



Student/Parent Handbook 2017-2018

Be the Difference that Makes the Difference

www.gpschool-eg.com

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Letter from the school Administration

Dear Parents, Students, Staff and Community Stakeholders,

As we begin our 8th year of operation we would like to take this opportunity to thank the community, the parents, the students, and the staff for their dedication to the school and for their continued support in the pursuit of our goals.

As a school we have accomplished quite a bit in our first 7 years perhaps none more important than the preparation of our students for challenges after they leave us. Thus, we are very proud that in June of 2017 we graduated our 5th graduating class since our school's opening and would like to note that among our 2017 graduates was our first cohort of IB students, all earning their IB Diplomas as well as their American diplomas. Even more inspiring is the fact that our graduates, from every class, are doing very well at the university level, both in Egypt and abroad in the United States and Europe.

The success of our graduates along with the dedication to ensuring that every student progresses toward his or her potential and promise is what our mission and vision target and aspire. This mission, while having been refined and revised, has not changed significantly since the inaugural year of operation. The school remains committed to developing students who are life-long learners and who are equipped with the habits of mind and the critical thinking skills to succeed in the real world. In addition, the school strives to help our students develop into global citizens who are caring, open-minded, and principled, and who will be able to solve problems, some of which we cannot even identify at the present.

In order for us to accomplish these ends with all of our students, we like to work in partnership with parents and other members of the community. The school instruction is based on best-practice learning strategies which are designed to be student-centered. The school sets high learning expectations and provides learners with ample opportunities to demonstrate proficiency with the concepts and skills that are targeted for each respective grade level and course. The school focuses on continuous improvement of students and collaboration between teachers. Finally, school decisions are directly related to the improvement of student learning.

We look forward to working with each of you in the upcoming school year and will strive to make Global Paradigm International School a safe and civil learning environment for your children.

School Administration

Global Paradigm International School Anthem

At Global Paradigm our quest begins where we build
And expand our dreams our journey with learning will
Never end for we've grown to love what it means

.....

A strong foundation lies at our base
Determination drives our pace
We strive to achieve our full potential
And go beyond the mere essentials

.....

With some guidance we have seen
When we stand as one team
That any challenge can be overcome
And keep our spirits light and fun

.....

Global Paradigm lights our way giving us the
Strength we have today to make the world a better place
Armed with wisdom and with grace

.....

With grateful hearts we sing this song our vision grows
As we move along looking ahead the future is bright
Filled with the Global Paradigm light

Lyrics by: Sarah El Sawi
Music by: Aya Shalaby & Mohamed Abaza
Music Inspired by: Hoda Touny

1. Mission & Vision

1.1 Mission

Our mission is to develop young citizens with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. Within a caring, respectful environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks, and to accept challenges. Creative and research-based instructional techniques are used to enhance life-long learning. All aspects of the school's organization, curriculum, and co-curricular activities are student-centered and designed to accommodate individual learning styles.

The school offers broad and challenging educational programs to students to assist them in contributing their wisdom, compassion, and leadership in a global society. Our school conditions students to become cultural relativists who accept other cultures and are open-minded to interact with them. The school community is committed to developing resilient and adaptable students who are equipped with the knowledge, skills, and ethics to become socially responsible adults.

1.2 Vision

The Global Paradigm International School is committed to preparing distinguished students from Pre-K to G12 to excel in a future of their choice. In the Global Paradigm International School, the love and lure of learning is nurtured and fostered in a way where the individual acquires confidence and competence. In an enriched, diverse community of students, teachers, and parents, we at GPIS value every individual as an independent thinker and decision maker. We encourage respecting differences of others while still treasuring one's own traditions and values in order to present a responsible, positive, and secure global citizen.

2. Core Values

Positive and constructive attitudes will succeed with these core values:

- HONESTY & HONOR
- RESPECT
- RESPONSIBILITY
- TOLERANCE
- COMMITMENT

3. School Goals

GPIS is committed to creating and maintaining a caring community in which:

- The individual is valued and respected.
- All can achieve their potential.
- The climate is challenging and supportive.
- Effort and success are celebrated.
- Awareness of the local, national, and international community is fostered.

Please visit the school website at www.gpschool-eg.com for further elaboration.

4. Global Paradigm International School Code of Civility

It is the intent of Global Paradigm International School to promote mutual respect, civility, and orderly conduct among all stakeholders: employees, parents, students, and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members, and school personnel.

4.1 Expectations

Students, faculty, staff, parents, guardians, and all other members of the community shall:

- Treat one another with courtesy and respect at all times.
- Take responsibility for their actions.
- Be cooperative, to the greatest extent possible, toward one another and strive to solve problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school operations; physically harms anyone; causes damage to property; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

4.2 Responses to Uncivil Behavior

GPIS does not condone a lack of civility by anyone and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress:

- A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate stage level administrator.
- A parent, guardian, or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate stage level administrator.
- Any employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate member of the supervisory chain. If any type of oral or written communication or directive is demeaning, abusive, threatening, or obscene the employee is not obligated to respond to the directive.
- Any visitor on school property who has breached this Code of Civility may be directed to leave campus by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

5. Attendance Policy

In accordance with the general school philosophy, we believe that daily, regular attendance is a must, as GPIS classes are based on active classroom learning. Students must be present in order to participate in interactive and investigative activities; otherwise, they will not reap the full benefits of our program.

5.1 School Hours

Unless otherwise noted, school will be in session during the following hours:

- Sunday, Monday, Wednesday, and Thursday: 7:50 am—2:55 pm.
- Tuesday: 7:50 am—2:10 pm.

Morning assembly begins at 7:50 am. Students should arrive at school no earlier than 7:30 a.m., when gates open for students' admittance and no later than 8:00 am. **Students are expected to return home immediately after the school day unless they are participating in a school-sponsored activity. Students who are being picked up by car must be picked up no later than 3:15 pm. There is no supervision on campus before 7:30 am and after 3:15 pm.**

The school gates will close at 8:30 am. No student will be admitted after this time unless cleared by the stage Vice-Principal. Students who repeatedly arrive to school after 8:30 am may be refused admittance on campus and sent home for the day. Parents will not be admitted onto campus prior to 2:30 pm to pick-up students from school on Sundays, Mondays, Wednesdays, and Thursdays. On Tuesdays, parents will not be admitted to campus to pick-up students prior to 1:30 pm.

During Ramadan the classes will start at 9:00 am and the day ends at 2:00 pm. The morning assembly will begin at 8:50 am. Students should arrive at school no earlier than 8:30 am and no later than 9:00 am.

5.2 Student Absences

Students may accumulate a total of **15 absences (both excused and unexcused absences are included in this total)** over the course of the entire academic year. Class absences due to school-sponsored field trips or other school related activities are not included in a student's total of absences.

In Pre-K to Grade 5 absences are tracked by the day. In the high school, absences are tracked both by the day and by the class period. Students that exceed the total number of 15 days absent per school year in any or all courses may not earn credit for those courses, regardless of the final grade earned for the school year. In the middle school if any student exceeds 15 days, participation grade will be affected. Parents will be alerted in writing if their son or daughter is in danger of exceeding the number of allowable absences. Once a student exceeds the allowable fifteen absences for a class, that student may be required to begin making up the time missed for that class by doing assignments after school on Tuesday afternoons between the hours of 2:15 and 3:30 pm. The number of required after-school sessions and the work due for those sessions will be determined by the student's teacher and the appropriate stage Vice-Principal. Students required to attend these after-school sessions will have to make their own arrangements for transportation home from school. ***Students who continue to be absent from class may be required to attend special sessions held on Saturdays.***

In the final month of school, students exceeding the maximum allowed absences may appeal the loss of credit for any or all courses to the School Principal. The School Principal will determine if the student will be allowed to make up the days exceeding the maximum and will determine the manner in which the student will do so.

5.3 Excused and Unexcused Absences

Absences are considered excused when they are accompanied by a note from a parent or guardian and when the school administration deems the reason for the absence to be acceptable.

Reasons for an excused absence include but are not limited to:

- Illness
- Family emergency
- Required attendance for judicial or government meetings

- Doctor appointments
- Death of a family member
- **Tournaments (The school must approve absence before the tournament.)**

It is the student's responsibility to inquire with their teachers about the work missed while absent from class. Students that miss class work or assignments due to an excused absence from school will be given an opportunity to make up missed work according to a schedule agreed upon by the teacher and student. In the case of extended excused absences, the schedule of make-up work may also require the consent of the student's parent and the appropriate stage Vice-Principal.

An unexcused absence occurs when the student's parent fails to notify the school to inform the administration of the reason for their son or daughter's absence. Even if the parents do send notification, the school administration may still judge an absence to be unexcused because the reason given for the absence is insufficient, the absence is for too long, or on other grounds. ***Students may be denied an opportunity to make up school work missed due to unexcused absences.***

Truancy is defined as when a student is not in class or school and neither his or her parents nor the school knows of the student's whereabouts. ***Students will not be given an opportunity to make up missed school work during the time they are truant.***

5.4 Absence Notifications

If a student is absent from school any day or part of any day, an email should be sent to the appropriate stage office stating the reason for the absence, or a note explaining the absence should be sent with the student on the day of his or her return.

If a student knows he or she will be absent for an extended period of time, his or her parents should send a written request, well in advance of the absence, to the office. This will ensure that we can notify the teachers with enough time to prepare assignments. If during the absence the student is unable to do the work because of illness, then the missed work must be made up as soon as possible and according to a schedule established by the teacher. A stage Vice-Principal may require a meeting with the student's parents before approving an extended absence in order to establish and agree upon an appropriate work schedule for the student.

If the school has not been notified of an extended absence, ***the school shall make reasonable efforts to contact parents. It is the parents' responsibility to provide the school with the most recent telephone contact number.***

When returning to school after an absence, if the parent has not already sent an email to the school concerning the absence, it is the student's responsibility to take a parental note to the appropriate stage office. Failure to submit a written document explaining the absence will constitute an unexcused absence and the loss of credit and grades for the classroom work that the student missed.

6. Tardy Policy

Students are expected to report to class prior to the bell that signals the start of each class period. Students are expected to be ready to begin their studies immediately at the start of each class period.

The school follows the procedures listed below for monitoring student lateness and enforcing the tardiness policy:

- Students entering school after 8:00 am each day must report to the appropriate

stage office to receive a pass in order to be admitted to class.

- Students who arrive after 8:10 am will miss the remainder of the first period and be marked absent for that period. The students will be required to spend the remainder of the first period in the office of the stage Vice-Principal.
- Students will be alerted at the beginning and end of each class period by a bell.
- Students will have five minutes to move to their next class.
- Students who are late to class (five minutes or less) will not be allowed into class without a tardy ticket. Students will be sent to their stage office to receive this ticket.
- **Middle and high school students earning three tardy tickets the student will be required to attend detention after school on Tuesdays. Students who continue to arrive late to class and persist with habitual lateness will be subject to more severe penalties, including longer stays in after school detention and suspension from school.**
- After the first period, **students who are more than five minutes late** to Periods 2 through 6 will receive an immediate Tuesday detention for their excessive lateness.
- Teachers who retain any student in their classroom for any reason should provide that student with a pass to the teacher of his or her next class. Likewise, students should be sure to request a pass from the teacher who has detained him or her.

7. Late Work Policy

Students who have not been absent from school but miss due dates for major assignments (projects, essays, lab reports, and take-home tests) are subject to the following penalties:

- One day late: 10% reduction of grade
- Two days late: 20% reduction of grade
- Three days late: 30% reduction of grade

Students who fail to turn in a major assignment by the end of the third day after the assigned due date will still be required to submit the assignment but may nevertheless receive a zero for the assignment.

Daily homework assignments are not subject to the aforementioned late work/make-up guidelines; any homework or smaller, daily assignment not turned in on the due date is a zero. Exceptions to this policy will be made for students with excused absences. Other exceptions must be approved by the teacher and by the administration and can only be granted for extreme and unusual circumstances.

8. Dress Code

All students are expected to attend school in the proper school uniform, which consists of the shirts, pants, and light jackets sold in the uniform shop. In addition to the uniform pants, high school students **ONLY** are allowed to wear navy blue, black, or dark grey pants. Pants may not have logos or trademark symbols bigger than the school uniform patch. All clothing worn to school should be clean and students should look presentable at all times. Clothing should be neither excessively loose nor excessively tight and garments should in no way resemble sleepwear or pajamas. Students that report to school not wearing the school uniform must make immediate changes in order to be permitted to attend class. Students may not wear Crocs or sandals.

8. Dress Regulations

The following are not permitted

- Makeup
- Excessive amounts of jewelry

- Hairdos that are deemed inappropriate. This will be discussed on a case-by-case basis by the stage Vice-Principal, his or her administrative team, and, if necessary, the upper administration.
- Dirty or ripped uniforms (or ripped jeans and other tattered clothing on days when the normal school dress code has been relaxed)
- Clothing that is either excessively tight or excessively baggy
- Clothing that resembles sleepwear or pajamas
- Crocs or sandals

9. Mobile Phone Policy

Personal use of mobile phones, including all accessories to phones, is strictly forbidden on campus from 7:30 am to 2:55 pm. **unless authorized for classroom activity.** In case of emergency, and with the approval of the stage Vice-Principal, a student can use an office cell phone to call parents. The call must be made from the office of the stage Vice-Principal. If students bring their cell phones to school, it will be the ***student's responsibility*** to care for his or her cell phone properly.

The school will not be responsible for lost cell phones.

If the student uses a mobile phone for personal issues during the school hours, the mobile phone will be confiscated for one week at the stage Vice-Principal's office. If repeated, the phone will be confiscated for a month, and in the event of a third offense the phone will be confiscated until the end of the semester.

There may be reason to use phones for class-related activities. Cell phone use for classroom activities is up to the discretion of the teachers and must be with their permission only, other than that cell phones ***must be turned off*** during the school day.

10. Transportation Policy

KG—GR 2 students who take the bus will be escorted by their teachers to the bus and students who go home by car will be escorted to the designated waiting area. Students in all other grades will proceed to the gate on their own. The school provides after-school supervision for the students **ONLY** until 3:15 pm.

10.1 Bus Matrons

All buses have a bus matron who is there to ensure that bus rules are followed and that all students remain safe while boarding the bus, riding the bus, and disembarking from the bus. The matron should be respected in the same manner as any faculty or staff member. All students must attend to the matron's requests and refrain from acting or talking inappropriately with matrons. The bus matron reserves the right to assign seating for any student(s) that are disruptive in any way or at any time during the bus ride. The bus matron will report improper behavior to the appropriate stage Vice-Principal or designated school representative. Students who are discourteous to bus matrons may be denied use of the bus. Bus matrons are allowed to call parents ***ONLY*** if buses are late or early to pick up and drop off times. Parents are kindly requested ***NOT*** to ask bus matrons to phone them before pick up time.

In addition to bus matrons, students are required to respond appropriately and respectfully to requests or directives from any GPIS employee that may be riding the bus. This includes the bus driver and any teachers or staff that may be riding the bus.

10.2 Bus Regulations

Riding the school bus is a privilege. The privilege of riding the school bus may be denied to any student who does not conduct himself or herself in a safe and orderly manner. School bus drivers and administration will determine what is safe and orderly.

Bus regulations are as follows:

- Students are allowed 10 minutes after dismissal to board the bus.
- Students who do not board the bus within ten minutes of dismissal from school must find alternative transportation. The bus **will not wait** for students.
- Students may enter or leave the bus only upon the bus driver's signal. No student is to enter or leave the bus until the vehicle has come to a complete stop.
- When boarding and when disembarking the bus, students should be certain to look both ways before crossing the street.
- Each student shall be seated immediately upon entering the bus.
- Students should immediately **fasten their seat belts**. The school bus will not move until all passengers have their seat belts on.
- Students are expected to sit properly in their seats, with their backs against the seat and their feet on the floor.
- Absolutely no shoes are permitted on the seats.
- Students should avoid conversing with bus drivers. Students may speak in a quiet voice to the person next to them. Indecent conduct and loud, disruptive, or profane language will not be permitted.
- Passengers are not to behave in any manner that infringes upon the rights of any other passenger. This includes any form of bullying.
- Students must keep their heads, hands, arms, and all other objects to themselves.
- Windows and doors are to be opened or closed only with the permission of the bus matron. Windows should only be opened to the indicated safety line.
- Students are not permitted to throw objects of any kind on the school bus or out the windows. All parts of the student's body shall remain inside the bus at all times.
- No snacks are permitted on the bus. (Students may drink water on the bus.)
- Absolutely no tobacco, alcohol, or controlled substances are allowed on the bus.
- Absolutely no littering on the bus or outside the bus windows.
- Students will not be permitted to bring such items as skateboards, radios, personal speakers, balloons, or glass objects onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. Both the driver and the matron will have the authority to deny transportation to a student with such articles in his or her possession.
- Any student listening to iPods, MP3 players, or any other personal stereo should ensure that the volume is low and does not disturb any other passengers.
- The driver and/or school corporation bears no responsibility for lost, stolen, or damaged items brought onto the bus.

10.3 Bus Discipline Procedures

All school rules delineated in the Code of Conduct (on pp 16-19 of the Handbook) are applicable to bus transportation. Accordingly, the stage Vice-Principal will consult the Code of Conduct when issuing consequences for misbehavior on the bus. Students who commit minor transgressions on the bus may be issued a verbal warning after the first offense. Repeated misbehavior may lead to suspension of bus privileges. Students who continue to misbehave, despite warnings and sanctions, may be suspended from the bus for the year.

Parents will be called if students commit major infractions on the bus (behaviors listed under second and third-level offenses in the Code of Conduct). Such infractions may result in immediate suspension of bus privileges for an amount of time determined by the stage Vice-Principal and, if necessary, the upper administration.

10.4 Requests for Transportation Changes

Students must go home via the mode of transportation indicated by their parents at the beginning of the school year. We cannot risk sending a student to another child's home when both students' parents or guardians are not fully aware of this change in transportation arrangements. Under special circumstances, students may be granted permission to change transportation arrangements and take another bus to go home with a friend. In order to make such an arrangement, parents from ***all families involved*** must send an official email or a written note to the school with the students **no later than 10 a.m. of the morning** of the requested change in transportation. Parents will be notified in the event that the request has been denied.

On Thursdays, short days, events and exam days, transportation changes will not be accepted unless the request is submitted during the working hours one full day prior to the day on which the student intends to change transportation.

Under no circumstances may students phone parents at the last minute to request a change in transportation.

11. Playground Policy

The GPIS play areas are meant to be vibrant, social places where students enjoy themselves without alienating or disturbing their peers. Students should not enjoy themselves at the expense of others. KG and elementary students are discouraged from bringing any toys or play materials of any sort to school unless requested in writing by the teacher.

It is expected that students in the play areas will:

- Play cooperatively with other students.
- Refrain from bullying or mocking other students.
- Refrain from aggressive horseplay and other overly-rambunctious behaviors.
- Refrain from fighting and all other aggressive, violent altercations.
- Settle any differences that arise peacefully.
- Move immediately away if an altercation begins and refrain from striking back or participating in any way in the altercation.

12. Cafeteria Regulations

Any student may eat in the school cafeteria. Students may bring their own lunches and snacks, provided these meals abide by the GPIS Healthy Food Policy (please see below). Students should store these foods in reusable containers and label all lunch boxes, containers of food, and water bottles with their names and classes.

The following regulations apply to the cafeteria:

- Students are expected to behave appropriately and to observe proper table manners when eating in the cafeteria and be courteous to all employees working in the cafeteria.
- The cafeteria must be cleaned by the students after each usage no matter how minor the usage is.
- Meal prices for students and adults will be recommended by the school's management team with approval by the Governing Board at the beginning of each school year.

- Meal prices will be posted in the cafeteria.
- All guests to the school must be cleared through the administration to be eligible to eat in the cafeteria. The host must make arrangements to pay the full price of the meal.
- Food Service employees have the right to refuse to serve anyone who is not a student of the school, an employee of the school, or a guest that has not been cleared through the administration.

13. Healthy Food Policy

To increase the likelihood of high student performance, the Global Paradigm International School has implemented a Healthy Food Policy. Students are discouraged from bringing or eating unhealthy items on campus.

Please help your child understand the Healthy Food Policy by not sending him or her to school with unhealthy foods. GPIS also recommends that students eat a healthy breakfast before coming to school to ensure that they have energy and are able to stay focused. Eating high sugar and high caffeine foods such as candy or chips impairs students' ability to concentrate in class. Unhealthy foods may be confiscated by teachers or administrators.

14. Health Office Policy

The clinic is available to students during school hours. The school doctor is authorized to provide first aid and emergency care and may make referrals as needed. The doctor is also authorized to administer medications and health screenings and to perform head checks.

Parents are asked to provide accurate, up-to-date medical information for their children at the beginning of each year and whenever there are changes to their child's health situation. All students requiring prescription medication **MUST** inform the school doctor and provide written instructions from the parents along with the doctor's prescription. Medications may only be administered by the health office with parental consent.

At no time are students allowed to carry medicine with them around school, nor may they self-administer medications.

15. Text Book Policy

All books are provided by the school. If a textbook is lost or damaged, reimbursement must be made before the final report card is issued.

16. Disciplinary Procedures

Rule infractions will be reported to the homeroom teacher (or stage office assistants in the case of the middle and high school) and to the stage Vice-Principal. Initial incidents of minor misbehavior may be met with a warning. More serious first offenses will be met with one of the sanctions listed below in the Code of Conduct. If a student develops a pattern of poor behavior, the stage Vice-Principal will contact the parents and more serious disciplinary measures will likely follow. In all cases of rule infractions, stage Vice-Principals will consult the consequences enumerated in the Code of Conduct and be guided in their judgment by what is written there.

16.1 Sanctions for Misbehavior

The severity of sanctions (from least to greatest) for breaking school rules consists of the following consequences:

- Lunch Detention
- After School Detention
- In-School-Suspension (ISS)
- Out-of-School Suspension (OSS)
- Probation
- Expulsion

In addition to the consequences enumerated above and found on the ensuing pages in the Code of Conduct, and depending upon the situation, the school administration reserves the right to issue any or all of the following consequences to help students learn to practice the behavior expected at the Global Paradigm International School:

- Academic penalties, especially in cases of plagiarism and other forms of academic dishonesty
- Saturday morning detention
- Withdrawal from field trips and school events and loss of other student privileges
- Community-service hours at approved locations

As noted above in Section 10.3 “Bus Discipline Procedures” (see page 11), infractions that occur on school buses will be assessed according to violations and consequences listed below in the Code of Conduct. However, in many cases the stage Vice-Principal will suspend bus privileges rather than following the discipline sequence outlined above. For first-level offenses on the bus, students may receive a verbal warning before losing the privilege to use the bus. Repeated first-level offenses on the bus will result in suspension from the bus. For second and third level offenses the student may be suspended from the bus on the first offense. Parents will be notified and a conference will be required in all instances in which bus use is suspended.

16.2 Explanation of Sanctions

Lunch Detention: Students who receive lunch detention will report to a designated room within five minutes of the beginning of the lunch period. Students must bring school work to the detention room. Students who arrive on time will be dismissed with sufficient time to go to the cafeteria to purchase lunch.

After School Detention: After school detention will be administered on Tuesday and Thursday afternoons. For minor infractions students will be sent to after school detention on Tuesdays. For more serious infractions, students will be sent to after school detention on Tuesday and Thursday. After school detention on Tuesday will last from 2:20—3:30 pm. After school detention on Thursday will last from 3:05—3:30 pm. All students who receive after school detention will report to a designated room within ten minutes of the bell dismissing school. Students who receive after school detention must arrange for their own rides home. The school will not offer transportation. The school will notify parents when their child receives after school detention so that parents can make arrangements to transport their children.

In-School Suspension (ISS): Students who receive ISS will report to a designated room at the beginning of the school day. If a student is placed on in-school suspension, a call is made to the parents in advance, and the student remains at school but is separated from his or her class. Students in ISS are expected to keep pace with their school work. All assigned school work for the day must be completed and turned in during the ISS period, however student will lose the participation grade for the missed classes.

Out-of-School Suspension (OSS): Students who receive OSS will not be permitted on school grounds for a designated period of time. Parents will be notified by email when their child receives an OSS. The email will explain the reason for the OSS and will note the day on

which the student will be permitted to return to school. Students placed on OSS will be expected to keep up with their assignments. In many cases the stage Vice-Principal will require a meeting with parents on the day that the student is scheduled to return to campus.

Probation: A student may be placed on probation because of consistent unacceptable behavior, low grades, or poor attendance. For the duration of the probation the school will monitor the student's behavior very closely. The student is expected to demonstrate excellent behavior or academic improvement during this time. The school will give needed support and encouragement to help ensure success and will stay in close contact with the student's parents. The school will review the standing of all students at the end of their probation. The school may extend the probationary period of students who do not meet the expectations set out at the beginning of the probation.

Expulsion: Expulsion is a result of serious misconduct. Expelled students are asked to leave school permanently.

General Sequence of Events: With many of the minor disciplinary infractions, the student will likely receive consequences on the lower end of the spectrum and then may gradually proceed through more severe consequences if the offense is repeated. For more serious offenses, the stage Vice-Principal will administer more serious consequences on the first offense. With first-level offenses, the stage Vice-Principal reserves the right to issue a verbal warning instead of the listed consequence.

At any point while reviewing a discipline issue, the stage Vice-Principal reserves the right to hold a conference with parents to discuss and resolve the issue. Likewise, parents are welcome to request conferences to address their concerns with disciplinary proceedings. The school requires the parents to schedule a conference with the appropriate stage office rather than arriving on campus unannounced to discuss an issue. The school cannot guarantee that the stage Vice-Principal can be available to meet with parents who do not have an appointment.

16.3 GPIS School Discipline Committee

In some cases, the administration may recommend that a student appear before the GP School Discipline Committee. The GP School Discipline Committee's primary purpose is to review and act upon recommendations from the school administration concerning long-term suspension and/or expulsion of a student for violating major rules and regulations of the school Code of Conduct (outlined in Section 16.4).

16.4 Code of Conduct

The Global Paradigm International School Code of Conduct has been designed to provide students, teachers, and staff with a consistent guide to ensure that a high standard of student conduct is maintained and that student behavior reflects the school community's core values. While GPIS has attempted to outline the most common student violations, the school reserves the right to address, on a case by case basis, any offense or infraction not specified in the tables below that violates school rules and/or values. Repeated or continuous acts of second- and third-level misconduct that disrupt the learning environment of the school may result in consequences up to and including referral to the Discipline Committee for further action. ***Any actions, behavior, or language committed outside of school by GPIS students are subject to consequences according to the Code of Conduct, if such acts are deemed by school administration to be detrimental to the school's community standing or reputation or could affect in a negative way the school's learning environment.***

The Global Paradigm School Code of Conduct			
First-Level Offenses			
Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Late to School (unexcused; more than 10 minutes late)	--Students more than 10 minutes late for first period miss the remainder of the class.	--Students more than 10 minutes late for first period miss the remainder of the class. --After school detention (Tuesday)	--Repeated lateness of more than ten minutes will be subject to additional detentions and may be subject to OSS. --Conference with parents may be requested.
Late to Class (less than ten minutes)	--Student reports to stage office for tardy tickets. Student receives Tuesday detention after receiving 3 tardy tickets.	--Students that acquire a second collection of 3 tickets may be subject to Tuesday/Thursday detention.	--Repeated tardiness will be subject to additional detentions and may be subject to OSS. --Conference with parents may be requested.
Late to Class (more than ten minutes)	--After school detention (Tuesday)	--After school detention (Tuesday/Thursday)	--Repeated lateness of more than ten minutes will be subject to additional detentions and may be subject to OSS. --Conference with parents may be requested.
Out of Class Without a Pass (OCWP),	--Verbal warning, possible lunch detention	--Additional lunch detentions	--Repetition of this offense will result in escalating penalties that could eventually lead to OSS. --Conference with parents may be requested.
In a Wrong and Restricted Area (IWRA)	--Minimum of one lunch detention, perhaps more depending on where the student is, what time the student is there, and what the student is discovered doing there.	--Second offense will result in consequence one step up the discipline sequence from the consequence previously issued. Student may receive after-school detention or OSS depending on the nature of the offense.	--Repeated offenses of this nature will result in escalating penalties and will require meetings with parents.
Electronic Devices and Mobile Phones	--Devices found in personal use will be turned into the respective stage Vice-Principal. --Device will be returned to student after a week.	--Device will be confiscated and turned into the respective stage Vice-Principal and may not be returned until the end of the month. --Student's parent will be asked to come to campus to retrieve the device.	--Device will be confiscated and turned into the respective stage Vice-Principal and will be returned by the end of the semester. --Student's parent will be asked to come to school campus to retrieve the device.
Uniform and Dress Code	--Student will wait in Vice-Principal's office until proper uniform is brought from home or purchased from the uniform shop.	--One lunch detention. --Student waits in stage Vice-Principal's office until proper uniform is brought from home or purchased from the uniform shop.	--After-school detention (Tuesday). --Student waits in stage Vice-Principal's office until proper uniform is brought from home or purchased from the uniform shop.
Horseplay (pushing, running, shoving, and other forms of overly-rambunctious play in classrooms or anywhere on school grounds which disrupt learning)	-Verbal Warning, possible lunch detention or after-school detention depending on the nature of the infraction.	--Second offense will result in consequence one step up the discipline sequence from the consequence previously issued.	--Repeated offenses of this nature will result in escalating penalties and will require meetings with parents.

Note Well: For all second-level offenses noted below, GPIS may notify parents and require a conference after the first offense or at any point thereafter. Excessive repetition of second-level offenses will result in the student being placed on behavioral probation.

The Global Paradigm School Code of Conduct			
Second-Level School Offenses			
Type of Violation	Consequences of 1st offense	Consequences of 2nd offense	Consequences of 3rd and oft-repeated offenses
Inappropriate, Offensive, or Disruptive Behavior, Language, or Gestures	--Up to 3 days of after school detention.	--Up to 3 days of ISS.	--Up to 5 days of OSS.
Bullying (physical, cyber, or verbal bullying including teasing, taunting, ridiculing, and humiliating others)	--Meeting with stage Vice- Principal. --Up to 3 days after school detention.	--Up to 3 days of ISS.	--Up to 5 days of OSS.
Aggressive Physical Behavior (intentional pushing, shoving or tripping)	--Up to 3 days of after school detention, and possible OSS depending on severity of the incident.	--Up to 3 days of ISS.	--Up to 5 days of OSS.
Profane and/or Obscene Language	--Up to 3 days of after school detention, and possible OSS depending on the severity of the incident.	--Up to 3 days of ISS.	--Up to 5 days of OSS.
Computer Related Violations (This offense refers to all forms of misconduct short of hacking into school computers, which is a third-level offense, the consequences for which are detailed below.)	--Up to 3 days of after school detention, and possible OSS depending on the severity of the incident. --All subject teachers are notified. --Possible loss of computer privileges for an amount of time determined by stage Vice-Principal.	--Up to 3 days of OSS. --Possible loss of computer privileges for an amount of time determined by stage Vice-Principal.	--Up to 5 days of OSS. --Possible loss of computer privileges for an amount of time determined by stage Vice-Principal.
Skipping Classes	--Up to 3 days after school detention. --No credit on any assignments missed during period(s) truant.	--Up to 3 days of ISS. --No credit on any assignments missed during period(s) truant.	--Up to 5 days of OSS. --No credit on any assignments missed during period(s) truant.
Skipping School (truant for multiple classes or an entire day)	--One day of ISS. No credit on any assignments missed during period(s) truant.	--Up to 3 days of OSS. No credit on any assignments missed during period(s) truant.	--Up to 5 days of OSS. No credit on any assignments missed during period(s) truant. --Behavioral Probation.
Persistent violation of Level 1 and/or 2 offense (3 or more referrals)	Up to 3 days of after school detention	Up to 3 days of ISS	--Up to 5 days of OSS.

Note Well: For all third-level offenses noted below, GPIS will notify parents and require a conference after the first offense. Repetition of third-level offenses will result in the student being placed on behavioral probation and may lead to expulsion from school. The Discipline Committee will be involved in all cases of expulsion proceedings.

The Global Paradigm School's Code of Conduct			
Third-Level Offenses			
Type of Violation	Consequences of 1st offense	Consequences of 2nd offense	Consequences of 3rd offense
Forgery of Signatures	--Up to 3 days of OSS.	--Up to 5 days of OSS. --Behavioral Probation.	--OSS for a period of time determined by Administrative team. --Extension of Behavioral Probation. --Possible expulsion.
Plagiarism	--Up to 3 days of OSS. --Student will be required to submit a proper, un-plagiarized draft of the assignment. --No credit is given on plagiarized assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--Up to 5 days of OSS. --Possible behavioral probation. --Student will be required to submit a proper, un-plagiarized draft of the assignment. --No credit is given on plagiarized assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--OSS for a period of time determined by Administrative team. --Behavioral Probation. --Possible expulsion.
Cheating	--Up to 3 days of OSS. --Student will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--Up to 5 days of OSS. --Possible behavioral probation. --Student will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--OSS for a period of time determined by Administrative team. --Behavioral Probation. --Student will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on assignment. --Student is not allowed compensating assignments. --All subject teachers are notified. --Possible expulsion
Disrespect, Insubordination, and Defiant Actions or Language Towards the GPS Staff <small>**Cases of disrespect vary greatly in severity. In all cases, the stage VP will seek to reconcile the situation between the teacher and the student and the consequence will depend, in part, on how the student comports him/herself during this reconciliation process.</small>	--Up to 3 days of OSS	--Up to 5 days of OSS.	--OSS for a period of time determined by Administrative team. --Possible behavioral probation. --Possible expulsion if infraction persists beyond three instances.
Fighting <small>**Fights are triggered by a number of extenuating circumstances. In all cases, both participants will receive a consequence. If the stage VP determines that one of the participants is more responsible for the fight, that person may receive a more severe consequence. These determinations are subject to the discretion of the VP.</small>	--Up to 3 days of OSS.	--Up to 5 days of OSS. --Parent/Administration Conference. --Behavioral Probation may be initiated.	--OSS for a period of time determined by Administrative team. --Behavioral Probation. --Possible expulsion.

Third-Level Offenses, continued			
Type of Violation	Consequences of 1st offense	Consequences of 2nd offense	Consequences of 3rd offense
Hacking into school computers and all forms of student corruption of school data	--Up to 3 days of OSS. --Behavioral probation.	--Up to 5 days of OSS. --Extension of Behavioral Probation or expulsion.	--OSS for a period of time determined by Administrative team. --Extension of Behavioral Probation. --Possible expulsion.
Vandalism and/or Willful Destruction of School or Other Property (including writing and drawing on desks, walls, bus seats)	--Up to 3 days of OSS. --Possible behavioral probation. --Financial compensation covering damages.	--Up to 5 days of OSS. --Possible Behavioral Probation or expulsion. --Financial compensation covering damages.	--OSS for a period of time determined by Administrative team. --Behavioral Probation. --Possible expulsion. --Financial compensation covering damages.
Smoking	--Up to 3 days of OSS.	--Up to 5 days of OSS.	--OSS for a period of time determined by Administrative team. --Behavioral Probation.
Theft (includes theft of school property, of the property of another student, and of the property of another teacher)	--Up to 3 days of OSS. --Possible Behavioral Probation. --Financial compensation covering loss and/or damages.	--Up to 5 days of OSS. --Behavioral Probation. --Financial compensation covering loss and/or damages.	--OSS for a period of time determined by Administrative team. --Extension of Behavioral Probation. --Possible expulsion. --Financial compensation covering loss and/or damages.
Possession of Drugs (includes alcohol)	--Minimum of 3 days OSS. --Behavioral Probation. --Possible Expulsion.	--Minimum of 5 days of OSS. --Extension of Behavioral Probation. --Possible expulsion.	--OSS for a period of time determined by Administrative team. --Possible expulsion.
Possession of Weapons	--Minimum of 3 days OSS. --Behavioral Probation. --Possible Expulsion.	--Minimum of 5 days of OSS. --Extension of Behavioral Probation. --Possible Expulsion.	--OSS for a period of time determined by Administrative team. --Possible expulsion.

17. Grading System

17.1 Grading Scale

Percentage	Grade	GPA	Percentage	Grade	GPA
96 - 100	A+	4	77 - 79	C+	2.7
93 - 95	A	4	73 - 76	C	2.4
90 - 92	A-	3.9	70 - 72	C-	2.0
87 - 89	B+	3.7	67 - 69	D+	1.7
83 - 86	B	3.4	63 - 66	D	1.4
80 - 82	B-	3.0	60 - 62	D-	1
			Below 60	F	0

In grades KG–3, students failing to achieve satisfactory in two or more of the core classes as well as meeting expected grade level skills are subject to retention and/or probation. Promotion to the next grade level will be determined by the school administration and the student’s teacher.

The following regulations apply to grades 4–8:

- If a student earns an F in one or two subjects as the final yearly average then he/she must sit for a re-exam for those subjects.
- If a student fails in 3 or more subjects for the academic year, that student may be retained in the same grade level in the following school year.

- Any student that earns as a yearly average a D in three or more courses will be placed on academic probation for the next school year.

The following regulations apply to grades 9–12

- Students failing up to 3 core subjects will need to sign up for, **at their own expense**, online credit recovery courses **and** complete the course with passing grades over the summer by the first day of September or they will not be allowed to re-enroll for the fall semester.
- All students taking on-line credit recovery courses will take a check test in September on the main concepts and skills of the course to ensure that they have completed the online course satisfactorily. If the students successfully complete the online courses with passing grades and pass the check test, they will gain a “P” for “Passing” on their high school transcripts. Students who do not pass **both the online course and the check test** will have to complete the course in the upcoming year. Arrangements may be made to do this online, or by studying with GPIS teachers if scheduling permits.
- Students failing more than three core subjects will be retained in the grade level they are currently in and placed on academic probation. If the students successfully pass the repeating year, they will gain the repeating year grades on their high school transcripts.
- Students who fail an elective will have the option of taking an online credit recovery course for that subject unless they must have the course to complete credit requirements for graduation. Students should re-take the elective course on campus if it is offered the next year and the schedule allows. Otherwise, students will have to complete the course online during the summer and take the check test in September. If the students successfully complete the online courses with passing grades and pass the check test, they will gain a “P” for “Passing” on their high school transcripts.
- Students who do not maintain an overall Grade Point Average (GPA) of 2.0 (the equivalent of a C) will be put on Academic Probation. Final yearly grades for all courses will be shown on the transcript.
- Once placed on academic probation, if a student fails to raise his/her GPA to a 2.0 by the end of the academic year or by the time-frame set forth in the probation contract, then that student may be asked to leave the school.

17.2 Calculation of Yearly Grades (Grades 6–12)

Each semester’s final grade will count one-half (50%) of the overall yearly average for a course. Coursework done in a semester makes up 80% of that semester’s final grade while an exam for that semester counts 20% of the semester’s final grade. The final yearly average will be 50% of the average for Semester 1 and 50% of the average for Semester 2. Please see diagram below.

Sem1 Coursework	Sem2 Exam	Sem1 Final Grade	Sem2 Coursework	Sem2 Exam	Sem2 Final Grade	Final Grade (Year Average)
80%	20%	80% + 20% = 100%	80%	20%	80% + 20% = 100%	50%(S1) + 50% (S2) = 100%

17.2.1 Yearly Grades for KG-Grade 5

For Grades KG–5, final yearly grades will be determined by the work and assessments completed by the end of each semester. No final exams are given at the end of each semester for students in Grades KG–5. These students will be assessed according to an ongoing evaluation of their skills.

17.3 Course Credits & GPA

Final yearly grades for all courses will be calculated in the GPA, with all courses that meet a minimum of three times per week for the full academic year receiving a full credit. A half credit will be awarded for courses meeting less than 3 times per week.

17.4 Selecting Foreign Language Study in High School

Students must select their foreign language for high school before starting Grade 6. Once this choice is made, students will be expected to study the same language through Grade 10. Students will not be permitted to change.

18. International Baccalaureate Program

18.1 Admission into IB Diploma Program

GPIS equally welcomes applications for the International Baccalaureate Diploma Program (IB DP) from boys and girls of all races, nations, and religions. We also welcome boys and girls from all social cultural backgrounds. Our aim is to give an opportunity to all candidates registering for the IB DP at GPIS. If a student wishes to enroll in the IB program, he or she will be selected solely in accordance to the GPIS Selection Policy and the GPIS Admission Policy. No student will be discriminated against nor will any student be favored.

For successful enrollment in the GPIS IB DP, the school highly recommends that students and parents attend our IB DP orientation sessions held at school. These orientation sessions are held for Grade 9 and Grade 10 students and parents. We will announce these sessions to students, send emails to parents, and include information in the High School Vice-Principal's letter to parents and students. We also advise that parents and students carefully read both the GPIS Selection Policy and the GPIS Admission Policy. The DP Coordinator and the IB Team are available for any queries.

Starting in Grade 9, students and parents are introduced to the GPIS Course Selection program. Each student is required to fill in the GPIS Course Selection document in consultation with his or her parent(s). Students will then decide whether or not they would like to enroll for the IB introductory Physics/ Chemistry course for Grade 10. Attending the IB introductory Physics/ Chemistry course is mandatory to successfully enroll in the IB DP in Grade 11 and continue in the GPIS DP Program. At the same time, students attending the Intro Physics/Chemistry course will be supervised by our CAS Coordinator to ensure that they are working on an "Activity". This is to fairly assign a grade for the American Diploma Physical Education at Grade 10.

At the end of Grade 10, potential IB students will be assessed in the Intro Physics/ Chemistry, English, and Mathematics admission exams. These grades, as well as being a key factor in determining enrollment in GPIS IB DP Program, are also a key factor in determining enrollment in the Standard Level (SL) or the Higher Level (HL) of these course subjects.

At this stage, students will need to obtain the following:

- Two recommendation letters from two core subject teachers which focus on both academics and discipline. (Core subjects include: Math, English, Science, Social Studies, and Foreign Language)
- A GPA level of B+ which is equivalent to a score of 83/100.
- Completion of voluntary work, community service, or athletic activities in the past two years.

- A commendable discipline record and a minimal number of referrals for issues including tardiness and improper behavior.

If a student is applying to GPIS IB DP from another school, he or she will be treated equally to any other Grade 10 GPIS student. The GPIS Selection Policy and GPIS Admission Policy may require the following of transfer students:

- Completion of volunteer work or community service might be requested.
- Additional reference letters from his/her previous school might be requested.
- An additional Physics, Chemistry or Biology admission exam might be requested.

The GPIS IB Department as well as the GPIS School Board will then come to a decision regarding the IB applicants in light of the GPIS Selection Policy and the GPIS Admission Policy. Shortly afterwards an email will be sent to the students and parents informing them of their status in the program.

18.2 IB Grade Conversion

Grades for IB are calculated according to the scale in the table below.

American Diploma	IB Equivalent	Letter Grade	GPA
96-100	96-100	A+	4.0
93-95	88-95	A	4.0
90-92	85-87	A-	3.9
87-89	82-84	B+	3.7
83-86	78-81	B	3.4
80-82	75-77	B-	3.0
77-79	72-74	C+	2.7
73-76	68-71	C	2.4
70-72	65-67	C-	2.0
67-69	62-64	D+	1.7
63-66	58-61	D	1.4
60-62	55-57	D-	1.0
Below 60	Below 55	F	0.0

19. Communication of Student Assignments & Progress

The Global Paradigm International School believes that maintaining good communication with parents is essential to student success. Regular correspondence between faculty and parents is welcomed and **encouraged**. The representatives of the school will communicate with parents through the following methods:

- **Class Portals:** Each teacher will have a portal for their assigned class/ subject. This portal contains information about the happenings in the class, the material currently being covered, and assessment information. It is critical for parents and students to check the portal regularly, as this is the best way to stay updated on student learning and school life.
- **Parent-Teacher Conferences:** These meetings provide an opportunity for parents and teachers to discuss the students' progress as well as their needs. Parent conferences are held at the end of each quarter.
- **Report Cards/Progress Reports:** Reports are sent home at the end of each quarter.
- **Rediker (Electronic Gradebooks):** Teachers are expected to update their electronic gradebooks regularly and to make those grades available to parents on a consistent

- basis. Emails will be sent to parents when their children are at-risk of failing a course.
- **School Mobiles:** Office staff will reach parents through school-issued mobiles as the need arises. **GPIS employees should not use personal cell-phones** to contact parents regarding school-related matters.

With regard to one-to-one correspondence with parents, teachers may only communicate with parents about school-related matters through the GPIS email system and stage Vice-Principals should be copied on all correspondence.

20. Excellence Awards

It is one of the central beliefs at GPIS that students possess great potential for personal achievement, and we hold it as our duty to support our students' development into high-achieving and well-rounded global citizens. The GPIS Excellence Awards are one of the many ways that the school encourages students to aim high in all of their pursuits. To be eligible for the GPIS Excellence Awards, students should not only achieve high academic standing but also clearly demonstrate that they have a consistently positive attitude and that they are dedicated and socially responsible people.

20.1 Honors Requirements

Academic Obligations:

- An average between 93 and 100% for High Honors.
- An average between 87 and 92% for Honors.

School Attitude and Behavioral Standards:

- No unexcused absences
- No excessive tardiness
- No Suspensions
- General positive attitude and behavioral standards as determined by subject teachers

21. Student Organizations

Global Paradigm International School is committed to the ideal of social responsibility. We believe that students should take an active role in the school's community as well as in the surrounding community. This is why we want our students to see beyond achieving their academic goals by joining a GPIS student organizations. Students can show initiative and leadership by establishing their own student organization. Student organizations can be academically, socially, artistically, or athletically based and will be coordinated and supervised by a designated administrator or teacher.

22. Payment Methods

Option	Payment Method	Details
1	Deposit or Transfer to CIB Bank Egypt	<p><u>Account Name:</u> Al Rabwa Integrated for Educational Services <u>Account Number:</u> 100022769817 <u>School Address:</u> First Settlement, Block K1, Sector 8, New Cairo, Cairo, Egypt</p> <p><u>Bank Name:</u> CIB Bank Egypt <u>Bank Branch:</u> Hegaz Branch <u>Bank Address:</u> 91 El Hegaz St., Heliopolis, Cairo, Egypt <u>Swift Code:</u> CIBEEGXX</p>
2	Deposit or Transfer to ABC Bank Egypt	<p><u>Account Name:</u> El Rabwa Co. for Education Service (Global Paradigm School) <u>Account Number:</u> 2387670473010014 <u>Account Number (USD):</u> 2387670473020013 (For abroad Transfers) <u>School Address:</u> First Settlement, block K1, sector 8, New Cairo, Cairo, Egypt</p> <p><u>Bank Name:</u> ABC Bank Egypt <u>Branch:</u> Heliopolis Branch <u>Bank Address:</u> 105 El Merghany Street, Heliopolis, Cairo, Egypt <u>Swift Code:</u> EAABEGCX</p>
Payment Methods, continued		
3	Checks	Checks to be written in favor of check holder
4	GP's Accounting Office	Fees can be paid in cash through the school's Accounting Office.
Option	Payment Method	Details
5	ATM in GP Reception	Fees can be withdrawn from the ATM Machine located in GP's Reception Area and paid in cash through the accounting department.
6	Point of Sale (Credit/Debit Visa Machine)	Fees can be paid through POS located in the Accounting Office.