

# STUDENT-PARENT HANDBOOK 2019/2020



## **QSI** INTERNATIONAL SCHOOL OF BRATISLAVA

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## WELCOME TO QSI INTERNATIONAL SCHOOL OF BRATISLAVA

QSI International School of Bratislava welcomes you to the new academic year! QSI International of School of Bratislava (QSIB) believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 1994 as a member of Quality Schools International, its fundamental goal is to prepare students not only for successful further schooling, but also for the challenging difficulties that will be encountered in the changing social, economic, and political environment of the modern world.

QSIB offers you a challenging academic curriculum that includes a full complement of courses for students from two years of age through secondary (high school). Studies are tailored to meet individual needs to ensure success and mastery. QSIB is accredited by the Middle States Association, and upon graduation students earn an International Baccalaureate Diploma, a QSI Academic Diploma with Honors, a QSI Academic Diploma, or a QSI Practical Diploma that are recognized by colleges and universities around the world.

## HANDBOOK OVERVIEW

This handbook is intended for both new and continuing QSI International School of Bratislava students. We especially welcome our new families and hope this handbook will offer you adequate information about our program. Although our returning students may be acquainted with much of the handbook's information, we ask you to review it in preparation for the coming year. We are very pleased to have you with us and hope that you will always feel welcome at the QSI International School of Bratislava! We want to stress that communication is the most important aspect of a successful school. Please help us ensure that ours is an open and honest environment.

*All parents are expected to print and sign the last page of this document, the '**Student-Parent Handbook Agreement**', and submit it to the Registrar Office before the first day of school. All upper elementary (starting with the 8-year-old class), middle school and secondary students are expected to sign this document as well.*

## PHILOSOPHY

QSI International School of Bratislava was founded to provide a quality education in the English language for expatriates living in Bratislava. Slovak citizens who want their children to be educated in English are also accepted. The school recognizes that most of the students are enrolled for only two or three years and have diverse educational backgrounds. The school's philosophy includes the following:

1. Attitudes Toward Learning - We believe that more learning will occur if the student has a desire to learn, has positive feelings concerning his/her school environment, and succeeds in his work. A comfortable atmosphere of caring and acceptance established by the school is considered important, so that each student is encouraged to strive for excellence and to be creative. This is enhanced by an aesthetically pleasing environment with a view to appreciation of beauty and order. Each student's possibility of success increases when s/he works at the appropriate level of difficulty and senses positive expectations from his or her teachers.
2. Areas of Learning - Mastery of basic skills is considered a vital part of education, essential for success in studies of other subjects as well as most situations in life. A broad and varied program of physical education, fine arts, and other activities is also considered important to enhance the interest and education of the students.
3. Social Behavior - For a useful and meaningful life we encourage the development of personal qualities leading to acceptable values and harmonious relationships.
4. Cultural Awareness - An understanding and acceptance of the different cultures represented in the school are considered important. We believe emphasis should be placed on gaining an appreciation and knowledge of Europe and the country of the Slovak Republic, in particular.
5. Environmental Awareness - We believe it is essential to have an awareness of the value of protecting and improving our environment.

## THE PROPER NICHE

Your homeroom class placement is determined by your age. That is, in the elementary classes you will be with your age group for all subjects except, possibly, mathematics, reading, and language arts.

To better meet your individual needs, your placement in the mathematics and reading/language arts programs will be determined by the results of tests administered by a designated QSIB test administrator, previous school records, and teacher observation. If you are placed in an age group below your true age, a concerted effort will be made to advance you to your age group as soon as possible. If you are ahead of your age group, you will be placed in advanced studies. We want you to work at the level at which you can be successful and yet be challenged.

## THE ACADEMIC PROGRAM

QSI International School of Bratislava has a strong belief that all of our students can succeed.

We depart somewhat from traditional schools in that we are not as much concerned about time as being the "defining" factor of your learning. In most schools you are given a certain amount of time to complete learning in a subject and then you are assessed on your performance. At QSIB we want to use time as a resource, so you can master the outcomes that are designed to make you into a well-educated and well-adjusted person. In our model of learning you either master the outcomes in each area, or you are simply not finished.

When students achieve mastery level, receiving credit for the outcomes immediately rewards them. Thus, we have only mastery grades of "A" or "B," or still "in progress". We recognize that not everyone will master outcomes at the same rate. Many of you will be able to finish an outcome rather quickly--you will be allowed to work on a selective outcome and gain credit for doing so. Others of you will take longer to achieve mastery level--you will be given time to do so. In other words, you have more than one chance to be successful. The outcomes you will need to learn to a mastery level are clearly defined and clearly stated. No tricks! We believe in teaching what we test and testing what we teach.

It is important to learn more than the "academics." We feel it equally important that the often-hidden part of the curriculum, what we call **Success Orientations**, be a vital part of your school experiences.

Therefore, QSI International School of Bratislava has designed EXIT OUTCOMES that are the bases of the whole curriculum. These EXIT OUTCOMES fall into three categories: *Success Orientations, Competencies, and Knowledge*. Although these categories are related and are in many ways interdependent, the following three verbs give definition to the Exit Outcomes:

'To be'	<b>Success Orientations</b>
'To do'	<b>Competencies</b>
'To know'	<b>Knowledge</b>

## **INTENSIVE ENGLISH**

Students who are not ready to join an instructional reading group near their age level because of their level of English are placed in the Intensive English program. For students who enter with no English this program encompasses the teaching of survival English, oral communication skills, writing skills, etc. At the higher levels students are placed in the Macmillan instructional texts in reading/language to ensure a smooth transition to the regular classroom.

The goal of Intensive English is to bring students to a level of academic English, including oral competency, which allows them to transfer to regular classes as rapidly as possible. Students of different ages, maturities, linguistic backgrounds, and previous exposure to English will progress at different rates. Students are assigned to the appropriate level to best meet individual needs. Special instruction is designed to bring elementary students to age-level equivalency in Reading and Language Arts, with the skills needed to experience success as they transfer into these "mainstream" classes. Students of secondary school age will enter the Secondary English courses when they have the skills to experience success. Secondary students do not receive secondary credits for units mastered in Intensive English.

Exit from the Intensive English program is accomplished through placement testing by the Intensive English Teacher. By QSI policy, a student is considered to be an Intensive English student until they are able to work successfully with their age group in reading/language arts.

## **SUCCESS FOR ALL**

SUCCESS FOR ALL is the motto of QSI International School of Bratislava. We want this to be more than just a slogan. Research indicates, and our experience confirms, that successful people have developed personal orientations that lead to success. Personal habits, the ability to interact successfully with others, reliability, responsibility, diligent work habits, promptness, keeping your word, kindness, and other factors in this realm are at least as important as the knowledge you learn and the competencies you gain. Responsibility for success in these orientations rests first and foremost in the home; however, they are actively encouraged and taught in virtually all areas of the school curriculum, with the view of making them a vital part of your life pattern. The role of QSIB is to reinforce the efforts of the home.

Success orientations are evaluated independently. Academic evaluations are given solely based on your performance in the specified outcomes in the academic areas. Evaluations of the success orientations are limited to situations within the jurisdiction of the school and are made by a consensus of the professional staff members.

## **EXIT OUTCOMES FOR SUCCESS ORIENTATIONS**

When a student leaves QSI International School of Bratislava, it is purposed that each student demonstrates success in specified general outcomes or behaviors. When a student graduates from QSI International School of Bratislava, these outcomes are built into the graduation requirements and are reflected on both the graduation diploma and the student transcript. These outcomes are also reflected on a continual basis in the student evaluation reports at all age levels.

## SUCCESS ORIENTATIONS

QSI International School of Bratislava considers these success orientations to be primary indicators of future success in advanced education, employment, and life in general. Recognition for success in these seven orientations will be given five times during the school 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.

To separate academic evaluations from behavioral evaluations, the success orientations will be evaluated independently. Thus, the academic outcomes will be evaluated solely based on 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 be noted on the written evaluation. A student who demonstrates noteworthy or exemplary positive behavior in a success orientation will also receive one success orientation credit, which will be noted on the written evaluation with the letter 'E' which denotes 'exemplary'. A student who is unsuccessful in a success orientation will not receive the due credit for that period. The awards given for each student will be reached by a consensus of the appropriate group of professional staff members.

Each of the following seven success orientations is listed with specific related behaviors. These behaviors are to be used as guides to define the meanings of the orientations and to assist the professional staff in issuing awards in the broad categories. The written evaluations will only include the seven broad categories.

### A. Trustworthiness

#### ***1. The student will demonstrate honesty by:***

- a) Always telling the truth, even though it may get you into trouble
- b) Bringing lost items or money to the teacher or the office.
- c) Being a person who does not cheat on tests.
- d) Being a person who does not steal.

#### ***2. The student will demonstrate trustworthiness by:***

- a) Doing what the teacher tells you.
- b) By not arguing with the teacher.
- c) Behaving well when not under direct teacher supervision.
- d) By not harming anything.

### B. Responsibility

#### ***1. The student will demonstrate responsibility by:***

- a) Coming to school unless sick or excused.
- b) Bringing materials you need to class.
- c) Doing your school work on time.
- d) Doing your homework in a neat way.
- e) Taking care of your school materials and belongings.
- f) Following rules and helping your classmates.
- g) Keeping promises once they are made.

### C. Concern for Others

#### ***1. The student will demonstrate tolerance of other nationalities, races, religions, cultures, ages, mental and physical abilities by:***

- a) Not making negative and hurtful comments

- b) Playing with and be friendly with all students.
- c) Including rather than excluding.
- d) Welcoming and including new students.

#### **D. Kindness/Politeness**

##### **1. The student will demonstrate kindness by:**

- a) Not making comments that make people feel bad.
- b) Not hurting others physically.
- c) Being nice to everyone.
- d) Helping others in need.

##### **2. The student will demonstrate politeness by:**

- a) Not being rude.
- b) Not saying bad words.

#### **E. Group Interaction**

##### **1. The student will demonstrate support of group activities by:**

- a) Actively participating in the activities of the group.
- b) Encouraging responsible behavior of others.
- c) Displaying words and actions that promote learning in the classroom by others.
- d) Controlling emotions.
- e) Making positive comments.
- f) Cooperating and being kind.

#### **F. Aesthetic Appreciation**

##### **1. The student will demonstrate an appreciation of nature by:**

- a) Not damaging trees and flowers.
- b) Showing respect and appreciation for living and nonliving things.
- c) Creating artwork that illustrates nature.

##### **2. The student will demonstrate an appreciation of living areas by:**

- a) Picking up trash.
- b) Keeping the environment clean.

##### **3. The student will demonstrate an appreciation of the beauty of music, art, literature and theatre as well as math and science by:**

- a) Making positive comments and or actions which show respect for such beauty.

#### **G. Independent Endeavor**

##### **1. The student will demonstrate independent endeavor by:**

- a) Always trying, if possible, to do more than the task or work requested by the teacher.
- b) Setting goals higher than those easiest to achieve.
- c) Using a number of resources (books, computer) to complete projects and homework.

It is not intended that a student must demonstrate all the specific behaviors of a particular success orientation in a positive way to receive a credit in it. Rather, they are used as guides in defining acceptable behavior and in providing consistency in issuing awards. Some are used to identify exemplary success while others are helpful in identifying when a success credit is to be withheld. A success credit is not withheld for some minor discrepancy. A student must habitually display negative behaviors or have a major behavioral problem to have a success credit withheld, and this must be agreed upon by consensus in the appropriate group of professional staff members.

## **COMPETENCIES**

In recent times there has been a tremendous information explosion along with scientific and technological advances. It becomes increasingly important for you to develop competencies that will

give you the tools to cope with this present age. To become productive participants in modern society you will need to gain skills related to these advances. Particularly important are the higher order thinking skills. Skills related to the arts and physical fitness are important with a view to beauty and quality of life. QSI International School of Bratislava considers mastery in each of the seven competencies listed below as essential to your success:

**NUMERACY AND MATHEMATICAL SKILLS  
VERBAL AND WRITTEN COMMUNICATION SKILLS  
THINKING AND PROBLEM SOLVING SKILLS  
DECISION-MAKING AND JUDGMENT SKILLS  
COMMERCIAL SKILLS  
PSYCHOMOTOR SKILLS  
FINE ARTS SKILLS**

## **KNOWLEDGE**

In the modern world there has been a vast increase of knowledge that continues today. It is impossible to know everything. We have to choose carefully the things that are considered essential for a person who is educated in modern society. We believe it is better to engage in the study of less information and gain mastery rather than cover large amounts of information superficially without mastery.

## **LESS IS MORE!**

For you to develop competencies, you must have a firm foundation of facts and knowledge. Certain facts must be memorized and used as tools in gaining other knowledge and in developing competencies. Building upon and combining fundamental facts and bits of knowledge gain other knowledge. This happens by hearing, seeing, and experiencing in learning situations, followed by practice and repeated exposure. No one knows all the ways it happens; however, some of the ways are by dialogue, questioning, experimentation, risk-taking, and group activities.

In the realm of knowledge QSIB has identified seven areas. Mastery of these Exit Outcomes will lead to a successful school experience in QSI International School of Bratislava.

**MATHEMATICS  
ENGLISH / LITERATURE  
CULTURAL STUDIES  
SCIENCE  
CREATIVE AND APPLIED ARTS  
LANGUAGES OTHER THAN ENGLISH  
PERSONAL HEALTH AND WORLD ENVIRONMENTAL ISSUES**

## **STUDENT EVALUATION**

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

***All students can learn at a high level of achievement.***

***Success breeds success.***

***It is the school's responsibility to provide the conditions for the student's success.***

With this in mind, QSIB does not accept mediocre (grade of "C") or poor (grade of "D" or "F") work. Traditionally the grades of "A" or "B" are considered to be Mastery Grades.

The evaluations given in the written status reports are defined as follows:

A = All essential parts of the outcome were mastered at an appropriately high level. The

student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.

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

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

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

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

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

**W =** The student was withdrawn from this outcome.

In the Secondary School students are granted one credit for mastery of each unit outcome that is credentialed "A" or "B." Thus, ten credits correspond to one "Carnegie Unit" used by most American secondary schools.

Evaluations, called STATUS REPORTS, are issued to all students five times each year (at the end of each "Quintile"). If there is a need or reasonable request, a status report can be issued at any time. Evaluations for student progress will be entered in the computer as soon as possible after mastery is demonstrated for each unit outcome.

QSIB encourages all students to pursue a challenging academic course of studies. Students are required to learn to a level of mastery. We use only mastery grades of "A" or "B." Although students have more than one chance to achieve mastery in each outcome, we expect most students to master outcomes during their first opportunity. Students who receive a B evaluation and wish to upgrade to an "A" evaluation, have two weeks to upgrade from the time the B was earned.

**Note:** Students who cheat during testing will have to retake all previously mastered units in that course.

## COMPLETION OF OUTCOMES

Students are expected to complete units in a timely manner. Students who are late in completing an essential unit should plan to complete it before the following unit comes to an end. If the student has not completed the essential unit by this time, the teacher will put an **H**, **D**, or **W** on the outcome card.

- **H** is for students who are struggling with the work and are not progressing. The essential unit is put on hold, and students may reenter the essential unit at a later date.
- **D** is for students who are deficient. That means they put in very little effort and are not progressing. A D can be given at any time if the student is not doing their work.
- **W** means a student is withdrawn and can only be readmitted with teacher approval.

Students are expected to use their time wisely to complete the courses in which they are enrolled. Students who do not complete a course will find that they must continue with that course the following year. They will need to take a safety net class in order to complete their units and may miss out on the opportunity to take other courses. Extended opportunities do not mean eternal opportunities. Students will be expected to make their academic work a top priority and allocate their time accordingly.

If a student does not pass a unit test, then they will need re-teaching in the areas where they have not shown mastery. They will need to complete more work to demonstrate their increased understanding

and therefore earn the right to take a retest. Students are always strongly encouraged to perform their best and to work and study to pass units on the first attempt whenever possible.

### **A Note to Secondary Students:**

It is not expected that secondary students abuse the testing procedure by taking multiple versions of tests to pass the unit. This can occur when they do not study for the first test in the hope that they will find out what the test is like, and then take the second test, and sometimes a third before they pass. To discourage this practice there are some guidelines:

1. All students having difficulties shown up on test A will be allowed to retest.
2. If a student does not pass the first test, the student must retest.
3. Before students are ready to retest the teacher will require them to demonstrate that they have now mastered the material. This usually means that after not passing the first test the student must complete **extra assignments** relating to the outcome to demonstrate their mastery and readiness to retest. This helps encourage students to take and pass the test the first time rather than having to retest. Most retests occur within a week of the original test.
4. If a student does not pass the second test, he or she must file a **petition**, in order to be allowed to take further tests. For this they will need the approval of their teacher and the Director of Instruction. Diploma candidacy must be declared by the beginning of the student's Secondary III year. Staff will approve their choice by October 15. Their progress will be monitored throughout the year by advisors.

Formal review of their progress will take place during the third quintile. If they are making adequate progress (all current with work and no incomplete essential units), they may proceed. If not, they must declare candidacy for the lower diploma. If you are aiming for a practical diploma and you are not on target by the third quintile, a conference will be held to inform your parents that you will probably not graduate on time.

## **GOT A PROBLEM OR CONCERN? WHO DO YOU CONTACT?**

**Teacher** - Contact your child's teacher when you have concerns or need information about your child's behavior and friends, classroom rules, homework, or academic progress. The teacher is with your child more than anyone else and can probably answer most of your questions.

**Counselor** – Contact the Counselor when you need guidance, information, or have concerns about admission procedures, academic testing, graduation, secondary course requirements, and university admissions as well students emotional and social development.

**IB Coordinator** – Contact the IB Coordinator for all aspects of the International Baccalaureate Diploma Program ranging from exploration questions to course and other requirements.

**Athletic Director** – Contact the AD regarding any/all interscholastic athletic programs or events.

**Director of Instruction** - Contact the Director of Instruction when you need information or have concerns about curriculum, course offerings, student outcomes, class placement, textbooks, mastery learning, schedules, or school activities.

**Director** - Contact the School Director when you have concerns, suggestions, or need information about facilities, staff members, QSI Policies, school rules and procedures, the QSI Organization, or any other topic not addressed by your child's teacher, Athletic Director/IB Coordinator, Resource Coordinator or the Director of Instruction.

## **A NEW STUDENT ARRIVES**

QSIB staff and students want to help make your adjustment as a new student as smooth and happy as possible. QSIB students and staff accept as a routine fact of life a steady flow of newcomers from many different countries and school systems, each making a unique contribution to our multi-cultural school society. You may be new now, but in a short time you will be the one greeting the newcomer!

## IMPORTANT DOCUMENTS TO BRING

Please report to the Main School Office with your parents on your first day. A staff member of the school administration will welcome you and process your application documents and information for your enrollment. You and your parents are asked to bring the following materials to assist with your placement (if you haven't already provided them at the time of the registration):

**Prior scholastic records:** If your previous school will permit, your parents should hand-carry copies of your prior school records, including evaluations and special testing data. For 7-11YO class applicants, copy of previous school records for ONE year is required. For 12YO - SEC IV class copies of all school records from age 12 are required. Transcripts must be translated into English and no secondary student will be admitted unless transcripts are provided. Otherwise, the releasing school should mail the records to:

***QSI International School of Bratislava  
Zahradnicka 2, 931 01  
Samorin, Slovak Republic***

**Evidence of date of birth:** Parents are advised to bring a copy of your birth certificate or some other evidence of your age (passports will do) so that you will be placed in the correct class.

**Completed QSIB application forms:** All information should be completed on the application form including your address and places your parents can be contacted. Of utmost importance is the ***Student Health Form*** with information about your medical history, including allergies, physical limitations, etc. and ***Emergency Form***. If any of this information should change after the time of enrollment, please inform the school.

### **Other documents to bring:**

- Student passport photo
- Signed Student/Parent Handbook Agreement
- Proof of payment for Lunch/Transportation Program (if required)

## WE EXPECT YOU

- To be responsible, cooperative, and supportive.
- To be respectful of all parents, teachers, paraprofessionals, and staff members
- To have a good attitude toward learning.
- To give your attention to the required task.
- To be enthusiastic.

## YOU CAN EXPECT FROM US

- Instruction that will meet your academic needs.
- Assistance with your concerns.
- Opportunities to voice your opinions in an appropriate manner.
- An environment in which learning is stimulating.
- Predictably professional behavior.
- A model of behavior that is expected of you.
- A caring environment that will encourage your success.

## STUDENT CONDUCT

With reference to your behavior, common sense and good manners are the guidelines. This includes responsibility and respect for others. The following are a few of the specific rules that have been agreed upon by the students, staff, and administration. Students and teachers will formulate rules of conduct for their individual classrooms.

- We will come to class on time and ready to learn.
- We will come to class with appropriate materials.
- We will be responsible for our possessions and be respectful of others' property.
- We will respect, listen to and follow directions from all school staff.
- We will use polite language.
- We will respect everyone's right to learn.
- We will show respect for personal and cultural diversity.

The Director, Director of Instruction (DI), and/or the Resource Coordinator will deal with students who demonstrate serious behavior problems or choose to demonstrate continual repetitive minor misbehavior. The following actions will take place:

1. Counseling with the Director
2. Group conference with Director and/or DI, student and teachers
3. Conference with DI, student, and parents
4. Suspension from school for a designated period of time
5. Expulsion

In all cases of very serious behavior problems the Director may suspend or expel the student immediately. **ANY** student bringing **ANY** kind of weapon to the school will be suspended for five days or expelled.

## DRESS CODE

With respect for the students' need to express themselves as individuals, the School does not require uniforms. However, with this freedom, it is expected that students will choose to attire themselves in a way that does not interrupt the learning process and does not offend other students or staff members.

The following rules apply to QSI Students:

- Hats may not be worn in the school building.
- Shorts and skirts must be no shorter than 15 cm above the knee.
- The same measurement as above applies for shirts worn over leggings/tights.
- Girl's blouses may be sleeveless but must not be cut low or fit loose under the arms. Necklines must be modest and expose no cleavage. Spaghetti straps or halter-tops are not allowed.
- Blouses and shirts should be long enough to tuck into shorts, skirts, or pants.
- Undergarments are not to be visible at any time.
- Muscle shirts or see through garments are not allowed.
- Clothing with holes and inappropriate writing (e.g. alcohol, drugs, tobacco, symbols or slogans) are unacceptable in any language.

### **Consequences:**

1. The first time a student chooses to wear inappropriate clothing he/she will be asked to call home for a set of appropriate clothing or wear clothing provided by the school office.
2. The second violation will result in a formal letter being sent to the student's parents notifying them of the dress code violation.

### **Attire for Gym and Sports Activities:**

Student attire for sports and dance activities must allow students to be comfortable and move freely. The instructor for a given activity will specify suitable attire and communicate with students/parents.

It is not mandatory for elementary students to change clothes for sports classes in the gymnasium. Tennis shoes are excellent for gym class and as indoor shoes. It is recommended that students wear inexpensive attire for sport activities as clothes may get dirty or be damaged.

### **Attire for outdoor activities:**

Elementary students go outside each school day unless it is raining or too cold. During winter it can be very cold and snowy. Snow pants, warm coat, waterproof boots, hat and waterproof mittens are needed.

### **Indoor Shoes:**

For safety reasons, students should not bring slippers to school. Slippers cause accidents and are not appropriate in case of fire drills or necessary evacuation of the school. Students are requested to wear the tennis shoes they bring for gym classes while inside the school building.

## **SCHOOL SUPPLIES**

Books are used without charge with the expectation that they will be returned in a condition that reflects reasonable use. A good policy is to cover your books to minimize incidental wear. Any book damaged due to negligence will be charged in accordance with the degree to which the book was damaged or double the original value of the book plus 1 Eur. Teachers will provide typical school supplies. Talk to your teacher on your first day about what else you might need.

## **HOMEWORK POLICY**

### **PHILOSOPHY**

The purpose of homework is to practice the skills taught that day in school or to prepare you for future work. There are three acceptable categories of homework: practice (reinforcement), preparation, and extension activities. Homework may be a prerequisite to taking a test for evaluation. Homework must be completed before taking outcome assessments.

### **HOMEWORK SHOULD NOT:**

- Introduce initial learning of new material, either skills or knowledge components.
- Require extensive teacher or parent direction or help.
- Be so excessive that it precludes students from joining family activities or other forms of childhood socialization.
- Be given as busy work or punishment.

### **HOMEWORK SHOULD:**

- Be well planned and complement classroom learning.
- Have immediate, timely feedback.
- Have proper resources available, if research is assigned.
- Be meaningful and challenging.
- Have clear procedures for accomplishment and clear and enforced due dates.
- Be written on chalkboard or handout as well as assigned verbally.

### **SPECIFIC CONSIDERATIONS:**

- If you, as a student, are continually overburdened with homework assignments, teachers and an administrator may be needed to determine the best course of action for you.
- Where several teachers are involved, as in the secondary school program, teachers will attempt to coordinate their homework assignments so that excessive homework is not given on a particular day.
- Homework assignments are legitimately used to qualify a student for preparation of a mastery/summative examination and no mastery/summative examination may be given unless homework is completed.

## ELEMENTARY COURSE OFFERINGS

### 5-year-old class:

Mathematics  
Science  
Technology  
Physical Education

Reading  
Cultural Studies  
Library  
Slovak Language

Language Arts  
Music  
Art

### 6 year through 11-year-old classes:

Mathematics  
Physical Education  
Reading  
Technology

Library  
Language Arts  
Science  
Art

Additional Language  
Intensive English  
Cultural Studies  
Music

## MIDDLE SCHOOL COURSE OFFERINGS

### 12 and 13-year-old classes:

This program meets the special needs of students in the 12-13-year-old age group. It is a rigorous academic program of Mathematics, Science, Art, Music, Reading and Language Arts and Physical Education. Foreign Language programs, in French, German and Slovak, and Technology are offered as elective courses. Qualified students may enroll in certain secondary classes for high school graduation credit.

Middle School students have more privileges and responsibilities than Elementary Students. Middle School students participate in Student Council, and secondary sports.

Twelve and Thirteen Year students are required to take a set of core courses in English, language arts, cultural studies, mathematics, science, physical education, art, and music. Students are placed in English, language arts, and mathematics classes according to their achievement levels. We encourage our students to proceed into secondary school courses if they are able. Some thirteen-year-old students may engage in secondary classes like mathematics, foreign language, and technology. Secondary school credit is given to twelve and thirteen-year-old students who satisfactorily master the outcomes in secondary classes.

### Mathematics

Mathematics 12  
Mathematics 13  
Algebra

### Languages

French  
German  
Slovak  
Spanish

### English

Reading 11  
Language Arts 11  
Reading 12  
Language Arts 12  
Reading 13  
Language Arts 13

### Physical and Health Education

P.E. on alternating days

### Fine Arts

Art  
Music  
Drama

### Cultural Studies 12/13

Cultural Studies 12/13  
Course A and B

### Science 12/13

Life Science 12/13  
Earth Science 12/13

## SECONDARY SCHOOL COURSE OFFERINGS

### **English:**

Literature I & II  
Writing I & II  
American Literature  
Research Project  
Technology  
British Literature  
AP Literature and Composition  
IB English Language and Literature SL & HL  
Creative Writing

### **Health & Phys. Ed.:**

Fitness  
Health  
Team Sports

### **Mathematics:**

Algebra I & II  
Geometry  
Calculus  
Advanced Mathematics  
IB Math SL & HL  
IB Math Studies  
AP Calculus  
AP Statistics

### **Languages:**

German  
Slovak  
French  
Spanish  
IB, SL & HL (all)

### **Fine Arts:**

Art I, II  
Drama  
Music  
IB Visual Arts

### **Cultural Studies**

World Geography  
Modern World History  
U.S. History  
World Government  
IB Economics SL & HL  
IB History  
AP World History  
AP Human Geography

### **Science:**

Biology  
Physical Science  
Chemistry  
Discovery Science  
IB Chemistry SL & HL  
IB Biology SL & HL  
IB Physics SL & HL

### **Electives:**

Team Sports  
Yearbook  
Secondary Drama  
Journalism

### **EXTRA-CURRICULAR ACTIVITIES:**

Drama	Sports	Speech and Debate
Student Council	Band	Knowledge Bowl
Humanitarian Club	Model United Nations	

## SECONDARY SCHOOL GRADUATION REQUIREMENTS

QUALITY SCHOOLS INTERNATIONAL offers a secondary 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.

### **FOUR DIPLOMAS ARE OFFERED BY QUALITY SCHOOLS INTERNATIONAL THIS YEAR**

- **ACADEMIC DIPLOMA**
- **ACADEMIC DIPLOMA WITH HONORS**
- **GENERAL DIPLOMA**
- **INTERNATIONAL BACCALAUREATE DIPLOMA**

### **THE ACADEMIC DIPLOMA: 24 Carnegie Units (240 QSI Unite Credits)**

- **A total of 240 credits (including electives) is required for this diploma:**

*English (70), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (40), Electives (25)*

### **THE ACADEMIC DIPLOMA WITH HONORS: 24 Carnegie Units (240 QSI Unite Credits)**

- Requirements are the same as The Academic Diploma with the added condition that accumulated credits include at least two IB certificates or Advanced Placement (AP) courses. A total of 240 credits are required for this diploma.

*English (70), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (40), Electives (5), Two AP courses (20)*

### **THE GENERAL DIPLOMA: 22 Carnegie Units (220 QSI Unit Credits)**

- The General Diploma is available to students who may want to focus on an international course of study or may face time constraints upon entering the school (for example, admission as a Secondary 3/11th grader or later). This diploma is also an option to students who excel in the fields of mathematics and/or sciences. It is only available to students who are in their fourth year of secondary studies or who will turn 18 years old no later than 30 October following their graduation.

*English (40), Science (20), Technology (10), Mathematics (20), Fine Arts (10), Personal Health (20), Foreign Language (20), Cultural Studies (20), Electives (55)*

### **INTERNATIONAL BACCALAUREATE DIPLOMA**

This program is designed for students that are in their final two years of school before university. The IB program is an established educational program in 1,952 schools in 134 countries worldwide (2008 figures). This program standardizes curriculum and assessment development, standardized teacher training and information seminars, electronic networking between schools and other educational services to member schools.

The IB organization is funded through fees from IB schools and students participating in the IB program. The IB program was founded in 1968 and is a nonprofit educational foundation based in Geneva, Switzerland.

This program grew out of international schools' efforts as early as 1924 to establish a common curriculum and university entry credential. The schools were also motivated by an idealistic vision. They hoped that critical thinking and exposure to a variety of points of view would encourage intercultural understanding by young people. They concentrated on the last two years of school before university studies in order to build a curriculum that would lead to what they called a "baccalaureate", administered in any country, recognized by universities everywhere.

Students who qualify may choose to take individual IB classes towards earning IB certificates or they may take the entire IB program towards earning an IB Diploma. IB exams are given in May.

Students take 6 courses, 1 from each of the 6 subject groups (Language, Second Language, The Arts, Individuals and Societies, Experimental Sciences, Mathematics and Computer Science). Students may take an elective in lieu of taking an Arts subject. Students choose to take 3 courses at Standard Level (SL) and 3 courses at Higher Level (HL). HL courses are 240 or more hours over 2 years of study, while SL courses are 150 hours or more over 2 years of study.

Diploma candidates also complete the requirements for the 3 core elements: The Extended Essay, the CAS program (Creativity, Action, and Service), and the TOK (Theory of Knowledge) course

We recommend that you contact the IB website for further information at: <http://www.ibo.org/>.

## **COURSE COMMITMENT**

Secondary students, who register for a course, must be committed to complete it. If during the year you believe you cannot continue in the course, you should meet with your teacher and discuss the matter. After your discussion, if you still want to drop the course, your parents and you must meet with the administration. In general, you should add/drop a course in the first week of the course. Seldom will permission be granted after that period. It is important that care and deliberation be given while selecting courses of study.

## **SECONDARY SCHOOL ACTIVITIES**

Education has two sides, the curricular and the extracurricular. Both are important. Young adults need a wide range of interests and activities. QSI International School of Bratislava encourages middle and secondary school students to become involved in extracurricular activities. Some activities are organized and sponsored by school personnel. Drama, Soccer, Volleyball and Basketball are examples of this. Students or teachers who have special interests may organize other activities. If you are interested in participating in some special activity, talk it over with other students and the Director Instruction.

## **EXTRA-CURRICULAR ACTIVITIES PROGRAM**

### **PHILOSOPHY**

Participation in extra-curricular activities at Bratislava International School is a privilege. Participation is not a requirement for graduation and those who participate must give extra effort and time. Because extra-curricular activities are voluntary and because those participating represent the school, it is mandatory that academic, citizenship and sportsmanship standards be uncompromised. It is expected that each participant will be a good student and school citizen. He/she has the privilege of participating in a well-organized program, which is of special interest to him/her and for which the school provides coaching, equipment and facilities. Therefore, the selection process must not be based solely on performance, but must include scholarship, attitude, conduct, and cooperation. Each participant has an obligation to himself/herself, his/her school, his/her coach, and his/her team. Therefore, the selection process will deny participation to those who fail to meet the established standards. Extra-curricular activities are not intended for rehabilitation, retraining or reforming. Rather, the privilege of participation should be extended to those who have earned it in the classroom as well as on the playing field, court, track, or stage.

### **ETHICS OF EXTRA-CURRICULAR ACTIVITIES PROGRAM**

It is the responsibility of all concerned with extra-curricular activities at QSI International School of Bratislava to:

1. Offer an opportunity for students to apply the Success Orientation skills to an extra-classroom activity.
2. Display sportsmanship, ethical conduct, and fair play.
3. Eliminate those factors, which would destroy the values to be gained from participation in the activity program.
4. Show courtesy to visiting teams, officials, and spectators.
5. Respect the integrity and judgment of officials.
6. Understand and uphold the rules of the game.
7. Enforce school policy regarding eligibility and conduct.
8. Encourage student leadership and skill development.
9. Recognize and promote the purpose and intent of the activities program.
10. Establish and maintain a mutually pleasant relationship between visitors and hosts.
11. Maintain the perspective that a contest is not a matter of life or death for coaches, players, or schools.

## **ELIGIBILITY AND TRAVEL POLICIES FOR MIDDLE AND SECONDARY SCHOOL STUDENTS**

Middle and Secondary School students are eligible to participate in Student Council and extra-curricular activities unless they have not successfully finished expected units of study.

During the first quintile, students who did not complete one or more units of a secondary credit course from the previous year are placed on the Ineligible List. During the 2nd, 3rd, 4th, and 5th quintiles, students who have not finished expected units in their classes are placed on the Ineligible List. Students may get off the Ineligible List by successfully completing the units.

The expected duration of one unit of study is 17 school days. It is the responsibility of students, who are not successful in demonstrating mastery, to confer with their teachers and arrange a time to stay after school for additional assistance, complete additional review assignments, and schedule a retest. This should be accomplished within one week while the course material is fresh in the student's' mind.

1. Each coach must know and enforce QSIB's policies regarding eligibility and travel.
2. Students will be eligible to travel abroad provided:
  - A. They have no outcome in "D" (deficient) status.
  - B. In the judgment of each teacher they are making reasonable academic progress.
3. TWO WEEKS prior to departure of any school group, each student's status report will be assessed by the coach to determine each student's eligibility. If the student has a "D" in any outcome, the student will be advised that he/she may not be permitted to travel. A one-week reconsideration period will be applied.
4. If at ONE WEEK prior to departure the student is still deemed academically ineligible to travel, the coach, the teacher, Director of Instruction, and Director will meet to review each case.
5. The Director will have discretionary authority in the decision-making function of this panel.
6. Eligibility status will be required for PARTICIPATION in all interscholastic activities that travel on school time.

## **PHYSICAL EDUCATION CLASSES**

Students must participate in physical education classes unless they have a signed note from a parent. If a student does not participate and does not have a signed note, the P.E. teacher will contact the parents immediately. In cases of frequent non-participation, the P.E. teacher will contact the parents even if the student has brought a note to inform the parents that the student is at risk of not completing 80% of the Unit and not receiving a grade.

## **ELEMENTARY RECESS RULES**

Students will be supervised at all times and should follow the general rules of the school. Students are to follow the directions of the supervisors at all times and play in areas that can be easily seen.

For the safety of the students during recess, the school does not allow violent games where children can get hurt. Students are not allowed to run around the building or through the cafeteria. Areas are limited in order to best supervise students and keep recess safe.

## **PLAYGROUND RULES**

### **General Rules**

- The teacher will blow the whistle in the cafeteria to indicate that those students who have finished their lunches will be allowed access to the playground area.
- Students should use the bathrooms before exiting the cafeteria.
- Students will enter the playground one at a time after their tables are clean and they are sitting quietly. Students will stand up and push in their chairs before leaving their tables.
- Students will follow the directions of the teachers on duty.

- Students are expected to treat each other and teachers in a courteous manner.
- Teachers will assist students in resolving any playground disputes.
- Any form of fighting, including play fighting, rough play or wrestling is not permitted.
- Students will play only in designated areas.
- All playground equipment must be used in a safe and appropriate manner.
- No walking, running or climbing up the slides. Go down one at a time sitting with feet in front.
- Only one person is allowed on a swing at a time and he/she must be properly seated. Pushing, jumping off and twisting on swings is not permitted. Do not run or play behind, around, between, or within the designated swing area. First come, first serve.
- If a ball goes over the fence, students are not permitted to retrieve the ball. The ball will remain there until recess is over.
- All physical education equipment (i.e., balls) used during recess will be returned at the end of recess.
- When the first whistle blows on the playground, students will stop playing and line up quickly and quietly.
- Students will exit the playground in an orderly manner and walk down the hallway quietly.
- During the winter season, throwing snowballs is not permitted.

### CONSEQUENCES FOR PLAYGROUND RULES

- For minor offenses, a student will be talked to and given a warning by the teacher on duty.
- Repeated minor offenses will result in the removal of the student from recess activities.
- If a student refuses to obey this disciplinary action, the student's classroom teacher will be notified and further action will be taken.

### STUDENT ATTENDANCE

Many learning experiences occur in a classroom setting. Many of these experiences cannot be duplicated through make-up assignments. School attendance is extremely important for successful learning. Future employers and university placement officials often ask for student records of attendance as an indicator of the reliability and motivation of the individual. It is expected for students to be in school except for sickness or extenuating circumstances.

It is mandatory for each student to scan their student ID card at the main school entrance. If a student does not scan their ID card, they will be counted absent. Subsequently, if a child is counted as absent and we have not been informed of the reason, we will be contacting the parents and inquiring about the wellbeing of the child and the length of the planned absence.

However, please note that it is the child's legal guardian's obligation to inform the school about any absences. **Parents are requested to email the school at [attendance@svk.qsi.org](mailto:attendance@svk.qsi.org) at least one day ahead or by 8:30 a.m. THE LATEST on the day their child is absent.**

If the child is to be absent from school for **no more than 3 consecutive school days**, the absence can be excused by the legal guardian (or by a student if he/she is of legal age) by emailing the school at the address above. If the child is to be absent from school for **more than 3 consecutive school days**, then the legal representative (or a student if he/she is of legal age) cannot excuse the absence in the school by himself/herself, but is obliged to prove the reasons for the absence by

documentation, i.e. in case of sickness of a student to submit a medical report, in case of other reasons to submit a document proving such facts (e.g. document produced by sport organization regarding the attendance of student on sports competition).

The Director can excuse the absence of the student only on the excusable grounds, which are namely the sickness, doctor's excuse and ban for attending school, extreme weather condition, sudden cut-off in the public transport services, extraordinary family situation or attendance of the student in a competition. **The absence of the student in school due to a vacation does not constitute a reason which is excusable** (with the exemption of a vacation that is included in a medical treatment proposed/recommended by a doctor).

In the event of a lengthy illness, teachers will do everything possible to help you make up your missed work. It is your responsibility to contact the teacher for makeup work and to set convenient times for makeup tests or quizzes.

## TARDINESS

All students are expected to be in school on time **at 8:25am**. If a student arrives late to period one, they must have a tardy slip from the Reception. In case a student arrives at school after the beginning of the instructional day (1st period) and are listed on the absent list, it is the responsibility of the teacher to notify the Director of Instruction Office, so the student will not be counted absent the rest of the day.

The student will begin each term with zero tardies. A student who is tardy three times in a given term, however, will receive an office referral and DI or Director will meet with the student. Absence from class (skipping) will be reported immediately after the class period ends. Any teacher who sees students lingering around bathrooms, the library, hallways, computer lab or common areas during class time will report the student as tardy to the Director of Instruction.

## EARLY DEPARTURES DURING SCHOOL

Students are usually permitted to leave early at the request of the parents or school administration. Students must have a written, authorized excuse to leave early and must check out at the Reception prior to departure. QSIB does not consider fatigue from staying up late an authorized excuse to leave school early.

## EARLY WITHDRAWAL FROM SCHOOL

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

## QSIB SECURITY RULES AND REGULATIONS

### Student ID Cards

1. QSIB issued new ID cards for students in August 2018. These ID documents take the form of electronic smart cards containing personal data. The title QSI International School of Bratislava and student's first and last name confirm student enrollment at QSIB. Each QSIB student will receive their ID card on their first day of school.

2. Each QSIB student is issued one card valid for the whole period of his or her studies at QSIB (provided these are not interrupted). The student card remains the property of QSIB and is not transferable. After completion of studies or interruption of studies the student is obliged to return the card without delay. He or she should return the card to the School Registrar. In case of a lost or

unreturned card, school will charge 10 Eur for the lost card, and will issue a new card if necessary.

3. For reasons of safety, ID cards must always be worn by all Middle School and Secondary students (11-year-old through SEC IV class) and visible (attached to a lanyard worn around the neck or on the belt, etc.).

4. For attendance purposes, students must scan their ID cards when they enter the main school building. This must be done every school day. Students will be shown how to do this on their first day of school.

All students should be in the school building by 8:25am. If students arrive after this time, they must still scan their ID card, sign in at the Reception and ask Receptionist for a Tardy Slip. If students do not scan their cards at the Main Entrance, they will be counted as Absent, and parents will be contacted during the day to explain the reason for the student's absence and the length of the planned absence.

## **Important Security Reminders**

### **Cameras**

QSI has installed surveillance cameras both inside and outside of the buildings. School cameras are operated under the supervision and authority of the IBS Security Services, and access to any recordings is at the discretion of IBS and QSIB.

### **Entrance and Exit Gates (ECC and ELEM campus only)**

School entrance and exit gates are closed during the school day. Parents and visitors can access the school campus by ringing the bell at the Entrance Gate. Visitors must have an appointment with school administration to gain access to the campus.

To exit the campus, parents and visitors must ring the Reception bell at the Exit Gate. Please be mindful of the gate door and follow the instructions of the security guard and the school administration when entering and exiting the campus. Keep distance from the opening/closing gate door and allow for the gates to open fully before driving through.

To allow for the increased traffic to/from school at the beginning and end of the school day, the school gates will remain open between 8:00am - 8:35am and 3:30pm - 4:00pm. During this time a security guide will be present at the entrance gate to direct parents and visitors entering the campus.

### **Visitors**

QSI International School of Bratislava is a closed campus which means students may not leave the campus without permission from the Reception. Parents have entrusted the school with your well-being and safety. Therefore, we must know where you are at all times. Your safety and security are our first consideration.

A "closed campus" also means visitors and non-students must check through the Reception before being allowed to visit the school. We must know who is on campus at all times. Non-students are not to come at recess, lunchtime, or during class time to see you directly. They must check in through the Reception!

Visitors must have prior authorization from the office before entering the school campus. All visitors must sign in and show their ID at the Reception Desk. They will then receive a Visitor badge/card from the Receptionist. All QSIB parents must sign in at the Reception Desk.

### **Security Guard**

A security guard is present on the school premises every Mon-Fri 8:00am - 4:00pm. The guard makes sure that the school premises are safe and free of any outside intrusion. The guard makes rounds around the school buildings regularly and ensures that the gates and all exit doors are always closed.

## Parking

There are designated parking spaces, where parents, staff and visitors can park their vehicles. We ask parents, staff and visitors to please not leave their cars on the school campus longer than necessary, to allow for all vehicles to have access to parking. The area in front of the main school entrance is reserved for School Bus Parking ONLY. Cars parked here will be directed to be removed immediately. Parents picking up their children from school must park at the designated parking spaces and collect their child at the Reception Desk area. Children must not run through the parking lot for safety reasons.

## PERSONAL PROPERTY

Students are strongly discouraged from bringing large sums of money and valuable personal property to school such as iPods, iPads (other tablets) and iPhones. The school assumes no responsibility for lost or stolen property.

**Theft of any items is not tolerated. Students found guilty will be immediately recommended to the Advisory Board for expulsion.**

## LOCKER POLICY

All students are eligible to use a locker. Each student must understand and agree to the following locker policy:

1. One locker will be issued to each student.
2. The school will issue combination locks to students who wish to have a locker. This is so the school will be able to open the locker for the student if the student forgets the combination or loses the key. All locks are to be returned to the school at the end of the school year.
3. The locker is the property of the school, not the personal property of the student to whom it has been issued for the year. The school reserves the right to open any locker at any time.
4. Students must maintain their locker in the same condition in which it was issued to them. Students are not to write on or in lockers or attach anything to the lockers.

## SMOKE FREE, ALCOHOL FREE, AND DRUG FREE

The QSIB campus is a tobacco free, alcohol free, and drug free campus. QSIB does not permit smoking, e-cigarettes, vaping, drinking alcohol or the use of drugs by students or faculty at school or at any school-sponsored activity/trip. Violation of this policy will result in suspension.

Students may not drink or be under the influence of alcohol or use a tobacco product at school or at any school-sponsored activity or trip. Violation of this policy will result in suspension and/or expulsion.

The use, abuse, possession, or being under the influence of controlled substances is prohibited at school or at any school-sponsored activity or trip. The possession or distribution of drugs is prohibited. When violation of this policy is verified, suspension, expulsion and or other severe disciplinary action will result.

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

## PUBLIC DISPLAYS OF AFFECTION (PDA)

A brief review about Public Displays of Affection among students at QSI International School of Bratislava:

In transition times (lunch, morning break, during class transitions) students may:

- Sit next to each other with an arm around the other
- Hold hands
- Give a brief A frame hug

Students may not:

- Kiss
- Sit on each other's laps
- Wrestle
- Give full body hugs

These apply to classrooms as well. Students not following the PDA rules will be referred to the Director of Instruction and/or School Counselor.

## **SCHOOL EMERGENCY INFORMATION GUIDE**

### **School Emergency Response Protocols**

A school crisis can take several forms including environmental event, such as chemical spill, gas leak; a weather emergency; or an intruder in or the near school. The nature of the school crisis dictates whether school officials will put in a place a lockdown or evacuation, as means to ensure the safety and well-being of students and staff.

In case of emergency, the QSIB **SMS Blast Service** allows us to contact all QSIB parents in one mass text message. In case of school evacuation or lockdown, parents are contacted via text message immediately OR as soon as the current situation allows it. An email to all parents will normally follow the text message. For non-immediate emergencies, an email ONLY will be sent to all parents by the school administration.

### **Safety Terms and Procedures**

*In the event of an emergency at QSI International School of Bratislava, it is important to know the terms **Evacuation** and **Lockdown**.*

#### **SCHOOL EVACUATION**

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. This also applies to employees, volunteers, parents, and people visiting the school site. Generally, the emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment.

The aim of the evacuation is to provide a safe and secure environment for our students, staff and resources, and to establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

***Evacuation Plan is available to view at the School Reception. Frequent Fire Drills are planned during the school year.***

#### **SCHOOL LOCKDOWN**

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed until "all-clear" announcement is made. Students will NOT be released during lockdown.

***Lockdown Instructions are available to view at the School Reception. Frequent Lockdown practices are planned during the school year.***

### **How Can You Help**

#### **BE PREPARED FOR A SCHOOL EMERGENCY**

Ensure that your child's emergency contact information is accurate and current. If the child's

emergency contact details have changed since you completed the Emergency Form, please email the **School Registrar**.

### **In Case of a School Emergency**

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below.

***DO** rely only on official communication from school and/or public safety officials.*

***DO** have your mobile phone close to you at all times and be reachable.*

***DO** follow the school's instructions.*

***DO NOT** call or rush to your child's school. Your presence could interfere with emergency responders.*

***DO NOT** phone your child at school. Staff and students are discouraged from using cell phone communication for safety reasons.*

### **How Can I Be Reunited with My Child?**

Parents/Guardians will be directed by school or public safety officials to their child's specific location. Students will be released **ONLY** to parents/guardians who are documented as emergency contacts. The reunification process can be time-consuming, so parents are urged to be patient.

## **COMMUNICATIONS BETWEEN SCHOOL AND HOME**

The administration produces a **weekly newsletter** to keep students and parents informed of the things happening at school. The newsletter is available to parents by email. Parents receive their child's **status report** five times a year. Two times a year, teachers write Academic Comments that are sent home and **Parent-Teacher Conferences** are held twice per year.

## **PARENTS ARE ALWAYS WELCOMED**

It is our goal to have parents at school often. They are our best public relations people if they see the many and varied things their children do and the strategies we use to meet students' needs. Parents should visit the school monthly to be involved in an instructional activity, program, showcase, etc. This can be to share creative writing, hear children's classroom reports in cultural studies or science, assist with a holiday art activity, share their own culture and customs, watch a class drama, etc.

The purpose of a community program is to provide an opportunity for parents to learn more about the various programs in the school and provide an opportunity for parents to get together with teachers for discussion about school programs. A program event is not to discuss individual student progress (this opportunity is provided in Parent-Teacher Conferences), but simply a means of becoming better acquainted with the school, the teachers, and one another.

## **PARENT-TEACHER CONFERENCES**

Conferences are held three times annually. Conferences after the first and third quintiles are for all parents. **The second conference (following the third quintile) is a student led conference.** Conferences after the 4<sup>th</sup> quintile are by request and deal with special learning situations. Parents or teachers may request additional conferences through the Director of Instruction Office. It is recommended that teachers wait until after two weeks of school in the fall to schedule a conference. This allows the teacher time to get to know the student's needs.

A conference schedule is shared with parents at the end of the first and third quintiles. Parents can

choose a time to speak with selected teachers. Most conferences are private meetings between the teacher and the parents. Other conferences may have a larger group of participants. Either teachers or parents may request a group conference. Most conferences are 20 minutes in length. If participants want to have a longer increment of time for a conference, contact the Director of Instruction's Office.

Each parent conference is unique, but there are certain principles that ensure topics are covered, a plan is made, and parents, teacher and student feel something important happened.

In preparation for conferences, teachers will:

- Collect samples of student work to support evaluation.
- Make notes about a student's strengths and talents
- Prepare a plan for remediation ready to meet the needs of the child.
- Invite an administrator to attend the conference if appropriate.
- Display student work that reflects the instructional program.

During the conference, teachers will:

- Make parent and student participants feel comfortable and included
- Get input from parents. Listen as well as speak.
- Be clear.
- Present a plan including specific items like pre-testing, extra help sessions, extended lessons to challenge the student, a homework notebook, periodic e-mails or notes to the parents.

After the conference, teachers will:

- Implement and follow through with the plan.
- Notify the Director of Instruction or other teachers of significant information that the family has agreed to share.
- Keep other information confidential

## LIBRARY POLICY

1. **BORROWING** - You can take up to two books at a time. Books are to be checked out for one week and may be returned and/or exchanged at any time. Older students may make arrangements with the librarian to check out additional books as needed for reference/project work.

2. **RESEARCH** - Reference materials are available to students during their research time or library time. Reference materials may not be checked out of the library. The latest dated set of encyclopedias may not be removed from the library, not even to the classroom.

3. **RENEWAL** - If you desire to keep a book more than one week, it must be renewed after the first week.

4. **OVERDUE BOOKS** - If books are not returned on the due date, a written reminder (1st notice) will be given to you. If the books are not returned with this reminder, a 2nd notice will be given.

5. **LOST OR DAMAGED BOOKS** - You are required to pay for lost or damaged books. If you pay for a book and it is later found, you would be reimbursed the amount paid. Any book damaged due to negligence will be charged in accordance with the degree to which the book was damaged or double the original value of the book plus 1 Eur.

## Calculator Policy

Students in mathematics courses up to and including Mathematics 12 will not be allowed to use a calculator without the specific permission of the instructor. These courses instruct in the use of manual methods for computation, so calculator use undermines core tenets of the course.

- Starting in Mathematics 13, students are required to daily bring to class a scientific calculator (one to display scientific notation, sine, cosine, exponents, etc.) or a TI-84 (or equivalent) graphing display calculator (GDC). This requirement extends through Geometry.

- Students entering Advanced Math I or higher are required to daily bring to class a TI-84 (or equivalent) graphing display calculator (GDC).
- No cell phone calculators will be allowed for use during assessments.
- Both scientific calculators and graphic display calculators (GDC) are available to check out from the library and do not need to be purchased.

## PERSONAL ELECTRONIC DEVICE POLICY

Personal electronic devices can, at times, be a useful tool to support learning. However, they can also create a barrier to social interaction and distract students from learning. Social interaction is a vital part of the QSI Bratislava community and helps students to grow emotionally and intellectually as well as help them acquire English.

With this in mind, please review the school-wide **personal electronic device policy**:

While at school, students' personal electronic devices should be turned off and out of sight. The following exceptions are permitted:

- Middle and Secondary Teachers may permit the use of personal electronic devices during class time to support learning activities.
- Electronic devices may be used for learning purposes (including writing documents, watching relevant instructional videos etc) - but not for entertainment or social media during study hall. The study hall monitor is responsible for tracking this activity.
- Electronics are allowed during breaks and lunch in designated areas for school work with teacher supervision.
- Yearbook / Journalism may make images with their advisor' s approval and after they have notified and received permission from their subjects.

### **Please note:**

In the event that parents need to communicate with students during the day, or students need to contact their parents, that communication can go through the main office.

Students are free to use their devices for appropriate entertainment on bus rides before and after school, but are not allowed to record audio, video or make images.

### **Consequences:**

Device will be confiscated and given to Director of Instruction or Registrar. Device will be returned at the end of the day and parent notified.

With repeat offences, device will be confiscated and returned only with a parent note.

## QSI STUDENT ACCEPTABLE USE POLICY (AUP)

Computers, the Internet, and related technologies are valuable resources for students, and serve as the world's largest library and information database. QSI is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training including QSI's Essential Unit on Digital Citizenship. This unit, required for every QSI student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use, and to succeed in modern society. Students are expected to conduct themselves according to these outcomes, even when not at school. Issues brought to the attention of the staff that negatively affect other students or disrupt the school day will be dealt with by the school.

Please contact your school director if you have concerns about this or any other requirement below.

### **A. Acceptable Use**

- Technology is to be used in a responsible, ethical, and legal manner. Some information and activities are not appropriate for school.
- All technology use must support QSI's educational objectives, meet the objectives of QSI's

Digital Citizenship Outcomes, and be in accordance with QSI's Success Orientations.

- Use for student self-discovery may be allowed, but the Director will decide what usage is acceptable.
- The Director may suspend or permanently end technology access for any student who violates QSI's AUP.
- The use of QSI technology is a privilege, not a right.
- The cost of willful damage will be billed to the parent or guardian of the abusing student.

#### **B. Unacceptable Use Includes:**

- Downloading, copying or adding any unauthorized software, applications or files to or from the System.
- Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying as well as paraphrasing ideas without giving credit to the author.
- Violating copyright, trade or service marks, or intellectual property rights. This includes peer to peer file sharing of copyrighted files. If the student is unsure whether or they can use a work, they should not use it without permission from the owner.
- Using any username, password, or resource (within or beyond QSI) that a student is not authorized to use.
- Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
- Using harmful, threatening, abusive, or obscene language or imagery at any time.
- Vandalizing computers, the school network, technology, equipment, drives, files, software, or Internet resources. Vandalizing includes, but is not limited to any attempt to modify, erase, or destroy another person's documents or files, or to defame or vandalize someone's digital profiles.
- Using technology that is explicitly prohibited.
- Attempting to fix, repair, or enhance any equipment, device, software or other QSI resource without teacher approval. Please contact QSI regarding any repair or fix.
- Wasting resources, including file storage, Intranet and Internet bandwidth, or paper, by unauthorized gaming, downloading, video or audio streaming, or other unauthorized activities.
- Playing tricks or pranks on other people. Examples may include moving files, adding unauthorized content to a document or e-mail, or otherwise distorting information.
- Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate.
- Violating the posted policies for any lab, library, or computer room.

## **USE OF SCHOOL COMPUTERS**

Students may use school computers when under the direct supervision of a QSIB teacher. For independent use students must demonstrate they are responsible and proficient in the care and operation of computers before being given permission to use the school computers. Food and drinks are not permitted in any computer lab.

- The Computer Lab is open before school, during lunch period, and after school. This privilege is extended for your convenience.
- No food or drinks are allowed.
- Only one student per computer.
- You may not access sites or download files that restrict access to the network for everyone.
- You may not change system options.
- No games are allowed.

The Lab Supervisor is in charge and will implement the “**QSI Computer Equipment Usage Guidelines**”:

#### **WHAT IS COMPUTER EQUIPMENT?**

“Computer Equipment” includes all computers, hardware, software, internet access, network, printers,

digital cameras/camcorders, displays and projectors provided by QSIB.

**I WILL USE COMPUTER EQUIPMENT FOR EDUCATIONAL PURPOSES ONLY!**

Computers, computing hardware, network, and Internet services are provided for students to enhance and support the educational mission of QSIB. Any use that is in support of QSIB classes, schoolwork, or career development is okay. Any activity that interferes with other students, teachers, or staff's ability to teach or use computer equipment productively and efficiently is unacceptable.

**I UNDERSTAND THAT COMPUTER USE IS A PRIVILEGE, NOT A RIGHT**

Students must comply with all posted rules, this Agreement, and any instructions given by teachers or staff. Students cannot use QSIB computer equipment without a signed copy of this agreement.

**I WILL GIVE UP MY COMPUTER TO SOMEONE WHO NEEDS IT MORE**

Teachers or staff may ask a student to give up their computer and Internet activity that the student is not currently using the equipment for schoolwork or education.

**I UNDERSTAND THAT SCHOOL COMPUTERS ARE NOT PRIVATE**

QSIB reserves the right to monitor any and all computer and Internet activity that uses QSIB's computing resources.

**I WILL BE QUIET AND COURTEOUS IN COMPUTER LABS**

Compute labs are like libraries: places for study, research, and writing. Students must treat computer equipment with respect. At no time is a student to be in a lab unsupervised.

**I UNDERSTAND THAT BREAKING THE RULES HAS CONSEQUENCES**

Unacceptable use of QSIB's computing resources may result in suspension or cancellation or computing privileges, as well as additional disciplinary action.

**I WILL OBEY SUPERVISORS AND TEACHERS**

Teachers and staff have complete authority to decide whether a given use, at a given time, is acceptable or not. Students agree to obey any decision or instruction from QSIB teachers or staff. I agree to the **QSIB Computer Equipment Agreement**:

**THINGS YOU CAN DO:**

- Use computers for school assignments involving writing, editing, printing, art and graphic design assignments, or other computer-dependent activities;
- Use the Internet for research;
- Explore career and university options;
- Use QSIB-provided educational software such as language learning programs, dictionaries, encyclopedias and other installed software;
- Watching or listening to DVDs, videos, etc., in connection with schoolwork;
- Using email to communicate with peers, teachers, and others in support of educational goals.

**THINGS YOU CANNOT DO:**

- Play unapproved games without permission from school administrator and lab supervisor;
- View, send, or save anything that is defamatory, threatening, obscene, sexually suggestive, vulgar, discriminatory, harassing, and/or illegal;
- Any activity that violates school policies such as encouraging the use of tobacco, alcohol or controlled substances;
- Copy or download copyrighted materials without the owner's permission;

- Copy or install software without permission from school administrator;
- Use QSIB's computing equipment for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
- Share passwords, use other's passwords without permission and/or access other users' accounts, forge or attempting to forge or email messages;
- Vandalize or harm QSIB's computing resources, including hacking/cracking activities and creating, uploading or distributing computer viruses;
- Access any chat room, newsgroup, or forum that is not related to schoolwork.

## STUDENT TRANSPORTATION

The QSI International School of Bratislava contracts with private firms to provide return shuttle bus transportation for students from Bratislava and the surrounding areas to Samorin and back. Information about the shuttle bus options and routes is available to parents on the school website. Parents who wish to begin using the shuttle bus service may inquire in the school office or simply register for one of the options.

Bus monitors and drivers are responsible for the safe operation of the bus. They will report students who continue to misbehave on the bus to the Director of Instruction, who will call parents. Students must follow the rules in order to continue to use this service.

Students who use the QSIB transportation services agree to:

- Ride the bus safely
- Stay seated (seat to seat, back to back, with seat belt fastened)
- Keep aisles free of backpacks, instruments
- At stops, remain at designated area until bus comes to complete stop
- Follow all bus rules and be responsible
- Keep hands and feet to themselves
- No eating on the bus
- Respect bus property
- Sit in assigned seat
- Treat the bus, the driver, monitors and all passengers with respect
- Obey directions from my bus driver and monitor
- Talk and act kindly to others
- Make appropriate use of my phone

- *DO NOT distract the driver*
- *DO NOT put any part of my body outside the window*
- *DO NOT push or shove others*
- *DO NOT leave seat while bus is in motion*
- *DO NOT possess weapons including laser pens*
- *DO NOT possess alcohol tobacco or illegal drugs*
- *DO NOT tamper with emergency door or equipment*
- *DO NOT leave trash, food, etc. on the bus*
- *DO NOT use foul language, tease, threaten others or use inappropriate gestures.*

**The following consequences will occur if the contract is not followed, or in the event of a serious offense I may be suspended from the bus immediately:**

#1 My parent(s)/guardian will be notified by an administrator at my school and I will be warned about the consequences of not following the school bus rules. I understand that other disciplinary measures may include a lunch detention, after school detention or other consequences as specified in the Parent/Student Handbook.

#2 My parent(s)/guardian will be notified by an administrator and I will lose all bus privileges

for 3 – 5 school days.

#3 Severe Clause: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by the school administrator.

**NOTE: If bus privileges are suspended, I must arrange my own transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.**

Parents understand that in the morning the bus will leave at exactly the predetermined time and will not be able to wait for late students. Please allow extra time for travel to the collection point.

Parents also agree that they (or the authorized person - please contact us) will already be waiting for the child at the drop-off location in the afternoon. Bus monitors should not be expected to wait with the child for their parent.

The school buses depart from the school parking lot approximately 15 minutes after the final bell. All students must be on the bus and ready to depart at that time. In the event of after-school activity, a late bus departing at approx. 5pm is also provided. Buses are clearly marked with their destinations. Staff members on bus duty will be able to advise students and ensure their safety in the parking lot. A bus monitor or driver will take the attendance in the bus and make sure that all students have their seat belts on.

Children who travel by car will meet their parents in the Reception area, where parents must collect their child. Children may not run through the parking lot to their car; this is extremely dangerous. If a parent is late, the student will wait in the school atrium until the parent arrives. If it is not the parent collecting the child and the school does not have authorization in writing, the child will not be released.

Some older elementary students and secondary students may ride public transport with their parent's written permission, which must be submitted to the school office at the beginning of each school year. A written permission is also needed if a child wishes to leave the return shuttle bus stop alone (walk or take public transport) without the parent's supervision.

### **Transportation to Activities**

QSI International School of Bratislava provides transportation to all elementary and extra-curricular activities throughout the school year. Children are always accompanied by a QSI teacher or staff.

## **STUDENT AUTOMOBILE AND MOTORBIKE POLICY**

QSI International School of Bratislava recognizes the importance of young people learning the proper use of an automobile or a motorbike. It is important that young people learn to operate an automobile safely in view of the necessity of this kind of transportation in the world. Cooperation, sharing, and positive social behaviors are encouraged.

- Students wishing to drive on school grounds **MUST** have three things filed in their student folder in the school office before a student is allowed to drive on campus:
  - 1) A photocopy of a valid driver's license and
  - 2) Proof of insurance for the car or motorbike, which is brought to school,
  - 3) A signed parental permission form agreeing permission for the student to drive to and from school.
- Students are not to take passengers in cars or on motorbikes to or from school unless those passengers have a signed parental permission slip in their student folder for a specific driver.
- **Students are always to operate their vehicle in a responsible way.**
- Responsibilities for use of vehicles are required with a view to safety and acceptable social behavior.

- Students are to park only in designated parking areas.
- In the event a question arises concerning this policy, it is suggested that the student discuss the matter with other staff members and the administration for guidance.

## STUDENT LUNCH

QSIB offers a paid lunch program to all elementary students. If you are interested in registering your child for a lunch program, please contact the school office or simply register them for one of the options.

Elementary students are expected to respect lunchroom supervisors and follow their directions and decisions.

1. Students must sit at the tables designated for their grade.
2. Students must ask permission to go to the restroom.
3. Students may only be allowed to go to the restroom one at a time. (One boy and one girl)
4. When about half of the students have finish eating, a supervisor will blow his/her whistle.
5. Tables with the quietest and cleanest tables will be dismissed first.
6. Students will line up as they are dismissed from their tables.
7. The first supervisor takes the first group of students out while the second supervisor waits for the rest of the students to finish eating.
8. The second supervisor will follow the same procedures as the first supervisor.

## HEALTH SERVICES

In case of injury, students must notify the school office. The Office Assistant will notify parents as soon as possible if the injury takes place at school. If a doctor is to be consulted, the Assistant will contact the parents first, when possible. If a student has a chronic illness or some physical handicap, this information should be given to the Director of Instruction Office. Students with communicable illnesses, severe colds, or fevers, who are sent to the school, will be sent to the Director of Instruction's Office at once. Parents will be notified to come and collect their child from the school to prevent infections from spreading.

**QSI INTERNATIONAL SCHOOL OF BRATISLAVA**  
Address: Zahradnicka 2, 931 01 Samorin, Slovak Republic  
Tel.: +421-31-321-3500  
Email: [bratislava@qsi.org](mailto:bratislava@qsi.org)  
Web: <https://www.qsi.org/slovakia/svk/>



## **Student - Parent Handbook Agreement Form**

***Please print, sign and submit to the school office***

I have read and reviewed the content of QSIB Student-Parent Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them.

Your acknowledgement and signature will be kept on file for the duration of your child's enrollment or until an updated handbook is published. This document should be retained for ongoing review with your child/children.

Student Name: \_\_\_\_\_  
(Please print)

Student Signature (8YO and above): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_