

Greater Grace International School

Parent & Student Manual

Upper School



Szilágyi Erzsébet Fásor 22/B, 1125 Budapest, Hungary

Welcome Students and Families!

This Parent-Student Handbook attempts to provide students and parents with an understanding of many of the basic policies and procedures at the school for grades 7-12. Although the Handbook is not intended as a definitive statement on all issues, it is written to answer the most frequently asked questions.

It is vital that we would all do our part in promoting and protecting our learning environment. All policies and procedures are formulated as one way to achieve our educational objectives as well as to provide for a safe, orderly, efficient, and consistent approach to school life. Commitment to these policies and procedures by students, parents, and staff enables the school to run smoothly.

We ask each parent and all students to read the manual in its entirety and to commit to cooperation as we partner together for the student's sake.

Parents, we require your signature on the Parent Agreement page to be returned telling us you have read this manual and that you understand the policies.



Introduction

Our Story

Greater Grace International School is one of the premier English-language, college preparatory schools in Budapest. We have been serving the international community of Budapest for almost 30 years. As we look back over these years we remember God's faithfulness, year after year, providing the school with gifted leaders, skilled teachers, and very precious students. We would like to recall for you a few of the highlights of our history.

- 1991: The Iron Curtain has fallen! The school is established for the purpose of educating the children of international missionaries in Hungary
- 1992: The international community in Budapest is rapidly expanding. Forty-five students are enrolled.
- 1993: Moving from five classrooms rented in a Hungarian school, the school sees a breakthrough in growth with the signing of a long-term rental contract for the Istenhegyi location, and the decree from the Ministry of Education officially recognizing the school.
- 1994: The size of the new property makes it possible for enrollment to double. The initial mission of educating missionary children quickly expands, as our services are extended to diplomats, businessmen and other expatriates.
- 2005: GGIS moves to the current location in the leafy surrounds of Budagyöngye and continues to grow, one of Budapest's longest established international schools.
- 2015: The school undergoes major renovation and expansion: The addition of a second building more than doubled the size of our campus. Changes included larger classroom sizes, a second cafeteria room, a mud room, a larger library, and a new EAL wing housing a language lab.
- 2016: GGIS celebrates 25 years of educational excellence in Budapest.

For almost three decades it has been our privilege to teach students from more than 30 different nationalities and 10 different religions. It has always been our goal to teach students not just *what* to think, but *how* to think. Our emphasis on morality, discipline and respect is derived from the biblical, Christ-centered principles that serve as the foundation of our school. We strive to not simply impart academic skills and knowledge to our students, but the wisdom and noble character required for good decision making and healthy relationships.

Mission Statement

To provide a high quality education in the English language; equipping students physically, spiritually, and academically by teaching and demonstrating through a Christian Biblical worldview.

Educational Philosophy

Greater Grace International School is more than just a school – we are like a *family*! Our experienced and caring teachers reveal the life and love of Jesus Christ in their relationships with the students and the parents. This produces an optimal learning environment where each student can excel.

As an international school we strive to provide a world-class education to prepare students for college and career path of their choice. Curriculum guides are available online and upon request.

Because our students come to us from very diverse homes, differing educational backgrounds, and varied levels of English language ability, our teachers work hard to engage and challenge each child as a unique learner. Small class sizes allow for individualized instruction and increase the teacher-student interaction so vital to academic motivation and success.

We endeavor to provide extremely language-rich classrooms: with many of our students being non-native English speakers, teachers embed vocabulary instruction and speaking opportunities into every lesson. We encourage parents to be actively engaged in student success by providing homework and language support in the home. While our teachers are available for conferences at any time, special days are set aside each year for parents and teachers to meet and discuss student progress.

As a Christian school, GGIS stands firmly upon the historical truth and moral foundations of Christianity. This includes the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established at conception by God's design.

Parents, or legal guardians who choose to enroll their children at GGIS are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that GGIS will teach these principles and biblical values.

We consider parents to be integral partners in each child's education and spiritual growth.

A Word about Wisdom and Our School Motto

At GGIS, we cherish the concept of wisdom. The Bible has a lot to say about wisdom. *Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding.* (Proverbs 4:7) *Happy is the man that finds wisdom, and the man that gains understanding!* (Proverbs 3:13)

A simple definition of **wisdom** is *the ability to use the best means at the best time to accomplish the best ends*. The acquisition of wisdom has an enormous impact in the academic classroom, and it has a significant impact beyond the classroom. Mathematicians, scientists, engineers, moms and dads all need wisdom.

When our teachers talk about teaching the “whole child” they are addressing important aspects of development that are not simply aligned to established curricular goals. At GGIS, this includes character training that is centered on the principles of morality, discipline and respect.

Morality:

Students are able to make a distinction between right and wrong or good and bad behavior.

Discipline:

Students have self-control, demonstrate perseverance and determination, use time wisely

Respect:

Students respect and relate appropriately with integrity to the people with whom they work, play and live.

Wisdom cannot be taught. Rather, it is gathered, learned and gained. As Christians we believe all wisdom and truth are sourced in God, the Creator of all things and the source of all truth. We consider the Bible as a holy book and a primary resource for the acquisition of wisdom. All classroom teaching at GGIS is sourced in a Christian, Biblical worldview.

Accreditation

Greater Grace International School is fully accredited by the following international organizations:



Statement of Non-Discrimination

Greater Grace International School does not discriminate on the basis of gender, race, color, religion or ethnic origin in our admissions policies, educational policies, athletics, or any other extracurricular school activities.

We strive to provide a loving Christ-centered environment in our classrooms and teach from a biblical worldview, but we do not legislate to anyone what to think or what to believe. Rather, we strive to teach the students how to think in an objective and critical way. This freedom of thought allows our students to look objectively at the world around them and to decide for themselves the foundational principles upon which to build their lives.

Worldview and Statement of Faith

The following statement of faith itemizes the major points of our Christian worldview:

1. **About the Bible**

All Scripture contained in the Old and New Testaments is verbally, plenary, and inerrantly inspired by God. It is the authoritative guide for all Christian understanding, life and ministry.

2. **About God**

There is but one God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each is infinite, eternal, and almighty.

3. **About Jesus Christ**

We believe that Jesus Christ, the Son, is fully God and fully man. He was conceived by the Holy Spirit, born of the virgin Mary, and He lived a sinless life. He died, shedding His blood in His substitutionary death for sinners, then was buried, arose from the grave, ascended into heaven, and is now seated at the right hand of the Father.

4. **About The Holy Spirit**

The Holy Spirit is co-equal and co-eternal with the Father and the Son as the third Person of the Godhead. The Spirit convicts the world of sin, righteousness and judgment and unites man to Jesus Christ by faith. We believe the Holy Spirit seals and indwells all believers. The filling of the Holy Spirit is not an unconditional promise to all believers; the indwelling is.

5. **About Man**

Man was created in the image and likeness of God. It was by man's free volition that he disobeyed God, incurring physical and spiritual death (separation from God). Each human being is born with a sin nature. Because of this each human is a sinner by nature and is in need of a divine salvation. God wonderfully and immutably creates each person as male or female and that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)

6. **About Salvation**

Salvation is a gift from God. This was accomplished by Christ's substitutionary death; all who believe in Him are justified by the shedding of His blood. Because salvation is given by grace, the believer's salvation is eternally secure.

7. **About the Baptism**

The Baptism of the Holy Spirit is sent upon all who believe in Jesus Christ. This takes place in each believer at the moment of salvation. Continual infilling may follow. Each gift given by the Holy Spirit is for the edification of the Body of Christ, and is still present today.

8. **About The Great Commission**

We believe that the fulfillment of the Great Commission is the responsibility of all believers. (Matthew 28:18-20)

9. **About The Church**

The Church is the body and the bride of Christ. It is dedicated to the worship and service of God and the observance of Baptism and the Lord's Supper. The primary task of the Church in all ages is to teach all nations and to make disciples through the preaching and teaching of the Word of God.

10. **About Eternity**

Christ will return to rapture His Church. Immediately following this event will be the seven-year tribulation period. Concluding this, Christ will come again to the earth and establish His rule for a 1,000 year period. The Great White Throne judgment of the unsaved, coupled with Satan being cast into the lake of fire, will then allow Christ to establish a New Heaven and a New Earth. This is the consummation of all things.

Academic Development

The staff and faculty of GGIS are committed to providing an academically rigorous, college preparatory curriculum to all students. Through intentional teaching methods, careful curriculum selection, academic enrichment events, and leading by example, we create a learning environment that enables us to prepare students for life beyond the classroom and to meaningfully impact their generation.

We endeavor to produce graduates who:

- Are well prepared in all academic disciplines and are skilled in writing, speaking, listening, and thinking in the English language.
- Are proficient in reading, writing, mathematics, science, and problem solving.
- Have knowledge and understanding of people, events, and movements in history as well as the cultures of other people and places.
- Know how to utilize resources, including technology, to find, analyze, and evaluate information.
- Have the skills to question, solve problems, and make wise decisions.
- Have the ability to present ideas and research in visual and/or auditory format in the English language.
- Are prepared to be lifelong learners.

Grading

Grades are a measure of a student's work, effort, and ongoing progress during a specified calendar period. The academic grade is typically a weighted average of participation, projects, and oral or written assessments, including homework, binder, quizzes, tests, and reports.

➤ **Grading Schedule:**

GGIS operates on a two semester schedule: each semester contains 2 quarters. Grades are emailed to parents as quarterly report cards. Refer to GGIS calendar (www.ggis.hu) for School Year grading periods. Note however that grades can be viewed anytime on our JupiterEd website.

➤ **Access to Student Grades:**

GGIS utilizes a powerful, online grade tracking platform called **JupiterEd**. At any time, parents and students can access grades and assignments on the Jupiter Ed website (www.jupitergrades.com). It is expected that both parents and students will be accessing this online resource to check on student scores and progress.

➤ **Grading Key for Grades 7 - 12:**

Grades 7-12 will be graded with percentage grades and Attitude /Effort scores according to the Grading Key below.

Academic	
90 - 100	A
80 - 89	B
70 - 79	C
60 - 70	D
0 - 59	F

Attitude / Effort
E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Attitude and Effort Rating

An attitude/effort grade is given for each subject. Academic reports will also reflect a child's attitude and effort along with their regular academic grades.

Attitude: The attitude grade reflects the attitude the student displays towards the subject, their peers and the teacher in the classroom.

Effort: The effort grade reflects the effort the student puts into the subject.

Homework has a direct bearing on the effort grade. For example a "U" could indicate no effort (i.e. many missing homework assignments); an "S" could indicate that all assignments were handed in and on time, etc. Class participation also has a direct bearing on the effort grade: answering questions, general participation, great effort etc. could result in an "S". If a student exhibits a lack of effort on tests or quizzes, this is reflected in the effort grade.

Homework

GGIS students are expected to complete some assignments and/or projects at home throughout the year. Homework is designed to help reinforce and review classroom learning.

Each morning, Upper School students will place the day's homework into the assigned receptacle before the homeroom bell. It is the student's responsibility to see that the homework is placed into the correct slots and that they have enough time to get to their homeroom on time. Students arriving to school late (8:20 or later) will have to get a timestamp from the receptionist on their homework papers before placing them in the receptacle and before going to homeroom or class.

Homework is designed to help reinforce and review classroom learning.

- Assignments will be turned in on the due date. Tardiness results in a grade reduction according to this general policy:

1 day late = minus 10% 2 days late = minus 20% 3 days late = 0% credit

Important:

- **If a student is absent on the due date, the homework is due the day he/she returns to school.** Absent students are expected to check JupiterEd online to view assignments and to conference with teachers about missing work immediately upon their return to school.

Assessments

GGIS students are regularly assessed using multiple assessment strategies. This includes formative assessments such as classroom participation, as well as summative assessments such as written tests, constructive projects, and oral presentations. GGIS works to structure educational opportunities in a way that assessments are standards-aligned and naturally connected to classroom learning.

An assessment is an opportunity to demonstrate genuine academic progress in an academic discipline.

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Students are expected to adhere to the Academic Integrity policy for all assessments, taking care to do their own work.

Teachers provide review and support materials for all assessments. Teachers are also available to discuss assessment results with parents and students upon request. Assessment scores will be posted via the JupiterEd portal.

Academic Honors

At the end of each quarter the Honor Roll is posted. Students will be awarded certificates at the end of each year detailing their achievements. Academic Honors will be determined as follows:

High Honors: Student demonstrates top academic marks, with all “A” grades in all subjects.

Honors: Student demonstrates good academic marks, “A” or “B” grades in all subjects.

Special Test Instruments

The academic or linguistic characteristics of GGIS students are periodically assessed according to industry-standard test instruments. Special test instruments are used to objectively measure English language proficiency, mathematics skills, reading comprehension, and other academic skills.

The following are examples of special test instruments are being employed at GGIS:
No endorsement by or for any testing agency or assessment is intended by this listing.

Test:	Purpose:
SLATE, TOEFL Jr. (EAL Students)	Assessment of English language communication proficiency, for the purpose of EAL program placement and information.
Stanford Achievement Test (Grades 8,9,10)	Assessment of student academic proficiency across multiple disciplines as normed to a diverse, global student population.
PSAT (Grades 10 & 11)	The Preliminary SAT is a practice version of the SAT exam. The PSAT tests skills in reading, writing, and math.

Academic Integrity

In keeping with our motto Morality, Discipline, Respect, GGIS students are expected to uphold their individual academic integrity, taking pride in doing all academic work in honesty to the glory of God, giving appropriate credit to all sources. It is important that students complete work in school that is accurately representative of their own individual abilities, skills, and expression.

Violations of Academic Integrity include:

- Cheating:** Obtaining answers or information inappropriately.
- Plagiarism:** Copying and using the work and/or ideas of others without proper credit.
- Deception:** Impersonating, aiding and abetting, obtaining an unfair advantage.

All GGIS students are expected to refrain from cheating, plagiarizing, unfairly obtaining information, illicitly giving answers or otherwise engaging in any type of academic dishonesty. (Consequences for any student violating the GGIS Academic Integrity policy are detailed under *Student Expectations: Conduct.*)

Diploma Requirements

GGIS issues a standard American high school diploma for work completed in grades 9-12. This implies an acceptable English language proficiency level and an adequate number of graduating credits. Students in grades 9,10,11 and 12 are expected to take a full course load each year, even if they have already met certain subject requirements. A 60% final grade is required to pass a subject.

The following diploma requirements must be met in order for a student to graduate from GGIS.

→ **Minimum Subject Requirements:**

- Four years of English
- Three years of Social Studies
- Three years of High School Mathematics
(Minimum level of Algebra 1 completed)
- Three years of Science
- Bible every year attending GGIS
- One Computer course
- One year of Physical Education
- Two years of a Foreign Language or equivalent , if eligible

For more information, please see Foreign Language Requirement section

Credit Recovery or Accommodation: Courses from other schools may be applied to GGIS credit requirements subject to approval by the school administration. Summer school/credit recovery courses are also subject to the approval on a case-by-case basis. There is typically a cost for these additional exams and courses.

FOREIGN LANGUAGE REQUIREMENT:

GGIS students are expected to complete at least two years of foreign language study, typically during grades 9 -10. For students preparing for college, a sequence of two years in the same language may be more advantageous than choosing a different foreign language each year. A foreign language ability (apart from English) may be eligible for transfer via appropriate testing according to GGIS administrative requirements.

Note that EAL students may not be eligible to take a foreign language and will be exempt from this requirement. These exemptions are allowed on a case-by case basis based on CEFR/ TOEFL scores on record

GGIS offers a full-immersion English language environment.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

STUDENTS WHO HAVE NOT STUDIED FOR THE LAST 2 YEARS IN ENGLISH AND/OR ARE NOT NATIVE SPEAKERS MUST TAKE A TEST THAT REPORTS THEIR CEFR LEVEL. STUDENTS ARE PLACED INTO EITHER A FOUNDATIONS (EAL1), CORE (EAL 2), OR ADVANCED (EAL3).

Students are charged the corresponding EAL fee for the entire year for the extra program. Re-testing for CEFR will take place in early May for advancement purposes. Students wishing to enter grade 9 must be B1 or higher. Students entering grade 10 must be B2 or higher. Students must test B2 or higher to leave the program.

- It is possible that an EAL student **may be required to repeat the grade** into which they were admitted if the student does not make satisfactory progress according to established program standards. If the student shows demonstrable academic progress, they may be promoted to the next grade the following year. Results from a series of standardized tests, administered as a part of the English assessment, will be used when considering the student for promotion.
- **Grading:**
EAL students are graded as if they were fluent English speakers, in order to most accurately reflect the progress of each child:
 - EAL students are graded co-equally with native English speakers.
 - Beginners (EAL 1) typically receive an “X” (no grade) on report cards for the first two quarters.

ENGLISH-ONLY POLICY

GGIS IS AN IMMERSIVE ENGLISH LANGUAGE SCHOOL WHERE STUDENTS WILL BE EXPOSED TO INSTRUCTION, SOCIAL INTERACTION, AND COURSEWORK IN ENGLISH. COMPREHENSION AND FLUENCY COME ONLY THROUGH THE CONSISTENT USE OF THE LANGUAGE. WHILE THE SCHOOL RESPECTS ALL NATIONALITIES AND CULTURES, IT IS REQUIRED THAT ONLY ENGLISH BE SPOKEN BY STUDENTS DURING SCHOOL HOURS AND WHILE ON SCHOOL PROPERTY. THIS INCLUDES INTERACTIONS IN THE HALLWAY BETWEEN CLASSES, AT LUNCH, AND DURING ATHLETIC ACTIVITIES. ALLOWANCES TO THE ‘ENGLISH ONLY’ POLICY CAN BE MADE TO NEW STUDENTS WITHOUT ANY ENGLISH BACKGROUND (UNABLE TO COMMUNICATE AT ALL), WHO MAY NEED TO EMPLOY PEER TRANSLATORS FOR A LIMITED PERIOD OF TIME.

Student Expectations

DRESS CODE PHILOSOPHY

School uniforms promote a single standard of dress, school community, and concentration on academic success. The GGIS dress code is designed to enable the school environment to be less competitive and more focused on learning.

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Research has linked uniforms, and the pride in wearing them, to positive student behavior, academic performance, and overall success. School uniforms promote a single standard of dress, enabling school environments to become less competitive and more focused on learning.

The uniform helps to build a sense of community within the school and create an atmosphere of belonging. This essence of unity can positively affect a child's attitude toward school and can lead to better learning and improved attendance.

More reasons to support a school uniform include:

- Increases a sense of belonging and school pride.
- Less opportunity for “cliques” to form on campus.
- Less peer pressure on how students are expected to look.
- Self-discipline is developed to wear the uniform properly and respectfully.
- Students spend less time trying to decide what to wear in the morning which improves attendance.
- The uniform is always modest and appropriate for the school environment.
- Guests or intruders are easily identifiable.
- Economic or social barriers between students are not as readily evident.
- Saves money on school shopping throughout the year.

Dress Code Expectations

It is expected that our students will dress like young professionals. Students will wear the school uniform at all times while anywhere on campus. All uniform items are expected to be kept neat, clean, and well-fitting. Any student found not in uniform will be given the opportunity to immediately fix the issue. If students cannot satisfactorily fix their uniform issue, they will be asked to go to the school office. The school office will make arrangements for the child to go home and change before being allowed to return to school.

In addition to the uniform policy outlined here, the following guidelines are to be followed:

- Boys’ hair should not be able to touch ears, eyebrows, or collar. No mustaches, beards, ponytails, or sideburns below the middle of the ear, for boys.
- Boys may not wear earrings.
- Girls can wear no more than 2 modest earrings per ear in their earlobes. Other body piercings are prohibited.
- Only plain, white T-shirts are to be worn under the uniform shirts – no colors, writing, or pictures are allowed.
- Dying or highlighting of hair to unnatural hair colors is forbidden for students.

Upper School Uniform

Young Ladies Uniforms: <i>All items from uniform supplier</i>	Young Men Uniforms: <i>All items from uniform supplier</i>
<p>Daily Uniform:</p> <p>Oxford Dress Shirt: White or blue, w/logo Skirt: Grey, pleated Pants - Grey dress pants Sweater: Navy cardigan, with logo Navy V-neck, with logo Navy fleece sweatshirt, with logo Socks: Solid color Shoes: All black, fully enclosed shoes only</p> <p><u>Optional items:</u> Blazer - Navy, with logo School Tie School scarf - recommended for cold season</p> <p><u>Gym Uniform: Grades 7-9</u> Gym T-shirt - with logo, various colors Sweatpants - Grey or navy, with logo Athletic shoes - Sneakers, suitable for outdoor Gym shorts - Navy</p>	<p>Daily Uniform:</p> <p>Oxford Dress Shirt - White or blue, with logo Pants - Grey uniform dress slacks Black dress belt Sweater: Navy cardigan, with logo Navy V-neck, with logo Navy fleece sweatshirt, with logo School Tie Socks - Solid color Shoes - All black, fully enclosed shoes only</p> <p><u>Optional items:</u> Blazer - Navy, with logo School scarf - recommended for cold season</p> <p><u>Gym Uniform: Grades 7-9</u> Gym T-shirt - with logo, various colors Sweatpants - Grey or navy, with logo Athletic shoes - Sneakers, suitable for outdoor Gym shorts - Navy</p>

➔ **How to Wear the Uniform for Upper School Girls:**

- Uniform oxford dress shirts are to be tucked in, and buttoned up.
- Uniform ties are optional for girls.
- Skirt length must be to mid-knee, or a 22” minimum.
- Any fully enclosed all-black shoe is allowed. No logos, stripes, or marks of a different color allowed, nor are studs or protrusions.

➔ **How to Wear the Uniform for Upper School Boys:**

- Uniform shirts are to be buttoned up and tucked in at all times.
- The school tie is to be worn in a professional, neat fashion.
- Any fully enclosed all-black shoe is allowed. No logos, stripes, or marks of a different color allowed, nor are studs or protrusions.
- A dress belt will be worn, and pants will be worn on the hips.

➔ **Expectations for Student Appearances on Campus:**

In addition to the uniform policy outlined above, the following guidelines are to be followed:

- Boys' hair should not be able to touch ears, eyebrows, or collar. Our students should look like young professionals.
- No mustaches, beards, ponytails, or sideburns below the middle of the ear, for boys.
- Boys may not wear earrings and girls can wear no more than 2 modest earrings per ear in their earlobes. Other body piercings are prohibited.
- Boys are to wear only plain, white T-shirts or vests under the uniform shirts – no colors, writing, or pictures are allowed.
- Girls are to wear only plain, white undergarments under the uniform shirts – no colors, writing, or pictures are allowed.
- Only GGIS uniform sweaters, fleeces, blazers, and/or scarves are permissible during the colder seasons. It is highly recommended that students purchase these uniform pieces as non-uniform coats or scarves are not allowed in the classroom.
- Dying or highlighting of hair to unnatural hair colors such as red, orange, yellow, green, blue, indigo or violet is forbidden for students.
- Seniors are allowed to wear GGIS Senior jackets or sweaters on any school day.

Ordering Uniforms

ISUS, a British school uniform company, provides GGIS students with their uniforms. The uniforms may be purchased online at the ISUS/GGIS uniform shop. The size samples for uniform pieces are available at the school office in building A (Upper School).

Ordering online:

To order uniforms online, you will need to follow instructions on the supplier's website.

Access to the Greater Grace International School uniform shop is via www.isus-ltd.co.uk

Contact uniform supplier by phone (UK): +44 (0) 8455 276854

Contact uniform supplier by mail: ISUS Ltd., Customer Services
Unit 6/7, The Brunel Centre,
Cory Way, West Wilts Trading Estate,
Westbury, Wiltshire,
BA13 4QT, United Kingdom

Student Conduct Philosophy

The primary purpose of all our student conduct policies and school discipline protocols is to maintain a safe, focused, positive learning environment in and outside of classrooms. The development of genuine relationships with our students and use of positive behavioral supports provides the foundation for discipline.

GGIS is proud of its reputation as an educational institution of strong moral character, academic rigor, and quality relationships. Students are expected to uphold this reputation. As a private school, GGIS reserves the right to take appropriate disciplinary actions for activities that are detrimental to the welfare of the individual, the student body, or the school – whether on or off-campus, during school hours or outside of school hours.

In addition to securing the safety and positive learning environment for our students, our discipline policies are designed to help train students to follow behavioral norms that we believe will ensure future success. All teachers establish consistent classroom rules and use a variety of classroom management strategies to promote full engagement of all students and reduce instances of misbehavior that would detract from the learning environment. In all matters of discipline, the GGIS faculty and administration seeks to adhere to the motto *Mores, Disciplina, Respectus*, which is defined as follows:

GGIS is proud of its reputation as an educational institution of strong moral character, academic rigor, and quality relationships

Morality: Students are able to make a distinction between right and wrong or good and bad behavior.

Discipline: Students have self-control, demonstrate perseverance and determination, use time wisely

Respect: Students respect and relate appropriately with integrity to the people with whom they work, play and live.

SPECIFIC EXPECTATIONS OF STUDENT CONDUCT:

All GGIS students are to adhere to the following expectations of student behavior:

- **Students will** be on-time to school each morning, arriving in their classroom no later than 8:20 am.
- **Students will** be on-time to all classes, arriving in their classroom and taking their seats to prepare for class before the bell.
- **Students will** respect the personal space and belongings of others in classrooms, hallways, bathrooms, and all other spaces.
- **Students will** express respect for school teachers and administrators, understanding that school directions and rules are purposefully designed to support their learning and safety.
- **Students will** respect all races, genders, and backgrounds of others, refraining from any expressions of prejudice in words or actions.
- **Students will** use only approved spaces for eating and drinking, and will refrain from chewing gum anywhere on school property.
- **Students will** refrain from bringing any item to school which may endanger the health, welfare, safety, and learning opportunities of others. *This includes, but is not limited to: Weapons, laser pointers, unapproved electronic devices, and chemicals.*
- **Students will** obtain faculty permission for use of school facilities, property, devices, and equipment - including the use of sports equipment.
- **Students will** attend to their personal hygiene and cleanliness.
- **Students will** bring all necessary materials to class and other school activities, operating as a prepared person.
- **Students will refrain from any consumption of alcohol, drugs, or tobacco anywhere on or off-campus.**
- **Students will** respect the academic atmosphere of the school by remaining quiet and respectful in the hallways.
- **Students will** use appropriate language at all times, refraining from any use of foul language in *any* language.
- **Students will** comply with the Dress Code Policies at all times.
- **Students will** adhere to the English Only Policy for all communication on campus.
- **Students will** refrain from inappropriate physical displays of affection.
- **Students will** respect the physical person of all others, refraining from any bullying, fighting, or other inappropriate contact.
- **Students will** be expected to report instances of bullying, safety violations, or security concerns to the school office.
- **Students will** refrain from willful disobedience and disrespectful communication with school faculty.
- **Students will** turn in assignments by the required date due.
- **Students will** be expected to adhere to the Academic Integrity Policy for all academic work submitted.
- **Students will** use electronic devices such as phones, computers, and electronic dictionaries only in accordance with the Acceptable Use of Technology policy.
- **Students are expected to** refrain from any exclusive, one-dimensional, or sexual relationships.
- *Students should seek to enable, support, befriend, and encourage other students as important elements of the school family atmosphere.*

POSITIVE BEHAVIOR SUPPORTS

GGIS faculty and staff desire to support positive student behavior by providing meaningful praise, reward, and recognition to students that exemplify what a GGIS student is. The administrative philosophy regarding positive behavioral supports is that all classroom teachers will work to support and engender student behavior that is conducive to learning, while not supporting or enabling student behaviors that detract or distract from learning. Positive behavioral supports include, but are not limited to, providing specific environmental conditions, student spaces, materials, and student activities that encourage students to adhere to all items of the *Specific Expectations of Student Behavior* as outlined in this document.

Middle and High School Behavior Management

The management of student behaviors for Upper School pupils will be primarily addressed by the course instructor. Upper School Students are expected to understand the behavioral expectations outlined in the handbook, and adhere to those standards at all times. Faculty will uphold those expectations in order to provide all students with an environment in which teaching and learning can happen without hindrance or distraction.

Chronic and/or egregious discipline problems will be addressed by the office administration team. Communication to families regarding discipline matters will be accomplished by (1) phone call and (2) through important notices sent via JupiterEd (www.jupitered.com).

The following Upper School discipline procedures are utilized to encourage positive student behavior:

➔ **Minor Policy Infractions**

Minor policy infractions will be reported and tracked in JupiterGrades.

- Earned for non-compliance in one of five categories:
 - Uniform Policy Violation
 - Unprepared for Class
 - Late for Class
 - English-Only Policy Violation
 - Food / Gum
 - Technology Use Violation
- For every **5** infractions *of the same sort* (i.e. 5 infractions for being late to class) within an academic quarter, the student will receive an office discipline referral.
- For **10** infractions *of any sort* within an academic quarter, the student will automatically receive an office discipline referral.

➔ **Major Policy Infractions: Office Discipline Referrals.**

Office Discipline Referrals are considered a serious step in the discipline process. If a student engages in any violation of the *Expectations of Student Behavior Policy*, the student can be sent to

the office with an office discipline referral. The following will take place as a result:

- Phone call to the student's family, alerting them of the discipline event.
- Record of the incident will be kept on the student's file and reported digitally in JupiterEd.
- Student will be subject to the specific conditions of the discipline as outlined by the school administration.
- Student will be asked to meet with the teacher to discuss and reconcile the issue, if appropriate.

→ **Probation:**

On a case-by-case basis, students may be placed on disciplinary or academic probation.

→ **Disciplinary Probation:**

A student may be placed on disciplinary probation after repeated minor infractions or a major infraction of school policy. It is a time for the student to undertake serious changes in behavior with the help of parents, faculty and school administration.

The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior may be asked to withdraw from school.

→ **Academic Probation:**

Students may also be placed on academic probation for unacceptable academic performance. Unacceptable academic performance is defined as one F grade, or a GPA less than 2.0.

Once students are placed on academic probation, they will be given a specified period of time in which to improve their academic performance. If this is not achieved, the student may be required to withdraw from school at the end of the applicable quarter.

→ **Probation Resolution:**

- Students who have been placed on academic or disciplinary probation may not be invited to re-enroll. Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment. If the student has made satisfactory academic and/or behavioral improvement, the probation status will be lifted and re-enrollment will be permitted, providing there is space available in that particular grade.
- Parents of students placed on probation will be required to attend an initial parent conference, and then periodic meetings to measure progress with teachers and administrators.

Behavioral Management Process Steps:

The following details the steps that will be taken to work with students to correct undesirable behavior. It is to be clear that teaching faculty and the school administration desire to help and enable students to correct their behavior, mature as people, and walk in their personal integrity. Students may be assigned to corrective detention times for academic and/or behavioral concerns. *The administration reserves the right to expel a student for a single violation of the student behavior expectations or a pattern of infractions.*

→ 1st Step: In- Class Behavioral Support:

- Teacher classroom management & positive behavioral supports
- Classroom behavior systems (i.e. reward systems, loss of classroom privilege, etc.)
See *Positive Behavior Supports*
- Communication and conferencing with parents and families

→ 2nd Step: Office Discipline Referral:

- Any student unable or unwilling to abide by classroom and/or school policies/rules may be dismissed from the classroom to the school office to see a member of the school administration.
- A corrective conversation between the administrator and the student will be followed up with a phone call to the student's parents. The event will be written up and kept on file in the individual's **Behavior Log** in JupiterEd.

→ 3rd Step: Suspension

- Students who persist in negative behaviors will face at-home suspension:
 - The student is not allowed to come to school or attend any school event during the at-home suspension and will receive grades of zero for any missed work.
 - Parents must meet with the Principal before the student may return to school.
 - In-school suspensions are rare but may be given at the discretion of the Director.
- The following behaviors will not be tolerated and could result in **immediate** suspension or even expulsion from school:

Fighting, Stealing, Skipping school, Aggressive behavior toward teachers and/or other students either in person, via email, phone, or other indirect means, Smoking, Use of drugs or alcohol, Damaging school property, Inappropriate/Illegal behavior off of school grounds; Forging parents' signatures on notes or report cards; Bringing weapons to school or any school related activity; Violations of the GGIS Academic Integrity Policy - including cheating and plagiarism; Inappropriate physical contact.

→ 4th Step: Expulsion

- Egregious or repetitive violations of the *Specific Expectations of Student Behavior Policy* may result in a student being removed from the school. The administration reserves the right to expel a student for a single violation of the student behavior expectations or a pattern of infractions.
- Expulsion will only occur through a process of administrative review.

General School Operations

GGIS seeks to partner with parents and families to provide a high quality education in a safe, secure, family-oriented school environment. Policies and procedures are designed with care and consideration for families, faculty, and the welfare of the students.

Arrivals, Departures, and Absences:

➤ Daily Schedule:

- School for all students begins at **8:20 a.m.** The school welcomes early arrivals beginning at 8:00 a.m. The exception to this is *Late Start Thursday* for the Upper School, grades 7-12. For these students school begins at 9:45 a.m. each Thursday.
- Parents and students may enter the building as early as 8:00 a.m. Please note that students should not arrive before 8:00 a.m. as there is no supervision provided. Students will remain in the lobby until 8:10 a.m. when the classrooms open.
- Students are expected to place all homework in the appropriate homework bin before homeroom period begins.
- Students who enter their Homeroom after 8:20 a.m. are considered tardy.
- The regular school day ends at 3:20 p.m. Students are expected to leave the campus by 3:30 unless they have remained for an after school activity or event.

➤ Late to School:

- Students who arrive late to school prevent the efficient start-up of the school day for the entire class. **Please plan for traffic and weather delays in order to arrive at school on time.** If the student arrives late to school they will need a late slip from the receptionist before they can enter the classroom.
- **Parents are expected to provide a note explaining the reason for the tardiness.** Any student who arrives after 8:20 a.m. will be marked late and may be subject to disciplinary action. (see *Discipline*)

➤ Chronic tardiness and absences reflect negatively on a student's school records.

Upper School students who are chronically late to school are subject to expulsion.

➤ Absent From School

- **Preamble:** Because we are concerned about your child's safety and well-being, we **ask that you notify the school by phone or email the morning the student is absent by 10:00 AM.** Leave a message if the phone is busy with the name of the student, grade, date, and reason for absence. Failure to do this will result in the student receiving an unexcused absence. If we have not heard from you by 10 a.m.

the school will make every effort to contact the parent or guardian to verify the absence.

- **A student should not come to school when he has had a fever unless he has been without a fever for twenty-four hours.** When a child comes to school sick, he may expose students and teachers to the infection. Please keep your student at home until he is no longer contagious. Please notify the school if your child has been diagnosed with a communicable disease such as chickenpox or measles.
- Students should return to school with a note describing the illness to document the absence. A parental signature is required on the note. The first three days of any absence due to illness will only require a note from the parent to be excused. However, any absence for more than three days will require a doctor's note upon the return of the student. **See *Homework and Grading* for information on making up missed work.**
- Chronic absence (regardless of reason) is increasingly identified as a warning sign that a student is at risk for school failure. Chronic absenteeism at GGIS is defined as missing 10% or more of school days. A meeting with the parents, principal, and teachers will be required when a pattern of absenteeism becomes apparent.

➤ **Types of Absences:**

- **Excused (EA)**

Student absences are considered *excused* only these cases:

- Illness
- Doctor's appointment
- Death of a family member

Students must go to the teachers and request makeup work immediately upon their return.

The number of days absent plus one will be allowed for make-up work. See *Policy on illness and returning to school after an illness*.

- **Unexcused : Truant (UA)**

A student's absence is considered Unexcused when it does not meet one of the three conditions of an excused absence. This includes students who leave school with or without parental consent for reason other than Excused (see above) An unexcused absence is subject to disciplinary action and students will receive no credit (0's) for all class work missed. **Students with a high rate of truancy are subject to expulsion. See *Homework and Grading* for information on making up missed work.**

- **Verified Absence (VA)**

Student absences are considered *verified* when a parent/guardian takes the student out of school with the principal's prior knowledge: a written notice from the parent or guardian must be submitted at least three days prior to the intended date of absence. In this case, the staff will make an attempt to provide students with work to do independently during the absence. This absence is not excused, and students are technically truant, but they have the opportunity to obtain some of the work they will miss before they leave, thus avoiding receiving zeros. The assignments will be due on the day the student returns to school. The

students should be prepared to make up tests and quizzes upon their return to school. See ***Homework and Grading for information on making up missed work.***

➤ **Policy on illness and returning to school after an illness:**

- *Please contact the school promptly if your child has been diagnosed with any highly contagious condition (ie. lice, chickenpox, measles, mumps, etc.).*
- **Fever:** If your child is running a fever please do not give them fever reducing medicine and then send them to school. Your child must be fever free, (under 100° °F / 38 °C) without fever reducing medicine for 24 hours before returning to school. If the school determines your child has returned too early, you will be contacted and asked to pick up your child within one hour.
- **Flu:** If your child has a confirmed case of the flu, he/she must stay home until they are fully recovered. Most confirmed flu cases require the student to be out of school for 4-7 days. If the school determines your child has returned too early, you will be contacted and asked to pick up your child.
- If your child is sent home with a questionable highly contagious illness/rash, you *must* present a **doctor's note** stating that he/she has been seen and doesn't have a contagious illness/rash; or he/she was diagnosed with a contagious illness/rash, has been treated by your doctor and can return to school.
- **If your child has a fever or is vomiting, please do not send them to school.**
- **Medicines:** All students must bring all medications (over-the-counter or prescription) to the School Receptionist. Your child will be allowed to leave class and ask the receptionist for his/her medication. All prescription medications must be in the original labeled prescription bottle, and a medication authorization form signed by a physician is required. Under certain circumstances, a student with a life threatening condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication on his/her person. Such permission will only be granted in response to a written statement from the student's physician that such a need exists based on a life threatening condition, and a completed and signed authorization from the parent or legal guardian.
- **Dismissed due to illness:** All parents are asked to provide all available phone numbers where you can be reached during the day. If your child needs to go home, we ask that you retrieve them within an hour of the time we contacted you. Please provide emergency contacts if you are not available. A student that is feeling sick, but not sure if he/she needs to go home, will be allowed to rest in a designated area for 30 minutes. If after 30 minutes the student has not improved and the staff feels it is necessary for the student to go home, you will be asked to pick your child up from school.

➤ **Early Dismissal from School:**

- Early dismissals require a note from the parent or guardian giving a reason for dismissal, time of dismissal, and time the student will return. In most cases, it is expected that the parent or guardian will be picking the student up from school.
- Students must give the note to the receptionist, who will notify teachers. Schoolwork missed due to early dismissal will need to be made up by the student.

➤ **After School Dismissal:** Students are dismissed after the final bell at 3:20 pm. Unless they are meeting with a teacher, have a class, are involved in a sport team or have administrative approval, students are expected to leave school property by 3:30 p.m.

Acceptable Use of Technology Agreement:

GGIS provides network facilities and Internet access to supplement instructional programs and to enhance teaching and learning. Use of technology equipment at GGIS is considered a privilege - not a right - and is subject to established policies and guidelines. **Students or their parents may be asked to sign and return an itemized copy of this *Acceptable Use of Technology Agreement* to the school office before using any technology on campus.**

Network System Security

System security is the responsibility of all network users. To protect the integrity of your information and the network system, the following protocols shall be followed:

1. Users possess a unique password which should never be shared with anyone else. Do not tell anyone your password.
2. Users will only login under their own name for each session. Users may not use the computer after another user unless they have been signed off.
3. Each user is responsible for making backup copies of important data via school email / Google Drive. Students files are deleted over the summer.
4. Users will obtain approval to download data or software from the Internet. Students must obtain approval from their teachers.
5. Any user known to be a security risk or to have caused problems in the past with this or other computer systems may not be allowed to use the network

Network and Computer Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Network users may not reveal any personal information such as addresses or telephone numbers. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Measures have been taken to block inappropriate information using Internet filtering software. This software contains a block list that is updated frequently by the vendor and prohibits the use of inappropriate sites. The IT manager may add custom entries to the block list. It should be noted that the Internet is constantly changing and the block list blocks most but not all inappropriate sites.

Policy for Network Use

GGIS students and staff are expected to act in a responsible, ethical and legal manner in accordance with accepted rules of network etiquette, and applicable laws. Violations of these specific Acceptable Use Policy items *will* result in disciplinary action and/or the loss of network privileges. Specifically, students of GGIS must agree to all of the following rules regarding use of Technology at school:

- The network is to only be used for school related activities.
- A teacher must be present while students are on the Internet. Students will only attempt to access the Internet with a teacher being present.
- The network will only be used for legal, authorized, non-profit, non-commercial, non-political activity. Political lobbying using school resources is not allowed.
- All electronic mail, chat rooms and other forms of direct electronic communication are only to be used with approval from a teacher or administrator.
- All forms of hate mail, discriminatory or racist remarks, and offensive or insulting communication are strictly forbidden. No inappropriate language or profanity are ever allowed on the network.
- Only items with administrative approval may be installed, copied or passed out on the network. This includes copyrighted material (see Copyright Policy).
- The network shall not be used to access obscene or pornographic material.
- You cannot send material likely to be offensive or objectionable to recipients.
- The network cannot be used to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, attempts to remain anonymous, or use a fake (pen) name are forbidden.
- The network will not be used for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Students may only install, load or use authorized programs, files or other electronic media with administrative permission.
- Students will respect the work and time of other users.
- Destruction, modification, or abuse of network hardware or software is forbidden.
- Students will abide by the Academic Integrity Policy when using the network to access and/or quote sources for academic work.

Copyright Policy

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to applicable guidelines.

Phones and Electronic Devices in School

- Phones and electronic devices can be a distraction, and could be used to violate the Academic Integrity policy. These devices may bring undesirable visual and auditory influence into the school which may not promote godliness or unity among our students.
- All electronic devices, including phones, must be **turned off** (not kept in silent mode) While on school property. If a device is on, being used, or if the phone rings while on school property, it will result in confiscation and safekeeping of the device until the end of the school day and an infraction. This may also result in the student receiving an Office Discipline Referral.
- **Headphones or earbuds are not allowed at any time while on school property**, unless directed by teachers for a specific activity.
- Phones and electronic communication devices are not allowed in the classroom unless directed by teachers for a specific activity and/or a specific amount of time. Teacher's permission is required in each instance.
- Electronic reading devices (i.e. Kindle readers) are encouraged, but must be approved for each instance that the device is used.
- GGIS recognizes that parents may wish to have their children bring phones to school for use after school or for emergency communication. Should such a need arise during school hours, the student is allowed to use their phone by permission of the administrative staff in the reception area..
- Phones and electronic devices may not be stored at the front desk. Students may be asked to store their devices in school-designated holders in the classrooms or in their backpacks.

Consequences for Violations of Acceptable Use of Technology Agreement

The network users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Loss of access privileges and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

Parent-Teacher Conferences and Meetings:

- There are two Parent/Teacher Meetings each school year, one in the fall and one in the spring (refer to the school calendar for dates).
- These meetings are the perfect opportunity for parents to discuss their child's progress, meet the staff and other parents, and hear about future school plans.
- It is expected that parents attend the Parent/Teacher Meetings, if at all possible, in order to conference with teachers and interact with the school staff and other families.
- If an in-depth discussion is required with the teacher, a special conference should be arranged.

Student Lockers, Classroom Supplies and Textbooks:

➤ Lockers:

- Students are assigned a locker and a lock at the beginning of each school year. All student items should be placed in the assigned lockers. The school is not responsible for lost or stolen items.
- Students are expected to keep their assigned locker and locker area clean and organized.
- Locks are to be returned to the school reception on the last day of the school year or when the student leaves GGIS. If a lock is lost, a charge of 2,500 HUF will be incurred.
- Use of locks is mandatory. However, if students choose not to use the locks provided, they may opt out of using a lock by filling out and signing the *Lock Usage Opt-Out Form*.

➤ Student Personal Belongings at School:

- Students should never bring more money to school than is absolutely necessary.
- Students should not bring valuable equipment or toys to school.
- The student's name should be on all personal belongings, particularly school uniforms.
- Students should *never* tamper with other people's belongings - even as a joke. See *Behavioral Expectations*.
- It is recommended that the student's name should be on all school supplies (and uniform items) to help differentiate from similar student supplies present in the classroom.

➤ Textbooks:

- Soft cover textbooks that are used by the student should be clearly labeled with the student's name. Soft textbooks that are to be returned need to be covered by the students (teachers will inform the students). It is the student's responsibility to maintain the books in usable condition until the end of the school year.
- **Hardcover textbooks are school property** and must be returned in good condition at the end of the school year. Students will not write in any hardcover textbooks or other hardcover text materials. All students will provide hardcover books with a proper cover at the start of the school year.

- If a textbook is lost or destroyed, the office must be notified at once so a replacement may be ordered - these textbooks will be charged to the parent's school account.
- Loss / misplacement of books is *not* a valid excuse for not doing class assignments.

➤ **Classroom Equipment and Supplies:**

- Students are expected to use classroom equipment and supplies during learning activities, with teacher oversight and permission.
- Office equipment, such as staplers, paper cutters, scissors, tape, glue, and whiteboard materials are to be treated with care and operated with the safety of others in mind.
- Science Department Supplies: Students will use science supplies during classroom and/or outdoors inquiry experiences. Students are expected to wear safety garments and glasses, follow teacher directions when using science supplies, and return non-consumable items to the teacher at the close of the activity.

Special Events and Field Trips:

➤ **Class Parties:**

- All classroom parties will first require approval from a teacher or administrator.
- Cafeteria supplies may not be used for classroom parties.

➤ **Field Trips:**

- Only GGIS students may participate in school field trips, unless it has been previously arranged with the office.
- Students may not bring music players, electronic games, etc. on school trips. Cameras and phones are allowed. However, phones are to be used only for making a necessary phone call, and only per a chaperone's permission.
- Headphones or earbuds are not allowed at any time during the field trip.
- Parents are encouraged to participate as chaperones, but must be approved as a volunteer by the school office.
- Field trip related costs are to be paid by GGIS; More information about specific trip details can be obtained from the school office.
- Non-GGIS transportation (bus pass or tickets) and lunch - if eating outside of school - is the responsibility of students.

➤ **School Spirit Days:**

At times, the school administration will designate certain days for fun, team-building School Spirit Days. This may involve themed dress days (see *Spirit Day Dress Code*). It is our experience that the school staff and students benefit greatly when all students participate in School Spirit Days.

Extra-Curricular Activities and Clubs:

Throughout the year various after school sports and club activities (appropriate to the season) will be offered. Students may participate only with written parental permission and, if applicable, appropriate payment for access to the activity / club(s).

Athletics and Gym:

For detailed policies regarding GGIS athletics, please see the school office..

Gym Class Policies:

- **Students will wear the GGIS gym uniform for all gym classes.** If a student does not have an authorized gym uniform or appropriate athletic shoes, they may not be allowed to participate in the class.
- Participation in gym class is compulsory unless express written declarations from a medical professional prohibit it. Participation in gym class is part of the student's grade.
- It is important that students should place their name on all sports apparel.
- Students will use their own shoes and uniforms, and will not borrow shoes or equipment from others.
- Proper safety equipment must be worn when participating in gym sports, as offered by the instructor.

Student Governing Council (SGC):

- The purpose of the Student Governing Council is to interact between administration and the student body and promote school activities. The student council:
 - Participates in and helps to organize school events.
 - Represents students of the school when communicating issues to school administration.
- The Student Governing Council may be structured as follows:
 - Upper School (Grades 7 to 12) are represented on the Student Council
 - The President, Vice President, Secretary, Historian, Prayer Chaplain, and individual class representatives are usually elected at the end of September (see the school calendar for dates.)
- Students may be ineligible or excused from Student Governing Council if recurring disciplinary problems or poor academic performance occur.

Holidays:

Parents, families, and students are expected to read and understand the GGIS School Calendar (posted at www.ggis.hu) for information regarding holidays, special event days, and other matters relating to school schedule.

Finances

➤ Tuition and Fees:

- The Registration Fee is due during the registration process.
The Registration Fee is non-refundable after July 31.
- The general tuition payment schedule is as follows:
 - Registration fee: Due at the time of enrollment;
This is part of the total tuition
 - 1st Tuition Payment: Due on or before September 14
 - 2nd Tuition Payment: Due on or before January 30
- The fees include registration, tuition, book fees, book use, classroom fees, and field trips.

➤ Other Fees:

- Lunch charges are billed quarterly and are payable in Hungarian forints. If the lunch fees remain unpaid after two weeks, no lunch will be served to your child. Once lunch is ordered and paid for, it cannot be cancelled for the current quarter.
- **Class Fund Fee:** 7-12 grade students will participate in a number of required extra-curricular activities. These activities include the high school retreat, Christmas party, banquet, and class trips (not including field trips, which are already included in tuition fees). The fee is communicated by email and form at the end and beginning of the year.
- An EAL program fee will be charged twice a year, based on the relevant calendar years.

➤ Submitting Payments / Contact the Office:

- Students entering during the school year are required to pay the full registration fee, and a prorated amount of the tuition fee.
- All fees are to be paid in Hungarian Forints (HUF) via bank transfer or in cash at the school's business office. Emails to the Finance Office can be addressed to: **finance@ggis.hu**
- Parents must sign an *Educational Service Contract* with Educom Kft. during the registration process. This contract is valid until termination. Prices will be reviewed and communicated annually.
- A financial statement will be issued for each family at the beginning of each month and will be sent to you. Outstanding balances shown on this statement should be paid within one week of receipt.
- All outstanding balances must be paid by the due date. Overdue balances occurring 15 days after the due date may result in the student being restricted from classroom participation. No official report cards or other school records will be released until all balances are paid.
- If a balance remains unpaid, it may result in dismissal from school.

➤ **Withdrawal from GGIS / Refunds:**

- A written notice submitted to the school office is required two weeks prior to the withdrawal of a student for any reason. No tuition will be refunded until proper notification of withdrawal is given.
- If a student is withdrawn from school during the school year, one month's tuition fee will be charged on the top of the prorated amount of the tuition fee.
- No refund will be given for the remainder of paid programs in which the student does not participate due to the withdrawal or due to disciplinary reasons.
- As a result of certain fixed expenses involved in the operation of the school and in the enrollment of each child, there will be no adjustments in tuition for short-term illnesses, vacations, holidays, or any other absences.

Safety, Security, & Medical Procedures

Safety & Medical Procedures:

➤ Fire Drills:

- The fire alarm is a continuous, loud sound for all students and staff to be able to receive a warning in the event of a fire.
- In the event of a fire drill or fire alarm, all students are expected to *immediately* stop what they are doing and follow the teacher's directions.
- Teachers will lead the students out of the building according to the posted *Evacuation Plan*.

➤ Medical Care and Incident Reporting:

- School Doctor:
 - The school doctor is a pediatrician and is for GGIS student treatment only.
 - The school doctor will:
 - Come to school one day per week.
 - Perform routine admission medical exams.
 - Administer required immunizations - a note will be sent home in advance.
 - The doctor's office will remain locked except for medical purposes only.
 - Parents should make sure an updated medical form is submitted by every student to be kept on file.
- If a student gets ill while at school:
 - The office needs to be notified immediately.
 - The office will call the parent or guardian to pick up the student as soon as possible.
- If a student gets injured while at school:
 - If possible, the student will be brought to the office.
 - Parents are informed by phone immediately by the administration, unless the injury is deemed too minor for parental involvement.
 - An Incident Record for every major injury is completed by the teacher, administrator - or the staff member that was with the students. Then the Incident Record is kept on record in the student's file.
 - In the event of a serious injury an ambulance will be called and then parents will be notified.

➤ Student Safety Concern Reporting:

- Students are expected to report instances of bullying, fighting, or any other dangerous behavior on campus. Reports should be made immediately, in-person, to adult members of the school faculty.

- Bullying is entirely unacceptable at GGIS. Students that experience any sort of mistreatment or bullying while in school are asked to report their concerns to their teacher or school office personnel immediately. These concerns will be taken seriously and investigated to the best of the school's ability.
- If a student feels uncomfortable with any situation on campus or has any safety concerns, it is requested that the student speak with a member of the school faculty and administration immediately.
- The school leadership seeks to protect and care for all students' safety while in the care of the school, and students should feel free to communicate concerns to the school office in these matters.

➤ **Student Medical Information:**

- The completed medical information form must be submitted to the school upon enrollment or an examination will be scheduled with the school doctor.
- The School Office should be informed of all medication taken during school hours.
- Students who have special medical conditions should notify the office in writing at the beginning of the school year.
- All students enrolled in physical education classes must participate or have a written doctor's note to be excused.

➤ **Student Personal and Academic Information:**

- The School Office must have your correct address and telephone numbers at home, mobile numbers, and at the parents' place of employment. *Families are expected to notify the office of any changes as soon as possible.*
- The phone number of an emergency contact person is also necessary in the event that the parents cannot be reached.
- Students should update their contact information in JupiterEd when necessary.
- Student private information is to be stored and managed by qualified individuals according to the General Data Protection Regulations (GDPR) set forth by the European Parliament, made effective in 2018.

➤ **Parental Expectations/Guardianship**

- For the mutual benefit of all those at GGIS it is required from all students, staff, and parents to speak and act in a respectful manner towards each other. Aggression toward another person anywhere on GGIS school property is strictly forbidden by students, parents or staff. To avoid the escalation of conflicts the following guidelines are to be followed.
- For conflicts between students: GGIS has the exclusive right and responsibility to handle conflicts among students during school hours and on school property. Parental involvement in students' conflict resolution is limited to interaction with the school administration.
- For conflicts between parents: The resolution of all inter-parental complaints and conflicts that happen on school property must be resolved by involving a representative of GGIS administration.
- Any aggressive behavior by parents or children may result in the immediate termination of the educational contract. The violation of the above policies is grounds for immediate termination of the educational contract.

- GGIS defines aggressive behavior as: raising one’s voice, verbal or physical threats, swearing, and rude communication. It is also considered aggressive behavior if any parent approaches another parent on campus in an attempt to resolve a conflict or complaint without involving a member of the GGIS administration.
- The education agreement is a legal document in which authorization is given to those involved in a student’s educational life - to receive child academic information or to have access to student.
- Access to student records and information is limited to those whose names are listed in the education agreement (or those who receive written authorization from such persons).
- Students may only be visited, removed from the school during the school day or picked up after school by those whose names are listed in the educational contract (or who receive written authorization from such persons).
- In the case of divorce or separation where both parents are listed as guardians in the educational contract, neither of them is entitled to give directives (to add or remove guardians) to GGIS teachers or administration that are different than the information given in the educational contract. GGIS teachers and administration are instructed not to receive directives or requests (to add or remove guardians) that contradict the information given in the educational contract.
- It is the contracting party’s responsibility to inform GGIS and credibly verify any legal change that occurs in the guardianship and/or custody situation of the student.

➤ **Living with a Guardian Policy:**

- GGIS works closely together with the parents of our students. A student’s home life is important and is an inseparable part of his/her success in school.
- Therefore GGIS requires that each student must live either with his/her parent(s) or with a *school approved guardian* with whom the school is able to have regular contact.

Security Procedures:

➤ **Parking on School Property:**

Due to limited parking, no long-term parking is available: parking is reserved for drop off, pick up, and school business/visits only. Students are not allowed to park on school property without written permission from administration.

➤ **School Physical Property:**

The following buildings and property areas make up the physical premises of GGIS:

- **Building A:** Upper School Grades 7-12
The 12 classrooms in Building A include the science lab, computer lab, and the English as an Additional Language (EAL) wing with a Language Lab. This building also includes the school Chapel, Educom Kft. offices, the Finance office, the Director’s office, the Doctor’s office, and the Physical Education office.
- **Building B:** Lower School Grades 1-6
This building houses ~11 classrooms, including an art room, a music room, two cafeterias, an indoor gym room, and the school’s library.

○ **Reception Areas:**

Both buildings have a lobby area staffed by receptionists who are there to serve parents, teachers and students. This means it is a *very* busy place during and after the school day, and parents and students are asked to respect the work area of the receptionist by maintaining a respectful, quiet, and orderly environment. **Students are not allowed behind the reception desk.**

○ **Cafeteria:**

- In an effort to keep the school clean, all lunches are to be eaten in the cafeteria. Lunches brought from home should be ready to eat, with microwaves available for *warming* only (not *cooking*).
- Note that Health Ministry regulations require food to be covered in the microwave!
- We encourage all students to eat all their lunch: due to allergy and food intolerance concerns, **sharing of food is never encouraged!**
- Students are expected to show proper table etiquette and to make sure that their table and surrounding floor space is clean before leaving the cafeteria. School dishes and silverware should be returned to the dishwasher window.
- Students that leave a cafeteria space untidy will be asked to return to the cafeteria to clean the space.

○ **Classrooms:**

- Students are expected to help the teacher keep the classroom neat and clean. Students are expected to keep their desks and other table / wall surfaces clean and free of any unnecessary writing, marks, or other damage. Students will refrain from causing any type of destruction to school property, as outlined in the *Specific Expectations of Student Behavior*. Students will be responsible to replace damaged property and books.
- Students are allowed to bring water bottles into the classroom, but all food items are to be kept in backpacks to be consumed at designated times and in designated spaces.
- For security reasons, visitor access to classroom areas is limited. Parents are very welcome to visit the classroom during the school day with prior approval from the Director and the teacher. Meetings with teachers can be arranged directly via email or by calling the school receptionist.

○ **Computer Labs:**

- Access to computer / technology rooms depends on scheduling and supervision possibilities.
- GGIS recognizes the value of computer and other electronic resources to improve student learning and is committed to maintaining an environment that promotes ethical and responsible conduct in all online network activities by staff and students.
- Use of computer rooms is a *privilege* and only allowed by permission and under the supervision of approved faculty.
- No food or drink is allowed.
- Students using Computer Labs are subject to the *Acceptable Use of Technology Agreement*.

- Students may not use any other means to upload files onto the GGIS network (no USB flash drives).
- Printing and photocopying personal items on the school printer costs are posted at the reception.

- **Library / Resource Rooms:**
 - Parents and students are welcomed to submit requests for books or resources to the school principal to help make our library a vibrant place of learning, study, and research.
 - Students are encouraged to check-out books from classroom libraries or the main school Library in Building B. When borrowing Library materials, students are responsible for returning items in good condition by their due date. There is a fine for late items. Books and other materials not returned after 1 month will be considered lost and measures will be taken to replace the material. Fines for the lost Library materials depend on the items, and will also reflect the shipping and handling, and the quality of the lost item (e.g. an old hardcover book is more valuable than a new paperback).

- **Playground, Sports Fields, and Green Spaces:**
 - These areas have been designed to serve the whole school, and we ask for your help in keeping them clean and safe.
 - Students, faculty, and parents are requested to report any unsafe equipment or other playground concerns to the school office ASAP.
 - Students are not allowed unsupervised on school property: Parents are expected to carefully supervise their students before and after school.
 - Upper school students are expected to leave school by 3:30. Students who remain on school property after hours are expected to maintain the same rules and norms of behavior as prescribed in this manual.