



Student Handbook  
2009 – 2010

# WELCOME TO QSI INTERNATIONAL SCHOOL OF YEREVAN

Welcome to QSI International School of Yerevan! Prepare for an adventure in education. You will learn many new and exciting things this year.

QSI Yerevan offers you a challenging academic curriculum that includes a full complement of courses for students from three years of age through the secondary IV year. Studies are tailored to meet the needs of each individual. We want you to work at a level at which you can achieve success and at the rate you can achieve mastery.

This handbook has been prepared to tell you about our school. I hope you will find it informative and helpful. Our faculty members, highly competent and professional, are looking forward to working with each of you, and assisting you to get the most out of your time with us.

Please read through this handbook with your parents. After you have read the handbook, if you wish to make use of the bus service, fill out the appropriate form found at the end of the handbook and return it to school.

QSI Yerevan is your school. Be proud of it, take care of it, and make your school year as productive as you can. The key is that **you** have the power to determine your success!

Doug Shippert,  
Director



## Quality Schools International

QSI is a non-profit organization operating thirty five international schools in Central Europe, Asia, the Far East, the Middle East, and South America. QSI International School of Yerevan benefits from the unique opportunities afforded by this organized network of schools with three decades of proven performance.

## QSI International School of Yerevan

QSI Yerevan, a non-profit institution that opened in September 1995, offers a high quality education in the English language for pre-school (beginning at age four), elementary, and secondary students. An enrollment of approximately over 80 students is projected for the 2009-2010 school year, representing about 16 nationalities, including students from the diplomatic community, international business community, and the Armenian community.

## The School Facility

In September 1999, the school was moved to a new and different facility. The school is currently housed on the first and second floor of the Karitas Manufacturing Company. There are 11 self-contained classrooms and other rooms for French, Russian, Music, and Computers, as well as a library, offices, and a kitchen/staff area. There are four bathrooms available. The playground consists of a soccer field, a basketball/volleyball area, and equipment area. Wintertime physical education classes are conducted at the nearby Red Cross gymnasium

## The Academic Program

The academic program uses a Performance-Based Mastery Learning approach to learning. This model ensures 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, 3) it is the responsibility of the school to provide the conditions for success.

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

In order for you to develop competencies, you must have a firm foundation of facts and knowledge. Certain facts must be learned and remembered and used as tools in gaining other knowledge and in developing competencies. Other knowledge is gained by building upon and combining fundamental facts and bits of knowledge. This happens by hearing, seeing, and experiencing in learning situations, followed by practice and repeated exposure.

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

- |                                |                                 |
|--------------------------------|---------------------------------|
| ❖ English / Literature         | ❖ Mathematics                   |
| ❖ Cultural Studies             | ❖ Science                       |
| ❖ Languages other than English | ❖ Creative and Applied Arts and |
| ❖ Personal Health              | World Environmental Issues      |



## **The Curriculum**

The curriculum includes English (reading, grammar, composition, and spelling), Mathematics (basic skills up to university preparation), Cultural Studies (history, geography, economics, and political science), Science (physical, life, and earth), Art, Music, and Physical Education. Intensive English classes are offered to students who need additional help with English. Computer use is integrated across the curriculum. Additional language acquisition is offered in French, Russian, Armenian and German. The school seeks to provide students with an appreciation for the rich culture and history of Armenia. Materials and equipment are up to date and of high quality. Class sizes are small. A four-year secondary program is offered that includes the basic subjects and a selection of electives.

### **4 Year Old Program**

Students participate in a variety of play related and hands-on experiences designed to develop learning readiness, physical coordination and development, and the social skills necessary to be successful in a classroom setting. Emphasis is placed on the development of self-confidence, self-esteem and natural excitement to learn. A full spectrum of activities is provided including music, computers, art, and play.

### **5 Year Old Program**

This academically oriented program develops skills and attitudes children need in the study of the academic disciplines. A variety of experiences develop eye/hand/body coordination, reading readiness, simple number concepts, and oral and written language skills. There is a continued emphasis on personal development through exposure to varied activities, including music, computers, art, and physical education.

### **Age Levels 6 through 11 Years**

Elementary School students take a full program of Mathematics, Reading and Language Arts, Science, Culture Studies, Art, Music, and Physical Education. Computer usage is integrated with the curriculum at all levels. Students may select a foreign language. Intensive English classes are provided for those students who do not speak English as a first language. Activities are available to students four afternoons per week.

### **Age Levels 12 through 13**

This program meets the special needs of students in the 12 -13 year old age group. Students take a rigorous academic program of Mathematics, Reading and Language Arts, Science, Cultural Studies, Art, Music, Computer Applications, and Physical Education. French, Armenian, German or Russian is offered as a Foreign Language. Activities are available to students four afternoons per week.

### **Secondary Levels I- IV**

The secondary program prepares students for colleges and universities in the United States or other countries. The rigorous academic program consists of the traditional disciplines of Mathematics, Laboratory Sciences (Biology, Physics, and Chemistry), World Cultural Studies and History, World Literature, English Grammar, Art, Music, Physical Education, French, Armenian, German, Russian and Computer Literacy. Three Diplomas are offered – Honors, Academic, and Practical.



## Course Offerings : Elementary thru Middle School

<b>5 Year Old Class</b>			
Reading	Cultural Studies	Music	Language Arts
Art	Library	Mathematics	Computer Literacy*
Foreign Language*	Science	Physical Education*	Intensive English*
* For students staying the full day			
<b>6 through 13 Year old Class</b>			
Reading	Cultural Studies	Music	Language Arts
Art	Library	Mathematics	Computer Literacy
Foreign Language	Science	Physical Education	Intensive English

### Intensive English

The Intensive English program is for students at QSIY who are in need of special attention in verbal and written English skills, particularly for those whom English is not his or her first language. Students are assigned to the appropriate level in this division to meet individual needs. Students of different ages, maturities, linguistic backgrounds, and previous exposure to English will exit this division at different rates. Younger students will transfer to mainstream classes when they have the skills to experience success.

All students in the Intensive English program have individual needs assessments resulting in appropriate individualized programs. There is an emphasis on a communicative approach to learning English. The principle goal of Intensive English is to bring students to a level of English, including oral and written competency, which allows them to transfer to regular classes as soon as possible.

# Homework Policy

## Philosophy

The purpose of homework is to practice the skills taught that day in school or prepare you for future work. There are three acceptable categories of homework: practice (reinforcement), preparation, and extension activities. You will be given meaningful homework that should include a variety of activities. These activities should promote independent inquiry and initiative as a learner.

## Homework Should Not:

- ❖ Introduce initial learning of new material, either skills or knowledge components.
- ❖ Require extensive teacher or parent direction or help.
- ❖ Be so excessive that it precludes students from joining family activities or other forms of childhood socialization.
- ❖ Be given as busy work or punishment.
- ❖ Be given but not checked by the teacher. All homework must be accounted as being complete.

## Homework Should:

- ❖ Be well-planned and complement classroom learning.
- ❖ Have immediate, timely feedback.
- ❖ Have proper resources available if research is assigned.
- ❖ Be meaningful and challenging.
- ❖ Have clear procedures for accomplishment, and clear and enforced due dates.

## Specific Considerations

Teachers in the secondary program must coordinate with each other so that excessive homework assignments are not given on the same day. Homework assignments are legitimately used to qualify a student for preparation of a mastery/summative examination. Parents are to be notified in writing (copy to the student folder) whenever it appears that assignments are not being consistently completed.

## Student Evaluation

The Evaluation System is designed to support the school's educational philosophy and success-oriented model of education. Thus, all students are expected to achieve mastery grades of "A" or "B". The school does not accept mediocre work. Student evaluations, called "status reports", are issued five times each year at the end of each "Quintile".

### Understanding the 'Status Report'

#### Grade Definition

A	All essential parts of the outcome were mastered at an appropriately high level. The student consistently demonstrated noteworthy achievement of a high quality, particularly in the higher order thinking or performance skills.
B	All essential parts of the outcome were mastered at an appropriately high level in which the student successfully engaged in higher order thinking or performance skills.
P	The student is "in progress" in the outcome. (Normal)
H	The outcome is "on hold" for a legitimate reason. The student has begun the outcome but is currently not pursuing it.
D	The student has not made reasonable effort and is therefore "deficient" in attaining mastery of the outcome.
E	'Exposure'. The student made a reasonable effort in the outcome and attained a level of mastery consistent with his/her capabilities. (Elementary classes only, but not in the areas of mathematics, reading, or language arts.)
W	The student has withdrawn from this outcome.

### Carnegie Unit

In the Secondary School Program, students are granted one credit for each Outcome mastered. Ten credits correspond to one "Carnegie Unit" used by many American secondary schools.

## Success Orientations

**SUCCESS FOR ALL** is the motto of QSIY. We want this to be more than just a slogan. Research indicates, and our experience confirms, that successful people have developed personal orientations that lead to success. Personal habits, the ability to interact successfully with others, reliability, responsibility, diligent work habits, promptness, keeping your word, kindness and other factors in this realm are as important as the knowledge and competencies you gain in academic subjects. Responsibility for success in these orientations rests first and foremost in the home; however, they are actively encouraged and taught in virtually all areas of the school curriculum, with the view of making them a vital part of your life pattern. The role of QSIY is to reinforce the efforts of the 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 limited to situations within the jurisdiction of the school and are made by consensus of the professional staff members. Students may receive either an "S" for satisfactory, or an "E" for exemplary. To receive an "E" a student should consistently demonstrate exemplary behavior throughout the quintile. Those students who have not reached at least satisfactory performance will receive an "N", indicating that the student still needs to work on this orientation.

**TRUSTWORTHINESS**

**RESPONSIBILITY**

**CONCERN FOR OTHERS**

**KINDNESS & POLITENESS**

**GROUP INTERACTION**

**AESTHETIC APPRECIATION**

**INDEPENDENT ENDEAVOR**

**SUCCESS IN THIS AREA LEADS TO SUCCESS IN LIFE!!**



## Extra Curricular Classes

For students ages 5 and up, there are a variety of activities offered. These activities vary, but usually include such things as Karate, Dance, Basketball, Board Games, Soccer, and Art. There is no charge for QSIY teacher sponsored activities. For activities offered by outside contractors there is a nominal charge of \$5.00 per class for each activity. Each activity is scheduled one time per week.

The purposes of the extracurricular activities are to:

- ❖ Promote an interest in, and an opportunity to explore, new and/or varied activities not usually available in the curriculum.
- ❖ Provide an opportunity for you to interact with teachers and other students not in your usual instructional group.
- ❖ Provide an opportunity for you to voluntarily pursue interests in a non-academic and ungraded situation.
- ❖ Allow you to develop academic and motor skills other than what is available in the regular curriculum.
- ❖ Provide you with opportunities to engage in extra-curricular activities of interest that would not otherwise be available in the community.

Each student signs up at the beginning of each quintile for the activity or activities he or she wants to participate in for the upcoming quintile. (Participation in School Sponsored Sports Teams will follow a seasonal schedule) Join the fun!

# Minding Our Manners

## We expect you to...

- ❖ Be respectful of all teachers, students and staff members.
- ❖ Have a good attitude toward learning.
- ❖ Be cooperative with others and responsible for your own behavior.
- ❖ Give your attention to any required tasks asked of you.

## You can expect from us...

- ❖ Instruction that will meet your academic needs.
- ❖ Assistance with your concerns.
- ❖ A chance to voice your opinions in an appropriate manner.
- ❖ An environment in which learning is stimulating.
- ❖ To be predictably professional.
- ❖ To model the behavior that is expected of you.
- ❖ A caring environment that will foster your success.

## 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. In the event of a lengthy illness, teachers will do everything possible to help you make up your missed work.

## Tardiness

Attendance reports are collected by 8:45. Students are to report to the office if they arrive after that time. The office is following up on all reported absences. Late students must check in, in order to avoid a phone call home. Teachers are to deal with lateness to class themselves using removal of privileges, isolation, or detention time during lunch or recess as incentives for punctuality. (In all responses to tardiness, teachers will concentrate on teaching the correct habits through reward and encouragement, emphasizing that tardiness is disruptive to the teacher and other students and an irresponsible behavior.)

## Student Conduct

With reference to your behavior, common sense and good manners are the guidelines. This includes responsibility and respect for others. While each teacher formulates the rules for their classroom, a few of our school rules are:

- ❖ Move through the building in an orderly fashion.
- ❖ No gum chewing.
- ❖ No carbonated soft drinks at any time.
- ❖ No touching or taking of other people's property without their permission.
- ❖ Treat all others with respect.
- ❖ You are not to use obscene, foul, vulgar, or inflammatory language.

## 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 property. Books and other items should be stored in their classrooms.

## Dress Code

The International School of Yerevan believes that a certain amount of freedom of choice in dress is appropriate. However, school is an important place and students of International School of Yerevan are guests in Armenia and should always be mindful of giving the best possible impression as they represent the School. In view of the cultural diversity of our students, a few guidelines are in order. We hope these are taken in the spirit of cultural sensitivity, common sense, and respect for others. Clothing should be neat, clean, modest and appropriately worn. Excessively tattered or torn pants, very short skirts, or short-shorts should not be worn to school. In the interest of safety children should not be wearing “flip flops.” It is preferable and safer that they wear shoes or sandals that have a back or back strap. 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. Appropriate clothing is required while attending field trips, or any other school function. The school reserves the right to some discretion in reviewing what is appropriate for school, and will make the effort to remind students if there is something questionable.

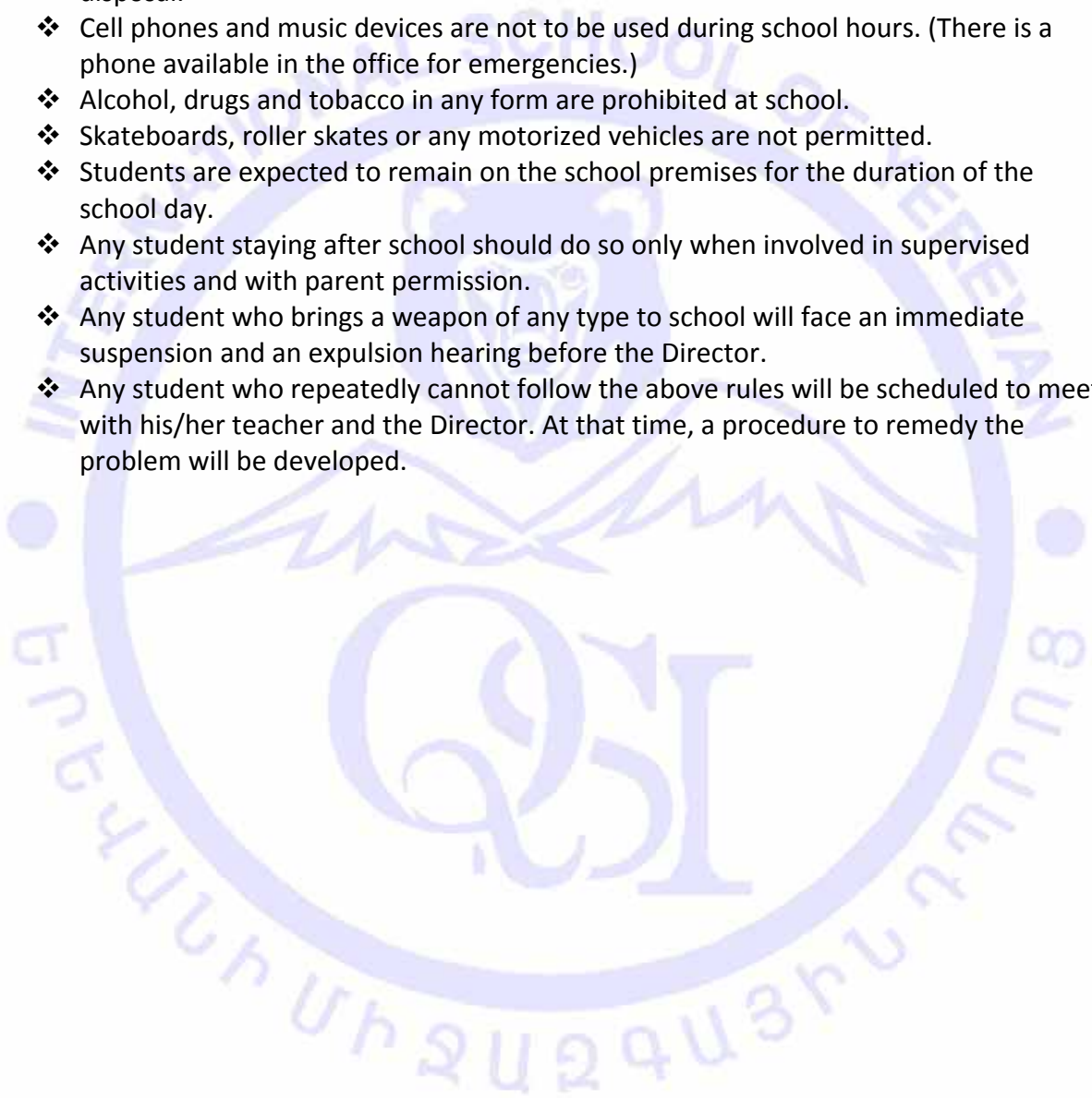
## Playground Policy

- ❖ Safety, fair play, common sense, and appropriate language are to be maintained.
- ❖ Student’s actions may not cause a problem for any person or damage any equipment.
- ❖ If children have questions or if some situation is not covered by the rules, the playground supervisor is always in charge and may stop any activity that they feel may be dangerous.
- ❖ When the whistle blows/bell rings at the end of recess, students are to stop what they are doing and quietly return to their classrooms.
- ❖ Soccer balls and certain other soft balls may be used with the approval of the on-duty teacher.
- ❖ Students are not to climb slides or fences, may not stand on, or jump from any piece of equipment.
- ❖ Students should stay alert and pay attention to any games going on and not go near games in which they are not engaged.
- ❖ No fighting. No games involving pushing, shoving, tackling, or tripping.
- ❖ Throwing any items such as rocks, snowballs or dirt is strictly prohibited.
- ❖ Students at recess are not to go back into the building or outside of recess boundaries without permission from the playground supervisor.

## Building Policy

- ❖ All Teachers, paraprofessionals, and other staff members are to be treated courteously by students.
- ❖ Students are expected to solve their disagreements in ways other than fighting.
- ❖ Students should walk quietly at all times when in the building.

- ❖ The care of all textbooks and library books issued to the child are his/her responsibility. Students are encouraged to have a book bag or back pack to carry materials to and from school. Textbook and library fines must be resolved in order to maintain access to library.
- ❖ Coats and hats are not to be worn in the building under normal conditions
- ❖ Students are encouraged to bring only those items directly related to activities of his/her class.
- ❖ Chewing gum is not allowed because of the problems with improper usage and disposal.
- ❖ Cell phones and music devices are not to be used during school hours. (There is a phone available in the office for emergencies.)
- ❖ Alcohol, drugs and tobacco in any form are prohibited at school.
- ❖ Skateboards, roller skates or any motorized vehicles are not permitted.
- ❖ Students are expected to remain on the school premises for the duration of the school day.
- ❖ Any student staying after school should do so only when involved in supervised activities and with parent permission.
- ❖ Any student who brings a weapon of any type to school will face an immediate suspension and an expulsion hearing before the Director.
- ❖ Any student who repeatedly cannot follow the above rules will be scheduled to meet with his/her teacher and the Director. At that time, a procedure to remedy the problem will be developed.



# School Schedule/ School Hours

## First Day of School

On the first day, school hours will be from 8:15 a.m. to 11:56 p.m. for all students.

## 4 & 5 Year Old – Half Day Schedule

8:15 a.m. - 12:33 p.m. Monday through Friday

## Elementary & Secondary – Full Day Schedule

8:15 a.m. - 3:45 p.m. Monday through Friday

## K – 11 Year Old - Extra Curricular Activities

2:57 p.m.-3:45 p.m. Monday through Friday

## Snack

Children are expected to bring a snack to eat during break time. It is recommended that students bring a water bottle to school. It is very important that students stay hydrated. There are three water coolers in the building for refills.

## Lunch

Children are expected to bring a lunch to eat during the lunch period. Students may choose to sign up for the hot lunch program. Hot, nutritious lunches are prepared on site, and are available for advance purchase.

## Books and Supplies

Textbooks are loaned to the students. Students are responsible for the care of these books and are not to write in them unless they are consumable. Please keep in mind that other students will later use these books. Students are expected to bring their own book bags, pencils and erasers.

## School Week

The school week is Monday through Friday.

## Visitors to Campus

Parents are always welcome on campus. If you intend to visit your child's classroom, please make arrangements in advance with the teacher, and don't forget to check in at the office when you arrive.

## QSI YEREVAN 2009-2010 CALENDAR

<b>First term</b>	<b>Number of school days: 72</b>
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- |  |   |
|--|---|
| ❖ First Day: 27 August (Thursday) - Half Day | ❖ Last Day: 17 December (Thursday) - Half Day |
|--|---|

### Parent Teacher Conferences

- |                                      |
|--------------------------------------|
| ❖ 15 October - (Thursday) - Half Day |
|--------------------------------------|

### Holidays

- |   |  |
|---|--|
| ❖ 21 September (Monday) - Armenian Independence Day<br>❖ 16 October (Friday) - Teacher Professional Development | ❖ 24 October - November 3 (Saturday - Tuesday) - Fall Break<br>❖ 18 December - 10 January (Friday - Sunday) - Winter Break |
|---|--|

### Teacher In Service

- |  |                                      |
|--|--------------------------------------|
| ❖ 19 - 21 August - New Teacher Orientation | ❖ 24 - 26 August - Teacher Work Days |
|--|--------------------------------------|

### Second term

**Number of school days: 59**

- |                                  |                              |
|----------------------------------|------------------------------|
| ❖ First Day: 11 January (Monday) | ❖ Last Day: 2 April (Friday) |
|----------------------------------|------------------------------|

### Parent Teacher Conferences

- |                                       |
|---------------------------------------|
| ❖ 25 February - (Thursday) - Half Day |
|---------------------------------------|

### Holidays

- |   |
|---|
| ❖ 3 April - 12 April (Saturday - Monday) - Spring Break |
|---|

### Teacher In Service

- |   |
|---|
| ❖ 26 February (Friday) - Professional Development |
|---|

### Third term

**Number of school days: 49**

- |                                 |   |
|---------------------------------|---|
| ❖ First Day: 13 April (Tuesday) | ❖ Last Day: 18 June (Friday) - Half Day |
|---------------------------------|---|

### Parent Teacher Conferences

- |                                  |
|----------------------------------|
| ❖ 30 April - (Friday) - Half Day |
|----------------------------------|

### Teacher In Service

- |  |                              |
|--|------------------------------|
| ❖ 17 April (Saturday) - Professional Development | ❖ 19 June - Teacher Work Day |
|--|------------------------------|

- 
- ❖ 1<sup>st</sup> Quintile: 27 August 2009 - 19 October 2009 (36 Days)
  - ❖ 2<sup>nd</sup> Quintile: 20 October 2009 - 17 December 2009 (36 Days)
  - ❖ 3<sup>rd</sup> Quintile: 11 January 2010 - 2 March 2010 (36 Days)
  - ❖ 4<sup>th</sup> Quintile: 3 March 2010 - 29 April 2010 (36 Days)
  - ❖ 5<sup>th</sup> Quintile: 30 April 2010 - 18 June 2010 (36 Days)

**Total number of school days - 180**

There may be holidays added which are not known at this time. In any case, the school ensures at least 175 school days.



# QSI INTERNATIONAL SCHOOL OF YEREVAN

**DOUG SHIPPERT, DIRECTOR**



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## *Bus Rider Agreement Form*

Safety is always QSIY's primary concern when transporting our students to and from school. QSIY and our transportation contractor, Azat Gasparian Company, work hard to ensure the safety of your child throughout the day and we ask your help in doing so. Please read carefully the following rules regarding behavior while riding the bus and make sure that your child understands and agrees to follow these rules.

- ❖ Follow the bus drivers instructions at all times.
- ❖ Keep the level of your voice and/or music to an appropriate level.
- ❖ Do not place any part of the body out of the bus window.
- ❖ Do not throw anything out of the bus window.
- ❖ Do not throw anything within the bus.
- ❖ Keep your hand and feet to yourself.
- ❖ No hitting or pushing while entering or exiting the bus.
- ❖ No vulgar, obscene, or offensive language.

Students who choose not to follow the rules will face the following consequences

- ❖ 1<sup>st</sup> offense Verbal and written warning from the school director
- ❖ 2<sup>nd</sup> offense One day suspension of bus riding privileges
- ❖ 3<sup>rd</sup> offense Suspension of bus riding privileges for the remainder of the current school year

Thank you for your help and cooperation in working to provide a safe and pleasant school environment for all of our students and remember, make sure your child is ready to go in the morning so that the bus does not wait.

Doug Shippert  
Director – QSI Yerevan

**Please fill out the form below and return to the front office.**

I agree to abide by the rules laid out in this agreement and I understand the consequences for not following the rules.

Student Name	Student Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date
Parent Name	Parent Signature	Date

