

**PRISHTINA HIGH SCHOOL**  
**2022-2023 ACADEMIC YEAR**  
**Secondary PARENT-STUDENT HANDBOOK**



Where young people grow and thrive

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August 2022

Dear Students and Parents,

Welcome to the new school year at Prishtina High School and we are so glad that you are a part of this great community of educators, students, and parents who are eager to help each other flourish.

PHS offers an accredited American education program that is created to be academically rigorous and centered in developing character in our students. When completed, our K-12 curriculum will prepare students for university in the United States, Europe, and other English speaking universities around the world.

The purpose of this Parent-Student Handbook is to clarify the expectations that we have as a school so that we can all work towards achieving the goals of the institution. Many of the answers to your questions about PHS can be found in the following pages so please refer to this guide to understand our expectations clearly. If you have concerns or questions about our policies and expectations, please feel free to ask an administrator and we will do our best to address your concerns. We believe that proper communication is key for a successful organization and we are always open to receiving constructive feedback.

We look forward to another great school year ahead as we partner with PHS families in their educational journey!

Sincerely,

Dr. Caleb Lugar, Director  
Ms. Brittany Hammonnds, Principal  
Mr. Fitim Selimi, Director of Finance  
Mrs. Janette Gashi, Director of Student Services  
Mr. Selim Kolgeci, Director of School Operations

### **Where We've Been**

Prishtina High School was established by Kosovar and American families living in Kosovo in 2007. Americans wanted to help Kosovars establish an outstanding national school built on American standards. As partners believing in quality education and in the need for young people to receive that type of education, Kosovars built the facilities while the Americans recruited professional educators who would establish a college preparatory program.

In 2017, American Schools International, who founded Prishtina High School, began to explore a partnership with Oasis International, a network of international schools with like-minded goals and values as the original founders. In 2018, the transition to make Prishtina High School an Oasis International school began and continues. It is anticipated that this transition will be complete and PHS will become a full affiliate

Oasis school in the 2020-2021 school year. Affiliation with the Oasis Network has brought many wonderful things to Prishtina High School, including additional recruiting resources for qualified teaching staff, additional instructional opportunities, and a stronger staff retention.

Today, graduates from PHS are accepted into excellent universities around the world, often with scholarships, and have earned reputations as excellent scholars. They represent their nation, their families, and PHS well.

### **Introduction**

In order to encourage unity and provide a community that works well together, this handbook has been designed to provide students, parents, and staff with a clear and concise statement of basic policies, procedures, and philosophy of Prishtina High School. Although this handbook is not intended to provide an exhaustive statement of rules, it should provide students and parents with answers to the main questions they have about the daily operations of Prishtina High School. The guidelines in this handbook have been put in place to enable the school to run on a smooth and effective basis. These guidelines should be viewed as one way the school encourages and trains students to recognize authority and assume responsibility for their actions. The school realizes that parents and students may not agree at all times with every policy but expects them to respect and respond properly to the school authority. By becoming familiar with the contents of this handbook, each member of the school community will understand his/her responsibilities and thus better enjoy the privileges extended to him/her.

*The Prishtina High School Parent-Student Hand Book* establishes guidelines to help create and promote a safe and encouraging environment for the students of Prishtina High School (PHS). Our intent is to build an environment where each individual can flourish academically and personally, and mature both as a student and citizen. The policies and procedures in this handbook supplement PHS's broad discretionary authority to maintain safety, order, and discipline. These rules support, but do not limit the authority of PHS. PHS reserves the right to amend policies, procedures, and regulations in this Handbook as needed

### **OASIS International Schools Mission Statement**

OASIS International School - Prishtina High School is a community of students, parents, and qualified educators, working together as an OASIS Network school to instill in our school community:

A passion for truth  
A commitment to excellence  
And an appreciation for diversity.  
Veritas, Virtus, Varietas!

### **OASIS International Schools Network**

OASIS International School - Prishtina High School is a member of the OASIS International School's Network, a non-profit organization that is "committed to establishing American-style, English-speaking international schools around the world." OASIS' network is based near Memphis, Tennessee in the United States but stretches across the world with schools in more than 15 different countries. Since its founding over 30 years ago, the OASIS International School's Network has created a legacy of academic excellence, prestigious college acceptance, and successful alumni.

# WHAT WE'RE ABOUT

## 1.1 VISION

To equip young people to seek the truth and demonstrate integrity, compassion, and determination.

## 1.2 MISSION

To equip students to be responsible citizens and active learners within a safe, caring, and diverse environment committed to truth and excellence.

## 1.3 PURPOSE

Prishtina High School is an international school following an American curriculum located to serve kindergarten through twelfth grade students from Kosovo. As an OASIS Network School, **our purpose is to make a major impact on the world through the education of international young people who will in turn impact others in a positive way.** Instruction in the PHS elementary school builds on core curricula at the lower levels and expands to provide college-preparatory course-work at the upper levels.

## 1.4 VALUES & EXPECTATIONS

### CORE VALUES: WINGS

World Changers - Striving to be the change that PHS, Kosova, and the world need

Integrity - Doing what is right just because it is right - even when no one is watching

Neighborly - Being kind and supportive, working together with others to achieve excellence

Growth - Endeavoring always to improve as a learner and an individual

Self-determination - Working hard and doing our best every day, knowing that hard work makes anything possible

### Behavioral Expectations: SOAR

Stay Safe

Own Your Choices

Aim High

Respect All

## 1.5 ACCREDITATION

Prishtina High School is fully accredited grades K–12 by Cognia.

## 1.6 CHARACTERISTICS OF Prishtina High SCHOOL

Prishtina High School is an English immersion, university preparatory school, grades pre kindergarten through twelve, which is an affiliate school in the NICS/OASIS Network of Schools. Kindergarten through fifth grade offers music/art/drama, physical education, and technology classes in addition to regular studies.

## 1.7 PHS PHILOSOPHY

We at PHS believe that the responsibility for training a child rests on the shoulders of his/her parents. By enrolling at PHS, parents delegate the responsibility of formal education to the school. The school leadership team, staff, and faculty of PHS desire to work with parents in building a solid foundation of academic and character development. The school cannot and will not replace the role of the home.

At PHS we consider it essential that parents understand and clearly support the school's philosophy/purpose statements, the policies and the procedures of the school, and the accountability of parents for the training of their child(ren).

## 1.8 PHS Spirit of Unity Agreement:

Prishtina High School's educational mission involves working with the home in the overall education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires that, in order to maintain their student's enrollment, parents must affirmatively

support and cooperate with the school. Parents must agree to support the school with a positive attitude. They must also follow this general principle:

- Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with other people. Parents must understand that if at any time the school determines at its sole discretion that a parent's actions do not support the mission, vision, and values of PHS or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal or to disenroll the student.

## 1.9 PARENTAL INVOLVEMENT

### Communication

Because parents have the responsibility to train their children, it is imperative that they know what is happening in their child's school life. We feel that open and clear communication between school and home is important to the success of our educational program.

*Administrators and teachers communicate with parents* through email announcements, Facebook, teachers' weekly letters, by phone, and conferences.

*Parents may communicate with administrators and teachers* via email (first initial and teacher's last name @prishtinahighschool.org) or by calling the school, (+383) 45 999 880.

### Use of student photographs in school communications

From time to time, PHS uses photographs of students in our promotional materials; publications, including electronic publications (i.e. email, website); local newspaper publications; and on social networking sites (i.e. Facebook, etc). Parents who do not wish for their student's photographs to be used in this way must sign and return the Photo Release Form at the end of this handbook.

## 1.10 VOLUNTEERISM

As an excellent way for families to participate in the school's community, each family is asked to contribute and participate in volunteer work. To assist parents in this, each family is asked to complete a Parent Volunteer Form as part of the enrollment process. Information from this form is logged into a database that allows the school to notify parents of volunteer opportunities in their area(s) of interest throughout the school year. Examples of volunteer opportunities might include:

Athletic events	Library
Building maintenance	School mailings
Computer support	Snow removal/ Grounds care
Fundraising (see below)	Serving lunches
Classroom help; bulletin boards, field trips, parties, filing, etc.	



## WHAT WE EXPECT: Academic, Attendance, Behavior

### 2. Academic Policies and Procedures



#### 2.1 Curriculum

PHS believes in exposing students to new ideas and perspectives and helping every child to identify and develop their worldview. PHS uses a curriculum that is based in the American education system and follows American academic standards. PHS is divided by grade level, and qualified teachers provide instruction in each classroom. PHS is fully accredited through the Kosovo Ministry of Education and Cognition, an international educational accrediting organization.

One way PHS analyzes the effectiveness of the curriculum is by examining standardized test score results (MAP testing). The principals and teachers review the test results throughout each year and note areas where improvements can be made. Special attention is paid to the curricular area that will next be addressed on the curriculum review cycle. In addition, the curriculum committee examines international standards and practices that have been developed in that curriculum area and reviews other schools' curriculum guides to see if content, methods, etc. need to be adjusted.

#### 2.2 Graduation Credits & Requirements:

A student must earn a minimum of 26 credits to graduate from PHS. Please refer below for specifics to track progress. Students must be enrolled in a minimum of 4 full credit subjects during their senior year in order to graduate from PHS.

- **Complete all required courses.** To prepare for university, students are encouraged to take a full load of classes each year. Credits required to graduate are listed below.
- **Complete the minimum number of credits.** One credit is earned for successfully completing a year-long class. Classes completed in only one semester earn one half (0.5) credit. A grade of at least 60% is required to pass the course.
  - Students must have a minimum of 26 credits.
- **Pass the MATURA Exam, the senior exam administered by the Ministry of Education.** This exam is not required for international students who are not citizens of Kosovo; however, all students are highly encouraged to take it, as it may be necessary for admission into colleges and universities in Kosovo, Europe, and globally.
- **Complete 20 hours of community service for each high school year you are in attendance at PHS.** All community service must be documented with appropriate signatures and recorded by the Registrar.
- **Satisfy completely all financial obligations to the school**

#### GRADUATION REQUIREMENTS

**To graduate in 2023** and subsequent years, students must successfully complete and pass the following courses:

- ✓ Four (4) credits of English Language Arts (9, 10, 11, 12)
- ✓ Four (4) credits of Albanian for Kosovar nationals  
(Two (2) credits of a non-native language for International Students)
- ✓ Three (3) credits of Mathematics (Algebra 1, Geometry, Algebra 2)
- ✓ Three (3) credits of Science (Introduction to Science, Biology, Chemistry)
- ✓ Three (3) credits of Social Studies (Early World History, Modern World History, Government)
- ✓ One (1) credit of Physical Education
- ✓ One (1) credit of Fine Arts
- ✓ One (1) credit of Computer Science
- ✓ Six (6) credits of electives for Kosovar nationals  
(Eight (8) credits of electives for International Students)

**Community Service:**

In order to graduate, 20 hours of community service per year of attendance in the high school program at Prishtina High School must be completed, meaning that students who attend all four years of high school at PHS are required to complete 80 total hours for graduation. Community service hours must be done for nonprofit organizations; service done for other types of organizations must be approved by the administration **prior** to the service being performed. Community service hours, dates, organization contact information, etc. must be submitted to Ms. Lindiana Tahiri via the Community Service Form.

Students are encouraged to “get out of their comfort zones” and serve in a variety of venues. Earning more than the minimum of 20 hours per year is encouraged. Some PHS students have earned hundreds of hours of community service during their high school careers. Students who achieve a high number of community service hours are looked upon favorably by scholarship committees and universities and will be honored at graduation.

**Commencement Participation Requirements:**

A senior may not take part in commencement if he/she lacks more than 2 credits at the end of the fourth term of his/her senior year. Any lacking credits must be completed at PHS by December of the same year and formal transcripts and school documents will not be issued until all courses are completed.

**2.3 Guidelines for Promoting High School Grade Level**

Students should follow the general credit allocation for promotion:

- To become a sophomore - 6 credits
- To become a junior - 13 credits
- To become a senior - 20 credits

Juniors going into the senior year must have an absolute minimum of 17.5 credits to be classified as seniors and to enjoy senior privileges during the first semester of senior year.

If a senior student has not successfully earned a total of 26 credits by June of his/her senior year, he/she may complete the necessary course requirements in summer school courses approved by the administration and will have a summer graduation date. A diploma and final transcript will only be issued upon completion of all necessary requirements.

All students must schedule at least 6 major subjects, except seniors who must schedule at least 4 full credit subjects. A major is one that meets a minimum of five times per week and has a value of one credit.

*Any exceptions to the above regulations must be approved by the administration.*

## 2.4 Grading Scale

### 2.4.1 EXPLANATION OF GRADES

<i>Grade</i>	<i>Percentage</i>	<i>U.S. Grade Points</i>	<i>Kosovar Grade Points</i>	<i>Meaning</i>
A+	98 – 100	3.95 - 4.30	5	<b>Excellent work, showing a mastery of course objectives.</b> In addition to “B” level, the student masters concepts and skills and makes connections to concepts previously taught, applies the concepts, and justifies his or her reasoning. The student chooses correct strategies and successfully completes work requiring higher-level thinking and decision making.
A	92 – 97	3.70 - 3.94	5	
A-	90-91	3.50 - 3.69	5	
B+	88 – 89	3.30 - 3.49	4	<b>Good work, showing substantial achievement of course objectives.</b> The student shows understanding of concepts and skills. Strategic thinking is evident, but exhibits minor flaws. Support for answers and reasoning has minor flaws. The student is not always successful with problems that require higher – level thinking.
B	82 – 87	3.00 - 3.29	4	
B-	80 – 81	2.70 - 2.99	4	
C+	78 – 79	2.30 - 2.69	3	<b>Acceptable work, showing basic achievement of course objectives.</b> The student demonstrates an understanding of basic material, but only partially understands complex concepts and skills. The student exhibits major flaws in strategic thinking and/ or application of concepts. The student has limited success explaining, analyzing or justifying his or her reasoning.
C	72 – 77	2.00 - 2.29	3	
C-	70 – 71	1.70 - 1.99	3	
D+	68 - 69	1.30 - 1.69	2	<b>Minimal Understanding.</b> The student shows minimal understanding of basic concepts. The student is unable to develop strategies and procedures for successfully completing work. The student demonstrates difficulty explaining, analyzing or justifying his or her reasoning.
D	62 - 67	1.00 - 1.29		
D-	60 - 61	0.70 - 0.99		
F	Below 60	0.00 - 0.69	1	<b>Failure.</b> The student lacks minimal understanding of basic concepts. The student has not been able to develop strategies and procedures for successfully completing work. The student cannot explain, analyze or justify his or her reasoning.
I	N/A	0.00	1	<b>Incomplete.</b> The student is missing essential work. This work must be turned in before a grade can be given.

Note:

Advanced Placement (AP) and Honors courses with their increased rigor, work commitment, and high expectations are graded on an alternative scale. Grades for Advanced Placement courses are calculated on 5.0 scale and Honors courses on a 4.5 scale, not the standard 4.0 scale listed above.

Honors courses cover the regular course objectives in a more in-depth manner and require greater critical thinking and application. In many honors and AP courses, teachers assign additional projects and reading. In most AP courses, there is additional coursework required over vacations and breaks.

#### 2.4.2 Elementary Grading Scale

##### ***Kindergarten through second grade***

All grades for core classes: English, Mathematics, Social Studies, Science, and Albanian **and** special classes will be denoted as E,S,N, or U on the report cards of students in kindergarten, first, and second grades.

<b>Lower Elementary Grading Scale</b>		
E	Exceptional (Above Satisfactory)	Accelerated work level and is mastering all concepts and working above grade level.
S	Satisfactory	Mastering concepts and working at grade level.
N	Needs Improvement	Student is working on mastering concepts but is having difficulty with grade level skills.
U	Unsatisfactory	Student is not completing work and working to master skills that are below grade level.

##### ***Third through Fifth grade***

All grades for **core classes**: English, Mathematics, Social Studies, Science, and Albanian will be reported as a **percentage grade**. All **special classes** will be denoted as E,S,N, or U on the report cards of students in third, fourth, and fifth grades.

<b>Upper Elementary Grading Scale</b>		
A	90 - 100	Accelerated work level. Mastering all concepts and working above grade level.
B	80 - 89	Has mastered grade level skills. Student has completed required work.
C	70 - 79	Is progressing at grade level. Student is still working to master skills.
D	60 - 69	Having difficulty w/ grade level skills. Student is working below 70% accuracy on a consistent basis.
F	0-59	Is progressing at an unsatisfactory or inadequate skill level.
I		Incomplete work.

## **2.5 Honors and Advanced Placement Courses**

Prishtina High School offers several different tracks for students to complete their high school requirements and receive their diploma. Most of the courses within the course offerings at Prishtina High School are traditional courses with traditional expectations and rigor for high school level students. Additionally, Prishtina High School offers Honors and Advanced Placement (AP<sup>®</sup>) courses to high school students.

Honors courses are offered to lower high school grade levels. These courses cover the regular course objectives in a more in-depth manner and have additional curricular components. Honors courses have an added rigor

level for students and require greater critical thinking and application. It is common for Honors courses to require additional projects and reading.

Advanced Placement (AP<sup>®</sup>) courses are offered to upper high school grade levels. These courses follow a curriculum designed by the College Board. Advanced Placement (AP<sup>®</sup>) courses are university level courses designed for high school aged students, which means that they are extremely rigorous. Advanced Placement (AP<sup>®</sup>) courses require an increased workload and greater critical thinking and application skills. It is common for Advanced Placement (AP<sup>®</sup>) courses to require additional projects and reading; as well as coursework assigned over breaks.

The Academic team will assist students with determining where they should be placed. The information that will be considered for this determination will be based on having a cumulative GPA of 2.5 for honors courses and a cumulative GPA of 3.0 for AP courses, MAP test scores, and former teacher recommendation. To be considered for an honors or an AP course, students must have a B average or higher in the prerequisite courses in that content area.

**If a student receives a semester grade of C or lower in an honors course in which an honors/regular option exists, the student may be reassigned to the regular course.**

## **2.6 Grade Point Average**

### Cumulative Grade Point Average (GPA):

A student's cumulative grade point average is calculated on the basis of semester grades only, not term grades.

#### **Semester Grade Calculation:**

##### 1st Semester Grades:

1st Term Grades - 45%

2nd Term Grades - 45%

Semester Exam - 10%

##### 2nd Semester Grades:

3rd Term Grades - 45%

4th Term Grades - 45%

Semester Exam - 10%

## **2.7 Retention & Progression:**

### 2.7.1 Academic Difficulties

PHS students in 9th - 12th grade must finish the school year with at least a 2.0 GPA. Students who fail to meet this standard will be automatically disenrolled from PHS for the following academic year. There is an appeal process which students and families can utilize to request re-enrollment in the following academic year. This appeal process may require students to complete course recovery classes during the summer, to show mastery of specific academic content areas at the families' expense.

PHS students in kindergarten through 8th grade who do not master grade level content for their academic year will be required to meet regarding academic intervention and conversations regarding continuation at Prishtina High School.

### 2.7.2 Failing Classes

In accordance with Kosovar law, any class that a student fails a class will be required to repeat the grade level unless they can show passing level mastery through an assessment. Students are provided with two opportunities to take assessments over the material from the failed courses. The first assessment opportunity will be before the end of June and the second assessment opportunity will be before August 15th.

High school students may be required to retake a failed course to meet Prishtina High School graduation requirements and mastery minimums. If a high school student fails a course that is required for graduation, the

school administration may record a 60\* grade in RenWeb, which will allow them to continue at Prishtina High School but require them to retake the course and achieve a passing grade (at least a 62% D).

Students in grades 6 -8 who fail three classes are not eligible for taking the assessments in these courses, but instead are considered to have failed that academic year/grade. These students are retained and required to repeat the grade which has been failed. Students in grades 10 - 12 who fail two classes are not eligible for taking the assessments for these courses, but instead are considered to have failed that academic year/grade. These students are retained and required to repeat the grade/credits which have been failed.

## **2.8 Schedule Changes:**

Students must have a full academic schedule unless arranged otherwise on an individual basis with the Principal and the Director of Student Services. There will be times when it is necessary for a student to consider making a schedule change. However, all changes must be made for sound educational reasons and must be approved by all parties involved.

The Director of Student Services or Principal must approve all schedule changes. In order to receive approval, a request to add a course must be made within the first week of the semester and a request to drop a course must be made within the first two weeks of the semester. In order for the change to occur, the student must complete an Add/Drop Form, have it signed by all the teachers involved in the change, and return it to the guidance office within 24 hours. The student will then receive a copy of his/her new schedule after the request has been processed.

**If a student receives a semester grade of C or lower in an honors course in which an honors/regular option exists, the student may be reassigned to the regular course at the beginning of the second semester. Exceptions to this policy will only be made by the Academic Leadership Team.**

**When adding or dropping a class the following guidelines must be followed:**

- Most schedule changes must be made within the first week of the semester by filling out and submitting the Add/Drop Form.
- All changes are subject to available space and approval of all parties involved.
- Students can drop a course without adding a course for two additional weeks without the course appearing on the transcript.
- Students who voluntarily drop a course after the 3rd week, will receive a withdrawal pass (WP) or withdrawal fail (WF) recorded on their transcript.
- All schedule change requests must be approved by administration.
- Students will be fully responsible for completing previous work missed in the new class within 3 weeks unless otherwise specified by the new teacher.
- If a student drops or adds a class during the second semester, a ½ credit will be given for the class taken in the first semester (if a passing grade was earned) and a ½ credit will be awarded for passing the second semester class.

### 2.8.1 Add/Drop Policy - Albanian Language Requirements

#### **Secondary School (6th-12th grades)**

According to Kosovo's Law on Pre-University Education, all PHS students are required to be enrolled in Albanian courses. In accordance with this law, we believe that students who adhere to the Albanian language sequence at PHS will be in a good position to successfully complete the required matura exam.

An additional component of the law (Article 24, Paragraph 7.1) states that "exceptional circumstances" may be granted with the permission of the Ministry after a request has been made. Since PHS serves an international

community of student learners who continue their education from a variety of systems and languages, it is our policy to join with families to request from the ministry an “exceptional circumstance” when one of the following conditions is met:

- The student does not speak Albanian at the level of their native-speaking peers and does not hold a passport from Kosovo or Albania.
- The student lived outside of Kosovo or Albania for more than one year within the past 3 years (making it unreasonable to expect mastery of the Albanian language on par with their peers).

Furthermore, removal of students from Albanian language courses will be subject to school resources, the approval of the Ministry, and parents will be required to sign a form indicating that they are responsible for the advancement of the Albanian language abilities for their child. Moreover, additional fees may be applied if students are placed in remedial Albanian classes (Albanian as a Second Language).

To clarify, PHS does not consider any of the following cases to be “exceptional circumstances” and will not waive the Albanian language course requirements for:

- Students holding Kosovar passports and have lived in Kosovo for the last 3 consecutive years.
- Students that have completed the Albanian course requirements in elementary school and are advancing to higher level Albanian courses.

### **Elementary School (1st-5th grades)**

According to Kosovo’s Law on Pre-University Education, all PHS students are required to be enrolled in Albanian courses. In accordance with this law, we believe that students who adhere to the Albanian language sequence at PHS will be in a good position to successfully complete the required matura exam.

An additional component of the law (Article 24, Paragraph 7.1) states that “exceptional circumstances” may be granted with the permission of the Ministry after a request has been made. Since PHS serves an international community of student learners who continue their education from a variety of systems and languages, it is our policy to join with families to request from the ministry an “exceptional circumstance” when one of the following conditions is met:

- The student does not speak Albanian at the level of their native-speaking PHS peers and does not hold a passport from Kosovo or Albania.
- The student lived outside of Kosovo or Albania for more than one year within the past 3 years (making it unreasonable to expect mastery of the Albanian language on par with their peers).

Furthermore, removal of students from Albanian language courses will be subject to school resources, the approval of the Ministry, and parents will be required to sign a form indicating that they are responsible for the advancement of the Albanian language abilities for their child. Moreover, additional fees may be applied if students are placed in remedial Albanian classes (Albanian as a Second Language).

To clarify, PHS does not consider any of the following cases to be “exceptional circumstances” and will not waive the Albanian language course requirements for:

- Students holding Kosovar passports and have lived in Kosovo for the last 3 consecutive years.
- Students that have successfully completed the Albanian course from the past school year.
- Students that merely find the subject “difficult”, “challenging”, or “stressful.”

At PHS all elementary students will be required to take Albanian language courses and any students that are enrolled in Albanian as a Second Language course will be expected to try to catch up to their peers and join the primary Albanian class as soon as possible.

## 2.9 Specialized Course/Credit Policies

### Sequential Courses

Certain courses within our school curriculum are progressive, sequential courses. Courses such as mathematics and foreign language are considered to be sequential because the knowledge and skills learned in one class serve as the building block for the following course. For example, Spanish 1 followed by Spanish 2, Algebra 1 followed by Geometry, etc.

If a student wishes to take the next class in a sequence, they must achieve a minimum grade of C (2.0). If they do not achieve that minimum grade but wish to take the next course in the sequence, they must take and pass a credit recovery class over the summer with a grade of C. A meeting with the teacher, principal, and/or guidance counselor will be necessary to arrange for approval and for the course registration.

### Independent Study Courses

Independent study courses may only be taken if there is no other way to meet the requirements for graduation and only with administrative approval. The principal will identify a PHS teacher to monitor, instruct, and assess a student's work independent of a regular meeting class. Students must master the standards and objectives of the course in order to receive credit. Unless exempted by the administration, the student will be charged 200 euros for materials and teacher supervision time.

### Transfer Credits

Upon admission, new students are interviewed and their previous course work is evaluated to determine the high school credits earned and graduation requirements. Transfer credits are accepted upon administrative approval based on course time fulfillment and objective overview of courses. When applying to colleges, transcripts from other schools will be required.

When calculating the student's cumulative grade point average, only courses taken at PHS will be factored into the final calculation.

### Credit Recovery

Students who fail a major course for the year may be required to take a credit recovery class over the summer at their own cost in order to maintain their enrollment at PHS. The principal and guidance office will determine if the credit recovery course is necessary, what course will be accepted, and they will assist the student's family in registration for the course.

### **Grade Replacement:**

In accordance with PHS rules, students wishing to replace a grade will abide by the following rules:

- If a student wishes to replace a D or F, the student may retake the course during the school year, in summer school, or through Northstar Academy. The new grade that the student receives and the old grade will both appear on the student's transcript. However, the original D or F will not be calculated into the student's GPA.
- If a student wishes to replace a C or higher, the student may retake the course during the school year or in summer school. The new grade that the student receives and the old grade will both appear on the student's transcript and both grades will be factored into the student's GPA.

## 2.10 Homework

Research has shown that homework for secondary students can be a very effective tool in the learning process; therefore teachers will regularly assign homework. Homework is a typical expectation of a high school's academic program and is a vital component of instruction at PHS. Prishtina High School strives to make homework meaningful and ensure time for students to pursue meaningful relationships and activities outside of school.



## Homework Objectives

1. Reinforce classroom instruction
2. Practice skills learned in the classroom
3. Give practical application to the academic skills
4. Enhance or enlarge the scope of the classroom
5. Make students think creatively and analytically
6. Develop responsibility and diligence in the students
7. Preview/Introduce new content prior to the start of new material

Students who repeatedly submit late or incomplete homework **may be required to attend after school detention** and will receive lower scores within the course grading system. Homework detentions will be assigned at the discretion of the teacher and principal.

Time spent on homework may vary from student to student. Students who are overburdened by homework are encouraged to discuss concerns with their teacher or the school principal. Students do need to plan, and teachers are encouraged to give larger assignments far enough in advance to enable students to do the planning. Advanced Placement (AP) and honors courses in high school will require more than the average amount of homework. Students will be informed about homework assignments in class and also through posts in the homework section of RenWeb.

Consider the following homework guidelines:\*

- **Grades Six and Seven:** fifty to sixty minutes per day, in addition to outside reading requirements.
- **Grades Eight and Nine:** one hour per day, in addition to outside reading requirements.
- **Grades Ten through Twelve:** 1.5 to 2 hours per day, in addition to outside reading requirements.

*Note: Teachers often provide time in class for students to begin their homework assignments.*

## **2.11 Assessments**

### Classroom Assessment

Teachers at PHS use a combination of classroom exercises, homework, projects, research papers, tests and midterm and final examinations to assess the knowledge of each student in the subject area. Students are expected to take all regular tests at the designated times, unless previous arrangements are made with the teacher. In the event of sickness or other unplanned absences, students will have one day to make up work per day missed. It is the student's responsibility to arrange for make-up work with the teacher. The appropriate time to arrange for make-up work is always on the day of the return to school. If a student does not take the initiative to make up the work within the appropriate time, then the teacher bears no responsibility and records a zero for the work.

All students are required to take the midterm and final exams at the scheduled time. Only in rare circumstances will students be allowed to take midterm or final exams at a time different from the scheduled times, and in all cases this must be arranged with the teacher in advance of the originally scheduled test time.

### Standardized Testing

All students in first grade through eleventh grade take standardized tests (MAP Math, Reading, and Language Usage) in the fall and the spring. MAP testing is one tool that PHS uses to identify student growth over the course of an academic year. Additionally, PHS uses these test results to identify areas of concern which need additional academic attention. These standardized tests can also help to show where students are in regards to mastering concepts in relation to their classmates at PHS and other students around the world.

### National Exam

Graduating seniors must take and pass the MATURA Exam to fulfill PHS graduation requirements. The MATURA Exam is an exam administered by the Ministry of Education of Kosovo, and is offered in both English and Albanian languages. Successful completion of the exam results in the formal recognition of a

student's education as well as eligibility for university enrollment. The exam is not required for international students who are not citizens of Kosovo; however, all students are highly encouraged to take it, as it may be necessary for admission into colleges and universities in Kosovo, Europe, and globally.

### Midterm and Finals

Exams constitute 10% of a semester grade, and therefore are required. The numeric grade for both terms, as well as the semester exam score, will be used to determine the final grade.

It is important that students get plenty of rest and eat well before taking exams. Teachers will provide review for exams; however, students are expected to study for them as well. **If a student chooses not to take an exam, he/she will receive a letter grade lower on his/her semester grade for the class in which the exam was missed.** It should be noted that a student who is more than ten minutes late or missed a semester exam and would like to make up the exam will have to take the exam at another time at the student's expense in grades.

### **Exam Procedures:**

- There will be an alternate schedule during exam week. Each day there will be three exam slots scheduled.
- Students will be dismissed from the exam rooms when the exams are over. Students should use the restroom before going into exams, as bathroom breaks will not be allowed except for emergencies. Students will not be dismissed from exam rooms early.
- There will be study rooms available during each exam time slot and all students not sitting for an academic exam must be in one of the study rooms.
- Students must be quiet in the halls during exam times out of respect for other students taking exams.
- Students who do not have another exam that day may go home as long as they sign out at reception before leaving.
- Students who have an afternoon exam are not required to be on campus until ten minutes prior to the start time of their exam.
- Students may NOT wait or return to campus to pick up another student. The only exception to this rule is a student who is carpooling with a SIBLING. Sibling must wait quietly at reception or in one of the available study rooms.

## **2.12 Grade Reports**

### RenWeb Online For Grades 1-12

Pristina High school uses the RenWeb Facts SIS Online program to communicate with parents (grades KG - 12) about student grades, attendance records, and personal information.

### Getting Started

RenWeb Facts is an online program that houses student information. Any legal parent/guardian of a PHS student may have access to their student(s) information by establishing an online account:

- New families are asked to complete and submit a request form to obtain a RenWeb login as part of the enrollment process.
- The IT department will create the account and Renweb will notify parents of their log on and password by email. (Parents who do not receive this email within 2 weeks of submitting a request, are encouraged to check their spam for it.)
- The confirmation email will provide a link. Click on the link to open the login screen.
- To access the RenWeb account, go to the school website: [www.prishtinahighschool.org](http://www.prishtinahighschool.org) and click on the "Parents Web" button and select Facts (RenWeb). *Carefully* type in the login information. Due to security measures, parents will be allowed only three unsuccessful attempts to log in before the account is locked. If that happens, please email the IT department ([helpdesk@prishtinahighschool.org](mailto:helpdesk@prishtinahighschool.org)) and request that the account be unlocked and have a new password issued.
- Parents/guardians must not share their passwords with anyone. Each legal parent/guardian

may set up his/her own secure account.

*Note: 3rd through 12th grade students will be trained on RenWeb and will have their own accounts and secure passwords.*

### Using RenWeb

Parents and students (each using their own secure log on) can access (and, in most cases, print) the following information on RenWeb:

- grades for current classes
- assignments that make up current grades
- attendance summary
- student information
- immunizations
- class schedule
- unofficial transcript (grades 9-12)

Parents may check daily grades at any time. Generally, daily grades are updated within a week from the time the assignment was due. However, special projects may take longer.

Quarterly grade reports are typically posted and available for viewing within the week after the close of the quarter/semester. End of the year grade reports/transcripts are finalized by the end of June. Parents will be notified by email when final grades have been posted and are ready for viewing.

Teachers use different grading techniques and policies. Please check with the teacher if you are unsure of the grading policy for a specific class. Some assignments and/or categories may be weighted differently than others. Therefore, a simple arithmetic average of grades may not reflect your student's actual grade.

Attendance is updated daily. Unexcused absences may take a few extra days to be updated (if changed to excused), depending on the number of absences, promptness of parent communication with the office, and/or day of the week.

### Getting help with RenWeb

- Questions about RenWeb login, passwords, or other access information should be emailed to the IT department ([helpdesk@prishtinahighschool.org](mailto:helpdesk@prishtinahighschool.org)).
- Questions about grades should be emailed directly to the teacher who supplied the grades.
- Questions about attendance or student information should be emailed to the school receptionist.

### Reporting of Grades

A student's grade point average (GPA) is based on the average of a student's grades for each academic semester and is reported only on the semester report card. The student's cumulative grade point average is only reported on a student's transcript and is calculated only with coursework taken at PHS.

- Each **semester** has two **terms**.
- The grade on a student's transcript for a one-year course is the average of the student's first and second semester grades.

*Note: To review grade calculation, reference section 2.5: Grade Point Average.*

## **2.13 Student Cumulative Files**

Information kept in the students' cumulative folders consists of admissions information (including previous school records and copy of birth certificate); achievement and aptitude test scores; past grades; and any special testing information. The health file contains immunizations, screening data, athletic physicals, allergy/asthma details, and parental release for medication administration at school.

Professional staff are authorized to view student cumulative records and sign/date the file access log when doing so. Administration may release records to parents or forward them to a school in Kosova or outside Kosova with a written request and after books are returned and all fees are paid.

## 2.14 Academic Probation

Any middle or high school student who has an overall GPA for the current grading term that is below 2.0 or has a failing grade (an “F”) in two or more classes, including electives, will be placed on academic probation. Students on academic probation are ineligible for athletic, extracurricular, and PHS-sponsored after school activities. Academic probation will be determined at the conclusion of every term and may include additional expectations of the student to seek tutoring, to attend teacher-offered help sessions, or additional items listed below.

It is the hope and intent that being placed on academic probation will motivate the student to improve their academic performance. It is not intended to be a long term situation. Middle and high school students who are consistently on academic probation will be evaluated at the end of each semester to determine if PHS is the proper placement for them. Students may be asked to leave PHS if they do not make significant improvement as observed by the Academic Team. A period of probation is granted in order for the students to improve their academic standings.

The accountability guidelines for a student placed on Academic Probation include one or more of the following:

- Have homework written in his/her planner and initialed by the teachers of courses
- Show learner support coordinator his/her planner to be held accountable for assigned work in core classes
- Meet with someone for a study skills session (at the expense of the student).
- Hire an individual tutor (at the expense of the student) for those subjects in which the student is performing poorly.
- Print a biweekly progress report for all subjects and return to an assigned faculty member after having been signed by a parent.

## 2.15 Annual Required Meetings

The meetings listed below are **required** and are designed to promote the success of the student. The Guidance department will not meet with parents or students concerning issues discussed at a designated meeting until they have either attended the meeting or reviewed the materials provided at the meeting. These meetings are not only beneficial but also necessary in planning a student’s high school and college experience. Parents and students are required to sign an attendance sheet at each guidance meeting.

Ninth grade high school Objectives Meeting - Required for both parents and students, this meeting will be held at the midpoint of the 1st quarter. The purpose of this meeting is to start the students on the right track. As a university preparatory school, all students should be geared from the start to do the best that they can to excel, not only academically, but in every area of high school life. Needed tools and information will be given to help students make the most of their high school experience.

Tenth grade ACT/SAT Meeting - Required for both parents and students, this meeting will be held in February. The purpose of this meeting is to discuss the PSAT test results. All 10th graders will take the PSAT (Preliminary SAT) in the fall of their 10th grade year. PSAT scores will also be discussed as an indicator of the student’s potential on the SAT.

Eleventh grade TOFEL/AP Meeting - Required for parents and students, this meeting will be held at the end of the first term.

## 2.16 Valedictorian and Salutatorian

The class valedictorian is the student with the highest cumulative GPA based on the above criterion while the salutatorian is the student with the second highest cumulative GPA. In the event of a tie to the thousandth place between candidates, PHS will give two valedictory or salutatory awards.

Criteria for high school **valedictorian** and **salutatorian** are as follows:

- Candidates must have completed at least ten (10) credit hours as a student at PHS.
- The senior with the highest cumulative GPA at the end of the third term of his/her senior year will be valedictorian. The senior with the next highest cumulative GPA will be the salutatorian.
- If a transfer student with less than ten (10) credit hours has a higher GPA than the valedictorian or salutatorian, that student will be recognized as an honor graduate at commencement.

Students who have a grade point average of 3.5 or higher will be recognized at graduation with golden academic honor cords.

## **2.17 Transcripts**

Transcripts and other supporting documents may be requested through the business office. Please allow 3 working days for requests to be processed. Transcripts will not be issued until all outstanding debts to PHS have been paid.

A student, graduate, or former student may request a copy of his/her transcript by completing a transcript request form through the office. Current students will not be charged a fee for this service. Graduates and former students will be charged a modest fee of 5 euros. The individual's student account must be in good standing before the transcript will be released. Final transcripts for graduates will be available no earlier than June 15th. When possible, expedited final transcripts for graduates may be picked up in person prior to June 15th for a fee of 50 euros.

## **ACADEMIC INTEGRITY**

### **2.18 Plagiarism and Cheating Policy**

PHS believes all students can make good choices. Plagiarism and cheating demonstrate a lack of responsibility in an active learner and is inconsistent with the goals and values of honesty, integrity, and responsibility of PHS. Well-written expression of an individual's ideas is a basic skill necessary for advancing a student's education.

Plagiarism hinders student assessment and impedes appropriate feedback necessary for academic growth. Plagiarism promotes a false view of a student's abilities and may delay a student in reaching his or her full academic potential.

Cheating is a choice, not a necessity. Cheating compromises a student's opportunity to reach his or her own educational potential. Cheating is detrimental not only to the individual student, but to the whole class because it compromises the active learning environment.

#### **Plagiarism includes but is not limited to:**

- Taking someone else's material in part or whole and using it as your own.
- Rephrasing someone else's ideas and submitting them as your own without appropriate reference.
- Presenting the work of tutors, parents, siblings, friends, or classmates as your own.
- Submitting a "purchased paper" as your own.
- Submitting papers, parts of papers, or other text from the internet as your own.
- Using electronic translators to translate a text and then submitting it as your own.
- Neglecting to reference properly any research material consulted and used in your project.

#### **Cheating includes but is not limited to:**

- Copying, faxing, emailing, texting, messaging, photographing or in any way duplicating part or all of assignments, quizzes, or tests.

- Exchanging assignments or giving your work to others if you believe your work may be used or copied.
- Using any form of “answer aid” during an assignment, test, quiz or exam. Check with your teacher if you do not know what may constitute an “answer aid”.
- Giving or receiving answers during a test, quiz or exam. A student must make sure other students cannot copy or be tempted to copy from one’s own test.
- Taking credit for group work when your contribution was not equally shared with others in the group.
- Obtaining a test in advance of the actual test to gain an advantage.
- Sharing information about a test with others who have not yet taken the test.
- Talking during a test, exam or quiz is not permitted and will be treated as cheating.

**Consequences of Plagiarism and Cheating:**

If a student is found to have cheated or plagiarized on any assignment, quiz, test, or exam, the below consequence will be followed. Incidents of plagiarism and cheating will be recorded in RenWeb and reported to the principal. Consequences of plagiarism and cheating will increase in severity for subsequent offenses accumulated during the academic year.

Cheating often includes two or more people (the student providing the answers and the student using the answers) and all involved parties risk the consequences. **Plagiarism and cheating infractions are considered the same in regards to consequences, and therefore can be combined.**

**Incident #1:**

Results in a zero on the paper, assignment, or assessment. There will be an option to resubmit or retake for a grade no higher than 50% for that particular piece of work and a conference with the student and his/her parent(s). The administration will be made aware of the incident via a behavioral referral in RenWeb.

**Incident #2:**

Parental notification, a zero for the assignment, and detention, during which the student will re-do the assignment without credit. The administration will be made aware of the incident via a behavioral referral in RenWeb.

**Incident #3:**

Parental notification, a zero for the assignment, and in-school suspension, during which the student must complete all work for all classes. The student will be placed on formal academic probation and any further incidents will result in non-renewal of the student’s contract.

**Additional incidents will be addressed on an individual basis.**

*Note: Multiple instances of cheating/plagiarism indicates a lack of academic integrity and personal responsibility and individual ability. Depending on the severity of the cheating/plagiarism infractions, after three incidents, a student will likely not be invited to return to continue at Prishtina High School.*

**How to make good choices:**

- Seek help from your teacher when needed, ask questions.
- Be prepared.
- Balance your schedule between academic obligations and social/ personal life.
- Don’t wait until the last minute to study.
- Make sure you understand assignments.
- Ask your teacher, not friends, for clarification.
- If you study with a classmate for a test, do not sit next to that person during the test. This will minimize the temptation to cheat.
- Assignments should be considered individual unless specifically assigned as group work.

- Keep current with assignments. If you get behind you may be tempted to cut corners to finish assignments and end up cheating.

**Positive ideas to prevent plagiarism and cheating:**

- Correctly summarize, paraphrase, or quote sources with appropriate documentation
- Provide complete and correct references. This allows the reader to find the referenced book, article, website, or other source.
- Do not read or scan another student’s paper just before writing your own. Believe it or not, those ideas may end up in your paper, and if you do not reference the ideas, you will be improperly using them.
- Obtain permission before working together. Research by its very nature means bringing together the work done by other people, organizing it and presenting it.
- Working together with classmates on a project is acceptable with the teacher’s permission.
- Ask the teacher for guidance if you are confused about what plagiarism means. Also check with the teacher to find out how he or she wants sources referenced.

During an **assessment**, it is the student’s responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance in an appropriate location away from the student’s seat. No communication between students is allowed.

Regarding **homework assignments**, students should accept the responsibility to honestly pursue academic growth and not merely get “right” answers or “credit points”. Except in cases where joint effort or group work is clearly intended and/or allowed by the teacher, copying another student’s homework and representing it as one’s own is academic dishonesty and will result in an “F” on the assignment for all parties involved. The teacher will confer with the student(s) and contact the parents. Administration will be informed via a behavioral referral in RenWeb. If copying homework is detected as a repetitive behavior, a student will be placed on academic probation.

**2.18 COVID-19 Technology Statement**

Technology is a blessing and it is also a curse. As a society, we have immediate access to any piece of information that we want to find in many ways. Technology is a wonderful and helpful tool that we are gifted to have when we are working to solve a problem, communicate with others, or look up information for projects and papers.

However, it can be tempting to rely heavily on this resource in ways that are unhealthy and detrimental to one’s educational journey. A few things to note about internet usage and education:

- Instant access and availability do not equate to quality information. Just because something was found on the internet does not mean that it is true, accurate, or reasonable. Please make sure to do good research with reputable sources.
- It can be tempting to use the internet to find information quickly, but there are times in our learning journeys that the slower way is the better way. For instance, looking at the phone and googling an answer is not as fruitful as finding the answer in the textbook. The process may be key to a student’s learning experience.
- Sometimes, technology can be a distraction from the learning process and create more time from what you are supposed to be doing. Please keep in mind how easy it is to get distracted when surfing the web or chatting with friends about a project, and how it may create more work for a student in the long run. Students need to remember to use their time with prudence and wisdom.
- Unless a teacher has explicitly stated collaboration on assignments, you need to assume that your work is YOUR work and to be done on your own. Sharing answers and deviating from the directions when in a technology-based environment will be treated with the same expectations and guidelines as they would be in a physical classroom setting.

- It is much easier to cheat or be tempted to cheat when screens are accessible and at play. The same rules apply for work submission and collaboration in person as they do in a physical classroom setting.
- Tests and exams that are to be taken remotely will also hold the same weight if cheating has been involved.

### 3. Attendance Policies and Procedures

Regular attendance at school is critical for students striving to reach their potential. At PHS, regular attendance is expected of all students. Regular attendance helps develop habits of punctuality, self-discipline, and responsibility in students. A typical school day is filled with lessons that promote growth academically and socially. While some assignments may be completed as makeup work, learning opportunities are always lost when students are absent from school. On average, students who attend class regularly achieve higher grades, enjoy school more, and are more involved in the benefits of the school program. That being said, while attendance is important, we believe that if a child is sick they should stay home from school in order to get well as soon as possible and avoid spreading illness.

Due to the nature of various classroom learning activities, it is simply not possible for teachers to reteach all the material that was missed or grade all missed work. It is the student's responsibility to follow up with their teachers to find out what material was covered and what work needs to be made up. Decisions regarding makeup work will be made by a students' teachers or in special cases, school administration. Therefore, whenever possible, parents should try to avoid scheduling vacations, activities, and appointments during school hours. All absences must be reported daily to [reception@prishtinahighschool.org](mailto:reception@prishtinahighschool.org).

In elementary school, students who arrive between the end of first period and the end of fourth period will receive a half-day absence. Students who arrive after fourth period will receive a full-day absence. As required by law, all absences, excused and unexcused, count towards a student's attendance record.

#### 3.1 Arrival and Departure

**Arrival:** Students are allowed to arrive on campus after 7:30. Students are asked not to go to their lockers, classrooms, or other parts of the school but should proceed directly to the cafeteria. Breakfast will be served from 7:30 - 7:55 every morning in the cafeteria. Students will be released from the lobby and cafeteria areas to go to their lockers and homeroom classrooms at 7:45. The tardy bell for 1st period will ring at 8:00 for all grade levels. Any student who is not in their homeroom classroom at 8:00 will be considered tardy.

**Departure:** All students who do not ride the school transportation must be picked up by 15:15 or depart the school when dismissed to walk or take public transportation home. PHS is unable to provide general supervision for students after 15:30, which means PHS is not responsible for students after 15:30 unless they are participating in a school-sponsored activity.

PHS sponsors many extracurricular activities, including a variety of sports, clubs, and extra help tutoring sessions after school. Parents must make arrangements to pick up their child from the school lobby within 15 minutes after their activity is finished. Parents of students participating in extracurricular activities who would normally ride school transportation must make arrangements for alternative transportation on the days that their child's extracurricular activities are held. As stated above, PHS is unable to provide general supervision for students after 15:30, therefore, parents who have more than one child at PHS need to make alternative arrangements for non-participating siblings when one child is participating in extracurricular activities.



### 3.2 Early Check-Out

Only a parent or legal guardian can check a student out of school if the student is leaving the campus before the end of the school day. A parent or legal guardian of elementary students (kindergarten - fifth grade) must come in person to the reception desk and sign the check-out sheet prior to leaving the school campus.

Parents of middle and high school students may call or email reception to give permission for their child's early check-out; however, the check-out sheet at reception must be signed by the student prior to leaving the school campus. When middle or high school students check-out early, the student is responsible for informing their teachers of the classes to be missed. Students checking out early with a test or a quiz during the missed periods will only be allowed to make up the assessment if they have made prior arrangements with the instructor. The receptionist will mark on the RenWeb record whether the absence is excused or unexcused based on the guidelines outlined below.

### 3.3 Excused and Unexcused Absences

If a student will be absent from school, a parent or guardian must notify PHS Reception by email, phone call, or text notification by 10:00. Falsification or alteration of a notification will result in disciplinary action.

Every student's absence is designated as either "excused" or "unexcused." An absence may qualify as excused in one of the following ways:

- A. In cases of illness or emergency:
  - The parent should call or email the receptionist on the day of the absence, before 10:00. After three (3) or more consecutive days of absence due to illness, a medical certificate (doctor notes) is required upon the student's return to school.
- B. Death in the family:
  - The parent should call or email the receptionist before 10:00 to inform the school of the death in the family the day the absence is necessary.
- C. Visa Appointments/Government Requirements:
  - When necessary for students to obtain visas or other travel documents, the parents must pre-arrange, and when possible, should schedule in such a way to avoid missing examinations.
  - The parent should call or email the receptionist at least 24 hours before the student needs to be released for these appointments.
- D. Doctor/Dentist Appointments:
  - When necessary for students to miss school for an appointment with a doctor/dentist, they need to provide a note signed by the office certifying the absence.
  - The parent should call or email the receptionist at least 24 hours before the student needs to be released for these appointments.
- E. Parent approved absences:
  - The parent of the absent student must give a written request to the principal and to the classroom teachers at least 24 hours in advance. This type of absence will be excused for **up to three (3) days** throughout the school year, excluding exam weeks. Beyond these three (3) days, a parent must complete the pre-arranged absence request form and receive advance permission from the administration. Administration will determine how the absence is recorded (excused/unexcused) on the basis of the student's academic record, attendance record, reason for the absence and length of time remaining in the semester. *Note: completion of the pre-arranged absence form is a notification of an extended absence, not an automatic approved excused absence.*
- F. In cases where a student is given an out-of-school suspension, then he/she is absent from school at the direction of the administration and should be considered excused.

#### Examples of Unexcused Absences:

- Truancy
- Missing the school bus
- Shopping
- Skiing, attending games

- Birthday
- Gainful employment
- Family trips
- Laziness

Each unexcused absence of secondary students who act with parental permission (e.g., in conjunction with a family vacation, etc.) the following measures will apply for **students in grades 6-12**:

- Up to 20% grade reduction on the make-up of any graded work missed

Unexcused absences of elementary students in **grades K-5** will be dealt with on a case-by-case basis and may involve a conference with the parents.

Students who are absent from any high-school course for ten (10) days or more in a single semester will not receive any academic credit for that course unless those absences have been approved by the school administration and the student earns passing grades on both quarters' schoolwork as well as any semester exam for the course. If a student accumulates **twenty (20)** or more Unexcused Absences in an academic year, he or she will be required to repeat the academic year.

**For Grade 6 - 12 the following steps will be taken:**

- When a student has accumulated **five (5)** Absences, parents will be notified.
- When a student has accumulated **ten (10)** Absences, a parent conference will be held to create an individualized plan for the student's success.
- When a student has accumulated **fifteen (15)** Absences, a formal excessive absence notification will be sent to the parents.
- When a student has accumulated **twenty (20)** Absences, a formal attendance review will be conducted with the Dean of Students and the Academic Leadership Team.

**Truancy/Skipping Class:**

Truancy is defined as absence from school during any part of the school day without the consent of a parent and the school administration. Class work missed cannot be made up and the student's grade will reflect these absences.

A student is truant if the student:

- Is absent from school without prior permission from a parent.
- Comes to school but does not attend classes.
- Skips class or classes during the school day without permission.
- Leaves school without proper permission.
- Obtains a pass to go to a certain place, but does not go directly to the designated place.
- If a student arrives more than 10 minutes late to a class without a pass, the student is considered truant and is subject to administrative discipline.

Because attendance is so important, students who skip a portion of and/or an entire class or any other required event will receive an unexcused absence. For each unexcused absence per class in which the student acts alone without parental permission (truancy), the following disciplinary measures will be taken for **students in grades 6-12**:

- A zero daily grade (for anything related to participation or in-class activities),
- A 20% grade reduction on the make-up of any graded work missed, and
- A letter sent to the parents and put in the student's permanent record.
- At least one day of In-School-Suspension

**3.4 Prearranged Absences:**

Parents need to inform the school of any planned absences that are three (3) or more days by completing the Planned Absence Request Form. **This form must be submitted two (2) weeks in advance.** The request will be evaluated for approval by the appropriate administrator. Students are also responsible for informing their teachers by completing the Planned Absence Teacher Notification Form. **Note: completion of the**

**pre-arranged absence form is a notification of an extended absence, not an automatic approved excused absence.**

*Administration will determine how the absence is recorded (excused/unexcused) on the basis of the student's academic record, attendance record, reason for the absence and length of time remaining in the semester.*

The student will be required to submit all of the missed assignments upon return to school.

### **Pre-arranged Excused Absences**

The following are reasons for an absence from school that may be considered excused pending approval of administration:

- Educational Opportunities (enrichment, external exams, university visit)
- Sponsored school events (open houses, sports, etc.)

For external events, the parent or legal guardian of the student must provide advance notice by completing the Pre Arranged Absence Form. For school sponsored events, the sports and activities director and/or sponsoring teacher will issue students lists based on parental consent. The students will still need to complete the Planned Absence Teacher Notification Form, which will ensure that they are aware of all missed work and activities.

### **3.5 Make-up work for Absences**

Students who are absent are required to make up the work missed in each subject. The student will receive one class day to make up the missed work. Pre-announced assignments, projects, and tests missed during the absence must be submitted/taken by the next class meeting; this includes absences due to field trips, advanced excuses, etc., unless prior arrangements have been made with the teacher. All tests missed during an absence will be made up at the discretion and convenience of the teacher. Students who miss a test due to late arrival at school may be required to take the test before departing at the end of the school day, most likely during lunch or after school. **It is the student's responsibility to obtain all makeup work from teachers immediately upon return to school. Failure to obtain makeup work is no excuse for not doing work missed.**

Students with a pre-arranged absence will be expected to complete assignments on time and submit digitally. Assignments that can't be completed during the absence (e.g. tests, presentations, etc) will be made up upon their return to school. It is the student's responsibility to follow up with their teachers related to the materials that were covered in class during their absence and the work that was missed.

Students with an unexcused absence are required to make up missed class work. Please note that up to 20% of the points from the student's missed work will be deducted at the discretion of the teacher.

### **Exam Policy for High School Students**

Semester exams in High School are a measure of summative content knowledge. High school students must be present for semester exams. Extenuating circumstances for make-up exams may be granted at the discretion of the principal.

#### **Incomplete:**

Incompletes will only be issued for legitimate make-up work as defined above, not for tests, projects, or assignments that a student has simply neglected to complete in a timely fashion. When an incomplete is issued on a report card at the end of a marking period, a student will have no more than three weeks to complete whatever work is missing unless extenuating circumstances are approved by the administration. If the missing work is not completed within the three weeks, the assignment(s), tests, or quizzes that have not been made up will be given a 0%, and the quarter grade will be calculated and issued.

### **3.6 Tardiness**

Students should be in their assigned classrooms when the bell rings to start each class. Students arriving late to school are to report directly to the reception desk to take attendance. Students who arrive after 8:00 a.m. will

receive an Unexcused Tardy. PHS understands that there are times when a student will be late; therefore, grace will be extended to the student for the first four tardies to first period per semester. This means that while an unexcused tardy will be recorded, there will be no disciplinary action until the fifth unexcused tardy is recorded. ***Travel distance from home to school and carpools are not excuses for consistent tardiness.*** A student who is more than ten minutes tardy to first period is considered truant and must have a note from his/her parent. An advanced excuse for a medical appointment will not be considered tardy.

Students who are in the hall or other non-classroom areas without written permission after the bell rings will receive an Unexcused Tardy in RenWeb regardless of the class period. If a student accumulates five (5) total Unexcused Tardies, regardless of the period, the student will be given detention. In the instance of a deliberate and flagrant violation of this policy, more serious consequences. Excessive tardies will be considered a conduct issue, may affect eligibility for Student Government and other extracurricular activities, and will be dealt with as follows:

- Referral to Dean of Students
- Assigned detention (lunch or after school)
- Possible requirement of Saturday School

Five tardies will be considered one absence for the affected classes. If a pattern of tardiness is identified in an individual student, a parent conference will be held to develop an individual plan for student success.

#### ES Policy

- A student will be considered tardy if s/he arrives between 8:00 and 8:10AM.
- Parents will be informed by email of excessive tardies at the end of each quarter.
- The Dean of Students may refer families of students with excessive or ongoing tardies to the academic leadership team.
- The academic leadership team will address subsequent tardies.

*Safety procedure for late students: Students who are tardy to school (arriving after 8:00) must stop at reception. Teachers may not admit anyone, including students and parents into the building during school hours. We ask that parents not put teachers in the awkward position of having to refuse them entrance through locked doors. This is especially important for parents who have students in kindergarten. Thank you!*

## 4. Behavior Policies and Procedures

Prishtina High School is a learning community. The rules that exist are there to help learning take place. In order to establish trust and the concept of substantive respect, the basic “rules” are stated as positive statements:

- Stay Safe
- Own Your Choices
- Aim High
- Respect All

These four guidelines provide the framework for learning how to discipline oneself for community living. The message communicated is “We are trusting students to make good decisions.” The other side of these positive “rules” is that they point to some things to be avoided. Avoid doing things that could:

- Cause physical harm to others
- Cause emotional stress or psychological damage
- Offend people’s values
- Obstruct the learning process
- Inconvenience people and/or cause additional work

## 4.1 Code of Conduct

Each student has the primary responsibility for complying with the code of conduct. This Code of Conduct can be summarized by the statement,

**“Behave toward others the way you want them to behave toward you.”**

Our objective is to create and promote a safe and encouraging environment for the students of PHS, where each individual can flourish academically and socially as students and citizens. Each student is expected to learn to act with integrity.

## 4.2 Foundational Behavior

Students are expected to behave in a respectful manner toward all persons and property.

Students are to come to school ready to learn and actively contribute to a safe, caring, and diverse environment for learning. This includes, but is not limited to, bringing appropriate materials for class, participating, and demonstrating organizational skills for each class.

### General Guidelines at School:

In addition, students are expected to adhere to the following guidelines.

1. Walk in hallways and staircases; do not run.
2. Respect other students, including their personal property.
3. Respect school property.
4. Keep items inside your locker.
5. Clean up after yourself in the cafeteria, hallway, and classroom.
6. Stay off balcony ledges.
7. Middle and high school students are to stay off elementary playground equipment.

### Classroom Management Policies:

We believe that respect for authority is an essential ingredient to quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified teachers. It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. Class rules and expectations will be posted in each classroom, discussed with students at the start of the year and frequently throughout the school year, and outlined in the class syllabus.

## 4.3 Insubordination

All PHS personnel, including administrators, teachers, substitute teachers, instructional assistants, receptionists, nurse, and custodians are responsible for the supervision of students during the school day and all PHS activities. All students are expected to comply with the direction given by all adults. Failure to do so is insubordination and will result in disciplinary consequences.

Examples of insubordination include, but are not limited to:

- Refusal to comply with a reasonable direction or instruction given by a staff member or adult in charge.
- Refusal to do assigned work in class or complete homework.
- Refusal to report to an administrator when directed.
- Refusal to answer completely and truthfully.
- Refusal to give a cell phone to a staff member when a student is caught in violation of the school cell phone policy.
- Refusal to give up any item which is causing a disruption in the school.
- Using inappropriate or disrespectful language toward a PHS staff or faculty member.

We expect every staff member to be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstances, be tolerated.

Students should take care to address staff respectfully and always use a title of respect. Students should address all staff with Mr., Miss, Ms., or Mrs. and their first or last name as directed by the staff member. During PE classes, students may address the instructor as “Coach \_\_\_\_\_”. Students should always respect a teacher’s wish for how they want to be addressed, but should not use a teacher’s first name without a title of respect.

#### **4.4 Personal Virtues:**

Because respect for self, peers, and community is vital for a fulfilling and healthy life, conduct standards regarding respect are to be obeyed, along with the following:

1. PHS students are to abstain from the use or possession of alcoholic beverages, tobacco products (including vapor cigarettes), drugs, and other illegal/undesirable practices generally recognized as harmful to physical and emotional health.
2. Students are to abstain from profanity as well as vulgar or abusive speech, media, or actions. Considered a serious offense, it may be grounds for suspension or dismissal. Sexually explicit material is not permitted on campus.
  - Parents are encouraged to monitor websites carefully to provide guidance and protection from cyberbullying and cyber predators.
3. Students are asked to limit food consumption to designated areas (i.e. cafeteria) and designated times (i.e. breakfast, lunch). Do not eat snacks, food, or soda/drinks during class unless given permission. Only water is permitted to be consumed outside designated areas.
4. All distracting items such as playing cards, squirt guns, headphones/ earbuds, audio/visual devices, and video games are **discouraged from being brought to school**. Bringing distracting items into the classroom and using them without permission will result in the device taken and held. Additional offenses will result in possible confiscation of the item until the end of the year. Personal listening devices may be used on campus **ONLY** before and after school. However, the school is not responsible for any items lost or stolen.

#### **4.5 Appropriate and Inappropriate Behaviors**

The following is a general list outlining appropriate behaviors for the students at PHS. This list is not all-inclusive and may be added to or adjusted at any time by the PHS administration:

##### General Standards for Student Behavior on Campus and School-Sponsored Events:

Because PHS is a community of people of varying ages and values, general guidelines of behavior have been established. It is the commitment of the staff, in cooperation with parents, to encourage the students to uphold these guidelines:

- Students shall demonstrate consistent care and respect for all persons, demonstrating, through actions and verbal communication, an attitude which would not be damaging, disrespectful, or demeaning to another person.
- Students shall promote high quality work, honesty, and integrity.
- Students shall refrain from cheating, attempting to cheat, or plagiarizing.
- Students shall use positive/encouraging language with fellow students/staff and encourage good study habits. The use of improper or vulgar language, gestures, or insinuations is not permissible.
- No threatening or causing physical harm to another student or staff member in any way.
- No alcohol, tobacco products, illicit drugs, weapons or toy weapons are allowed on the school campus or at school-sponsored events.
- Show respect for all students, parents, visitors, and staff members.
- Do not damage or abuse school property.
- Maintain an orderly school environment. Please walk quietly within the school.

- Show school pride by keeping the campus neat and clean. Please throw litter in the garbage.
- Eating during class is allowed only when planned by the teacher as part of the curriculum.
- No public displays of affection are permitted between boys and girls.
- Personal electronic devices may be used during class only with teacher permission. Misuse of a device will result in confiscation of the device. Repeat offenders will be referred to the Dean of Students. See the electronic device policy for more information.
- For the safety of all students, no skateboarding, rollerblading or similar activities are allowed on school grounds.
- During the school week, the campus is closed to unsupervised students after 15:30. After this time, students must be with a parent/guardian or a PHS staff member. If any students are not picked up by 15:30, they will be required to wait at reception. A childcare fee may be charged for students who are habitually left at school after hours.
- During the weekend and school holidays, the campus is closed to students unless prior permission is obtained from an administrator.

#### Social Behavior:

- Students shall not engage in physical contact or verbal expression with another person that could be interpreted as being an inappropriate display of affection.
- Students shall not take part in any negative situation which would harm oneself or others such as, but not limited to, outbursts of rage, violence, lying, or cheating.
- School authorities may search a student's person or property, including, but not limited to: locker, book bags, purses, wallets, clothing, or automobiles on or at school property.
- Students must have written approval from the administration to hold a party on school premises (or sponsored by the school off-campus).

#### Classroom Conduct:

Classrooms are to be orderly places, with objectives to be covered each period. To help with orderliness and efficiency, students are expected to follow the established classroom rules. Because of the limited time for each class period and the importance of teaching the curriculum, discipline problems will be addressed with firmness and grace.

##### **General Expectations:**

- Show Respect
- Be Responsible
- Listen and Obey the First time
- Pay Attention
- Keep your hands, feet, objects, and comments to yourself at all times
- Help others learn
- Be prepared for each class.
- Follow the teacher's instructions in class.
- Be engaged in the learning process. Participate, pay attention, and stay awake.
- Raise your hand to speak unless that teacher has specifically opened the floor for discussion.
- Teacher dismisses the class - not the bell.
- When leaving a classroom, push in your chair, clean up your area, and leave calmly.
- No beverages, other than water, during class time.
- Backpacks must be kept under your seat or on the back of your chair; not in your lap or in walkways.

#### Lockers:

- Students are responsible for their assigned locker, whether or not they choose to use it. Lockers should be locked at all times.
- A student who has a broken locker will be required to pay to repair the locker even if the student did not cause the damage.
- No straps, paper or other objects shall be hanging out of the lockers.

- No objects shall be placed on top of the lockers. If an object is found, it will be confiscated.
- Students are responsible for all items brought to school. Expensive items or money should never be left in lockers, as the lockers are not completely secure. Theft or damage of other students' property should be reported to the School Security Manager. PHS assumes no liability for lost or stolen items.
- Students shall not go to their lockers except before school, after school, during class changes, or with written authorization from a teacher.

Students in Hallways and Bathrooms during Class:

- Students are not allowed outside the classroom except with a written note signed by their current teacher. These notes should be returned to the current teacher. Teachers maintain the authority to grant or deny permission to leave the classroom.
- During break and lunch times, students should not be outside of the designated areas without permission from a teacher in order to avoid disrupting classes in session. Designated areas include the cafeteria, library, parking lot, and picnic area outside of the cafeteria.

**General Expectations: Hallways -**

- Face forward
- Hands to self
- Quiet voices
- Stay to the right
- Low speed (no running)

**General Expectations: Bathrooms -**

- Quiet voices.
- No loitering in the bathrooms at any time.
- B-wing bathrooms should only be used by elementary students

Cafeteria Conduct:

The school has a full-service restaurant where students eat lunch each day. Students should return trays, plates, bowls, and utensils to the proper receptacle and throw all trash and litter in the trash cans.

Students may bring their lunch and snacks to school with them in the morning when they arrive. However, no student is permitted to order food to be delivered to the school during school hours unless they have received approval from the school administration before placing their order. .

**General Expectations:**

- Show respect
- Use your best manners
- Stay in one location to eat until dismissed
- Clean up after yourself

Elementary Guidelines -

- Students will wait in line to receive food and drinks
- Students will eat in the cafeteria at a table by class and follow the SOAR expectations posted in the cafeteria.
- Teachers and assistants will be assigned to lunch and recess duty on a rotation schedule.
  - They will assist the younger students with opening things and heating them up
- All students are responsible for cleaning up their area and table after they have finished their lunch (no trash left behind)
- Students should come to lunch ready to eat (having gone to the bathroom, washed their hands, etc)
  - Monitors should limit the number of students leaving the cafeteria during lunch time
- Students will be dismissed from lunch to recess or back to homeroom by grade level.

Middle & High School Guidelines -

- Students will wait in line to receive food and drinks



- Students will sit at an undesignated table to eat
- Teachers and assistants will be assigned to lunch duty on a rotation schedule.
- All students are responsible for cleaning up their area and table after they have finished their lunch (no trash left behind)
- Students should come to lunch ready to eat (having gone to the bathroom, washed their hands, etc)
  - Monitors should limit the number of students leaving the cafeteria during lunch time

#### Playground Expectations:

The playground equipment is only for elementary school students (kindergarten through 5th grade). Middle and high school students will be issued a detention for using the playground. The PHS field and parking lot are designated areas for students in grades 6-12 to participate in recreational activities during their break/recess along with the sports courts.

#### **Playground Rules:**

In order to maintain a safe environment for our students to play and interact socially, the teachers of PHS have written the following playground guidelines. Students must:

- Be within the sight of the teacher on duty at all times.
- Walk to the recess areas.
- Enter the playground areas through the designated gates.
- Ask permission from the teacher on duty before leaving the playground.
- Play is only allowed in the area where an adult is available to supervise.
- Playground equipment will be given out by the teachers or assistants. The equipment should be taken care of and used appropriately.
- Real or play fighting is not permitted.
- Everyone has the right to play in group games.
- No jumping off any equipment.
- If you get hurt or have a problem, go immediately to the teacher on duty.
- Line up right away when the whistle blows.
- Do not climb trees or unauthorized items that are on the playground.
- Students must wait their turns at all times; no cutting in line.
- Tackle sports or play is not permitted.
- Throw trash in a trash can and help keep the playground clean.
- Always wear shoes on the playground, courts, and fields.

If a student is not following the playground guidelines, he/she will be given a verbal warning by the teacher on duty. If the student continues to disregard the playground guidelines, he/she will be given a time out. The student's classroom teacher will be notified at the end of recess. If a student commits a serious infraction to the school handbook during recess, he/she will be sent immediately to the Dean of Students with an email referral and will be appropriately disciplined. It is very important to the staff of PHS that all children are safe while on the playground.

#### Field Trips:

- Students must submit properly filled out and signed permission slips together with fees, if applicable, by the indicated deadline or they will not be permitted to participate.
- Students traveling on a bus for a school activity, such as a field trip, must obey the driver and all school supervisors.
- Transportation for field trips will be from PHS and back to PHS. Students will not be allowed to be dropped off at alternative locations.
- School regulations apply the same way as if the students were on school property.
- Students are responsible for cleaning trash from the bus.

- Students are responsible for obtaining and submitting any and all documents needed for field trips outside of Kosovo.
- For all field trips there will be at least one (1) chaperone per ten (10) students.

Miscellaneous:

**Signs / Posters:**

- Students shall not distribute non-school authorized literature, buttons, insignia, etc. without the permission of the administration.
- Students shall not place signs and/or slogans on school property or at school events without the permission of the administration.
- Students **may** post notes/pictures inside of lockers using removable tape only. Permission from the administration must be obtained to place anything on the outside of the lockers.

**Substances/Contraband:**

- Students shall refrain from all illegal substances and activities including, but not limited to: illegal drug use, sale, and/or possession. Police may be notified if students are found using or in possession of illegal substances.
- Students shall not at any time possess, use, or sell tobacco products or paraphernalia while on school property, or at any school sponsored event. Leaving school grounds to use tobacco products is not permitted. For the purpose of this policy, tobacco use may be in the form of cigarettes, chew, dip, snuff, vaping (e-cigarettes) or any other form of tobacco.
- Students shall not possess or use any laser pointers, firearms, fireworks, knives, other weapons, or any items resembling weapons on PHS property, transport, or at PHS events.

**Sales:**

- Sales at school are limited to those conducted by the School Store or school groups and are strictly regulated. Requests for conducting sales must be approved by the administration.

## 4.6 Language

### 4.6.1 Improper Language:

PHS will not permit the use of profanity and inappropriate language on campus. While there are cultural differences in what is considered “cursing”. PHS staff will be reminding students that inappropriate and disrespectful language, in English or any other language, will not be tolerated. Inappropriate language or gestures are not allowed at PHS, which includes sexual remarks, negative comments about any nationality/ethnic group, or foul language.

Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons and other disciplinary actions. We ask that parents/guardians remind their children about the importance of using appropriate language at school. Parents will be notified if the inappropriate language does not cease.

### 4.6.2 SLOTHE (Speaking Languages Other Than English)

PHS is an English immersion school with a diverse student population. Our goal is that students will graduate as fluent English speakers. In order to achieve this goal and be inclusive of students from varying language backgrounds, English is the expected classroom language, with the exception of alternative language courses (Albanian, German, etc.) or explicit permission is given by the instructor. This policy includes all forms of communication.

English is the only common language of the whole school. While we value diversity, we also value inclusion in the PHS community. Inclusion is most easily achieved when everyone speaks the same language in and out of class. Additionally, all students need to academically develop their English language skills. All human languages are valuable and beautiful, but it is the express purpose of this school to develop students’ English speaking ability. After a warning period at the beginning of the year, where students are reminded about this

policy, students who continue to speak in non-English languages during academic times will be considered to be defiant in regards to this policy and will receive consequences.

#### **4.7 Electronic Device Policy**

Personal electronic devices (including cell phones) are not permitted to be used at school unless explicit permission is given by administration. When students enter a classroom, there will be a location for their electronic devices to be collected. All electronic devices will remain in these designated areas throughout the instructional period and students will be allowed to retrieve their devices at the conclusion of the class period prior to moving to their next class.

- Students should not take pictures or videos of other students, teachers, or staff at school.
- Parents should not call or text their child's cell phone during the school day. Students will not be permitted to answer calls during the school day. All important or emergency calls should be made to the school receptionist, who will contact the student.
- All teachers and staff shall take phones from any student who is violating the phone policy at any time during the day.
- Repeated violation of the device policy will result in the loss of the right to bring a device to school or confiscation of the device for an extended period of time.
- Confiscated devices will be held by the Dean of Students until the end of the school day.

##### Progressive Consequences for Violations:

**1st Violation** - The electronic device will be confiscated by staff members and held at reception until the conclusion of the school day and a behavioral note will be made in the student's record.

**2nd Violation** - The electronic device will be confiscated by staff members and held by the Dean of Students until the conclusion of the school day. A behavioral note will be in the student's record and sent to the student's parents.

**3rd Violation** - The electronic device will be confiscated by staff members and held by the Dean of Students until the conclusion of the school day. A behavioral note will be in the student's record and sent to the student's parents and an after school detention will be assigned.

**4th Violation** - The electronic device will be confiscated by staff members and held by the Dean of Students until the conclusion of the school day. A behavioral note will be in the student's record and sent to the student's parents and an after school detention will be assigned. The student will be required to hand in the electronic device to the Dean of Students prior to the tardy bell at the start of each school day for one week.

**5th Violation** - The electronic device will be confiscated by staff members and held by the Dean of Students until the conclusion of the school day. A behavioral note will be in the student's record and sent to the student's parents and an after school detention will be assigned. The student will be required to hand in the electronic device to the Dean of Students prior to the tardy bell at the start of each school day for the remainder of the term.

**Additional violations will be dealt with by the Dean of Students.**

#### **4.8 Dress Expectations**

PHS is an academic organization and our aim is to maintain an environment that is most conducive for productive learning and interactions. Academic organizations are not equivalent to other organizations and therefore operate by different practices and norms. As part of our curriculum we engage in interactive learning, experiments, and special classes such as physical education. Therefore, students should wear clothing which allows them to move freely without making constant adjustments or distracting others. The following are the expectations that we have in place for our academic organization and subsequent learning environment. This list is not all-inclusive and may be added to or adjusted at any time by the administration of PHS when needed.

- Students shall not wear clothing or jewelry which promotes alcohol, drugs, tobacco or other harmful substances, or displays words or pictures that could be construed as negative, sexual, or in any other way offensive. Students who wear these items will be required to turn them inside out or take them off for the remainder of the school day, and will be subject to further discipline if the offending items are worn to school again.
- Undergarments, including bra straps and boxers, should not be visible.
- Clothing must completely cover the stomach/midriff area
  - We should not be able to see skin between the bottom of your shirt and the top of your pants when your arms are lifted up perpendicular to the ground
- Due to the nature of the gymnasium floor, gym shoes must be worn whenever a student is in the gymnasium (for PE class or other athletic events). For this policy, gym shoes are defined as athletic shoes with non-marking soles, which are worn specifically for the PHS gymnasium only. Students must keep a pair of gym shoes specifically for this purpose.

In addition clothing of the following types shall not be permitted:

- Clothing including but not limited to
  - clothes that fit very tightly
    - *At PHS, we do not consider Leggings to be equivalent to trousers or pants, and they may only be worn as a supplemental covering to shorts, skirts, or other clothing of appropriate length.*
  - see-through clothing
  - spaghetti straps
  - low cut tops
  - tops with bare back
  - excessively short skirts or shorts
    - Skirts and shorts must be no shorter than the appropriate length
  - Skirts with excessively high slits
  - Straps must be 2 fingers wide (3 cm).

*\*\*"Appropriate length" clothing is defined as meeting the 'fingertip requirement' (come to the bottom of the longest finger tip with shoulders down while standing).*

Teachers and administrators will monitor the dress code and will do their best to address any dress code violations in an appropriate and private manner. In general, dress code concerns will be addressed by same gender staff members to the student. The immediate consequence for being out of dress code is for the student to change into appropriate clothing provided by the school or to return home and change into appropriate clothes. **Students will not be allowed to continue attending classes in attire that is out of the boundaries of the dress code.** If a student has a pattern of breaking the dress code, additional disciplinary action may be taken up to and including dismissal from Prishtina High School.

#### **4.9 Property - Search & Seizure**

Students are encouraged to develop a respect for property. Students will be required to pay for any damage to school or personal property. To maintain a safe and secure environment, PHS' administrators may search a student's person or property, including, but not limited to, lockers, book bags, purses, wallets, clothing, or automobiles on or at school property.

When appropriate, administrators shall ask for the student's consent to the inspection. If the student refuses to consent, a search may still be conducted if the administrator has reasonable grounds to suspect that the student has violated or is violating either a school rule, policy, or law. Searches shall employ reasonable measures that are not excessively intrusive considering the age and gender of the student and the nature of the suspected violation. Whenever possible, the search shall be conducted by the Head of School or the Security Manager in the presence of the student and another staff member as a witness.

Lockers are the property of Prishtina High School and therefore are able to be searched at any time as deemed necessary by the PHS administration. Random locker searches may be conducted with reasonable suspicion of a violation of school rules. This authorization to search shall apply to all situations in which the student is under the supervision of the school, including all curricular and extracurricular activities and events, regardless of location.

The school's administration may ask for the help of law enforcement officials when conducting a school investigation that may uncover evidence of a crime. Parents will be notified if their child is searched by police at school or taken into police custody.

#### **4.10 Lost and Found**

Books, purses, clothing, coats, shoes, jewelry, and any other articles of value outside of their proper area should be taken to the reception desk where they will be taken to the Lost & Found bin. The Lost & Found bin is located in the basement hallway next to Lab 2 computer lab. At the end of each semester any articles still in the Lost & Found bin will become the property of the school and will be disposed of accordingly (*usually donated to a charity*).

#### **4.11 Transportation Expectations:**

Students must provide their own transportation to and from school (the school will provide parents with information for a company that has offered to provide transportation service). If students wish to drive to school, they must register their vehicle with the PHS Logistics & Security Manager. All such students must have a valid driver's license and must show proof of insurance for any vehicle driven. If sufficient parking space is available, the Logistics & Security Manager will assign a specific parking place for each student vehicle. A student may be requested to park the vehicle off of school property. Any student who drives without a valid driver's license will be reported to the police. Neither PHS, any staff member, nor any board member shall be responsible for any damage or theft that may occur to a personal vehicle parked on school property at any time.

##### 4.11.1 School Transportation:

Prishtina High School has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service will be provided to parents at the start of school by the transportation company. Students must obey the rules of the transportation company they use. Complaints about bus service should be addressed to the PHS Logistics & Security Manager.

Responsible behavior will be expected on the bus by all students using the service. Misbehavior on the bus may result in suspension from the bus. Students who are not signed up to ride the bus will not be allowed to board the bus either before or after school. No student who is listed as a bus rider will be allowed to remain on campus after school unless the receptionist has received a note or phone call from the parents ahead of time requesting this. Bus riders who will not be riding the bus on a particular afternoon must notify the receptionist that morning via a written note, email, or phone call from the parents.

Students who need to switch to another bus must follow the procedures outlined by the transportation company. Students who desire to ride the bus home with a friend must have prior permission from the transportation company and parents must notify the receptionist that morning via a written note, email, or phone call.

##### 4.11.2 Conduct on School Transportation:

While traveling on school vehicles to and from school or a school activity, all standards and guidelines of PHS apply. In other words, the school transportation is considered to be an extension of the PHS school campus and will be treated as such by the administration. It is the responsibility of the students to conduct themselves properly. Students are under the authority of the transportation driver. Failure to abide by the rules will result in

stern disciplinary measures deemed appropriate by the Dean of Students or other appropriate administrator.

The following is a list of transportation rules at PHS.

1. Students are to remain seated in their assigned seats with safety belts fastened until the vehicle comes to a complete stop at the school or their stop.
2. Students are not to distract the driver in any way.
3. Throwing any item inside the vehicle or out the window is not allowed.
4. Students are not to extend anything (including hands, head, feet, or other objects) out of the window.
5. Students are not to use profanity, yell, or make obscene gestures to motorists, pedestrians, or each other.
6. The school's discipline policy applies to all students being transported on the school transportation.

Violations of transportation conduct will be reported to the PHS Logistics & Security Manager and Dean of Students. Violations may result in the student losing the option of using school transportation for a specified period of time, during which the parents are still held financially responsible.

<b>First Offense</b>	Verbal Warning
<b>Second Offense</b>	Disciplinary action, parent informed
<b>Third Offense</b>	Parent Conference, Student removed from the bus for 5 consecutive school days (no refund of bus fees)
<b>Fourth Offense</b>	Parent Conference; the student may be removed from the bus for the remainder of the semester or school year.

#### **4.12 Off-Limit Areas**

At no time is a student allowed to be in the teacher workrooms, records room, boiler rooms, storage rooms, or other areas unsupervised. Secondary students should not play on the elementary playground equipment. Any students who need to be out of the classroom should have a hall pass from their teacher, this includes permission to use the restroom, visit the nurse, or visit an office.

#### **4.13 Grievance Policy**

When a student believes that school policy as outlined in the handbook is not being followed by a teacher, the student should, if at all possible, first take the complaint to the teacher. If resolution does not come about, the student should take the grievance to a school administrator or counselor. All such grievances will be thoroughly investigated and addressed.

Any grievances that a student has with a school policy outlined in the student handbook should be presented to their student government representatives. The student government representatives meet with school staff and/or administrators each month to discuss school policy improvements and school culture initiatives.

## **5. Student Conduct & Discipline**

### The Purpose of Discipline

It is the joint responsibility of both the students and the staff to maintain a productive learning environment for all students. Our desire is for students to learn self-control and develop habits related to their academic, emotional, social, and physical discipline. To aid in the development of the required control and discipline embodied in mature and productive citizens, it is necessary for us to teach and train students in this process.

Ultimately, it is the students' responsibility to make a commitment to live within the rules and regulations that are necessary to function together each school day.

The aim of all PHS classrooms is to promote an atmosphere that is positive and well structured, which allows most issues to be handled within the classroom. When necessary, teachers administer appropriate discipline for minor problems. If major problems arise, the student will be sent to the Dean of Students and parents will be notified. All behavior notices will be accessible on RenWeb and parents should periodically check this platform to monitor their child's behavioral record.

We believe that respect for authority is an essential ingredient to quality education and character development. Therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers who strive to live their lives in such a way as to model behavior expected from the students they teach.

PHS encourages students to pursue excellence both morally and behaviorally by following our SOAR behavioral expectations and exemplifying our WINGS core values.

### **5.1 Parents as Partners:**

Prishtina High School believes that education is primarily the responsibility of the parents. Due to our shared goals, we at PHS are honored that parents have chosen to partner with us to help facilitate the growth and development of their children. This partnership is most productive when both the parents and the school staff respect and support one another. In order to facilitate the most productive relationship possible, the school requires both parents and students to become familiar with the guidelines in this handbook and agree to follow them in order to promote unity in the community.

By enrolling their child in Prishtina High School, parents delegate certain aspects of their authority over the child to the faculty and administration. Please be supportive of the teachers and administration in their decisions, and let your children know that you and the school are on the same team - their team. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for misconduct.

Since teachers work most closely with students during the school day, teachers will have primary responsibility for responding to positive and negative student behavior. Teachers shall attempt to inspire the student to achieve a higher level of self-discipline. When necessary, teachers may administer appropriate consequences for negative student behavior. Typical negative consequences may be found in the Code of Conduct for students. Positive consequences for good behavior are up to the teacher's discretion and recognized on a schoolwide level. Classroom discipline is the shared responsibility of parents, teachers, and the Administration. When a student engages in a pattern of repeated negative behavior, the teacher may communicate with the student's parents and request a meeting to discuss the student's behavior.

Discipline situations that arise at school can be very emotional for all involved parties; however, these situations can also be opportunities for personal growth. When an incident occurs, the faculty and staff at PHS will make every effort to loving and respectfully discipline the student in a fair and consistent manner that is in alignment with the handbook policy. The school asks that parents do the following:

- If there are questions regarding an incident, the parent should first calmly discuss the situation with the involved teacher and student; remaining objective and avoiding premature judgment. If a problem should persist, the parent should make an appointment to discuss the matter with the Dean of Students and the involved teacher.
- The incident should remain private between the parent, student, teacher, and administration. The parent should please refrain from relaying the incident to other parents through gossip and sidewalk chatter.

- The parent should remember that students will relate incidents from their own perspective which will almost certainly be favorable to them. The parent should be ready to discuss the incident with PHS staff and should ask the student to consider the incident from the other party’s perspective.
- The parent should recognize that the behavior he/she models sends a very powerful message to the student. The attitudes and actions of the parent should always convey respect for the teacher, administration, and school.

Parents can also partner with the school in discipline situations that do not involve their child by treating these situations with discretion and confidentiality. Parents can promote unity and a healthy community by refusing to gossip about discipline situations. When questions arise regarding any discipline situation, parents should direct these questions to the appropriate faculty member.

## 5.2 Levels of Behaviors

<b>Low-Level Misbehavior</b>	
Anything that distracts others from learning	Being too loud
Speaking out of turn	Running
Not paying attention	Horseplay/rowdy behavior
Not listening/obeying	Breaking other classroom rules
<b>Mid-Level Misbehavior</b>	
Consistently distracting others	Talking back
Repeatedly bothering/annoying others	

The administration is charged with final responsibility for enforcing school standards and policies. If a student commits a serious offense or has developed a habit of repeatedly committing the same offense, then that student may be referred to the administration for special action. It is the school’s desire for students to be successful in learning and maturing. The following examples are considered inappropriate behavior and demonstrate a lack of self-control. Therefore, these will be grounds for disciplinary action.

<b>High-Level Misbehavior</b>	
Consistent disruptions	Direct disrespect
Defiance	Acts of Aggression
Dishonesty	Theft
Damaging school property	Vulgarity/Profanity (in any language)
Intimate displays of affection versus friendly gestures	
Use or possession of non-prescription drugs, alcohol, and tobacco products at school or functions	
Possession of any instrument that may be viewed as a weapon	



### 5.3 Possible Consequences for Behavior Violations

The following is a list of consequences for inappropriate action. This list is not exhaustive and may be added to or adjusted at any time by the Administration of PHS:

- Written or verbal reprimand
- Apology: written, verbal, private, public
- Detention: in, during, or after school
- Confiscation of electronic device for a period of time
- Time out, as defined by the teacher of the class
- Suspension, in school or out of school
- Completing a writing assignment that requires student reflection of their behavior
- Meeting with teacher, Dean of Students, Principal, and parents
- Student may be given a zero for an assignment or test
- The police may be called
- Students and their parents will be held liable for damage and destruction of property

### 5.4 Referrals: Dismissal from Class or Assembly

A referral to the administration may be issued to those students who violate classroom or school rules and policies. These referrals will state the misconduct involved, the method that was used to correct the behavior, and any further comments regarding the discipline procedure.

If a teacher finds it necessary to send a student from the classroom because of flagrant or disrespectful behavior, the student must report immediately to the office of the Dean of Students with a referral from the teacher.

### 5.5 Disciplinary Continuum

Progressive discipline typically follows this order but is dependent on the behavior and circumstances:

- |  |  |
|--|--|
| 1. Warning from Teacher/Staff          | 7. 5 days OSS (out-of-school-suspension) |
| 2. Lunch Detention                     | 8. 8 days OSS                            |
| 3. After School Detention              | 9. 10 days OSS                           |
| 4. 1 day ISS<br>(in-school-suspension) | 10. Discipline Hearing                   |
| 5. 3 days ISS                          | 11. Permanent Detention                  |
| 6. 5 days ISS                          | 12. Expulsion                            |

Students are given multiple chances before a disciplinary hearing and the consequence of being removed from school. This is just a guideline as some behaviors start further down the continuum. Conferences may happen at any stage.

*\*Note: This list of possible consequences is not exhaustive and dependent on the situation and behavior - other methods may be used if more appropriate.*

### 5.6 Detentions

Students may be assigned a detention from 15:15 - 16:00 on Mondays through Thursdays for infractions of school regulations. The student and parent will be notified by email at least 24 hours before the detention is scheduled to be served. The detention will not be considered “served” if the student is more than 5 minutes late to the detention room. Failure to serve an after-school detention will result in a double detention. If the double detention is not served, an in-school-suspension will be issued. Please be mindful that only detentions for tardies can be rescheduled and may only be rescheduled once. Detentions for behavior must be served when assigned. If a detention is to occur when the student already has an extra-curricular activity commitment, it is the student’s responsibility to inform the faculty member in charge of the activity of his/her absence. If a student accumulates a total of five detentions, he/she will be referred to the Dean of Students for an in-school-suspension.

Detention will be assigned by the administrator based on the Student Discipline Referral process. Administrative detentions will be served during lunch and after school and students may bring their lunches and homework to detention. Visiting or talking will not be allowed during detention. Teachers may also assign individual detentions to be served in their classrooms for attendance, behavior, and homework related issues.

After school detention is served from 15:15 - 16:00 on the designated day in the designated space. Students that skip a detention will be given another detention and asked to serve the one that they skipped (resulting in 2 days of detention). The full listing of escalation of consequences follows:

- 3 Detentions → all day ISS (In-School Suspension)
- 6 Detentions → 2 days ISS
- 9 Detentions → one day OSS (Out of School Suspension)
- 15 Detentions → 3 days OSS and possible further consequences

### **5.7 Saturday Detentions:**

Students may be assigned a Saturday detention at the discretion of the administration. Saturday detentions are served from 9:00 - 11:45 and are accompanied by a supervision fee of 20 euros. The 20 euro fee will be added to the family's bill. If a student does not show up at an assigned detention, he/she is still responsible for paying the 20 euro fee. Furthermore, the student is still required to serve the detention on a day appointed by the administration for which the normal fee will again be required (20 euros).

Rescheduling of Saturday detentions must be done prior to the detention date and may be done only with the approval of administration. Tardiness to the Saturday detention will result in consequences such as extended time, writing homework assignments, an additional Saturday detention, etc.

### **5.8 Suspension:**

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. Parents will be notified of the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian with assurance from them that such behavior and/or attitudes will be discontinued and that the student will assume his/her place in the school community with a cooperative spirit.

All assignments, quizzes, tests, or exams missed during suspension must be made up. Teachers may give assigned work for students to complete during the time they are suspended from school. It is the students' responsibility to obtain needed or missed work from the teacher.

In and out of school suspensions can range from one to ten days. Whenever the Administration determines a student should be suspended, the following procedure shall be followed before the suspension takes place:

- The student will be given written notice of the Administration's intention to suspend the student. The notice will contain the reason(s) for the intended suspension and the duration of the suspension.
- The Administration shall notify the parent or guardian by the end of the current school day. A written notice via email will also be sent home to the student and parents.
- The student and the student's parents will have the right to request a meeting with the Dean of Students or Principal, and one other staff member to discuss the suspension or explain reasons for the student's behavior.
- When a suspended student returns to school, that student is required to turn in all class assignments that were due during the suspension. The student has 24 hours to turn in missed assignments or make up missed tests, unless an extension (in writing, with a copy to the Principal or Dean of Students) is given by the teacher.
- All long-range projects (such as research papers, book reports or science projects) due during the suspension must be turned in on the first day the student returns to class.

- A suspended student who misses a midterm or final exam must be given a chance to make up that exam. If the student does not take the exam when it is offered on the new date, a zero will be recorded for the exam.
- A suspended student may not attend any school-related functions and sports activities or be on school property after school, including after-school activities.
- Students are expected to complete the assigned in-school suspension on dates given by the administration. In the event that the in-school suspension is not fully served at the appropriate time, the student will be assigned additional day(s) of suspension.

### 5.8.1 In School Suspension (ISS)

During in-school suspension, a student is removed from the regular classroom and sent to a specialized monitored room to complete coursework independently. The maximum grade a student can receive for work completed in ISS is 75%.

#### **ISS Expectations and Guidelines:**

- Turn phone into ISS teacher
- Remain seated at all times
- Remain quiet with no talking
- Remain awake at all times
- Work on assignments throughout the day
- Avoid physical contact of any kind between students

### 5.8.2 Out of School Suspension (OSS)

During out-of-school suspension, a student is removed from the school premises for a set period of time. They are expected to complete all assignments and are responsible for all material learned in their classes while in OSS. The maximum grade a student can receive for work completed in OSS is 65%. The student must follow the in-school suspension guidelines:

- Students in OSS will be excluded from participation in all extracurricular activities, including assemblies, sports practices/games, or any other activity during or after school. This will continue until one month after the suspension period is completed.

### 5.8.3 Permanent Suspension

A consistent pattern of repeated violations of PHS policies or very severe infractions will be reported to the Dean of Students who will then meet with the teacher, parents, and student to discuss the problem. If an agreement on an acceptable course of action cannot be reached, the parents will be required to place their child in permanent detention during the school year and not enroll their child the following year.

A student placed on permanent suspension will do all schoolwork in a designated, supervised room separate from the rest of the student body. Lunch will be brought to the room. Supervised breaks will be given, but at different times than the regularly scheduled break times. If a child is placed in permanent suspension, parents will have financial responsibility for any additional costs incurred by PHS for the supervisor of that room.

## **5.9 Emergency Removal**

Whenever a student's presence is deemed to pose an immediate or continued danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on the school property, school personnel may take the following actions:

- The Dean of Students, Principal, Security Manager, or Head of School may remove the student from school property. This may also be done with the help of security personnel or police, if the student resists. An attempt will be made to notify the parent immediately.
- A teacher may remove the student from an activity under the teacher's supervision.
- These actions may take place without written notice or informal hearing for the student.
- If the student is removed by a teacher, the teacher will inform the Dean of Students or Principal of the reasons for the removal.

## 5.10 Conduct Probation:

The Academic Leadership Team invokes probation when it becomes apparent that a student has a persistent behavior problem. Probation gives the student an opportunity to correct his/her behavior and to assume the responsibilities involved in a more mature and appropriate manner.

The problems for which a student can be placed on disciplinary probation are:

1. **Attitude:** A rebellious spirit that is unchanged after much effort by teachers, or a continued negative/uncooperative attitude that is a bad influence on other students.
2. **Misconduct:** Continued deliberate disobedience to a teacher or to school rules; committing a serious breach of conduct inside or outside the school which has an adverse effect upon the school's environment.

During the probationary period, the student may not participate in athletics or other extracurricular activities as defined by the administration. The student is not eligible for Student Government. Immediately following the Conduct Probation meeting, the student will be notified that he/she is on conduct probation and ineligible to participate in extracurricular activities. The student's behavior can be recessed at the two week point of the next quarter for a student on conduct probation for the first time and extracurricular eligibility may or may not be reinstated. A mandatory 4 ½ weeks of extracurricular ineligibility is required for a student on conduct probation for a second time after which the student's behavior can be reassessed and extracurricular eligibility may or may not be reinstated.

All students on probation are in danger of losing their possibility for future enrollment at Prishtina High School.

## 5.11 Bullying

PHS believes that all students have a right to a safe and healthy school environment. The school, including students, parents, teachers, staff, and administrators all have an obligation and responsibility to work together to promote mutual respect, tolerance, and acceptance and create a community that does not tolerate bullying of any kind.

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. PHS believes that all students have a right to a safe and healthy school environment.

To that end, PHS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, sexual harassment, social isolation, or manipulation; and Cyberbullying.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the break and lunch periods, and during a school-sponsored activity. It also includes acts of bullying that take place at any time when the acts have a negative impact on school attendance/activities by (1) posing a threat or danger to the safety of students, employees, or school property, or (2) disrupting the school environment.

Cyberbullying is bullying committed by means of an electronic act, directed specifically toward another student or school personnel. An "electronic act" for the purpose of cyberbullying is "the transmission of a communication, including but not limited to, a message, text, sound, or image, by means of an electronic device, including but not limited to a phone, computer, or other electronic communication device." It includes acts

committed with either school equipment/electronic communications devices or non-school equipment/electronic communications devices.

Examples of “electronic acts” include, but are not limited to:

- Creating, sending or forwarding emails or other electronic communications
- Texting, blogging, microblogging (such as tweeting), and chatting
- Voicemail or other recorded messaging
- Posting messages, images, or other communications via social networking sites (such as Facebook, Instagram, Google+, Twitter, group video gaming sites or other social networking pages)
- Taking, posting, or editing still or moving images and photographs
- “Sexting” (the act of sending sexually explicit messages, photographs, or images electronically)
- Creating websites or profiles
- Sending or posting audio or video recordings, video streaming, or posting links connected to such material
- Posting, uploading, or linking to sites that include, but are not limited to: Vimeo, YouTube, QuickTime, Windows Media Player or another format accessible to others, through the use of electronic communication devices.

Cyberbullying is not limited to actions that take place on-campus or during school hours and/or that take place through the use of school electronic communication devices.

Cyberbullying includes acts done off-campus or outside of school hours and/or through the use of student, third party, or other non-school electronic communication devices which have a negative impact on school attendance/activities by either (1) posing a threat or danger to the safety of students, employees, or school property, or (2) disrupting the school environment.

Examples of cyberbullying include, but are not limited to, the following acts directed against other students or school personnel:

- Harassment, *such as repeatedly sending mean, vulgar, insulting, or offensive messages to another, that has a negative impact on the recipient’s academic/work performance or creates an intimidating, hostile, or offensive educational/work environment for that person*
- Causing, attempting to cause, threatening to cause, or participating in acts of hate against another student
- Threats or intimidation about/ or against another, including placing a student or school personnel in reasonable fear of physical, emotional, or mental harm placing a student or school personnel in reasonable fear of damage to, or loss of, personal property
- Pretending to be someone else and creating or sending materials as if that person to humiliate or embarrass that person or get that person in trouble
- Sharing confidential, personal, sensitive, or embarrassing information, pictures, or videos that the person would not want to be shared with others online
- Forwarding private information sent by another without their permission and with the intent to cause harm, hurt, humiliation or embarrassment
- Sending or posting rumors about another to harm or embarrass another or damage that person’s reputation
- Intentionally excluding someone from an online group with the intent to be cruel or cause harm, hurt, humiliation, or embarrassment to the other by the exclusion
- Engaging in online fights or “flaming” through the use of angry and offensive electronic messages
- Harassment or cyberstalking of another on a repeated basis through the use of electronic acts to create fear and include threats of harm.

PHS expects and encourages students, parents, and/or employees to immediately report incidents of bullying, including cyberbullying, directed at them or other members of the school's community, including other students or school employees. Students should report bullying to the Dean of Students but also may report bullying to another school administrator, teacher, counselor, or employee with whom they feel comfortable speaking.

Reporting will not reflect on the victim or witness(es) in any way. Students and employees who report bullying in good faith are protected from retaliation and should also report any complaints of retaliation. Each complaint of bullying will be promptly addressed and appropriate action will be taken in response to bullying complaints that are sustained.

In addition to reporting acts of bullying/cyberbullying, students who experience bullying/ cyberbullying are encouraged to take the following additional steps/precautions:

- If you are a student, seek your parents' help.
- Do NOT reply to or retaliate against messages sent from bullies.
- Save, and if possible, print out the messages that you receive.
- Parents or another adult should notify the cell phone carrier or Internet Service Provider (ISP), who may be able to help in determining who sent the messages.
- Know and follow the rules for online service providers. Contact (for a student, with your parents' help) providers of services where the messages are posted, such as Facebook, Instagram, Twitter, etc.
- Never communicate or post any information online that would embarrass you. Understand that even if you have privacy settings, those you invite into your social network can easily print, save, cut and paste anything you post or email.
- Never share your account information or password with anyone except your parents.
- Carefully interact with people online. Avoid strangers. NEVER arrange to meet with someone you met online.

#### **Parental Responsibility:**

PHS believes that students are most successful when parents and school staff work together. Parents are the first line of defense against cyberbullying. In order to prevent cyberbullying, please take the following actions:

- Install monitoring software on electronic devices.
- Set clear expectations and boundaries for your child.
- Closely and regularly monitor your child's electronic behavior.
- Be aware of the social networks your child has joined.
- Limit access to electronic devices, particularly during times without adult supervision.
- Have regular and open conversations with your child about their electronic interactions.

#### **5.12 Public Displays of Affection (PDA)**

Prishtina High School recognizes that genuine feelings of affection may exist between students, however, public displays of affection between students are prohibited on campus and at school sponsored off campus activities. This includes kissing, extended hugging, and inappropriate touching. The expression of feelings toward one another is a personal concern between two individuals and thus should not be shared with others in the general vicinity.

If patterns of PDA are developing, students will be counseled about the issue. Students involved will be verbally corrected at the first offense and then referred to the Dean of Students if the behavior continues.

### **5.13 Threats or Intimidation**

PHS seeks to create a safe and comfortable school environment for all students and staff. Threats of violence should be reported directly to the most available school leader (lead teacher, principal, Dean of Students, Director of Student Services, Director of School Operations, Head of School) by the one being threatened. Reported threats, regardless of intention, will be investigated. If found credible, parents will be notified of the incident and corrective actions will be put in place.

## **6 Extracurricular/Athletic Policies and Procedures**

### **6.1 General Eligibility**

All middle and high school students may participate in extracurricular and athletic activities provided by PHS as long as they are not determined ineligible due to poor academic performance or negative behavior.

A student who is absent due to illness must be in class for at least the second half of the school day (starting at 11:30 a.m.) to participate that afternoon or evening in extracurricular activities. Special permission to participate based on extraordinary circumstances may be granted by the Principal.

### **6.2 Academic Eligibility**

A middle or high school student will be academically ineligible for extracurricular activities if they are on academic probation or if the student has a GPA for the current semester that is below 2.0 or has a failing grade (an "F") in two or more classes, including electives. Students on academic probation are ineligible for athletic, extracurricular, and PHS-sponsored after school activities. Academic probation will be evaluated at the beginning of every term.

Additionally, any student who is not maintaining a 2.0 GPA may not attend sports activities, including practices. The purpose of maintaining academic expectations for extracurricular opportunities is to give students time away from extracurricular activities to focus on schoolwork and homework in order to improve their academic progress.

## **7. Student Health and Safety Procedures**

### **7.1 Health Information**

The health related conditions of every child must be reported by the parents to the school: Illnesses of children, Immunizations, Medication at School, Medical/Student Insurance.

#### **7.1.1 Communicable Diseases**

Infectious diseases are inevitable in a school setting. In order to maintain a commitment to a safe and healthy school environment, PHS staff will clean and disinfect classrooms and items that students touch on a periodic basis. If a student contracts an infectious illness, such as an infectious gastroenteritis, chicken pox, or conjunctivitis, that student will be isolated from the rest of the student body and sent home until cleared to return to school by a doctor or the school nurse (case dependent). If the contagious individual is in elementary school, his or her entire class will receive a notification (see appendix F for examples) to give to parents informing them of the presence of the illness and signs and symptoms to monitor. If a significant number of individuals in a given grade within elementary school have contracted this infectious illness, a notification will be sent to the entire grade.

Depending upon the prevalence and severity of the infectious illness at PHS, the school nurse will collaborate

with the Principal and the PHS COVID-19 Task Force to determine further courses of action for sanitation, school-wide notifications, social distancing measures, and school closure.

The following Exclusion Table is used to determine how long the infected child should be excluded from school. When an outbreak occurs parents are advised, by a general letter in the case of an “epidemic”, or by note or telephone call in isolated incidents.

Disease	Exclusion from School
Chicken Pox	On appearance of symptoms, exclude from school until fully recovered or at least one week after the eruption first occurs. All lesions should be crusted.
Conjunctivitis	Until discharge from eyes has stopped.
Coronavirus	Unit 10 days since symptoms first appeared and 24 hours with no fever without the use of fever inducing medications (CDC Recommendations). **Subject to change based on recommendation of Kosovar Ministries of Health and/or Education.**
Hepatitis A	Until receipt of a medical certificate of recovery from infection.
Hepatitis B	Until recovery from acute attack.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and sores on exposed surfaces are covered with moisture proof dressings.
Measles	Until at least 5 days from the appearance of the rash or until receipt of a medical certificate of recovery from infection.
Meningococcal Infection	Until receipt of a medical certificate of recovery from the infection.
Mumps	Until fully recovered, at least 9 days after onset of symptoms.
Pediculosis (Head lice)	Until cleared of nits and active lice.
Pertussis (Whooping cough)	Until 2 weeks after the onset of the illness and until medical certificate of recovery from infection.
Ringworm	Until appropriate treatment has begun.
Rotavirus (Diarrhea)	Until diarrhea has stopped.
Rubella	Until fully recovered or until at least 5 days after onset of rash.
Scabies	Until appropriate treatment has begun.
Shigella (Diarrhea)	Until diarrhea has stopped.
Streptococcal Infection (including Scarlet Fever)	Until receipt of a medical certificate of recovery from infection.
Trachoma	Until appropriate treatment has begun.
Tuberculosis	Until receipt of a medical certificate from a health officer stating that the child is not considered infectious.

## 7.2 Change of Address

If you have a change of address or phone number, please let the school know so that they can maintain accurate, up-to-date information. Please email the school through [info@prishtinahighschool.org](mailto:info@prishtinahighschool.org) in case you change the address

## 7.3 Student Medications

No medications of any kind may be brought to school without a doctor’s note that is given to the school nurse. The school nurse will hold the medication and dispense to the student when necessary.

## 7.4 Fire and Safety Drills

Fire and other safety drills will be conducted periodically during the school year. Posted in each classroom is an escape plan that shows both the primary and secondary escape routes. At the sound of the alarm signal, students must exit the building quietly and in single file to the designated area. Classes will stay together even after leaving the building. Teachers and students will re-enter the building after the all-clear signal has been given.



## **7.5 COVID Regulations and Procedures**

PHS makes every effort to be in full compliance with any and all regulations related to the COVID-19 pandemic that are issued by the ministries of education and health as well as local authorities. As we become aware of specific procedures and policies, we will apply those to our school operations and notify our school community in a timely manner of any actions that need to be taken. The health and safety of our students and staff is our primary concern.

## **7.6 Sexual Harassment**

Sexual harassment between students and employees, between students, or between any student and a member of the public visiting the school will not be tolerated. For the purpose of this policy, sexual harassment shall be defined as follows:

“The solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer and which is repeated and or/threatening in nature.”

Anyone who witnesses a violation of this rule should contact the Administration. All information or complaints concerning sexual harassment shall be investigated in a manner which preserves confidentiality to the maximum practical extent possible without compromising the thoroughness of the investigation.

The administration shall take such preventive, remedial or disciplinary action as the circumstances warrant, including but not limited to, reprimanding or suspending the individual.

# **8. Miscellaneous Policies and Procedures**

## **8.1 Textbooks and Supplies**

Teachers may issue textbooks, calculators, and other supplies to students. Teachers will record the number of any book or calculator issued, and the student has the responsibility to return the same book or calculator in its original condition at the end of the course or when requested. Students may write their name and school year neatly inside the front cover of an issued textbook. Students will be charged for lost or damaged textbooks, calculators, supplies, and/or library materials.

## **8.2 Volunteers**

Because volunteers are such an integral part of our school, it is important to keep our standards high. All volunteers will be required to sign the Volunteer Code of Conduct. It is important for all volunteers to remember the following:

- Be responsible and safe -- always put children first.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional.
- Communicate.
- When things come up and you can't fulfill a promise, let someone know.
- Ask for help -- don't suffer in silence!
- Try to pick what is manageable and interesting to you.
- Be prepared. Communicate with teachers and other staff members ahead of time.
- Be on time. If you can't make it, let someone know.

Our teachers and staff appreciate all that you do for our school!

### 8.3 School Visitors

All visitors (including: parents, other relatives of students, those bringing gifts to school, etc) must report to the receptionist immediately upon entering the school building and may not visit any other part of the school building until receiving an authorized visitor's badge and signing the visitor log. The administration has the authority to prohibit the entry of any person to the school grounds.

Parents and all school visitors are expected to abide by appropriate behavior and reasonable procedures that have been established as described under article 3 in this handbook to ensure that such visits do not disrupt the education environment or endanger the safety of students or staff.

School tours by visitors should be scheduled at least 24 hours in advance through the administration.

Class visits by parents or guardians of current students may be scheduled under the following procedures:

- Make a request to the administration
- Receive approval from the administration
- Receive approval from the teacher whose class is to be visited

Teachers may and are encouraged to invite parents into their classroom for special occasions or to enhance the educational process. When parents are invited to the classroom, no approvals are necessary, but parents must sign in at the reception desk at the beginning of the visit and receive a visitor's badge for them to wear while in school.

### 8.4 Parent Meetings

Parents who wish to meet with individual teachers outside of designated Parent-Teacher Conferences must schedule an appointment directly with the teacher they wish to see. All meeting requests must be made at least 24 hours in advance.

### 8.5 Identity

Our philosophy is that individuals form their identity based on both individual characteristics that they possess as well as socially based characteristics that they share with others (social identity theory). Organizationally, we believe that not all characteristics (or identity markers) are fluid, but that it is best for individuals to understand which characteristics are static and which are variable in order to guide their human flourishing. When it comes to children who are still forming and understanding their identities (and the characteristics that go along with their identity), we will work with them to navigate the uncertainty around them. Our aim is to help students align their understanding of themselves with the corresponding reality around them.

As this topic is heavily debated in our society at the moment, we believe that it is important to clarify how we as a school will address a few of the issues that we will inevitably deal with. While we recognize that this discussion can move over time, below are the guiding norms that we will work from at PHS related to the following topics: sex/gender, pronouns, sexuality, bathrooms, sports & extracurricular activities.

#### Sex/Gender:

There is much debate in some circles related to the phenomenon of decoupling a person's gender from their sex. While we understand that individuals might, at some point in their lives, choose to identify as a member of a gender class other than the one that aligns with their biological sex, we believe that this decision should not be made during childhood adolescence due to the individual's potential long-term consequences that cannot be undone. Additionally, the decision to identify as a gender that does not correlate to one's biological sex has an impact on other impressionable students in a school environment.

It is important to note at this point that as a school, we have a responsibility to care for the needs of individual students, while also respecting and understanding the diversity in the backgrounds that all of our students come from. This means that we will not be able to accommodate all of the preferences of each individual in the school. As it relates to an individual's sex/gender at PHS, we will treat each student according to the biological sex that they were assigned at birth.

#### Pronouns

At Prishtina High School, we consider a person based on their genetic makeup and the gender/sex assigned to them at birth. Males will be referred to as men/boys and the pronouns associated with the male gender (he, him, his, himself). Females will be referred to as women/girls and the pronouns associated with the female gender (she, her, hers, herself).

#### Sexuality

It is natural for individuals to experience sexual desires as a consequence of their maturation process and development. We believe that students should be properly educated about sex and their body's development. It is part of our school curriculum to teach about male and female physical development and procreation. Additionally, our curriculum encompasses a broader discussion of all consequences of sexual activity (including physical, mental, and emotional consequence). While we do discuss the topic of safe sex practices, we believe and teach that abstinence is the safest approach to sex for students at PHS.

#### Bathrooms, Sports & Extracurricular Activities

Bathrooms and locker rooms are assigned based on an individual's sex/gender. Therefore, male children will use the male/men's restrooms and locker rooms and female students will use the female/women's restrooms and locker rooms.

When participating in extracurricular activities and sports, students will be expected to participate with their own sex/gender unless it is a co-ed activity. For example, the girls football team is where all female students will compete and the boys football team is where all male students will compete.

For overnight trips, students are expected to remain with their assigned roommates, which will be of the same sex/gender after curfew.

## **8.6 Child Safety and Protection**

As part of the Oasis International Network Schools, PHS takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. The protection of children is the responsibility of every adult within OASIS. We expect staff to conduct themselves with utmost integrity and professionalism at all times and all PHS staff receive child safety training each academic year.

Working together we can create a safe, positive, and nurturing environment for children, protecting and safeguarding them to the highest standards possible. There is no intent, in any way, to usurp a parents' role as primary caregiver and guardian of their children. However, the responsibility of the parent, as well as the organization, is to provide a safe and secure environment for all children in our care.

As an organization OASIS is committed to:

- Valuing children and ensuring their safety in all locations and facilities where we are responsible to care for them.
- Encouraging and supporting parents.
- Ensuring that all staff involved with children are given support and training in child safety and protection.
- Complying with legal requirements in reporting as necessary.
- Keeping a strict policy of staff members not being connected to students on social media. All staff to student interaction outside of school must occur over school email, Google Classroom, or education-specific apps.

## **8.7 Threats of Self Harm**

Every expression of self harm or suicide, whether seemingly casual or serious, written or oral, with or without associated action, will be considered serious at Prishtina High School.

The school assumes the authority to act in the best interest of protecting the student while at PHS or at PHS related activity, but does not assume the full responsibility, authority, or liability of a parent.

### **Reporting Procedures**

Teachers and staff members are required to report all expressions of suicide or self harm or actions associated with these concerns. An oral report must be made immediately to the staff member's supervisor or a school administrator. The person reporting will follow-up with a written report to the Child Safety Leader. When such reports are made, the Child Safety Leader will contact the student's family to ensure that the child is safe even after leaving the PHS campus.

If the life of a student appears to be in imminent danger, the staff member or administrator will take immediate action to protect the life of the student. All staff members are authorized to take reasonable and prudent action.

## **8.8 Library Books**

PHS has two library sites, Elementary School Library which is located in the B Wing and the Secondary School Library which is located by the reception area of A Wing.

### Loan Books Policy

When you wish to take out/ return a book from the school library, it must be "checked out/ checked in" by the reception desk. This allows the school library to keep track of the location and availability of all library materials.

K-1st grade students can check out 1 book at a time for a 1 week period.

2nd – 6th grade students can check out 2 books at a time for a 1 week period, however they are able to renew their books if needed.

7th-9th grade students can check out 3 books at a time for a 1 week period, however they are able to renew their books if needed.

10th-12th grade students can check out 4 books at a time for 1 week period, however they are able to renew their books if needed.

Students are responsible for the materials used in the library or checked out. Do not loan or borrow checked out materials from each other.

There are no fines for overdue library books, however, students who do not return their books on the date they are due will not be allowed to borrow additional books until they are returned. Loss or damage to books will be compensated by the parents/students to the school.

## **8.9 Nondiscrimination**

Prishtina High School accepts students without regard to race, religion, color, national origin, disability, gender, sexual orientation, marital status, changes in marital status, pregnancy or parenthood. Tolerance and mutual respect are a major emphasis of the school community.

- Discriminatory acts will be disciplined. These include any threats, physical attack, the creation of a climate of hostility or intimidation, or communication in any form (by language, symbols or conduct) that is commonly understood to convey hatred or prejudice.
- If someone feels he or she has experienced or witnessed discrimination, that person should immediately inform a teacher, the division leader, the guidance counselor, the security manager, or another member of the school administration.
- The school policy is to investigate all discrimination complaints properly and thoroughly. The complaint and the terms of its resolution will be kept confidential.
- If discrimination is determined to have taken place, the administration will implement the necessary corrective action warranted by the circumstances, including but not limited to, reprimand, suspension or expulsion of the individual.

### **8.10 Contact during School Hours**

Parents should limit contact with their child during school hours. When parents need to communicate an important message to their child, the parents should contact the school receptionist. The message shall be communicated to the student as follows:

- When the communication is of an urgent nature (such as a death in the family or other crisis), the school will send the child to the Head of School or Guidance Counselor to receive the information immediately. The school will offer whatever assistance is suitable in this difficult time.
- When the message is less urgent (such as transportation concerning after school activities), the office will take the information and give it to the student in the break between classes. Please make sure the message is brief.

### **8.11 Use of Instructional Technology**

Using school owned technology is a privilege, not a right.

- **Technology is used to:**
  - Enhance and strengthen curricular objectives
  - Access information and resources
  - Improve the student learning process
  - Encourage critical and creative thinking
  - Promote interest in academic learning through technology
  - Promote interest in all technologies
  - Promote communication with other schools, the community and the world

#### **Usage Policy:**

Internet is provided on campus for PHS related activities.

- Use of PHS' technology, network, Internet and electronic mail (e-mail) is consistent with the educational goals and mission statement of PHS.
- Electronic networks provide students with a wealth of resources for learning, but also open up the possibility of encountering offensive material. PHS will endeavor to provide a safe and healthy on-line learning environment to all students. PHS has a Director of Information Technology who oversees the computer lab. PHS uses a Next Generation Firewall to block offensive websites and searches on inappropriate words and content.
- Although PHS does not monitor the content of the sites, PHS has the right to block access to any websites or take other action with respect to the material in its sole discretion.
- School technologies should be used only for legitimate academic purposes. Students must use school technologies responsibly or the right to use them will be revoked, and additional disciplinary action may be taken.

- Personal laptops may only be used for academic purposes throughout the school day with prior permission from the teacher and approval by IT. No computer may be used for playing games. *The school is not responsible for lost or stolen laptops, mobile phones or other electronic devices.*

- **Student Responsibilities**

- Inappropriate use of computers and other technologies includes unauthorized access to files not belonging to the student, tampering with security software or network privileges, logging onto the network with a fraudulent ID or password, using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying or downloading of files and/or pictures.
- Students will not use posts to promote or share personal information on RenWeb: websites, social media (Facebook, Instagram, etc.), chat rooms, telephone numbers, emails, etc.
- Students should not share their password or accounts with others
- Students should not try to access another user's account or other personal information
- Students should not misrepresent other users on an electronic account
- Students should not knowingly degrade the performance of the network. This includes mail bombs, viruses and worms, downloading of vast amounts of information, hacking into the system, and any other change in the system that hinders performance
- Students should not attempt to harm or destroy data belonging to another user or agency, internal or external
- Students should not alter the system software
- Students should not copy software onto any school computer. The only people who may install software are those specifically authorized by the Director of Information Technology or Divisional Leader to do so
- Students may download files onto a computer only after receiving permission in advance. Students may not download .mp3 music files, games or other forms of entertainment. Files will be removed by the school
- Students should not duplicate software for personal use
- Students should not use obscene language or access or send obscene material. Students may not participate in hate mail, harassment or nuisance communications
- Students must obey copyright laws, even if these laws are not enforced outside of the school environment. Information obtained electronically must be cited
- Students should not use the school network for financial gain or any commercial activity. Students may not make purchases from school, use the services for advertising or use the services for gambling
- Use of chat rooms is not permitted
- The school technology services should not be used for political lobbying
- Students can use teachers' computers only with teacher's permission
- Students are not allowed to use the PHS-WIFI wireless network. Students are allowed to use only the PHS-Students wireless network even if they know the password.
- Students are not allowed to sign in to RENWEB without teacher permission or to make any changes in RENWEB grades if RENWEB is accidentally open on a teacher account.
- Foods and drinks are not allowed in Computer Labs.
- Report any damage to equipment or software to a lab instructor.
- Report any suspected misuse of equipment or software to a lab instructor.
- Do not attempt to repair or disassemble any lab equipment.
- Do not install any hardware onto any workstation.
- Do not delete, alter, or damage a computer or one of its components.
- Do not use a computer or one of its components to disseminate copyright materials.

- Do not insert a virus into a computer or network.

### **Technology Misuse**

Abusing technology in one of the areas listed above will result in the temporary or permanent cancellation of those privileges and/or other disciplinary action. In addition, a student accessing the Internet from a school computer is responsible for all online activities that take place on the student's account.

### **Disclaimer of Liability:**

Oasis International Schools and PHS make no warranties of any kind, whether expressed or implied, for the technology service it is providing, and will not be responsible for any damages suffered as a result of network use. This includes loss of data resulting from delays, non-deliveries, unsuccessful deliveries, or service interruptions caused by the school's own negligence or user errors or omissions. Use of any information obtained through PHS' network is at the user's risk. Oasis International Schools and PHS deny any responsibility for the accuracy or quality of information obtained through their technology services.

### **Policy Changes**

1. PHS reserves the right to amend or modify the Technology Use Policy at any time during the current school year with changes not subject to written acceptance and/or agreement.
2. Notification of policy changes will be sent via school communication channels.

## **8.12 PHS Social Media and Student Privacy**

### **School Photos and School Social Media Publications**

Each student's photo is taken at the beginning of the school year in order to complete the students Renweb Information System.

Students' photos are taken at the school when there are school related activities happening within the class. In most cases the photos are posted in the school social media (e.g. science projects, school events, class photos, school trips, etc). All photos are reviewed by the School Social Media Committee before they are published.

### **Photos and Audio and Video Recording**

Phones, Tablets or other devices cannot be used on campus to take photographs or record video or audio of persons unless that use is in connection with approved instructional or co-curricular activities and the written consent of the subjects has been obtained. Students may not post audio, video, photographs or other representations of PHS activities or school personnel on any public media site without written consent.

## **9. Parent Expectations**

### **9.1 Parent Involvement**

Parents are primarily responsible for a students' education. Given this reality, PHS employs trained educational professionals to come alongside parents to provide expertise and assistance to families to educate and form their students over time. It is vitally important that the parent and teacher be in regular contact to discuss the progress of the student. Ultimately, we believe that we will succeed in helping our students flourish in proportion to the quality of the relationship between the parents and the teachers.

### **9.2 Campus Visits**

We are delighted to receive parents, friends, and prospective families as visitors when they schedule a meeting. The administrative offices will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus. Students with friends who would like to accompany them to school should seek advance permission from the principal and receive a campus visitor's pass for the day. Any such friends

should abide by all school rules and adhere to the PHS dress code while on campus. Some confirmation that the parents are aware of the student's visit is required.

### **9.3 Parent-Teacher Conferences**

Formal parent-teacher conferences occur twice a year: in the fall (after the first term) and in the spring (after the third term). They are recommended for every family but not required. Families that cannot attend on the arranged date for extenuating circumstances may request by contacting the teacher directly to schedule to meet with their child's teacher at another time.

Individually requested parent/teacher conferences are also encouraged but must occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet at least 24 hours in advance of the requested meeting. Faculty email information is available on the school's website ([www.prishtinahighschool.org](http://www.prishtinahighschool.org)). Members of the administrative team can be available for these conferences if so desired.

*While under special protocols and procedures related to disease mitigation (e.g. COVID-19) campus visits may be restricted to ensure student and staff safety and adherence to government regulations. Parent conferences may be conducted online if face-to-face meetings are not possible.*

### **9.4 PHS Parent & School Code of Conduct**

Prishtina High School considers it a privilege to have students. PHS does not take this privilege lightly and does this in cooperation with the parents. PHS believes that we act as an extension for the parents while students are at school. This means that during any interactions between parents and staff at PHS both sides must treat each other with courtesy and respect. This does not mean that there will be disagreements but at no time should either side make threats or intimidate the other side. If disagreements cannot be resolved with a positive outcome for the students then the parents always have the option to withdraw and PHS reserves the option to ask for the student to withdraw rather than continue in a failed partnership agreement with the parents.

At PHS, we are partnering with parents in the education of their children. In many ways, we are like a family, working together toward the growth and well being of all students. From time to time families will have misunderstandings and differences of opinions. However, in these differences, we ask that you support PHS staff in the decision making at PHS. Know that each decision is made with careful thought and consideration. We ask that you not only support PHS but one another. Please be considerate of other students and families as they are learning and growing as part of the PHS community.

### **9.5 Homework Help**

Each parent is expected to appropriately support and encourage the completion of his child's homework, until the child becomes self-reliant. If parents have any concerns regarding the quality or quantity of their child's homework, they are encouraged to contact the classroom teacher directly to discuss these concerns.

### **9.6 Addressing Concerns**

As concerns and conflicts arise, all PHS parents, students, faculty, staff, and administrators are expected to initially go privately and personally to the person(s) concerned with the genuine intent of resolution and restoration. When the concerned parties fail to resolve the conflict, there is a specific grievance process by which anyone may have their concerns heard. Below are the steps to address concerns at PHS:

1. Speak privately with the person(s) most directly involved. For concerns related to teachers especially, PHS administrators will not meet with parents until the parent has attempted to meet directly and privately with the teacher.
2. If a resolution is not attained in a private meeting, schedule a conference with the teacher and the supervising principal (within 10 days). The principal will have 5 days to respond and bring resolution.



3. If the issue is still unresolved, the parent (within the next 10 days) may request a third meeting which may include the director, the principal, and the teacher. The Director will have 5 days to respond and bring resolution.
4. If the issue is still unresolved, the parent may request a review by the OASIS Home Office on the issue. The problem should be submitted in writing to the OASIS Vice President of Leadership Development (VPLD).

Parents are expected to respect the policies and personnel of PHS, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the policies of PHS.

When working through conflict, each party should seek to understand the position from which the other party is viewing the situation. Communication should always remain professional and productive. If a conversation devolves into harmful accusations, demeaning tones, or personal attacks, the interaction should be deemed unproductive and the parties should either reschedule the meeting for another time and/or invite a mediator to join the conversation. Direct or indirect threats against PHS community members or the institution will not be tolerated in any way. PHS will take threats seriously and families may be expelled from the school immediately if students or parents engage in threatening behavior.

## 10. Glossary of Terms

- **Abusive language:** also known as verbal assault; writing or saying anything offensive or demeaning
- **Abusive gesture:** making any gesture with the intent to offend
- **Alcoholic beverages:** an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.
- **Bullying:** overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- **Cheating/ Plagiarism:** Talking during an assessment or attempting to look at the work of another person during an assessment or allowing another person to look at your work. Copying an assignment (either in part or whole) is considered cheating. Use of the material of another person without giving proper credit is plagiarism.
- **Computer misuse:** is defined as using a computer for anything other than RENWEB, unless a teacher gives permission to be on another website/program for a school activity.
- **Cutting class:** shall be defined as not being present for an unexcused reason in a required class
- **Detention:** a time after school hours in which a student must remain in school and perform work as a consequence of misbehavior. (Permanent detention is when a student is removed from class during school hours and must remain in a separate room and perform work as a consequence of misbehavior).
- **Discrimination:** making an unfair differentiation among people based on factors such as race, religion, color, national origin, disability, gender, sexual orientation, marital status, changes in marital status, pregnancy or parenthood.
- **Dress code violation:** occurs when a student is wearing an article of clothing that does not follow PHS guidelines
- **Drugs (Illegal substances):** a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamine, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), alcohol, anabolic steroids, nicotine, look alike substances such as Spice or K2, substances which are defined as controlled substances by law, and uncontrolled but intoxicating materials that may be sniffed or inhaled such as glue, spray paint, solvents or gasses.
- **Electronic device:** any device requiring a battery or electricity for use.
- **Forgery:** signing another person's name to a document or changing, altering, or removing any writing on a document to which a name has been signed.
- **Fighting:** physical contact between two people made in anger **OR** the appearance of anger being displayed between two individuals. Assault is verbal; Battery is when a person hits another person.

- **Gambling:** risking money or items of value on a game or the outcome of a situation.
- **Hall violation:** in a non-class area during class time without written permission
- **Harassment, verbal or physical:** repeated disturbing, pestering, or troubling another individual
- **Harassment, sexual:** The solicitation of sexual activity or reference to sexual themes in a manner the offender knows or should know is offensive to the listener or observer and which is repeated and/or threatening in nature
- **Insubordination:** Failure to comply with direction or instruction of a staff member or adult; refusal to work in class; refusal to report to the Administration as directed; failure to respond truthfully; refusal to hand over cell phone; refusal to hand over disrupted items
- **Late (tardy):** Failure to be in the classroom and at the student's desk when the bell rings
- **Littering:** leaving trash or other items in the classroom, on the floor, or anywhere on PHS property. This includes areas outside of the school such as the yard next door, parking area, school driveway, football field, etc.
- **Out of school suspension (OSS):** A consequence of misbehavior in which a student is not allowed to attend class or any school-related functions, including after-school activities or be on school property for a certain number of days.
- **Possession:** having an item on the student's person and/or inside any of his or her possessions including, but not limited to locker, school bag, clothing, or school materials
- **Parent teacher conference (PTC):** a prearranged meeting between a teacher and a student's parent(s) to discuss academic or behavioral matters.
- **School property:** Any part of the school grounds, buildings, equipment, furniture, materials, vehicles, the yard next door, etc., belonging to PHS.
- **Student teacher conference (STC):** a prearranged meeting between a teacher and a student to discuss academic or behavioral matters.
- **Trespassing:** entering areas on school property that is off limits, including but not limited to, rooms and construction areas.
- **Weapon:** any object whose design is meant for harm, damage, or destruction (guns, knives, etc), or any ordinary object a student misuses to do likewise.

**Contacts:**

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**Director of School Operations & HR:** Mr. Selim Kolgeci

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**Parent-Student Handbook Contract for 2022 - 2023**

We have read the PHS Parent-Student Handbook and agree to the policies, procedures and regulations explained herein, understanding their importance in the effort to create and promote a safe and encouraging environment for the students of PHS. We agree to support and cooperate with these policies.

Parent's Name: \_\_\_\_\_

1<sup>st</sup> Parent's Signature: \_\_\_\_\_

1<sup>st</sup> Parent's email address: \_\_\_\_\_

1<sup>st</sup> Parent's phone number: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

2<sup>nd</sup> Parent's Signature: \_\_\_\_\_

2<sup>nd</sup> Parent's email address: \_\_\_\_\_

2<sup>nd</sup> Parent's phone number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign the above agreement and return this page to the school office by Friday, September 9, 2022.**

PHS reserves the right to amend policies, procedures and regulations in this Handbook as needed without advance notice. Parents and students will be given prompt notification if changes are made.