the curriculum, programs and activities planned for the year will occur in September. Parents will receive a weekly schedule along with other helpful information from the classroom teacher during Back to School Night.

Quintile Reports

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

Parent-Teacher Conferences - an opportunity for parents and teachers to discuss individual student growth and needs. Parent conferences will be scheduled at the end of the first quintile. Every effort is made to coordinate conference times to accommodate work commitments and conferences regarding siblings. Parents or teachers may request additional conferences at any time during the year.

Contacting Teachers

When a problem concerns your son or daughter and his/her work in school, the best person to see is the classroom teacher. An appointment to meet with the teacher may be made by calling the secretary or by sending a note to the teacher. Please remember that it is very difficult for teachers to come to the telephone between 8:00 a. m. – 3:45 p. m. depending on their teaching schedule. Sending an email to the teacher is also an effective way to communicate.

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 once per month to plan events and support classroom activities. The PSG meets at school and the Director usually attends the meeting. The PSG provides support during the year and plans many social and cultural activities for students and families.

STANDARDIZED TESTS

QSI Zhuhai screens students using the online MAP testing twice a year for all students age 5 to 17. The results are sent to the school within 72 hours of the final child completing the tests. Students are tested in Reading, Language Arts and Mathematics.

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 sent with the records when students move.

Secondary students will be able to sign up for the PSAT, SAT, and AP Tests depending on their needs. These tests are given by QSI on campus and a schedule will go out to all appropriate students during the year.

VOLUNTEERS

QSI International School of Zhuhai encourages parents to become involved in their child's education. Parents may sign up to volunteer in the classroom, library, and even the Eighth Period or After School Activity Program. We would also welcome parents who have a special talent, such as painting, and would be willing to share that talent over a limited time. Parents wishing to volunteer may call the office. The office staff will put you in touch with the teacher or Parent Support Group.

CURRICULUM

The QSI Curriculum (www.curriculum.qsi.org) reflects the understanding that our students have highly individualized learning styles. In their classrooms, students and teachers collaborate to develop meaningful goals within an environment that stresses curriculum philosophies such as cooperative and inquiry-based learning, with mastery as the end result.

The Curriculum:

- Is framed by the philosophies and goals of Mastery Learning,
- Is developmentally appropriate,
- Emphasizes a skills, process and Mastery approach,
- 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: Reading, Language Arts, Mathematics, Science, Cultural Studies, Physical Education, Music, and Art. Quintile reports directly reflect the mastery of, or progress they are making toward these outcomes. Parents are welcome to review the QSI curriculum at curriculum.qsi.org.