European School, Tbilisi

Secondary School (MYP, DP) Handbook
2016-17

Contents

General Secondary School Information

The International Baccalaureate Learner Profile

The IB learner profile represents ten attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. (IB, 2013)

Disposition	Description
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve wellbeing for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development

Mission & Philosophy

Mission

European School has the commitment and goal to raise tolerant, intelligent, self-confident students who possess a genuine sense of social and moral responsibility. The school provides a caring community within which students acquire the skills for lifelong learning, enabling them to mature over time into successful, accomplished professionals.

Purpose and Goals

European School strives to raise individuals who are well educated in global, economic, political, and cultural spheres; individuals who

- Are lifelong learners, know the importance of self-education and are ready to acquire various skills.
- Are cognizant of the common moral and ethical heritage of humanity and respect universal ethical values.
- Are well versed in the use of informational technologies.
- Are competitive on labor markets nationally and worldwide.

Curricular Objectives

- Develop transferable skills in critical and compassionate thinking, research, communication and self- management;
- Ensure that both the faculty and the curriculum take into account individual learning styles, needs and levels of ability of the diverse student body in both instruction and assessment;
- Provide for and promote the development of physical health, intellect, ethics and social behavior;
- Instill within students the idea of lifelong learning;
- Cultivate each student's appreciation of human ingenuity and expression through their involvement in creative and inventive activities;
- Promote respect for the rights of all people;
- Promote an understanding and appreciation of the local, national and global environments, with an emphasis on the host city and country;
- Promote the use and role of appropriate technology throughout the school;
- Ensure that the curriculum throughout the school is recognized by the IB.

Supporting Objectives

- Provide an environment where students feel secure and welcomed and which facilitates their education;
- Provide effective support services for special educational needs, pastoral needs and non-native speakers of English (which is the language of instruction);
- Enable a student to enter other primary- or secondary-level educational institutions; prepare students for entry into institutions of tertiary level education and provide appropriate careers guidance;
- Maintain international diversity in the student body and staff;
- Maintain a suitably qualified faculty;
- Provide opportunities for parental involvement in their children's education and in support of the school;
- Communicate effectively with all members of the ES Community;
- Ensure that the whole school is accredited by recognizable international institutions;
- Ensure that school funds are managed effectively.

The School Calendar

2016-2017- school starts: 12.09.2016 - school ends: 29.12.2016
1st term: 78 teaching days (15 teaching weeks+2 examination weeks)

DP exams 19-29 December

Holidays:

October 14 Svetitskhovloba (National Religious Holiday)

23 November -St. George's Day

Autumn Holidays November 23.11.2016-27.11.2016

Winter Holidays   30.12.2016 - 16.01.2017

2nd term starts - ends   16.01.2017 - 23.06.2017

2nd term 93 teaching days (22 teaching weeks +2 examination weeks)-it varies according to the sections.

Holidays:

January 19-Epiphany (Religious holiday)

March 3-March 8 spring holidays (including March 3- Mother's day and March 8- International Women's Day)

April 9 -Day of National Unity

April 13 – April 18 - Easter Holidays

May 9 - Victory Day

May 12- St. Andrea's Day

May 26- Independence Day

DP exams 12-23 June

School Hours

	Morning			**Afternoon**	
Period 1	9:00-9:45	**Lunch**	Period 5	12:50-13:35
Period 2	9:55-10:40	12:20-12:50	Period 6	13:40-14:25
Period 3	10:50-11:35		Period 7	14:30-15:15
Period 4	11:40-12:25		Period 8	15:20-16:05

The school doors open at 8:45 and close at 17:00. Students may stay on campus for any Extended Curriculum Activity but should not remain in school buildings after 17:00 without permission from a staff member.

Early Dismissal

If a student wishes to be dismissed early from school, an explanatory email should be sent to both the Homeroom Teacher and the school office by a parent. Parents are reminded that any such request should be made at least 48 hours in advance, should be for exceptional circumstances only, and that any consequent absence from class will be recorded.

If a student needs to leave school early, they should have permission from one of the following: the School Nurse, the Homeroom Teacher, Program Coordinator, or a member of the Secondary School leadership team.

Materials and Supplies

The school will loan students textbooks for the academic year. Students are then responsible for looking after their textbooks and library books and, if a student loses a book, they will be charged for its replacement.

Students should bring to school

- Notebooks, or ring-binder files and loose-leaf paper. We recommend notebooks for younger students and files for older students;
- Pens (blue and black);
- Pencils (graphite and color);
- An eraser;
- A pencil sharpener;
- A set of basic mathematical instruments (ruler, protractor, compass, etc.).

The use of Wite-Out, or Tipp-Ex, is not allowed in public examinations and therefore its use is discouraged in school.

Grades 6-10 mathematics students do not need to purchase an expensive calculator at this stage.

Students in Grades 11-12 require a graphic display calculator (GDC). Parents should note that the IB Diploma Programme prohibits the use of certain calculators. Therefore, we advise parents to purchase the appropriate make and model of calculator directly from the school. Your child will receive more information about purchasing a calculator from their mathematics teacher.

Guidelines for PE Classes

Injury and Illness

If students are unable to participate in PE lessons:

- In the first instance, parents must send an email to the PE teacher and to the Homeroom Teacher explaining the reason for this; and
- If they are unable to participate for more than one lesson students must provide a letter signed by someone in the medical profession (doctor, physiotherapist etc.).

PE Safety

All PE teachers have first aid training. When off-site they always have a first aid bag with basic supplies, such as ice packs and plasters, and a mobile phone so that they can contact school if there are any injuries.

To support PE safety, students

- Must be appropriately dressed for the activity—those who fail to bring the correct kit and equipment will not be allowed to participate;
- Need to bring their own safety equipment when advised to do so: for example, mouth guards or shin pads. Students and parents will be informed in advance of any additional equipment required;
- Must follow the safety rules at the swimming pool: no running around the pool, no pushing others, not standing on the lines, nor standing up on the floating mats;
- Must have suitable sports shoes—not fashion trainers which lack support and cushioning;
- Are not allowed to play with equipment before or after sessions without teacher permission and supervision;
- May not wear jewelry, including earrings;
- Should tie up hair that is longer than shoulder length.

ES Code of Fair Play

Fair play is central to participation in competitive sports and this should be acknowledged by all members of sports teams, as well as by any supporters. "Fair play" means:

- The official's decision is final—do not question this;

- Respect the opposition at all times;
- Play to the best of your ability, no matter what the circumstances;
- Keep an even temper;
- Never use inappropriate language;
- Do not overreact when injured;
- Dress appropriately;
- Always adhere to the rules;
- Always consider safety;
- Be a gracious winner and loser.

Information Technology and Digital Learning Resources (IT) at ES

ManageBac

ManageBac is the school's curriculum management system and a vital communication tool, for all members of our community. Students, teachers and parents all have individual ManageBac accounts and the system provides the following services for parents:

a) Curriculum details, including teaching units and learning goals;
a) Current courses and teachers;
b) Homework schedules;
c) An online grade book, with all final unit (summative) grades recorded;
d) Students' semester grades and reports;
e) Curriculum resources for students;
f) Messaging systems between students and teachers and parents.

Students are expected to access their ManageBac account frequently, to maintain effective communication with their teachers and to check for assignment deadlines. ManageBac has an online drop box for assignments, and many teachers require students to use this as the sole means of submitting their learning. All assignments are then stored in each individual student's ManageBac account. Students should be aware that the online submission of assignments includes an automated check for plagiarism. ManageBac allows teachers to upload resources to support learning and to create specific learning forums.

ManageBac is essential for Diploma students, who will use it to record and submit their CAS and Extended Essay. There are also a number of subjects which will use ManageBac to collect, record, and submit internal assessment for final examination. For MYP students, all Service & Action projects, and the Personal Project (G10), are delivered through ManageBac. Should students have any questions about how ManageBac operates, they should contact the relevant IB program coordinator.

Please note that parents and students have separate ManageBac accounts. Parents use ManageBac to access their children's homework calendar for all major summative (end of unit) assessments, summative grades, to review the intended curriculum, and to collect school reports.

Google Email, Apps and Online Storage

The school provides every student from Grade 3 to Grade 12 with a personal Google mail account, recognizable by the @europeanschool.ge address. This account is an essential communication route between students and teachers, especially as it integrates with a range of Google applications that are in frequent use in the classroom.

Most importantly, the @europeanschool.ge account provides each student with unlimited storage. This allows students to keep documents in 'the cloud' and so access them from any location with internet access. Students are strongly encouraged to store their learning using their Google account.

All teachers have an @europeanschool.ge account and the same storage facility. Many teachers will keep learning resources in 'the cloud' and share these with students. Teachers will also use the Google environment for a range of e-learning activities, and some will also use it for the submission of assignments.

Bring Your Own Device: Laptops, Tablets, Smartphones

The school has a Bring Your Own Device (BYOD) program throughout the Secondary School. This means that students may bring a laptop or tablet for use in the classroom—to carry out research, or take notes, or follow e-learning classroom activities. If a student brings his/her device it should be fully charged at home.

Information Storage & Maintenance

As students keep more of their learning in electronic files, they have much more responsibility to ensure the secure storage of their learning. Students should therefore ensure they have effective back-up systems in place and, both for hardware and software, their devices are well maintained. The school cannot retrieve information that has been lost on personal devices, nor do we have any service facility to fix computers or tablets.

Internet Access

The school offers high-speed LAN and wireless internet access in all its buildings. Students are issued with a password and can use their own devices, laptops or tablets to access the internet as well as school computers.

Each student can:

a) Connect to the internet using his/her devices;
b) Use their own device in classrooms (with the teacher's permission) to take notes or undertake research;
c) Use their own device in school buildings during recess times;
d) Use school computers according to school regulations;
d) Work using their own software, as long as this is compatible with the requirements of the classroom teacher.

Security

We do all we can to offer a secure and safe environment. The school provides lockers for all students, and we strongly advise students to store their devices in their lockers with a secure combination or key lock. We have security cameras in all our buildings, and a secure pass system on all external doors. However, students who bring computers, tablets or smartphones to school do so entirely at their own risk. The school cannot be responsible for any cost arising from the loss or theft of personal items on the campus.

Use of IT

All students who log on to the internet using their own device at school will have to agree to the ES IT Use policy. Each time a student logs on, they will be reminded of these conditions and that their continued access to the service constitutes their acceptance. Students and parents should please read through the conditions, to be sure that everyone understands their responsibilities.

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behavior that will protect the students, the ES community and the school's IT resources.

The policy is in two parts:

1. Acceptable use of IT at ES: Specific rules relating to the use of the school's IT systems and resources;
2. Guidelines for the use of digital technologies: General advice relating to the use of all digital technology, including social media, both inside and outside of the school environment.

The technologies and resources covered include but are not restricted to:

- Personal digital learning resources provided by ES;
- Shared classroom technology;
- Local and wireless network resources;
- Cloud-based systems and resources provided by ES;
- Use of other digital resources;
- Data protection and security;
- Privacy and e-safety;
- Use of personal mobile devices.

All students and parents should read the ES IT Use policy. Parents, please discuss the policy rules with your child to ensure that they understand them thoroughly.

Electronic Devices

During school activities, students should not use mobile phones, portable music devices, electronic games or other non-educational electronic devices except when this has been agreed by the teacher in charge. Students may use portable music devices and mobile phones at lunchtime, break time or during a study period, as long as this does not interfere with their safety or that of others. When in the library or in any study rooms, students may listen to music if this does not interfere with the learning or work of others. At all other times, students should keep personal equipment in their lockers or in their bags. The school cannot be held responsible for the loss of or damage to personal electronic equipment.

Acceptable Use of IT Policy at ES

ES's information technology resources, including internet access, are provided primarily for educational purposes. Students are responsible for good behavior in this digital environment just as they are in the physical school environment.

Please remember that access to ES IT resources is a privilege, not a right, and that access requires responsibility. Individual users of the school's resources are responsible for their behavior, actions and communications.

Shared Classroom Technology

The school provides a wide range of classroom technology resources including, laptops, workstations, mobile devices, interactive whiteboards and specialist hardware to support all subjects in our IB curriculum.

Students are expected to treat these resources with care and respect. Damage to any equipment should be reported, as soon as it is detected, to the class teacher.

Procedures for the loan and return of shared resources should be strictly followed.

Students must not change physical connections, or alter in any way the configuration of the classroom technology, without the express permission of the teacher and then only on the clear understanding that it will be returned to the original settings after use.

Local and Wireless Network Resources

Access to the LAN and the wireless network is permitted through both personal and generic accounts. In either case, accessing the network implies that students have read and understood our Acceptable of IT policy.

This policy is in place to protect our students and our network. Any attempt to bypass the access permissions set by the school to internal or external locations will be considered a serious breach of this policy.

Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

Cloud-Based Systems and Resources Provided by ISP

ES provides a wide and constantly evolving collection of online systems and resources, many of which require users to log in with personal account names and passwords. Such account details should be carefully protected and should not be divulged to, or shared with, any other person.

It is extremely important to ensure that you are properly logged out from any secure system that you access through a shared ES device. If you do discover another user has left a personal account open, please close the account immediately or, inform a teacher or the IT support team.

Sending an inappropriate message from another user's email account is considered a serious breach of the Acceptable Use of IT policy.

Please do not synchronize personal data from an online system on an ES shared device.

Should you have any reason to suspect that one of your personal accounts may have been compromised, please inform the IT team immediately.

Use of Other Digital Resources

The following points relate specifically to use of the internet and social media and are intended to cover he areas where there might be serious, and possibly legal, implications for the student and/or the school.

Students should:

- Respect the minimum age limits for accessing social network sites, (usually 13 years old);
- Not intentionally access, transmit, copy, or create material that would be considered inappropriate; This includes but is not limited to, messages or materials that are pornographic, threatening, rude, discriminatory, or meant to harass;
- Respect and protect the intellectual property of others. Not infringe upon copyright or intellectual property rights. This includes, but is not limited to making and/or distributing of illegal copies of music, games, or movies;
- Not use the resources to further any acts that are criminal;
- Not use the resources to send spam, chain letters, or other unsolicited mass mailings;
- Not buy, sell, advertise, or otherwise conduct business through ISP resources or systems, unless approved as a school project;
- Not plagiarize. Always give full acknowledgement of the sources for any materials or ideas submitted

as course work or assignments.

Data Protection and Security

Students should:

- Only use assigned accounts to access ES systems or resources;
- Not attempt to view, use, or copy passwords, data, or networks to which they are not authorized;
- Never attempt to install unauthorized software;
- Report any suspected violations or vulnerabilities immediately to the IT team;
- Observe all network security practices, as posted;
- Not delete, edit or move data or other resources that do not belong to them.

Privacy and E-safety

Good e-citizenship and e-safety are topics that are covered in PYP and MYP classes. These points are listed here for emphasis.

Students should:

- Communicate with ES Staff only through their assigned Google Apps email addresses, ManageBac or other approved channels;
- Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves;
- Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

Supervision and Monitoring of IT Resources

School and network administrators monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly.

The school may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with Georgian and international law.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's IT resources.

Guidelines for Use of Digital Technologies

New digital technologies mean that access to ES's IT resources extends beyond the physical boundaries of the school and that the distinctions between school and home are not as clear cut as they once were.

Please read carefully the following guidelines and notes on the use of digital technologies as they apply to staff, students and the wider ES community.

1. Classroom Use of Social Media

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.

2. Classroom Use of Other Public Online Applications

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

3. Contributions to Wikis, Blogs and Online Forums

When posting messages to ES forums or blogs, everyone should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

4. Social Media Relationships with Students, Alumni and Parents

Staff members are instructed not to initiate or accept social media "friend" requests from current students (of any age) or former students under the age of 18.

Staff members are discouraged from "friending" parents of current or prospective students due to the inherent conflicts of interest that may arise.

5. Social Networking Sites

Social networking sites usually have a minimum age for membership. Staff members who see children under this age using these sites are asked to report the incident to the School Leadership.

6. Privacy Settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

7. Use of ISP Email Accounts

Messages sent from @europeanschool.ge addresses should not include content that would reflect poorly on the sender or the school.

8. Data Protection

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

9. E-safety

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimize the impact of these risks.

E-safety is taken very seriously at ES. It is incorporated into the PYP and MYP syllabus and there are workshops and presentations that parents can attend where they can learn more and discuss these issues with teachers.

10. Emerging Technologies

As new technologies and technology initiatives emerge, it may be necessary to make changes to this policy. Where such changes are significant these will be communicated directly to students and their parents.

Child Protection Policy

ES is committed to maintaining the highest standards in the area of child protection and has a very clear Child Protection Policy addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact either of the Head of IB or the relevant Program Coordinator.

Dress Code

All students must wear school uniform.

#	Uniform Item	Color
1	Trousers - Classic design	Blue
2	Vest/Jumper	Blue
3	Pullover Sweater	Blue
4	Skirt —Classic design of pleated front/Length no shorter than the middle of the knee	Blue
5	Short sleeve Polo Shirt	White
6	Long sleeve Polo Shirt	White
7	Jacket	Blue

A student may be sent home if they are dressed inappropriately for school.

Dangerous Items

Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives and other weapons, or imitation weapons, are forbidden.

Lockers, Valuables and Lost & Found Items

A locker is provided for all students, but each student must purchase a lock for their locker. Students are responsible for their belongings, and should not leave these unattended around or outside school. For safety reasons any unattended belongings will be removed.

Students are asked not to bring unnecessary valuables into school, but if they do, these should not be left in schoolbags or in changing rooms, for example, during PE. Rather, they should be locked in their lockers before the lesson begins. Occasionally, a student may wish to bring a valuable item into school as part of a project or other piece of school-related work, and in these circumstances this may be given to the school office for safekeeping.

All of your child's belongings should be labelled with his/her name. A lost and found storage is kept in the ground floor next to the elevator, and we also ask students and others who find valuable items to hand these in to the Head of Cleaning Department, Miss Lali. If your child loses an item, he or she should first of all check in the lost and found box, and then speak to the Miss Laly to see if it has been handed in.

At specific times during the school year, any uncollected items are sent to a charitable organization. Parents will be informed of this by the Homeroom Teacher.

Unfortunately, unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

Emergency Procedures

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the fire procedures that are clearly posted around the school.

Student Parliament

Students in the Secondary School are represented by their peers in the Student Parliament. This body consists of one student from each homeroom, and the president is elected by all of the students in the Secondary School. The Student Parliament is consulted on important decisions regarding students in the school and is mandated to represent individuals or groups of students.

Field Trip Guidelines

The school organizes a number of field trips and those that occur outside of normal school time will require prior parental consent. During the school day, a teacher may take their class off campus for curricular activities, and these are considered to be regular class time.

Participants in school-organized trips are representatives of the school at all times. As such, they are expected to abide by school rules, to follow appropriate standards of behavior and appearance and to demonstrate concern for the wellbeing of others. Whole Grade field trips and curricular activities are included in school fees; however, some events, such as MUN trips, are funded separately. Inappropriate behavior (such as drinking alcohol, dangerous behavior, etc.) will result in the student being sent back to Tbilisi at the parents' expense and the student could be reprimanded by the school in other ways.

All trips are accompanied by adults (at least one of whom must be a member of faculty). Staff may establish special rules and conditions in line with general school policy. Such special rules or conditions will be indicated in the trip information letter and may require written parental consent. Staff will establish reasonable curfews for

students depending on their age. A full schedule of activities will be planned for all trips and thus students' free time will be limited. Whenever possible, late-night trip departures or returns will be avoided. Parents are asked to accompany their children to and from the meeting point.

Payment for School Trips

The majority of field trips or other excursions are paid for by the school. This is guided by the general principle that trips which are essential to the curriculum—a learning experience that the school believes everyone should have access to—should be treated as regular lessons, just in a different location. At ES, almost all our field trips incur no extra cost to families, except for spending money that students bring along.

Some trips we consider to be additional to the curriculum—an enrichment activity—and we ask parents to meet the cost. In this category would be our Model United Nations trips. These trips are optional, and do not form a part of taught curriculum—there are no grades or reports dependent on being on the trip. We may also include some sports trips.

The cost of school trips will always comprise accommodation and travel, any conference/workshop/activity fees that apply, plus staff supervision. The final cost quoted to parents will also depend on the number of students travelling, as there are often discounts on large group bookings, and cost is more widely dispersed across a larger group. The distinction between curricular trips and enrichment trips is not an absolute divide—it is a judgment made by the school, and the school reserves the right to make these decisions in the best interests of the whole community.

Attendance and "Lates"

Our mission calls upon us 'to develop every student's full intellectual and human potential'. Regular attendance is a pre-requisite for success in school; conversely, those who are not in class will miss important learning opportunities. Poor attendance can lead to under-achievement, and this is especially true in the senior years as courses become more demanding. It is important, therefore, that we work together with families to ensure that every child is in school, and being challenged to meet their 'full intellectual and human potential'.

How ES Manages Absences and "Lates"

All absences are recorded, regardless of why a student may not be in class. Absences are by day, and should not be more than 20% of class time. If a student fails to meet the attendance requirement for promotion or graduation, the school may ask that this time be made up to ensure a minimum class attendance of 80%. Failure to meet this requirement may mean a student has to repeat the grade or be denied or be considered as a Certificate student (please see the Promotion Policy).

Absences are categorized in two ways. An excused absence might include illness verified by a doctor's note, family bereavement, work experience, or an interview/examination for university or new school. The school may choose to allow excused absences up to a maximum of 10% of class time. All other absences are considered to be unexcused.

If parents/guardians know that their child is going to be absent from school for any reason, they are asked to give the school advance notice by sending an email to the Homeroom Teacher copied to the relevant Program Coordinator. If the absence is unanticipated and it is not possible for the parents to send an email, we ask that parents and guardians call in the morning to inform the school, and that this call is followed up as soon as possible with an email to the Homeroom Teacher and Program Coordinator.

Frequent lateness, because of its detrimental effect on learning, is a serious matter. Therefore all "lates" will be recorded on a student's record of attendance, and the school will follow up with individual students and families to promote punctuality. This could involve the school revoking some student privileges.

Persistent absenteeism or tardiness will result, firstly, in a letter to parents. Following such a letter, should a student fail to improve his/her record of attendance, both parents and student will be asked to attend a conference with the school.

In very serious cases of absenteeism, and in line with Georgian national educational guidelines, the school will involve local authorities to ensure that the student's education is not compromised.

Partnership with Our Families

We understand that our community is a highly mobile one, and that many of us are living and working far from home, and away from our extended families. Nevertheless, we do request that family travel plans respect the school calendar. It is also supportive of the school if parents schedule doctor, dentist and other appointments after school hours or during vacations where possible. Should a student arrive late or need to leave early, parents must notify the school in advance.

If you have any concerns about your child not meeting the 80% attendance requirement, please contact the relevant Head of Grade. We can usually resolve most attendance issues through collaborative dialogue. Finally, please note that long-term absence through illness is always given special consideration.

Partnership with Students

Our students have certain responsibilities and, through the Student Parliament, we maintain an open dialogue with them regarding attendance policies. All students are expected to be at school on time. After an absence, students are responsible for completing all missing work. If a student needs to leave school early, he/she should have permission from one of the following: the School Nurse, the Homeroom Teacher, a member of the Secondary School leadership team.

Recording Attendance

Attendance statistics for each student are examined monthly. There are two reports available:

- A cumulative report of attendance in each class since the first day of school; and
- A monthly report, detailing the most recent month's attendance patterns.

Homeroom Teachers and Program Coordinators will monitor this data and contact students and parents, should attendance or tardiness be seen as a problem.

Communication

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak.

School Information Systems

The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarized as follows:

- ManageBac. ManageBac is the school's curriculum management system and a vital communication tool for all members of our community. Secondary School students, teachers and parents all have individual ManageBac accounts. Parents are also given access to student reports via ManageBac.

- Google email. The school provides every student with a personal Google mail account, recognizable by the @europeanschool.ge. This account is an essential communication route between students and teachers, especially as it integrates with a range of Google applications that are in frequent use in the classroom.

- ES Website: The school website (www.europeanschool.ge) provides details of major events, recent news, recent publications and up-to-date curricular information.

For further information about our school's communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our Head of IB.

Meeting our Team

In most cases, the Homeroom Teacher would be the first point of contact for parents with inquiries about their child's academic progress. The Homeroom Teacher will know your child best and will have a detailed knowledge of their daily routine. For example, the Homeroom Teacher will be able to request information from teachers/administrators about the curriculum or gather information about your child's progress or address social concerns. The Homeroom Teacher will also be able to assist you in setting up a meeting with a subject teacher should you need to meet with one of your child's teachers. Should you need to speak with your child's Homeroom Teacher, please call the school to schedule an appointment.

Personal Information

It is very important for the school to have complete and up-to-date information about all of the students and those whom we may need to contact in case of emergency. Please send an email to your Homeroom Teacher in the case of changes or additions to any of the following details:

- Home address or telephone number;
  - Parents' and other contact details, especially mobile phone number and email addresses;
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

Medical Care

If a student becomes unwell while at school, he/she must go to the sickroom. The School Nurse, or a nominated member of staff in the case of her unavailability, will evaluate the student's medical condition. No student should leave school because of illness without speaking to the nurse or her replacement, and students should also consult the nurse before contacting their parents to request to leave school. Please note that if a student has a minor complaint, the School Nurse—and only the School Nurse— may administer medication. In the case of a more serious concern, the school will contact the parents and/or an emergency medical service (EMS). In the case of an emergency, the school will contact the EMS and will make medical decisions based on the doctor's recommendations, including surgical intervention. The school will notify the student's parents if a decision is made to send a child home. Parents will be systematically informed if the school contacts the EMS about their child's health, but it may not always be possible to do this before we do so.

Please note that the school provides medical insurance for all students while they are in our care, although depending on circumstance this insurance may not cover all medical costs.

Parental Absence

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

Permission Forms

During the year, the school will have the need to send out parental permission forms for a variety of activities. In addition, permission forms may be sent out to allow students to be off campus, or at home, during examination times. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity. For students who are 18 years old (or older) these permission forms may be signed by the student themselves, except where financial matters are concerned, in which case these forms must be counter-signed by a parent or legal guardian.

School Cancellation

Should it be necessary to close school at short notice (for example, due to severe weather, national emergency), the school will notify every parent via email or by SMS. Should you have any concern, please check your email before calling the school office.

Guest Visits to School

Visiting students may make one-day visits with permission of the Head of IB or Program Coordinator. Requests must be made at least 48 hours in advance, and all guests must identify a currently enrolled student who will be responsible for him or her during the time spent in school. The accompanying student is also responsible for ensuring that teachers are informed ahead of time to ensure that they visit causes no disruption to lessons. Please note that at certain times in the school year, for safety or security reasons, we are not able to accommodate student guests.

The Curriculum

The IB section offers a holistic education, intended to educate the "whole person". We offer all students a broad, balanced range of academic subjects supported by a strong Personal and Social Education program. Academic rigor is promoted throughout the school, and ES's external examination results and university placement record demonstrate a commitment to providing a successful, progressive learning environment.

Grades 6-10 follow the IB Middle Years Programme (IB MYP). Grades 11 and 12 follow the International Baccalaureate Diploma Programme (IB DP), an internationally-recognized pre-university course. Details of these programs can be found in the relevant curriculum handbooks, available online at www.europeanschool.ge/ib.

Assessment

The IB section recognizes that teaching and learning, and the assessment of that learning, are fundamentally interdependent.

Students

- Have differing learning styles;
- Have different cultural experiences, expectations and needs;
- Perform differently according to the context of learning;
- See self-assessment and peer assessment as a natural part of the learning process;
- Need to know their achievements and areas for improvement in the learning process;
- Should receive feedback that is positive and constructive.

Throughout the curriculum and instructional process, we are guided by the following principles: Assessment

- Is designed by teachers to incorporate a variety of methods and to be relevant and motivating to students;
- Is geared toward appraisal of a broad range of concepts, attitudes, knowledge and skills appropriate to an international and increasingly complex world;
- Is criterion-referenced using the guidelines set down by the IBO and is made clear to students by teachers before coursework begins.

Further information can be found in the ES_Assessment Policy.

Grading & Academic Reports

The school uses subject-specific IB criteria to indicate levels of achievement. At the end of each semester, students receive a summative level, based on the IB 1 (low) - 7 (high) level scale. Final semester levels are reported as follows:

7	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good general understanding of the required knowledge and skills, and the ability to

apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.

3   Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.

2   Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support.

1   Minimal achievement in terms of the objectives.

Full, written, academic reports are issued for Grades 6-11 after the end of each semester (January and June). Grade 12 students receive their reports in December and April.

Interim Grade (Grade 11) or Approaches to Learning (Grades 6-10) reports are issued prior to each 3-Way Conference. Grade 12 receives a first semester interim grade report only.

Please note that all reports are issued electronically, on ManageBac. Paper copies can be supplied on request.

3-Way Conferences

Parents are always welcome to arrange conferences at school and, likewise, the school may initiate a conference with parents at any time during the year. Mid-way through each academic semester, two days are set aside for 3-Way (Student, Parent, Teacher) Conferences. Conference bookings are made online and parents will receive guidance in this process prior to each conference date.

Graduation and Grade Promotion

Grade 12 Graduation

ES aims for all students to obtain the IB Diploma. The Grade 12 Graduation will take place at the beginning of June 2017, and the exact date will be confirmed and communicated to the parents early in the Academic Year.

The graduation ceremony is a school function and is organized through the Graduation Committee, a group that includes Grade 12 PTA Grade Representatives and all Grade 12 students. The school will keep parents and students informed as is appropriate.

Grade 12 students and parents organize a 'banquet' where administration and staff are invited.

Grade Promotion, Grades 6-12

Promotion from each grade is not automatic. To be promoted from Grades 6-8, a student's second semester final report should demonstrate:

- No more than one subject with a final grade below 3;
- In Mathematics, a final grade of at least 3;
- Have met ES's expectations for Service & Action;
- Attendance of at least 80%.

Students who fail to meet these criteria will have their promotion reviewed by the school. In such cases, students may be required to undertake additional studies to be granted promotion. Parents and students concerned will be involved in a consultation process prior to any decision.

To be promoted from Grade 9 to Grade 10, a student's second semester final report should demonstrate:
- No more than two subjects with a final grade below 3. Those two subjects may not belong to the same group;
- A minimum grade 4 for at least one of the subjects studied within the subjects groups "Individuals and society" and "Sciences";
- Students following the English Language Acquisition course need to have reached at least English Phase 3 by the end of the academic year;

- Students following the Mother Tongue Programme compulsory are on track with all their tasks as documented in Managebac;
- In Mathematics and the Arts, a final grade of 3 or higher;
- The final report cannot show "below expectations" for the skills "Organisation" and "Communication";
- Have met ES's expectations for Service as Action;
- Minimum 80% attendance in each course.

To be promoted from Grade 10 to the IB Diploma Programme, a student's second semester final report should demonstrate:

- A grade total of at least 28 from six subject groups and the Personal Project, out of a possible maximum of 49;
- Gained at least 3 for the Personal Project;
- Have met ES's expectations for Service & Action;
- Minimum 80% attendance in each course.

In addition, to meet the entry requirements for chosen courses of study (SL and HL) in Grade 11, students should achieve some minimum grade in the Final Year Report in Grade 10. Please see the Promotion Policy for further details.

To be promoted from Grade 11 as a Diploma student, a student must meet the requirements as stipulated in the Promotion Policy. Students not fulfilling these requirements will be registered as IB Certificate.

For further information about Grade Promotion, please see our Promotion Policy.

Community Service Programs

The school requires all students to be actively involved in community service, whether that involves a group of friends, the school, the neighborhood, Tbilisi, Georgia, or elsewhere. We feel that this is a crucial element of a holistic education and is one that will give a student a broader, more balanced perspective on life.

Extended Curriculum Activities

The Extended Curriculum Program is an important part of student life. Apart from a sports program that will rotate during the school year, there are a variety of activities, including the school play, drama, homework club, Student yearbook, literary magazine, community service, movie nights and all kinds of music classes and events. ES also runs a successful Student Project Conference, Model United Nations program and TEDx program.

Homework

Homework is a necessary adjunct to classroom teaching, and all students can expect to receive homework on a regular basis. Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organization and self-reliance.

Students in Grades 6-10 should record homework assignments in the Student Diary, and Homeroom Teachers will check the students' diaries each week. The amount of homework given will vary across the school; as a general rule, Grade 6 students can expect approximately 5-7 hours of homework each week, Grade 7 students 6-8 hours and Grade 8 students 8-10 hours; Grades 9 and 10 can expect up to 15 hours; and Grades 11 and 12 can expect approximately 20 hours of additional home research and study per week.

The school does not operate a homework timetable for students, although deadlines for all summative (end- of-unit) assignments are published through ManageBac (see above, page 9 and 10). In line with our policy of fostering independent learning and striving to develop the dispositions of the IB Learner Profile, we promote a collaborative approach to the setting of homework, through which teachers will plan homework schedules at regular curriculum planning meetings and will, as appropriate, involve students in the setting of deadlines. Students are responsible for organizing their time appropriately to manage long-term projects.

Teachers expect homework to be done properly and punctually. Failure to do homework is treated seriously, and when completing homework is perceived to be problematic, the teacher will notify the student's Homeroom Teacher and the relevant Heads of Department and Grade, who may require the student to forfeit his/her recess

to complete the outstanding work, or to attend homework club. Parents will be notified should a student repeatedly fail to submit school work.

Library

The European School Library collection has almost 15000 titles, with books in English, French and World Languages. The collection comprises fiction and non-fiction material, together with research materials, video, and music, and access to computers for the students to use.

Support Structures for Students

Each student in the Secondary School is a member of a homeroom of less than 22 students. Each homeroom is monitored by the students' Homeroom Teacher who has day-to-day responsibility for the students in his or her group. Students who have a problem, either academic or personal, can bring it to the attention of their Homeroom Teacher, or their Head of Grade, or another member of the Wellbeing Team, or the relevant curriculum coordinator depending on the nature and seriousness of the problem. Students can also ask their Student Council representative to act on their behalf.

We recommend that if students or parents have a concern about any issue concerning a member of staff, they should first try to resolve the problem with the individual concerned. If the matter is not brought to a satisfactory conclusion, then parents or students should bring it to the attention of the Homeroom Teacher concerned, who will attempt to work with all those involved to find a solution.

University Counseling

The school has a university counselor. All applications should be given to the university counselor at least ten school days before the deadline and references from teachers should be requested at least 15 school days before they are required. While it is currently popular to apply to an increasing number of universities, it is the student's responsibility to ensure that the research needed in making their university choices is undertaken before an application is sent. The school will help students with up to eight applications per country. Please note that the school does not pay for express delivery of application documents. For a detailed list of recent university acceptances, please visit ES's University Counseling page.

Parent Volunteers

We like to involve our parents in the daily life of the school. Our parent population is a rich sea of experience from which every student can benefit, and we welcome parents' input. These are just some of the ways in which you can participate: give a presentation on your country; demonstrate your special talent in music or crafts; chaperone social events; assist with the work of Special Needs, English as an Additional Language (EAL), French, Spanish, German and other languages; share your career experience with students.

This is not an exhaustive list. If you have time to spare and an idea of how you might help, please contact the school.

Campus Security

All students should come to school each day in school uniform. All visitors to the campus are required to report to the reception. They will then receive a Visitor's Badge, to be displayed at all times.

In the event of an emergency, students and visitors should always follow the instructions given by the security guards and members of staff. It is important that all parents read the parts of this handbook relating to fire evacuation and lockdown procedures. These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.