

Parent /Student Handbook 2018-2019

QSI International School of Tbilisi

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WELCOME TO THE QSI INTERNATIONAL SCHOOL OF TBILISI

QSI International School of Tbilisi welcomes you to a new school year. QSI Tbilisi believes in a personalized approach to instruction leading to mastery within a positive, enjoyable learning environment. Founded in 1992 as a member of Quality Schools International, its fundamental goal is to prepare students not only for successful further schooling, but also for the challenges that will be encountered in the changing social, economic, and political environment of the modern world.

QSI Tbilisi 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. QSI Tbilisi is accredited by the Middle States Association, and upon graduation students earn a QSI Practical Diploma, Academic Diploma, or Academic Diploma with Honors that are recognized by colleges and universities around the world.

HANDBOOK OVERVIEW

This handbook is intended for both new and continuing QSI Tbilisi 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 QSI Tbilisi.

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.

QSI MISSION STATEMENT

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

Our schools follow a logical model of education, which measures success by the accomplishments, and attitudes of our students. We believe that all of our students can succeed, that their successes encourage them to continue in a pattern of success, and that it is the schools' responsibility to provide the conditions for success. These conditions include i) developing clear statements in measurable terms of what The student will do to demonstrate mastery of learning, ii) providing the time and resources needed for each student to attain mastery, and iii) ensuring that students engage in learning at a level 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 believe their students will be successful, and who use time with the students as a resource for learning rather than as a boundary condition to determine when a unit of learning begins and ends. We believe in providing resources such as books, learning materials, and educational technology. In the world today children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.

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

QSI INTERNATIONAL SCHOOL OF TBILISI - INFORMATION

The QSI International School of Tbilisi is an independent, coeducational day school, which offers an educational program for students of all nationalities, beginning at age 2. The School was founded in 1995. The School year comprises 3 trimesters for financial purposes and 5 Quintiles for grading purposes..

Organization: The School is governed by the Board of Directors of Quality Schools International, the membership of which is formed as set forth in the Bylaws of Quality Schools International. An Advisory Board is composed of 6 to 10 members who reside in Tbilisi. The Advisory Board is appointed jointly by the President of Quality Schools International and the school director.

Curriculum: The School offers an outcomes-based educational program with a curriculum similar to that of U.S. public and private schools. Instruction, leading to individual mastery, takes advantage of small class sizes and the diverse educational backgrounds of the students. Instruction is in English. Russian, French, Spanish, Mandarin, German and Georgian are taught as foreign languages. Advanced Placement courses are offered in English Literature, Physics, Calculus, Statistics, Biology, Government & Politics, Economics, Human Geography, World History, European History, and Psychology. The School also offers choral music, band, and drama. The School is accredited by the Middle States Association of Colleges and Schools.

ASA's: After School Activities for 5 - 10-year-old (YO) classes take place on Monday, Tuesday, Thursday, and Friday from 3:15 - 4:00 p.m. Elementary students may choose from a variety of activity offerings, such as: Chess Club, Cooking, Arts & Crafts, Georgian Folk Dance, Hiking, Ballet, Soccer, Roots and Shoots, etc.

Clubs & Sports: Middle School and Secondary students participate in activities such as Model United Nations, Speech & Debate, Yearbook, Student Council, National Honor Society, Soccer, Basketball, Track & Field, Cross Country and Volleyball. Clubs for 11 YO and above are held during an activity period during the school day. Sports are held after school from 4:15 - 5pm.

Faculty: In the 2018-2019 school year, there are 21 American, six Canadians, three Spanish, one Indian, one Chinese, and one German qualified faculty members working alongside 25 locally hired, professionally trained teachers and 14 paraprofessionals. All core teachers and most specialists have degrees in their subject areas. The few who are not certified teachers are working toward their certification.

Enrollment: At the end of the 2017 - 2018 school year, enrollment was 283 (age 2 years-high school). Of the total, 43 % were U.S. citizens; 12% were host-country nationals; and 45% were third-country nationals consisting of 33 different nationalities

Facilities: The School is located in a \$5 million purpose built facility located near the U.S. Embassy. The school provides an educational facility that meets any international standards. The School has a full-size indoor gymnasium, full-size stage areas for drama performances, a fully equipped chemistry and biology laboratory, a soccer field, a computer lab, wireless Internet and laptops, and a separate playground area for early childhood students.

QSI: Quality Schools International operates the school. QSI is a non-profit organization of 37 international schools in 30 countries. QSI International School of Tbilisi benefits from the unique opportunities afforded by this organized network of schools with three decades of proven performance.

COMMUNICATIONS BETWEEN SCHOOL & HOME

The administration produces a bi-monthly newsletter to keep students and parents informed of the events happening at school. The newsletter is available to parents by email. Each week a list of upcoming activities is also emailed to parents.

Five times a year parents receive a status report and Parent/Teacher Conferences are held twice times a year. Personal Narratives, written by the teachers, are sent home on a rotating basis with the status reports..

Healthy Communication for a Healthy Community

Parents and schools often need to communicate various types of information throughout the year. The immediacy and mode of communication depend on the information being communicated. This document delineates what parents and teachers should expect to be communicated and the avenues to be followed if the matter requires further attention. Below is a list of things that the parents or school will need to communicate and the modes that communication might take.

The primary responsibility for communication for students in 2YO - 10YO's is between the teacher and the parent. As children develop, they will be given more responsibility for this communication. Therefore, we consider the primary responsibility for

communication for students in 11YO's - S4 to be between the student and the parent/teacher. This responsibility is developmentally appropriate and will be supported as needed.

What Can Be Communicated

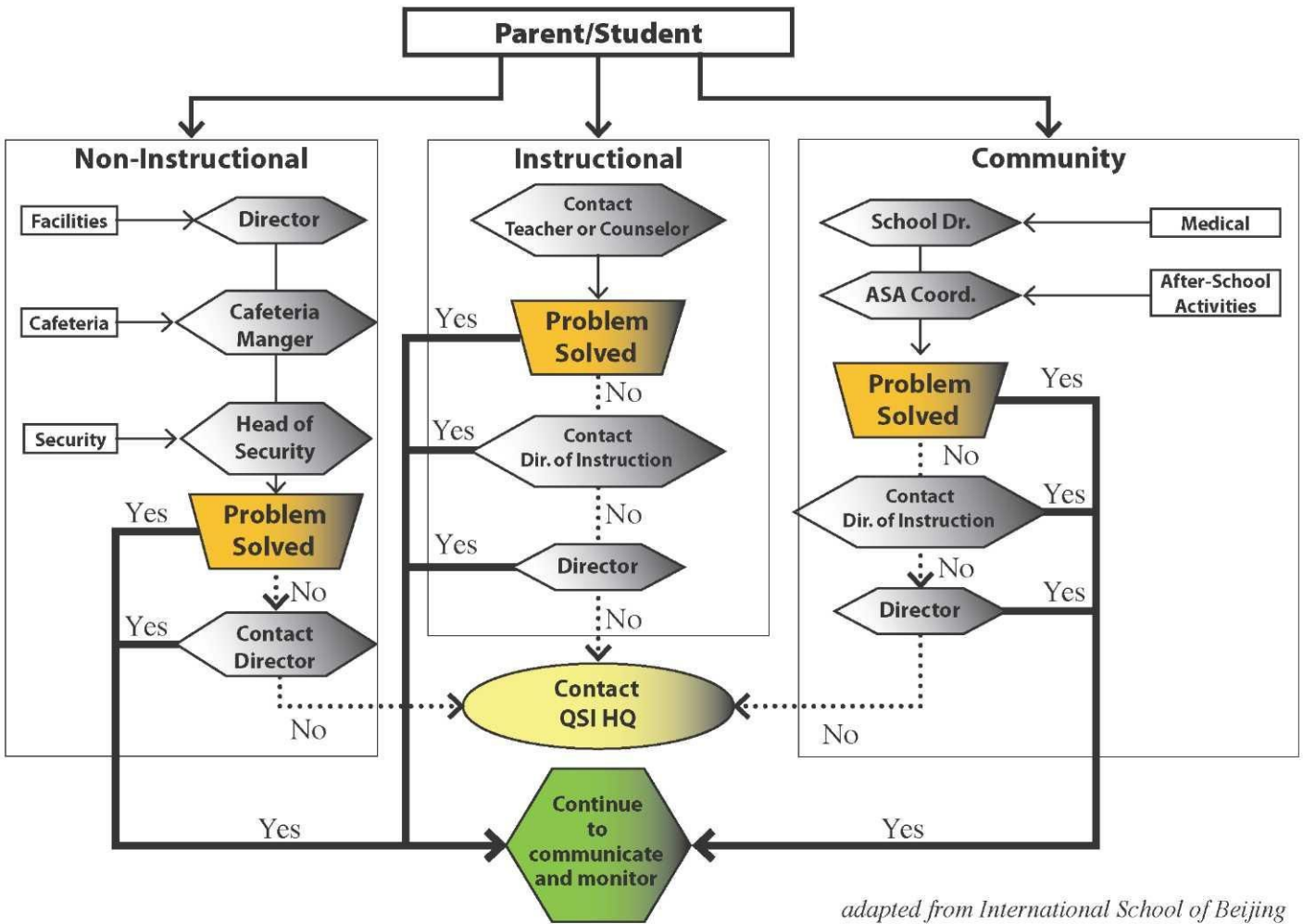
Conduits for Communication

<ul style="list-style-type: none"> • Homework/ assignments • Discipline issues • Medical matters • Attendance (due to illness/ family changes) • Parent or teacher absence • Calendar events: i.e. extra-curricular • Grades and progress • Meetings • Travel/field trips • After-School-Activities (ASAs) 	<ul style="list-style-type: none"> • Email • Face-to-Face: AM, PM, conferences • Newsletter: school/teacher • Phone • Website • Facebook • TV Screen • PSG - Parent Support Group • SMS/text • School directory • Phone tree • Advisory board • Bulletin boards
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	By the Parents/Home	By the Teachers/School
What must be communicated:	<ul style="list-style-type: none"> • Absences (e.g. sickness or vacation) • Tardies • Parent absences • Transportation changes • Early departures (e.g. appointments) • Contagions (e.g. lice, mono, pink eye) 	<ul style="list-style-type: none"> • Visits to the nurse on campus • Academic status • Discipline issues • Referral for assessment (physical, emotional, learning, social) • Contagions (e.g. lice, mono, pink eye) • School events & activities • Safety-netting
What is nice to have communicated:	<ul style="list-style-type: none"> • Significant family events or changes (positive or negative) • Sleep or dietary changes • Psychological issues • Previous assessments/reports 	<ul style="list-style-type: none"> • Behavioral observations • Planned teacher absences

The primary responsibility for communication for students in 2s-11s is between the teacher and the parent. As children develop, they will be given more responsibility for this communication.

Communication Flow Chart:



adapted from International School of Beijing

Points to Remember:

We cannot respond to something unless we know about it. Please remember that communicating early is usually best. Things left unresolved generally create a bigger issue.

Teachers are expected to check their email before school begins and at the end of each day. Teachers are busy with classrooms and students all day. Therefore, parents should expect a response within 24 hours but not right away. Keep in mind that a response may not be a solution but the beginning of a dialogue.

If you need to have a meeting with a teacher outside of our scheduled conferences, please make an appointment with them. This allows the teacher to give you their undivided attention in a confidential environment.

If you have an issue with a teacher or staff member, please address them directly, rather than speaking to another teacher or staff member about them. Teachers and staff members are also instructed to request that communication be directed in this manner. By adhering to this, we will create a culture of open communication and encourage the difficult conversations that allow us to discover solutions, rather than exacerbating existing problems through gossip.

Conversations of a confidential nature between or among parents or between a parent and staff member should be conducted in an appropriate venue, away from others. Remember children often overhear conversations we have and will repeat what they hear to others. Please, be aware of this and be careful with your words.

Above all, let's remember to work as a team. Our collaboration models healthy communication, mature interaction, and directly demonstrates our Success Orientations. This collaboration will help create a secure environment for our children.

QSI INTERNATIONAL SCHOOL OF TBILISI 2018-2019 School Calendar

Please view the calendar on the QSI Tbilisi website.

A NEW STUDENT ARRIVES

QSI Tbilisi staff and students want to help make your adjustment as a new student as smooth and happy as possible. QSI Tbilisi 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 SUBMIT:

- *QSI Tbilisi Student Application Form*
- *Student Health Form*
- *Emergency Form*
- *Copy of Passport or Birth Certificate*
- *Copy of Vaccination Records*
- *1 Passport-size Student Photo*
- *Prior scholastic records*
 - *Copy of Previous school records for one year (7-11 year-old class)*
 - *Copies of all school records from age 12 (12 year-old class - Secondary IV)*

All information should be completed on the enrollment form including your address and places your parents can be contacted. Of utmost importance is the information about your medical history, including allergies, physical limitations, etc. If any of this information should change after the time of enrollment, please inform the school.

If your previous school will permit, your parents should hand-carry copies of your prior school records, including evaluations and special testing data. Transcripts must be translated into English and no secondary student will be admitted unless transcripts are provided. The releasing school should mail the records to:

QSI International School of Tbilisi
Village Zurgovani 0126 Tbilisi, Georgia

THE PROPER NICHE

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

In order to better meet your individual needs, your placement in the mathematics and reading/language arts programs will be determined by the results of assessments administered by a designated QSI Tbilisi personnel, previous school records, MAP scores and teacher observation. Final class placement will be made by the QSI Tbilisi administrative team.

THE ACADEMIC PROGRAM

We at QSI International School of Tbilisi believe that all of our students can succeed. We are less concerned about time 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 QSI Tbilisi we want to use time as a resource, so you can master the outcomes that are designed to mold 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 assess and assessing what we teach.

It is important to learn more than academics. It is equally important that cross-cultural life values, what we call Success Orientations, are a vital part of the school experience. Therefore QSI International School of Tbilisi 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'	Success Orientations
'To do'	Competencies
'To know'	Knowledge

SUCCESS FOR ALL

SUCCESS FOR ALL is the motto of Quality Schools International. 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 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, reinforcing the efforts of home.

Success orientations are evaluated independently. Academic evaluations are given solely on the basis of your performance in the specified outcomes in the academic areas. Evaluations of the success orientations are made by a consensus of the QSI Tbilisi faculty members.

EXIT OUTCOMES FOR SUCCESS ORIENTATIONS

When a student leaves QSI International School of Tbilisi, each student will demonstrate success in specified general outcomes or behaviors. When a student graduates from QSI International School of Tbilisi, these outcomes are built into the graduation requirements and are reflected on both the graduation diploma and the student transcript.

SUCCESS ORIENTATIONS

QSI International School of Tbilisi 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.

In an attempt to separate academic evaluations from behavioral evaluations, the success orientations will be evaluated independently. Thus, the academic outcomes will be evaluated solely on the basis of student performance on the specified outcomes of the academic areas.

Evaluations of the success orientations will be limited to situations in which the student is under the jurisdiction of the school and will be made by a group of the professional staff for each student. If there is no evidence that a student is unsuccessful in a particular success orientation for an evaluation period, he will be awarded with one success orientation credit, which will 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:

- A. TRUSTWORTHINESS**
 1. The student will demonstrate honesty by:
 - a) Habitually telling the truth and avoiding deception.
 - b) Telling the truth when negative consequences may follow.
 - a) Bringing lost items or money to the teacher or the office.
 - b) Being a person who does not cheat on tests.
 - c) Being a person who is not involved in theft.
 2. The student will demonstrate trustworthiness by:
 - a) Following a commitment with the appropriate action.
 - a) Promptly accomplishing an errand when requested by a teacher.
 - b) Displaying acceptable behavior when not under teacher supervision.
 - a) Being a person who is not involved in vandalism.

B. RESPONSIBILITY

1. The student will demonstrate responsibility by:
 - a) Coming to school and to each class on time except when ill or otherwise excused.
 - b) Bringing appropriate books and materials to class.
 - c) Consistently completing assigned schoolwork in a timely manner.
 - d) Showing organization and cooperation in completing assigned schoolwork in the prescribed manner (name, date, and layout included as directed).
 - e) Contributing ideas, reports, research, materials, and/or out of class involvement that are not assigned.
 - f) Taking proper care of materials and equipment.
 - g) Taking appropriate action to avoid accidents, to avoid misdeeds, or to aid in a situation of need.
 - h) Being careful in making commitments.

C. CONCERN FOR OTHERS

1. The student will demonstrate tolerance for those of other nationalities, races, religions, cultures, ages, and mental and physical abilities by:
 - a) Being a person who does not make disparaging remarks concerning those different from them.
 - b) Joining in-group activities with those different from themselves.
 - c) Having friendly associations with those different from themselves.
2. The student will demonstrate acceptance of others, particularly newcomers, by:
 - a) Including them in informal social groups.
 - b) Being a person who does not actively exclude individuals from group activities.
 - c) Approaching newcomers with a view to making them feel welcome.
3. The student will demonstrate concern for others by:
 - a) Avoiding actions or words which hurt another person.
 - b) Actions and/or words of support and/or sympathy for those who are unhappy or sad.
 - c) Helping others to be successful in their schoolwork, activities, and play.
 - d) Displaying unselfish behavior.

D. KINDNESS/POLITENESS

1. The student will demonstrate kindness by:
 - a) Being a person who does not make remarks that put down another.
 - b) Being a person who does not physically abuse others.
 - c) Displaying acts of kindness (sympathy, encouragement, helpfulness, patience, etc) toward others, particularly fellow students.
 - d) Giving time and resources to help another in need.
2. The student will demonstrate politeness by:
 - a) Being a person who does not exhibit rudeness.
 - b) Using socially acceptable language.
 - c) Displaying acts of courtesy toward others.

E. GROUP INTERACTION

1. The student will demonstrate group involvement by actively participating in activities.
2. The student will demonstrate support of leadership by:
 - a) Displaying words and actions that encourage responsible behavior by others.
 - b) Displaying words and actions which promote learning in a classroom by others.
 - c) Being a person who does not discourage responsible behavior or learning by others.
 - d) Assisting the leadership of others by cooperating and being good followers.
3. The student will demonstrate support of group activities by:
 - a) Contributing ideas, which are related to the goals of the group.
 - b) Being a person who does not make negative comments, which are not constructive.
 - c) Controlling emotions when discussing different points of view.
 - d) Displaying kindness when expressing an opinion.
 - e) Displaying a cooperative attitude.

F. AESTHETIC APPRECIATION

1. The student will demonstrate an appreciation of nature by:
 - a) Not damaging trees and flowers.
 - b) Making positive comments that show appreciation for the beauty of wildlife, mountains, trees, flowers, stars, etc.
 - c) Creating artwork that illustrates nature.
2. The student will demonstrate an appreciation of orderly surroundings by:
 - a) Voluntarily picking up unsightly litter.
 - a) Putting litter in proper receptacles rather than throwing it on the ground.
 - a) Keeping areas of work and play reasonably neat.
3. The student will demonstrate an appreciation of the beauty of ideas; musical, artistic, and theatrical creations; mathematical and scientific concepts, and literary works by:
 - a) Making positive comments or written reports.
 - b) Being a person who does not display negative remarks or actions, which show disrespect for such beauty.

G. INDEPENDENT ENDEAVOR

1. The student will show initiative in engaging in tasks other than those assigned with a view to 'in-depth' study or activity.
2. The student will consistently set goals that include more than the minimum effort needed to complete a task.
3. The student will have the opportunity to pursue a particular interest in an area not in the curriculum or to pursue a curricular area in depth, having a unit outcome created, evaluated, and credentialed.
4. The student will show initiative in using the library and other resources in assignments, projects, and homework.
5. The student will show reasonable self-sufficiency in completing assignments, projects, and homework.

It is not intended that a student must demonstrate all of the specific behaviors of a particular success orientation in order 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 in order to have a success credit withheld, and this must be agreed upon by consensus in the appropriate group of professional staff members.

SUCCESS IN THESE AREAS LEADS TO SUCCESS IN LIFE!!

COMPETENCIES

QSI International School of Tbilisi 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

STUDENT EVALUATION

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

1. *All students can succeed.*
1. *Success breeds success.*
3. *It is the school's responsibility to provide the conditions for the student's success.*

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 appropriate level.

P = The student is in progress in the outcome.

H = The outcome is on hold. 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 effort" in attaining mastery of the outcome.

E = Exposure. The student was exposed to English in classroom.

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.

QSI Tbilisi encourages all students to pursue a challenging academic course of studies. Students are required to learn to a level of mastery.

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 in two weeks, 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 in effort and motivation. That means they put in very little effort and are not progressing. A "D" can be given at anytime if the student is choosing not to complete their work, turn in test corrections or final copies in order to show mastery..

W means a student is withdrawn from that unit and can only be readmitted with teacher approval.

Secondary 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 have to continue with that course, by completing the units they were unable to complete, the following year. They will be placed in the "unit recovery" class during the activity period, in order to complete their units. This means that they will miss the opportunity to take part in other activities or sports until those units are recovered. Extended opportunities do not mean eternal opportunities. Students will be expected to make their academic work a top priority and allocate their time accordingly. Unit recovery will help keep them on track and ready for graduation.

If a middle school or secondary student does not pass a unit outcome assessment, or do not turn the assessment in on time, an email will go home to the parent and student. The student will then need re-teaching in the areas where they have not shown mastery in order to complete rewriting the paper, complete the test corrections, or retake a different assessment to demonstrate their increased understanding. Students will have **10 school** days after the unit is completed to take the second assessment. After this time if the student has not mastered the unit, the teacher will put a **D** for the grade and parents will be notified about what the student must do to master the unit. The student will be required to attend all "safety netting" sessions during the activity period until the unit is mastered.

EXPECTATIONS

QSI STUDENTS

- are respectful of all parents, teachers, paraprofessionals, staff members, and other students.
- have a good attitude toward learning.
- are cooperative with others and responsible for their own behavior.
- have a readiness to learn.
- give attention to the required task.
- are respectful of each other's cultures and beliefs.

- take care of their school environment.
- are independent in learning.
- are kind and polite.
- are enthusiastic.

QSI TEACHERS

- are dedicated professionals.
- are responsible, cooperative, supportive and are willing to work toward a common goal.
- positively and cooperatively take on responsibilities beyond the classroom in support of extra-curricular and school-wide initiatives, considering them integral to the success of the school.
- respect colleagues, students, and parents.
- are helpful and kind.
- provide clearly outlined academic and behavior goals, expectations, outcomes, and evaluation policies that are consistently implemented..
- provide well-organized classrooms and learning environment.
- maintain good communication with parents.
- conduct flexible planning with student needs in mind to meet a variety of learning styles.

QSI ADMINISTRATORS

- provide guidance and/or clarification of benefits.
- are flexible, helpful, and provide support when meeting with parents in conferences and upon request.
- maintain open lines of communication.
- provide support to teachers.
- provide staff with appropriate resources to achieve learning objectives.
- support and facilitate teaching and learning.

STUDENT CONDUCT

Common sense and good manners guide the behavior of QSI students.

QSI Students:

- come to class on time, ready to learn and with appropriate materials.
- complete classwork on time.
- do their best work on assessments the first time.
- are responsible for their possessions and respectful of others' property.
- respect, listen to and follow directions from all school staff.
- use polite language by showing consideration for others in manner, behavior, and speech, saying please, thank you, and excuse me when appropriate.
- respect everyone's right to learn.
- show respect for personal and cultural diversity.

TECHNOLOGY USE POLICY (RESPONSIBILITY AND GROUP INTERACTION)

Guiding ideas for policy: Technology use is a privilege not a right.

Each Middle School and Secondary student should BYOD, or Bring Your Own Device to school each day. This should be a laptop computer (it does not have to be an expensive type) with a keyboard. Students will use their devices for word processing (writing papers, taking notes, outlining papers, etc.), sharing documents with teachers, accessing assignments from teachers, and a host of other things during classes.

Each classroom teacher has the authority to regulate the use of technology within his/her classroom. One teacher's policy may not be the policy of the others. It is within this domain that a teacher can either allow or restrict the use of computers, cell phones, or other personal technology. In all MS/Sec classes there will be a container in the class where students will be required to put their cell phones at the beginning of class and they should retrieve them at the end of class. The use of technology at QSI International School of Tbilisi is a privilege and not a right.

Currently, students have the option of using personal technology before school, during break, at lunch and after school. This use must be in compliance with the QSI Tbilisi Acceptable Use Policy. It is within the right of the administration of the school to curtail this freedom if it is found that too much time is being spent on devices rather than human to human interaction.

ACADEMIC HONESTY

(TRUSTWORTHINESS AND INDEPENDENT ENDEAVOR)

Academic honesty is a core value and a foundational expectation. Academic dishonesty is completely unacceptable within our community and not in line with our Success Orientations.

Using someone else's ideas or words and passing them off as your own is the essence of academic dishonesty. The consequences for this are quite severe.

Classroom Level

It is the job of each teacher to communicate repeatedly academic honesty expectations. Should an offense be minor (forgotten quotation marks, lifting a few lines from an online source) or perhaps major (lifting entire passage for a paper or copying from another student during an exam), the teacher can use the transgression as a teaching opportunity. The teacher could simply have the student re-do the assessment in question. A classroom teacher has the discretion to deal with elements of dishonesty on a personal and one-on-one basis. For a student that has demonstrated willful plagiarism, the classroom teacher will record an N on the Success Orientation of Trustworthiness. Should the teacher feel the case be addressed by administration, the student and parents would receive an email and the issue would move to Step 1 of the policy below.

Administrative Level

Once a concern of academic dishonesty has been made known to school administration, the following steps will be used to communicate the seriousness of our commitment to academic integrity.

Step 1

Student meetings with School Counselor and Director of Instruction. An email will be sent home to the offending student's parents restating this Academic Honesty Policy.

Step 2

If a student is found to have engaged in plagiarism or cheating again in any class, all of the units that have been completed in that class (all credit and work that the student has done) will be viewed with suspicion and could be wiped out. If a student has completed 7 units and plagiarizes in the 8th unit of the year, he/she could have zero units in that class. This means that a student who is found guilty of academic dishonesty may put his/her graduation date in jeopardy. The student may also be required to complete additional assessments to regain good standing. Then he/she may be given the chance to re-assess for the lost units. The actual consequences will be at the discretion of the faculty and administration.

Step 3

A student who is found guilty of academic dishonesty for a third time during his/her time at QSI Tbilisi (not academic year, but entire cumulative time) could not only have all the credits of that class removed, but the student will also be referred to the school's advisory board for discipline and possible expulsion from our community. The consequences at this level are at the discretion of the advisory board.

In each of these steps, the goal is educational and not punitive. At each step care and understanding is demonstrated toward the student with the expectation that this will not happen again.

FIREARMS/DEADLY WEAPONS

Possession of firearms and/or deadly weapons on or near school property is prohibited. Possession includes having any such items in a private vehicle, in a school locker, or a backpack. Any student found to be in violation of this policy will receive an out-of-school suspension with a possible expulsion. QSI International School of Tbilisi maintains a zero tolerance policy concerning the possession of firearms and/or deadly weapons.

We also discourage bringing even "play" weapons to school as young children are often not careful or thoughtful when playing with these items.

QSI TBILISI IS A TOBACCO FREE CAMPUS

The QSI Tbilisi Campus is a tobacco free campus. Everything within the fence area is school property. That includes the parking area and sports fields. Students, staff, or visitors are not to use tobacco or tobacco like substances on school grounds, including cars parked in the school parking lots. Lighters and tobacco are also not allowed in school.

First Offense:	Parents will be notified of their student's smoking violations, student will have a conference with the Counselor, and the student will receive a one day in-school suspension.
Second Offense:	Parents will be notified and a conference will be held with the parent, student, Director, Counselor, and Director of Instruction. The student will receive a 3 day in-school suspension.
Third Offense:	3 days out of school suspension or possible expulsion.

DRUGS & ALCOHOL

QSI International School of Tbilisi policy regulates the school's expectation regarding alcohol and illicit drug use and possession on campus as well as at school sponsored activities (both on campus and off campus). QSI Tbilisi is a "Drug Free School" and all buildings and grounds within the fenced area are defined as a "drug free school zones." Alcohol use or possession by students is also not permitted on campus or at any school sponsored event.

Search of Personal Property

Inspection of personal property including (but not limited to) lockers and their contents, clothing pockets, backpacks and cars may be conducted by the Director, Director of Instruction or their designee for any reason, at any time, without notice and without student or parent consent.

Students will be suspended or expelled for the following:

- Possession of drug paraphernalia
- Suspicion of drug/alcohol use
- Evidence of drug/alcohol use
- Suspicion or evidence of possession of drugs/alcohol
- Suspicion or evidence of dealing, sharing, and/or giving away drugs/alcohol

In summary, any student coming to school "under the influence" will receive counseling, a 5 day out-of-school suspension or be expelled. All instances of possession and dealing will be dealt with immediately and severely.

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

CLOSED CAMPUS

Due to security reasons, QSI International School of Tbilisi is a *closed campus* which means students *may not leave* the campus without permission from their parents and the school office. Parents have entrusted the School with the student's well-being and safety. Therefore, the school staff must know where students are at all times.

Should a student need to leave campus during the day the parent will need to call the school and say what time they will be picked up. The student should come to the office and get a note to give to the front gate security. The security at the front gate will then call the office to verify that the student has permission to leave campus. Student safety and security are the School's first consideration.

A "closed campus" also means visitors and non-students must obtain prior permission from the Director or the Director of Instruction before being allowed to visit the school. The school must know who is on campus at all times and for what purpose. Visitors will be escorted to the office from the front gate.

Students are expected to remain on campus until they depart for the day or they are in the company of a parent or attending a supervised field trip, school activity, or sporting event.

DRESS CODE (AESTHETIC APPRECIATION)

Guiding Ideas for policy: Dress for the occasion with the multi-cultural environment of our school in mind.

A few guidelines:

- No drug related images may be worn.
- No see-through tops or bottoms.
- No visible underwear.
- No bellies, sides, bare shoulders, or excessive cleavage.
- Wear shoes.
- Wear clothing that is not offensive or immodest..

- Shorts and skirts should be about halfway down the thigh.
- Foul or vulgar language on clothing may not be worn.
- Exercise clothing should be worn for gym, but form fitting tights or leggings need to be worn with shorts or skirts over them.

When a student is found to be in violation of our dress code expectations, they will be asked to wear a cover-up for the rest of the day. The appropriate response to any teacher or administrator who asks a student to wear the cover-up is “thank you” and to put the cover-up on as quickly as possible.

Administration will make final decisions on dress code issues.

SCHOOL SUPPLIES

Books are used without charge with the expectation they will be returned in a condition that reflects reasonable use. A good policy is to cover your books to minimize incidental wear. If a book is lost, damaged, or vandalized, students will be required to pay a replacement fee of twice the cost of the book plus \$1. This will cover the replacement cost of the book as well as shipping.

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.

Parents are requested to call 032 253-76-70 on the day their child is absent or send an email to attendance@grg.qsi.org by 9:00 a.m. Students, who know in advance they will be absent from school for reasons other than sickness, should notify the front desk and the teachers and complete all class work before planned absence. As far as official records, the school makes no distinction between excused and unexcused absences. When a child is not present for the classroom experience, he/she misses out on the learning of the day. Ensuring that your child is present as much as possible, will contribute greatly to his/her future academic success.

Parents will be notified by email, by the office, when your child has missed 10 days of school and again after every additional five days. The Counselor and Director of Instruction will also receive these notifications.

TARDINESS

All students are expected to be at school and in their homerooms no later than 8:45 a.m. Students in the middle and secondary school must report to the School Receptionist to receive a Tardy Slip if they arrive after 8:45 a.m.

The Student will begin each quintile with zero tardies. Any student who is tardy five times in a given quintile will automatically receive an N for the Success Orientation of Responsibility.

EARLY DEPARTURES DURING SCHOOL

If a student needs to leave before school dismissal, the parent must contact the Receptionist prior to departure. Students leaving the school early must leave with their parent or an authorized adult. In order to ensure student safety, the Receptionist may call a parent/guardian to verify that the student is approved to sign out. If the Front Office cannot reach a parent or guardian, the student will not be able to leave. The student should report to the front office to receive a permission slip to leave campus. They should present this permission slip to the security guard. The security guard will then call the office to verify the student is to leave campus.

ABSENCE FROM SCHOOL FOR FAMILY BUSINESS

We encourage students to be in school every day. We discourage parents from extending vacations by leaving early or returning late. If it is necessary for students to miss school, an email needs to be sent to the receptionist (and teachers) in advance. Teachers will be advised of the impending absence and asked to give makeup work if possible. If a test is to be missed, the teacher will arrange with the student to take it immediately after the absence. Please be aware that students who miss school for an extended period of time may experience a drop in achievement due to class work missed. Many experiences and discussions in the classrooms cannot be adequately duplicated or made up.

If a student is to miss many days of school they may be withdrawn from the unit and will be responsible for making up that unit at a later date.

Participation in school trips is considered to be a day of attendance, while days missed due to illness, extending vacations, late arrival and early departure are not.

EARLY WITHDRAWAL FROM SCHOOL

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

PERSONAL PROPERTY

Students are strongly discouraged from bringing large sums of money and valuable personal property to school. The school assumes no responsibility for lost or stolen items.

LOCKER POLICY FOR STUDENTS AGE 11 – SECONDARY IV

All age 11 through secondary IV students are eligible to use a locker. Before being issued a locker each student must understand and agree to the following locker policy:

1. One locker will be issued to each student.
2. The locker is the property of the school, not the personal property of the student to whom it has been issued for the year.
3. 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.
4. At the end of the school year, students will be responsible for cleaning their lockers.
5. Do not store or place anything on top of the lockers

LOST AND FOUND

Students are to turn in all found items to a teacher or the receptionist. Parents are most strongly urged to mark personal property with name and age so that found items may be returned to those to whom they belong. About three times a year, Lost and Found items will be displayed. At the end of the school year, all unclaimed items will be donated.

INTERSCHOLASTIC ACTIVITIES PROGRAM

Education has two sides, the curricular and the extracurricular. Both are important. Students need to develop a wide range of interests and activities. QSI International School of Tbilisi encourages middle and secondary school students to become involved in extracurricular activities. Most activities are organized and sponsored by school personnel. 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 of Instruction.

PHILOSOPHY

Participation in interscholastic activities at QSI International School of Tbilisi is a privilege. Participation is not a requirement for graduation, and those who participate must be willing to give extra time and effort.

Because interscholastic activities are voluntary and because those participating represent the school, it is mandatory that academic, citizenship and sportsmanship standards be uncompromised.

ETHICS OF INTERSCHOLASTIC ACTIVITIES PROGRAM

It is the responsibility of all concerned with interscholastic activities at QSI International School of Tbilisi to:

- Demonstrate QSI Success Orientations.
- Demonstrate sportsmanship, ethical conduct, and fair play.
- Eliminate those factors, which would destroy the values to be gained from participation in the activity program.
- Show courtesy to visiting teams, officials, and spectators.
- Respect the integrity and judgment of officials.
- Understand and uphold the rules of the game.
- Enforce school policy regarding eligibility and conduct.
- Encourage student leadership and skill development.
- Recognize and promote the purpose and intent of the activities program.
- Establish and maintain a mutually pleasant relationship between visitors and hosts.

SCHOOL SPONSORED TRIPS

For a trip to be successful a number of procedures must be followed and all required paperwork must be in on time. It is the coach's responsibility to follow-up constantly with his/her team to see that all requirements are met.

As the responsible adult on a school trip, coaches are on duty 24-hours-a-day and must ensure that each member of the team understands what is expected of him/her:

- While in transit from QSI Tbilisi to destination and back.
- While residing in hosts' homes or hotels.
- During the tournament or activity.
- During any unscheduled time away from the competition site.

ACADEMIC ELIGIBILITY FOR MIDDLE SCHOOL AND SECONDARY STUDENTS

Middle School and Secondary - All students participating in any school sport or activity must maintain a good academic standing. Students may not have any unit grade of "D", deficient, in any class. Any unit grade of "D" will result in immediate ineligibility. The ineligible player is deemed ineligible until QSI International School of Tbilisi administration informs the coach of the student's renewed eligibility. In consultation with the guidance office and school administration, an academic plan may be established for those students in need of academic support. While ineligible, a student or athlete may not participate in any team functions, practices, or games and may not travel with his/her team to any events or tournaments. Furthermore, an ineligible student may not participate in any QSI International School of Tbilisi sponsored extra-curricular activity, including but not limited to school dances and lock-ins. In almost all cases of ineligibility, travel costs are non-refundable.

Further to the required academic eligibility standards, students hoping to participate on an athletic or academic team must fulfill the following conditions:

1. Students must attend 80% of the practices, including practice games, to be eligible for the "traveling" or "tournament" team.
2. Return the Permission Form and a copy of your passport to the coach or Director of Instruction along with a copy of the paid deposit receipt (when applicable).
3. Pay the remaining balance by the set deadline outlined by the coach or Director of Instruction.

CAUSE FOR STUDENT DISMISSAL FROM EXTRA-CURRICULAR SPORTS/ACTIVITIES

Potential causes for dismissal from an activity include, but are not limited to:

1. Smoking, drinking, fighting, and drug use.
2. Unbecoming conduct, including inappropriate language and unsportsmanlike behavior.
3. Violation of the school rules, athletic department rules and regulations.
1. Failure to meet academic standards.
2. Not attending 80% of practices.

SCHOOL ATTENDANCE ON DAY OF PRACTICE, COMPETITION/CONTEST

Student-athletes must be in attendance *for the full day - in each of their classes* - in order to participate in an after-school activity. Students marked as absent will not be permitted to participate in their after-school activity, whether it is a game, practice, or any team function. If the scheduled game is to be played on a Saturday or a Sunday, the student must be in attendance at school on the Friday preceding the game. Any exceptions must be approved in advance by the Director of Instruction or Director.

SCHOOL SUSPENSIONS

An athlete serving an in-school or out-of-school suspension will not be allowed to participate *in practices, games or team functions* during the suspension period.

PARENTS ARE ALWAYS WELCOME

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 may be involved in an instructional activity, music program, talent shows, etc. This can 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. We also count on parents throughout the year with specific school programs such as International Week and Fall Festival.

PARENT-TEACHER CONFERENCES

Conferences are held two times annually. Conferences are scheduled for every parent in October. Parents or teachers may request additional conferences through email or through the office.

OUT OF SCHOOL EXCURSIONS

If you represent QSI International School of Tbilisi in functions which take you away from the school site (such as soccer games and field trips), you are required to meet certain standards of scholarship and behavior as outlined below:

SCHOLARSHIP: You are expected to be diligent in your studies and show mastery of the schoolwork of which you are capable. The classroom teacher or the administration may deny students, who choose not to display an appropriate work ethic, participation in any school activity.

BEHAVIOR: You are expected to demonstrate the appropriate behavior as outlined in this Handbook during the excursion..

DRESS CODE: You are expected to dress appropriately, as outlined in this Handbook during all excursions..

In summary, it is the goal of QSI International School of Tbilisi to have students represent the school with positive attitudes concerning the school. With this in mind, the school has the right to select those students who will benefit from out of school excursions and whose representation of the school will enhance the school's image.

HEALTH SERVICES

The Health Facility is located on the ground level of the school.. In case of injury, students will be immediately taken to the School Health Professional. The Health Professional will notify parents as soon as possible when an injury takes place at school. If a doctor needs to be consulted, the School Health Professional will contact the parents first, when possible.

If a student has a chronic illness, this information should be given to the School Receptionist so she can communicate this to all teachers and staff who are in contact with the student.. Students with communicable illnesses, severe colds, or fevers, who are sent to the school, will be sent to the School Doctor at once. Parents will be notified to come and collect their child from the school in order to prevent infections from spreading. Parents, of students in a classroom where a student has been diagnosed with a communicable disease, will be notified by the Health Professional.

USE OF SCHOOL COMPUTERS

Students may use school computers when under the direct supervision of a QSI Tbilisi teacher. The Lab Supervisor or classroom teacher is in charge and will implement the "Acceptable Use Policy." All middle school and secondary students should bring their own laptop or device (with keyboard) to school daily.

Computer Lab Acceptable Use Policy

With the widening use of the Internet in schools across the globe, there has been a growing concern about the acceptable use of the Internet in the educational setting. There is such a variety of materials accessible through e-mail, on the Internet, and the databases that students access. As a result, we have developed the following Acceptable Use Policy (AUP). **Each student and their parents/guardians must read and sign AUP forms before the student is given access to the Internet** at QSI Tbilisi. By signing the AUP form, parents thereby release the school from responsibility for material that the student may access on the Internet. Furthermore, students show consent to the established guidelines by signing.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access is a privilege – not a right and entails responsibility. Individual users of the QSI Tbilisi computer networks are responsible for their behavior and communications over our network. It is presumed that users will comply with QSI Tbilisi standards and will honor the agreements they have signed. Beyond clarification of such standards QSI Tbilisi is not responsible re: restricting, monitoring, or controlling the communications of individuals utilizing the network. Users should also not expect that files stored on the QSI Tbilisi servers will always be private.

It is understood that the following is **NOT ACCEPTABLE** on the QSI Tbilisi computer equipment:

- Sending or displaying offensive messages or pictures.
- Using obscene language that will be offensive to anyone.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's passwords.
- Trespassing in another's folders, work or files.
- Bringing food or drink into the computer lab.
 - * Intentionally wasting limited resources to include paper, ink, and Internet time (example **playing games on the internet**).
- Employing the network for commercial purposes.
- Use of non-educational games or any program not added to the network by the network administrator.

Violations may result in loss of access, as well as other disciplinary action.

PHYSICAL EDUCATION CLASSES

Students must participate in physical education classes unless they have a signed note from a parent (excused for the day) or a doctor if the ailment will require the student to miss more than one class of PE. . If a student does not participate and does not have a signed note, the P.E. teacher will contact the parents immediately through email.

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 the Unit and not receiving a grade.

PASSING PERIODS AND BREAKS

The 11 YO-Sec IV students will have several passing periods, one morning break, and one lunch break during the school day. A passing period is provided to go to the locker and switch books, use the restroom, and switch classes. A passing period is not a time to go to the cafeteria. The morning break and lunch break are provided for students to relax between a series of classes or work on some homework. Listed below are the areas students can congregate during breaks:

- Cafeteria
- Deck area outside the cafeteria
- Playground

LUNCH

Students are expected to respect lunchroom supervisors and follow their directions and decisions. All food must stay in the cafeteria or outdoor eating areas. No food should be taken to the classrooms or playground. Students may not order food from outside the school unless it is approved for a special event by the Director of Instruction.

Success Orientation expectations for Cafeteria:

- Use soft voices at all times.
- Keep hands and feet to yourselves.
- Keep food on your plate or in your mouths.
- Walk at all times.
- Be courteous.
- Clean up when you leave.
- Eat all food in the lunchroom or in the designated outside area.
- Pick up all of your trash and return your trays, plates, cups, utensils to the proper place.
- Use the food refuse bin for all food so that it may be taken to the Dog Rescue Center.

ELEMENTARY RECESS RULES

Students will be supervised at all times and should follow the general rules of the school. Students are to follow the direction 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

- Food is eaten before playing and students should go immediately to the playground when finished.
- Students should use the bathrooms before going to the playground.
- Students will follow the directions of the supervisor on duty. Talking back, rudeness and a disrespectful tone of voice will not be tolerated.
- Students are expected to treat each other and teachers in a courteous manner.
- Supervisors 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.
- If a ball goes over the fence, students are not permitted to retrieve the ball. The ball will remain there until recess is over.
- 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 to their classroom quietly. Students will return their coats to their designated area and collect their personal items before returning to their classrooms.

- During the winter season, throwing snowballs is not permitted
- Sticks, sand, and stones remain on the ground.
- Electronic devices stay inside for Elementary Students.

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. In this case, the student would be required to stand or sit in a designated area, completing a “Think About It” sheet.
- If a student refuses this disciplinary action, the student's parents will be notified and further action will be taken.

LANGUAGES

The instructional program at QSI Tbilisi is English, therefore, **ALL** students and staff members should use English when at school and on school sponsored trips. Languages, other than English, may be used as a part of the regular foreign or native language program.

Elementary student 6-10 YO may take French, Russian, German, Spanish, Mandarin, or Georgian as a regular part of the instructional program if they are working at grade level in English. Students 12 years and older may languages for secondary credit.

LIBRARY POLICY

1. BORROWING - Books can be borrowed as follows:

- | | |
|---------------------------|-----------------------------|
| • Age 3-4 -5 | 3 books for two weeks |
| • Age 6-10 | 5 books for two weeks |
| • Middle School/Secondary | 10 books for two weeks |
| • Teachers | 25 books (unlimited period) |
| • Parents | five books for two weeks |

Older students may make arrangements with the librarian to check out additional books as needed for reference project work. Books may be returned and/or exchanged at any time.

1. REFERENCE MATERIALS - Many reference materials are available for use in the library. Reference materials may only be checked out of the library by a teacher on a daily basis for use in the classroom.
2. RENEWAL - If you desire to keep a book longer than the pre-assigned period you must inform the librarian of your wish to renew said item.
3. OVERDUE BOOKS - If books are not returned on the due date, a written reminder (1st notice) will be given to you. QSI Tbilisi does not fine for overdue materials.
4. LOST/DAMAGE POLICY - If the book is missing for more than 90 days it is considered lost and is subject to fine policy, which is two times the value of the book +\$1. Book replacement is also an option. Patron purchases the exact same title and donates it to the library. If the material is damaged beyond repair, fine policy applies. For the minor damages however, please let the librarian know and do not attempt a repair on you own.

COURSE OFFERINGS ELEMENTARY & MIDDLE SCHOOL

5-year-old class

Mathematics	Reading	Science	Language Arts	Cultural Studies
Technology	Library	Art	Music	Physical Education
Georgian Culture				

6 through 10-year-old classes

Mathematics	Reading	Science	Language Arts	Cultural Studies
Technology	Library	Art	Music	Physical Education
Languages other than English		Georgian Culture		

11 - 13 year-old classes

This program meets the special needs of students in the 11-13 year-old age group, or Middle School. It is a rigorous academic program of Mathematics, Science, Art, Music, Reading and Language Arts and Physical Education. Foreign, or, native Language programs, in French, German, Russian and Georgian, and Technology are offered as elective courses.

Eleven through thirteen year-old students have more privileges and responsibilities than Elementary Students. They generally have fewer teachers than the Secondary Students, and each year group had a homeroom teacher.

Middle School 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 mathematics classes according to their achievement levels. It is not uncommon for a thirteen-year-old student to be engaged in secondary school Algebra or Foreign Language. Secondary school credit is given to middle school students who satisfactorily master the outcomes in secondary classes.

MATHEMATICS	LANGUAGES	FINE ARTS	ENGLISH
Mathematics 11	French	Art	Reading 11, 12, 13
Mathematics 12	German	Vocal Music	Language Arts 11, 12, 13
Mathematics 13	Spanish, Russian, Georgian	Instrumental Music	Literature I
SCIENCE 12&13	CULTURAL STUDIES	ELECTIVE	PHYSICAL ED. & HEALTH
Life Science	Cultural Studies 12/13	Technology	P.E. 3 times per week
Physical Science	Course A and B		Health twice a week

SECONDARY ACADEMIC PROGRAMS

ADVANCED PLACEMENT COURSES

The Advanced Placement Program is a challenging academic program designed to provide motivated high school students with university-level academic courses. AP is considered the standard for academic excellence in the United States, where nearly 60 percent of secondary schools participate in the program. AP courses with qualifying exam grades are accepted for credit, advanced standing, or both, by most (over 3000) American colleges and universities. In addition, AP courses and exam grades are used in the admissions process in more than 400 universities outside the United States.

Every Year QSI Tbilisi provides 10-15 different Advanced Placement (AP) courses: English Literature, Physics, Calculus, Statistics, Biology, Government & Politics, Economics, Human Geography, World History, European History, Psychology.

In September 2017, QSI Tbilisi launched the AP Capstone Program- a new and innovative Diploma program that allows students to develop the skills that matter most for college success: research, collaboration, and communication. The program consists of two courses taken in sequence: AP® Seminar and AP Research, as well as four additional AP courses.

GRADUATION REQUIREMENTS

QSI International School of Tbilisi requires minimum credits to graduate with a high school diploma, however most students exceed these requirements. We expect for each of our students to be fully prepared by taking a challenging and rigorous curriculum in preparation for further educational pursuits beyond high school. Please consult the Course Guide, available in the QSIT office, or the QSI website for graduation requirements.

GRADING SYSTEM

Each full-year course is divided into 10 academic units, which is equivalent to 1.0 standard Carnegie Credit in terms of student work required, curriculum expectations, and time in class.

In order to receive credit for a unit, a student must demonstrate mastery of curriculum at a B or A level. Each curriculum unit has its own rubric specifying requirements for B or A level mastery. Mastery at A always includes demonstration of higher-order thinking skills.

B grades are given a GPA of 3.0; A grades are given a GPA of 4.0.

Students who are unable to demonstrate mastery of material at a B level will receive additional instruction via alternative teaching methods during the course of the school year. If students are still unable to demonstrate B level mastery, no credit will be given for that unit.

Students who do not complete all units of courses required for graduation must complete the required units in a subsequent school year.

QSI Tbilisi Secondary Transcripts specify how many units a student has completed in each enrolled course every school year. All units reported on the transcript are mastered and none are repeated. For example, if a student completes 6 units one year and 4 the next, this equals 10 different units and 1.0 Carnegie Credit.

RANK-IN-CLASS (RIC) Due to the mobility of QSI Tbilisi students and the relatively small graduating classes, as well as, the variety of educational systems our students come from, QSI Tbilisi student's class rank is not computed.

COLLEGE ENTRY TESTING PROGRAMS

The PSAT/NMSQT (Preliminary Scholastic Aptitude Test) is administered to any interested Secondary 2 & 3 students (10-11th Grade) in October of each year. Check with the school counselor for testing information and fees. American citizens or resident students may qualify for the National Merit Scholarship Program.

Every student at QSI Tbilisi is strongly encouraged to take the SAT twice during Secondary III (11th Grade). The SAT is administered multiple times each year. Check with the school counselor for testing information and fees. You can find dates and more information at: <http://sat.collegeboard.com/home>

SAT II subject tests are offered at the same time as the SAT, and some colleges require that you take them. Students should check the requirements of colleges to which they plan to apply. SAT II tests are normally taken at the end of the year in which they study a course (i.e., Biology, Psychology, US History, etc.)

SAT II foreign language tests should be taken in the last year of study of that language. Some SAT II foreign language tests offer a "listening" component, which more selective universities may require. Check the SAT II schedule to determine when the "Foreign Language with Listening" will be offered.

SAT Schedule for 2017-2018 for international students: October, December, March and May.

SAT II (subject) schedule 2017-2018: October, November, December, May, June.

Some students may choose to take the ACT, another standardized college entrance test. For dates offered, go to www.act.org.

Please do not hesitate to contact the support personnel listed in this booklet should you have questions. We welcome you to our educational community!