

International Christian School of Budapest

Middle School

Parent / Student Handbook

2018-2019



Growth Integrity Community

School Office Hours

Monday – Friday

8:00 AM – 4:00 PM

School Communication Information

- Address: International Christian School of Budapest
Ifjúság u. 11.
H 2049 Diósd
HUNGARY
- Phone number: 06-23-381-986
06-23-381-208
06-23-381-549
06-23-381-181
(dial “+36” instead of “06” if calling from outside Hungary)
- Fax numbers: 06-23-381-549 (if faxing from within Hungary)
+1-630-614-4547 (if faxing from outside Hungary)
- Website: www.icsbudapest.org

School Mascot

Bulldog

School Colors

Hunter Green / White

ICSB Parent/Student Handbook

For Middle School Students

2018-2019 School Year

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MIDDLE SCHOOL BELL SCHEDULE

Period 1	8:15-9:10
Homeroom	8:15-8:25
Period 2	9:15-10:00
Snack Break	10:00-10:10
Period 3	10:10-10:55
Period 4 (MS Chapel – Wednesdays)	11:00-11:45
MS Lunch	11:45-12:15
Period 5	12:20-1:05
Period 6	1:10-1:55
Period 7 (Dismissal 2:45 - Wednesdays)	2:00-2:45
Period 8	2:50-3:35

INTRODUCTION

This Handbook contains the rules and guidelines that govern student conduct and life at ICSB. By completing the student application and enrolling at ICSB, students agree that they will abide by these policies, and parents agree that they will support the school in their enforcement.

Mission/Purpose Statement

The International Christian School of Budapest (ICSB) exists to serve families by providing their children with an excellent, biblically-based, college-preparatory education, in an environment that encourages them to become wholehearted followers of Christ.

Vision Statement

Our vision is that students from all backgrounds are equipped to succeed in college and to live in service to God and others, and that missionary families are supported as they serve in Hungary and the region.

Core Values

- Growth
- Integrity
- Community

EXPECTED STUDENT OUTCOMES

A maturing ICSB student will be a:

Christ-follower who...

- Trusts in Jesus Christ as his/her only means for salvation and lives in genuine relationship with Him
- Sees his/her own identity and worth as an image-bearer of God
- Values all human beings (regardless of differences) and treats them as fellow image-bearers
- Demonstrates Christlike character, attitude, and behavior

Active Thinker who...

- Thinks critically and creatively and engages in problem-solving
- Practices intellectual virtues
- Is well-prepared in all academic disciplines
- Pursues ongoing learning opportunities for development of knowledge and skills

Effective Communicator who...

- Can articulate a biblical worldview
- Reads, writes, creates, listens, and speaks skillfully and graciously
- Works collaboratively with others

Global Citizen who...

- Is a responsible, productive, compassionate member of society
- Develops God-honoring solutions to real-world problems
- Practices justice, mercy, and righteousness with others

Faithful Steward who...

- Maintains disciplined health and personal habits, and cultivates his/her gifts and interests
- Manages the resources and cherishes the relationships that God has entrusted to him/her
- Cares for God's creation

EDUCATIONAL PHILOSOPHY

Purpose of Education

We believe that a Christian education equips students for a life of service to God by guiding them in the development of essential knowledge, dispositions, and skills within a worldview that affirms God's creation, man's sinfulness, and Christ's redemption. A complete education transforms knowledge into wisdom, practical action and service.

Educational Roles

We believe that children learn in a variety of contexts. God has given parents the primary responsibility for raising their children; the school and the church are influential partners in the educational process.

Truth and Knowledge

We believe that God is the ultimate source of truth and knowledge as revealed in both the Bible and His created reality.

Teachers

We believe that teachers are leaders and mentors who nurture and influence the students in their care by modeling authentic godliness and by providing a variety of engaging, active learning experiences and assessments, using high quality materials and effective methods.

Students

We believe that students are unique, valued, responsible individuals who are created in God's image. Learning is best fostered in a safe and supportive, yet challenging and stimulating environment that recognizes their multi-dimensional nature.

Curriculum

We believe that an effective instructional program is rigorous and provides carefully structured learning experiences from a biblical perspective within a broad range of subjects in the context of a liberal arts education.

(Genesis 1-2; Proverb 1:7; 2:1-11; 22:6; Matthew 22:37-39; Romans 3:23-24; Colossians 1:15-17; 2:2-3; 2 Timothy 3:16)

STATEMENT OF FAITH

The Bible. We believe the sixty-six books of the Bible to be the infallible, written Word of God, verbally inspired by the Holy Spirit, inerrant in the original manuscripts, and the final authority in all matters of faith and conduct (2 Tim. 3:16; 2 Peter 1:3-4, 20-21; Heb. 4:12; Rev. 22:18-19).

The Godhead. We believe in the unity of the Godhead, eternally existing in three Persons – Father, Son, and Holy Spirit – each of whom possess equally all the attributes of deity and the characteristics of personality (Deut. 6:4 Isaiah 45:18; 46:9-11; Matt. 3:16-17; John 1:1-3; Rom. 1:1-6; 1 Cor. 8:6; Eph. 1:3-14; 4:3-6).

The Person of Christ. We believe that Jesus Christ is the eternal Son of God, that He was conceived by the Holy Spirit and became incarnate through the virgin birth, and that He unites forever in His Person perfect deity and true humanity (Isaiah 7:14; Matt. 1:18-25; John 1:1-3; 1 John 1:1-3; 4:14-15).

The Work of Christ. We believe that Jesus Christ lived a sinless life, that He was crucified as the substitutionary sacrifice for the sins of all people, that He rose bodily from the dead, that He ascended into heaven where He is now exalted at the right hand of the Father where He intercedes for the believer (Matt. 28:6; John 14:1-7; 1 Cor. 15:1-4; 1 Thess. 4:16-18; 1 Peter 2:21-24; 3:18).

Man. We believe that man was originally and directly created in the image of God and that through disobedience fell. Consequently all were brought under divine condemnation and are born sinners, unable to please God in their natural state (Gen. 1:27; 3:1-18; Isaiah 53:6; Rom. 3:23; 5:12-19).

The Holy Spirit. We believe in the work of the Holy Spirit in the conviction and regeneration of the sinner. We believe in His indwelling presence and ministry in the believer to glorify Christ (John 14:16-17, 26; 16:7-14; 1 Cor. 12:8-13; Eph. 1:13-14; Heb. 9:13-14).

Salvation. We believe that eternal salvation is wholly a work of God's grace and that, upon repentance and personal faith in the Lord Jesus Christ, sinners are forgiven and divine righteousness is imputed to them (John 3:3-6, 16-18; Acts 4:8-12; 2 Cor. 7:10; Eph. 2:8-10; 1 Tim. 2:3-6; 2 Thess. 2:13-14; Heb. 4:1-2; 1 Peter 1:18-23).

The Church. We believe that the Church, the Body of Christ, consists only of those who are born again, having been baptized into Christ by the Holy Spirit at the time of regeneration (Matt. 16:16-19; 28:19-20; Acts 1:4-8; 2:1-4, 41-42; 1 Cor. 12:12-14; Eph. 1:22-23; 1 Tim. 3; Heb. 12:22-24).

The Second Coming. We believe that Jesus Christ will return personally, visibly, and bodily to receive His own and to establish His kingdom, and to rule in righteousness and peace (John 14:1-6; Acts 1:11; 1 Thess. 4:13-18; Rev. 19:11-16).

The Resurrection. We believe in the bodily resurrection of the believer to eternal life and conscious fellowship with God. We believe in the bodily resurrection of the unbeliever to conscious separation from God in eternal punishment (1 Cor. 15:20-28, 50-58; Rev. 20:11-15).

The Great Commission. We believe that Christ commissioned the Church to proclaim the Gospel throughout the world and to make disciples in every nation (Matt. 28:18-20; Mark 16:14-20; John 20:19-23; Acts 1:4-8).

ACADEMIC PROGRAM

Sequence of Courses for Grades 6-8

In grades 6-8, students may be enrolled either part-time or full-time according to the guidelines outlined on page 9. All full-time students are required to take the standard program. ELL students are exempt from the Hungarian requirement.

The usual sequence of courses taken at the middle school level is as follows:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
English	English	English
Ancient World History	Medieval World History	Modern World History
Math 6	Math 7 or Pre-Algebra	Pre-Algebra or Algebra I
General Science	General Science	General Science
Old Testament I	Old Testament II	New Testament
Hungarian I, II, or III	Hungarian I, II, or III	Hungarian Culture
Physical Education	Physical Education	Physical Education
Band	Band or Choir	Band or Choir
Choir	Art	Educational Technology
Educational Technology	Educational Technology	Health
Health	Health	Robotics
		Communication

Fine Arts Classes and Electives

Seventh and eighth grade students will sign up for elective classes at the beginning of the school year. Requirements for fine arts and other elective classes vary from year to year, depending on student's grade level and course offerings available.

Adding and Dropping Classes: MS students may add or drop elective classes during the first week of the semester.

ELL (English Language Learning) Program

The ELL program is a dynamic part of the mission of ICSB. Those students who are not native speakers of English are assessed upon admission to ICSB and at least annually to determine their language proficiency levels in speaking, listening, reading, and writing. They receive one of the following designations:

- ELL 1 - These students receive intensive intervention, including classroom modifications and 4-5 pullout sessions per week with an ELL teacher.
- ELL 2 - These students receive targeted intervention, including classroom accommodations and 1-3 pullout sessions per week with an ELL teacher.
- Post ELL-Monitor List – These students do not receive regular pullout services, but have not yet reached full proficiency and are therefore monitored by their teachers, especially in targeted domains.
- Post ELL - These students have reached full language proficiency in all four domains.

Instruction and Assessment of ELL's

Goal for instruction: Comprehensible input for every student in order to increase linguistic and academic abilities

Goal for assessment: Equitable and accurate evaluation of achievement that promotes learning

Attaining these two goals requires regular support, differentiation, adjustment, and the use of ELL strategies on the part of all subject area teachers. As language develops, support should decrease; however, it generally takes 4-7 years for ELL's to reach full proficiency in academic English. Professional judgement, understanding of language learning, and thoughtful planning are required in order to balance high expectations for students with the current reality of language ability.

Supplemental Services

The Supplemental Services department exists to support the classroom teachers and to provide help to students who have various learning challenges. The programs offered in the Supplemental Services Department vary from year to year, depending on the need of our students and the availability of staff. Here are the Supplemental Services programs that are offered this year.

Resource Assistance: Staffed by special education professionals, our resource assistance program provides support both within and outside of the classroom, working cooperatively with the classroom teacher, and using individualized intervention/instruction in one-on-one or group settings. Individualized and small-group sessions are personalized to meet the needs of the specific student.

NILD Educational Therapy: NILD is a key component of ICSB's Supplemental Services program. The National Institute for Learning Development (NILD) is a US-based organization which trains therapists to work with students with learning differences. The NILD web-site states that, "...NILD trains educators in a model of intervention utilizing a variety of techniques designed to stimulate cognitive and perceptual functioning. The goal of NILD Educational Therapy™ is to equip individuals with learning disabilities to succeed as independent learners."

FIE Mediated Learning: Feuerstein's Instrumental Enrichment (FIE) mediated learning is program based out of Israel with a similar philosophy to NILD. FIE, like NILD, views intelligence as dynamic and aims to help students "learn how to learn." The program's various instruments help improve student cognitive functions including attention, decreased impulsivity, and critical thinking skills.

Speech Therapy: Speech Therapy provides diagnosis and specific individual treatment for speech and language delays. Each therapy session is personalized to meet the need of the specific student. Regular assessment is made to determine the continued course of action, and completion of therapy.

Guided Study Halls: Guided study halls provide the opportunity to create a space where a student can have help, guidance, and encouragement in the organization and completion of daily homework assignments and long-term projects. The department personnel's role is to guide the student toward independent study habits and academic success by providing a

structure to the study hall for the student

Socialization classes: Socialization classes teach and guide students how to develop friendships with peers, build their social vocabulary, instruct them in reading the emotions of others, and learn how to better express their own emotions and feelings.

Instructional Aide: Instructional aides are paraprofessionals who are assigned to Supplemental Services (SS) and are accountable to the (SS) Director. They take directions from the teachers and therapists to whom the students are assigned. They are assigned to various students to enable them to participate in the general education program. These paraprofessionals are full members of ICSB's staff, and work during school hours: 8 a.m.- 4:00 p.m.

Occupational Therapy: Occupational therapy (OT) helps student develop fine and/or gross motor muscles for the purpose of being better able to participate in the daily, routine activities of the school day.

ENROLLMENT PROCEDURES AND REQUIREMENTS

Full-time Students

The curriculum at ICSB is designed primarily for students enrolled on a full-time basis. A full-time student is a student who is enrolled for 4 full-time classes or more. All students who are not considered “part-time” as defined below are automatically classified as “full-time” and will pay full tuition.

Part-Time Students

It is our desire at ICSB to accommodate these students and families as much as possible. The following guidelines apply to part-time students (that is, students enrolled for less than 4 full-time classes):

- **Tuition Payment for Part-Time Students** Part-time students will pay tuition on a credit-by-credit basis. This cost per credit will be a straight 1/7 of the full tuition per credit. In addition, each part-time student will be assessed an extra \$250 administrative fee per semester.
- **Part-time Student Participation and Priority in School Programs** Part-time students are eligible to try out for participation in extra-curricular activities such as plays, musicals, and sports teams, as room allows. However, full-time students will receive preference in selection for participation. Part-time students are required to pay the sports fee for each sport and the extra-curricular activity fee for each extra-curricular activity in which they participate.
- **Expectations for Part-Time Students & Families** Part-time students enrolled in various classes will be expected to comply fully with all ICSB rules, regulations, and classroom expectations while they are in a particular class and while on campus.
- Parents of students who are going to make use of the ICSB program or facilities under these guidelines are expected to attend the MS Parent Night at the beginning of the year, to be appropriately involved in school activities, and to provide consistent communication with the school.
- Those students and their parents who sign up for these special classes should understand that, on certain days, the daily schedule may change without notice. While we will try to give prior notification to the parents should these situations arise, ICSB teachers are not responsible to notify parents of these last-minute schedule changes. No tuition refunds will be given for missed classes due to changes in the daily schedule.

Financial Aid/Tuition Assistance Program

Each year, ICSB has a small amount of money that can be used for financial assistance for families in need. Families who are interested should contact Ibolya Sagi in the Registrar’s Office and request a Financial Aid application. This application must be filled out each year that financial aid is requested.

ACADEMIC EXPECTATIONS AND EVALUATION

Homework

Research provides strong evidence that, when used appropriately, homework benefits student achievement. Homework should follow these guidelines:

- Be purposeful
- Be designed to maximize the chances that the students will complete it on their own
- Include parent involvement in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
- Be age appropriate
- Will include teacher feedback (It does not necessarily have to be graded.)

Parents and students are expected to take an active interest in homework, plan undistracted time to complete it, stay in close communication with the teacher, and regularly check status on PowerSchool.

Assessment criteria

Performance in each course will be measured by a variety of formative and summative assessments, although a majority of the grade will be summative; indicating the student's mastery of course content. This information is included in each teacher's class syllabus.

Extra credit

Extra credit opportunities are only available to students who are caught up on all regular assignments. Teachers may also have their own additional guidelines regarding extra credit; students will be informed of these by the teacher.

Grading System and Scale

A+	98-100	C	73-77
A	93-97	C-	70-72
A-	90-92	D+	68-69
B+	88-89	D	63-67
B	83-87	D-	60-62
B-	80-82	F	59 or below
C+	78-79	I	Incomplete

Note: The Incomplete grade is solely reserved for special circumstances in which the student missed the last week of the quarter due to illness. If a student has missing work from any other week during the quarter, these assignments will not be accepted after the grading period ends.

Progress Reports

When a student has missing assignments or is receiving a grade of C or lower half-way through the quarter, teachers will notify the parents. However, parents are encouraged to check their student's progress frequently. Parents who have questions may contact teachers at any time during the school year.

Report Cards

The academic year at ICSB is divided into 4 quarters, which generally are 9 weeks in length. At the end of each quarter, a student's academic achievement is reported to parents on report cards that are sent home to parents.

Semester and Final Examinations

In middle school, exams will be given at the end of each semester in each of the core courses (Christian Studies, Social Studies, English, Math, and Science). Other courses may also give exams but are not required to do so. The semester and final examination will comprise up to 20% of the total semester grade for all students.

The last three days at the end of each semester are designated as exam days. Leaving early deprives the student of the benefit of the designated review days, and will most likely result in a lower grade. **Parents should schedule their family's travel plans so as not to interfere with the final examination schedule.** See the School Calendar to verify the dates.

Honor Roll

Students who receive A's in all their subjects will be placed on the Honor Roll each semester.

Academic Probation

The academic probation policy is designed to help those students who are having difficulty prioritizing their academic responsibilities to focus on their coursework.

A student will be placed on academic probation if he/she receives a quarter grade of "D" or "F" in any course. The MS principal will work with the student, teacher, and parents to determine an improvement plan.

Students on academic probation will be declared ineligible for extra-curricular activities until they meet the goals of their improvement plan. If a student remains on academic probation for 2 consecutive quarters, the parents will be asked to meet with the MS principal, and he or she may be asked to withdraw.

Standardized Testing

Each year ICSB, conducts standardized testing to assess our students' learning with outside norms and measure individual student growth over time. The assessment used in middle school is the NWEA MAP Growth test. It is an adaptive, computerized test that measures what the student is ready to learn. Students will take this test once in the fall and once in the spring to measure their growth.

It is important that your student is in school (barring illness) on testing days. Please try to plan travel, or doctor appointments around these days.

ATTENDANCE POLICIES

If a student will miss any part of the school day, please write: MSAttendance@icsbudapest.org and include: reason, date, times, and any special instructions. The absence, tardy, or appointment will be recorded into our system by the attendance secretary and be visible to teachers, principal, and front desk staff. In the event of an illness over 3 days, a doctor's note must be sent to this address as well.

Tardy Policy

School begins at 8:15. A student who is not in his or her first period class when the bell rings is considered late for school. Attendance will be taken in every class and frequent tardiness (more than 3 in a quarter) will be addressed by the principal.

Absences

- **Parent-Requested Absences** Parents who wish to remove their student from school for travel, doctor appointments or residence permits should email the attendance secretary ahead of time. Early notification enables the teachers to plan for the absence (preferably one week ahead).
- A student who has missed school for illness or parent-request will be allowed one day for every day they missed to make up the work. Parents, please note that it is **the student's responsibility** to get all missing assignments from the teacher and to turn them in within the allotted time.
- **Absence Limitations** Consistent class attendance and participation in class activities is an important part of the learning process, and is necessary if a student is to be successful in ICSB's academic program. Therefore, a student will be allowed to be absent no more than 10 days during the semester or 20 days during the school year for each class. All absences (including planned absences like family trips and unplanned absences like sick days, etc.) will be counted in this total.
- If a student exceeds the allowed limit, the student and his/her parents will be asked to meet with the MS principal to explain their circumstances. The Principal will determine at that point whether the student has done sufficient and satisfactory work to move onto the next grade level.
- **If a student is absent from school, he/she may not participate in extra-curricular or after-school activities for that day.** A student must be at school by the start of 3rd period (10:10) in order to participate in after-school activities.

Early Departure

The last 2 weeks of each quarter and semester are critical to the student's successful completion of his or her academic program. Large projects, presentations, reviews, final examinations, good-byes, and other special programs all take place during that time. Parents are **strongly urged not** to plan any travel during these weeks and to reserve flights early so that their student will not have to miss any days of this critical period in the academic year.

Early Withdrawal from School

Students who wish to withdraw from the school and do not intend to return should have their parents obtain and complete a Withdrawal Form from the registrar's office. If a student withdraws before completing a semester's coursework, the school cannot give credit for that semester.

STUDENT LIFE

ICSB offers a variety of programs and activities to develop students' gifts, talents, and leadership. Here are some of them.

Athletics

The overall goal of the athletic program is to promote and encourage participation in sports, physical fitness, and recreation activities that will carry over into adult life. To help meet this goal, ICSB currently offers the following after-school sports program for grades 6 – 8:

Fall	Soccer (Boys & Girls)
Winter	Basketball (Boys & Girls)
Spring	Track & Field (Boys & girls) Volleyball (Girls)

Building & Facility Use

ICSB students parents, and alumni are welcome to use the school facilities, but must observe the following parameters:

- The school building is open from 7 am-10 pm Monday through Saturday.
- The gym may not be used during school hours (8:15-3:35), but otherwise is open for use. Please check the website calendar for exceptions to this, as often there are practices and events taking place.
- The weight room may be used any time there is not a scheduled activity taking place. (MS students must be accompanied by an adult).
- The playground may be used, but parents must still sign in at reception. Elementary children and younger must be supervised on the playground and in the building at all times.
- Please do not use, move, or borrow any equipment or items from the ball room or school without permission from the Facilities, Operations, and Security Director. This includes balls and PE/athletic equipment.

Chapel

Weekly Chapel is a central part of our school program, setting the tone of the school and providing an opportunity for the school community to focus on the Lord and worship Him together. Middle School chapel worship is led by a worship team of MS students. Attendance at chapel is required of all students.

Drama and Musical Productions

Students have opportunities to develop their dramatic talents and abilities in MS dramatic production each fall. Students can also participate by helping with costumes, scenery, lighting, and publicity.

Ministry, Service and Outreach

ICSB students are encouraged to participate in service and outreach. During the annual *Fall Retreat*, each class plans its own organized service project in which students and teachers serve others in ministry situations as well as bond as a class. Attendance is required.

MS Student Council and Social Events

The Middle School Student Council is responsible for planning social events throughout the year. Currently the Middle School Student Council holds one fundraiser per year where MS Student Council chooses the specific cause approved by the Middle School Principal.

STUDENT SERVICES

Computer Lab

The ICSB computer lab has high-speed internet access and is connected to several databases for student and staff research. Each year the Technology Department distributes a copy of the Acceptable Use Policy (AUP) for the parents to review and students to sign and return (a copy is included at the back of this Handbook). No student will be allowed to use the school computers without signing this AUP form.

Food Service

Many students bring their own lunches. A refrigerator, drink machines, and microwaves are available in the lunch room. Students may also purchase snacks from the Senior Store.

ICSB also offers daily hot lunch service to all students. Menus are posted each month and Parents who wish to order hot lunches should do so the last week of the month prior. Payment is required when ordering.

Library

The ICSB Library is available between the hours of 8:30 and 4:00 for all ICSB students and families. Students and parents of ICSB students may check out books, videos, or other materials free of charge. Overdue fees will be assessed for materials turned in late.

Selection and Review of Materials

There is a written process for the selection and review of library materials. If you have any questions about how materials are selected, or if you would like to question a particular book/resource in our library, please contact the MS Principal for information on the process.

Lockers

Each student is given a locker and locker key at the beginning of the year. If a student forgets their locker key, he or she can get their locker opened for 100 HUF. The cost for replacing a lost locker key is 1500 HUF. Students may not write on lockers with any kind of marker. If a student has damaged his or her locker, or forgotten to clean it out, there will be a charge to the family's account at the end of the year.

Photocopying

A copy machine is available for student use in the library. Copies are 20 HUF each. Color copies are available on a limited basis; color copies are 100 HUF each.

Student ID Cards

Upon enrollment, students may apply for a student ID card from a local government office. This card not only identifies the student, but entitles him to significant discounts on buses, trains, in public places, movie theaters, in Hungary and throughout Europe. More information is available at the office of the registrar.

HEALTH AND SAFETY AT SCHOOL

Child Protection Policy

ICSB values human life regardless of age, gender, or race. Desiring to reflect Christian philosophy and belief, ICSB expects every individual to be treated with dignity, respect, and care. The emotional and physical vulnerability of children under the care of ICSB should never be violated

Normal, healthy human relationships between adults and students include expressions of proper care and affection. Adults working with children are encouraged to provide a warm, supportive, and nurturing environment. Supportive nurture is always to be guided by biblical standards of morality, ethics, and prudence. ICSB expects proper moral and ethical conduct toward all children. ICSB is a member of the Child Safety and Protection Network and is committed to following best practice standards in protecting our students from abuse of any kind.

Counseling

If staff is available, students (or parents) are welcome to discuss their (or their child's) personal/emotional needs with a school counselor/psychologist. Family counseling may also be available upon request. Occasionally, a teacher or the Principal will call on the school counselor for help in dealing with a specific situation. Parents will be contacted in the event that more sessions are recommended.

ICSB considers warning signs of suicide to be extremely serious. At ICSB, we believe that God is the giver and sustainer of life. Therefore, each member of the ICSB community must be vigilant to immediately refer to the administration anyone who expresses any warning signs.

Health Records

Parents need to make sure a student's health record is updated annually during re-enrollment or by communicating any changes to the Health Office. Immunization records need to be submitted as well.

Physical exams and immunizations

Hungarian law requires that students have an annual physical exam and that students are up-to-date on their immunizations. When a school doctor is available, this service will be provided at school.

Drugs, Medications, and Controlled Substances

Students who are taking medications (including prescription drugs, etc.) should always inform the Health Office, the Principal, and the classroom teacher regarding their medication schedule and dosage. Students should never take medication of any kind at school on their own without an adult supervising. On occasion, Tylenol or ibuprofen will be administered to students in accordance with written permission given on the student application. A record of all medications administered will be kept in the Health Office.

In some cases, medications prescribed by a doctor may come under the classification of a "controlled substance." A "Controlled Substance" (C2) is *any chemical substance or*

medication (including Ritalin, Adderall, and other prescription medicines) whose possession and use is regulated, either by the US or Hungarian government.

The following guidelines will govern the use of controlled substances for ICSB students:

1. The school, school staff (including the nurse, teachers, administrators, etc.) will not store or administer controlled substances.
2. Whenever a student is taking a controlled substance (such as Ritalin, Adderall, etc.), the parents must inform the school in writing. The written declaration should include the student's name, the name of the medication; the daily dosage amount, and the time of day when it should be taken. This written declaration should be given to the Principal, the classroom teacher, and the Health Office.
3. Only 1 pill/tablet (or daily dose) should be brought to school each day. Ideally, the parent should bring the medication to the school each day and give it to the child. If that is not possible, the student should bring the medication himself and keep it in a secure container until it is time to take it.
4. Each day, the student should take the medication in the presence of a the School Nurse.
2. A record log must be kept indicating that the staff member witnessed the student taking the medication each day. The Health Office will keep the log of the medicine being taken.
3. The above guidelines will help ensure the proper use of these medications, and will aid in protecting all of our students.
4. Parents should notify the school of any further health concerns for their child/children. In particular, the school needs to know if the student has any allergies, asthma, or history of seizures.

Insurance

Annual student accident insurance is available to all families, as required by law. Forms may be requested from the office.

Emergency Situations

There are some potential emergencies which would require a school-wide response. Each year, ICSB staff and students will participate in emergency drills to practice responses to three possible threats:

- **Lockdown:** This would be the response to a dangerous or threatening intruder on the campus. All doors will be locked, classroom lights will be turned off, and classroom windows will be covered. Students and teachers will stay out of sight of the classroom door.
- **Hallway Shelter:** This would be the response to an environmental threat such as fumes or smoke originating off campus, a violent storm outside, or an explosion nearby. All exterior doors and windows will be closed, and students will shelter in the hallways (as far away from windows as possible).
- **Evacuation:** This would be the response to a threat originating in the building. Fire evacuation procedures will be followed. Students will proceed to the off-campus "rally points."

Appropriate safety information will be posted in each room. The teacher and/or supervisor will go over emergency procedures with his or her class. There will be emergency drills conducted each year. At the sound of the signal, a designated person will lead the class out of the room single file to the designated area outside the building.

If a real emergency were to occur that forced the cancellation of classes, the school will notify parents by phone, email, and *Canvas* so they can make arrangements for their students to be immediately picked up. Parents are urged to inform the office of any change in telephone numbers and also to provide parent cell phone numbers so that in an emergency, the school will be able to reach you.

Field Trips

Teachers are encouraged to enrich the classroom experience by taking advantage of the resources available in Budapest and nearby areas. At the beginning of the year, parents will be given a form to fill out and sign which provides emergency medical and contact information for all field trips. Then, prior to each field trip, parents will receive a **different** form to sign giving permission for their student to go on that particular trip.

Parent Travel

Occasionally, both parents need to leave town at the same time. If this is the case, the school asks that a student be left only under the direct care of a responsible caregiver (e.g., another family, or, in a few cases, a highly responsible older upper-high school-age sibling). Parents are required to notify the school in advance to provide emergency contact numbers, the name and phone number of the guardian, and where the parents can be reached. Please be aware that frequent or extended parent travel, even with the best arrangements, is an emotional hardship on children and often manifests itself in the classroom and in academic work.

Visitors:

All visitors to the school, including parents, must enter through the Main entrance (Elementary/MS entrance) and sign in at the reception area.

Parents are always welcome on campus. Parents are also welcome to visit and observe in individual classrooms, but should make arrangements with teachers in advance.

Visiting friends, relatives, or former students may visit at times when it is convenient with the teachers. In order to minimize the interruption to the daily schedule and academic program, student visitors may come to our campus only with the approval of the MS principal. Arrangements should be made with the Principal at least two (2) days in advance, and should last no longer than a full day.

Prospective students are encouraged to visit ICSB and attend classes. They should make arrangements with the registrar and Principal in advance

Building Security/ Signing in & out

All adults over age 19 must always wear a lanyard & badge while they are on the school campus/in the building. Each parent will be issued a gray lanyard and 'Parent' badge at the beginning of the year; you should wear this whenever you are in the building. As you enter wearing your lanyard & badge, please stop by the reception desk to sign in (you don't need to stop at the security desk). Please remember to sign out as you leave.

While you are at school, you should expect to see all adults (over age 19) wearing a lanyard & badge. Please let an ICSB staff member know immediately if you see someone without a lanyard & badge.

If you happen to forget your lanyard & badge one day, you must stop at the security desk and show a photo ID, and you will be issued a temporary yellow 'Visitor' lanyard & badge for the day. You must return this when you leave for the day. Unreturned Visitor lanyards & badges will result in a 2,000 HUF charge.

If you lose your Parent lanyard & badge, we can issue you a new one, also for a 2,000 HUF charge.

Students are not required to wear lanyards & badges, nor are any visitors under the age of 19.

STUDENT CONDUCT

Certain guidelines and rules have been established at ICSB for the purpose of:

- Honoring biblical values and principles,
- Creating an environment conducive to growth and learning,
- Protecting the safety of students and staff members, and
- Providing students with an opportunity to learn and to practice good manners.

At school and all school functions, students are expected to:

- Behave kindly and courteously towards other students,
- Be courteous and respectful towards all faculty, staff, and all adults,
- Follow all rules pertaining to student safety,
- Follow all directives of the classroom teacher,
- Exercise care and responsibility in the use of school facilities and equipment.

Protecting a Safe Place to Learn/Anti-Bullying

ICSB is committed to maintaining a safe haven of learning, free from all forms of violence, intimidation, exploitation, bullying, and harassment. We expect all individuals to treat each other with dignity and respect, according to Christ's example and in line with God's word (Matt. 7:12, Eph. 4:32). As part of living in a sinful world, conflict and offense can occur in our community. Forgiveness and reconciliation are encouraged; staff should always pursue them with one another, and staff should always help students pursue forgiveness and reconciliation with each other. Regardless of the particular situation, bullying is a serious offense and will not be tolerated.

Bullying is deliberate and willful *repeated* behavior with the intent to harm others, physically or emotionally through the use of power or influence. Bullying occurs whenever a person or a group is intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them.

The following in *on-going* form are types of bullying (this list is not exhaustive):

- aggressive or violent behavior (hitting, kicking, pushing, etc.)
- getting others to hurt someone
- threatening or intimidating gestures, actions, or words (written or verbal)
- stealing (including taking, damaging, or moving others' possessions without permission)
- name-calling, taunts, teasing, and put downs
- intentional exclusion from a group (isolation)
- invasion of personal privacy
- setting up humiliating experiences
- cyber-bullying (any of the above, done through electronic means)

All students, staff, and parents who experience, witness, or become aware of any instance of bullying should report it to a teacher or principal. These reports will be treated seriously, investigated, and documented. Our discipline process will be followed and consequences given, up to and including suspension and expulsion.

Physical Boundaries and Public Display of Affection

ICSB does not allow excessive bodily contact among students, and we work hard to set appropriate boundaries and create an environment where physical contact is never used to bully or harass another person.

“Roughhousing” such as wrestling, tripping, grabbing, hitting, jumping on someone’s back, etc. are not allowed.

Other types of physical contact such as holding hands, kissing, prolonged hugs or back rubs, and other distracting public displays of affection are inappropriate and also not allowed.

Personal Dress

The guidelines for dress are designed to reflect biblical values of modesty, self-respect, and sensitivity to others. Clothing and hairstyles should not distract from the learning environment. With this in mind, students should not:

- Wear clothing that is dirty, or torn in inappropriate places
- Wear pants or tops that are too tight or expose the midriff (in front or back)
- Wear backless tops, tank tops (boys), spaghetti straps, or tops that reveal underwear or cleavage
- Wear dresses, skirts or shorts that are immodest. Since “modesty” is fairly subjective, these are the guidelines for shorts, skirts, and dresses:
 - Shorts must extend to the fingertips when standing upright
 - Skirts/dresses must be no shorter than about the width of your hand from the top of your knee (can be slightly shorter with leggings)
- Wear clothing containing images or writing that is inappropriate
- Exhibit excessive piercings especially on and around the face

In school, teachers, and ultimately the grade level principal, are the final authority of the appropriateness of a student’s attire. If a student is wearing something deemed inappropriate for school, then he or she will need to change. Parents are asked to take responsibility for seeing that students are appropriately dressed for school.

Weapons

Devices that are considered “weapons” in any culture are not permitted at school. Possession of a weapon on campus may result in a suspension or possible expulsion.

Cheating and Plagiarism

Cheating will not be tolerated at ICSB. Cheating on homework or examinations consists of directly copying answers from another person's assignment, exam, or their own notes. The consequences for cheating will be as follows:

- Copying homework (or giving homework to someone else for copying) will result in a zero on that work.
- Cheating on tests or exams will result in a zero and a call to the parent. A second incident may lead to suspension from school.
- Parents will be notified when incidents of cheating occur.

Plagiarism is the "unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Although plagiarism is often not done intentionally or with malicious intentions, plagiarism is still a serious academic issue, and will be treated as such at ICSB. When completing written assignments or writing research papers, quotes and ideas taken from another person should be cited appropriately. Failure to do so constitutes plagiarism.

The consequences for plagiarism (whether intentional or not) will be as follows:

- *6th grade* – Student must redo the entire assignment and the grade will not be affected. If they do not redo the assignment, they will receive zero credit on it.
- *7th and 8th grade* – Student must redo the entire assignment but will get no higher than a C. If they do not redo the assignment, they will receive zero credit on it.

Parents will be notified by the teacher when incidents of plagiarism occur.

Use of Electronic Devices in School

Electronic devices and phones are not to be used during school hours. All cell phones should be turned off and left in backpacks/lockers during the school day (including lunch); in an emergency, students may call their parents only with teacher permission. Otherwise, any devices, phones, etc. that are turned on or are being used without permission during the school day will be confiscated and given to the principal and may only be picked up by a parent at the end of the day. If the student is found to be viewing, listening to and/or sharing inappropriate content on any device, his or her parents will be contacted.

Food and Drink

All food and snacks should be kept in student lockers, backpacks, or in the cafeteria refrigerators. Students may snack between classes but may not eat during class. As good hydration increases good learning, students are asked to bring a water bottle to class. Only water will be allowed during class, however students may have other drinks during lunch.

Cash and Valuables

Although students are advised to carry small amounts of money on them so that they will be able to make copies, pay library fines, buy from the Senior Store, etc., students should not bring large amounts of cash or very valuable items to school. Any money brought should be kept with the student at all times.

Elevators

Elevators are for staff and faculty use only. Students may use the elevators for medical reasons with a permission from the school medical staff or administration.

Balconies and Windows

For safety reasons, students are not allowed on the balconies, or to stand on railings in the high school building. Climbing up even a little onto railing is dangerous, and students who do so will receive disciplinary action. Anyone caught throwing anything out of a window or off an overhang will receive disciplinary action.

Snowballs

For safety reasons, students are not allowed to throw snowballs while on school campus.

Lifestyle Agreement

The International Christian School of Budapest (ICSB) endeavors not only to teach biblical precepts, but also to provide a wholesome environment conducive to optimum physical, spiritual, and moral adolescent growth. Because God has given the primary authority in a student's life to parents, ICSB calls parents to partner with us by enforcing and upholding the following expectations with their students and by helping them to understand these issues from a biblical perspective, at age-appropriate levels.

The administration has established general guidelines of moral behavior that will always be expected of a student enrolled at ICSB. Students are called to refrain from:

- a. Substance abuse, including all use of tobacco or illegal drugs,*
- b. the use of profane language or obscene gestures,*
- c. drinking (except when in the presence of their parents),*
- d. All sexual immorality, including, but not limited to, the use of pornography.*

Knowing that students at ICSB are at varying stages of spiritual growth and that outward conformity does not signify internal change of heart, the Board, administration, and staff of ICSB covenant with parents and students to provide an environment where godly values are taught and modeled in the hopes that each student will more fully embrace these values.

DISCIPLINE

Philosophy of Discipline

ICSB desires that its philosophy of discipline be based on biblical principles. In particular, the following understandings guide the process of classroom management and discipline at ICSB:

- In its essence, discipline is closely related to discipleship. Specifically, discipline is a process of loving, strengthening, protecting, training, and correcting a person with the goal of developing an individual who practices a self-disciplined lifestyle of obedience to God and sensitivity to the needs of others. Though each person is born with the tendency toward sin, each individual is of great value to God, and each individual has the potential of being transformed by the Holy Spirit.
- Discipline is based upon a relationship of love and concern. ICSB recognizes that God has given parents the primary responsibility for a child's growth and development, however, parents have entrusted school staff members with the responsibility to assist in the process. Success in discipline requires that communication between parents, staff, and students be a high priority.

Behavior Expectations

Together with the parents, the staff of ICSB is committed to the process of developing positive character qualities in the students, including:

- Respect for God, neighbor, and self
- Submission to authority
- Stewardship of property
- Preparation for class and readiness to learn
- Taking responsibility for one's actions and one's role in a group dynamic;
- Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control
- Other positive qualities, such as generosity, discretion, perseverance, diligence, endurance, integrity, courtesy, and humility.

Likewise, together with parents, the staff of ICSB seeks to correct negative habits and attitudes including, but not limited to:

- Disrespect to authority, including rebellious or defiant attitude, and words or actions that communicate disrespect
- Disobedience, not following the directions of supervisors
- Dishonesty in its various forms, including lying and cheating
- Disrespect or mistreatment of peers, unkindness, taunting, aggressive or threatening behavior, harassment or hazing (See Protecting a Safe Place to Learn section for our complete bullying policy)
- Rough play such as wrestling, tripping, grabbing, hitting, kicking, jumping on someone's back, etc.
- Acts of violence or possession of a weapon (including toy weapons)
- Disruptive or distracting classroom behavior, general rowdiness

- Inappropriate displays of affection, such as holding hands, kissing, prolonged hugs or back rubs
- Improper handling or misuse of school property or the property of others, including theft, vandalism, and littering
- Skipping class, leaving the school campus during the school day without permission
- Offensive speech, conduct, or materials
- Possession or use of harmful or addictive substances, including alcohol, illegal drugs, or nicotine.
- The use of profane language or obscene gestures
- All sexual immorality, including, but not limited to, the use of pornography.
- Dress code violations
- Violations of ICSB's Acceptable Internet Use Policy
- Violations of the Lifestyle Agreement
- Breaking the law in Hungary

Disciplinary Process

ICSB recognizes that in order to maintain a positive Christian atmosphere where growth and effective learning can take place for all students, corrective discipline may sometimes be necessary. Each classroom teacher will establish his or her own classroom management policies based upon the philosophy stated earlier. Specific classroom expectations and the consequences for violating these expectations will be explained at the beginning of the school year. Reminders will be given periodically as needed to encourage appropriate behavior.

Teachers will handle most situations involving discipline. If the behavior expectations are not followed, the teacher is expected to;

- Address the offense through counseling with the student. When correction is necessary, students will be confronted with the expectation or value they have violated and the people they have hurt. They will be encouraged to recognize admit their error. Students will be counseled to seek forgiveness and reconciliation where necessary.
- Assign consequences, if needed, which may include, but are not limited to, a warning, restitution, logical consequences, or loss of student privileges or participation.
- Confer with parents to let them know of the concern and ask for their help. The teacher and parents are encouraged to work together in resolving the problem. A behavior plan may be initiated.

Situations of greater concern, frequency or severity are referred to the principal.

Steps the principal may take include, but are not limited to, the following:

- **Addressing the offense through counseling with the student**

Taking the time to talk through actions and their ramifications may help students change their behavior.

- **Contacting the parents for a conference**

Communicating with parents so that they are partners in finding a solution is a vital step.

- **Assigning in-school suspension**

Removing the student from their class, while still allowing him/her to complete their work allows time for thinking about behavior and protects the rest of the class from further disruption.

- **Initiating behavioral probation**

This process notifies students and parents that a student's misbehavior is considered very serious, is under scrutiny, and must change. Within the probation period, teachers carefully document misbehavior. At the end of this period, students who don't improve their behavior or show signs of growth in this area will be asked to leave or may withdraw from ICSB. If signs of change and growth become evident, the probation may be extended or lifted.

- **Assigning out-of-school suspension**

Removing a student from school allows time for reflection and protects other student from further disruption. Parental consequences are expected at home.

- **Referral for counseling**

Professional help may be called for in order to help the student in transforming behavior.

- **Assigning restitution, fines, and or service requirement**

Some offenses require the student to either pay money or work in order to make things right.

- **Asking for withdrawal/Recommend for expulsion/Deny re-enrollment**

The principal will recommend to the Director that a student's enrollment be terminated based on the severity or frequency of the misbehavior.

- **Referral to law enforcement authorities**

This serious step is taken only if a student breaks the law.

Appeal Process

If a parent has questions regarding an action taken by a teacher, that parent should first request a meeting with the teacher involved. If after meeting with the teacher, the issue is not resolved, the parent should request a meeting with the teacher and the principal to further work through the issue. If resolution is not reached, or the parent has a concern about the principal's actions, the parent may request a hearing with the principal and the director. The director is the final school authority in disciplinary matters.

PARENT COMMUNICATION AND INVOLVEMENT

Orientation Meetings

An Open House will be held before the start of school for all parents and students. Everyone is encouraged to come to connect with friends and staff, get schedule and locker assignments, and sign-up for extracurricular events. Additionally, a *MS Parent Night* will be held early in the school year so that parents may meet the teachers and get important information for the school year.

Classroom Questions, Concerns, and Issues

Parents and students are encouraged to contact teachers at any time if they have questions about behavior, academic progress, or other things happening in the classroom or the school. If parents have questions or concerns, they should email the teacher directly to arrange a suitable time to meet. Please do not try to meet with a teacher in between classes or “catch” them in the hallway, other than to set up a time for a meeting. If questions and concerns are not resolved in a meeting with the teacher, then the parent or student is free to contact the MS Principal.

Parent Volunteers

In order to enhance a sense of school community, parents are encouraged to get involved in the school program. You may sign up at the *MS Parent Night* or anytime during the year. Possibilities for involvement include chaperoning field trips, substitute teaching, coaching, guest speaking in classrooms and chapel, and helping with *Teacher Appreciation Week*.

***Thank you for being a part
of the ICSB community this year!***

APPENDIX A: ICSB MIDDLE SCHOOL (INTERNET ACCEPTABLE USE POLICY 2018-19)

ICSB believes that the Internet has much to offer students with its wide variety of resources. Learning to use available information technologies is a valuable life skill. In the Middle School, students learn to type, format documents, use programs such as Excel, and begin to research using various data bases.

It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Thus, we will provide:

- A reliable connection that is protected by the best filtering software we can find.
- Supervision of students while they are using the internet.
- Training for students in appropriate internet use.

The student is held responsible for his or her actions whenever using the internet. Some examples of unacceptable use at school would be:

- Using the network for financial transactions, illegal activity, or accessing inappropriate websites.
- Changing computer settings so as to degrade or disrupt the equipment or system performance.
- Invading the privacy of others (including “hacking” someone else’s profile, etc.).
- Accessing social networking sites such as Facebook, Twitter, etc.

The students and his or her parents must understand that the student uses the internet at his or her own risk. Thus, it is the student (not ICSB) who is responsible for:

- Student access of inappropriate or unreliable internet content.
- Costs students incur if they request a product or service for a fee.
- Unauthorized use of the school’s internet access facility or the failure of the student to comply with the policy.

By signing below, the student agrees to use technology responsibly, make wise choices when using the internet, and to refrain from the unacceptable behaviors listed above.

Please make sure that your student is aware of and understands these policies and then please, together with your student, sign the form below and return it to the front office.

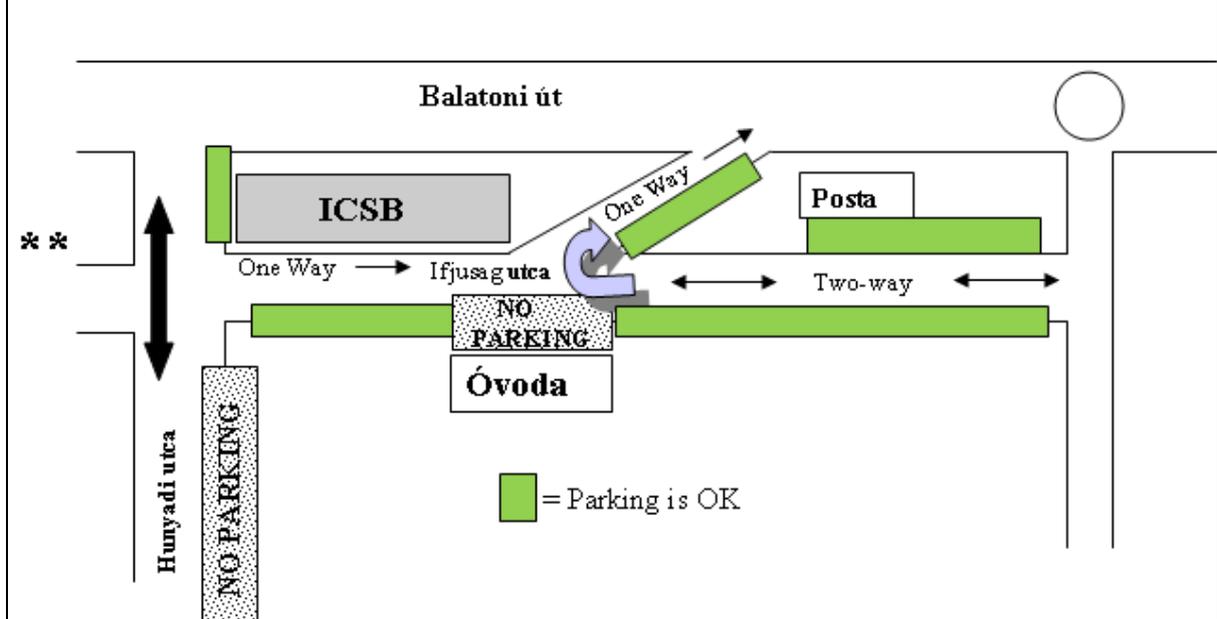
Thank you,

The Middle School Principal

I understand and agree to abide by the Internet Acceptable Use Policy.

Student Signature _____

Directions for Parking and Student Pick-Up/Drop Off



Student Pick-up/Drop-off and Traffic Directions

- The upper part of Ifjusag utca (in front of the school) is a One-Way street. You can only drive down the hill on Ifjusag. The school building should be on your left as you drive down the hill.
- Please drop off/pick up your child **quickly**; every stopped car blocks all the traffic on Ifjusag utca.
- If you (the driver) need to get out of your car at all (even to help your child in/out of the car), or if you will be delayed in picking up/dropping off, please pull over to the right side and park. Do not get out of your car while in the left-side driving lane.
- It is possible to park across the street from the school (on the **right-hand side** of the street) all the way down to the second speed bump. Please note that Ifjúság is a busy street; please have your student exit the car on the sidewalk side.
- Please do not park below the second speed bump in front of the Óvoda.
- Please do not block the driveways or garage entrances of the residents.
- Please note that a No-Parking/No-Stopping sign has been posted along Hunyadi utca.
- Do not park in front of the businesses above and kitty-corner from the school. Please park further up the hill or use the parking places marked out along the apartments instead. Once again, please do not block anyone's garage entrance.

Everyone familiar with ICSB knows how congested it can get in front of the school building, especially during afternoon pick-up. **If everyone will abide by these few rules, it will make a big difference! Thank you for your cooperation in this area.**