



GLOBAL PARADIGM
INTERNATIONAL
SCHOOL

**Student/Parent
Handbook 2023-2024**

Be the Difference that Makes
the Difference

www.gpschool-eg.com

Table of Contents

--	Letter from the Principal	3
--	Global Paradigm International School Anthem	4
1.	Mission and Vision	5
2.	Core Values	5
3.	School Graduate Profile	6
4.	GPIS Code of Civility	7
5.	Attendance Policy	7
6.	Tardy Policy	10
7	Late Work Policy	10
8.	Dress Code	10
9.	Mobile Phone Policy	11
10.	Transportation Policy	11
11.	Playground Policy	13
12.	Cafeteria Regulations	14
13.	Healthy Food Policy	14
14.	Health Office Policy	14
15.	Text Book Policy + Locker Keys	15
16.	Disciplinary Procedures Code of Conduct	15 17-21
17.	Grading System	22
18.	Communication of Student Assignments & Progress	25
19.	Excellence Awards	25
20.	Honors Requirements	25
22.	School Calendar	27
23.	Important Contacts	28

Letter from the school Principal

Dear Parents, Students, Staff, and Community Stakeholders,

Welcome to the 2023-2024 school year. I hope each of you was able to enjoy a great family time during the summer.

We know a strong partnership with you will make a significant difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

Our goals have remained the same: which are; we are committed to ensuring an excellent education for all students and we will accomplish this task by providing rigorous lessons and instruction that will bring out the greatness that stays within all of them.

Our mission is always to develop, encourage, and educate young citizens to be confident, knowledgeable, responsible, and productive citizens and instill the love to learn. It is with your assistance that we will be able to accomplish this task.

I have high expectations for our children and I will do all that I can to help them reach their potential.

I believe that parents are an integral part and essential partner in their children's educational process. I feel home-school communication is of vital importance. Parents' involvement develops a strong bond with their child and their teachers. It enables parents to have a better understanding of the school environment and knowledge of the information taught at school. I hope to see all the parents in the first scheduled parent conference. I would also like to extend an invitation for you to contact me at any time. I can be reached through school phones or via email. If you would like to talk in person, you are welcome to schedule an appointment.

I will be sending a monthly newsletter to update you on the activities we have been doing and highlight some of our future plans.

Thank you for the privilege of entrusting your children to our educational program. We look forward to meeting you and working together through a terrific year.

Sanaa Shoukri
School Principal

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
The strength we have today to make the world a better place
Armed with wisdom and 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

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 the future of their choice. In the Global Paradigm International School, the love and lure of learning are 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 the 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:

- **Honor:** We value and honor individual diversity in our students. We support students to reach their potential, and to develop the knowledge, skills, and attributes they need to participate and thrive in any community.
- **Honesty & Respect:** The principles of honesty and mutual respect are the foundation for our professional relationships which extend to our local and global community. We respect, support, care, and value each member of our school community and collaboratively work to ensure that our commitment to honesty is reflected in our academic work.
- **Responsibility:** We are responsible for the success of students, support of each other, and support of our community. GPIS teachers are dedicated to providing a lifetime learning experience every day. Students are encouraged to learn how to be responsible for their own learning, to be thinkers, communicators, balanced, and risk-takers.
- **Tolerance:** We are committed to a positive open-minded, balanced and reflective attitude that enhances self-esteem for students, staff, and families. Hence, we foster and instill the value of tolerance and accepting each other's diverse backgrounds, potentials, and capabilities.

- **Commitment:** We recognize that our obligations go beyond our professional responsibilities. We view fellow staff members and students as part of our extended family. We are committed to providing our community with members who possess a strong sense of belonging and pride in their heritage. We are committed to sustaining a school in which individuals representing diverse experiences understand the meaning and value of community, caring, and the joy and importance of lifelong learning.
- **Creativity:** We recognize the ability of our learners to be inquirers and thinkers who exhibit open-mindedness and knowledge combined with the appropriate level of risk-taking. We encourage students to be communicators who are principled, balanced, and reflective when expressing their points of view.

3. School Graduate profile

As IB learners we strive to be:

Inquiries: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain the love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicator: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for their actions and its consequences.

Open Minded: We critically appreciate their own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and act to make a positive difference in the lives of others and in the world around us.

Risk Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives, intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize their interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand their strengths and weaknesses in order to support our learning and personal development.

4. GPIS Code of Civility

It is the intent of GPIS 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 a 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, the school will be in session during the following hours:

- **Sunday, through Thursday: 8:10 am—2:45 pm.**

Morning assembly begins at 8:00 am. Students should arrive at school no earlier than 7:45 a.m. when gates open for students' admittance and no later than 8:00 a.m. **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 3:00 p.m. There is no supervision on campus before 7:45 am and after 3:00 p.m.**

The school gates will close at 8:30 am. No student will be admitted after this time unless cleared by the stage Principal. Students who repeatedly arrive at school after 8:30 a.m. may be refused admittance on campus and sent home for the day. Parents will not be admitted onto campus prior to 2:30 p.m. to pick up students from school.

During the holy month of Ramadan, the classes will start at 8:30 am and the day ends at 2:00 pm. The morning assembly will begin at 8:20 a.m. Students should arrive at school no earlier than 8:15 a.m. and no later than 8:45 a.m.

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 absences.

In Pre-K to Grade 5 absences are tracked by the day. In middle and 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. Parents will be alerted in writing if their son or daughter is in danger of exceeding the number of allowable absences. Students may be required to begin making up the time missed for that class by doing assignments after school on. 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 Principal. Students required to attend these after-school sessions will have to make their own arrangements for transportation home from school.

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. Doctors' appointments should be scheduled after school hours.**

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

- Illness
- Family emergency
- Required attendance for judicial or government meetings
- 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 who 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 principal. Zero credit will be given until the work gets submitted.

An unexcused absence occurs when the student's parent fails to notify the school administration of the reason for their child's absence. Even if the parents do send a 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 for 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.

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 stage office. This will ensure that we can notify the teachers early enough to prepare assignments. During the absence period, if 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 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 parent's responsibility to provide the school with the most recent telephone and email contacts.***

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 official medical document that is accepted by school administration explaining the reasons for absence will lead to recording it as 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 8:10 am each day must report to the appropriate stage office to receive a pass in order to be admitted to class.
- Students who arrive between 8:10-8:20 will not be allowed in the 1st session and will be marked absent
- Students will be alerted at the beginning and end of each class period by a bell.
- Students will have five minutes to get prepared for their next class.
- Students who are late to class will not be allowed into class without a tardy ticket. Students will be sent to their stage office to receive this ticket and will serve lunch detention on the same day.
- **Middle and high school students earning repetitive tardy tickets may be subject to 5 lunch detention. Students who continue to arrive late to class and persist with habitual lateness will be subject to more severe penalties, including in-school suspension.**
- 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 from the grade
- Two days late: 20% reduction from the grade
- Three days late: 30% reduction from the 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.

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. 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. Otherwise, they will spend the day in the discipline room and it will be counted as In School Suspension.

8. Dress Regulations

The following are not permitted

- Makeup
- Excessive amounts of jewelry
- Hairdos that are deemed inappropriate.
- 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 7:45 a.m. to 2:45 pm. **unless authorized for classroom activity.** In case of emergency, and only with the approval of the stage principal, a student can use an office cell phone to call parents. The call must be made from the respective stage office. 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 school hours, the mobile phone will be confiscated for at the stage principal's office. If repeated, the phone will be confiscated for a week, and in the event of a third offense, the phone will be confiscated until the end of the month.

There may be a 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 **ONLY** until 3:00 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 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 or to change the transportation mode. Please refer 10.4**

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:

- The transportation charges cover one seat on one bus; if you ask for a special arrangement for a different bus in the morning than in the afternoon you will need to reserve two seats one on each bus.
- Uber/Careem and or taxis are not appropriate transportation modes for GPIS students. If you wish to use them please accompany your child to ensure safety.
- For children's safety, high school students are not allowed to drive to school; this includes cars and motorcycles.
- Students should be ready at the pick-up time given; one child's delay will affect everyone. The reoccurrence of lateness might result in losing bus services privilege.
- 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 Principal will refer to 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 the 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 principal, 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 12 noon the morning** of the requested change in transportation. Parents will be notified in the event that the request has been denied. **For students who don't use the bus service and wish to occasionally ride the bus a fee will be applied.**

During events and exam days, transportation changes will not be accepted unless the request is submitted during 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 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, GPIS 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 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 and locker keys Policy

All books are provided by the school. If a textbook is lost or damaged, reimbursement must be made before replacement. Students in grade 6-12 receive locker keys at the beginning of the year and it gets collected at the end of the year. Lost or damaged keys will be subject to a fine or replacement.

16. Disciplinary Procedures

Minor rule infractions will be handled by the class teacher. A pattern of poor behavior will be reported to the stage Principal's office. Initial incidents of minor misbehavior may be met with a warning. More serious first offenses will be referred to the discipline office for consequences listed below in the Code of Conduct. If a student develops a pattern of poor behavior, the discipline office will contact the parents and more serious disciplinary measures will likely follow. In all cases of rule infractions, the Disciplinary Officer will refer to the consequences enumerated in the Code of Conduct and be guided in his/her 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
- 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 GPIS:

- Academic penalties, especially in cases of plagiarism and other forms of academic dishonesty
- 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", 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 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 the discipline room within five minutes of the beginning of the lunch period. Students must bring schoolwork to the discipline room. Students who arrive on time will be dismissed with sufficient time to go to the cafeteria to purchase lunch.

In-School Suspension (ISS): Students who receive ISS will report to the discipline room at the beginning of the school day. If a student is placed on in-school suspension, parents will be notified by email when their child receives an ISS, and the student remains at school but is separated from his or her class. Students in ISS are expected to keep pace with their schoolwork. 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 all cases, the disciplinary officer and/or stage 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 due to 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 for 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 principal will administer more serious consequences on the first offense. With first-level offenses, the stage Principal reserves the right to issue different consequences instead of the listed ones according to severity and conditions.

At any point, while reviewing a discipline issue, the school 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 principal or disciplinary officer can be available to meet with parents who do not have an appointment.

16.3 Code of Conduct

GPIS 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 further consequences. **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.**

GPIS 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	--Students who arrive between 8:10-8:20 will not be allowed in the 1 st session and will be marked absent	-- Students who arrive between 8:10-8:20 will not be allowed in the 1 st session and will be subject to ISS for a period of time.	--Repeated lateness will be subject to additional detentions and may be subject to half a day of ISS. --Conference with parents may be requested.
Late to Class Unexcused absence	--Student reports to stage office for tardy tickets. Student receives lunch detention immediately	--Students that acquire a second tardy ticket may be subject 5 lunch detentions	--Repeated tardiness will be subject to additional detentions and may be subject to ISS. --Conference with parents may be requested.
In a Wrong and Restricted Area	--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 a consequence one step up the discipline sequence from the consequence previously issued. Students may receive ISS 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 use	--Devices found in personal use will be turned into the respective stage Principal. -- The Student's parent	--Device will be confiscated and turned in to the respective stage Principal for a week --Students' parents	--Device will be confiscated and turned into the respective stage Principal and will be returned by the end of the month --Students' parents will be

	will be asked to come to campus to retrieve the device.	will be asked to come to campus to retrieve the device.	asked to come to the school campus to retrieve the device.
Uniform and Dress Code	--Student will wait in the Principal's office until the proper uniform is brought from home or purchased from the uniform shop	- Student waits in the stage Principal's office until the proper uniform is brought from home or purchased from the uniform shop, or spend the day in the discipline office	--Student waits in the stage Principal's office until the proper uniform is brought from home or purchased from the uniform shop, or spends the day in the discipline office
Horseplay (pushing, running, shoving, and other forms of overly-rambunctious play in classrooms or anywhere on school grounds)	- Lunch detention or ISS depending on the nature of the infraction.	--Second offense will result in a 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.

GPIS 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	- Meet with Stage Principal -Three lunch detentions or ISS depending on the severity of the behavior	-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)	--Meet with Stage Principal -up to one day of ISS or OSS depending on the severity of the incident.	--Up to 3 days of ISS or OSS	--Up to 5 days of OSS.
Aggressive Physical Behavior (intentional)	---Meet with Stage Principal -Up to 3 days of ISS	One step up from the previous	--Up to 5 days of OSS.

pushing, shoving, or tripping)	and possible OSS depending on the severity of the incident.	infraction	
Profane and/or Obscene Language	---Meet with Stage Principal Possible ISS depending on the severity of the incident.	--One step up from the previous infraction .	--Up to 5 days of OSS.
Computer Related Violations (Use of personal computer or tablet or school internet for non-educational purposes)	OSS depends on the severity of the incident. --All subject teachers are notified. --Possible loss of computer privileges for an amount of time determined by the stage Principal.	--Up to 3 days of OSS. --Possible loss of computer privileges for an amount of time determined by the stage Principal.	--Up to 5 days of OSS. --Possible loss of computer privileges for an amount of time determined by the stage Principal.
Skipping Classes	--Will sit in the discipline office --No credit on any assignments missed during period(s) truant.	--Up to 1 day of ISS. --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.
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.

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.

GPIS Code of Conduct			
Third-Level Offenses			
Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd offense
Forgery	-Up to 3 days of OSS.	--Up to 5 days of OSS. --Behavioral Probation.	--OSS for a period of time determined by the Administrative team. --Extension of Behavioral Probation.

			--Possible expulsion.
Plagiarism	--Up to 3 days of OSS. --Students will be required to submit a proper, un-plagiarized draft of the assignment. --No credit is given to plagiarized assignments. --Student is not allowed compensating assignments. --All subject teachers are notified.	--Up to 5 days of OSS. --Possible behavioral probation. --Students will be required to submit a proper, un-plagiarized draft of the assignment. --No credit is given to plagiarized assignments. --Student is not allowed compensating assignments. --All subject teachers are notified.	--OSS for a period of time determined by the Administrative team. --Behavioral Probation. --Possible expulsion.
Cheating	--Up to 3 days of OSS. --Students will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on the assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--Up to 5 days of OSS. --Possible behavioral probation. --Students will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on the assignment. --Student is not allowed compensating assignments. --All subject teachers are notified.	--OSS for a period of time determined by the Administrative team. --Behavioral Probation. --Students will be required to submit a proper, honestly-completed version of the assignment. --No credit is given on the assignment. --Student is not allowed compensating assignments. --All subject teachers are notified. --Possible expulsion
Disrespect, Insubordination, and Defiant Actions or Language Towards the GPIS Staff	--Up to 3 days of OSS	--Refer to discipline Up to 5 days of OSS.	--OSS for a period of time determined by the Administrative team. --Possible behavioral probation. --Possible expulsion if the infraction persists beyond three instances.
Fighting **Fights are triggered by a number of extenuating circumstances. In all cases, both participants will	--Up to 3 days of OSS.	--Refer to discipline --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.

receive a consequence. If the Principal determines that one of the participants is more responsible for the fight, that person may receive a more severe consequence.			
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 the Administrative team. --Extension of Behavioral Probation. --Possible expulsion.
Vandalism and/or Willful Destruction of School or any school community property (including writing and drawing on desks, walls, and 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 the Administrative team. --Behavioral Probation. --Possible expulsion. --Financial compensation covering damages.
Smoking or vaping on campus	--Up to 3 days of OSS.	--Up to 5 days of OSS.	--OSS for a period of time determined by the Administrative team. --Behavioral Probation.
Theft (includes theft of school property, of the property of another student, and of the property of any school community member)	--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 the Administrative team. --Extension of Behavioral Probation. --Possible expulsion. --Financial compensation covering loss and/or damages.
Possession of all forms Drugs (including 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 the Administrative team. --Possible expulsion.
Possession of all kinds 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 the Administrative team. --Possible expulsion.
Possession of cigarettes or electronic cigarettes	--Up to 3 days OSS. --Behavioral Probation. --Possible Expulsion.	--Up to 5 days of OSS. --Extension of Behavioral Probation. --Possible Expulsion.	--OSS for a period of time determined by the 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 more core subjects as the final yearly average then he/she must attend summer school and sit for a re-exam for those subjects. The student will earn 60% as the final yearly average on the report card after they pass the retake exam.
- If a student fails in more than three core subjects for the academic year, that student may be retained in the same grade level in the following school year.
- Any student that earns a D as a yearly average in three or more courses, he/she will be placed on academic probation for the next school year.

The following regulations apply to grades 9–12

- If a student earns F in one or more core subjects as the final yearly average then he/she must sit for a re-exam for those subjects. The student will earn 60% as the final yearly average on the report card after they pass the retake exam.
- Students failing 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 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)

The final yearly average will be 40% of the average for trimester 1, and 30% for trimester 2 and 30% for trimester 3. Coursework done in a semester makes up 80% of that trimester's final grade while an exam for that semester counts 20% of the trimester's final grade. Please see diagram below:

Tr.1 Course work	Tr.1 Exam	Tr.1 Final Grade	Tr.2 Course work	Tr.2 Exam	Tr.2 Final Grade	Tr.3 Course work	Tr.2 Exam	Final Grade (Year Average)
80%	20%	80% + 20% = 100%	80%	20%	80% + 20% = 100%	80%	20%	40%(T1) + 30%(T2)+30%(T3) = 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 trimester. No final exams are given at the end of each trimester for students in Grades KG–5. These students will be assessed according to an ongoing evaluation of their skills.

17.3 Course Credits (Grades 9-12)

Final yearly grades for all courses will be calculated in the GPA, with all courses that meet a minimum of four times per week for the full academic year receiving a full credit. A half credit will be awarded for courses meeting 2 times per week.

17.4 Selecting Foreign Language Study in High School

Students must select their foreign language before starting Grade 3. Once this choice is made, students will be expected to study the same language through Grade 11. Students will not be permitted to change.

Students in Grade 9 who are interested to join GPIS Honors Grade 10:

- All students in grade 9 (excluding the Honors class) are required to sit for an admission exam in the last trimester in both English language writing and Mathematics Algebra skills. The exam assesses the level of understanding as well as critical thinking application.
- Grade 9 Honors Class students will not sit for admission exams.
- All students need at least two core teacher recommendations for a successful application.
- The committee takes into consideration the results of both the Progress reports and Report cards for all students including the ones attending the Honors class.
- The committee will also refer back to the school student archives for behavior, academic integrity, tardy slips, and absence rate for all students.
- Each applicant will have a personal interview.
- Parents might be approached for a meeting to discuss the school's findings and consequences. Recommendations for their son/daughter to cease or withdraw their enrollment in the Honors.

- Following discussions and synthesis of all factors and data above, students who meet the criteria of the Honors class will be notified.

18. Communication of Student Assignments & Progress

The GPIS 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 student's 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 grade books 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 principals should be copied on all correspondence.

19. 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 96 and 100% for High Honors.
- An average between 90 and 95% 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

GPIS School Calendar 2023-2024

First Trimester Sept. 10, 2023- Dec. 19, 2023		
First Trimester	Sunday, Sept. 10	First Semester begins
September 2023	Sunday, Sept. 10 Monday, Sept. 11 Tuesday, Sept. 12 Wednesday, Sept. 13 Wednesday, Sept. 27	First day for G.9-12 First day for G.6-8 First day for G.1-5 First day for KGI and KG2 Day off El Maolid El Nabawy
October 2023	Thursday, Oct. 5 Saturday, Oct. 14 Sunday-Tuesday Oct. 8-19 Wednesday, Oct. 25 Sunday, Oct. 29	Day off Staff PD MAP testing Progress Reports Parents Conferences
November 2023	Tues. Nov. 7 Thursday, Nov. 23	Day off for students Day off Thanksgiving
December 2023	Thursday, Dec. 7 Monday, Dec. 10-19 Sunday, Dec. 24-Jan. 7	Winter Concert 1 st -trimester Exams Winter Break
Second Trimester Jan. 8 – March 26, 2024, *Islamic holidays are subject to change		
January 2024	Sunday, Jan. 8, 2024 Thursday, Jan. 18 Sunday, Jan. 21 Thursday 25	Back to School 2 nd trimester Report cards Parents Conferences Day Off
February 2024	Sunday, Feb. 18 Monday, Feb. 19-22 Wednesday, Feb. 21	Day off Reading Week Progress reports
March 2024	Sunday, March 10 Monday, March 11 Monday, March 17-25 Mon. Mar. 25 & Tues. Mar 26	1 st Day of Ramadan Day off * Ramadan Schedule 8:30-2:00 2 nd -trimester Exams Days off for students
Third Trimester March 27- June 13 *Islamic holidays are subject to change		
April 2024	Sunday, April 7 -13 Sunday, April 14 Wednesday, April 17 Thursday, April 18 Sunday, April 21-May 1 Sunday, April 28-Palm Sunday Thursday, May 2 Sun., Mon. May 5 and 6	Eid El Fitr Break * and spring break Back to school (regular schedule) Report cards Parents Conference MAP testing Day off Day off Labor Day Day Off Sham El Nessim
May 2024	Wednesday, May 15 Thursday, May 16 Wednesday, May 19-26 Thursday, May 30	Progress Reports Parents Conference Seniors' Exam Spring Concert
June 2024	Sunday, June 4-10 Sunday, June 16-19 June 20-27 Tuesday, June 25 Wednesday, June 27	Third Trimester's Exams Eid El Adha Holiday Teachers workdays Report cards Last day for teachers

Important Contacts:

KG and Elementary School:

donia.sharara@globalparadigmschools.com (KG and Elementary Principal)

Sally.galal@gpschool-eg.com

Andreea.Ciolacu@gpschool-eg.com

Mobile: 01010133363

Middle School:

Marwadroubi@gpschool-eg.com (Middle School Principal)

rania.adel@globalparadigmschools.com

Mobile: 01009547414

High School:

linda.haliti@gpschool-eg.com (High School Principal)

seniorschool@gpschool-eg.com

Engy.Abdelmoniem@gpschool-eg.com

Fatma.Akl@globalparadigmschools.com

Mobile: 01009577115

Curriculum and Instruction:

heba.zaki@gpschool-eg.com (Vice Principal for Curriculum and Instruction)

dina.elassal@globalparadigmschools.com (Assistant vice Principal for Curriculum and Instruction)

mayada.kamel@gpschool-eg.com (Career Advisor)

School Principal:

Sanaashoukri@gpschool-eg.com

Raghda.Shafik@gpschool-eg.com