



General Handbook

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Introduction

Director's Letter

Dear Students and Parents,

We are pleased to present you with this Handbook. Here you will find many of the answers to questions that arise. We have done our best to provide you with the most useful information. It is important that you be familiar with the contents of this handbook as it will help you make the best of your experience at Townshend.

Townshend is a living institution, and as such, we seek to grow and adapt meaningfully to changing conditions. From time to time, even within a school year, we may need to update the Handbook. If there is a question you need answered, please do not hesitate to contact us. Much of the information in the handbook is the result of questions students and parents have asked in the past.

We look forward to a wonderful year together.

Sincerely,

Vivek Williams

School Director



Mission & Vision

Townshend International School is a private non-profit school serving students Pre-K through high school. It is located in the peaceful township of Hluboka nad Vltavou, two hours south of Prague in the Czech Republic, in the heart of Europe. The mission of Townshend International School is to accompany young people in their journey to

- Discover, develop and refine their talents and potentialities
- Achieve excellence in both academic and character development
- Recognize and develop their spiritual nature
- Gain skills needed to be part of a diverse and united community
- Be of service to others and to help create a just global society

Inspired by the Baha'i principles of peace, human dignity, compassion, and unity, our holistic vision and distinguishing features are...

We see you as noble. Our approach towards education is based upon the concept that each individual is a noble being, a mine rich in gems, which education alone can uncover. Our task as educators then is not simply to fill a young person with knowledge, but to unleash the latent potential in each student. We see the best in you -- your talents and your qualities -- and by holding up a mirror to those qualities, we help you develop the best in yourself. As one graduate put it, "Townshend helped me see something within myself that I did not know was there." This is among the greatest gifts we give our students.

We emphasize character. Excellent academics and intellectual development are vital, and at Townshend you will have the opportunity to build amazing intellectual capacities. But the world has no shortage of smart people. What the world needs is more people with character -- people with ethical values and human virtues. At Townshend, moral development is front and center, along with academic excellence. Our code of conduct is based upon five seminal virtues: Honor, Respect, Responsibility, Leadership, and Commitment. Intellectual development is vital, and when combined with moral development, it is "light upon light."

We nurture the life of the spirit. At Townshend, we take to heart the statement that "man is in reality, a spiritual being, and not until he lives in the spirit is he truly happy." We prepare you for material success, while recognizing that material things cannot fulfill the deepest yearnings of the soul -- the yearning for purpose, for meaning, for connection to one's Creator, for love and compassion and kindness. And so, we daily create time to reflect on the life of the spirit. As a diverse community, we nurture spiritual expression, for students of all faiths, and of no faith.

We are a vibrant unified community. The social environment at Townshend is in sharp distinction from what most students have experienced. We work to give you the skills to solve problems through consultation, to have meaningful conversations, and to be a member of the community, taking actions that strengthen unity, such as avoiding backbiting and exclusivity. As one student put it, "There are no cliques here. Everyone knows each other by name, and although not every single person is a close friend, everyone is friendly. Each person has such a big group of friends that it's hard to classify someone as your 'best friend.'"

We inspire service and social progress. Education has a purpose beyond providing opportunities to obtain outstanding credentials and a successful career. Our ultimate goal is to equip you with the knowledge, insights, and skills that will allow you to be of service to others. For it is in service to others that the deepest fulfillment and happiness are to be found. During your time at Townshend you will participate in core activities that will

help you become an experienced resource in the community-building process and in shaping human affairs. Motivated by a desire to be of service and to help create a just global society that is built upon the principle of the oneness of humanity, you will leave Townshend knowing that your life really can make a difference.

Section 1: Administration & Policies

Contact Details

All staff at Townshend can be reached via email. The email addresses are in the format of firstname.lastname@townshend.cz.

We list some of the most important addresses and numbers here.

All phone numbers are in the format **+420 387 688 xxx**. The last three digits are listed below.

Office	Email	Ext
Administration		
School Office	office@townshend.cz	111
Administration Office	barbora.dankova@townshend.cz	113
Dormitories		
Boys' Dormitory	boysdormitory@townshend.cz	150
Girls' Dormitory	girls_dormitory@townshend.cz	152

News

News of activities on campus is available on our website's "News" page. We encourage parents and students, as well as family and friends, to sign up to receive [a](#) summary of the news by email. Visit the news page, and sign up in box in the right side-bar. It's a great way to keep in touch with the life of the school.

School Year

Parent Orientation

The first weekend of the Fall term is the time to welcome students back to campus. The dormitories open on Saturday at noon, and we recommend you arrive at this time.

For parents coming with their children, there are a few guest rooms available in the dormitory. There are also nearby hotels and guesthouses.

Parent orientation takes place on Sunday, beginning at 9:30 AM. During this orientation, you will have the opportunity to meet the Townshend faculty, to have a tour of the facilities, and to hear from our administration, who will share important information with you.

Sunday is also a time for parents to meet one-on-one with the school psychologist, who is an integral part of every student's life. Time is also set aside to meet with the Finance office and to get any questions answered.

We understand that for those students coming from a great distance, it may be difficult for parents to accompany their children. If you are unable to attend, you will miss the personal interaction, but rest assured that all the important information is included in this handbook.

Hotels & Guesthouses

There are in general two options for guests wishing to visit Townshend.

1. We have a few guest rooms in each dormitory. This is simple accommodation, but a nice way for parents to experience the day of the dormitory students. This is the least expensive option, and includes all meals. Charges are per person. Please check with the dormitory about the current rates.
2. The township of Hluboka nad Vltavou is a major tourist destination, and as such there are quite a few guesthouses and hotels available. The closest are within a 10 minute walk of the campus, and those in the heart of the town's main street are a 20-30 minute walk from campus. You may use online maps like Google Maps to see the location of Townshend and its relation to the various options.

We don't have any that we specifically recommend, as each family's needs are different. Please check websites like www.booking.com to find a place that meets your requirements.

The Calendar

The school calendar is published on our website and lists all important dates.

Holidays & Vacations

The school has three vacation periods during the school year: the Autumn (Fall) break which is usually 9 days and begins near the end of October; the winter and spring breaks which last approximately 18 days each; and an 8 week summer break. The campus, including dormitories, is closed during these times (please see "Vacation Periods" under "Residential Life", below).

Periodically, students ask if they can leave early or arrive late from the vacation. Except in emergencies, we do not allow extending the vacation. Travel arrangements should be made so as not to disturb the academic schedules of the students. Only in cases of emergency can any missed classes be excused.

Baha'i Celebrations

In addition to the National Czech holidays, the school closes on several Baha'i holidays during the school year. On these days, the school community gathers to celebrate the holiday, which may be as simple as music and readings, or a larger celebration like a picnic or other outings. All boarding students attend these celebrations.

Senior Trip

During the week leading up to graduation, the seniors head off for their senior trip -- their last time to be together as Townshend students. They raise funds during the year, and plan their own destination. Accompanied by one or two chaperones, they spend the week in recreational, cultural, service and educational activities that they have arranged. Visit our website to see a video of a recent senior trip.

Rose Ceremony

The Townshend community gathers on the evening after the Seniors' last exam for one of the end-of-year traditions that captures the essence of Townshend. We gather to issue our seniors last report cards and to continue a student tradition in which they express their gratitude to the faculty and staff who have accompanied them on their journey to this point, through the giving of thanks and roses. With all students, faculty, and staff are in attendance, the seniors individually call each staff member and share with them their thoughts and feelings of gratitude.

Graduation

Held on the last Saturday of the school year, the graduation ceremony is a time for students, staff and families to gather and send our graduates off into the world. It is a festive evening with dinner, dancing, and celebration. We invite you all to join us for this special annual event.

Payment of Fees

Fees are due according to the schedule you selected in the financial contract (single payment, two payments, or four payments).

Please note that families are obligated for the full contract fees, even if the student leaves the school early, and even if families are on payment plans. It is rare, but on occasions

where we have had to turn to legal means to enforce this clause of the financial contract, additional penalties and legal fees are also due according to the terms of the contract.

Payment methods and details are available on the school website.

School Bank Details

TOWNSHEND INTERNATIONAL SCHOOL

Name of Bank : Raiffeisenbank

Account Name: Townshend International School

Bank Code: 5500

CZK Account Number: 108 200 24 76

Euro Account Number: 108 200 24 84

USD Account Number: 108 200 24 92

Swift Code: RZBCCZPP

Medical

Insurance

All students are required to have medical insurance that is valid in the Czech Republic. For students coming from outside the European Union, insurance is purchased by the school on behalf of the student, and the cost is included in the non-EU foreign assistance fee. The insurance is required by the national Alien Act. It covers comprehensive medical care within the Czech Republic, and urgent basic care in other states of the EU.

EU residents should check with their insurance carriers to make sure the student is covered by the insurance of the home country while living in the Czech Republic. After you have confirmed validity, please provide a copy of the insurance card for the school files.

Medical Care

The Czech Republic has a well-developed healthcare system, and a modern hospital complex in Ceske Budejovice. There are also practices in Hluboka. Many in the medical profession, particularly the younger physicians, speak English or German.

School Health

To assist in ensuring the health of our student body, the school nurse or proxy members of staff check on students who may be sick and staying in the dormitory, as well as tending to students who may become sick during the school day. For boarding students, they coordinate visits to doctors, dentists, orthodontists, and other scheduled appointments, as well as assisting with emergencies and visits to the hospital.

Use of Medication

For safety reasons, students who are on prescribed medication that must be taken during school, must bring a permission slip and explanation signed by the parents and or Dorm Parents. Only those doses for that day may be brought to school.

Students may not share medications or administer medications to other students

Please report all negative reactions to a medication to a staff member immediately

Flu shots

Because our student body comes from many different countries and the close contact they have with each other in the dormitories, we recommend flu vaccinations in the Autumn of each year. For boarding students, the school nurse coordinates the administration of the flu shot.

Dentists & Orthodontists

Dental care in the Czech Republic is quite affordable compared to Western Europe, North America, and Australia. Many students arrive at Townshend with braces, and are able to continue with orthodontic care here. Our school nurse helps coordinate appointments for the boarding students.

Counsellors

Our licensed school psychologist (or "counsellor") plays an important role in the life of the students. She helps students through various issues and challenges that are part of adolescence. Most of our students take the opportunity to meet with the counsellor at some point in the year.

In addition, members of our academic leadership or their appointees serve as an academic counsellor for students and also offers course, career, and university guidance.

- Students may seek counselling in all personal, academic and career issues.

- If students wish to speak to a counsellor, they may make an appointment during a study-hall, lunch-time or after school so that it does not interfere with their classes.
- If students are seeing a counsellor on a regular basis, the times will be arranged so that they do not interfere with scheduled classes.
- When there is a real crisis they may, of course approach the counsellor even during normal class time.
- All communication with the counsellor is confidential. When the safety or the safety of others is endangered the counsellor will exercise discretion in communicating with appropriate people.

Lockers

Lockers are available to all secondary students. Students may get a locker key from the Reception Office. There is a 200Kc Key deposit which will be refunded when the key is returned at the end of the year. Although Townshend is generally a safe environment, the school takes no responsibility for the theft or loss of property. We encourage students to leave valuables at home.

The school has the prerogative of opening lockers for checking.

Daily Timetable

Attendance

The school day begins with a short Homeroom. This is followed by an Assembly.

Day students may go home after their last scheduled class. Dormitory Students may return to their dormitories after their last scheduled class.

Students are required to attend all scheduled classes, assemblies, home-room periods and study-halls, as well as services, obligatory co-curricular activities and sports events, even if they occur outside normal school hours.

Assembly

Staff and students gather for 10 minutes every morning to begin the day with readings, quiet meditation and announcements. On Wednesdays, there is a "long assembly", which is set aside for special presentations by students, staff, and visitors.

Start & End of Class

Classes begin with the bell. When the bell rings, students are expected to please be at their desk, standing, facing forward, with books and materials ready for the start of the lesson. They remain standing until the teacher greets them and invites them to sit.

The bell rings to mark the end of the class, however, the class does not end until the teacher dismisses the class.

Study Hall

During the week, students may be assigned periods of study hall. This is time to complete assigned work, to review or revise previous work, or to read quietly. Study hall takes place in the Library/Resource Centre. Students are expected to please plan ahead and come prepared to work independently. Computer use and quite conversations are possible during study hall, with the approval of the supervisor, and if they relate directly to study or educational activity.

Absences

Report cards and transcripts note the number of lessons missed and tardy each semester. It also reports the number of excused and unexcused absences.

If a student must leave the campus for any reason, they must inform the administration or their homeroom teacher, if unable to reach a member of the administration.

Excused absences

Excused absences fall into two categories:

- Illness
- Parent excused absences for medical appointments, wedding or bereavement for immediate family members

Students participating in school excursions are marked as "present".

Illness

In the event of illness or other unexpected absence, parents or dorm parents are to inform the School Office (office@townshend.cz) or the student's homeroom teacher prior to the start of the school day.

If students fall ill during the day they are to inform the teacher whose class they are in. Then visit the nurse. If she assesses that they should return to the dorm or go home she will excuse them to their homeroom teacher.

If the nurse is away students are to go to the Residential Director, the Counsellor, the Finance Office/Administration Office, School Director or the homeroom teacher in that order.

For absences exceeding three school days, a doctor's confirmation is required. This is submitted to the homeroom teacher upon return to school.

Medical/Dental Appointments

- Please schedule appointments outside the school hours as far as possible.
- In the event that a school examination or other important assessment is scheduled for the same time as the medical appointment, the medical appointment must be changed, unless the administration approves of another date for the assessment. Cambridge external examinations cannot be rescheduled even by the school administration.
- Students who have an unavoidable medical appointment are expected to attend classes before and after that appointment, i.e. not miss a whole day of school.

Scheduled absences

Students planning to be absent from school for a specific non-medical reason, such as wedding or funeral are to follow the following procedure.

- Submit a written request from the parents to the school administration at least one week in advance.
- The administration must approve that the reason given is valid, and issue a "Planned Absence Sheet".
- The student will then ask the teachers whose classes he or she is going to miss to indicate on the Planned Absence Sheet any work that must be handed in, or write comments for the attention of the administration.
- The form is to be returned to the administration for final approval.
- Following final approval the student must note down the requirements of teachers and give the form to their homeroom teacher.

Leaving school before the end of the term, or arriving late from vacation are generally considered unexcused absences. Departure and arrival dates are set aside in the calendar for travel purposes.

Unexcused absences

Unexcused absences are addressed as follows:

- For up to a total of 10 lessons, the Homeroom Teacher will discuss the situation with the parents, (or with the student if they are over 18). The discussion and planned remedy will be noted.

Please note that a student who misses more than 20% of classes or more than 20% of a particular subject in the school year, excused or not, even if his or her results are satisfactory, is not automatically entitled to progress to the next grade. This will be reviewed in an academic staff meeting. The following means may be used to address the effect of absences.

- The student may be asked to complete work that has not been done. The student's future will then be determined after reviewing the quality of the work.
- The student may be required to pass examinations in August as a prerequisite to continuing school.
- The student may be asked to repeat the year.
- The student may be asked to show cause why their enrolment should be continued.

Homerooms

Each grade level has its own homeroom teacher, who serves as a primary point of contact between parents and the school. The homeroom teacher usually remains with the same students throughout their time at Townshend, and gets to know the students quite well, serving as one of the members of the team that are following the student's academic, emotional, and spiritual well-being and progress. The homeroom teacher may be approached by students for advice about academics, about academic or social issues faced. They are there to care for their students in all aspects of their school experience.

Class Outings

During the course of the year, each homeroom teacher may schedule outings for the grade level. These outings may include dinner together at a restaurant, a hike, or a visit to a museum or site of interest. Students cover their own costs for class outings.

Staff Room

If students need to find a staff member, they are often in the staff room. Students may not enter the staff room, but if they knock on the door, a staff member can help.

Dress Code

The principles that guide the Townshend dress code, both during the school day, and after-school, are cleanliness, neatness, and modesty. All clothing should be worn in the

manner intended by the manufacturer. They should not be frayed or torn. Slogans on leisure time clothing should be positive.

Uniform

School uniforms are required wear during the school day. Uniforms are purchased at the school uniform shop or nominated outlet.

To ensure students have enough clean clothes through the week, please purchase a minimum of five shirts, three pants/skirts, and three sweaters.

Purchase through the uniform shop:

- Pants/Trousers/Skirts: Trutex Dark grey pants. Girls have the option of wearing Trutex pants or skirts. (Skirt length may be worn up to 7 cm above or below the knee.)
- Shirts: Students have the choice of wearing white or light blue Trutex shirts, either button down (white buttons), or polo-style shirts, purchased through the uniform shop. Button down shirts must be tucked in. Polo-style shirts may be tucked in or not.
- Shirts, pants and skirts that have not been purchased through the uniform shop, must be the same shade and a similar texture to the uniform and may not be patterned, marked, have other colours, or bear logos of any kind.

For families living in countries where school uniforms are provided in local shops, following are uniform details:

Item	Article No.	Item	Article No.
White Shirt, boys	ASP210	Pants, boys	TBT720
White Blouse, girls	ABL210	Pants, girls	JHT300
		Skirt	JMP530
Striped Blouse, girls	ABL034	Blazers, boys	SBB742
Pullover	AKT110	Blazers, girls	SBG642
Sweatshirt	CTV810	Rain Jacket	ATL001

Bring with you:

- Shoes: Flat, solid-black leather polishable or synthetic leather. (No tennis shoes, sports shoes, casual shoes, or shoes with colors or rims other than black)
- Socks: Solid black or grey crew socks. Girls may wear solid black, grey, or natural nylons or leotards (no fishnet or other design patterns)
- Belts: Solid-black dress belt for use with trousers

Optional though the uniform shop:

- **Sweater:** V-neck navy blue sweater or sweatshirt may be worn over the shirts. They should not be tucked in. They may not be worn without a shirt underneath
- **Fleece:** The Trutex plain blue fleece may be worn as an alternative or an addition to the sweater.
- **Ties:** Wearing the Townshend tie is optional.
- **Blazers:** Blazers are reserved for senior students, and are optional.
- **Townshend t-shirts and sweatshirts.** (These are not part of uniform. They are casual wear.)
- In cold weather students may wear a plain, single colour blue or black neckscarf.

While studying at Townshend, students are considered as "professional" learners, and should wear uniform as a young professional: neat, clean, ironed, and modest; neither too tight nor too loose or baggy; and pants and skirts must stay up by themselves.

School uniforms are also worn during most one-day academic excursions.

Personal Grooming & Deportment

As an international school, we are aware of cultural differences. At the same time, there are common standards for the Townshend community.

Head covering:

- Hats, hoods, or head-covering are not to be worn inside the school unless there are clear medical or religious reasons for doing so.
- When medical or religious reasons do exist, students will first be required to gain the Director's permission.

Jewellery:

- May be worn, if it is unobtrusive and modest.
- Pierced jewelry may only be worn by girls; during school, this is restricted to being a single stud in the earlobe.
- Students will be required to remove jewelry from any other piercing.

Hair & Makeup:

- Haircuts are to be kept moderate
- Hair length for boys must not exceed the shirt collar
- Hair is to be kept out of the face including eyes
- Hair bands, clips, rubber bands, ponytails are not permitted for boys
- Black hair bands or clips are allowed for girls
- Heads may not be shaved.
- Hair dyes may only be of natural hair colour.
- Only boys 18 and above, or those in Level III & IV may grow beards: cut short and kept neat.
- Make-up use is reserved for girls and should not be ostentatious.
- Nail length should allow for active participation in PE

Deodorant:

- Deodorant or antiperspirant should be used on a daily basis.

The above mentioned practices are applicable at school, on excursions, field excursions, and other school-organized activities.

For residential students, they apply during the period of enrollment at Townshend International.

Casual wear

On occasions when casual wear (rather than the school uniform) is appropriate, such as during co-curricular activities, after-school and weekends, or during certain outings and travel, we call upon students to present themselves with modesty and dignity.

The following attire is not appropriate:

1. Topless (both sexes)
2. Shorts less than mid-thigh
3. Skirt shorter than three quarters of a thigh
4. Bare midriffs
5. Low-cut blouses
6. See-through clothing
7. Swimming suits (except at the swimming pool)
8. Revealing pajamas and nightgowns
9. Shoulder-less tops showing undergarment
10. Tops exposing the back below shoulder blades
11. Visible undergarments (bra or underwear)
12. During special events, such as parties, celebrations, balls, graduation, Rose Ceremony, a more relaxed approach is adopted as long as modesty is respected.

Tank tops are allowed as long as all aforementioned rules are honoured.

Staff should be asked if students are not sure of the appropriateness of any garment.

Sports Wear

Clothing: Please wear sports clothes appropriate for the weather and activity. Shorts shorter than mid-thigh are allowed, as long as kept within the bounds of moderation.

Shoes: Students will need two pairs of sports shoes -- one for indoor sports activities only, and one for outdoor sports activities. Outdoor shoes may not be worn inside the gym.

Cleats: If students like to play football regularly, it is useful to have football boots, studs.

Ice Skates: There is an ice-rink within walking distance of the campus, and if students wish to ice skate please bring skates or purchase them here. None are available for rent.

Academic Supplies

Please maintain the following academic supplies throughout the school year

- School bag or backpack
- Pocket sized, word-for-word, bilingual English dictionary for non-native speakers. Electronic dictionaries may not be used during exams, and for this reason, it is critical to have a simple bilingual dictionary. Dictionaries should be small enough to fit into the palm of one hand, with brief word for word translations.
- English dictionary
- Pencil case or box
- Blue or black ink pens
- HB lead pencils and pencil sharpener, or mechanical pencils
- Eraser
- Hole punch
- Compass & protractor
- Full-length ruler and Set-square
- Scientific calculator from grade 9 and above
- USB drive
- Laptops are optional for grades 7, 8 & 9, but useful in Levels I - IV

In addition to these basic items, a list of additional supplies for paper, notebooks, etc., is sent out to families prior to the start of school.

Textbooks

School textbooks are handed out to the students at the beginning of the school year, and collected in June. Books damaged, defaced or lost are paid for in full by the student. Books may be borrowed over the summer vacations for a deposit of 500 Kc per book.

Electronic Media Policy

Rationale:

The Townshend International School endorses the use of electronic media in the provision of a holistic education that encompasses the intellectual, academic, social, spiritual and ethical development of its students to become useful contributors to a global and ever advancing civilisation. The school recognizes that the rapid technological advances that have propelled the world into an age of information provides invaluable educational tools as well as considerable educational challenges.

The purpose of the school's network is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and

consistent with the educational objectives of Townshend. Access is a privilege which entails responsibility.

The Internet also has immense value in providing social bonds between students, their families and their friends. The school supports and encourages the sensible use of the network for this purpose. The school also recognizes that the use of the Internet for social networking and leisure activities has negative aspects. These commonly include but are not limited to: indiscriminate use, poor choices of sites, distraction from study, obsessive use, neglect of face to face relationships, neglect of responsibilities, loss of sleep, cyber bullying, etc.

The healthy use of electronic media is strongly encouraged by the school. Guided by the most recent research available, factors that are considered include the effects of earphones on hearing and short-term memory, as well as the effect of screens on eyesight and sleeplessness.

The school endorses and supports the statement of the English National Curriculum (QCA, *ICT Curriculum page 121*) which states that information communication and technology (ICT) “acts as a powerful force for change in society and citizens should have an understanding of the social, ethical, legal and economic implications of its use, including how to use ICT safely and responsibly.”

This **Electronic Media Policy** is the basic framework within which the use of electronic media devices such as mobile phones and computers will be used, both in school and in the dormitories. It is the fruit of consultation with students, teachers, dormitory staff and administrators. Its purpose is to achieve safer, more responsible, better informed, educational, social, ethical and legal use of these media by the school community.

During school hours:

Laptops

- Use of any electronic media in classrooms is allowed only with the approval of the class teacher. No usage rights exist that supersede the class teacher's approval.
- Students of Level III and IV may bring laptops to school for study purposes.
- Students who have a documented special educational need to use a computer in class will have a permit granted by the school administration. This permit establishes the validity of that student using the computer in class, but does not negate the right of the class teacher to refuse use when they deem it to be appropriate. Misuse of the permit may result in confiscation of the laptop and withdrawal of the permit.
- Students allowed to use laptops may do so in the Library during study-halls for subject-related educational purposes. They may not be used in hallways or common areas.
- The use of laptops for social networking, commercial purposes, or entertainment is prohibited during school hours.
- For educational purposes, classes are provided with access to a fully-equipped and networked computer room, and in-class equipment such as smart-TVs and tablets.

Mobile phones

- Mobile phones may not be used during school hours.
- Any phone that is visible, under any circumstance, may be confiscated.

- In cases of emergency, parents are to contact the school office on **+420 387688111**

Other E-media devices

- E-media devices such as music players, games consoles, i-pads, tablets, e-watches, e-readers, or headphones may not be used during school hours.

In the dormitories:

Residential students are allowed to bring a maximum of 3 E-media devices to the dormitories. A maximum size of a standard 17" laptop is permitted. Desktop computers are not allowed. All devices will be registered by the dormitory parents.

Mobile phones Laptops/tablets

- Access in the dormitory is subject to the following schedule. With discretion, dormitory parents may provide other times for students' contact with their parents.

	Pick-up times	Drop-off times
Monday	16.00	30 min before lights-out
Tuesday	16.00	30 min before lights-out
Wednesday	16.00	30 min before lights-out
Thursday	16.00	30 min before lights-out
Friday	16.00	30 min before lights-out
Saturday	10.00 a.m.	30 min before lights-out
Sunday	10.00 a.m.	30 min before lights-out

Study Halls: Seniors and Juniors may use laptops/tablets during study halls. Grade 7-9 students may only use laptops/tablets around a table in a supervised area.

Other E-media devices

- Use of e-media devices is permitted under the guidance and supervision of the Dormitory Parents.
- Dormitory Parents may restrict access and use of devices if it is deemed by them to be in the best interests of the individual or as a just consequence of misuse.

E-Safety Rules

These e-Safety Rules help to protect the students and the School by describing acceptable and unacceptable computer use.

- It is not permitted to use a computer or network for a purpose not allowed by law.
- Irresponsible use may result in the loss of network or Internet access.
- All network and Internet use must be appropriate to educational principles of TIS.
- Accessing or distributing inappropriate material, including media relating to pornography, drugs, violence or extremism of any kind is not permitted.
- Copyright and intellectual property rights must be respected, including movies.
- Anonymous or inappropriate messaging is not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- Use of social networks to backbite, libel, bully or harass (e.g. this may include sharing pictures on social media without consent) are not tolerated and are viewed as serious breaches of the school code of conduct.

Sanctions

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

The misuse of an electronic device if he/she has used it in the wrong place or at the wrong time without permission; if the student has used the device for a purpose not related to the educational context of a lesson; if the student has used it disobediently.

Permission to use electronic devices in a particular class may also be withdrawn by a teacher. The school administration may withdraw a student's right to use electronic devices in school. The educational staff may impose appropriate punishments for misuse including detentions and the temporary confiscation of the item. Each case is judged on its merits. confiscations or the loss of the privilege.

Code of Conduct & Policies

The Townshend Code of Conduct is based on five foundational principles: Honor, Respect, Responsibility, Leadership, and Commitment. From these flow many virtues and behaviors. At Townshend, we seek to help develop young people to carry themselves with dignity. Given the shifts in society at large, this is not always easy. The standards discussed here serve to clarify expectations on subjects commonly pertinent to young people. While we seek to balance freedom and responsibility, and to keep rules to a minimum, there are some activities that are particularly harmful to individuals and to the community, which we discuss here.

Prohibited Substances

- Students are prohibited from purchasing, selling, possessing or consuming any illegal substance, any substance that has an age prohibition under the law, or any other substance which has the potential to alter the physical or mental state or damage health.
- This applies even to students who have arrived at the legal age to purchase, possess and consume substances that fall under a legal age prohibition, and applies at all times during and after school hours, on or off campus for the entire term of enrollment.
- Examples of prohibited and unhealthy substances include, but are not limited, to:
 - Cigarettes and other tobacco products
 - Electronic cigarettes and nicotine products
 - Alcoholic drinks and non-alcoholic "beer"
 - Marijuana, heroin, cocaine, amphetamines
 - Prescription pain killers and analgesics which are not prescribed for the possessor or which have been used for other than medical purposes
 - Solvents and solvent based products
 - Any product, even if legally purchased, to produce any form of intoxication
 - Paraphernalia (equipment), including clothing, associated with these substances

Prohibited Items

- Do not bring to bring dangerous instruments of any kind to the school.
- Dangerous instruments include but are not limited to: Weapons whose specific purpose is to inflict bodily harm (e.g. guns, knives, tear gas, num-chukkas, etc.); objects which have no specific function in the school which are easily used for the purpose of inflicting injuries (e.g. needles, syringes, laser pointers etc.).

Searches and Checks

- Pertain to lockers, backpacks, pockets in clothing, belongings brought to school and the dormitory room
- Can be conducted by staff at any time there is a perceived need
- May be conducted with or without consent or the student being present

Chastity & Modesty

While we encourage deep and meaningful friendships at Townshend, we find that there is greater freedom when these friendships are freed from sexual elements -- elements which we encourage students to reserve and fully express within the institution of marriage.

These ideals of chastity and modesty may seem outdated in today's world. However, scientific studies are beginning to show the harmful effects of casual physical intimacies on the ability to bond emotionally in future relationships, particularly marriage. Youth today are struggling in a culture that over-emphasizes the sex impulse, and which has separated the physical aspects of sex from its emotional and spiritual aspects. At Townshend we strive to orient students to the idea that sex and sensuality are a wonderful bounty, when their physical, emotional, and spiritual aspects are all expressed together within marriage.

Although we would prefer not to create a list of "do's" and "don'ts" regarding chastity and modesty, we find that young people coming from diverse cultures benefit from some specific guidelines of what is meant by chastity at a very basic level. The following behaviors are not acceptable:

1. Exclusive "boyfriend-girlfriend" relationships
2. Non-platonic hugging and embracing
3. Leaning on one another
4. Holding hands
5. Massaging
6. Riding on one another's backs or shoulders
7. Sitting on laps, or draping legs
8. Sharing blankets
9. Kissing
10. Petting
11. Sex

These are minimal standards, and we call upon our students to carry themselves with modesty and dignity in all situations, which also calls for students to refrain from sexualized gestures and comments.

Backbiting & Gossip

One of the most insidious threats to our well-being, both as individuals and as a community, is backbiting and gossip. Keep your conversations free of gossip, speculation, and of mentioning the faults of others.

"Great minds discuss ideas
Average minds discuss events
Small minds discuss people"

"...Backbiting quencheth the light of the heart, and
extinguisheth the life of the soul."

Language/Swearing

At Townshend we call students to be kind, compassionate, and respectful towards all others. In such an environment, swearing, cursing, and harsh language have no place. Even commonly used derogatory words (such as jerk, stupid, idiot, shut-up) are not a part of the culture we seek to establish.

All social dialogue is to be conducted with sensitivity to the language fluency of all parties present.

Pornography

Accessing pornography in any form is prohibited. There are many reasons to avoid pornography. The most basic relates to issues of human dignity. Others relate to the proven negative impact of pornography on future relationships, as well as interference with the sex impulse. Accessing pornography in any form is prohibited.

Bullying and Relational Aggression

Violence, aggression, and milder acts which may belittle a person are not tolerated at Townshend. These include physical, verbal, and written acts.

Most understand that physical acts are clearly bullying, however, teasing a person about their race, nationality, ethnicity, accent, appearance, gender, height, weight, physique are forms of relational aggression or bullying. Commenting negatively about another's academic, artistic or athletic abilities or performances all fall under areas of relational aggression and bullying. This includes expression through social media, texting, or other means.

Furthermore, at times playful acts can have a bullying effect, particularly on smaller students. Do not lift or carry other students, restrain them, or otherwise touch them.

Theft

Theft is not tolerated. Do not borrow items without permission. Do not enter another student's room, day or night, without expressed permission.

Academic Honesty

Honesty is required in all your activities, including your academic work. Though most students are aware that copying homework or cheating on an exam are forms of academic dishonesty, many are not familiar with the concept of plagiarism.

Broadly speaking, plagiarism is defined as presenting someone else's thoughts, words, or ideas as your own. Students are at biggest risk of plagiarism when writing research papers. For example, using someone else's sentences, even after changing a few words or rearranging phrases, is considered plagiarism, and in most universities will result in expulsion.

It is critical for students to thoroughly understand plagiarism, and how to avoid it. Websites such as plagiarism.org are helpful.

Plagiarized work will receive an automatic grade of 0%, and will have to be re-done without the opportunity for an improved grade.

Repeated academic dishonesty can result in suspension or expulsion.

Counselling, Consequences and Punishments

We use a combination of positive reinforcements and, when necessary, consequences which may include punishments, as we accompany you in your efforts to achieve responsibility, respect, honour, leadership, and commitment.

Consequences may range from a conversation, a requirement to make up for an omission or correct an error to restrictions on privileges, or grounding (for dormitory students), to suspension and expulsion. The school staff manage this process on a day to day basis, while the school administration are involved for cases of suspension or expulsion.

Because some behaviours are particularly egregious, we list some examples here, along with their more severe consequences.

Immediate Expulsion:

- Drug use, possession, distribution, etc.
- Sexual activity
- Physical abuse (including Sexual Abuse)
- Sale or distribution of Drugs

Immediate Suspension (second occurrence, expulsion):

- Alcohol use
- Drug use
- Abuse - physical or verbal
- Failure to follow direct instructions

Possible Suspension/Expulsion:

- Cheating
- Stealing
- Purposeful injury done to another
- Purposeful damage done to property
- Sexual activity
- Bullying
- Smoking or use of nicotine products
- Abuse - physical or verbal
- Failure to follow direct instructions

Detention

Students may be detained by faculty for purposes of helping correct deficiencies in homework, assignments, examinations, or behaviours. These detentions may take place during break, after school, and on Friday afternoons.

Use of Reasonable Force

The use of force can be regarded as “reasonable” provided that:

- the circumstances of the incident warrant it; and
- the degree of force used is no more than needed and is proportionate to the incident.

Force may be used either to control or restrain pupils. Reasonable force may involve staff:

- physically interposing between pupils;
- physically moving a pupil from a situation;
- leading a pupil by the arm;
- shepherding a pupil away by placing a hand in the centre of their back;
- retaining a pupil in a confined area;
- using distraction techniques (for example, pushing or pulling a pupil).
- determining what is reasonable, considering the pupil's SEND, and making any reasonable adjustments.

All staff may use reasonable force to prevent a pupil from:

- committing a criminal offence;
- injuring themselves or others; or causing damage to property.

Physical contact should not be used as a means of maintaining good order and discipline at the school or in the dormitories, and force should never be used as a punishment.

Staff may on occasion have physical contact with a pupil (other than reasonable force) where it is proper and necessary. Examples include:

- demonstrating how to use a musical instrument;
- demonstrating exercises during PE lessons;
- giving first aid;
- helping pupils appropriate to special educational needs with certain activities, such as changing before or after PE lessons (this need and the nature of the assistance required should be recorded on the pupil's care plan).
- when a pupil is being congratulated, praised, greeted/farewelled e.g. a handshake or a hug (which is consensual and public);

A written record of any occasion on which reasonable force is used to restrain a pupil must be passed to a member of administration at the earliest opportunity.

Campus Safety & Cleanliness

Most of the campus safety rules are common sense, however it is useful to list them for the sake of completeness.

Drills

Fire and safety drills are held periodically. Please follow all staff instructions during the drills.

General Safety

Enter and leave the buildings through appropriate doors (not windows).

Do not expose yourself or others to danger. Please do not:

- Lean back or forward on chairs - keep all four legs of the chair on the floor.
- Sit on desks.
- Sit or lie on radiator guards.
- Open fuse boxes, or gas and water boxes.
- Tamper with the glass frosted boxes holding emergency exit keys.
- Attempt to repair school equipment, including school computers and audio-visual equipment.

Accidents & Injuries

In the event of an accident or injury, please notify a staff member immediately.

Please do not administer medication of any kind to another student except under supervision of a staff member.

Written reports of any accidents or injuries are prepared for the Director.

Food & Gum

- Food and drink may not be consumed in carpeted areas.
- Chewing gum is not permitted anywhere in the school buildings.

Vehicles

A day-student (one who lives off-campus with family) may not take a boarding student as a passenger in their car.

The school does not set guidelines or monitor day-students' other passengers, as this is at the discretion of their parents.

Section 2: Curriculum

Overview

Townshend is a Cambridge International School. At the core of Townshend's academic program is the Cambridge curriculum. Cambridge Assessment International Education (CIE) is the world's largest provider of international education qualifications for 5 to 19 year olds, and is used in over 10,000 schools in 160 countries. At Townshend, we use the Cambridge curriculum starting in Grade One, all the way through Secondary/High school. The Cambridge curriculum provides a progressive and flexible education, allowing our diverse students to perform at the highest standard and to go on to achieve academic excellence in their further studies. Cambridge is an internationally-recognized credential that is welcomed by schools and universities around the world.

The language of instruction at Townshend is English. Many students come to Townshend to learn and master English. Our English Language Program, provides strong support for students from non-English speaking backgrounds.

At Townshend, classes are small and vital, allowing for deep exploration of concepts and ideas from a variety of points of view. In this intimate environment of about 8-20 students per class, students learn to investigate reality independently; to apply knowledge to new problems; to strengthen their powers of expression; to share their insights respectfully, and; to change their opinions with dignity. They learn to become world citizens.

Faculty

Our faculty for this school year is a highly qualified group of twenty-five individuals, with more than 80% of them holding advanced degrees and certifications, including a total of 14 Masters degrees, and four Doctoral degrees. They come from 17 countries, and bring with them life experiences that enrich the education of our students. Amongst this distinguished group of professional educators students will find published authors, entrepreneurs, engineers, agriculturalists, opera singers, researchers, professional actors, fashion models, business owners, endurance athletes, artists, and doctors. At any school the faculty is at the heart of the educational process, and we are fortunate to have built such a talented and caring team.

Cambridge Curriculum

In common with the National Curriculum of England, Wales and Northern Ireland Cambridge qualifications are received after successfully passing Cambridge examinations, education is organized to meet the requirements of Key Stages in a student's life. These are: KS1: Grade 1 & 2, KS2: Grades 3 – 6, KS3: Grades 7 – 9, KS4: Level I & II (IGCSE), KS5: Level III & IV (AS & A Levels).

At the end of Level II, students take examinations for the IGCSE (International General Certificate of Secondary Education).

At the end of Level III, students sit the International AS Level (Advanced Subsidiary) examinations, and at the end of Level IV, the International A Level (Advanced Level) examinations.

Students use Cambridge International AS and A Levels to gain admission to leading universities worldwide including the Czech Republic, UK, Ireland, the Netherlands, Germany, Denmark, Sweden, Italy, Mexico, Spain, USA, Canada, Colombia, Australia, New Zealand, India, Singapore, Korea, Japan, China, and South Africa, .

Cambridge IGCSE (Level I and II)

The Cambridge International General Certificate of Secondary Education (IGCSE) is one of the most recognised qualifications around the world. Cambridge IGCSE courses are designed for students aged 14 to 17 years and are renowned for developing vital education skills, including recall of knowledge, analysis, problem solving, initiative, written and spoken expression, team work and investigative skills.

The Cambridge IGCSE curriculum:

- Caters for different levels of ability with a choice between core and extended examinations in many subjects
- Offers a flexible course of study so students may choose subjects that are right for them, from a variety of fields – Languages, Sciences, Humanities and Social Sciences, English, Mathematics, Drama, and Music.
- Provides students with a balanced mix of practical experience and theoretical knowledge
- Places emphasis on broad and balanced study
- Provides a foundation for higher level courses such as Cambridge International A and AS Levels.
- Offers a mix of assessment methods – from coursework and practical exercises to speaking and listening tests and written examinations
- Is comparable with Cambridge O Level and the UK GCSE
- Has an excellent reputation amongst international schools worldwide
- Is recognised worldwide as a reliable record of attainment which counts towards entry to universities and colleges around the world

Students who study and pass exams in a minimum of 7 subjects including English, a foreign language, mathematics, a science, a humanities subject and an arts subject will be eligible to be entered for an International Certificate of Education issued by Cambridge Assessment International Education.

Following successful achievement at high grades in at least 5 IGCSE examinations, students may focus their attention on fewer subjects at AS and A Level. This allows a student with a clear interest in, for example, Science or Humanities to focus on their strengths. Students who wish to maintain a wider focus may select subjects from the full range of A and AS Level subjects that the school offers.

Cambridge AS and A-Levels (Level III and IV)

Advanced (A) Level is one of the most recognised and prestigious qualifications around the world. It has been accepted as proof of academic ability for entry to universities and institutes of higher education for over 50 years.

Advanced Subsidiary (AS) Level represents the first half of a full A Level course and offers a great way for students to study a broader range of subjects without committing to doing a full A Level.

- Cambridge International A/AS Levels are 'gold standard' qualifications
- Cambridge International A/AS Levels incorporate the best of UK A Levels, and are also designed to meet the needs of international students
- Cambridge International A/AS Levels offer a flexible course of study that gives students the freedom to select the subjects that are right for you
- Assessment is available in a wide range of subject areas – Languages, Sciences, Humanities and Social Sciences, English, Mathematics and Business
- Cambridge International A/AS Level courses differ for each subject, but throughout there is a mix of assessment methods, which may include coursework, practical exercises, oral and listening tests, projects and written examinations
- Good grades at A and AS Level are a key admission requirement for all the world's major English-speaking universities and many non-English-speaking universities
- Good grades at A Level can result in up to one full year of advanced standing or credit at universities in the USA and Canada – AS Levels carry half the weighting of an A Level and are typically awarded half the credit value
- Cambridge International A/AS Levels are continually monitored, developed and improved to give students the best in study and assessment

Additional School-based Courses

In addition to the Cambridge courses, Townshend supplements the curriculum to provide courses that broaden the perspective and address the social, spiritual, and physical aspects of education.

This includes courses in:

Global Perspectives

- o Grade 7/8 Health
- o Grade 9 Environment

- o Level I Government and Human Rights
- o Level II Ethics and Law
- o Level III Psychology/Anthropology or other social studies.
- o Level IV Global Governance

Social Action for Grades 7, 8, & 9

Moral Development or Baha'i Studies for Levels I-IV

Physical Education in every year level.

Summary Courses by Grade Level

The following chart gives a summary of the coursework during each of the different secondary/high school levels. Students are given a form to complete designating their chosen courses.

<u>Grade 7, 8 & 9</u>	<u>Level I & II (Grade 10 & 11) to IGCSE</u>
Courses <i>English Language and Literature</i> or <i>English Second Language (ESL)</i> <i>Mathematics</i> <i>Integrated Science</i> <i>History</i> <i>Geography</i> <i>Computer Studies</i> <i>Language other than English</i> <i>(optional)</i> <i>Global Perspectives</i> <i>Social Action</i> <i>Drama</i> <i>Fine Arts/ Music</i> <i>Physical Education</i>	Cambridge Courses <i>English First Language & Literature</i> or <i>English Second Language</i> <i>Mathematics</i> <i>Language other than English</i> Plus five of the following: Biology History Drama Physics Geography Music Chemistry
Additional subjects not applicable to all students: Czech Language and Literature German Language and Literature	Townshend Courses <i>Global Perspectives</i> <i>Moral Development or Baha'i Studies</i> <i>Physical Education</i> Additional subjects not applicable to all students: Czech Language and Literature German Language and Literature

Level III & IV (Grade 12 & 13) to AS and A Level

Cambridge Courses: Students typically choose 3 – 5 of the following AS and A Level subjects:

Literature in English	English Language	Geography
IGCSE First Lang.English	Mathematics	Business
French	Biology	Sociology
Spanish	Physics	History
German	Chemistry	Drama

Townshend Courses

Global Perspectives
Moral Development or Baha'i Studies
Physical Education

Additional Subjects not applicable to all students:

German Language and Literature
Czech Language and Literature

English Language Program

At Townshend, we welcome students from around the world, many of whom come to strengthen their English skills. We offer three levels of English, and students are placed according to IELTS scores or placement tests administered at Townshend.

English as a Second Language (ESL) – For students whose first language is not English, who may have limited or no facility with English, who may need extra lessons and support, and who do not yet use English at an upper intermediate level.

Extended English – For students approaching advanced level skills in English and who are ready to work mostly with authentic texts and develop their understanding of language through the study of literature.

First Language and Literature – For students who are at a very competent native-speaker level, ready to tackle complex, culturally-loaded literature and canon texts.

For students who are age 16 and older, the IELTS examination must be taken prior to applying. This test is administered at test centers around the world, and details are available on the IELTS website.

The English Support Fee is applicable to students in ESL

University Placement

Townshend students are welcome to universities around the world. We send our graduates to many universities ranked in the top 1% worldwide. Our administrators or appointees are able to help students to select courses that will help them meet the requirements of universities in the country of their choice.

Graduates of Townshend have attended top universities including internationally acclaimed schools such as Cal Tech, Harvard, Oxford, the LSE, Imperial College London, Ludwig Maximilian, Heidelberg, Melbourne, Edinburgh, Gronigen, Rotterdam, Bologna and McGill.

Because many of our students have questions about the Cambridge curriculum and entry into US, German, and Czech universities, we include more explanation about these countries below.

Visit our website for a list of university acceptances by recent graduates.

For United States Universities

Cambridge notes that, "In places such as the United States and Canada, good grades in carefully chosen Cambridge International A Level subjects can result in up to one year of university course credit. Over 450 US universities accept Cambridge International AS and A Levels, including all Ivy League and Ivy Plus universities. These universities include: Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Massachusetts Institute of Technology (MIT), Princeton University, Stanford University, the University of Pennsylvania and Yale University."

About 100 US universities accept the IGCSE credential (completed at the end of Grade 11) as qualification for entrance. The list is available on the Cambridge website.

For German Universities

The Cambridge curriculum fulfills all requirements for entry into German universities. We guide our students from Germany, and those interested in studying in Germany, in selecting courses required by the German university system, and offer special courses in German Language and Literature to help them fulfill this particular requirement. Our students have gone on to study at many German universities.

For Czech Universities

The Cambridge curriculum fulfills all requirements for entry into Czech universities. We guide our students from the Czech Republic in selecting courses required by the Czech

university system, and offer special courses in Czech Language and Literature to help them fulfill this particular requirement. Many of our students have gone on to study in Czech universities.

Cambridge Examinations

Completion of the Cambridge requirements hinges upon success in the Cambridge IGCSE, AS and A level examinations. The examination schedule is set by Cambridge and is administered stringently world-wide. Townshend is a certified Cambridge International School and Examination Centre, and receives inspections from Cambridge to ensure we continue to meet the requirements.

In addition, we have among our faculty, those who have been trained by Cambridge to mark examinations on behalf of Cambridge. Although such faculty members do not mark the examinations of our students, they are intimately familiar with the requirements for good marks, and can give advice pertinent to the success of students.

Mock examinations are held to help students prepare for the Cambridge examinations. The examination schedule typically stretches over a six week period in the spring, and varies year to year. Results are sent to Townshend in August, and we carefully monitor our students performances on these examinations.

Homework

Homework is used to supplement classroom learning and regarded as an essential method of developing student academic skills and independent study skills and a necessary preparation for continuation to higher education. It includes reading, research and reviewing for tests, as well as assigned tasks. The amount of homework given is regulated by the staff and scheduled when necessary.

Secondary students are expected to spend at least two hours per evening on homework and studying and may need to study even more.

Students who do not complete their homework will have to complete the homework under circumstances arranged by the teacher, which may include remaining after school ("detention").

Tutoring

Individual tutoring can be made available for students who are experiencing difficulties in certain subject areas, especially English, Mathematics and study skills. Faculty are often willing to provide tutoring and special study sessions after school, or on weekends, and are also often available in the dormitories during study halls.

In cases where intensive ongoing tutoring is required or an outside tutor is needed, charges are arranged between the tutor and the student or their parents.

Parent-Teacher Meetings

The weekend before school begins is reserved for parent orientation, which is an opportunity to meet the faculty and to become more familiar with Townshend.

During the school year, three other parent-teacher meetings are held.

We are happy to schedule appointments for parents to meet with teachers or the administration at other times during the school year. Please contact the School office to schedule appointments.

Parents who live too far away to come to parent-teacher meetings may contact their child's homeroom teacher to arrange a skype/ conference call.

Report Cards

Report cards are issued at the end of each term, in October, December, March, and June. The semester report cards, in December and June are the official report cards. The grades issued in October and March are interim reports for the benefit of students and parents, and are not a part of the official record.

The semester grades are the only grades of permanent record that appear on the student's transcript. They reflect the student's attainment in the subject from the beginning to the final day of the semester and are a cumulative grade (fullest and latest) as opposed to an average of two quarterly grade reports.

The Fullest-and-latest principle

This principle recognises the cumulative effect of learning and growth. Therefore, the second quarter of each semester is generally weighted more than the first when assigning a semester grade. (approx. 40/60)

However, Semester 1 and Semester 2 are treated independently. This is because both semesters are recorded on the student transcript separately and G.P.A.s calculated likewise.

In addition to the letter grade for each class, teachers provide comments to give guidance to the student, both in terms of their strengths, and areas to give more focus and attention. These comments can be very valuable to students and parents.

Recognition

From time to time, some students have challenges meeting the requirements of the coursework, and these students may be placed on various levels of academic monitoring. This may include the need for dorm parents to sign off that homework has been completed each day, the involvement of faculty in monthly monitoring and reporting on the progress of the student. This monitoring is set up by the administration, and is put in place to help gauge the progress of students in need of more careful evaluation.

Student Distinction

Students are recognized each term for academic and character distinction. The grade point average (GPA) at Townshend is on a scale from 0 to 5.0.

Academic Honors

Achievement of the following grade point averages, with no grades below C

High Distinction	4.75 - 5.0
Distinction	4.50 - 4.74
Merit	4.0 - 4.49

George Townshend Honors

In addition to academic scores, students are also evaluated in each class on their effort, their behaviour, and their homework practices. Students are assessed on the following scale:

- Good – This is the highest value and means "good" or "excellent"
- Fair – Some improvement needed, but mostly good
- Needs Improvement – Significant improvement needed, and mostly not good
- Unacceptable – Severe deficiencies

George Townshend Honors is given to students who receive a mark of "Good" in all subjects for effort and behaviour.

Students of Merit and Student of the Month

Each month, the members of the faculty give special mention to all the students who have satisfied their expectations and choose two students who have been outstanding examples in different ways as a student. This is not necessarily correlated to grades, but takes into account interpersonal skills, empathy, curiosity, intellectual vigour, effort, improvement, leadership, and co-curricular involvement. Students of the Month are recognized at a special assembly. At that meeting the teachers' observations about meritorious practices

are also read and considered – so that the community can celebrate the excellence shown in demonstrating the particular qualities that were exemplified.

Student of the Year

From amongst the recipients of the Student of the Month award, the faculty selects one student each year as Student of the Year. This award is given at the Graduation ceremony.

The Student of the Year has also:

- Been identified as exemplary in following the Code of Conduct
- Consistently proven to be satisfactory in all other aspects of school life, and thus displayed an outstanding commitment to learning

The Student of the Year is confirmed by the administration of the school.

Valedictorian

Each year, a graduating student is the recipient of the Valedictorian award. This student has:

- Consistently upheld the ideals set forth in the Townshend International School Code of Conduct
- Achieved the highest academic grade point average amongst their peers in the past four years
- Achieved exemplary grades for "Effort" and "Behavior"
- Shown a positive trend of improvement over several years
- Been a student at the school for at least four years

The Valedictorian is confirmed by the administration of the school, and delivers an address at the Graduation ceremony each year.

Prizes

Townshend presents the Professor Vaclav Nydl Award for Senior Mathematics. The award was the first of its kind given by Townshend and in time it will be one of several awards recognising excellence in different fields.

Founders' Award

Given three times in the history of Townshend, this special award is given by the Founders to a student who is well-liked by people of all ages; open, social, supportive, polite, seeks the company of all people; shows honor, respect, responsibility, leadership, and commitment in

the school, dorm, and the community at large; is always smiling and 'brings sunshine into the room'.

Report Cards & Transcripts for leaving students

Students changing to another school or graduating receive transcripts with records of semester and annual grading.

Upon leaving Townshend, students receive copies of the records of their academic performance. Students graduating from Townshend receive a Townshend diploma and transcripts for the years that they have spent at the school.

School Excursions

Several times during the school year, various school excursions may take place. They are of two categories: curricular excursions, and co-curricular excursions.

Curricular excursions are enrichment excursions that are part of the curriculum. The travel, food, lodging, and event admission costs of these excursions are usually included in the tuition. Students will only need to bring additional funds for personal expenses. These excursions are an important part of the Townshend curriculum, and in the past have included visits to historical sites associated with World War II (Auschwitz, Nuremberg, Salzburg), dramatic performances (Vienna, Prague), or scientific sites (The CERN Large Hadron Collider, Temelin nuclear reactor).

Co-curricular excursions are those that are of an elective nature, and are not part of the academic coursework, but rather open to students with particular interests. Students are responsible for all costs associated with such excursions. Previously the Model United Nations (MUN) Club has planned excursions conferences in Greece and Vienna, and cultural excursions for London and Krakow have been undertaken. Other co-curricular excursions have included visits to cities such as London, Naples, Haifa, Geneva, and Prague. During the course of the year, many of these excursions, particularly day excursions to the surrounding area, are planned by students and staff. All excursions are chaperoned by Townshend faculty.

Outdoor Programme/Camps

Integral to the Townshend curriculum are the outdoor education camps for all secondary school students. Each class departs for a week-long camp, where the focus is on the development of teamwork, class spirit, different physical skills and strengths - and gives students exposure to a range of outdoor activities.

Rain or shine, the camps provide a wonderful opportunity to develop teamwork and positive group dynamics, personal confidence, leadership, joy of the outdoors, resilience and courage. Homeroom teachers accompany their own class, and the programme is conducted by staff who are outdoor-education professionals.

Camps usually take place in September-October every year. Equipment lists and dates for the camps are sent out by the school office in August.

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This policy is a living document. It is reviewed continuously to keep it up-to-date with statutory and non-statutory guidance and legislation revisions/releases. This policy document is subject to at least one plenary review every three years.

Last Plenary Review Date	Responsible Person
10_2023	V. Williams