

Greater Grace International School

Parent and Student Manual

Lower School

August 2023 Revision



**Greater Grace
International School**

MORES • DISCIPLINA • RESPECTUS

1125 BUDAPEST, SZILÁGYI ERZSÉBET FASOR 22/B, HUNGARY

Welcome Parents and Students!

We thank God that you have joined the GGIS family. With this Parent-Student Handbook, we hope to provide students and parents with an understanding of many of the basic policies and procedures at the school. Although the Handbook is not intended as a definitive statement on these subjects, 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 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 to read the manual in its entirety and to commit to cooperation as we partner together for the student's sake.

By signing the Educational agreement with GGIS, the parents and the enrolling students agree to stand by and comply with the policies, bylaws and guidelines described in this Parent/Student Manual.



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About us

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

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 divine salvation. God wonderfully and immutably creates each person as male or female and 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.

Academics

Since 1991, GGIS has provided expatriate and Hungarian families with a challenging college preparatory education; equipping students physically, spiritually, and academically by teaching and demonstrating through a Christian biblical worldview.

Academic Development Guidelines

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 and oral or written assessments, which may include homework, binder, quizzes, tests, reports and projects.

➤ **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.

➤ **Access to Student Grades**

GGIS utilizes a powerful, online grade tracking platform called **JupiterEd**. At any time, parents and students can access assignments grades on the JupiterEd website (login.jupitered.com). It is expected that parents will be accessing this online resource to check on student scores and progress. Falling behind in tuition may restrict access to Jupitered.com.

➤ **Grading for Preparatory 1 and Grade 1**

Preparatory One and 1st grade students will receive a detailed, written progress report from their teachers with scores according to the Grading Key below.

Standards-Based Grading
E = Excellent (exceeding standards)
S = Satisfactory (meeting standards)
P = Progressing (making progress towards standards)
NI = Needs Improvement (needs support to meet standards)
NA = Not Applicable

➤ **Grading Key for Grades 2 - 6**

Grades 2 - 6 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 - 69 D
0 - 59 F

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

➤ **Attitude and Effort Score:** An attitude/effort grade (A/E) is given for each subject. Parents and administration are interested in their child's attitude and effort as well as their academic grade.

- **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.

➤ **Grading Policy for EAL (English as an Additional Language) Students for Grades 2-6**

- 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 will receive an "X"(no grade) on report cards for the first two quarters if they receive a C or below due to their English proficiency. An "X" may also indicate that the student did not receive grades due to a scheduling conflict with their pull-out EAL class.

- It is *very important* for families to note that EAL student scores typically begin at a low level, but are expected to rise over time, supported by content-area learning, English language practice, and consistent student effort.
- The transcript of an EAL student will indicate that they were an EAL student.

➤ Cumulative Grades

- **Semester Grade Composition**

Fall semester grade = 1st Quarter 50% + 2nd Quarter 50%

Spring semester grade = 3rd Quarter 50% + 4th Quarter 50%

Homework

Homework is designed to help reinforce and review classroom learning.

Expectations for student homework assignments:

- Homework should be approximately ten minutes per grade level or less. For example, 3rd grade students should have daily homework that takes 30 minutes or less.
- Homework is not given during longer school breaks, such as Christmas Break or Spring Break. Students need time to rest as well.
- Parents and students are able to check assignments and grades on the Jupiter Ed website (<https://login.jupitered.com/login/>). Log-in instructions will be provided!
- Homework and Grading for **Grade 6**
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:

- **Students are responsible to make up missed work and assessments after any period of absence.**
- This requires parents informing the teacher ahead of time to give him or her time to prepare assignments that students can work on while away. For example, if a student will miss one week of school, the teacher needs to be informed at least one week ahead. If this is not possible, the parent/student should meet with the teacher upon return to collect missed work. Students should complete this make-up work as soon as possible.
- The teacher will schedule time for the student to make up missed tests and quizzes at 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.

Assessments are an opportunity to demonstrate genuine academic progress in an academic discipline. Students are expected to adhere to the Academic Integrity policy for all assessments, taking care to do their own work. Teachers are available to discuss assessment results with parents and students upon request. Assessment scores will be posted via the JupiterEd portal.

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 that are being employed at GGIS:
No endorsement by or for any testing agency or assessment is intended by this listing.

Test:	Purpose:
SLATE, Oxford Placement Test (EAL Students)	Assessment of English language communication proficiency, for the purpose of EAL program placement and information.
MAP (Grades 4-9)	Introduced in Fall 2020, MAP, or the Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth.

Academic Integrity

Expectations of Student Academic Integrity:

In keeping with our motto *Morality, Discipline, Respect*, GGIS students will uphold their academic integrity, taking pride in doing all academic work in honesty to the glory of God, giving appropriate credit to all sources.

GGIS students will refrain from the following forms of academic dishonesty:

- 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, or turning in work created by AI technology as if it is original work.

Consequences for Academic Dishonesty

Confirmed cheating, plagiarism, or any form of academic dishonesty may result in:

- **Discipline referral:** Trip to office / Call home
- **Zero grade** on the assignment

Example:

Copying another student's homework is always considered to be cheating.

Both students involved may receive a zero for the assignment and are subject to disciplinary action through the school office.

Academic Honors

At the end of the school year, students will be awarded certificates for High Honors. High Honors will be determined by the student receiving A's in every subject. Preparatory One and 1st grade students are not eligible for honors. EAL students receiving "X" grades or an incomplete are also not eligible for honors.

English as an Additional Language (EAL)

Students who have not studied for the last 2 years in English and/or are not native speakers will be screened to establish their EAL level. Students are placed into either a Foundations (EAL 1), Core (EAL 2), or Advanced (EAL 3) program.

Students are charged the corresponding EAL fee for the entire year for the extra program. Students are re-assessed in early May for advancement purposes.

It is possible that an English as an Additional Language (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, from the time that they began.

English-Only Policy

GGIS is an immersive English language school where students will be exposed to instruction, social interaction, and coursework all 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), according to teacher's discretion, e.g. explaining what is happening during a fire drill to younger students.

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 help the school environment to be less competitive and more focused on learning.

Research has linked uniforms, and the pride in wearing them, to positive student behavior, academic performance, and overall success. The GGIS dress code is designed to promote a single standard of dress, and enable the school environment to be 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.

Ordering Uniforms

Trutex, a UK-Dutch school uniform company, provides GGIS students with their uniforms. The uniforms may be purchased online at the Trutex/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 <https://www.trutex.com/eu/>. **Register to the school and enter the school code: LEA000108TF**

Contact uniform supplier by phone (Netherlands): +31 (20) 808-8620

Dress Code Expectations

Students will wear the school uniform at all times while anywhere on campus. 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 call parents and request they bring the correct uniform items or pick up the child to go home until the issue is fixed.

School Uniform

DRESS CODE FOR LOWER SCHOOL GIRLS:

Dress Uniform

- Polo Shirt - White, with logo, short or long sleeved
- Skirt - Grey, pleated
- Jumper or Cardigan - Blue, with logo
- Shoes - Sturdy, comfortable shoes
- Optional: Pants - Grey
- Optional: Fleece, Navy, with logo
- Optional: Shorts, Grey

Gym Uniform

- Sports Top, Navy and white, with logo
- Track Pants - Navy and white, with logo
- Hoodie, Navy and white, with logo
- Sports Shorts - Navy
- Athletic shoes - Sneakers, suitable for outdoors

DRESS CODE FOR LOWER SCHOOL BOYS:

Dress Uniform

- Polo Shirt - White, with logo, short or long sleeved
- Trousers - Grey
- Jumper or Cardigan - Blue, with logo
- Shoes - Sturdy, comfortable shoes
- Optional: Fleece, Navy, with logo
- Optional: Shorts, Grey

Gym Uniform

- Sports Top, Navy and white, with logo
- Track Pants - Navy and white, with logo
- Hoodie, Navy and white, with logo
- Sports Shorts - Navy
- Athletic shoes - Sneakers, suitable for outdoors

NOTE: Uniforms purchased from the previous uniform company are still acceptable.

Expectations for Student Appearance on Campus

In addition to the dress code outlined above, the following guidelines are to be followed:

- Hair should be neat, non-distracting and not hinder learning due to its length (hair should not be in the student's eyes).
- Boys may not wear earrings.
- Girls may 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.
- Skirts should be of modest length, or worn with leggings or shorts underneath until a bigger size can be ordered.

- Clothing should cover midriffs and undergarments. Excessively tight fitting, revealing, or see-through clothing is not appropriate for school.
- Clothing or accessories may not be worn that advertise or promote products that are prohibited on campus. Clothing which promotes individuals, groups, or activities that are considered offensive, immoral, or illegal may not be worn.
- Rips and tears in clothing, especially above the knee, are considered inappropriate for school.
- Uniforms are to be **neat, clean and well-fitting**.

Note: The administration reserves the right to interpret which dress/behaviors are appropriate representations of GGIS. Inappropriate dress beyond the above guidelines is handled on a case-by-case basis. If a student has chronic problems with dress code, the director may call a parent-meeting to discuss the issue.

Dress Down Day Code for Lower School

Occasionally the director will designate dress down days and spirit days for some or all of the students. The school will communicate the theme for dress down and spirit days. The expectations for student appearance listed above are enforced on dress-down days, as well as regular school days.

Philosophy of Student Behavior

The primary purpose of all our student conduct philosophies 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.

Morality, Discipline, Respect

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 help ensure future success. All teachers establish consistent classroom rules and use a variety of classroom management strategies to promote the 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:

Morality: Students are able to make a distinction between right and wrong or good and bad behavior so as to promote their and fellow students' mental and physical health, safety and well-being.

Discipline: Students have self-control, demonstrate perseverance and determination and 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 Behavior

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** respect the academic atmosphere of the school by remaining quiet and respectful in the hallways.
- **Students will** respect the personal space and belongings of others in classrooms, hallways, bathrooms, and all other spaces.
- **Students will** use words that are kind and encouraging at all times, refraining from the use of profanities, insults or aggressive or hurtful language - in *any* language.

- **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** be prepared for all classes and school activities bringing all homework and necessary materials.
- **Students will refrain from any consumption of alcohol, drugs, tobacco or vaping anywhere on or off-campus.**
- **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** 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** 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 their teacher or the school office.
- **Students will** refrain from willful disobedience and disrespectful communication with school faculty.
 -
- **Students will** properly use all facilities and equipment (sports equipment, too).
- **Students will** turn in assignments by the required due date.
- **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, controlling, one-dimensional, or sexual relationships.
- *Students are to seek to enable, support, befriend, and encourage other students. These are 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.

Lower School Discipline Processes

The management of student behaviors for Lower School pupils will be handled mainly by the teacher. Chronic problems will be addressed by the office administration team. As capacities and behaviors vary widely among Lower School students, classroom discipline measures are developed by each individual teacher as ways of addressing the unique class and student dynamic present in the classroom. Teacher classroom management discipline procedures may involve losing privileges, reward systems to enforce good behavior, etc. JupiterEd (login.jupitered.com) is used as a critical communication tool between the teacher and parent.

Office Discipline Referrals:

Office discipline referrals are the next step in the discipline process. If a Lower School student engages in behavior that is detrimental to the learning environment, health, or safety of themselves or other students, or disrespectful of school faculty, administration, or policy, they may be sent to the office with an office discipline referral. In most cases, the following will take place as a result:

- Parents or guardians will be notified via JupiterEd and, if necessary, by phone.
- An excessive amount of Office Discipline Referrals may result in suspension or expulsion.

School Discipline 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 the 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: Classroom Behavioral Supports

- Teacher classroom management & positive behavioral supports
- Classroom behavior systems (i.e. reward systems, loss of classroom privilege, etc.)
See Positive Behavior Supports
- May involve the use of Recess Academy, Think Sheets, and/or Lunch Detentions to help redirect student behavior
- 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 to the school office to see a member of the school administration.
- Conversation between the School Office and the student
- In most cases, a notification is sent to the student's parents. See *Office Discipline Referral*
- The Lower School Director may schedule meetings with the student afterwards to discuss if they are meeting set goals and if the teacher has seen improvement. This may happen once, or regularly, depending on the case.

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 director before the student may return to school.
 - In-school suspensions may be given at the discretion of the director.
- The following behavior 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; 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 Procedures and Policies

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, staff, and the welfare of the students.

Arrivals, Departures, and Absences:

Daily Schedule

8:00 a.m.	Parents and students may enter the building. Students should not arrive before 8:00 a.m. as there is no supervision provided. Lower school students that arrive before 8:10 will be supervised in the cafeteria until they may go upstairs.
8:10 a.m.	Students may go up to their classrooms. Preparatory 1 and 1st grade parents are welcome to accompany their children to the classrooms.
8:20 a.m.	<i>School begins for all students.</i>
3:00 p.m.	Prep1 and 1st grade students are dismissed.
3:15 p.m.	Grades 2-6 are dismissed.
4:15 p.m.	All after-school clubs will finish by 4:15 p.m.

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.**
- Any student who arrives after 8:30 a.m. will be marked late and may be subject to disciplinary action if a pattern is displayed. (see *Discipline Process*)
- Chronic tardiness and absences reflect negatively on a student's school records.

Absent From School

- For absences due to illness, see the policy below.
- Because we are concerned about your child's safety and well-being, we ask that you notify the school by phone or email by 10:00 AM the morning the student is absent. Failure to do this will result in the student receiving an unexcused absence. If we have not heard from you by 10:00 AM the school will make every effort to contact the parent or guardian to verify the absence.

- Chronic absence (regardless of reason) is increasingly identified as a warning sign that a student is at risk for school failure. A meeting with the parents, director, and teachers will be required when a pattern of absenteeism becomes apparent.
- Chronic absenteeism at GGIS is defined as missing 10% or more of school days. For example, on the 50th day of school, 5 or more absences is considered chronic.

Types of Absences

- **Excused**

Student absences are considered *excused* only in these cases:

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

It is very important for the parent to call the school to report the illness to the school receptionist. Leave a message if the phone is busy with the name of the student, grade, date, and reason for absence. Students should return to school with a note describing the illness to document the absence. A parental signature is required on the note. 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.

The first five days of any absence will only require a phone call and note from the parent to be excused. However, any absence more than five days will require a doctor's note upon the return of the student. **See *Homework and Grading for information on making up missed work.***

- **Unexcused / Truant**

A student's absence is considered unexcused when it does not meet the conditions of an excused absence. This includes students who leave school without parental consent. An unexcused absence is subject to disciplinary action, can be considered skipping school, and students will receive no credit (0's) for all class work missed. **Students with a high rate of truancy are subject to expulsion.**

- **Verified Absence**

Student absences are considered *verified* when a parent/guardian takes the student out of school with the office'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. Please give the teacher ample time to gather work and make copies, as needed, e.g. one week notice ahead of a week of absence. Please note that 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. Tests and quizzes may also be made up when the student returns to school.

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 99.5°F / 37.5°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. SEE Covid Policy for details pertaining to the Covid virus.
- In case a doctor's note is not possible to get or can only be obtained later, parents are asked to fill out the form **'Szülői nyilatkozat/ Parental Declaration - GGIS Medical absence verification medical'** upon returning to school. This form can be picked up at the reception desks or asked from the school office in an electronic format. The form is written in four languages.
- **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.

Verifying student absences and returning to school - A Guide

Type of symptoms	if you leave or are sent home from school with these symptoms	if you don't come to school because of these symptoms	who can excuse your absence	Special notes	Special notes
A single, non-infectious symptom , like a headache, migraine headache, upset stomach, etc.	may return to school with a parental note (email, hand-written note, or phone call) on the next day if you are well enough. Your absence is EA	may return to school with a parental note (email, hand-written note, or phone call) on the next day if you are well enough. Your absence is EA	parent or doctor	parents can excuse 2 such consecutive days as EA - beyond that the absence is UA, VA or in case of a doctor's note EA.	students should carry pain reliever medication with them to school. School staff are not authorized to give medication to students.
Diagnosed allergy symptoms	may return to school with a parental note (email, hand-written note, or phone call) on the next day if you are well enough. Your absence is EA	may return to school with a parental note (email, hand-written note, or phone call) on the next day if you are well enough. Your absence is EA	parent or doctor	parents can excuse 2 such consecutive days as EA - beyond that the absence is UA, VA or in case of a doctor's note EA.	Important: present the diagnosis to the school receptionist and update the student's profile in Open Apply at the beginning of the year.
Multiple symptoms of an infectious disease , in any combination, as detailed by the Hungarian National Pediatric Association on 8/31/2020: fever, cough, shortness of breath, sore throat, vomiting, diarrhea, jaundice (yellow discolouration of the skin and eyes), skin rash (except for chronic non-contagious skin disease), other more severe skin lesions, skin swelling, eye disease with discharge, purulent ear and nasal discharge, sudden loss of smell, loss of taste, presence of lice and scabies	may return to school with a doctor's note. Your absence is EA	may return to school with a doctor's note. Your absence is EA	doctor	--	--

Fever as a single symptom	may return to school with a doctor's note. Your absence is EA	may return to school with a doctor's note. Your absence is EA	doctor	--	--
Officially diagnosed with covid by a doctor	may return to school with a doctor's note. Your absence is EA	may return to school with a doctor's note. Your absence is EA	doctor	The number of days in quarantine is 7 which your doctor will prescribe. Exemption from this is when symptom-free on the 4th day, get officially tested on the 5th day then may attend on the 5th day.	the school reports the case to NNK
Close contact of an officially diagnosed covid patient	--	--	--	If you have no symptoms you may attend school but have to wear a mask for 5 days including your day of exposure.	--

Updated on 9/16/2022 based on 'Version 7 of the Action Plan for Educational Institutions During Epidemic Preparedness' by the Ministry of Internal Affairs

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.
- 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

- No elementary student is allowed to wait outside of the waiting area for a ride unless accompanied by a high school sibling.
- Students are expected to wait quietly and observe all regular school policies and procedures. No use of technology/game devices on school property.
- Students must have written permission on file to walk home or use the public transportation system alone.
- Students may only be picked up by those whose names are listed in the educational contract (or who receive written authorization from such persons).
- The school holds parents responsible for supervision once they are picked up from school. Students **must** be accompanied by parents after hours at all locations: lobby, playground, playing fields and side yards.
- If parents are running late for the after school pick up they are asked to call the school (+36 1 275-4795) to alert the staff as soon as possible.

Acceptable Use of Technology Agreement

GGIS provides network facilities, devices such as tablets and Chromebooks, 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 will sign and return an itemized copy of the *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. 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 personal electronic communication devices or functions, 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. This will 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, including smart watches, are not allowed** 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. This includes after school.
- 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 office or 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, the 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 and Classroom Supplies and Textbooks

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.
- Students should *never* tamper with other people's belongings - even as a joke. See *Discipline*.

Student School Supplies

- School Supply Lists for all grades can be found at **www.ggis.hu**
- 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 may 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/STEAM Lab Supplies
 - Lower School students will, at times, engage in scientific inquiry using age and activity-appropriate scientific supplies. Students are trained in the proper use of safety equipment such as aprons, gloves, and goggles. 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

The school office will always communicate the details of any upcoming special events or trips to the parents through an **event details form** (formerly known as ‘permission slip’), either on paper or electronically or both. This slip goes to parents shortly before each event. The school always requires parents to sign the event details form to indicate that they understood the specific details of the event. The slip also allows parents to indicate meal preferences, allergies, or alternative dismissal choices.

When parents sign the Educational Contract, they also grant permission for their children to attend these special school events. These events account for a regular school day; student attendance is mandatory. If a student cannot participate in an event, as with any other absence from school, the parent should inform the school about the reason for the absence via the usual means of communication. Parents can also use the event details form to communicate to the school office why the student will not be in attendance."

➤ Class Parties

- All classroom parties require approval from the teachers.
- 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 with 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, according to the field trip budget. If a teacher plans additional field trips, the parents may need to cover entrance fees. 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. A bagged school lunch is provided if the student is in the lunch program.

➤ 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 *Dress Down Day 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 will be offered (appropriate to the season). Students may sign up and pay club fees in the school office, when required.

Participating students should avoid academic and disciplinary probation.

Athletics and Gym

For detailed policies regarding GGIS athletics, please see the *Athletics Manual*.

Gym Class Policies

- Students will wear the GGIS gym uniform for all gym class days.
- Students should place their name on all sports apparel.
- Students will use their own shoes and uniforms, and will not borrow shoes.
- If an injury occurs, staff will follow the procedures outlined in the Medical Procedures section.
- Proper safety equipment must be worn when participating in gym sports.

Recess Policies

- Students are expected to be quiet while in the hallways, as other classes are still in session.
- Students will not leave school grounds without prior authorization.
- The use of the playground or sports field is limited to approved and supervised school activities and accessed only by the staircase and pathway.
- Students are prohibited from being in any unsupervised area (including the driveway, upper parking lot, tent area, etc.)
- Proper safety equipment must be worn when participating in recess sports.

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 and 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, field trips, and in-school athletics education.

Other Fees

- **Lunch orders** can be placed on the lunch company's website. Payments are made directly to the vendor after billing.
- An **EAL program fee** will be charged twice a year, based on the relevant calendar years.
- **Uniforms** are purchased directly from the uniform supplier, Trutex Ltd, by each family. See more information about this under *Dress Code*.

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 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.
- When a student withdraws from school during the school year, one month's tuition fee is charged in addition to 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, and 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 the 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 school 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 safely to the school lobby.
 - Parents are informed by phone immediately by the administration, unless the injury is deemed too minor for parental involvement.
 - An Incident Report for every injury is completed in JupiterEd by the teacher, administrator, or the staff member that was with the students. Then the Incident Report 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 note from a parent or doctor to be excused.

Student Personal and Academic Information

- The School Office must have students' 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.
- Families 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 any 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 students.

- 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 from 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 the 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 on the School's property, students traveling to school by car will need to be dropped off and picked up across the street at Budagyöngye Shopping Mall's parking area. The School provides Safety Monitors in place to assist students with crossing the tram tracks for both the morning drop off and afternoon pick up times.
- Parking on property is reserved for 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 Prep1-6
This building houses ~11 classrooms, including an art room, a music room, two cafeterias, an indoor gym room, a STEAM Lab, and the school's library.
- **Reception Areas**
Both buildings have a lobby area staffed by receptionists who are there to serve students, parents, and teachers. 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 without the receptionist's permission.**

- **Cafeteria**

- In an effort to keep the school clean, all lunches are to be eaten in the cafeteria. Lunch brought from home should be ready to eat, with microwaves available for *warming* only (not *cooking*).
- Note that the Health Ministry regulations require food to be covered in the microwave! Teachers will assist lower elementary students in the use of the microwave.
- We encourage all students to eat all their lunch: due to allergy and food intolerance concerns, **sharing of food is discouraged!**
- 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 classrooms 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 JupiterEd or by calling the receptionist.

- **Technology**

- Access to computers / technology 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 technology is a *privilege* and only allowed by permission and under the supervision of approved faculty.
- No food or drink is allowed when using technology.
- Students using tablets and Chromebooks 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 personal items on the school printer is ~20 HUF / page.

○ **Library / Resource Rooms**

- All library books and resources are listed on our library website: <https://www.libib.com/u/ggislibrary>. The website also shows whether books are available or have already been checked out.
- Parents and students are welcome to submit requests for books or resources to the librarian to help make our library a vibrant place of learning, study, and research.
- Students are encouraged to check out books during their weekly scheduled visit. When borrowing library materials, students are responsible for returning items in good condition by their due date. 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 children before and after school.**