

QSI International School of Suriname



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Parent & Student Handbook



2019-2020



Welcome QSI International School of Suriname!

Dear QSI SURINAME Students and Parents:

We warmly welcome several new additions to our faculty, with teachers coming from other QSI schools around the world. The combination and accumulation of pedagogical talent is truly a sight to behold. Call on these professional educators to share their varied experiences with you!

The academic, social, and personal success of each and every student at QSI SURINAME is dependent on a communal effort, involving teachers, parents, and of course, the student. We have some incredible opportunities to grow through academics, extracurricular activities, and community service projects both here at home and abroad. The success orientations, as always, offer our students yet another chance to mature and develop into intelligent, sensitive, and globally aware citizens.

We hope that this handbook serves as a useful resource for parents and students. The expectations that we have for our students are carefully detailed and outlined in the following pages. Also, if a student does not follow the established and accepted policies and procedures, there are clear consequences detailed. Please remember, we are all a part of this great QSI SURINAME community, and we all need to work together to reach our greatest potential.

If you have any questions or concerns, please do not hesitate to see me, email me, or call me. We are excited to meet you and work towards yet another successful year at QSI International School of Suriname.

Sincerely,

Jay Loftin, Director
jay-loftin@qsi.org

Brief Overview of QSI International School of Suriname



QSI International School of Suriname believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 2018, by Quality Schools International (QSI), its fundamental goal is to prepare students not only for successful further schooling, but also for the challenging difficulties which will be encountered in the changing social, economic, and political environment of the modern world. Our students come from the diplomatic, international business, and local communities. As part of a family of 37 schools in 31 nations, we are honored to continue the QSI tradition of Success for All. For more information about QSI and all our schools, please go to <http://www.qsi.org>.



QSI SURINAME offers you a challenging academic curriculum, which includes a full complement of courses for students from two years of age through secondary IV. Studies are tailored to meet individual needs to ensure success and mastery. Accredited by the Middle States Association, a QSI school's vision is driven by an accreditation body of students, parents, teachers, and administrators to ensure excellence. For more information on MSA, please go online to www.msa.org, and our curriculum is available online at <http://www.curriculumfiles.qsi.org>.



QSI SURINAME provides periodic and rigorous testing for students ages 5 to 18 utilizing the North West Education Association (NWEA) MAP test. This assessment instrument allows teachers the opportunity to compare the success of each student with students from the U.S., QSI schools worldwide, and 1,700 other international schools who utilize this instrument. The goal of MAP testing is to provide the teacher with a roadmap for each student to ensure comprehensive and expansive exposure to our curriculum. For more information about NWEA and MAP testing, please go to www.nwea.org.



QSI schools are accredited by the Middle States Association of America (MSA), and upon graduation all of our students receive a diploma that is recognized by colleges and universities around the world. Our long term goal for QSI Suriname will be a member of AP Capstone Diploma Schools offering the highest Advanced Placement diploma to students. You may learn more about our AP courses and capstone diploma at www.collegeboard.com.

The Quality Schools International Mission

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

Our schools follow a logical model of education, which measures success by the accomplishments and attitudes of our students. We believe that all of our students can succeed, that their successes encourage them to continue in a pattern of success, and that it is the schools' responsibility to provide the conditions for success. These conditions include i) developing clear statements in measurable terms of what the student will do to demonstrate mastery of learning, ii) providing the time and resources needed for each student to attain mastery, and iii) ensuring that students engage in learning at a level which is challenging and yet a level for which each student has the prerequisite skills necessary for success.

We believe in providing an aesthetically pleasing physical surrounding under the charge of a caring staff who 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 in working with parents to encourage our students to adopt qualities of living which lead to success long after formal schooling has ended. These include universally accepted "success orientations" of trustworthiness, kindness/politeness, responsibility, independent endeavor, concern for others, group interaction, and aesthetic appreciation.

Philosophy

QSI International School of Suriname was founded in order to provide a quality education in the English language for expatriates living in Suriname. Surinamese citizens who want their children to be educated in English are also accepted. 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 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 be creative. This is enhanced by a pleasing environment with a view to appreciation of beauty and order. Each student's possibility of success increases when he works at the appropriate level of difficulty and senses positive expectations from his teachers.
2. Areas of learning. Mastery of basic skills is considered a vital part of education. They are 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 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 appreciation and knowledge of Eastern Europe and the country of Suriname, in particular.
5. Environmental awareness. We believe it is essential to have an awareness of the value of protecting and improving our environment.

A Dynamic Student Handbook

This document is a work in progress. As the year progresses, the needs of the students may change and the document will be amended.

Students may petition changes to the handbook to the Student Council (StuCo) who can then bring it to the administration for consideration.

All Secondary Students and their parents will be notified if the document is amended in any way.

Academics, Activities and Athletics at QSI Suriname

Mastery Learning

The academic program uses a Performance-Based/Mastery Learning approach to learning. This model insures mastery of specific skills and knowledge involving both individual and group instruction. The educational philosophy is founded upon the premises that: 1) All students can succeed, 2) Success breeds success, and 3) It is the responsibility of the School to provide the conditions for success. This is a tested, highly successful academic program.

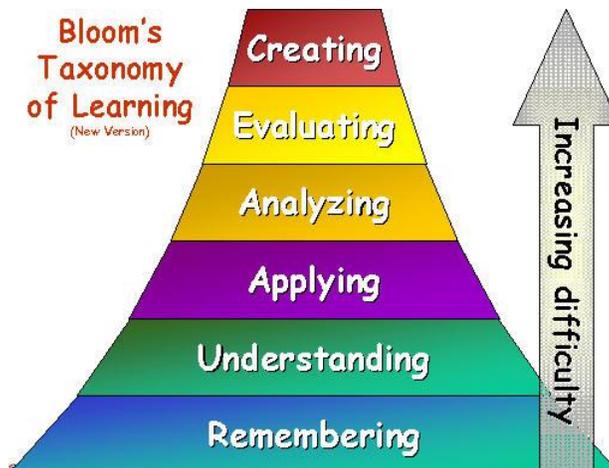
Grades at QSI International School of Suriname

Mediocre or poor work is not accepted; students are required to engage in essential curriculum units until they achieve mastery. Mastery is meant to indicate that a student has “mastered” the skills and competencies of the unit at a very good level. A student may also attain a grade indicating beyond mastery, i.e. noteworthy achievement particularly in higher order thinking skills. Students who do not achieve mastery of all required courses during a school year are required to re-engage incomplete units in a subsequent school year. The following marks may be given:

P – In Progress	The student is currently working on the unit. This is a normal condition.
B – Mastery	The student has mastered all parts of the unit.
A – Beyond Mastery	All essential parts of the unit were mastered at appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.
D – Deficient	The student is not being successful in the unit because s/he is not putting forth appropriate effort.
H – Hold	The unit is on hold and the student will return to it at a later time.
E – Exposure	The student is in class to be exposed to the language and the subject specific terminology but no grade will be awarded. This can only be given in Middle School for non-core courses.
W – Withdrawn	The student has withdrawn from the unit and will no longer work on it.

Bloom’s Taxonomy

The QSI SURINAME grading skills uses the term “Higher Order Thinking Skills” or HOTS. In order to better understand what this means, it is helpful to look at Bloom’s taxonomy. In it, Bloom has created a hierarchy or taxonomy of tasks that range from Lower Order Thinking Skills (LOTS) to HOTS. The higher order thinking skills are higher up in the pyramid. It is built this way to demonstrate that the lower order thinking skills form the basis for mastery of the higher order thinking skills.



Mathematics (30 credits)

- 10 - Algebra
- 10 - Geometry
- 10 - Mathematics elective

Science (30 credits)

- 10 - Biology
- 10 - Physical Science
- 10 - Science elective

Cultural Studies (40 credits)

- 10 - World Geography
- 10 - Modern World History
- 10 - US-History
- 5 - World Governments
- 5 - Economics

Personal Health (25 credits)

- 10 - Fitness
- 5 - Health
- 10 - Physical Education elective

Languages Other than English (20 credits)

- 20 in ONE language

Creative and Applied Arts (10 credits required)

10 (Ten) units of credit will be required in the area of Creative and Applied Arts.

These are not additional credits but are included in the current total credit requirements for graduation.

These ten units can be a collection of credits from secondary courses such as: Art I & II, Music, Photography, Drama, Drafting, etc.

THE ACADEMIC DIPLOMA WITH HONORS is the most advanced diploma offered by QSI International School of Suriname. Requirements are the same as The Academic Diploma but with the condition that the credits include at least two Advanced Placement (AP) courses (ten credits each) or at least two International Baccalaureate (higher level) courses. *A TOTAL OF 240 CREDITS IS REQUIRED FOR THIS DIPLOMA.*

THE GENERAL DIPLOMA is available to students experiencing English language difficulties, time restraints, or other challenges that make it impractical to pursue an academic diploma. *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.* This diploma is designed for students requiring a sound general secondary education. *A TOTAL OF 220 CREDITS (INCLUDING ELECTIVES) IS REQUIRED FOR THIS DIPLOMA. BELOW ARE LISTED THE MINIMUM REQUIREMENTS IN EACH DEPARTMENT.*

English (50 credits)

- 20 - Literature (Literature I & II)
- 20 - Writing (I & II)
- 10 - Technology



Mathematics (20 credits)

- 10 - Algebra
- 10 - Mathematics elective

Science (20 credits)

- 10 - Biology OR Microbiology / Environmental Science
- 10 - Physical Science OR Discovery Science

Cultural Studies (30 credits)

- 10 - World Geography
- 10 - Modern World History
- 10 - Cultural Studies electives

Personal Health (25 credits)

- 10 - Fitness
- 5 - Health
- 10 - Physical Education elective



Languages Other than English (20 credits) 20 in ONE language OR demonstrated competencies in a second language.

Creative and Applied Arts (10 credits required)

Ten units of credit will be required in the area of Creative and Applied Arts. These are not additional credits but are included in the current total credit requirements for graduation. These ten units can be a collection of credits from secondary courses such as: Art I & II, Music, Photography, Drama, Drafting, etc.

Advanced Placement International Diploma (adopted from http://www.collegeboard.com/student/testing/ap/exgrd_intl.html)



The Advanced Placement International Diploma (APID) is a globally recognized certificate for students with an international outlook. The APID challenges a student to display exceptional achievement on AP Exams across several disciplines.

Universities worldwide utilize the APID in admissions. Students may search AP International Recognition for universities outside the U.S. that acknowledge AP achievement.

The APID is available to students attending secondary schools outside the United States and to U.S. resident students applying to universities outside the country. The APID is not a substitute for a high school diploma, but rather provides additional certification of outstanding academic excellence.

To earn an APID, a student attending school within the United States must indicate on at least one AP Exam answer sheet that the results should be sent to a university outside the United States. Please see AP International Recognition for a list of universities outside the U.S. that use AP in admissions.

Advanced Placement International Diploma Criteria

To earn an APID, students must earn grades of three or higher on at least **five** AP Exams in the following content areas (courses offered at QSI SURINAME are underlined>. However, students do not need to take QSI SURINAME courses for AP credit. A wide range of online classes is available and students may even study independently and challenge the exams):

1. Two AP Exams from two different languages selected from English and/or world languages:

English

English Literature and Composition

World Languages- students may sit for exams after taking advanced language classes at QSI SURINAME.

French Language
French Literature
German Language
Spanish Language

Spanish Literature
Italian Language and Culture
Chinese Language and Culture
Japanese Language and Culture

Note: A student may submit a letter from an administrator at his or her school verifying the student's mastery of a language not currently available within the AP suite of exams. This verification, printed on school letterhead, will satisfy the requirement for ONE AP Exam in the language category. However, a student who utilizes this option must submit an additional AP Exam from another content area. Thus, all students, however they satisfy the two-exam English and/or world language requirement, must submit a total of five AP Exam grades of 3 or higher to qualify for the APID.

2. One AP Exam designated as offering a global perspective: World History, Human Geography, and Government and Politics: Comparative.

3. One exam from the sciences or mathematics content areas:

Mathematics

Calculus AB*
Calculus BC*
Computer Science A*
Computer Science AB*
Statistics

Sciences

Biology
Chemistry
Environmental Science
Physics B
Physics C: Mechanics
Physics C: Electricity and Magnetism

*Note: Calculus and Computer Science courses may each count only once toward the APID.

4. One (or two) additional exam(s) from among any content areas except English and world languages. These include the content areas already described as well as history and social sciences and arts:

History and Social Sciences

Macroeconomics
Microeconomics
U.S. History
European History
Government and Politics: U.S.
Psychology
World History
Human Geography

Government and Politics: Comparative

Arts

Art History
Latin Literature
Latin: Vergil
Music Theory
Studio Art: Drawing
Studio Art: 2-D Design
Studio Art: 3-D Design

Note: Students submitting verification of mastery of a language not currently available within the AP suite of exams to satisfy the requirement of one of the exams in the language category must offer TWO additional exams to fulfill the fourth requirement. Thus, all students, however they satisfy the two-exam English and/or world language requirement, must submit a total of five AP Exam grades of 3 or higher to qualify for the APID.

Awards

QSI International School of Suriname believes in recognizing excellence, whether in the classroom, in the auditorium, on the court or on the field. During the spring semester, nominations are taken for each of the awards and a committee is established to evaluate student candidacy. Students who are finalists will have this recorded in their permanent records. At the end of the year, QSI SURINAME holds an Awards' Celebration and the following distinctions are awarded:

1. **Award for Academic Excellence** –awarded to students exhibiting excellence in a specific subject (Mathematics, Science, Language Arts, Reading, Foreign Languages, Cultural Studies, Art, Music, Technology, PE). This is given to anyone achieving a 3.8 or greater GPA in a given subject.

2. **Award for Academic Achievement** – given to a student who has demonstrated growth in and a love for the subject that transcends grades.

3. **Outstanding Student Award** - given by the Director of Instruction to any student meeting the following criteria:

- a. 3.75+ cumulative GPA for the year.
- b. At least one E in Success Orientations.
- c. No N's in Success Orientations.
- d. Participation in at least one extra-curricular activity.
- e. At least 15 hours of documented community service during the current academic year.

4. **Director's Award for Excellence:** given by the Director to any Secondary 4 student with the following criteria:

- a. 3.75+ cumulative GPA for all of their secondary years at QSI SURINAME.
- b. At least one E in Success Orientations each year at QSI SURINAME.
- c. At least 30 hours of documented community service.
- d. Participation in at least one extra-curricular activity each year at QSI SURINAME.
- e. Does not have any open units.

5. **The Leadership Award**—given to a student selected by a committee of teachers who has demonstrated outstanding leadership amongst his or her peers during the school year.
6. **The Award for the Arts** – given to a student who demonstrates creativity and dedication to the Arts.
7. **Outstanding Service Award** – given to a student who goes above and beyond to demonstrate stewardship for his or her community.
8. **Perfect Attendance** –awarded to a student who has no absences.
9. **"4.0 Award"** - given to any student achieving a 4.0 GPA for the academic year at QSI SURINAME in all subjects.
10. **Athlete of the Year** - given to the top Athlete of all three seasons.
11. **Outstanding Student (MS)**- Awarded to an outstanding student from each House.
12. **House Award**- awarded to the House earning the most points in the year in SO's and House Battles.

2019-2020 QSI SURINAME Daily Bell Schedule

*Teachers in classrooms by 7:00 am

Advisory Period	7:30 – 7:40
1st Period	7:40 – 8:30
2nd Period	8:30 – 9:20
3rd Period	9:20 – 10:10
Break	10:10 – 10:25
4th Period	10:25 – 11:15
5th Period	11:15 – 12:05
Lunch	12:05 – 12:45
6th Period	12:45 – 13:35
7th Period	13:35 – 14:25
8th Period / ASA	14:25 – 15:15



Feedback on Student Achievement

We believe that success is a shared responsibility and it is the school's responsibility for creating the conditions for success. Timely feedback on student progress is an essential part of these conditions. Parents may contact the teachers through their QSI SURINAME emails at any time to discuss areas of concern. Faculty emails are listed in the faculty section of the QSI SURINAME website. Furthermore, we have several formal reporting tools. These include the following:

QSI Suriname Class Platforms and Newsletters

All Middle and Secondary students have an online class platform (Moodle, Edmodo, Class Dojo, etc...) account on our QSI SURINAME site where they can access their courses through the Internet. At the site, students can get current information about their grades, homework, assignments and assessments. Furthermore, parents may access their students' online gradebook through the Parent Gateway in order to monitor progress at any time. This information should be the most current in terms of student progress in assignments. N.B. the feedback offered in QSI SURINAMEMET is meant to be formative not summative. This means that comments and grades are meant to be a gauge in how the student is doing on assignments. It is not meant to be a prime indicator of mastery of units.

Status Reports

Student "Status Reports" are sent home five (5) times a year and indicate the current status of the students in the assigned courses. A parent may request a current status report at any time.

Parent Conferences and Narrative Reports

Three parent conferences are scheduled during the academic year. Formal, written narratives are sent home two times a year when there are no Parent Conferences scheduled. Unlike the QSI SURINAMEMET comments, these narratives will provide an overview of the student's success in the class.

Parents may also request a conference at other times during the year if the need arises. Please contact the Office to schedule an appointment for general concerns. If a parent has a concern about a specific subject, s/he should contact the teacher directly.

Course Commitment

If you register for a course, you commit yourself to completing 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, you must meet with the Counselor. You should add/drop a course **before the first unit is completed**. Seldom will permission be granted after that period. It is important that care and deliberation be given while selecting courses of study

Completion of Units and "D" Communication

- I. Stages of Completion of Units**
 - a. Regular Instruction Stage**—approximately 15-16 school days of lessons/activities/assessments. Most students will complete work and meet expectations, earning a grade of "A" or "B" at the end of this stage.
 - b. Re-teaching Stage**—a SEVEN-day plan is made to help those students who did not reach mastery. Based on their performance during the Regular Instruction Stage, some students may still be eligible for an "A" grade. **Consistency is key.**
 - c. Application Stage**—if a student has not yet reached mastery by this point, then the student must apply to the Director of Instruction (DI) for permission to continue work on this . The DI will cooperate with the teacher to determine whether this student is granted an additional

SEVEN-day plan to complete the unit; otherwise, the unit will be placed on hold, "H".

II. **"D" Warning Communication with student/family (with CC to AD and DI) is a must**

- a.i. Should state what student failed to do (while reasonable effort was also not demonstrated)
- a.ii. Should state clearly—with a clear deadline—what the student should do to avoid getting a "D"
- b. **If student receives a D, then the student will face two consequences:**
 - b.i. The student will be **ineligible** for the following week (Monday-Saturday), meaning no practices, meetings, or games. The student is, in effect, off the team.
 - b.ii. The student will also attend **Saturday School** from 9:00-12:00.

Academic Promotion

It is critical for students to complete all units in all courses each year. There are, however, situations where a student may not be able to complete all necessary units in a course.

It is the goal that all students have academic schedules that will allow them to maximize their success and the total number of units completed each year. In order to achieve these goals, students may receive added time the following year.

If a student has 1-5 incomplete units from previous Secondary courses, a safety-netting course will be added to the student's next year academic schedule.

If a student has 5-15 incomplete units from previous Secondary courses, two safety-netting courses will be arranged in the student's next year academic schedule.

If a student has 16+ incomplete units from previous Secondary courses, then a conference will be held to discuss whether the QSI SURINAME academic program is the best fit for the student.

It is important to understand that safety-netting courses take the place of academic courses needed for graduation. A student who does not complete units on a timely basis, may jeopardize their graduation date. Additionally, participation in the IB Program or AP courses may also be adversely affected if students do not complete necessary coursework.

Safety-netting

Students who are having difficulty in a class may be assigned to a safety-netting session by and with the relevant teacher. This may take place after school or during lunch breaks. Students who have not successfully completed units that are required for graduation may sign up for summer school or an intersession credit recovery class (offered based on need and availability).

Students who have missing units from previous years are assigned to a safety-netting class in order to work on those units. Students may not take a course for which a prerequisite course has not been completed.

Secondary Amendment

To address the challenge of secondary students and unfilled expectations **teachers** are asked to ...

Provide a syllabus for every Secondary Class with calendar for testing. Syllabi may be altered and redistributed as the year progresses.

Provide at least TWO units that can be done independently and presented at anytime during the year.

Pretest on all EU and One Class designated to EU and TSW's

Use an ABC System: A. First assessment. B. Project based Assessment C. Presentation

A and B and C, you can still earn an A if Rubric is met. After three weeks, it is a D with Saturday School and a B only. Every Saturday until a "B" is earned.

Have notebooks with EU's and TSW's and track and grade TSW's.

Teach students which TSW's are "B's" and which are "A's"

Work with other teachers to NOT schedule the same days for tests.

To address the challenge of secondary students and unfilled expectations **students** are asked to ...

Not attending Saturday school (without parental explanation and excuse before hand) is immediate conference with families and in-school suspension.

Any "D" means you are on Probation. Notes home, meet with parents, warning.

All "D"s immediately go to in school remediation and after school remediation class.

Multiple D means possible discontinuation after full school year.

By Christmas, 4 units closed or they go on Probation

By Spring Break, 7 units closed or they go on Probation

Any student who ends with any incompletes is on Probation in August with Saturday School until B's are earned and units are closed.

All SENIORS who are not on scheduled will be notified and parents of 'at risk' for graduation.

*Students who are in IE program will be considered differently than those out for this plan.

Final Drop Dates

Objective: In an effort to help students complete outcomes in an efficient manner, certain units will be put on hold after periodic deadlines. The status of being on hold means that students will not be able to work on these units until the following school year (or in some exceptional cases during summer school).

Deadline #1: 13 December 2019

The first THREE units completed in your class will be closed to continued work.

- If you have an "A", you are done.
- If you have a "B", then you may not upgrade this unit.
- If you do not have an "A" or a "B", then your unit will be placed on hold with a grade of "H". This unit may be reopened during the next school year or possibly during summer school.

Deadline #2: 21 March 2020: The next THREE units completed in your class will be closed to continued work. No upgrades will be possible, while units are put on "H" status for completion the following year.

Deadline #3: 15 May 2020: The next TWO units completed in your class will be closed to continued work. No upgrades will be possible, while units are put on "H" status for completion the following year.

Last Day of Instruction: June 2020. This means that NO more work will be accepted after this day. There will be NO more chances for assessments or upgrades.

Graduation:	June 2020
Week Without Walls:	June 2020
"Clean Up" Day:	June 2020
Sports Day:	June 2020
Last (half) Day of School:	June 2020

Academic Integrity

In general, questions concerning the Guidelines for Academic Integrity at QSI SURINAME should 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 individual incident.

Homework assignments are learning experiences, used to prepare students for classroom activities, expand classroom learning and to practice skills learned in class. Consequently, it may be appropriate to receive help from others to complete your homework. 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 process or strategy for solution—the solution to which is entirely worked 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 a math assignment (another person working the problems) for which you will receive a grade.
- Copying or paraphrasing another student’s work in whole or in part and turning it in with your name on it to receive a grade;
- Turning in someone else’s work as your own;
- Allowing/encouraging someone else to copy all or part of your work and claim it as their own.

Tests and Quizzes:

Obtaining unfair help with tests and/or quizzes is a violation of the QSI SURINAME Guidelines of Academic Integrity. The following are examples of **unacceptable** test behavior and are provided to give an idea of common mistakes.

- Discussing (in detail) a test or quiz with a person who has already taken it.
- Bringing hidden notes or using notes during a quiz or test. The mere possession of such “cheat notes” indicates an intent to use them and as such would be considered a violation of the QSI SURINAME Guidelines of Academic Integrity.
- Looking at another person’s work during a test or a quiz.
- Talking to another person during a test or a quiz unless specifically permitted to do so by the teacher.
- Allowing another person to look at your work during a test or a quiz.
- Assisting another person during a test or quiz through noises or silent signals.
- Possessing, in ANY form, a copy of the test or quiz before it is administered.
- Doing another person’s quiz or test for them at their request, or your initiative.

Plagiarism:

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

Examples of plagiarism 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 (completely re-writing a passage or section) another person's unique and non-common-knowledge ideas found in any source, without giving proper citation;
- Downloading or purchasing papers, copying and pasting information from the Internet or electronic sources;
- Cutting and pasting from any source without citation;
- Intentionally making other people's ideas appear to be your own by any means.

Because all violations of Academic Integrity strike at the very core of the nature of the school, the response to plagiarism and cheating is extreme, including the possibility of a letter of Violation of Academic Integrity placed in your student record. If you are a Secondary 4 student, you may also be required to write a letter to universities explaining your actions.

Activities and Electives

QSI International School of Suriname believes that extracurricular activities are an important part of a student's educational experience. We offer a wide array of activities and athletics in which students can participate.

QSI SURINAME is an active member of CEESA, the Central and Eastern European Schools Association (www.ceesa.org), and participates in many events. Furthermore, QSI SURINAME has recently joined the Red Division and will be competing against the larger international schools in the region in Soccer, Volleyball and Basketball. QSI SURINAME offers the following CEESA activities:

Tennis	Band
Soccer	High School Math Competition
MS Lego Robotics Competition	Swimming
HS Robotics Competition	Knowledge Bowl
Cross Country	Basketball
Speech and Debate	Cultural Arts
Hands on Student Involvement Conference	Volleyball
Math Counts	Track and Field
Choir	Softball

Many of these activities have associated travel for the CEESA championships. Students are responsible for paying all travel expenses for these sporting and cultural exchanges.

In addition to CEESA activities, QSI SURINAME offers many other activities. Examples of these are:

Student Council	Community Development and Leadership
Humanitarian Club	Summit
National Honors Society	Drama
Model United Nations	

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 behavior on a field trip may become disruptive, they can be excluded from such a trip. Parents and/or Guardians will always be notified in advance if this is to occur.

Academic Eligibility

QSI SURINAME students should establish a balanced and well rounded educational plan that includes Academics, Activities, Athletics, the Arts and Community Service. However, when time constraints result in failure to achieve mastery, academics become the first priority. Students are eligible to participate on school teams and/or school events, including trips if they meet the eligibility standards established by the school. The eligibility guidelines will be given to all students at the beginning of the school year.

Additionally:

- All students must be in academic good standing, i.e. they should have no D's on their Status Report.
- All participants must attend the full day on the day of travel or the day before if the event is on a weekend.
- Success orientations and behavioral problems may impact decisions by the administration in consultation with teachers, coaches, and/or activity sponsors, regarding selection for QSI SURINAME teams or allowing those already selected to continue participation.

The Director of Instruction may allow exceptions regarding eligibility for students under special circumstances and/or for educational field trips if the benefit of said trip outweighs attendance in classes.



Student Support

QSI International School of Suriname seeks to provide comprehensive support for all students. Following are descriptions of the support agencies and the responsible parties whom parents should contact if necessary.

Health Services

QSI SURINAME has a qualified nurse on duty during school hours. In case of injury, students should notify the school doctor or the office. The office will notify parents as soon as possible if the injury takes place at school. If a student has a chronic illness or some physical disability, this information should be given to the school office and the doctor.

Students with communicable illnesses, severe colds, or fevers, who are sent to school will be sent to the doctor's office. 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.

Illness If your child has symptoms associate with illness before he/she leaves for school, it is advisable to keep him/her home. If your child improves during the day, bring him/her to school. Please check students in and out of school through the main office.

Dispensing of Medication QSI International School of Suriname 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 in the school's Doctors office. Medications must be brought to school by the parent - not sent to school with your student. 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 given to your child to take home.

Counseling Services

QSI International School of Suriname's Counseling Program is **developmental** by design, **comprehensive** in scope, and **systematic** in its implementation. This program is designed to maximize each student's **academic, social, and career development** potential. The major functions of the counselor are as follows:

Academic

- Assist in the evaluation of incoming school records for admissions and placement decisions.
- Assist in creating a comprehensive schedule and academic plan for the students' time at QSI SURINAME.
- Monitor student progress throughout the year and develop an academic plan for students experiencing difficulties.
- Guide students and parents through the college application and admissions process.
- Support students and families with special learning needs and make referrals to outside support services when necessary.

Career

- Help students acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- Give students strategies to achieve future career success and satisfaction.
- Help students understand the relationship between personal qualities, education, training and the world of work.

Social/Emotional

- Facilitate problem solving and communication among all members of the school community including students, teachers, parents and administrators.
- Support students and families with immediate social-emotional needs and make referrals to outside support services when necessary.

Students may see the counselor during their free time in the school day, before and after school, or during class with consent from the classroom teacher or at the request of the counselor. Parents may set appointments by calling QSI International School of Suriname.

Office

The Director of Instruction has the responsibility of maintaining a rich, varied and supportive learning environment for all students. If a student feels that s/he is not receiving the educational opportunities that s/he deserves, the student is encouraged to speak directly with the involved parties. If this does not yield satisfactory results, the student should speak to either the counselor (Secondary Students) or the Middle

School Coordinator (Middle School Students). If the situation is still not resolved to the satisfaction of the student, s/he can make an appointment with the Director of Instruction.

Intensive English

The Intensive English program is for students at QSI SURINAME who are in need of special English language assistance and for whom English is not a first language. The main goal of Intensive English is to bring students as rapidly as possible to a level of academic English, including oral competency, which allows them to transfer to regular classes. Students are assigned to levels that best meet their needs.

Placement in the Intensive English Program

Students with limited English proficiency will be tested and placed appropriately into the Intensive English Program.

1. Students in the 6 through 13 year-old classes whose English skills are below grade level may be admitted to the Intensive English Program. Tests administered by the Intensive English Coordinator or other school personnel will determine placement.
2. Students at the Secondary One or older program (secondary school) who apply for admission to the school are expected to have a proficiency level in English which allows them to perform satisfactorily in regular classes. If a student lacks English fluency, a one or two year delay in graduation from secondary school may be necessary as competency in the English language is obtained. This decision will be discussed with the parents during February/March of each year.
3. Students in the Intensive English Program work on the same unit statements as those students in mainstream English classes whenever possible

After School Hours

The library is open every day until 5:00. Students who stay after school for safety netting, upgrades, practices, etc. are welcome to use the library until that time. All students should either be at a practice, with a teacher or in the library until the late bus leaves. After the late busses leave, no student should remain on campus except those who are at scheduled late practices.

Homeroom and/or Enrichment & Support

Middle School Advisory serves as a time when students and teachers can get together to talk about school wide and real world issues. Some weeks, students will focus on applying relevant study skills to their class load. At other times, groups will cooperate to create a project or participate in a competition with other advisory groups. Regardless of the activity, the focus is always on creating an environment where students can open up about their middle school experience. Chris Stevenson wrote in his book on success in the middle school that an effective advisory tries to:

- ensure that each student is known well at school by at least one adult who is that youngster's advocate (advisor);
- guarantee that every student belongs to a peer group;
- help every student find ways of being successful within the academic and social options the school provides;
- promote communication and coordination between home and school.

Policies and Procedures

SUCCESS FOR ALL is the motto of QSI International School of Suriname, and 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 are at least as important as the knowledge gained academically. Responsibility for success in these orientations rest first and foremost with 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 a life pattern. The role of QSI SURINAME is to reinforce the efforts of the home. Success orientations are evaluated independently. Academic evaluations are given solely on the basis of performance in the specified units in academic areas. Evaluations of success orientations are limited to situations within the jurisdiction of the school and are made by a consensus of professional staff members.

The success orientations we evaluate are:

- Responsibility
- Trustworthiness
- Group Interaction
- Aesthetic Appreciation
- Kindness/Politeness
- Independent Endeavor
- Concern for Others

Success in all of these areas will lead to success in life! Our school policies and procedures are designed to allow all students to achieve their successes.

Attendance

Regular attendance at school is one of the most important factors for a student's academic success and social development. Daily continuity in instruction for students of all ages is path toward both academic achievement and personal victory within our Success Orientations. While we understand there may be some emergencies or illnesses, we encourage parent support and student effort in attending school everyday on time and staying until the final bell rings.

We strive for 100% attendance throughout the year. Notify the school office as soon as possible on any day children will be absent. This allows teachers to plan ahead on getting work home to students or posted on the Moodle .

When a child is tardy for school, parents will need to sign the child in at the main office.

Arrival and Beginning of the Day

The School day begins for all students is 7:30, with students arriving no earlier that 7:00. It is vital that students arrive to school on time as research demonstrates that the first minutes of class can set the learning tone for the day.

Middle School and Secondary students – may enter the school and go directly to their lockers, the snack bar, or to meet with a teacher. By 7:30, students begin to move toward their classes so as to be seated and ready for the day.

The End of the Day

School ends at 3:15 for all students. Students who are bus riders must quickly gather their things and walk to the bus after the final bell of the day. Elementary and preschool students are escorted to the bus. Students who are picked up by parents or drivers should arrange that pick up no later than 3:45. At that

time, students who have not been picked up by parents are taken to the library where they can safely read or study until their car arrives.

Students may stay after school if they have arranged to do so with a teacher or coach. Bus riders must get special permission to ride the late bus, which leaves school at 5:00. (Presently, a bus service has not been secured but is being considered.)

Passing Periods and Lunch

Whereas the elementary and preschool students are escorted to each activity and class throughout the day, the middle school and secondary students are entrusted with managing to quietly and efficiently getting themselves to class on time. During break times students may congregate in the student lounge, the snack bar, and the blacktop. Other areas of the school are off limits as student movement causes a disruption to the younger grades.

Leaving School Early

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 by the parent should be sent to the student's teacher. In extreme cases, parents may phone the school to request that a child be released early. Only the phone number listed in the data base will be called. Therefore, it is very important that the family contact information is kept up to date.
- The teacher will then notify the main office of the request in the case of elementary students or the secondary office if the student is in 11YO-Secondary 4.
- Parents are to come to reception to pick up their child. Once a parent or guardian arrives, the teacher will be phoned and the student released from class.
- Students may not go home with anyone else unless the school has written or verbal permission from their parent/guardian.

Emergency Evacuation

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. Only those adults whose names appear on our "emergency" slips will be allowed to pick up students.

Cafeteria Policy

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.
5. Be as courteous as you would be in any restaurant.
6. Clean up when you leave.
7. All food should be eaten in the lunchroom.



Student Records

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 24 hours in advance to allow proper and complete gathering of all materials. Appointments may be made by calling the school office.

Student Acceptable Use Policy

Computers, the Internet, and related technologies are valuable resources for students, and serve as the world's largest library and information database. QSI International School of Suriname is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training including QSI SURINAME's Essential Units on Digital Citizenship. This unit, required for every 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. These guidelines are available online at: <http://www.qsi.org> . **Students may be asked to create email or other online accounts required to accomplish these essential outcomes.**

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 SURINAME's educational objectives, meet the objectives of our Digital Citizenship Outcomes, and be in accordance with the school's Success Orientations. The Director or Director of Instruction may suspend or permanently end technology access for any student who violates QSI SURINAME's AUP. The use of technology is a privilege, not a right. The cost, if incurred, of willful damage to physical technology or software will be billed to the parent or guardian of the abusing student.

Unacceptable Use Includes But is Not Limited To:

- a) Downloading, copying or adding any unauthorized software, applications or files to or from the System.
- b) 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.
- c) Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
- d) Using harmful, threatening, abusive or obscene language or imagery at any time, in or out of school.
- e) 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.
- f) Using technology that is explicitly prohibited. This may include social networking sites, chat functions and non-educational games.
- g) 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.
- h) Violating the posted policies for any lab, library, or computer room.

i) Cyberbullying in any form is unacceptable. Any student generated texts, videos, chats, social networking sites, gaming sites, or other electronic communication should adhere to the Success Orientations of QSI SURINAME. Students who create material that is offensive to a certain race, nationality, language group, or individual are guilty of cyberbullying, even if the offense happened outside of school hours. Cyberbullying might also include playing tricks or pranks on other people.

QSI SURINAMEMET: Acceptable Use Policy

In order for us to have a successful experience with our netbooks at QSI SURINAME, we must agree on when and how they are to be used. Classroom and middle-school wide procedures can help us to understand one another and provide an opportunity for discussion on the finer points of tech in our world. If there are questions about the information in this document, please speak with your teacher.

Computer Procedures:

- Participants will not turn on their computers unless so instructed by their teachers.
- Participants will ask questions and work cooperatively to seek answers.
- Participants will keep their screens visible to teachers at all times.
- Participants will keep their computers powered down and put away during breaks and lunch.
- Participants will play games during off school hours.
- Participants will charge their computers each night at home.
- Participants will use their computers in class when instructed by the teacher.
- Participants will ask questions.
- Participants will have their names clearly printed on their lids.
- Participants will keep their work areas free of food, drinks and clutter.
- Participants will use appropriate websites to research, network and complete assignments.
- Participants will creatively solve problems.
- Participants will actively research questions, summarizing in their own words.
- Participants will not touch another person's computer without permission.
- Participants will respect all members of our QSI SURINAME community.

When I need help:

- When a computer or program is not working properly during learning times, participants should use the ten second rule - try to solve in 10 seconds by oneself, ask a neighbor solve the problem in 10 seconds, lower lid and ask for teacher help.

Computer Commands:

Students in the QSI SURINAMEMET program, must know and follow the command system outlined below. When a teacher says one of the commands below, students should promptly follow the instruction.

- "Lids Click" - computer screens fully closed, making a clicking sound.
- "45 Screens" - computer screens will be put at a 45 degree angle. Computers are still powered on and not hibernating, but participants will not see the screen.
- "Save and Power Down" - This is a 2 minute warning. Students should stop, save all work and power down properly. Computer, mouse and all cords should be put away.
- "Set up and log on" - participants get out their computers, turn them on, log onto the system and wait for further instructions.
- "Hands on your heads" - participants will immediately stop typing and using the mouse, placing both hands on their heads and their eyes on the teacher.

Drop Off Procedures

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

- Drivers must not exceed the 5km speed limit, and must follow guidelines established for a safe and orderly flow of traffic.
- Drivers will enter through the front gate and drop off the children at the far end of the drop-off zone. This is for unloading students only. Parking is in the rear of the building.
- All Traffic is one way. Drivers will leave through the back gate.
- Drivers will follow the no smoking policy of the school.
- Drivers will not touch or discipline students 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.

Bus Riders (Bus services have not yet been secured)

QSI SURINAME has monitors on all buses to ensure safe rides. Riders are expected to follow monitors' instructions. Students that are reported to the administration for minor infractions will meet with the Director of Instruction 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 school bus. Removal from the bus may be necessary for serious incidents, even if the first time.

Bus Rules

- You must be at the arranged pick up point at the appointed times. The driver will not wait for latecomers.
- You will be under the authority of the bus monitor who may assign you a seat.
- You should seat yourself as quickly as possible and remain seated while the bus is in motion.
- If the bus is in such a position that you must cross the street, the bus monitor will accompany you unless special arrangements are made with parents. This may not apply to older students.
- You will not be allowed to be unruly or create disturbances on the bus. Only in extreme situations will the monitor use physical restraint if deemed necessary for the safety of other students or the operation of the bus. The monitor will inform the Director of Instruction if this becomes necessary.
- You are not allowed to drink or eat on the bus unless given permission by the monitor.
- Improper language or behavior will not be tolerated.
- You may not lean out of windows or throw items from the bus.
- Everybody is expected to help keep the bus clean.
- Any damages to the bus will be the responsibility of the student and price for replacement or repair will be charged to that student.
- Only students who have paid for bus service may ride the after-school activities bus.

Visitors

ALL VISITORS MUST ENTER THROUGH THE MAIN GATE AND SIGN IN WITH SECURITY AND PROCEED TO THE MAIN OFFICE.

Visitors and volunteers 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 from the Director of Instruction or Director. We encourage parents to visit and volunteer. However, we do ask that extended visits be scheduled with the office/teacher in advance.

Closed Campus

QSI SURINAME is a closed campus, which means that students may not leave the campus without permission from the office. In order to sign out, a student must either be picked up by parents or a verbal confirmation via telephone is needed. Students will then wait in the lobby until a driver can meet them.

A closed campus also means visitors and non-students must check through the school office before being allowed to visit the school. We must know who is on the campus at all times.

Use of Tobacco Products

Use, possession, or trafficking of tobacco products at school or school-sponsored events by students is unacceptable and will not be tolerated. While it is up to the administration to determine the severity of the infraction, violation of this rule will usually result in suspension. Repeated violations could result in expulsion.

Drugs and Alcohol

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises or off school premises at a school-sponsored, or school-related activity, function, or event:

- any controlled substance or dangerous drug as defined by either international or local law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, anabolic steroid, or barbiturate;
- any pharmaceutical drug without knowledge and permission of parents;
- any abusive glue, aerosol paint, or any other chemical substance for inhalation;
- any intoxicant, or mood-changing, mind-altering, or behavior-altering drugs;
- any alcohol beverage.

The possession, use or transmittal of paraphernalia related to these prohibited substances is also prohibited under this policy.

The possession, transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Students who violate this policy will be immediately suspended from classes while consideration is given as to whether or not the student's enrollment will be continued, and if so under what conditions.

Harassment Policy

Introduction

The international school environment is one of great ethnic, racial and religious diversity, where students learn to respect the differences that unite us. Because tolerance and acceptance are such hallmarks of QSI International School of Suriname, harassment or bullying by any member of our community is not acceptable. This rule is in effect both on and off campus, and after school hours. This includes cyberbullying on the Internet.

The following are examples of conduct or prohibited by this policy:

- Persistent and unwelcome requests for a personal or physical relationship, including a dating relationship;
- Unwelcome and offensive jokes, remarks or epithets based on race, color, religion, age, sex, sexual orientation, physical appearance, national origin or disability;
- Speech or the display of materials that is intended to be demeaning or degrading or reasonably could be considered so;
- Unwelcome physical contact including, but not limited to, violence, patting, pinching, hugging or touching that is either persistent or intentional.

What should be done by those who believe they have been harassed?

A member of the school community who believes she or he has been subjected to harassment should first consider telling the other person(s) that the conduct is offensive and request that it stop. If it is difficult for the student or adult to speak directly to the person or if the offensive conduct does not stop after a request to cease, a student should report it to any faculty member or to the Director of Instruction, Guidance Counselor, or Director, or may ask a parent or guardian to do so. A faculty member affected should report the conduct to the Director of Instruction or the Director. A prompt and thorough investigation will follow.

Confidentiality

Reports of harassment will be treated confidentially as far as possible and will be reported to others within the school community only on a need-to-know basis. However, in almost every circumstance, the alleged offender will have to be informed so that the relevant facts can be gathered. The school reserves the right to bring any complaint to the attention of parents and guardians of the students involved at any stage.

Consequences

The Director will promptly investigate all complaints regarding harassment. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The behavior need not be intended to be harassment to constitute harassment. It is considered to be harassment if one knows or ought reasonably to know that the behavior is offensive or unwelcome. If the complaint is determined to have merit, the school will place a record of it in a student's or employee's file and take appropriate action such as counseling, detention, suspension, probation or expulsion.

No member of the community should be afraid to make a complaint for fear of reprisal or getting another person in trouble. Retaliation or threats of retaliation against anyone who makes a complaint of harassment is itself a violation of this policy. A person who knowingly makes false report of harassment also may be considered to have violated this policy.

If harassment has taken place and the harasser has not left the school, there will be a follow-up to ensure that the behavior has ceased.

Dangerous Weapons

Bringing to school any weapon that can cause harm is strictly prohibited and is considered a serious offence. If the weapon is believed to be dangerous, the student will face immediate suspension and possible expulsion. Toy or model weapons that are realistic replicas are also prohibited.

Fighting

QSI International School of Suriname is a place where people deserve the right to feel welcomed and safe. Physical altercations, physical intimidation or threat of same, will result in immediate suspension, or possibly, expulsion. Fighting is rarely a one-sided event and can almost always be avoided. Therefore, both parties involved in a fight will face disciplinary actions, regardless of who the aggressor was. If a student is feeling harassed or intimidated, s/he should seek out a trusted teacher, the counselor or an administrator.

English-only Policy

QSI International School of Suriname (QSI SURINAME) is a multicultural, multilingual, and incredibly diverse community. The one educational, academic, and linguistic bond shared by all is the use of the English language. Therefore, it is imperative that all students and teachers engage in the English language whenever they are on the QSI SURINAME campus. We believe that through the use of a common language, we can promote an atmosphere of open and clear communication and understanding, while supporting our English-medium academic program.

Dress Code

QSI International School of Suriname believes that freedom of expression desirable. However, QSI SURINAME is a PreK-12 school and it is important to remember that behaviors must remain appropriate for the entire student body. Furthermore, QSI SURINAME students are ambassadors of their school in Suriname and should always be mindful of giving the best possible impression. Clothing must be worn in such a manner so as not to detract from the learning environment.

All clothing must be clean and in good repair, without revealing holes, slashes or rips.

Also, all students are to wear shoes or sturdy sandals at all times.

Any clothing displaying graphics, whether pictorial or words, must be consistent with the school's mission statement, not disruptive to the school's program, and not offensive to others.

As a general rule, we will follow the 2, 3, 4 rule. When 2 fingers are raised and pointed upward, the midriff will not be exposed. Straps will be wider than 3 fingers. Shorts, skirts and dresses will reach below 4 fingers when they are dropped to the side.

*****Leggings, tights, or other skin-tight leg wear should also follow the above rule.*****

When a student violates the dress code, they will have the option of changing their clothes or borrowing loner clothing from the office for the remainder of the day. In cases of repeated violations, the administration, in conjunction with parents, will decide an appropriate course of action.

Cell Phone, Music, and other Electronic Devices

he policies regarding the use of these items are subject to the individual classroom teacher. In some classes, they may be required for class activities; while in other classes they may be strictly prohibited. Please be mindful of your particular classroom teacher's expectations.

Public Displays of Affection

Because so many cultures coexist at QSI SURINAME, 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 SURINAME recognizes that genuine feelings of affection may exist between students; however, overt, public, physical displays of affection on campus are not acceptable.

Lockers, textbooks and other school issued items

Lockers, textbooks, library books, scientific equipment issued by the school are school property not personal property. Students are responsible for returning them to the school in the order in which they were issued. Furthermore, these items are school property and susceptible to search and seizure at any time.

Consequences for Violating Behavioral Expectations

The primary goal relating to student behavior is to develop a sense of responsibility resulting in the student having self-motivation to observe acceptable behavior patterns. The responsibility of meeting this objective rests first and foremost at home, and the school is responsible for working with parents in achieving this goal. In cases in which punishment must be issued by school authorities, it is not intended to be punitive, but to cause the student to correct their behavior.

The violation of rules may lead to detention, suspension, or expulsion from QSI SURINAME. Any student whose actions bring dishonor to the school, whether on or off campus, may be disciplined.

Saturday School

In an attempt to encourage students to meet academic, attendance, and behavioral expectations, a Saturday School will be held from 9:00-12:00 each Saturday. Students should not be late for the Saturday School. If they are late, they will be assigned an additional Saturday School. Students should bring enough school work to stay busy for the entire three hours.

Students who have received three referrals for one offense (tardies, English-only, dress code, or other similar areas) within one term will be assigned one Saturday School. Students who skip class or misbehave in a more serious manner may be assigned to a Saturday School session after one such offense. Students who receive notice to attend a second Saturday School will have their parents called in for a conference.

Detention

Generally if you receive detention as a consequence for some misbehavior, it will be served with the teacher assigning the detention. In some cases, the student may serve detention in the office or other location.

Suspension

Suspension is an action determined by the Director of Instruction, often times at the recommendation of the Director.

Before a student may attend classes following an incident of more than one day of in-school or out-of-school suspension, parents and student shall meet with the Director of Instruction 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 of Instruction.

Expulsion

In extreme cases of misbehavior, a student may be recommended to the Director for expulsion. This recommendation is made by the Director of Instruction and the school's advisory board after consultation with the Administration. The Administration meets to review any incident which may lead to a

recommendation of expulsion. The recommendations are seriously considered before any recommendation for expulsion is made to the Director.

School Calendar 2019-2020

Please Note: Holidays are subject to governmental change.

First Term

- First Day: 22 August (Thursday)
- Last Day: 13 December (Friday)

- Holidays: 10 October (Thursday) Maroons Day
28 October - 1 November (Monday-Friday) Fall Break
25 November (Monday) Independence Day
28 - 29 November (Thursday - Friday) Staff Development
16 December - 03 January Winter Break

- Quintile 1: 22 August - 11 October
- Quintile 2: 14 October - 12 December
- Quintile 3: 13 December - 21 February

Number of School Days: 73

Second Term

- First Day: 06 January (Monday)
- Last Day: 20 March (Friday)

- Holidays: 25 February (Tuesday) Day of Liberation & Innovation
10 March (Tuesday) Holi Phagwa

- Staff Development: 14 March (Saturday)

- Quintile 4: 24 February - 23 April

Number of School Days: 53

Third Term

- First Day: 23 March (Monday)
- Last Day: 16 June (Tuesday)

- Holidays: 10 - 17 April (Friday-Friday) Spring Break
01 May (Friday) Labor Day

- Quintile 5: 24 April - 16 June

Number of School Days: 54

Total Number of School Days: 180

School Week: Monday – Friday