

International Christian School of Budapest

High 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

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Website: www.icsbudapest.org

School Mascot
Bulldog

School Colors
Hunter Green / White

ICSB Parent/Student Handbook
For High School Students Grades 9-12
2017-2018 School Year

Contents

High School Bell Schedule	iv
ICSB GUIDING DOCUMENTS	1
ACADEMIC PROGRAM.....	4
ENROLLMENT PROCEDURES AND REQUIREMENTS	7
ATTENDANCE POLICIES	11
STUDENT LIFE	13
STUDENT SERVICES	14
STUDENT CONDUCT	19
PARENT COMMUNICATION AND INVOLVEMENT	23
Appendix A: Internet Acceptable Use Policy (AUP) for Faculty & Staff.....	2

High School Bell Schedule

2018-2019

School days start at 8:15am and end at 3:35pm

Warning Bell	8:10
Homeroom/Devotions	8:15-8:25
Period 1	8:25-9:10
Period 2	9:15-10:00
Snack Break	10:00-10:10
Period 3	10:10-10:55
Period 4	11:00-11:45
Period 5	11:50-12:35
HS Lunch	12:35-1:05
Period 6	1:10-1:55
Period 7	2:00-2:45
<i>(Dismissal @ 2:45 on Wednesdays)</i>	
Period 8	2:50-3:35

ICSB GUIDING DOCUMENTS

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

Course Offerings in Grades 9 – 12

Courses offered at ICSB vary somewhat from year to year depending on the interests of students and the availability of teachers. The following are classes that will, most likely, be offered at ICSB in grades 9 – 12.

English

Survey of Literature 9
World Literature 10
American Literature 11
British Literature 12
AP Lit and Composition
Fundamentals of English
Senior Writing Lab

Mathematics

Algebra I
Algebra II
Geometry
Pre-Calculus
AP Calculus
Discrete Math
AP Statistics

Science

Biology
Physical Science
Chemistry
Physics
AP Physics 1
AP Biology
Anatomy & Physiology

Social Studies

U.S. History
Western Civ. I
Western Civ. II
Civics/Global Issues
AP Human Geography
AP Economics

Foreign Language

Spanish I, II
German I, II
American Sign Language I
English Language Learners I
English Language Learners II

Christian Studies

9th: Gospel of John
10th: Bible Study Methods/
The Case for Christ
11th: Christian Perspectives
/Christian Worldview
12th: Romans/Christian Life

Fine Arts

Choir
Vocal Ensemble
Band
Photography
Art History

Other Minor Subjects/ Electives

Sr. Personal Finance (req.)
Sr. Communications (req.)
Journalism
Yearbook
Programming
Web Design
Teacher Assistant

Health & Physical Education

High School PE
Weight Training

Note: A course designated "AP" is an Advanced Placement course. See description under section titled "Advanced Placement Courses" below.

Recommended Course Sequence for Grades 9-12

In grades 9-11, students may be enrolled either part-time or full-time according to the guidelines outlined on pp. 9-10. All full-time students are required to take the normal high school program offered by ICSB unless otherwise specified by the HS principal and guidance counselor.

Following is the outline of when courses are expected to be taken in grades 9 – 12. Because courses are generally limited to one section per course, students who get out of sequence may have later difficulty arranging the courses they need and/or desire to take. Questions regarding the sequence of courses should be directed to the guidance counselor.

Grade 9

Elements of Literature 9 or Eng. Fundamentals	1.0
US History	1.0
Biology	1.0
Algebra I or Geometry	1.0
Foreign Language I	1.0
Christian Studies 9	1.0
<u>PE and/or Other Electives</u>	<u>1.0</u>

Total Credits **7.0**

Grade 10

World Literature or Eng. Fundamentals	1.0
Western Civilization I	1.0
Physical Science or Chemistry	1.0
Geometry or Algebra II	1.0
Foreign Language II	1.0
Christian Studies 10	1.0
<u>PE and/or Other Electives</u>	<u>1.0</u>

Total Credits **7.0**

Grade 11

American Lit or AP Literature and Composition	1.0
Western Civilization II	1.0
Algebra II or Pre-Calculus	1.0
Anatomy & Physiology, Physics, or AP Physics	1.0
Christian Studies 11	1.0
Physical Education or Weights	0.5
<u>Fine Arts or Other Elective</u>	<u>0.5</u>

Total Credits **6.0**

Grade 12

British Literature or Senior English	1.0
Civics/Global Issues	1.0
Pre-Calculus or AP Calculus or Discrete Math or AP Statistics	1.0
Anatomy, AP Biology (only 3 sciences required over 4 years)	1.0
Christian Studies 12	1.0
Personal Finance	0.5
<u>Communications</u>	<u>0.5</u>

Total Credits **6.0**

Graduation Requirements

The focus of ICSB is to prepare students for North American colleges and universities. The following requirements apply to all students for earning an ICSB diploma. Students who wish to receive an ICSB diploma their senior year must:

- Be enrolled fulltime at ICSB their senior year. The senior fulltime load consists of at least 5 credits, including English, social studies, Christian Studies, and math.
- Have fully participated in **all** Senior activities (HS Retreat, Senior Days, Senior Trip, etc.)
- Have completed the 26 credits required for graduation.

College/University Entrance Diploma	
Subject	Credits Required
English	4
Social Studies	4
Mathematics *	4
Science**	3
Foreign Language (in one language)	2
Christian Studies	4
Fine Arts (.5 visual arts and .5 music required)	1.5
Physical Education ***	1.5
Personal Finance and Communications (required)	1
Other Electives (.5 credits each)	1
Total Credits	26

Notes:

* All students must take Algebra I, Geometry, and Algebra II.

*** A fourth year of Science is highly recommended for all college-bound students*

****Participation in on a HS sports team will waive a .25 PE credit per sport for that year.*

Advanced Placement Courses (AP)

The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. It allows high school students to undertake college-level academic learning and gives them the opportunity to show that they have mastered the advanced material when they will later take the AP exams. Students can receive credit, advanced placement, or both from many colleges and universities that participate in the Advanced Placement Program.

AP courses make substantial academic demands on students. Most courses are a full year in length. Students are required to do considerable outside reading, calculation and other homework assignments to demonstrate the analytical skills and writing abilities expected of first-year students in a strong college program.

AP teachers are required to follow a specific curriculum outline, and to pace the class so that the class will be ready for the AP exam in early May. Therefore, the workload will be greater. The instructor will make explicit additional requirements in their syllabus prior to the drop date to help students and parents make wise decisions regarding their participation in AP classes. Students taking AP classes at ICSB are required to take the corresponding AP exam.

The permission of the instructor or HS principal is required for admission into an AP class. The student's performance in prerequisite classes, a teacher recommendation, and the student's overall grade point average may also be considered.

The AP Exams are administered on campus in May. Students taking AP classes at ICSB are required to take the corresponding AP exam. Fees are the responsibility of the student. The guidance counselor and the AP class instructor can provide further information about these tests and assist students with registering for them.

High School Online Course Policy at ICSB

From time to time, we receive requests from students to take an online course in the HS. Here are the policies which will apply in these situations.

- **Online classes replacing classes offered at ICSB:** No online classes may be substituted for a class currently being offered at ICSB.
- **Online classes taken during a free period to complete an AP or other elective class not offered at ICSB:** Online courses are not taught by ICSB staff, and thus do not earn credit for an ICSB diploma. However, online coursework enables a student to pursue an interest or passion, and may enhance the student's academic profile. ICSB will make a note on our transcript of any completed online course.
- **Online courses taken to complete a foreign language begun at another school but not offered at ICSB:** Transfer students who have begun a foreign language at another school that is not offered at ICSB, or whose schedule does not allow him or her to enroll at the right level, may continue their study through an online foreign language course. Classes that are taken for the purpose of completing a foreign language requirement will be covered by the tuition fees the student is already paying, whether the student does the course here at school or at home.
- **Online courses taken for credit recovery:** Online classes taken at home in order to replace failed coursework will not be included on the transcript, but the missing credit will be waived. Any class taken for credit recovery must be approved in advance by the Guidance Office and HS Principal and will be paid for by the family. A note of the completed coursework will be included on the student's ICSB transcript.
- **Seniors and Online Coursework:** Seniors who wish to add to their educational experience by taking online course work must keep in mind that students who wish to receive an ICSB diploma must retain their full-time status at ICSB of 5 ICSB course credits, including math, English, social studies and Christian Studies (as listed under graduation requirements, p. 17). These 5 credits must be standard ICSB classes; i.e., online classes do substitute or meet this requirement.
- **Who pays for online classes?** Students who wish to take an online course and would like the school to consider paying for it must seek prior approval from the Guidance Office and HS Principal before registering. Policies delineated above apply. In most cases, the family will incur the costs.

- **Online coursework during the school day:** Where possible, ICSB will facilitate an online course by giving access to the computer lab during the school day when the student has a study hall.

ENROLLMENT PROCEDURES AND REQUIREMENTS

Full-time Students

The curriculum at ICSB is designed primarily to enroll students 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” – they will pay full tuition, they must meet our academic requirements, and must take the high school classes that are offered at ICSB. In general, full-time students are normally given priority over part-time students in areas such as admission to particular classes and additional programs such as Supplemental Services and ELL.

Part-Time Students

Families may desire to enroll their children at ICSB on a part-time basis. It is our desire at ICSB to accommodate these students and families as much as possible. ICSB has provided a part-time enrollment program for students enrolled for less than 4 full-time classes with the following guidelines:

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 audition / try out for participation in extra-curricular activities such as plays, musicals, and sports teams. 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 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 *Parent Night* at the beginning of the year, to be appropriately involved in school activities, and to pay special attention to school announcements as posted on Canvas.

Families at the high school level considering part-time enrollment must decide whether or not they are eventually seeking an ICSB diploma. Families seeking an ICSB diploma must follow specific guidelines (below) in order to fulfill the graduation requirements.

Seeking an ICSB Diploma

Students who wish to receive an ICSB diploma must be enrolled full-time by the beginning of their 12th grade year. For seniors, “full-time” means taking at least 5 credits; these credits must include math, social studies, English, and Christian Studies. The principal and guidance office will determine which specific courses a student must take to complete the requirements for a diploma. In some cases, the school may deem that an incoming 12th grader will need more than one academic year of schooling to earn an ICSB diploma.

We strongly recommend that families who are considering the possibility of pursuing an ICSB diploma in the future but who are not currently enrolled make contact with the school as early as possible to discuss graduation requirements and suggested courses so that the transition into ICSB as smooth as possible.

Seniors who are **not** seeking an ICSB diploma do not participate in the Senior Trip or in the graduation ceremony.

Calculation of Grade Point Average

Only those courses completed at ICSB will be figured into a student’s cumulative grade point average (GPA). Grades given by other institutions will be attached to the student’s ICSB transcript. A special notation will state

that these grades were not used to compute the student's GPA and that these courses were completed elsewhere.

Transfer and Acceptance of Credits

ICSB will accept the completion of courses from an accredited institution, off-campus, home-school, online course, or other accredited institution as long as the parents can provide appropriate documentation. These kinds of courses will not earn ICSB credit, but in some cases, ICSB credit requirements for those classes may be waived. These courses taken outside of ICSB will not be listed on the ICSB transcript; however, any school records provided by the family will be kept on file and, along with the ICSB transcript, sent to colleges where the student is applying.

The school retains the right to determine exactly what courses and how many credits a transferring student may need in order to enter a particular grade, or to graduate from ICSB. For more information or clarification, contact the Guidance Office. .

Failed or Repeated Courses

Students must earn a passing grade (60 or higher) in each of the courses described under our Graduation Requirements (see p. 3) If a student fails a semester of a core class, he or she **must make up that ½ credit and receive a passing grade in it.** There are two ways to do this; it might be possible to repeat the class at ICSB if the student's schedule permits, or the student may take the class through an approved online program. A student who has failed an elective will need to add another elective to their course load the following year. Students who complete an online course must submit a copy of the grade report in order to for the missing credit requirement to be waived.

Only grades for ICSB courses will be entered into the student's official transcript. Courses completed through any other program (e.g., online) will be handled according to the policy described under "Transfer and Acceptance of Credits" above.

Class Registration

Selecting Classes Returning students in grades 8-11 will be given an opportunity to express their course preferences for the following year during a Course Request time in the second semester. When possible, new students should meet with the guidance counselor beforehand to discuss requirements. In August, students will have another opportunity to change their course requests.

Adding and Dropping Classes A student may drop a class within the first 8 scheduled class periods at the beginning of the school year or by the end of the second week of the school year (whichever comes first) without penalty. In some cases, a student maybe drop an elective at the beginning of the second semester, Any class dropped within these guidelines will not be shown on the student's official record. Students thinking of dropping an elective and replacing it with a study hall should carefully check their course requirements in this handbook. Students may not initiate course changes after the second week of the school year. A course dropped beyond the drop date will carry a failing grade.

ACADEMIC EXPECTATIONS AND EVALUATION

Homework

Homework is a valuable part of schooling. It allows students to prepare for, practice, extend and consolidate work done in class; and establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives.

Grade calculation for each course / Assessment criteria

Performance in each course may be measured by various criteria including attendance, homework, written papers, projects, quizzes, and test results. Students who are transferring in from European schools should note that the ICSB philosophy of education values recognition of effort (homework) as well as test-taking abilities; thus, homework grades will be a significant part of the student's grade.

Extra credit

When teachers choose to make them available, extra credit opportunities are only available to students who are caught up on all regular assignments.

High School Grading System and Scale

A+	98-100	4.0	C+	78-79	2.3
A	93-97	4.0	C	73-77	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	88-89	3.3	D+	68-69	1.3
B	83-87	3.0	D	63-67	1.0
B-	80-82	2.7	D-	60-62	0.7
			F	59 or below	0

Progress Reports

Progress reports will be emailed midway through each quarter when a student has a grade of C or lower in a class or has missing assignments.

Parents may also check their student's progress at any time on *Power School*. Parents who have questions about the information listed on *Power School* may also 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

Exams will be given at the end of each semester in each of the core courses: Christian Studies, social studies, English, math, and science, as well as foreign languages. AP teachers are not required to give a final exam.

The semester and final examination will comprise up to 20% of the total semester grade for all students. Seniors who have at least a 90% average in a class for the second semester may be excused from the second semester final exam for that class, ***unless they have more than 10 absences in a semester in that class. Absences will be counted up to the final day of instruction.***

High School Honor Roll

At the high school level, the honor roll will be determined as follows:

- Students who have a quarterly GPA between 3.3 and 3.69 will be listed on the Honor Roll.
- Students whose grade point average (GPA) is 3.70 or higher will be listed on the High Honor Roll.

National Honor Society

The National Honor Society (NHS) is an organization that recognizes high school students for their outstanding academic achievement and scholarship, as well as leadership, service, and character. ICSB is proud to have a chapter of NHS. Students may be invited to apply for membership during the second semester of their junior year if their GPA is 3.5 or above.

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.

In high school, a student will be placed on academic probation if he/she earns below a 2.0 GPA or if he/she is failing one or more courses (this includes any core course and all electives).

Administrative decisions regarding academic probation will be made at each quarter, as well as at each progress report time. Thus, there are frequent opportunities to either be placed on (or removed from) academic probation throughout the year.

ICSB values working alongside parents to solve student academic problems. Often, a meeting between the parents, student, guidance counselor, and HS principal is the best way to analyze the root causes and provide the support the student needs to succeed.

Grades and Eligibility for Sports and Musicals

Anytime one of a student's grades drops to an F in any subject, the student will be placed on academic probation and removed from the sport or musical activity until his or her grade comes up. The student then reports to the After School Homework Hour to do their homework and help them catch up. A student who wishes to become eligible again can rejoin practices after they have produced evidence that their grades have come up above an F. Eligibility is reviewed every Friday and the results communicated to the Athletic and Musical Directors.

Students who **end** the quarter with any F's will sit out of practice for one week of the new quarter.

Seniors who have an F in any subject are not eligible for Senior Privileges.

Valedictorian

Each year at graduation, ICSB honors the graduating senior who has earned the highest grade point average while taking a highly rigorous schedule while a student at ICSB. When selecting the Valedictorian, numerical averages will be taken into consideration, along with any AP classes taken. The selection of the Valedictorian will be made at the end of the first semester of the senior year and is based upon only those grades earned at ICSB. Final determination is made by the High School Principal in consultation with the HS Guidance Department. To be considered for Valedictorian, a student must have attended ICSB as a full-time student for at least the last 3 semesters at the time of selection. The Valedictorian usually gives the farewell address for the senior class at the graduation ceremonies.

The High School Guidance Program

The HS Guidance Department exists to help students academically, socially, and emotionally navigate their HS years. Here is a summary how the Guidance Counselor will be serving your student academically during their HS years at ICSB.

Career Curriculum by Grade Level		
	Fall Semester	Spring Semester
Freshman Year	<ul style="list-style-type: none"> • Individual Meetings to make a course map for their HS career • Introduction to Cialfo (Guidance/College App Platform) • Introduction to a Running Resume for their high school career • Completion and Review of Interest Profiler • Review of PSAT scores and what it means for them 	<ul style="list-style-type: none"> • Completing work pm Cialfo • Reviewing results of Cluster Finder as a class
Sophomore Year	<ul style="list-style-type: none"> • "Do What You Are" career exploration on Naviance; • Going over results with them in class • Going over the Practice ACT scores and what it means for them 	<ul style="list-style-type: none"> • Work on Cialfo • Individual meetings with Guidance Counselor about their resume, incorporating "Do What You Are" and the Strengths Explorer in their summer plans

<p>Junior Year</p>	<ul style="list-style-type: none"> • Class Meetings to encourage them to explore what colleges might have majors that would correlate to the careers they might be interested in. • Going over PSAT results • Class Meetings to highlight the different types of college admissions testing, and how they can sign up for them online 	<ul style="list-style-type: none"> • College or Career Night (with parents) • Individual Junior Interviews including a review of the Junior Sketch, the Parent Brag Sheet, the Resume, and assessments from freshmen and sophomore years.
<p>Senior Year</p>	<ul style="list-style-type: none"> • Senior Seminar Topics: personal essays, resumes, teacher recommendations, applying for colleges, job applications, assorted life skills, and preparing for life after ICSB. • Individual Meetings to review college search. 	<ul style="list-style-type: none"> • Senior Seminar Continued • Information on Financial Aid

All Grades: *Career Days* or *College Fairs* on alternating years.

Parents who have concerns about their student are welcome to contact Barbara Thompson, the HS Guidance Counselor, at bthompson@icsbudapest.org for an appointment to discuss their student’s academic or other personal needs.

STANDARDIZED TESTING

The Guidance Counselor coordinates the administration of the following standardized tests:

PSAT (Preliminary Scholastic Aptitude Test) and NMSQT (National Merit Scholarship Qualifying Test)

The PSAT/NMSQT is administered in the fall of the year to all freshmen and juniors. These tests provide:

- Practice for the SAT,
- Access to scholarship competition (juniors only)
- Access to college information, and
- Feedback on academic skills

College Entrance Examinations

The ACT test, along with its writing portion, is administered on campus at ICSB twice a year on selected Saturdays. Students should see the Guidance Counselor for instructions to sign up online.

The SAT tests are administered at a testing center in Budapest on certain pre-scheduled Saturdays. The guidance counselor can provide further information about these tests and assist students with registering for them.

ATTENDANCE POLICIES

Tardy Policy

School begins at 8:15; the warning bell rings at 8:10. A student not in his or her first period class when the bell rings is considered late for school. A student who is late, whether excused or unexcused, should stop first at the HS Reception so that their tardiness can be recorded. The HS Receptionist will determine if the lateness is excused or unexcused.

Excused Lateness: If the student is late because of weather, accident, transportation breakdown, or other unavoidable reasons, the parent should send a note/email to the HSAttendance@icsbudapest.org *that morning* verifying the circumstances so the lateness can be recorded as excused.

Unexcused Lateness: A student who arrives late for other reasons (such as over-sleeping, missing the bus, etc.) will be considered tardy and the lateness will be recorded as unexcused. ***Students who are tardy more than three times a quarter will serve a detention on the fourth tardy, along with a detention for every tardy after for the rest of the quarter.***

Absences

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.

After a student accumulates 7 absences in a semester (or 15 total for the year), the parents will be contacted by the HS office, reminding them that the student can miss no more than 10 days in each semester (and/or 20 days total).

If a student exceeds the allowed limit of absences, his or her semester grade will be lowered by 0.5% per excess absence. Seniors who have more than 10 absences per semester (or 20 absences total) will not be eligible to exempt final exams.

It is always the student's responsibility to get all missing assignments from the teacher, and to turn them in within the allotted time. Students will need to make up all work missed during their absence and will receive 1 full day for each day absent to do so.

Unexpected Absences If your student is going to be absent because of personal illness, death in the family, or other truly unexpected reasons, please email the HS office that morning at HSAttendance@icsbudapest.org and he will inform your student's teachers. If your student has been ill for more than 5 days, a doctor's note will also be required upon return. Students will need to make up all work missed during their absence and will receive 1 full day for each day absent to do so.

Parent-Requested Absences Parents who wish to remove their son or daughter from school for reasons such as doctor appointments, residence permits, or family travel should inform the HS Principal in writing as early as possible, at least a week ahead. Early notification enables the teachers to discuss with the student any special projects, tests, presentations, etc. that the student will miss. Students who are going to be gone should plan to check *Power School* for assignments and keep up with their work. Although students are encouraged to get as many of their assignments done while they are gone, when they return they will still be given the same number of days they missed to complete their homework.

Because class time often involves teaching of new material, discussions, and activities such as group presentations and debates that cannot fully be "made up" after an absence, parents are urged to limit their student's absences to those that are truly necessary.

Missing Part of the School Day If a student is absent the early part of the school day for reasons such as illness, he or she may not participate in extra-curricular or after-school activities for that day. A student must be at school by snack time (10 am) in order to participate in after-school activities.

Early Departure for the Summer

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.

If early departure cannot be avoided, then the school should be informed as early as possible. Families should plan to keep in communication with the school by email so that assignments can be sent, completed, and returned before the end of the school year. All assignments and exams must be returned to the school by the last day of the quarter so that the student's grades can be calculated before teachers leave for the summer. ***Any course work or tests not received by the last day of finals will be given a zero grade when the student's quarter and semester grades are calculated in that subject.***

Before making firm plans regarding early departure, parents should check the School Calendar to verify the dates and contact the HS principal for specific policies and procedures to make the process go as smoothly as possible.

Early or Mid-Year Withdrawal and Transfer out of ICSB

Students who wish to entirely withdraw from the school before the school year is finished, should obtain and complete a Withdrawal Form from the HS office. All financial arrangements must be settled before any report cards and transcripts can be given to the parent. 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 in the HS:

Fall: Volleyball and Soccer

Winter: Basketball

Spring: Track & Field

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. High school chapels are student-planned and led. Attendance at chapel is required of all students.

Drama and Musical Productions

Students have several opportunities to develop their dramatic talents and abilities in school plays and musicals. Students can also participate by helping with costumes, scenery, lighting, and publicity. Tryouts are in early March.

Student Government

The Student Council provides services to the student body, provides a forum for addressing student requests and concerns, and serves as a representative of the student body to the administration, the faculty, and the School Board. The Student Council also organizes and promotes social and outreach events, such as the *Fall Party*, *Coffee House*, and *Night of Prayer*.

High School Student Council officers (president, vice-president, secretary, and treasurer) are elected in the spring of the previous year. Students currently in grades 8 – 11 are eligible to vote in this election.

Class Meetings

Class Meetings happen weekly on Wednesday. In class meetings, students have a chance to:

1. hear seminars on specific topics such as computer skills, personal safety, and health
2. plan events to raise funds for the future Senior Trip

Class meetings are led by the Class Advisors. Class Advisors are assigned by the High School Principal.

Fundraising Policy

Each class will raise monies during their High School career at ICSB to fund their Senior Trip.

Class fundraisers planned area:

Freshmen	Sophomores	Juniors	Seniors
The Annual Rummage Sale Refreshments	HS/MS Musical Refreshments	School Apparel Sale Invitational Basketball Tournament Meals for Teams and Spectators	Senior Store Snacks
Wed. Pizza lunch (once per month)	Wed. Pizza lunch (once per month)	Wed. Pizza lunch (once per month)	Wed. Pizza lunch (once a month)

Because funds are raised on behalf of the entire class so that everyone will be able to go on the Senior Trip, all HS parents should plan to participate in each of these events.

Recognizing that God has given this money to us and we want to give back a portion to honor Him, each class sets aside a tithe of 10 percent for a charitable cause of their choosing. Classes often select a deserving cause, charity, the school itself, or a combination of recipients. The High School Principal must give final approval on all these decisions.

The rest of the money goes toward our Class events; most of the funds are accumulated toward a Senior Trip. The Senior Trip is curricular and is designed to bring closure to the students' HS career, as well as help them think through the next phase of their lives.

STUDENT SERVICES

Technology Lab

The ICSB technology lab is equipped with computers for computer classes, research, and other student use. It 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.

Counseling Services

- **Guidance Counseling** - Students and their parents are welcome to discuss their educational needs with the guidance counselor. The services provided include academic and career counseling as well as assistance in completing college/university and financial aid applications. For more information, see p.13 of this handbook, as well as the Guide Posts handbook posted on Power School under Other Documents.
- **Personal and Family Counseling** – A licensed counselor associated with one of the mission agencies is available to students and their families for help with emotional issues, behavioral concerns, and other issues. The Guidance Counselor or HS principal can give you information for how to contact the counselor.

Food Service

ICSB offers daily hot lunch service to all students. Menus are distributed each month through the website (www.icsbudapest.org). Parents who wish to order hot lunches should do so the last week of the month prior. Payment is required when ordering.

Students may also 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.

Library

The ICSB Library is available between the hours of 8:00 and 4:00 for all ICSB students and families. Students and parents of ICSB students may check out any library books, videos, or other materials free of charge. Overdue fees will be assessed for materials turned in late. The Library materials and facilities are also available to non-ICSB families for a small fee.

Lockers

Lockers are provided for all HS students. Students who forget their key and need to borrow a copy of their key will pay 100 ft. If the key is lost, the student will need to pay to replace it. Lost keys or damage to the locker will be charged to the family bill.

English Language Learning (ELL)

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.

These services are available to students and parents at an additional cost.

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. Below is a sample of Supplemental Services programs that have been offered to ICSB students during the past years. Each year we will clarify which programs are currently being offered.

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. FIE was implemented in September 2015.

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.

These Supplemental Services are available to students and parents at an additional cost.

School Records

School records are kept in each student's file in the office, and are made available to parents, other schools, colleges, etc. as needed. Requests to mail or fax records are handled by the school free of charge, and will normally be handled within 5 working days.

Student ID Cards

Upon enrollment, students may apply for a student ID card **through a local government office**. This card not only identifies the student, but entitles him or to significant discounts on buses, trains, in public places, movie theaters, in Hungary and throughout Europe. It is **required** for HS students wishing to buy the discounted student public transportation passes. Also, students who have passed the age of 16 or older will need a special sticker from the school added to their ID verifying that they are still students, or they will be fined on public transportation. Parents can sign up for an ID for their student through a local government office--for more information, please check with Mrs. Ibolya Sagi, our registrar.

HEALTH AND SAFETY AT SCHOOL

Student Health Care

In the beginning of the year, parents will receive "Medical Examination and Immunization Permission" form and the "Field Trip Release/Emergency Form." Each student must return these completed forms before he or she is allowed to leave campus for any school event, including field trips, sporting events, and the HS Retreat.

The Health Office - The ICSB Health Office keeps all medical records and provides care for students who are injured or ill. A nurse or nurse's assistant is normally on duty.

Illness / Injury - Illnesses or injuries occurring during the school day will be handled by taking the student to the Health Office, administering first aid on-site as needed, and/or transporting the affected person to a local hospital.

Illness at School: If your student becomes ill at school, he or she should go to the Health Office for assistance. If he or she is seriously ill, the school nurse will contact you to arrange for pick up and notify the HS office that the student has left for the day. If your student calls you in the middle of the day to say that they are ill, ***please have them report to the Health Office first.***

Physical exams and immunizations - Hungarian law requires that students have an annual physical exam and immunization check. Students receive this service every year at school from an English-speaking Hungarian doctor.

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

Drugs, Medications, and Controlled Substances

Students who are taking long-term medications (i.e., taken for more than 1 month), including prescription drugs, etc., should always inform the Health Office and the High School Principal regarding their medication schedule and dosage.

Students should never take any medicine (including ibuprofen, aspirin, etc.) at school apart from the direct supervision of an adult. If a student needs to take an aspirin for a headache, etc., or any other medicine, he/she should do so in the presence of a teacher. Students whose parents have given permission may ask the high school administrative assistant for a non-prescription pain reliever (ibuprofen, etc.) if needed.

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 possessions and use is regulated, either by the US or Hungarian government.*

The following guidelines are required by law and 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. Parents must make sure that the green “Health Form” is completely filled out (front and back) and/or updated at the beginning of the school year.
3. Whenever a student is taking a controlled substance (such as Ritalin, Adderall, etc.), the parents must inform the school in writing. This written declaration should be sent to the HS Principal and the health office. 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.
4. Only 1 pill/tablet (or daily dose) should be brought to school each day to be taken in the presence of a designated school staff member (Nurse, classroom teacher, HS Administrative Assistant, etc.). This should be the same staff member each day.

The above guidelines will help ensure the proper use of these medications, and will aid in protecting all of our students.

Use of Facilities

ICSB 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.
- 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.

Building Security

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.

Emergency Situations

There are some potential emergencies which would require a school-wide response. There are three possible responses to a school-wide emergency; they are:

- **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 external 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 would take 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.

If an emergency were to occur that forced the cancellation of classes, the school will notify parents by phone 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's information for contacting the family will be current.**

Visitors: All visitors to the school, including parents, must 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 for the teachers. In order to minimize the interruption to the daily schedule and academic program, parents are asked to limit the length of the visit to **one** full day. Arrangements should be made with the HS Principal at least two (2) days in advance.

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.

Students are not allowed to be enrolled at ICSB if they are not living with their parents or another responsible family who is approved by the school administration.

STUDENT CONDUCT

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

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, GLP, or supervisor. 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.

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 or exam. 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.

Plagiarism, by definition, 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."

Often, plagiarism is not done intentionally (as in the case of cheating) or with malicious intentions; yet, 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:

- Plagiarism on a written assignment (and on the final draft of a bigger papers/assignments) will result in a zero on that assignment.
- Parents will be notified by the teacher when incidents of plagiarism occur and the grade is affected.

Parents will be notified when incidents of cheating occur.

iPods/iPads/Cell Phones, etc.

HS students are required to bring their own device such as an Ipad or laptop to school for academic purposes. Students will only be using their devices in the classroom and under teacher direction. Students wishing to use

their device during lunch may only do so in a designated classroom. Misuse of these devices will result in the temporary loss of the privilege.

ICSB has found cell phone use to be detrimental to the learning environment, both academically and socially. Between 8:15 and 3:35, cell phones should always be out of sight and turned off. If a student needs to call home, they may do so with permission of a staff member. If a student is found using their cell phone in school (without specific permission), the phone will be confiscated for the rest of the day. Parents who need to contact their student can send a text message that their student will see at the end of the day.

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.

Closed Campus: All students are expected to be on campus for the entire school day. Students who wish to leave early may be cleared to leave by the HS office or the school health office. The only exceptions to this rule are:

1. Off-campus classes and field trips: these must receive prior approval from the HS Principal as well as parental consent.
2. Senior Privilege: Seniors who have signed parental permission and are in good academic standing may sign out after 7th hour if they do not have class. In order to keep Senior Privileges, a student must keep all of their grades at a C or above.

Parents who wish to take their HS student out of school for personal reasons should send an email to the HS office HSAttendance@icsbudapest.org that morning, so that the HS office can clear the departure.

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.

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:

- Substance abuse, including all use of tobacco or illegal drugs,*
- the use of profane language or obscene gestures,*
- drinking (except on special occasions, in the presence of their parents),*
- 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.

PARENT COMMUNICATION AND INVOLVEMENT

Classroom Questions, Concerns, and Issues

Parents are encouraged to contact teachers at any time if they have questions about their student's 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 for a meeting.

If a parent has a concern with a teacher about what is happening within the classroom, the parent should first set up an appointment to meet with the teacher and discuss their concerns. Often, this may take more than one meeting with a teacher. If the issues are not resolved, then the parent should contact the HS Principal.

Orientation Meetings

An afternoon *Open House* will be held the day before the start of school for all parents and students. Everyone is encouraged to come. Additionally, the *High School Parent Night* is held early in the school year so that parents may meet their student's teachers.

Power School

ICSB uses *Power School*, an online learning management system, in order to communicate with both students and parents throughout the school year. Students should check their grades, assignments, and updates from teachers on *Power School* on a daily basis.

Parent-Teacher Conferences

At any time during the school year, parents may set up an appointment with a teacher to discuss any academic issues or concerns.

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.

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 *HS Parent Night* or anytime during the year by contacting the HS office. Possibilities for involvement include:

- Coaching
- Substitute teaching
- Help with musicals and other events
- Class Fundraisers
- Guest speaking in classroom or chapel
- Teacher Appreciation Week

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

Appendix A: Internet Acceptable Use Policy (AUP) for Faculty & Staff

This policy is an extension of the ICSB *Lifestyle Agreement*. All users of the internet and all technology at ICSB will agree to adhere to the following Code of Ethics:

- *I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion.*
- *I will make a conscious effort to be a good testimony to other members of the school community and others I communicate with on the internet.*
- *I agree to follow ICSB's basic rules.*
 - *I will strive to apply Philippians 4:8 to my electronic communication:*
 - *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."*

ICSB provides business class broadband internet access to all staff and approved students. We recognize both the great benefits and possible dangers that the internet provides to staff and students. At the school level, we provide the following security services and take responsibility that these services are set up and running at all times:

- Business grade firewall with full security suite
- Content filtering through a respected proven solution
- Gateway and local (on ICSB equipment) antivirus software.

Each user (staff and students) is responsible for his/her actions whenever using the internet. Despite the security services listed previously, we know that no digital security is flawless and some responsibility rests with the user. Unacceptable uses of the internet or the school's technological resources will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. Using our network for any illegal activity including but not limited to hacking, distributing copyrighted materials, and accessing private networks illegally.
2. Gaining unauthorized access to another ICSB user's login information, data, emails, or social media accounts.
3. Impersonating another user with intent to deceive or sending information in another person's name without their consent.
4. Accessing gambling sites or participating in gambling while on the school network.
5. Intentionally accessing pornographic, graphically violent, hateful, or other offensive material (as deemed by ICSB).
6. Intentionally accessing computer virus software, launching network attacks, and/or using tools to bypass the school security software.
7. Posting inappropriate/rude/offensive content or comments, and/or participating in "bullying."
8. Participating in any activity that violates the spirit of the philosophy of the International Christian School of Budapest (see *Guiding Documents*).

We expect our teachers and staff to help supervise and direct internet use for students. Staff members should try and help students understand the benefits and dangers of the internet, and provide supervision when necessary.

ICSB maintains the right to monitor and/or log internet use through its network.

Traffic Directions

- The upper part of Ifusag 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 Ifjúság 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 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.**