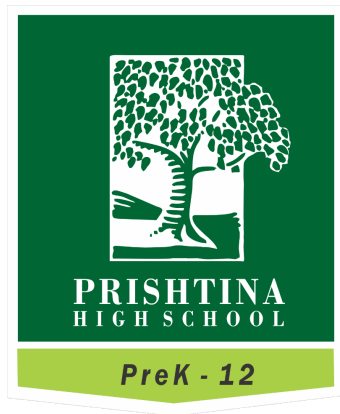


**PRISHTINA HIGH SCHOOL
2026-2027 ACADEMIC YEAR
PARENT-STUDENT HANDBOOK**



Where young people grow and thrive

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August 2026

Dear Students and Parents,

Welcome to the new school year at Prishtina High School. We are very glad that you are a part of this great community of educators, students, parents, and stakeholders 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 PreK-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 outline expectations that we have as a school so that we can all work towards achieving the goals of the institution. We find it best to communicate and cooperate with one another to create a productive learning environment for everyone. 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 and productive communication is key for a successful organization and we are always open to receiving constructive feedback.

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

Sincerely,

Mr. Randy Lounds, Head of School
Mr. Selim Kolgeci, Deputy Head of School
Mr. Scott Roley, Elementary Principal
Ms. Susan Sevey, Secondary Principal
Mr. Fitim Selimi, Director of Finance
Mrs. Janette Gashi, Director of Student Services

Where We Have Been

Prishtina High School was established by Kosovar and American families living in Kosovo in 2007. Americans wanted to help Kosovars establish an outstanding 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. 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 cooperation among community members and to guide productive interactions, this handbook has been designed to give students, parents, and staff a clear and concise statement of basic policies, procedures, and the philosophy of Prishtina High School. Although this handbook is not intended to be an exhaustive statement of rules, it should provide students and parents with answers to the main questions they have about the daily operations of PHS. 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 their responsibilities and thus better enjoy the privileges extended to them.

Prishtina High School is designed for students and families who:

- Value a structured and academically rigorous environment
- Are committed to consistent effort and personal responsibility
- Respect school policies and professional boundaries
- Seek preparation for international university pathways
- Are willing to actively partner with the school

PHS may not be the right fit for students who are not prepared to meet academic expectations, follow school guidelines, or engage in a respectful and cooperative school culture. The school reserves the right to determine whether it is the appropriate educational placement for each student.

The *Prishtina High School Parent-Student Handbook* 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, which form the code of conduct that is referenced in section 1.9 of the PHS Enrollment Contract for 2026-2027 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 11 different countries. Since its founding over 40 years ago, the OASIS International School's Network has created a legacy of academic excellence, prestigious college acceptance, and successful alumni.

1. WHAT PHS IS ABOUT

1.1 VISION

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

1.2 MISSION

The mission of Prishtina High School is to equip students to be responsible citizens and active learners by providing a university preparatory education program designed under the American curricular standards, 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 serving students in 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 Prishtina High 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, and LEARNING OUTCOMES

CORE VALUES: WINGS	
<u>Prishtina High School Students:</u>	
W: Worldchangers <i>Striving to be the change that PHS, Kosovo, and the world needs.</i>	● Contribute their time, energies, and talents to improve quality of life in our world ● Demonstrate positive attitudes and produce quality citizenship ● Intellectually engage comparable individuals on relevant topics and issues ● Apply critical thinking skills to life's problems ● Share messages, thoughts, ideas, and emotions through the written, digital, and spoken word to impact change
I: Integrity <i>Doing what's right just</i>	● Formulate positive personal values ● Understand values such as honesty, mercy, compassion, grace, and forgiveness ● Make responsible decisions

<i>because it's right even when no one is watching</i>	Take ownership of their own actions
N: Neighborly <i>Being kind and supportive, working together with others to achieve excellence.</i>	- Work collaboratively with diverse partners and appreciate the value of the team over the individual - Participate in activities that focus on helping others - Develop appropriate skills in personal and social relationships - Establish and accomplish effective goals with others - Foster, develop, and maintain relations within varied cultures and diverse settings - Respect and value all individuals regardless of circumstances or status
G: Growing <i>Striving always to improve as a learner and as an individual.</i>	- Create intellectual, artistic, practical, and physical products aiming to meet high standards - Know the necessary practices for healthy development - Identify, analyze, prioritize, and apply information - Use multiple disciplines and tools, including traditional methods and emerging technology, to find answers and solve problems - Convey messages clearly and accurately to others - Continue to learn throughout life
S: Self- Determination <i>Working hard and doing our best everyday knowing that hard work makes anything possible.</i>	- Define and take ownership of a personal worldview, including a clear understanding of truth - Consider the inalienable value and meaning of life - Formulate and pursue realistic goals - Assess their needs and apply appropriate strategies to learn identified concepts and skills - Display grit, determination, and responsibility for learning to prepare for their future - Evaluate progress and formulate a plan for success

Behavioral Expectations: SOAR			
S	O	A	R
Stay Safe	Own Your Choices	Aim High	Respect All

1.5 ACCREDITATION

Prishtina High School is fully accredited by Cognia, a leading US based accrediting agency that accredits 36,000+ schools around the world.

1.6 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 faculty, staff, and leadership team 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).

WHAT PHS EXPECTS: Academic, Attendance, Behavior

2. Academic Policies and Procedures

2.1 Curriculum

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

One way PHS analyzes the effectiveness of the curriculum is by examining standardized test score results (MAP testing, PSAT, AP exams, Matura). The administration 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.

2.2 Graduation Credits & Requirements:

A student must earn a minimum of 26 academic credits to graduate from PHS. Please refer below for specifics to track progress. During their senior year, students must be enrolled in a minimum of 4 full credit subjects 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.
- **Pass the MATURA Exam, the senior exam administered by the Ministry of Education.** This exam is required by the Kosovo Ministry of Education and 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 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 ACADEMIC REQUIREMENTS

To graduate in 2027, 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 Language for Kosovar nationals (9, 10, 11, 12)
(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 (Biology, Chemistry, 1 science elective option)
- ✓ 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
- ✓ One (1) credit of Senior Experience
- ✓ Additional elective credits to complete 26 credits total

*Higher-level math placement exempts students from one prerequisite course.

Transfer students' credits will be evaluated based on PHS graduation criteria and courses that were available at their previous school.

To graduate in 2028 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 Language for Kosovar nationals (9, 10, 11, 12)
(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 (Biology, Chemistry, Physics)
- ✓ 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
- ✓ One (1) credit of Senior Experience
- ✓ Additional elective credits to complete 26 credits total

*Higher-level math placement exempts students from one prerequisite course.

Transfer students' credits will be evaluated based on PHS graduation criteria and courses that were available at their previous school.

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 through the PHS Community Service Form to the PHS Registrar's office via email at csf@prishtinahighschool.org.

Students are encouraged to step outside of their comfort zones and serve in a variety of settings within the community. While the minimum requirement is 20 hours of community service per school year, students are encouraged to exceed this expectation. Many PHS students have completed hundreds of service hours throughout their high school careers. A strong record of community service is often viewed favorably by universities and scholarship committees.

Students are expected to develop a consistent habit of serving others by completing at least 20 hours of community service each year. Students have until the end of the first week of the new school year to complete any required hours from the previous academic year.

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 through PHS by August of the same year and formal transcripts and school documents will not be issued until all courses are completed.

For students who have unfulfilled financial obligations, they will be allowed to participate in the commencement ceremony, but formal transcripts and school documents will not be issued until all financial obligations are fulfilled. Additional situations that may cause seniors to be ineligible for participation in the commencement ceremony include high-level behavioral situations.

2.3 Valedictorian and Salutatorian

The class valedictorian is the student with the highest cumulative GPA based on the below criterion. The class 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 twelve (12) 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 at the end of the third term of his/her senior year will be the salutatorian.

- If a transfer student with less than twelve (12) credit hours has a higher GPA than the valedictorian or salutatorian, that student will be recognized as an honor graduate at commencement.

To honor the achievement of students who have a grade point average of 3.5 or higher, they will be recognized at graduation with golden academic honor cords.

2.4 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 - 19 credits

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 academic leadership team and will have a summer graduation (completion) date different from the May date of PHS commencement. 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 subject 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.

2.5 Grading Scale

EXPLANATION OF GRADES

<i>Grade</i>	<i>Percentage</i>	<i>U.S. Grade Points</i>	<i>Meaning</i>
A+	97 - 100	4.00	Excellent work, showing a mastery of course objectives. 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 that requires higher-level thinking and decision making.
A	93 - 96	4.00	
A-	90 - 92	3.70	
B+	87 – 89	3.30	Good work, showing substantial achievement of course objectives. 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	83 – 86	3.00	
B-	80 – 82	2.70	
C+	77 – 79	2.30	Acceptable work, showing basic achievement of course objectives. 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	73 – 76	2.00	
C-	70 – 72	1.70	

D+	67 - 69	1.30	Minimal Understanding. 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	63 - 66	1.00	
D-	60 - 62	0.70	
F	Below 60	0.00	Failure. 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	Incomplete. 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.

2.6 Honors and Advanced Placement Courses

Prishtina High School offers different types of courses 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, when available, Prishtina High School offers Honors and Advanced Placement (AP[®]) courses to high school students.

When instructors are available and there is sufficient student interest, honors courses might be 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.

When instructors are available and there is sufficient student interest, Advanced Placement (AP[®]) courses are offered to upper high school grade levels. Essentially, AP courses are college-level classes that are taken while still completing a high school degree. Advanced Placement (AP[®]) courses require an increased workload and greater critical thinking and application skills. It is common for Advanced Placement (AP[®]) courses to require additional projects and reading; as well as coursework assigned over breaks.

At the end of the school year, AP students are required to sit for that course's AP exam. The exams are scored on a scale of 1-5, with 5 being the highest grade that can be earned. In order to earn full college credit for the course, a student must score at least a 3 or higher on the exam. Many colleges and universities vary requirements and recognize different courses, with some asking for a minimum of a 4 on a given exam. The exams cover an overview of all the material taught throughout the course of the year, just as a final college-level exam would at the end of a semester.

The academic leadership 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 or AP courses, PSAT/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.

2.7 High School 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%

2.8 Retention & Progression:

2.8.1 Academic Difficulties

PHS students who do not master grade level content for their academic year will be required to meet with parents and school administration regarding academic intervention and further enrollment.

2.8.2 Failing Classes

At PHS any student in grades 6-12, who fails any class will be required to repeat the grade level unless they can show passing level mastery of the course material through an assessment. Students are provided with two opportunities to take assessments over the material from the failed course. The first assessment opportunity will typically be before the end of June and the second assessment opportunity will be in August.

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 FACTS, 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 60% D).

Students in grades 6-9 who fail three or more classes are not eligible for taking the retake assessments in these courses, but instead are considered to have failed that academic year/grade. If eligible, these students are required to repeat the grade which has been failed. Students in grades 10 - 12 who fail two classes are not eligible for taking the retake assessments for these courses, but instead are considered to have failed that academic year/grade. If eligible, these students are required to repeat the grade/credits which have been failed.

PHS monitors elementary (grades K-5) students' academic achievement closely to determine concept and skill mastery. These students who receive the equivalent of a failing grade in one or more subject areas and/or show below grade level mastery on standardized tests will receive an academic intervention notification and the school will meet with the student and parent to discuss the skills and concepts that need to be addressed in order to get the student to a typical grade level mastery.

2.9 Schedule Changes:

Students must have a full academic schedule unless arranged otherwise on an individual basis with the administration. 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.

The administration must approve all schedule changes. In order to receive approval, a request to add or drop a course must be made within the first week of the semester. In order for the change to occur, the student must

complete a Course Add/Drop Form and have it signed by relevant teachers, as well as the student's parents. The form should be returned to the guidance office before the assigned deadline. The student will be able to view his/her new schedule after the request has been processed.

Schedules for elementary and middle school students are set by the administration based on academic requirements. Course and grade level teacher assignments are typically created in the spring of the previous school year due to several layers of coordination required. If a student or parent has a request related to the class section a student is placed in, they should communicate this request to the school leadership as soon as possible via email, but any change request must be submitted as a formal request via email to the school leadership before the end of the first week of school. A formal change request email must include detailed reasoning for the request. In order for a request to be fully considered, the student must already be re-enrolled for the upcoming school year. It is important to note that submission of a change request does not guarantee a change will be made because there are many factors that go into making class lists and designing schedules.

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:

- All schedule changes must be made within the first week of the semester by filling out and submitting the Course Add/Drop Form.
- All changes are subject to available space and approval of administration.
- Students enrolled in a yearlong Advanced Placement course will not be allowed to drop the second semester of the course; the only potential exception to this would be a student receiving a failing grade in the first semester of the course.
- Students who voluntarily drop a course after the 3rd week, will receive a withdrawal pass (WP) or withdrawal fail (WF) recorded on their transcript.
- If a student drops or adds a class during the second semester, a half (0.5) credit will be given for the class taken in the first semester (if a passing grade was earned) and a half (0.5) credit will be awarded for passing the second semester class.

2.10 Specialized Course/Credit Policies

Sequential Courses

Certain courses within our school curriculum are progressive and 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, German 1 followed by German 2, Algebra 1 followed by Geometry, etc.

Advanced Placement Courses

Each year there are specific Advanced Placement courses offered in onsite classes with PHS teachers and staff. Additionally, there will be some Advanced Placement course options available via Northstar Academy, which is an online affiliate school. Advanced Placement courses are university level courses with rigorous requirements and specific, firm deadlines related to scheduling, test registration, and exam dates. All students who are scheduled to take Advanced Placement courses must take the corresponding AP exam. There will be an additional cost component required for enrollment in Advanced Placement courses and registration for AP exams.

Independent Study Courses

Independent study courses may only be taken if there is no other option in order 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 transcript is evaluated to determine the high school credits earned elsewhere that will transfer and be applied to PHS graduation requirements. Transfer credits are accepted and applied to PHS issued transcripts upon administrative approval based on course time fulfillment and objective overview of courses. However, grades earned at previous schools are not included in the student's PHS transcript.

When calculating the student's cumulative grade point average, only courses taken at PHS or OASIS affiliated schools will be factored into the final calculation. This policy ensures that GPA reflects only the work a student has completed here, under our school's academic standards, grading scale, and course expectations. Grading systems can vary widely between schools—even for the same course—which means it would be unfair and inaccurate to include outside grades in our GPA calculations.

Additionally, when applying to colleges, transcripts from previous high schools may be required to be submitted separately by certain universities.

Credit Recover

If allowed, 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 administration will determine if the credit recovery course is necessary, what course will be accepted, and they will assist the student's family with questions about 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. 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. 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.

2.11 Homework

Homework is an important component of the instructional program at Prishtina High School and is a common expectation within an American-style academic environment. PHS strives to assign homework that is purposeful, meaningful, and supportive of student learning, while also recognizing the importance of maintaining a healthy balance that allows students time for family, relationships, extracurricular involvement, and personal growth 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, incomplete, or missing homework assignments may be required to attend after-school detention to complete their homework and may receive reduced scores within the course grading system. Detentions for the purpose of completing homework may be assigned at the discretion of the teacher and/or principal.

Students who miss classes or accumulate multiple absences are expected to complete all missed coursework in a timely manner. This work may need to be completed at home, through scheduled academic support sessions, or in detention after school if the student is not proactive in completing the work.

The amount of time students spend on homework will vary depending on the individual student, course selection, academic needs, and involvement in extracurricular activities. Students who feel overwhelmed by homework expectations are encouraged to communicate with their teacher and, if needed, the school principal so that appropriate support and guidance can be provided.

At the elementary level, homework expectations are determined on a classroom-by-classroom basis and are designed to support foundational academic skills, reading development, and home-school communication.

Teachers are encouraged to assign major projects and assessments with reasonable advance notice in order to help students develop effective planning, organization, and time management skills. Students enrolled in Advanced Placement (AP) and honors-level courses should expect a more rigorous workload and a greater amount of homework than in standard academic courses. Homework assignments and due dates will be communicated clearly to students.

The following guidelines represent the average amount of homework students may expect outside of the school day, in addition to independent reading requirements:

- **Grades 6–7:** Approximately 60–70 minutes per day
- **Grades 8–9:** Approximately 1 to 1.5 hours per day
- **Grades 10–12:** Approximately 1.5 to 2 hours per day

Please note that teachers often provide students with time during class to begin homework assignments, ask questions, and receive additional support.

2.12 Assessments

Classroom Assessment

Teachers at PHS use a combination of classroom exercises, homework, projects, research papers, tests, 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.

Standardized Testing

All students in first grade through tenth grade take standardized tests (MAP Math, Reading, and Language Usage, or another standardized test) 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.

Tenth and eleventh grade students will take the PSAT instead of the MAP test. Tenth grade students will take the PSAT in March of their sophomore year. Eleventh grade students will take the PSAT/NMSQT in October of their junior year. This will allow for a clear indicator of their preparation for the SAT and will also allow students with US citizenship to be eligible for the National Merit Scholarship. A portion of the 11th grade College & Career Readiness course will be SAT preparation based on student results on this standardized assessment.

Advanced Placement Exams

Advanced Placement courses are taught according to the curriculum layout provided through the College Board. Each AP course has a corresponding end of course exam held during the month of May. All students enrolled in the course are required to take the exam. Students enrolled in these AP courses will join an AP Classroom through the College Board website and be registered for the AP exam. The cost of these AP exams will be added to the invoice of each individual family.

National Exam

The MATURA Exam is an exam administered by the Ministry of Education of Kosovo, and is generally offered in Albanian. International students who are not academically capable of taking the assessment in Albanian are able to request an English version or a translator for taking the Matura exam. Requests should be made to the PHS registrar's office, who will communicate with the Ministry of Education. Successful completion of the exam results in the formal recognition of a student's education as well as eligibility for university enrollment.

High School Finals

Semester 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. Semester final dates are included in the school calendar provided at the end of the previous academic year.

It is important that students get plenty of rest and eat well before taking exams. Teachers are likely to provide review for exams; however, students are expected to study for them as well. If a student does not take the final semester 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.

Additionally, there are likely to be alternative schedules for secondary students during major exam weeks. The school principal will communicate the schedule and expectations as exam week draws near. However, every student should expect and plan to be on campus to take exams during the exam weeks. Requests should not be made to be excused from midterms or finals, nor should a request be made to take them early.

2.13 Make-up work for Absences

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.

Students who are absent are required to make up the work missed in each subject. If a student has an excused absence from school, the student will receive one (1) school day for every day they are absent to complete work that was missed for full credit. 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 not an excuse for not doing work missed.** 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.

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 may be deducted at the discretion of the teacher.

Students who have excessive absences will be addressed by the Dean of Students. In the event that a student misses more than one week of school in a span of time, the teachers and principal will work with the student to provide deadlines for making up missed work.

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.

All high school 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.

2.14 Missing and Late Work

Teachers assign a variety of types of assignments and assessments for students to practice and monitor learning and mastery of skills. Some of these assignments, activities, and items are graded and some are not. All assignments done in class and assigned for homework have specific deadlines and due dates provided by the teacher. When students do not submit assignments or assessments on time, these assignments are labeled as missing. Assignments that are missing can be submitted for up to five (5) school days after the original due date, however, the potential grade earned for the assignment will decrease by 10% each day.

Incomplete:

Incompletes will only be issued for legitimate make-up work at the discretion of the principal as defined above, but 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 or semester grade will be calculated and issued.

2.15 Grade Reports

FACTS Online School Information System For Grades K-12

Prishtina High school uses the FACTS SIS Online program to communicate with parents about student grades, attendance records, and personal information.

Getting Started

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

- New families are asked to complete and submit a request form to obtain a FACTS login as part of the enrollment process.
- The IT department will create the account and FACTS 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 FACTS account, go to the school website: www.prishtinahighschool.org and click on the "Parents Web" button and select FACTS. *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) 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 FACTS and will have their own accounts and secure passwords.

Using FACTS

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

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

Parents are advised to check grades at least twice per month. Generally, 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 child's actual grade.

Attendance is traditionally 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 FACTS

- Questions about FACTS login, passwords, or other access information should be emailed to the IT department (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 or Dean of Students.

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.

2.16 Release of Student Records

Administration may release records to parents or forward them to a school in Kosovo or outside Kosovo with a written request by the child's parent or guardian or by the student who has reached the age of majority. Records will only be released after school resources are returned and all fees are paid.

2.17 Academic Probation

Any middle or high school student who has an overall GPA for the previous 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 placed on academic probation are ineligible for school activities such as athletic teams, Student Government, Model UN, etc. for the following term. Academic probation will be determined at the conclusion of every term and will 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 the academic year to determine if PHS is the proper placement for them. Students may not be eligible to re-enroll at 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 and important assignments and assessments written in his/her planner and signed by a designated check-in teacher and the academic principal.
- Meet with someone for a study skills session (an extra time commitment for the student).
- Attend after school tutoring sessions with teachers during the week (extra time commitment for the student).
- Hire an individual tutor (at the expense of the student) for those subjects in which the student is performing poorly.

2.18 Transcripts

Transcripts and other supporting documents may be requested through the Registrar's office. Please allow 5 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 Registrar's office. Current students will not be charged a fee for this service. Graduates and former students will be charged 5 euros. The individual's student account must be in good standing before the transcript will be released. Final transcripts for graduates are traditionally available after June 15th and are dependent upon the scheduling of the Matura Exam by the Ministry of Education.

ACADEMIC INTEGRITY

2.19 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 also hinders student assessment and impedes appropriate feedback necessary for academic growth. Additionally, 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. It 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 also 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 or improperly paraphrasing someone else's ideas and submitting them as your own without appropriate reference.

- Presenting the work of tutors, parents, siblings, friends, artificial intelligence 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 properly reference any research material consulted and used in your project.

Cheating includes but is not limited to:

- Copying, 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 should make every effort to ensure 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.
- Sending unauthorized digital messages to other students on assessments.
- Talking without permission when a test, exam, or quiz is being administered is considered cheating.
- Using nonverbal communication to indicate correct or incorrect answers (hand signals, noises, etc).

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 FACTS 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.**

Usage of AI-Based Tools for Assignments and Homework

PHS students are explicitly prohibited from using artificial intelligence (AI)-based tools such as ChatGPT and other tools to generate, complete, or write academic work that is submitted as their own, including assignments, essays, math problems, and homework. This includes, but is not limited to, using AI-powered writing assistance, automated problem solvers, and algorithmic content generators.

This is because academic integrity requires that students do their own work and not plagiarize or cheat. Using GPT or similar tools to generate text for assignments would likely be considered a violation of academic integrity. It's important for PHS students to understand and follow the academic integrity guidelines set by PHS and/or their respective class teacher.

Prishtina High School employs sophisticated plagiarism detection tools and experienced teachers to ensure the authenticity of student work. These tools are in place to identify instances of unauthorized collaboration or the use of external sources beyond acceptable limits. PHS teachers are also familiar with student work ability and aware of reasonable growth and development in specific frames and utilize their expertise to determine when Is work is inauthentic.

PHS uses **Turnitin as its official plagiarism-detection and academic integrity software**. Papers and other written assignments submitted through Turnitin, including the **Turnitin AI Writing Detection** feature when applicable, are considered official sources of information in the review of academic work. Turnitin similarity reports and AI Writing Detection results will be taken into account when determining whether submitted work may be inconsistent with a student's own work or may constitute an academic integrity violation.

Turnitin results will be considered together with other relevant evidence and professional judgment. Teachers and school administrators may also consider the student's previous work, writing style, demonstrated abilities, classroom performance, the nature of the assignment, sources used, and other relevant information when determining the authenticity of submitted work.

PHS students are expected to submit work that accurately represents their own knowledge, effort, and abilities and to follow all teacher instructions regarding the appropriate or permitted use of AI-based tools.

The progressive consequences for cheating which will be recorded in FACTS are:

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 60% 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 FACTS.

Incident #2:

Parental notification, a zero for the assignment, and after school 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 FACTS.

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 likely result in non-renewal of the student's contract.

Writing is a learned process and develops through practice and instruction over time. Teachers recognize that not every attempt of academic dishonesty is an intentional attempt to present another person's idea as one's own. PHS will take proactive measures to inform and teach learners preventative measures. We recognize a "teachable moment" rather than a "gotcha" approach can prevent future acts of academic dishonesty. Therefore we will implement a progressive process based on student understanding of the writing process, citation rules, MLA format requirements, and PHS expectations.

The progressive consequences for plagiarism which will be recorded in FACTS are:

Middle School (grades 6-8) -

Incident #1:

The teacher will counsel the student and discuss the areas identified as plagiarism. Parents will also be informed about the situation and adjustments. The student must correct the plagiarized components of the assignment outside of class time (during lunch, before/after school) in the presence of the teacher or another staff member.

Incident #2:

The student must completely re-write the assignment during after school detention in the presence of the teacher or another staff member. Parents will also be informed about the situation and the assignment will receive a 20% grade deduction.

Incident #3:

The student must re-write the assignment during after school detention in the presence of the teacher or another staff member. Parents will also be informed about the situation and adjustments and the assignment will receive a 40% grade deduction.

Incident #4:

The student must re-write the assignment during after school detention in the presence of the teacher or another staff member. Parents will also be informed about the situation and adjustments and the assignment will receive a zero in the gradebook.

Any incidents beyond the 4th incident, will receive a zero on the assignment grade. The student will be required to attend an after school detention and complete the replacement assignment in the presence of a PHS staff member. Students who reach this level of repeated issues with plagiarism will be required to attend a meeting with the principal and at least one parent. It is likely that students at this level of infraction will be placed on academic probation and their invitation to return to PHS may be in danger of being revoked.

High School (grades 9-12) -

Incident #1:

The student must re-write the assignment during after school detention in the presence of the teacher or another staff member. The assignment will receive a 20% grade deduction.

Incident #2:

The student must re-write the assignment during after school detention in the presence of the teacher or another staff member. The assignment will receive a 40% grade deduction.

Incident #3:

The student must re-write the assignment during after school detention in the presence of the teacher or another staff member. Parents will also be informed about the situation and consequences and the assignment will receive a zero in the gradebook.

Any incidents beyond the 3rd incident, will receive a zero on the assignment grade. The student will be required to attend an after school detention and complete the replacement assignment in the presence of a PHS staff member. Students who reach this level of repeated issues with plagiarism will be required to attend a meeting with the principal and at least one parent. It is likely that students at this level of infraction will be placed on academic probation and their invitation to return to PHS may be in danger of being revoked.

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 on assessments.
- 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 the 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. The student is expected to follow all classroom assessment expectations.

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 FACTS. If copying homework is detected as a repetitive behavior, a student will be placed on academic probation.

2.20 Use of Technology

Technology Statement

Technology is a wonderful and helpful tool that we are fortunate 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 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.
- There is a difference between providing information, knowing how to use information, and applying information to a situation. School assignments are often designed to not only ensure students know the information, but can also use and apply the information appropriately. Technology may hinder this goal and should only be used with specific teacher permission on assignments during class.
- 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.

Responsible Use of Technology

At Prishtina High School we believe in fostering a safe and respectful learning environment for all students and staff members. The use of technology is an integral part of modern education, offering opportunities for enhanced learning experiences. However, it is important that this technology is used responsibly and ethically. Students are expected to adhere to the following guidelines to ensure the appropriate and responsible use of technology within our school community.

Prohibited Activities

Students are explicitly prohibited from engaging in any of the following activities:

- **Misuse of Personal Information:**
 - Using other people's email addresses, contact information, or personal data to create fake accounts or profiles on social media platforms, engaging in cyberbullying, or engaging in any other malicious activities is strictly prohibited.
 - Collecting and sharing personal information of another individual without their consent is strictly forbidden.
- **Hacking and Unauthorized Access:**
 - Attempting to hack, gaining unauthorized access to school systems or networks, or using any form of hacking tools to compromise the integrity of technology resources is strictly forbidden.
 - Using staff computers or attempting to access school information system platforms such as FACTS, Google Mail accounts, Shared Drives and Files or Google Classroom accounts is strictly forbidden.
- **Email Phishing:**
 - Engaging in email phishing, attempting to deceive individuals into revealing personal information, or spreading malware via email is strictly prohibited.
- **Unauthorized Software Activities:**
 - Attempting to install suspicious software, malware, or unauthorized applications on PHS school computers or attempting to uninstall school-approved software is not allowed.
 - Usage of VPN software on school computers is strictly prohibited.
- **Use of Hacking Tools:**
 - The use of hacking tools or software designed to exploit vulnerabilities in computer systems or networks is strictly prohibited.

Consequences of Violations

Any student found engaging in the aforementioned prohibited activities will be subject to disciplinary action in accordance with the school's code of conduct. In most cases the actions or behaviors mentioned above are considered at a minimum of a Level 2 infraction, but more commonly would reach a Level 3 infraction and the consequences will correspond to the severity of the circumstance. Depending on the severity of the violation, consequences may include, but are not limited to, detention, suspension, loss of technology privileges, expulsion, and involvement of law enforcement if deemed necessary.

Reporting Violations

Students, parents, and staff members are encouraged to report any instances of suspected technology misuse or violations of these guidelines to the school administration. Timely reporting helps maintain a safe and secure digital environment for everyone in the school community.

Digital Citizenship Education

At Prishtina High School we prioritize educating our students about responsible digital citizenship. Students will receive instruction on the ethical use of technology, online safety, and the potential consequences of inappropriate digital behavior. We aim to empower students to make informed choices when using technology and to understand the importance of respecting the rights and privacy of others.

By adhering to these guidelines, students contribute to a positive and secure technological environment that promotes learning and collaboration.

3. Attendance Policies and Procedures

Regular attendance at school is critical for both individual students as they strive to reach their highest potential as well as the collective class as chronic absences disrupt the learning environment. 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. Therefore, whenever possible, parents should try to avoid scheduling activities and appointments during school hours. 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. **All absences must be reported daily to reception@prishtinahighschool.org with an explanation for the absence.**

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 or gym. Breakfast will be served from 7:30 - 7:55 every morning in the cafeteria. Students will be released from the gym 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 15:20 or depart the school when dismissed to walk or take public transportation home. During the school week, the campus is closed to unsupervised students after 15:30. If any students are not picked up by 15:30, they will be required to wait at reception. 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 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 authorize the checkout of a student from school if the student is leaving the campus before the end of the school day. An authorized adult of elementary or middle school students (kindergarten - eighth grade) must come in person to the reception desk and sign the check-out sheet prior to leaving the school campus.

Parents of high school students may call or email reception to give permission with a reason 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 teacher. The receptionist will mark on the FACTS record whether the absence is excused or unexcused based on the guidelines outlined in the next section.

Students requesting to leave school early due to illness must first be seen by the school nurse. Once an evaluation has been completed, the school nurse will communicate with the student (and family when necessary) the medical recommendation. The family will then be asked to make the final decision regarding leaving school early.

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 10:00am. 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 (or ten cumulative days in one semester), a medical certificate (doctor notes) is required upon the student's return to school.
- B. Death in the family:
 - When possible, the parent or someone authorized by the family 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 tests and quizzes.
 - 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 doctor's office certifying the absence. As per requirements of the Ministry of Education, only doctors that have an up-to-date medical license working in a certified healthcare facility will be accepted.
 - 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 Dean of Student 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 Dean of Students. The Dean of Students 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. School Approved Trips and Events:

- In cases where there is an academic field trip, an athletic event, or an extracurricular activity approved by school administration, students will receive an excused absence and be able to make up all related coursework for full credit.

G. In cases where a student is given a suspension, then he/she is absent from school at the direction of the administration and should be considered excused.

Examples of Unexcused Absences:

- | | |
|---------------------------|----------------------|
| ● Truancy | ● Birthday |
| ● Missing the school bus | ● Gainful employment |
| ● Shopping | ● Family trips |
| ● Skiing, attending games | ● 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.

If a high school student accumulates **thirty (30)** 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 **ten (10)** absences, parents will be notified.
- When a student has accumulated **fifteen (15)** absences, a parent conference will be held to create an individualized plan for the student's success.
- 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
- At least one day of In-School-Suspension

3.4 Pre-Arranged Absences

Parents need to inform the school of any planned absences that are three (3) or more days by completing the Pre-Arranged Absence Request Form. **This form must be submitted at least one (1) week in advance.** The request for these anticipated absences to be excused will be evaluated for approval by the Dean of Students. Students are also responsible for informing their teachers by completing the Pre-Arranged 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 should 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 Athletic Director and Director of Students Services or sponsoring teacher will issue student lists based on parental consent. The students will still need to complete the Pre-Arranged Absence Teacher Notification Form, which will ensure that they are aware of all missed work and activities.

3.5 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. ***Travel distance from home to school and carpools are not excuses for consistent tardiness.*** 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 FACTS regardless of the class period. If a student accumulates five (5) total Unexcused Tardies, regardless of the period, the student will be given a Level 1: Tardiness behavioral write-up, which corresponds to one demerit. In the instance of a deliberate and flagrant violation of this policy, more serious consequences will be assigned. 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:

5 Tardies	Level 1: Tardiness, 1 demerit	Dean of Students
10 Tardies	Level 2: Tardiness, 2 demerits	Dean of Students
15 Tardies	Level 2: Tardiness, 2 demerits After School Detention Final Attendance Warning	Dean of Students
20 Tardies	Level 2: Tardiness, 2 demerits After School Detention Attendance Referral Meeting	Dean of Students Administrative Team

ES Policy

- 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 Elementary Principal .
- The Elementary Principal 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.

4. Behavior Policies, Procedures, and Positive School Culture

Conduct Grade		
E	Exemplary	No behavior events No demerits
O	Outstanding	No more than one (1) Level 2 behavior event, No more than five (5) demerits. No suspension.
A	Above Satisfactory	No more than two (2) Level 2 behavior events. No Level 3 behavior events. No more than ten (10) demerits. No suspension.
S	Satisfactory	No more than four (4) Level 2 behavior events. No more than one (1) Level 3 behavior event. No more than fifteen (15) demerits. No more than three (3) days of in-school suspension
N	Needs Improvement	No more than six (6) Level 2 behavior events. No more than two (2) Level 3 behavior events No more than twenty (20) demerits. No more than five (5) days of out-of-school suspension.
U	Unsatisfactory	More than six (6) Level 2 behavior events. More than two (2) Level 3 behavior events More than twenty (20) demerits. More than five (5) days of out-of-school suspension.

***More than ten unexcused absences move conduct grade down one category.

**More than twenty unexcused absences move conduct grade down two categories.

*More than thirty unexcused absences move conduct grade down three categories./

Prishtina High School is a learning community where every member plays an important role in creating a positive environment for learning and growth. The expectations at PHS are designed to support student success and foster a culture of trust, responsibility, and mutual respect.

To help guide student behavior, we encourage all students to follow our four core expectations:

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

These principles provide a framework for developing self-discipline, personal responsibility, and positive community relationships. At PHS, we believe in trusting students to make good decisions and to contribute positively to our school community.

These expectations also remind us to avoid behaviors that may:

- * Cause physical harm to others
- * Create emotional distress or psychological harm
- * Disrespect the beliefs, values, or dignity of others
- * Interfere with teaching and learning
- * Disrupt the school environment or create unnecessary difficulties for others

Each student has the primary responsibility for following the PHS Code of Conduct. This responsibility can be summarized by a simple principle:

"Treat others the way you would like to be treated."

Our goal is to maintain a safe, supportive, and encouraging environment where all students can thrive academically, socially, and personally. We encourage every student to act with integrity, demonstrate respect for others, and contribute positively as a member of the PHS community.

PHS also aims to recognize the students who are growing and aiming high to meet our school's core values, WINGS:

World Changers - Striving to be the change that PHS, Kosovo, 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.

Growing - Striving always to improve as a learner and as an individual.

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

The Eagle Pride Award is part of the Positive School Culture. Each month, teachers and staff nominate students to receive the Eagle Pride Award. This award recognizes those who exemplify our WINGS core values throughout the month. From these nominations, one student from Kindergarten, 2nd - 4th grade is selected, and 2 students from 1st, and 5th to 12th grade at our school are selected to receive the Eagle Pride Award for that month.

Any student with academic integrity violations, with 2 level 1 behavior violations or one level 2 or level 3 behavior violation within that month, will not be considered for the award.

4.1 Foundational Behavior

Students are expected to treat others, school property, and the learning environment with respect and care. Each student is encouraged to come to school prepared to learn and contribute positively to a safe, supportive, and diverse community.

Being prepared for learning includes bringing appropriate materials to class, participating actively, staying organized, and helping maintain a positive environment where everyone can learn and grow. Students are also expected to demonstrate respect for the physical spaces and shared environments of our school.

General School Guidelines

To help maintain a safe and positive learning environment, students are expected to:

1. Walk safely in hallways and stairwells.
2. Treat fellow students with kindness and respect, including respecting their personal belongings.
3. Respect and care for school property and facilities.
4. Keep personal belongings secured in lockers and lock lockers when appropriate.
5. Clean up after themselves in classrooms, hallways, the cafeteria, and other shared spaces.
6. Stay away from balcony ledges and other restricted areas.
7. Refrain from using elementary playground equipment unless authorized to do so.
8. Use appropriate voice levels in classrooms, hallways, restrooms, the cafeteria, and other school areas so that learning is not disrupted.

Classroom Expectations:

We believe that mutual respect, personal responsibility, and positive relationships are essential to learning and character development. Our teachers work to create classrooms that are structured, supportive, and conducive to learning for all students.

We encourage students to develop self-discipline, make responsible choices, and take ownership of their learning and behavior. Classroom expectations and procedures will be clearly communicated, posted when appropriate, reviewed regularly, and outlined in course syllabi.

4.2 Insubordination

All PHS personnel, including administrators, teachers, substitute teachers, instructional assistants, receptionists, school 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 PHS personnel. 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 or as directed by the staff member. 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.

4.3 Appropriate and Inappropriate Behaviors

The following is a general list outlining appropriate behaviors for 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 students to uphold these guidelines:

- Students should 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 should promote high quality work, honesty, and integrity.
- Students should refrain from cheating, attempting to cheat, or plagiarizing.
- Students should 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.
- Students should not threaten or cause physical harm to another student or staff member in any way.
- Students should 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.
- Students should not bring prohibited items on the school campus or at school-sponsored events.
- Students should show respect for all students, parents, visitors, and staff members.
- Students should not damage, deface, or abuse school property.
- Students may not use the elevator unless there is a medical reason for which permission has been granted in writing by the school nurse.
- Students should maintain an orderly school environment. Students should walk quietly within the school.
- Students should show school pride by keeping the campus neat and clean. Students should throw litter in the garbage bins.
- Students should not eat during class, unless planned by the teacher as part of the curriculum.
- Students should not engage in public displays of affection.
- Students should not use personal electronic devices during class unless the teacher permits use for an instructional purpose during that class period. 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, no students should be skateboarding, rollerblading, or similar activities on school grounds.
- Students should not be unsupervised on campus after 15:30. Students who have after school activities or tutoring should be with the adult who is supervising that activity until the activity is finished and should then go directly to reception to wait to be picked up.

Classroom Conduct:

Classrooms are learning environments where students and teachers work together to achieve academic success. To maximize learning and make the best use of instructional time, students are expected to follow classroom expectations and contribute positively to the learning process.

Teachers will establish classroom procedures and expectations that support a safe, respectful, and productive environment. Students are expected to cooperate with these expectations and respond appropriately to staff guidance and direction.

General Expectations:

- Show respect for teachers, classmates, and the learning environment.
- Take responsibility for their actions and learning.

- Listen attentively and follow directions.
- Remain focused and engaged during class activities.
- Keep your hands, feet, objects, and off topic comments to yourself at all times.
- Support the learning of others by avoiding behaviors that distract or disrupt the class.
- Come to class prepared with the necessary materials and assignments.
- Participate actively in learning activities and discussions.
- Raise your hand to speak unless that teacher has invited open discussion.
- Remain in the class until dismissed by the teacher.
- When leaving a classroom, push in your chair, clean up your area, and leave in an orderly manner.
- Bring only water into classrooms unless otherwise approved by a teacher or administrator

Students in Hallways and Bathrooms during Class:

- Students should remain in class unless they have permission from their teacher to leave for an approved purpose. Teachers may use hall passes or written notes to document permission when appropriate.
- During breaks and lunch periods, students are expected to remain in designated supervised areas unless they have received permission from a staff member to be elsewhere. This helps maintain safety and minimizes disruption to classes that may still be in session.

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.
- Do not leave a mess.
- 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 before they leave the cafeteria.

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.

Students should only eat in the designated areas (i.e. cafeteria) and at the designated times (i.e. breakfast, lunch). Students cannot eat snacks, food, or soda/drinks during class unless given permission. Only water is permitted to be consumed outside designated areas.

General Expectations:

- Show respect
- Use your best manners
- Stay in one location to eat until dismissed
- Clean up after yourself
- Also clean up after others if you see that you can leave the area better than you found it

Elementary Guidelines -

- Students will wait in line to receive food and drinks
- Students will eat in the cafeteria at a table with their class and follow the SOAR

- expectations posted in the cafeteria.
- 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 will limit the number of students leaving the cafeteria during lunch time

Middle & High School Guidelines -

- Students will wait in line to receive food and drinks without cutting in line
- Students should be in the supervised areas during lunch and break times
- 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 will limit the number of students leaving the cafeteria during lunch time
- Students will be required to be in the cafeteria for the first ten minutes of lunch time before recess areas are open for options.

Playground Expectations:

The playground equipment is designed for use by elementary school students (PreK through 5th grade). To help ensure student safety and preserve the equipment, middle and high school students should not use the playground unless participating in a school-sponsored activity under the direct supervision of a staff member. For safety reasons, the swing set is designed for younger children and has a recommended weight limit of 23 kg (50 lbs). Students who exceed this limit should not use the swings, as doing so may result in damage to the equipment and may increase the risk of injury. Students are expected to use all playground and recreational equipment safely, follow staff directions, and demonstrate respect for others while participating in outdoor activities. 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 ensure that recess and outdoor activities are safe, enjoyable, and inclusive for all students the following expectations have been established to help ensure that everyone can play, socialize, and participate in a positive environment.

Students are expected to:

- Walk safely to and from designated recess areas.
- Enter and exit the playground areas through the designated gates.
- Obtain permission from the teacher on duty before leaving the playground.
- Remain in areas supervised by staff.
- Use playground equipment, sports equipment, and recreational materials safely and appropriately and return all equipment/materials to the designated space.
- Include others and allow everyone the opportunity to participate in games and activities.
- Treat others with kindness and respect at all times.
- Wait patiently and take turns when using equipment or participating in activities.
- Follow directions given by staff members promptly.
- Report injuries, safety concerns, or problems immediately to the staff member on duty.
- Line up right away when the signal is given by the supervising staff member.
- Do not climb trees or unauthorized items that are on the playground.
- Throw trash in a trash can and help keep the playground clean.
- Always wear appropriate footwear on the playground, courts, and fields.

For safety reasons students may not:

- Engage in real or pretend/play fighting
- Participate in tackle sports or unsafe physical play
- Jump off of playground equipment
- Climb trees, fences, or other unauthorized structures.
- Use equipment in a manner for which it was not designated.

When playground expectations are not followed, staff members will work with students to help them make better choices and maintain a safe environment for everyone. Depending on the situation, responses may include reminder, redirection, a temporary loss of privileges, a supervised break from activities, parent communication, or other appropriate disciplinary measures. If a student commits a serious infraction to the school handbook during recess, he/she will be sent immediately to the principal (elementary) or dean of students (secondary).

Field Trips:

Field trips are an extension of the educational program and provide valuable opportunities for learning beyond the classroom. Students participating in school-sponsored field trips are expected to represent Prishtina High School positively and follow all school rules and expectations.

- School rules, policies, and behavior expectations remain in effect during all field trips and school-sponsored activities.
- Students must submit properly filled out and signed permission slips together with fees, if applicable, by the stated deadline in order to participate.
- Students traveling by bus or other school-approved transportation must follow the directions of the driver, teachers, chaperones, and other supervising adults at all times.
- Unless otherwise communicated, transportation for field trips will depart from and return to PHS.
- Students are expected to help keep buses and other transportation vehicles clean and free of trash.
- Students are responsible for obtaining, financing, and submitting any and all documents needed for international field trips by the deadlines established by the school.
- Field trip fees may include costs associated with transportation, admission, lodging, meals, supervision, and other trip-related expenses.
- For all field trips there will be a minimum of two (2) approved adult chaperones
 - The total number of chaperones will be dependent on: number of students, age of students attending and the nature of the trip.
- Participation in a field trip is a privilege. The school reserves the right to restrict participation if a student's behavior, attendance, academic standing, or safety concerns indicate that participation may not be in the best interest of the student or the group.

Field Trip Cancellations and Refunds

Students who have submitted permission forms and paid applicable fees may be eligible for a refund if written notice of cancellation is provided at least 72 hours before the scheduled departure. Refunds after this deadline may not be available due to prepaid transportation, admissions, reservations, or other non-refundable expenses that have already been incurred by the school.

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 (laptops, lockers, etc) 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.

Prohibited Items:

- Students shall refrain from all illegal substances and activities including, but not limited to: illegal drug use, sale, and/or possession.
- Students should not at any time possess or drink alcoholic beverages on the PHS campus. Any alcohol found or suspected to be in student possession will be confiscated and consequences will be acted on.
- 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.
- Sexually explicit material is not permitted on campus in any form.
- Police may be notified if the situation warrants based on Kosova law related to any of the above prohibited items.

Animals and Pets on Campus:

- Students, parents, and visitors are not permitted to bring pets or animals into the school building without prior approval from the school administration. This policy is intended to help maintain a safe, healthy, and distraction-free learning environment for all students and staff.
- Exceptions may be made for approved educational activities, authorized service animals, or school-sponsored events with administrative permission.

Sales:

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

4.4 Language

4.4.1 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, Albanian or any other language, will not be tolerated. Profanity, vulgar, or abusive speech, media, or actions 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 looked into and possible consequences may 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.

4.4.2 Language Expectations

Prishtina High School is proud to be an international community where many languages and cultures are represented. We recognize and celebrate the value of multilingualism and the diverse linguistic backgrounds of our students and families.

As an English-language international school, English is the primary language of instruction and communication in the classroom. Developing strong English language skills is an important part of the educational experience at PHS and helps prepare students for future academic and professional opportunities.

To support learning and foster an inclusive environment, students are encouraged to use English whenever possible during the school day, particularly in academic settings and when interacting with students, teachers, and staff who may not share the same native language.

In classrooms, English is generally expected to be the language used for instruction, class discussions, assignments, presentations, and collaborative learning activities, unless:

- The course being taught is a language course;
- A teacher has specifically authorized the use of another language for instructional purposes; or
- Additional language support is needed to assist student learning.

Students should be mindful that speaking a language understood by all participants helps promote inclusion, collaboration, and effective communication within our diverse school community.

The school reserves the right to require students to use English during instructional activities since doing so supports learning objectives, classroom participation, or effective communication, and inclusion of all members of the classroom community.

4.5 Electronic Device Policy

Personal electronic devices (including cell phones) are not permitted to be used at school unless explicit permission is given by administration or unless the teacher permits use for an instructional purpose during that class period. Electronic devices should be powered off from 8:00 AM until 3:00 PM (Elementary) or 3:10 PM (Secondary).

- All teachers and staff will take electronic devices from any student who is violating the electronic device policy at any time during the day.
- Repeated violation of the electronic device policy will result in the loss of the right to bring any electronic devices to school or confiscation of the device for an extended period of time.
- Phones will be collected at the beginning of each class and placed in a safe storage location and will not be returned to the student until the end of class.
- Students should not take pictures, videos, or audio recordings of other students, teachers, or staff at school.
- Students may not answer phone calls, send messages, access social media, or use personal electronic devices during the school day. Parents should not call or text their child's cell phone during the school day. All important or emergency calls should be made to the school receptionist, who will contact the student.

The school is not responsible for the loss, theft, or damage of personal electronic devices brought to campus.

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 electronic device will be confiscated and remain in the Dean of Students office until one of the parents/guardians comes to school to retrieve it.

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 electronic device will be confiscated and remain in the Dean of Students office until one of the parents/guardians comes to school to retrieve it for a fee of 25 euros.

Additional violations will be dealt with by the Dean of Students and consequences could include additional fees or a requirement for the student 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.

4.6 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 must 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. Clothing should also not glorify the use of weapons. 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 boxers and bra straps, should not be visible.
- Clothing must completely cover the stomach/midriff area
- Due to the nature of the gymnasium floor and alternative activity expectations in Physical Education classes, there is likely to be an alternative dress code for P.E. class, which will be addressed by the P.E. teacher.

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

- Clothing including but not limited to
 - clothes that fit very tightly
 - see-through clothing
 - clothing with holes that show too much skin
 - 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.

4.7 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. This authorization to search will 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.

Administrators may 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 will 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 will be conducted by a member of administration and in the presence of the student and another staff member as a witness. 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.

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. Each student is assigned a locker and a corresponding locker key at the beginning of the school year. Students are responsible for maintaining their assigned locker and are held accountable for any items or property found to be damaged within their assigned locker. It is recommended that students keep their assigned locker locked and do not share their locker space with other students. Random locker searches may be conducted with reasonable suspicion of a violation of school rules.

4.8 Lost and Found

Books, purses, clothing, coats, and shoes will be taken to the Lost & Found bin. Jewelry and any other articles of value outside of their proper area should be taken to the reception desk. The Lost & Found bin is located in the basement hallway next to Lab 2. 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*).

4.9 Transportation Expectations:

Families are expected to secure transportation to and from school each day. If students wish to drive any motorized vehicle to school, they must register their vehicle with the PHS School Operations. 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 School Operations department 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 or any personal transportation device brought to school at any time.

4.9.1 School Transportation

Prishtina High School has a recommended private bus company that can provide transportation to and from school for those parents desiring it for their children. Information regarding 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. Questions regarding the bus service should be addressed to the PHS School Operations.

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 or any other consequence that the transportation company sees necessary. Misbehavior 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.

Students who are listed as a bus rider will not 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. Parents of the 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.

4.9.2 Conduct on Transportation:

While traveling on buses to and from school or a school activity, all standards and guidelines of PHS apply. In other words, transportation to and from PHS activities 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 and any school chaperones. 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. Food, beverages, and other items may be restricted at the discretion of the transportation provider, driver, or school personnel.
7. Students are expected to abide by the appropriate behaviors outlined in section 4.3 in the student handbook.
8. 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 School Operations and the Dean of Students.

4.10 Off-Limit Areas

At no time is a student allowed to be in the elevator, teacher workrooms, archive room, boiler rooms, storage rooms, or other areas unsupervised. Students in off-limits areas will receive a consequence based on the situation.

4.11 Addressing Student Concerns

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. All such concerns will be thoroughly looked into and addressed when appropriate.

Any concern 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 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 at the appropriate time. All behavior notices will be accessible on FACTS and parents should periodically check this platform to monitor their child's behavioral record.

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.

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

5.1 Levels of Behaviors

Level 1 Misbehaviors	
Initial class disruption	Electronic Device Policy Violation
Initial noncompliance	Lateness (5 unexcused tardies)
Minor talking in class	Pushing or running in the hallway
Unauthorized entry to off-limit areas	Repeatedly unprepared for class
Eating outside the cafeteria	Dress Code Violation
Violation of SLOTHE policy	Play Fighting
Level 2 Misbehaviors	
Plagiarism	Cheating
Inappropriate behavior	Major class disruption

Escalated Noncompliance	Disrespecting teachers
Misuse of Technology	Inappropriate language
Lying	Skipped detention
Physical aggression	

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 highly inappropriate behavior and demonstrate a lack of self-control. Therefore, these will be grounds for major disciplinary action.

Level 3 Misbehaviors	
Bullying	Prohibited items or unauthorized materials
Defacing school property/vandalism	Defiance
Fighting/Physical Aggression	Inappropriate gestures
Inappropriate use of emergency equipment	Major misuse of technology
Leaving school grounds without permission	Racism or discrimination
Truancy	Theft
Verbal aggression/threats	Weapons

5.2 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
- Possible deduction in student Conduct Grade
- The police may be called
- Students and their parents will be held liable for damage and destruction of property that belongs to the school, staff, or other students.

5.3 Referrals: Dismissal from Class or Assembly

A referral to the administration may be issued to those students who violate classroom, assembly, 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 (Secondary Students) or the Elementary Principal (Elementary Students) with a referral from the teacher. If a student is removed from a class or assembly, most often they will not be returning to that learning activity for the remainder of the period or event and there may be additional consequences depending on the situation.

5.4 Disciplinary Continuum

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

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

5.5 Detentions

Students may be assigned different types of detentions for infractions of school regulations; including lunch or recess detention during the school day, after school detention from 15:15 - 16:00 on Mondays through Thursdays. . The detention will not be considered “served” if the student is more than 5 minutes late to the detention space. Failure to serve a detention will result in a double detention or the next level of detention. If this increased consequence is not served, an in-school-suspension will be issued. 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 multiple detentions within a semester, he/she will be referred to the Dean of Students and may be assigned additional consequences.

5.5.1 Lunch and After School Detentions

Lunch and after school detentions can be assigned by teachers or administrators. 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.

5.5.2 Avoidance of Assigned Disciplinary Consequences

Students are expected to attend all assigned disciplinary consequences, including after-school detention, lunch detention, reflection periods, or in-school suspension, on the scheduled date and time unless excused by school administration.

Repeated absences, early departures, or parent-requested dismissals that consistently occur on assigned consequence days may be reviewed by administration to determine whether the student is intentionally avoiding disciplinary action.

If a student misses an assigned disciplinary consequence more than three times without administrative approval or valid documented justification, the school may implement additional interventions or consequences, including but not limited to:

Placement on a behavior improvement plan

Parent-administrator conference

Loss of privileges or participation in extracurricular activities

Additional detention or disciplinary measures

Academic or behavioral probation as determined by administration

The school reserves the right to reschedule disciplinary consequences and determine appropriate next steps based on patterns of avoidance or non-compliance.

Note: Any academic penalties connected to disciplinary matters must comply with applicable educational regulations and school policy.

5.6 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 will give assigned work for students to complete during the time they are suspended from school. The Dean of Students will communicate with teachers regarding student suspensions and the need for assigned work. It is the students' responsibility to have the necessary instructional materials needed to complete the missed work from their classes.

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 is in place for suspension:

- A written notice via email will be sent home to the student and parents by the end of the school day. The notice will contain the reason(s) for the intended suspension and the duration of the suspension.
- 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.
- 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 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 PHS events/activities, after-school clubs, sports activities, or be on school property after school.

- 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.

***Important Note: Suspension and expulsion are not the same consequence. While suspension is a serious consequence, it is an intermediate consequence that is for a temporary, set amount of time. Expulsion is indefinite or permanent removal from school.*

5.6.1 In School Suspension (ISS)

During in-school suspension, a student is removed from the regular classroom and sent to a 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 student

5.6.2 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 PHS sponsored activity during or after school including those off school property. At the discretion of the Administration, this exclusion from activities might be continued until one month after the suspension period is completed.

5.6.3 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 child will be placed in permanent detention for the remainder of the school year and will be unable to re-enroll at PHS 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 all additional costs incurred by PHS for the supervisor of that room.

5.7 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:

- A teacher may remove the student from an activity under the teacher's supervision.
- If the student is removed by a teacher, the teacher will inform the Dean of Students or Principal of the reasons for the removal.

- The Dean of Students, Principal, Logistics & Safety Manager, or any Director 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.
- These actions may take place without written notice or informal hearing for the student.

5.8 Conduct Probation

Administration may invoke 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.

Student's behavior plans are reassessed every 4-8 weeks and determination will be made about removal from the plan, continuation on the behavior plan, or advancement to a behavior contract. Students on extended conduct probation or behavior contracts are not eligible to participate in athletics, extracurricular activities, student government, school trips, or other events as decided by the administration. Student's behavior contracts can be reassessed at the start of a new term and determination will be made about continuation or removal from conduct probation.

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

5.9 Bullying

The PHS community, 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.

At PHS, we adopt the definition of bullying provided by the National Centre Against Bullying as, "an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm." (<https://www.ncab.org.au/>).

PHS believes that all students have the 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, Snapchat, 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: TikTok, 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.
- Consider reporting extreme cases of cyberbullying to the appropriate public authorities

5.10 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.

5.11 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 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 (see sections on Academic and Conduct Probation).

A student who is absent due to illness must be in class for at least the second half of the school day (starting at the beginning of 4th period) to participate that afternoon or evening in extracurricular activities. If there is an athletic competition, the student will be unable to participate in the match that day.

Special permission to participate based on extraordinary circumstances may be granted by a school administrator.

6.2 Academic Eligibility

Middle & High school:

Students will be academically ineligible for extracurricular activities if they are on academic probation. Additionally, if the student has a failing grade (an “F”) in two or more classes, including electives. This means that if a student is deemed academically ineligible, they will not participate in weekly practices or club meetings until they’ve regained eligibility. For athletic matches that require missing classes, in order to be eligible to participate, students must have passing grades in all courses (minimum 60%).

Academic eligibility is assessed biweekly or within 2 school days of an athletic competition. 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.

Elementary school (only students in 4th and 5th grade):

Students will be academically ineligible for athletic activities if they are on academic probation or if the student has more than one failing grade in the current gradebook. Academic ineligibility for athletic competitions will be assessed 1 week prior to an athletic competition.

6.3 Behavioral Eligibility

Middle & High school:

A student will automatically be behaviorally ineligible for extracurricular activities if they are on conduct probation or if there have been serious behavioral issues. Students who have two or more level 1 behavioral referrals in FACTS are considered ineligible. If a student has a level 2 or a level 3 behavior referral, they are considered ineligible. Behavioral eligibility will be reviewed every two weeks and eligibility adjusted based on recent behavior.

Behavioral eligibility determines a student's ability to participate in athletic competitions and club events. Students who are suspended are unable to participate in athletic practices or competitions and club meetings or events during the time period of their suspension.

Upper Elementary school (4th and 5th grade):

Students will be behaviorally ineligible for athletic competitions if they are on behavior probation, have two or more level 1 behavior events or if the student has any level 2 or level 3 behavior events. Behavior ineligibility for athletic competitions will begin to be assessed 1 week prior to an athletic competition until the departure for the competition.

Lower Elementary school (1st, 2nd and 3rd grade):

Students will be behaviorally ineligible for athletic competitions if they are on behavior probation, have two or more level 1 behavior events or if the student has any level 2 or level 3 behavior events. Behavior ineligibility for athletic competitions will begin to be assessed 3 school days prior to an athletic competition until the departure for the competition

7. Student Health and Safety Procedures

7.1 Health Information

Parents or guardians are responsible for informing the school of any significant health-related information concerning their child, including allergies, medical conditions, illnesses, immunizations, and any medications that may be administered or carried at school.

Prishtina High School will make reasonable efforts to provide advance notice to families regarding medical screenings, examinations, testing, immunizations, or other health-related services offered through the school or by authorized healthcare providers.

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 regular basis. If a student contracts an infectious illness, such as an infectious pediculosis, 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 an email notification informing them of the presence of the illness and signs and symptoms to monitor.

Depending upon the prevalence and severity of the infectious illness at PHS, the school nurse will collaborate with the Administration to determine further courses of action for sanitation, school-wide notifications, social distancing measures, or school closure.

The following Exclusion Table is used to determine how long the infected child should be excluded from school.

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.
Common Cold	Can typically attend school if the child is well enough to participate in activities and does not have a fever.
Conjunctivitis	Until discharge from eyes has stopped.
Coronavirus	Until 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.**
Gastroenteritis (Stomach Flu)	The child should stay home until at least 48 hours after symptoms (vomiting and diarrhea) have resolved.
Hand, Foot, and Mouth Disease	Until active symptoms such as fever or rash have subsided and the child is feeling well enough to participate in school activities.
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.
Influenza (Flu)	Until the child has been without a fever (without the use of fever-reducing medications) for at least 24 hours and other symptoms have improved.
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 a 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.

7.1.2 Student Medications

All medication brought to school must be given to the school nurse. The school nurse will hold the medication and dispense to the student when necessary. Students are strictly prohibited from sharing medication with other students. Prescription medications must be provided in their original pharmacy-labeled container, which includes the student's name, medication name, dosage instructions, and prescribing physician's information. Students may be allowed to self-administer certain medications, such as asthma inhalers or epinephrine auto-injectors, if permitted by state law and with written authorization from a parent or guardian. Families are obligated to inform the school nurse of such medications.

7.1.3 Reusable Medical Materials

Medical equipment provided by the school for temporary use should be returned when it is no longer needed. Examples include crutches, splints, and other reusable medical items.

7.1.4 Vaccinations

The Ministry of Health administers required vaccinations on the PHS campus during the school year. Parents are responsible for ensuring that all vaccinations are properly documented on their child's immunization record. If a vaccination administered at school is not recorded on the student's immunization card, parents should contact the appropriate vaccination center to have the record updated.

7.1.5 Emergency Care

In the event of a medical emergency, Prishtina High School will contact emergency medical services and the student's parent or guardian as quickly as possible. Medical personnel will assess the situation and determine the appropriate course of action, including transportation to a medical facility if necessary.

When transportation by ambulance is required, students will be transported by the emergency team of the state institution (Emergency Medicine Center) to the state hospital QKUK, in accordance with local emergency medical protocols. The destination hospital is determined by emergency medical personnel and applicable emergency procedures, not by the school.

Prishtina High School is not responsible for the costs associated with ambulance transportation, medical treatment, hospitalization, or other healthcare services. All medical expenses remain the responsibility of the student's parent or guardian.

7.2 Evacuation and Safety Drills

Evacuation 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 quickly and quietly 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.

7.3 Child Safety and Protection

Prishtina High School (PHS) takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. PHS is a member of the Child Safety & Protection Network (CSPN). PHS' child safety policies and procedures are consistent with the recognized elements of an organizationally mature child safety program adopted by CSPN.

The protection of children is the responsibility of every adult within PHS. Working together we can create a safe, positive, and nurturing environment for children, protecting and safeguarding them to the highest standards possible. Supportive nurture is always to be guided by morality, ethics, and prudence. 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 PHS, is to provide a safe and secure environment for all children in our care.

As an organization PHS 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.

PHS will respond to all reports of child abuse or neglect involving any child, employee or volunteer at PHS. Reports should be made to the PHS Child Safety Lead or any administrator.

7.4 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 Lead. When such reports are made, the Child Safety Lead or School Psychologist 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.

7.5 Sexual Harassment

Prishtina High School is committed to maintaining a safe, respectful, and learning-focused environment for all students, employees, volunteers, and visitors. Sexual harassment in any form is strictly prohibited and will not be tolerated.

Sexual harassment may occur between students, between employees, between students and employees, or between members of the school community and visitors. For the purpose of this policy, sexual harassment shall be defined as::

“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.”

Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual comments, jokes, remarks, or gestures;
- Requests for sexual favors or unwanted sexual advances;
- Inappropriate touching or physical contact;
- Displaying, sharing, or sending sexually explicit messages, images, videos, or other materials;
- Sexual rumors, intimidation, or harassment through electronic communication, social media, or other digital platforms;
- Any conduct of a sexual nature that is unwelcome, offensive, threatening, or degrading.

Any student, employee, volunteer, parent, or visitor who experiences, witnesses, or becomes aware of possible sexual harassment should report the matter immediately to a member of the school administration.

The school will promptly review and investigate reports of sexual harassment in a manner that is fair, thorough, and respectful of the privacy of those involved. Information will be shared only with individuals who have a legitimate need to know in order to investigate the matter and respond appropriately.

If sexual harassment is determined to have occurred, the school will take appropriate corrective and disciplinary action based on the nature and severity of the conduct. Consequences may include educational interventions,

disciplinary measures, suspension, expulsion, termination of employment, restriction from school activities or property, or other actions deemed necessary to protect members of the school community.

8. Miscellaneous Policies and Procedures

8.1 Textbooks and Supplies

Prishtina High School may issue textbooks, calculators, technology resources, and other instructional materials to students for use during the school year. Students are responsible for the proper care and return of all school-issued materials.

Issued materials should be returned in the same condition in which they were received, excluding normal wear and tear. Students may write their name and school year neatly inside the front cover of an assigned textbook if permitted by the teacher.

Students and families may be held financially responsible for the replacement or repair of lost, damaged, stolen, or unreturned textbooks, calculators, library materials, technology resources, or other school-issued items.

All school-issued materials must be returned upon request, at the conclusion of a course, or prior to a student's withdrawal from the school.

8.2 Lockers

Lockers are provided for student convenience and remain the property of Prishtina High School. Students are responsible for the care, cleanliness, and appropriate use of their assigned locker, whether or not they choose to use it.

Students are encouraged to keep lockers locked at all times and are responsible for securing their personal belongings. Expensive items, valuables, and large amounts of money should not be stored in lockers, as lockers are not completely secure. Prishtina High School assumes no responsibility for lost, stolen, or damaged personal property.

Any theft, vandalism, or damage to personal property or lockers should be reported promptly to a school administrator.

Students should access lockers before school, after school, during passing periods, or with permission from a teacher or administrator.

Students are responsible for maintaining their assigned locker in good condition. Any damage should be reported promptly. Students may be held financially responsible for damage beyond normal wear and tear that occurs while the locker is assigned to them.

To maintain a safe and orderly environment:

- Items should be stored completely inside the locker.
- Straps, bags, papers, clothing, or other objects should not hang outside the locker.
- No items may be stored on top of lockers.
- Items placed outside or on top of lockers may be removed by school personnel.

Lockers should be kept neat, clean, and free of materials that may create safety concerns or disrupt the school environment.

8.3 Library Books

Prishtina High School maintains a school library. The library serves students from PreK–Kindergarten through Grade 12 and provides resources that support learning, research, and recreational reading.

Library Checkout Procedures

Library materials must be checked out and returned using the procedures established by the library staff.

Students in PreK–Grade 12 may check out up to four (4) books at a time for a period of one week. Books may be renewed if additional time is needed and no restrictions apply.

Students are responsible for all library materials checked out in their name. To ensure accountability, students should not lend borrowed materials to others or borrow materials that have been checked out by another student.

Students with overdue materials may not be permitted to check out additional items until the overdue materials have been returned.

Parents and students may be responsible for the cost of replacing or repairing library materials that are lost, damaged, or not returned.

8.4 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 an Information Technology Manager 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 may 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 and if students are found using technology for gaming at school, disciplinary action may be taken. *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 FACTS: 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.
- 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 Information Technology Manager or Principal 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 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.
- Foods and drinks are not allowed in Computer Labs.
- Report any damage to equipment or software to a lab instructor or the IT department.
- Report any suspected misuse of equipment or software to a lab instructor or the IT department.
- 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.

8.5 PHS Social Media and Student Privacy

Student Photos for School Information System

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

Photos, 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. This applies to parents as well.

Internet and Photography Consent

Prishtina High School will regularly take photographs or videos of students during school-related events such as classroom activities, performances, assemblies, field trips, or extracurricular programs. These images or recordings may be used in internal newsletters, social media (Facebook, Instagram), the school website, or other official school-approved publications. All photos are reviewed by the School Social Media Coordinator before they are published. To respect the privacy of students and families, **PHS requires parental consent prior to using any student's name, image, or voice** in public-facing content. Parents/guardians are asked to complete a Media Consent Form at the start of each academic year to indicate their preferences. A copy of the Internet/Photography Consent form will be attached to this handbook for reference.

School Safety/Security Cameras

Prishtina High School uses video surveillance systems across various common areas of the campus to support student safety, building security, and the documentation of incidents when necessary. In accordance with the *Prishtina High School Video Surveillance and Security Policy*, access to footage is strictly limited to authorized school personnel, including the Administrative Team, the Dean of Students, and designated IT and security staff. These individuals may review and retrieve footage only for purposes defined by the policy, such as behavioral incidents, child safety concerns, injuries, or loss of property. Footage is stored securely for a maximum of five (5) days unless it is extracted for ongoing investigations. To protect the privacy of all students and staff, **parents and students are not permitted to access or view security footage directly**. The system operates in full compliance with GDPR regulations and national laws related to privacy and data protection.

External Requests and Disclosure of Video Footage

Any decision involving disclosure of CCTV footage outside the school, including sharing with parents, external parties, or third-party organizations, must be jointly reviewed and approved by the Administrative Team. Such decisions will be made in accordance with applicable data protection law and the principle of proportionality

Handling of Student Records and Data Protection

Prishtina High School is committed to the lawful, fair, and transparent processing of student records and personal data in accordance with the *Law on Personal Data Protection* and the *Law on Pre-University Education* in the Republic of Kosovo. Student records may include enrollment data, academic progress, attendance, health information, disciplinary records, and sensitive documentation related to child safety and counseling. These records are securely stored, both digitally and physically, and are only accessible to authorized school personnel. PHS uses secure digital platforms such as FACTS and operates a secure on-campus archive room for physical documents. Personal data is retained only as long as necessary for educational or legal purposes, after which it is securely deleted or anonymized. The school also ensures GDPR compliance when using third-party educational software or systems. Periodic reports are submitted to the Ministry of Education of Kosovo through SMIA/EMIS, Kosovo's national education data platform, as part of PHS's legal obligations. All data handling practices are overseen by the School Director and the Director of School Operations.

8.6 Cafeteria

The cafeteria is used by the entire school and has regularly scheduled times for breakfast, breaks, and lunches for different grade levels. The only place in the building where food should typically be eaten is in the cafeteria space during assigned times. Students should not be eating or drinking in classrooms without previous special permission. Water can be purchased from the cafeteria at any point in the day, but if there are students or staff eating lunch, anyone purchasing water must wait in line to make a purchase so as not to cause a delay in the lunch schedule. It is important to note that buying water is not an excuse for being late to class. Water is the only thing that can be purchased outside of assigned lunch times in the cafeteria. Other items should only be purchased and consumed during lunch or break times or before or after school.

8.7 Volunteers

Volunteers play an important role in supporting the mission and daily life of Prishtina High School. We are grateful for the time, talents, and service that volunteers contribute to our school community. To help maintain a safe, positive, and professional environment, volunteers who work with students are required to complete Child Safety Training and follow all applicable school policies and procedures.

Volunteers are expected to:

- Prioritize the safety and well-being of students at all times.
- Respect confidentiality and the privacy of students, families, and staff.
- Conduct themselves in a professional and respectful manner.
- Communicate effectively with teachers, staff members, and school administrators.
- Notify the appropriate staff member if they are unable to fulfill a commitment or attend a scheduled activity.
- Seek assistance or clarification when questions or concerns arise.
- Volunteer in roles that align with their interests, skills, availability, and abilities.
- Prepare appropriately for volunteer responsibilities and communicate with staff members in advance when necessary.
- Arrive on time and fulfill commitments to the best of their ability.

Prishtina High School greatly appreciates the support of our volunteers. Your partnership helps strengthen our school community and enrich the educational experience of our students.

8.8 School Visitors

We are delighted to receive parents, friends, and prospective families as visitors when they schedule a meeting. All visitors (including: parents, other relatives of students, those bringing gifts to school, prospective families, 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/expectations (including dress code) that have been established as described under article 4 in this handbook to ensure that such visits do not disrupt the education environment or endanger the safety of students or staff.

Former students, prospective students, or friends of current students who wish to visit the school must submit a request to the school administration at least two school days prior to their intended visit. Former students may visit the school during the lunch period of their peers. Former students, who did not graduate from PHS, may be refused the ability to visit the school based on the past behavior of the student or the events that are taking place during the time in which the student desires to visit the school. Prospective students should arrange their visit with the admission's office. This requirement is waived for students who have graduated from PHS. PHS graduates are welcome to stop by the school without prior notification, provided they follow the procedures outlined above for all visitors.

School tours by visitors should be scheduled at least 24 hours in advance through the Admissions Office and must be approved by a school administrator.

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.

8.9 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.

8.10 Nondiscrimination

Prishtina High School is committed to providing a safe, welcoming, and respectful learning environment for all members of the school community. The school does not discriminate on the basis of race, color, national origin, ethnicity, religion, disability, sex, gender, sexual orientation, marital status, pregnancy, parenthood, or any other characteristic protected by applicable law.

PHS values diversity and believes that all individuals should be treated with dignity, respect, and fairness. Tolerance, mutual respect, and understanding are essential components of a healthy school community.

Discrimination, harassment, intimidation, or acts of prejudice are not permitted and may result in disciplinary action. Prohibited conduct may include, but is not limited to:

- Threats or acts of physical aggression;
- Harassment, intimidation, or bullying based on a protected characteristic;
- Creating a hostile or offensive environment;

- Written, verbal, electronic, visual, or physical conduct that promotes hatred, prejudice, or discrimination toward an individual or group.

Any student, parent, employee, or community member who believes they have experienced, witnessed, or become aware of discriminatory behavior should report the matter promptly to a teacher, the guidance office, principal, or another member of the school administration.

The school will look into reports of discrimination in a timely and appropriate manner. Information related to complaints will be shared only with those who have a legitimate need to know in order to further review the matter, support those involved, and comply with legal and school responsibilities.

If discrimination, harassment, or other prohibited conduct is found to have occurred, the school will take appropriate corrective action based on the nature and severity of the circumstances. Such action may include educational interventions, behavioral consequences, suspension, expulsion, termination of employment, or other measures deemed appropriate by the school.

8.11 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 in case you change the address

8.12 Change in School Day for Weather Conditions, Safety or Technical Emergencies

The safety and well-being of students and staff are the highest priorities at Prishtina High School. Circumstances may occasionally require the school to modify its normal schedule, delay the start of classes, dismiss students early, transition to remote learning, or close the school temporarily.

The school reserves the right to make schedule adjustments when conditions affect the safe operation of the school. Such circumstances may include, but are not limited to:

- Severe weather conditions
- Natural disasters
- Utility outages (electricity, water, heating, internet, etc.)
- Transportation disruptions
- Building or infrastructure concerns
- Public health emergencies
- Other unforeseen events that may affect the safety or operation of the school

School Closure, Delayed Start, or Early Dismissal

When weather conditions or other emergencies affect normal school operations, school administrators will determine whether a delayed start, early dismissal, remote learning day, or school closure is necessary.

Families will be notified as soon as reasonably possible through the school's established communication channels, which may include email, the school information system, the school's social media accounts, the school website, or other official communication platforms.

Parents are responsible for ensuring that the school has current contact information and for monitoring school communications during periods of potential disruption.

Remote Learning

If circumstances prevent normal in-person instruction, the school may implement remote learning. Students are expected to participate in learning activities, attend virtual classes when required, and complete assignments according to teacher expectations.

Teachers will communicate schedules, assignments, and instructional expectations through approved school learning platforms and communication systems.

Calendar Adjustments

The school reserves the right to modify the academic calendar, instructional schedule, or school activities when necessary due to emergency closures or significant disruptions. Families will be notified of any changes as soon as practical.

9. Parent Expectations

9.1 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 and to promote unity in the community, the school requires both parents and students to become familiar with the guidelines in this handbook and agree to follow them. By enrolling their child in Prishtina High School, parents delegate certain aspects of their authority over the child to the faculty and administration. Parents, 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 section five of this handbook. 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.

In regards to discipline, 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 their child; 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 their child 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 their child.
- The attitudes and actions of the parent should strive to 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. PHS believes that disciplinary measures that are used to address misbehavior are between the school, the student receiving the discipline, and the student's family. As such, PHS will not share the specific disciplinary action taken with individuals who are not the guardians of the student receiving disciplinary action.

9.2 PHS Spirit of Unity Agreement

Pristina 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. This also means that during any interaction between parents and staff at PHS both sides must treat each other with courtesy and respect. Parents are expected to agree to support the school with a positive attitude. They should 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. Threats or attempts to intimidate should never be a part of these conversations. 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 withdrawal or to disenroll the student. Parents also retain the option to withdraw their son or daughter from the school in situations where they feel a disagreement is unable to be resolved.

As we partner with students and parents 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.

9.3 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, 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. For issues related to grades, classroom discipline, or other issues that arise in the classroom, the first point of contact should be between the parent and the teacher. If the issue is not resolved at that level, the school principal can get involved. If the issue is not resolved at that level, the Head of School may get involved.

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. Parents should not send

messages directly to students or call students directly and expect students to answer in accordance with the school policy. Even in cases of emergency, the school will relay the message to the student or in cases of sensitive communication will bring the student to reception so that the parent can relay the message to the student directly. 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 Office 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 receptionist will take the information and give it to the student in the break between classes. Please make sure the message is brief.

9.4 Parent-Teacher Conferences/Meetings

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 a meeting 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. Staff emails follow the format mentioned above in the communication section. Members of the administrative team, when given prior notice, can be available for these conferences if so desired.

Parents may also request a meeting with a teacher or staff member outside of regular parent-teacher conferences. These meetings, too, should be scheduled directly with the teacher or staff member at least 24 hours in advance of the desired meeting time. Due to the limited availability of teaching staff on account of their supervision responsibilities during the school day, parents should not expect to be able to have an unplanned meeting with a teacher. Meetings will not be scheduled or authorized that cause a disruption to the regular academic learning schedule.

9.5 Homework Help

Each parent is expected to appropriately support and encourage the completion of his or her 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. Classroom teachers are available after school one day per week to provide extra help for students in their classes. Parents who seek additional help/tutoring should look to other teachers or sources outside of PHS. PHS cannot guarantee staff availability for tutoring outside of the scheduled time of the student's classroom teacher. PHS teachers will not provide additional tutoring with compensation for students who they are responsible for grading.

9.6 Monitoring Online Behavior

Parents are encouraged to actively monitor their child's online activity, including social media platforms, messaging applications, websites, and online gaming environments. Ongoing parental guidance and supervision can help students develop safe and responsible digital habits while reducing the risks associated with cyberbullying, online harassment, inappropriate content, privacy concerns, and interactions with individuals who may seek to exploit or harm children.

9.7 Addressing Concerns

As concerns and conflicts arise, PHS parents, students, faculty, staff, and administrators are expected to initially go individually 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 individually 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 head of school or another director, the principal, and the teacher. The head of school 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.

9.8 Re-enrollment Conditions

Re-enrollment at Prishtina High School is not automatic and is reviewed annually. The decision to offer re-enrollment is based on the school's assessment of whether the student and family remain a good fit for the mission, values, and expectations of the PHS community.

Continued enrollment may be considered based on factors including, but not limited to:

- Academic performance, progress, and effort
- Behavior and adherence to school policies and expectations
- Attendance and punctuality
- Respectful and constructive communication between the student, family, and school
- Cooperation with school procedures, policies, and educational decisions
- Fulfillment of all financial obligations to the school

Students who demonstrate ongoing academic, behavioral, attendance, or disciplinary concerns, or whose families consistently fail to support school policies, procedures, or expectations, may not be offered re-enrollment for the following academic year.

The school reserves the right to make final decisions regarding admission, continued enrollment, and re-enrollment in accordance with its mission, policies, and the best interests of the school community.

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:** An ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.
- **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 FACTS, unless a teacher gives permission to be on another website/program for a school activity.
- **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 are 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

Mr. Randy Lounds - Head of School - rlounds@prishtinahighschool.org

Mr. Selim Kolgeci - Deputy Head of School - skolgeci@prishtinahighschool.org

Mr. Scott Roley - Elementary Principal - srolev@prishtinahighschool.org

Ms. Susan Sevey - Secondary Principal - ssevey@prishtinahighschool.org

Mr. Fitim Selimi - Director of Finance - fselimi@prishtinahighschool.org

Mrs. Janette Gashi - Director of Student Services - jgashi@prishtinahighschool.org

Mrs. Edona Kolgeci - Dean of Students - ekolgeci@prishtinahighschool.org

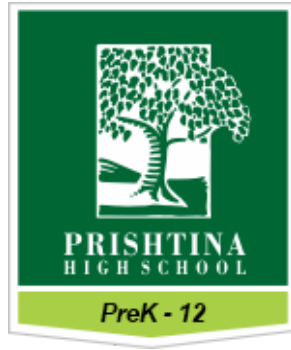
Ms. Cassie Rollins - Curriculum Coordinator - crollins@prishtinahighschool.org

Mr. Labinot Morina - IT Manager - lmorina@prishtinahighschool.org

Mrs. Mirlinda Zogaj - Registrar and Admissions Coordinator - mzogaj@prishtinahighschool.org

Receptionist - reception@prishtinahighschool.org

School Nurse - nurse@prishtinahighschool.org



Parent-Student Handbook Contract for 2026 - 2027

We have read and/or are familiar with 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: _____

1st Parent's Signature: _____

1st Parent's email address: _____

1st Parent's phone number: _____

Parent's Name: _____

2nd Parent's Signature: _____

2nd Parent's email address: _____

2nd Parent's phone number: _____

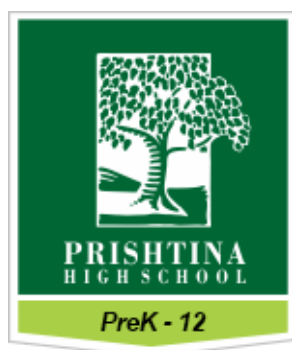
Student's Name: _____

Student's Signature: _____

Date: _____

Please sign the above agreement and return this page to the school office by Friday, September 4, 2026.

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.



Internet/Photography Consent

Prishtina High School (PHS) maintains a website, Facebook and Instagram page as part of its effort to communicate effectively with students, parents, and the wider community. From time to time throughout the school year, PHS may post photographs and/or videos of school assemblies, classroom activities, extracurricular events, field trips, and other school-related experiences.

These materials may include images and/or the name of your child and may be used on the PHS website, Facebook page, Instagram account, newsletters, or other school-approved publications and promotional materials.

Please indicate your preference below regarding the use of your child's image and/or name in such materials.

I, _____ (Name of Parent/Guardian),

☐ Give permission to Prishtina High School to publish photographs or videos of my child, including their name, on the school's website, Facebook page, Instagram account, or other school-approved materials.

☐ Do not give permission to Prishtina High School to publish any photographs or videos of my child, or their name, in any of the above-mentioned platforms or materials.

Student Name: _____

Signature of Parent/Guardian: _____

Date: _____