

2019 Parent-Student Handbook

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ICSB GUIDING PRINCIPLES

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

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

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

- Community
- Integrity
- Growth

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 66 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 Timothy 3:16; 2 Peter 1:3-4, 20-21; Hebrews 4:12; Revelation 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 (Deuteronomy 6:4 Isaiah 45:18; 46:9-11; Matthew 3:16-17; John 1:1-3; Romans 1:1-6; 1 Corinthians 8:6; Ephesians 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; Matthew 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 (Matthew 28:6; John 14:1-7; 1 Corinthians 15:1-4; 1 Thessalonians 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 (Genesis 1:27; 3:1-18; Isaiah 53:6; Romans 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 Corinthians 12:8-13; Ephesians 1:13-14; Hebrews 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 Corinthians 7:10; Ephesians 2:8-10; 1 Timothy 2:3-6; 2 Thessalonians 2:13-14; Hebrews 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 (Matthew 16:16-19; 28:19-20; Acts 1:4-8; 2:1-4, 41-42; 1 Corinthians 12:12-14; Ephesians 1:22-23; 1 Timothy 3; Hebrews 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 Thessalonians 4:13-18; Revelation 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 Corinthians 15:20-28, 50-58; Revelation 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 (Matthew 28:18-20; Mark 16:14-20; John 20:19-23; Acts 1:4-8).

ACADEMIC PROGRAM

Course Offerings and Sequence

Courses offered at ICSB vary somewhat from year to year depending on the interests of students and the availability of teachers.

Elementary School

The Pre-1st program emphasizes English language acquisition, reading and math readiness, Bible and social skills. Grades 1-5 focus on developing basic skills in reading and language arts, mathematics, science, social studies, Bible, fine arts, physical education, and technology.

Middle School

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.

High School

<u>English</u>	<u>Mathematics</u>	<u>Science</u>
Survey of Literature 9	Algebra I	Biology
World Literature 10	Algebra II	Physical Science
American Literature 11	Geometry	Chemistry
British Literature 12	Pre-Calculus	Physics
AP Lit and Composition	AP Calculus	AP Physics 1
Fundamentals of English	Discrete Math	AP Biology
Senior Writing Lab	AP Statistics	Anatomy & Physiology
<u>Social Studies</u>	<u>Foreign Language</u>	<u>Christian Studies</u>
U.S. History	Spanish I, II	9th: Gospel of John
Western Civ. I	German I, II, III	10th: Bible Study Methods/ The Case for Christ
Western Civ. II	English Language Learners I	11th: Christian Perspectives /Christian Worldview
Civics/Global Issues	English Language Learners II	12th: Romans/Christian Life
AP Human Geography		
AP Economics		
<u>Fine Arts</u>	<u>Other Subjects/ Electives</u>	<u>Health & Physical Education</u>
Choir	Sr. Personal Finance (req.)	High School PE
Vocal Ensemble	Sr. Communications (req.)	Girls Weight Training
Band	Journalism	Boys Weight Training
Photography	Yearbook	
Art 1	Programming	
Piano 1	Web Design	
Drama 1	Teacher Assistant	

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

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 difficulty arranging the courses they need and/or desire to take. Questions regarding the sequence of courses should be directed to the guidance counselor.

<u>Grade 9</u>		<u>Grade 10</u>	
Elements of Literature 9 or Eng. Fundamentals	1.0	World Literature or Eng. Fundamentals	1.0
US History	1.0	Western Civilization I	1.0
Biology	1.0	Physical Science or Chemistry	1.0
Algebra I or Geometry	1.0	Geometry or Algebra II	1.0
Foreign Language I	1.0	Foreign Language II	1.0
Christian Studies 9	1.0	Christian Studies 10	1.0
PE and/or Other Electives	1.0	PE and/or Other Electives	1.0
Total Credits	7.0	Total Credits	7.0
<u>Grade 11</u>		<u>Grade 12</u>	
American Lit or AP Literature and Composition	1.0	British Literature or Senior English	1.0
Western Civilization II	1.0	Civics/Global Issues	1.0
Algebra II or Pre-Calculus	1.0	Pre-Calculus or AP Calculus or Discrete Math or AP Statistics	1.0
Anatomy & Physiology, Physics, or AP Physics	1.0	Anatomy, AP Biology Or AP Physics (only 3 sciences required over 4 years)	1.0
Christian Studies 11	1.0	Christian Studies 12	1.0
Physical Education or Weights	0.5	Personal Finance	0.5
Fine Arts or Other Elective	0.5	Communications	0.5
Total Credits	6.0	Total Credits	6.0

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. In August, students will have another opportunity to change their course requests.

MS students may add or drop elective classes during the first week of the semester.

HS students may drop a class within the first 8 scheduled class periods at the beginning of the school year without penalty. 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.

High School 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 take college-level classes demonstrating that they have mastered the advanced material when they 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 assignments to demonstrate the analytical skills and writing abilities expected of first-year students in college programs.

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. Due to this heavy work load, 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.

The permission of the instructor and 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 and will be added to the first semester fee statement. The guidance counselor and the AP class instructor can provide further information about these tests.

Online Courses in the High School

Online Courses may be an option at ICSB, but certain parameters apply:

- No online classes may be substituted for a class currently being 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.
- 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 correct

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 to recover credit for failed courses will not be included on the ICSB transcript, but the missing credit will be waived, and the course will be noted on the transcript as per our policy on noting any outside courses not taught at ICSB.
- 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). These 5 credits must be standard ICSB classes. Online classes do not substitute or meet this requirement.
- 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 High School Principal before registering. Policies delineated above apply. In most cases, the family will incur the costs.

Graduation Requirements

The focus of ICSB is to prepare students for North American colleges and universities. The principal and guidance office will determine which specific courses a student must take to complete the requirements for a 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)
- Have completed the 26 credits required for graduation.
- 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.

The following requirements apply to all students for earning an ICSB diploma.

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

Calculation of Grade Point Average

Only those HS courses completed at ICSB will be calculated into a student's cumulative grade point average (GPA). Grades in High School 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, or online course as long as the parents can provide appropriate documentation. These 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 level, or to graduate from ICSB. For more information or clarification, contact the Guidance Office.

Field Trips

Teachers are encouraged to enrich the classroom experience by taking advantage of the resources available in Budapest and nearby areas. Parents provide general consent, but also will be asked to sign that they agree to specific excursions.

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 pull-out sessions with an ELL teacher.
- ELL 2 - These students receive targeted intervention, including classroom accommodations and 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.
- Post ELL - These students have reached full language proficiency in all four domains.

ICSB teachers strive to provide comprehensible input for every student in order to increase linguistic and academic abilities. They also promote learning through equitable and accurate evaluation of achievement. As language develops, support should decrease; however, it generally takes 4-7 years for ELL's to reach full proficiency in academic English.

ELL services are provided to students 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. Here are the Supplemental Services programs 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."

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 structure and support 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 assigned to a student to enable them to participate in the general education program by offering the in-class support the student needs to succeed in the classroom.

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.

Psychoeducational evaluation: The school psychologist conducts initial assessments for students prior to their enrollment in the program. Once enrolled in the program, the evaluation is updated every three years (a triennial evaluation). The cost of the triennial evaluation is included in the annual fees for being in the program.

These supplemental services are provided to students at an additional cost.

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.

Research provides strong evidence that, when used appropriately, homework benefits student achievement. Parents and students are expected to take an active interest in homework, plan undistracted time and place to complete it, stay in close communication with the teacher, and regularly check status on PowerSchool.

Students will generally have some homework assignments to be done during the week. Many teachers allow time during class for students to work on their assignments. Students are required to keep up with their homework and be prepared for tests. The teachers will give prior notification for tests, special projects and papers as early as possible.

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. For Middle and High School, this information is included in each teacher's class syllabus.

Grading Scales

Grades Pre-First-2 uses the following grading scale in all areas:

O	Outstanding
S+	Satisfactory (High)
S	Satisfactory
S-	Satisfactory (Low)
P	Progress Shown
U	Unsatisfactory

Grades 3-5 use the above grading scale for special subjects, personal development, and work habits only.

For academic subjects, the grading scale for Grades 3-12 is shown below:

A+	98.0-100	4.0		C	73.0-77.9	2.0
A	93.0-97.9	4.0		C-	70.0-72.9	1.7
A-	90.0-92.9	3.7		D+	68.0-69.9	1.3
B+	88.0-89.9	3.3		D	63.0-67.9	1.0
B	83.0-87.9	3.0		D-	60.0-62.9	0.7
B-	80.0-82.9	2.7		F	59.0 or below	
C+	78.0-79.9	2.3		I	Incomplete	0

Note: The Incomplete grade is solely reserved for special circumstances in which the student missed school during the last days 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 in Grade 3- Grade 12 is receiving a grade of C or lower half-way through the quarter, teachers will personally notify the parents. However, parents are encouraged to check their student's progress frequently in PowerSchool. 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 8-10 weeks in length as well as two semesters. Parents can see student progress and final grades at any time in PowerSchool. Printed report cards are sent home following each quarter in the Elementary School and following each semester in the Middle School and High School.

Semester and Final Examinations

In Middle and High 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 10-15% of the total semester grade for all students.

The last three half-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 may 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 on the website to verify the dates.

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.

Academic Probation and Failed Courses

The academic probation policy is designed to help those students who are having difficulty prioritizing their academic responsibilities to focus on their coursework. ICSB values working alongside parents to solve student academic problems. Often, a meeting between the parents, student, and principal is the best way to analyze the root causes and provide the support the student needs to succeed

Administrative decisions regarding academic probation will be made after each quarter. A student will be placed on academic probation if he/she receives a quarter grade of D or F in any course. The Principal will work with the student, teacher, and parents to determine an improvement plan, and, in the case of a failed High School course, a credit recovery plan.

Successful completion of an improvement plan or credit recovery plan is required for continued enrollment at ICSB.

Honor Roll

Middle School and High School Students who receive A's in every course will be placed on the Honor Roll for that semester.

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. Students may be invited to apply for membership during the second semester of their junior year if their GPA is 3.5 or above.

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 AP classes taken. The selection of the Valedictorian is based upon only those grades earned at ICSB. Final determination is made by the High School Principal in consultation with the Guidance Counselor. To be considered for Valedictorian, a student must have attended ICSB as a full-time student for at least 4 semesters. The Valedictorian usually gives the farewell address for the senior class at the graduation ceremonies.

Standardized testing

Each year ICSB, conducts standardized testing to assess our students' learning with outside norms and measure individual student growth over time. In the Elementary and Middle Schools, the assessment used 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. Some students are also tested in the

winter. 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.

In High School, the Guidance Counselor coordinates the administration of the following standardized tests:

- 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
- The ACT test, along with its writing portion, is administered on campus at ICSB at least twice each 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.

The High School Guidance Program

The Guidance Program exists to help students academically, socially, and emotionally navigate their high school years. It also prepares them for their future in college and beyond. Students and parents are invited to contact the Guidance Counselor, at guidance@icsbudapest.org for an appointment to discuss any academic or personal needs.

ATTENDANCE

Parent Communication

Absences and tardies are a part of the student's permanent record at ICSB, so communication is essential. If a student will be late or absent for any part of the school day, please write an email including the dates and times involved, the reason for the lateness or absence, and any other special instructions to:

ESAttendance@icsbudapest.org (for Elementary School students)

MSAttendance@icsbudapest.org (for Middle School students)

HSAttendance@icsbudapest.org (for High School students)

The absence or tardy will be recorded into our system by the registrar and will be visible to teachers, principal, and front desk staff in Power School. In the event of an illness over 3 days, a doctor's note must be sent to this address as well.

If the absence is known in advance, for such purposes as travel, medical appointments, or legal needs (visas, permits, etc.), parents and students should notify the teachers well in advance so that, when possible, teachers will have time to prepare work for the student.

Attendance Codes in Power School:

- Present
- A=Absent (no excuse given by parent)
- T=Tardy (no reasonable excuse)

- TX=Tardy Excused (for unavoidable tardiness due to weather, transportation breakdown, etc.)
- PX=Parent Excused (when parent provides a reason)
- SX=School Excused (when the absence is due to a school event)
- VX=Vacation (when the stated reason for the absence is vacation or travel)
- I=In School Suspension
- O=Out of School Suspension

Tardiness

Parents are strongly encouraged to see that students attend school and arrive on time. School begins at 8:15. A student who is not in class when the bell rings is considered tardy. Students who are late should go directly to class where their teacher will record their tardiness. In Middle School and High School, attendance is taken in every class, and in Elementary School at the start of each day. Excessive tardiness (more than 3 per quarter) is disruptive to the class, can result in a negative impact on student performance, and may result in a parent meeting with the Principal.

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. Students are expected to attend school in order to participate in extra-curricular activities.

ICSB considers 10 days during the semester or 20 days during the school year to be an excessive amount of absences. All absences (including planned absences like family trips, and unplanned absences like sick days) will be counted in this total.

When a student approaches or exceeds this number of absences, the parents may be contacted by the Principal to discuss the impact on the student's learning and future at ICSB. Seniors who have more than 10 absences per semester (or 20 absences total) will not be eligible to exempt final exams.

Make-up work

Because assignments are an important part of the learning process, students will be expected to make up all work missed during an absence. One class day of make-up time is given for every day a student is absent. After the student returns to school, work should be turned in as soon as possible so that the student does not fall behind the class. Work and tests that are due or scheduled on the date of the absence are due the first day that the student returns. The primary responsibility for finding out what assignments were missed because of an absence lies with the student and parent, not with the teacher.

Students who are going to be gone should plan to check *Power School* for assignments and keep up with their work as much as they are able. Although students are encouraged to get as many of their assignments done while they are gone, when they return they will 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.

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 to check the school calendar carefully, to not 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 so that assignments can be completed and submitted before the end of the semester. All assignments and exams must be turned in by the last day of the quarter so that the student's grades can be calculated. Any course work or tests not received by the last day of finals will be considered as missing assignments when the student's quarter and semester grades are calculated in that subject.

Early or Mid-Year Withdrawal from ICSB

Students who wish to entirely withdraw from the school before the school year is finished, should notify the Principal as soon as possible to begin the early withdrawal process. If a student withdraws before completing a semester's coursework, the school cannot give credit for that semester.

Part-Time Students

Students enrolled for less than four full-week classes are considered part-time; however official private student status is not granted by ICSB. 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 and their parents will be expected to comply fully with all ICSB rules, regulations, and classroom expectations while on campus. At the high school level, families of part-time students should determine in advance whether the student will be seeking an ICSB diploma. See guidelines above.

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
- 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

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 when 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.

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.

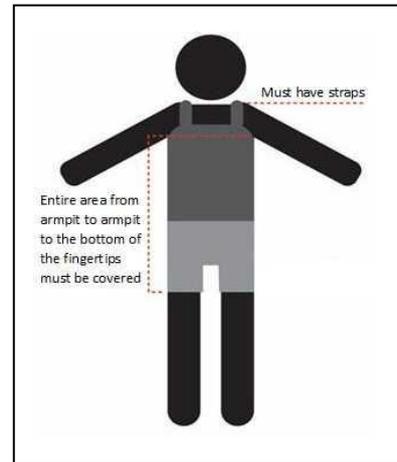
Physical Boundaries and Public Display of Affection

ICSB does not allow excessive bodily contact among students. Roughhousing such as wrestling, tripping, grabbing, hitting, or jumping on someone's back is 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 not allowed.

Dress Code

ICSB respects students' rights to express themselves in the way they dress. All students who attend ICSB are also expected to respect the school community by dressing appropriately and modestly for a K-12 educational environment. This policy is intended to provide guidance for students, staff, and parents.

- Clothing must cover areas from one armpit across to the other armpit, down to approximately fingertip length on the upper thighs. Tops must have shoulder straps.
- See-through, mesh, or torn garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Clothing may not depict, advertise, or advocate weapons; illegal, violent, obscene, hateful, or lewd conduct; or the use of alcohol, tobacco, marijuana or other controlled substances.
- Footwear must be worn.
- When skirt length is above the knee, wearing shorts, spandex, or leggings underneath is highly recommended.
- Some courses or activities may require specialized attire, such as sports uniforms, costumes, or safety gear.



The administration reserves the right to determine what constitutes appropriate dress, and students may be asked to change. Parents are asked to take responsibility for seeing that students follow these guidelines when dressing for school.

Cheating and Plagiarism

Neither cheating nor plagiarism will be tolerated at ICSB, and parents will be notified when such incidents occur.

Cheating consists of directly copying answers from another person's assignment or exam. The consequences for cheating will be as follows:

Elementary:

- Copying another student's work (or giving work to someone else for copying) or cheating on tests may result in a reduced or failing grade.

Middle School and High School

- Copying homework (or giving homework to someone else for copying) will result in a failing grade for that work.
- Cheating on tests or exams will result in a failing grade. A second incident may lead to suspension from school.

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:

- Up through 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 no credit for 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 no credit for it.
- High School: Plagiarism on a written assignment (and on the final draft of a bigger papers/assignments) will result in a zero on that assignment.

Personal Electronic Devices (including Cellphones)

In the Elementary School and Middle School, cell phones, devices, and their accessories should always be out of sight and silent. If a student needs to call home, he/she may do so with permission of a staff member. If an elementary or middle school student is found using his or her cell phone or device in school (without specific permission), it will be confiscated for the rest of the day. When devices are part of the school program, teachers will direct students in their use.

In the High School students may use their cell phones, devices, and accessories during scheduled breaks, including before and after school, passing time between classes, snack break, and lunch. They may not be used during class time, including study hall, and must remain on silent and out of sight unless specific permission is granted from a teacher for its use.

In High School, every student is required to have a personal electronic device at school. The personal electronic device is only to be used for academic purposes during class time, including study hall.

Misuse of the personal device, cell phone, or accessories will result in the device being confiscated for the rest of the day. Repeated misuse will result in further consequences, which may include loss of the privilege during the school day.

Internet Acceptable Use Policy

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. 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 a respected content filtering solution.
- Supervision of students while they are using the internet.
- Training for students in appropriate internet use.

The student is held responsible for his/her actions whenever using the internet. The following internet activities are prohibited at ICSB:

- Using the network for financial transactions or purchasing online items, unless approved by a staff member
- Illegal activity, including hacking into private networks, distributing malicious software, distributing copyrighted materials and/or logging network data
- Accessing inappropriate websites including sites containing pornography, extreme violence, and/or other offensive materials
- Changing settings on school equipment to degrade or disrupt the equipment or system performance.
- Accessing another person's school account without their knowledge and permission

The students and his/her parents must understand that the student uses the internet at his/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.
- Illegal activities
- Unauthorized use of the school's internet access facility or the failure of the student to comply with the policy.

Closed Campus

ICSB operates on a closed-campus basis. All students must remain at school, on its grounds, or with their school group at all times, unless specifically authorized in writing by a teacher or administrator to leave. School activities may also take place on occasion at athletic fields, city parks, museums, public transportation, and out-of-town field trip sites. Students must be with a teacher or administrator at all times during school activities.

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 maintain a C or above in all classes.

Guidelines Regarding the Use of School Property

Students are asked to take care of the resources available at ICSB by ...

- Using items for their intended purpose;
- Exercising care, neatness, and cleanliness in the use of ICSB facilities and equipment;
- Reporting damages or needed repairs to a staff member. Fines may be charged to the person responsible for the damage;
- Respecting the property of others by staying out of others' desks, lockers, and personal belongings; and

- Entering storage rooms, sports equipment rooms, mechanical rooms, janitorial rooms, offices, teacher workrooms, the stage, or the reception desk areas only with the permission of an authorized staff member.
- Staying off the gym mats unless directed by a staff member to use them.

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. Fake or toy weapons are also not permitted on campus unless they are used as props for school-related programs or for other teacher prompted assignments.

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. Water will be allowed during class, but no other food or drinks are permitted unless the teacher grants permission.

Cash and Valuables

Although students may carry small amounts of money on them, they 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. ICSB is not responsible for personal items at school.

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 Railings

For safety reasons, students are not allowed on the balconies, or to stand or climb on railings.

Snowballs

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

Bicycles

Bicycles and scooters should be locked up in the bicycle racks provided in the garage. The ICSB garage is not a guarded garage and so the school will not be held liable for any theft or damage to property.

School Furniture

Desks should be kept clean and orderly. School furniture is not to be marked or defaced in any way. To prevent damage to chairs and/or injury of the students sitting in them, students are asked not to lean back on school chairs.

Textbooks

The school loans textbooks to students as part of their tuition. Students are responsible for keeping their books in good condition and for removing any marks before returning them. Students may be charged for replacement or damage costs in cases of loss, theft, or excessive wear.

Invitations to private parties (Elementary School Only)

Printed invitations to private birthday parties or other types of parties may not be distributed at school by a student or parent unless an entire class is included (or all the boys or girls in the class).

DISCIPLINE POLICY AND PROCESS

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

Students are expected to adhere to these expectations at all times.

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 and 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 students 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.

STUDENT LIFE

ICSB offers a variety of programs and activities to develop students' gifts, talents, and leadership:

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. Attendance at chapel is required of all students. Students at all levels can be involved in serving in the Chapels in various ways.

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 Middle School and High school:

- Fall: Soccer and Volleyball (HS)
- Winter: Basketball
- Spring: Track & Field and Volleyball (MS Girls only)

Musical Productions

Students have opportunities to develop their dramatic talents and abilities in musical and/or dramatic productions. Students can also participate by helping with costumes, scenery, lighting, and publicity.

Athletics/Musical Productions Eligibility

Students who are receiving an F in any class will be ineligible to participate until the grade comes up to passing. Eligibility is reviewed every Monday morning at 10:00 am. Ineligibility begins the following day. A student who wishes to become eligible again can rejoin practices after they have shown evidence to the coach/musical director that they are passing all classes. It may be determined that a student on academic probation is ineligible for extra-curricular activities.

Student Council

The High School 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. 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.

High School Class Meetings

Class Meetings happen weekly on Wednesday. In class meetings, students have a chance to hear seminars on specific topics such as computer skills, personal safety, and health and to plan events to raise funds for the future Senior Trip. Class meetings are led by the Class Advisors, who are assigned by the High School Principal.

High School Fundraising

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

Freshmen	Sophomores	Juniors	Seniors
Rummage Sale Refreshments Wed. Pizza lunch (once per month)	HS/MS Musical Refreshments Wed. Pizza lunch (once per month)	School Apparel Sale Invitational Basketball Tournament Meals and Refreshments Wed. Pizza lunch (once per month)	Senior Store Snacks 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 High School 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, which is designed to bring closure to the students' High School career, as well as help them think through the next phase of their lives.

STUDENT SERVICES

Elementary After School Care

After School Care is provided, at an extra cost to parents (available from the business office), for those children not picked up by 3:45 pm (2:55 pm on Wednesdays). Those children not leaving the school must go to After School Care. They will be supervised until 4:30 pm, at the latest. Activities will include eating a snack, free and organized playtime, and an opportunity to complete homework. Parents will sign an agreement concerning this program and will be billed for each day that their child stays in After School Care.

Counseling Services

ICSB partners with licensed counselors who are available to students for help with emotional or behavioral concerns and other issues. These counselors are available during certain hours of the week. If, after an initial consultation with the counselor, further

counseling is recommended, the parents will be contacted. Any 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. Middle and High School students may also purchase snacks from the Senior Store.

Library

Our 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 and 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. There is a written process for the selection and review of library materials. If you have concerns about a particular book/resource in our library, please contact the Librarian for information on the process.

Lockers

Lockers are provided for all Middle and High School 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.

Photocopying

A printer/copy machine is available for students' academic use in the library and computer lab.

School Records

School records are kept in each student's file in the registrar's office, and are made available to parents, other schools, colleges, etc. as needed. Requests for records can be made by emailing registrar@icsbudapest.org.

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 students wishing to buy the discounted student public transportation passes. 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 the school registrar at registrar@icsbudapest.org.

HEALTH AND SAFETY

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. ICSB staff members follow specific policies and procedures when concerns arise that may indicate abuse or self-harm situations.

Health Office

A nurse or nurse's assistant is normally on duty and provides care for students who are injured or ill. Although teachers are trained to assess emergency situations, most illnesses or injuries occurring during the school day will be handled by taking the student to the Health Office. If a student is seriously ill, the school nurse will contact you to arrange for pick up. 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.

Health Records

In order for the school to adequately care for student health needs, parents must make sure student's health status or immunization record is updated annually during re-enrollment or by promptly communicating any changes to the Health Office.

Physical Exams and Immunizations

Hungarian law requires that students have an annual physical exam and that students are up-to-date on their immunizations. This service will be provided at school.

Drugs, Medications, and Controlled Substances

Students who are taking regular medications (including prescription drugs, etc.) must inform the Health Office and the Principal regarding their medication schedule and dosage. Students should never take medication of any kind at school on their own without an adult supervising. If parents granted consent on the Health Agreement, medication may be administered. 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, which 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:

- The school (including the nurse, teachers, administrators, etc.) will not store or administer controlled substances.
- Whenever a student is taking a controlled substance, the parents must inform the Health Office and the Principal 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.
- 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.
- Each day, the student should take the medication in the presence of a designated staff member.
- 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.

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

Insurance

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

Drop-off and Pick-up Procedures

The street area in front of the school building gets very busy, especially during drop-off, pick-up, and special events. Please drop off/pick up your child quickly. If the driver needs to get out of the car at all or if there will be a delay in picking up/dropping off, please pull over to the right side and park. When parking on the street, please do not block the driveways or garage entrances of the residents and, to be courteous to the parents needing to drop their children off at the Óvoda across the street, avoid parking directly in front of it.

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.

If a real emergency were to occur that forced the cancellation of classes, the school will notify parents by phone, email, or website and/or website post so that 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 so that in an emergency, the school will be able to reach you.

Building Security

All entry to ICSB will be through the main entrance (Elementary/Middle School entrance) with the exception of large event which require a switch to the High School entrance. All visitors to the school, including parents, must sign in at the reception area.

Adults over age 19 must always wear a lanyard and badge while they are on the school campus. 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 and badge, please stop by security desk to sign in. 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 and badge.

If you happen to forget your lanyard and 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 and badge for the day. You must return this when you leave for the day. Unreturned or lost Visitor or Parent lanyards and badges will result in a 2,000 HUF charge.

PARENT COMMUNICATION AND INVOLVEMENT

Questions, Concerns, or Complaints

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 contact the teacher directly to arrange a suitable time for a meeting. More than one meeting may be needed. If the issue is not resolved, then the parent should contact the Principal. In the case that this does not satisfactorily resolve the issue, the parent may then contact the Director, who is the final authority in school matters. However, if the parent grievance is with the Director him or herself, the School Board Chairman is the appropriate person with whom to address the issue.

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, an all-school Parent Night is held early in the school year so that parents may meet their student's teachers. Attendance is required. New families will attend a special meeting designed for them beforehand.

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 regularly check their grades, assignments, and updates from teachers on Power School. Attendance and financial information is also available on Power School.

Website

The school website (<https://www.icsbudapest.org/>) hosts the school calendar, news, handbooks, and other important information. Parents and students have access to secure portals within the website. Announcements and information are communicated through news boards, and students and parents should check the website news and calendar frequently for important school news and updates. In order to be notified by email, parents (and students) must subscribe to those news boards which pertain to their child's grade level, sports, and other activities.

Volunteering

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 Parent Night or anytime during the year by contacting the Principal. The school welcomes ideas for involvement, and possibilities include:

- Coaching
- Substitute teaching
- Class Fundraisers
- Guest speaking in classroom or chapel
- Helping with events

Visiting Classes

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, and prospective 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 Principal. Arrangements should be made at least two days in advance, and should last no longer than a full day.

Use of School Facilities

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 or class taking place. Elementary and Middle School students must be accompanied by an adult. High School students must be pre-approved to use the weight room— applications for weight room approval can be gotten from the HS office. No student is allowed to work out alone.
- 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 (including right before and after school).
- Please do not use, move, or borrow any equipment or items from the ball room or school without permission from the Facilities, Operations, or Security Director. This includes balls and PE/athletic equipment.

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.

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.

FINANCES

Payment

Payments are expected to be made per the terms of the Education Agreement. Parents should notify the Business Manager immediately if they will be unable to meet the terms of the agreement. ICSB reserves the right to charge a 1% interest penalty on all due, but unpaid balances. Parents should also expect regular follow up on all past due accounts.

Part-time Students

Payment for part-time students is on a credit-by-credit basis. This cost per credit will be a straight 1/7 of the normal amount charges. In addition, each part-time student will be assessed an extra \$150 administrative fee per year (\$75 for elementary students). 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.

Financial Aid

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 the registrar for information about applying.

BELL SCHEDULE

Homeroom	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
MS Lunch / Recess	11:45-12:15
Period 5 (HS)	11:50-12:35
ES Lunch / Recess	12:05-12:50
Period 5 (MS)	12:20-1:05
HS Lunch	12:35-1:05
Period 6	1:10-1:55
Period 7	2:00-2:45
Period 8	2:50-3:35