



GLOBAL PARADIGM
INTERNATIONAL
SCHOOL

Student - Parent **HANDBOOK** 2024-2025



Be the Difference that Makes the Difference

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MR. AHMED LOTFY



Dear Parents and Students,

On behalf of the entire staff at Global Paradigm International School, I am delighted to welcome you to the 2024-2025 academic year. It is with great excitement that we embark on another year of learning, growth, and achievement together.

At Global Paradigm International School, we are committed to fostering a nurturing and challenging environment where every student is encouraged to reach their full potential. Our dedicated team of educators is passionate about providing high-quality education and empowering students to become lifelong learners, critical thinkers, and responsible global citizens.

We believe that a successful education is built on a strong partnership between the school, parents, and students. Therefore, we value your involvement and encourage open communication throughout the year. Your support is essential in creating a positive and productive school experience for your child.

This year, we have many exciting programs, activities, and initiatives planned to enhance our students' academic and personal development. We are confident that, with your cooperation, our students will continue to excel in all areas and make the most of the opportunities provided to them.

Please take the time to review the information in this student-parent handbook, which outlines important policies, procedures, and guidelines that help ensure a safe and orderly learning environment. If you have any questions or need further assistance, please do not hesitate to reach out to us.

We look forward to a year filled with success, discovery, and joy. Thank you for entrusting us with your child's education. Together, we will make this a memorable and rewarding school year.

Warm regards,

School Principal

Ahmed Lotfy

LETTER FROM THE SCHOOL PRINCIPAL

01

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 Global Paradigm light

GPIS ANTHEM

02

OUR 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.

OUR 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.



HONOR

We celebrate and value the diversity of our students. Our goal is to empower every individual to reach their full potential and develop the skills and knowledge necessary to thrive in any community.



HONESTY & RESPECT

Honesty and mutual respect are the cornerstones of our relationships, both within our school and in the wider world. We care for and support each member of our community, ensuring that our commitment to integrity is reflected in all our academic and personal interactions.



RESPONSIBILITY

We take responsibility for our students' success and the support of one another and our community. Our teachers are dedicated to providing enriching learning experiences every day. Students are encouraged to take ownership of their learning, becoming thoughtful communicators and balanced risk-takers.



TOLERANCE

We are committed to fostering an open-minded and reflective environment that enhances self-esteem for students, staff, and families. We embrace and respect each other's diverse backgrounds and capabilities, promoting a culture of acceptance.



COMMITMENT

Our obligations extend beyond professional duties; we see our staff and students as part of an extended family. We strive to create a community where everyone feels a sense of belonging and pride in their heritage, understanding the importance of caring, community, and lifelong learning.



CREATIVITY

We recognize and encourage our learners to be inquisitive thinkers who embrace open-mindedness and informed risk-taking. Students are supported in becoming principled communicators who thoughtfully express their perspectives.



The Graduate Profile of Global Paradigm International School embodies the qualities and skills essential for success in a rapidly changing world. Our graduates are inquisitive learners, equipped with the ability to think critically and creatively, communicate effectively across multiple languages, and engage with diverse perspectives. They act with integrity and compassion, demonstrating responsibility for their actions and a commitment to making a positive impact in their communities. By fostering open-mindedness, resilience, and a balanced approach to life, our students are prepared to navigate complexities and embrace lifelong learning, becoming thoughtful global citizens dedicated to shaping a better future.

Inquirers

We nurture our curiosity and develop strong skills for inquiry and research. We learn both independently and collaboratively, embracing the joy of learning and sustaining our enthusiasm throughout life

Knowledgeable

We explore a wide range of disciplines, building a deep conceptual understanding. We engage with significant local and global issues, enhancing our awareness and knowledge.

Thinkers

We apply critical and creative thinking skills to analyze complex problems and take responsible action. We make informed, ethical decisions and demonstrate initiative in our pursuits.

Communicators

We express ourselves confidently and creatively in multiple languages and formats. We collaborate effectively, actively listening to and valuing the perspectives of others.

Principled

We act with integrity and honesty, guided by a strong sense of fairness and justice. We respect the dignity and rights of all people and take responsibility for our actions and their consequences.

Open-Minded

We appreciate our own cultures and personal histories while valuing the traditions and perspectives of others. We actively seek diverse viewpoints and are open to growth through these experiences.

Caring

We show empathy, compassion, and respect for others. We are committed to service and strive to make a positive difference in the lives of those around us and in the wider world.

Risk-Takers

We face uncertainty with determination and forethought. We explore new ideas and innovative strategies, demonstrating resourcefulness and resilience in the face of challenges.

Balanced

We recognize the importance of balancing intellectual, physical, and emotional aspects of our lives. We strive for well-being while acknowledging our interdependence with others and the world around us.

Reflective

We thoughtfully consider our experiences, strengths, and weaknesses. We engage in self-reflection to support our personal growth and learning journey.

**ALL OUR GRADUATE
SHOULD BE**

06

At Global Paradigm International School (GPIS), we are committed to fostering an environment of mutual respect, civility, and orderly conduct among all members of our community, including employees, parents, students, and the general public. This Code of Civility outlines our expectations for behavior and promotes positive engagement in school activities and communications.

EXPECTATIONS

All members of the GPIS community—students, faculty, staff, parents, and guardians—are expected to:

- Treat one another with courtesy and respect at all times.
- Take responsibility for their actions and decisions.
- Cooperate with one another and strive to resolve conflicts in the best interest of students.
- Refrain from any behavior that disrupts school operations, threatens others, causes property damage, or involves loud, offensive language, gestures, or inappropriate displays of anger.

RESPONSES TO UNCIVIL BEHAVIOR

GPIS does not tolerate uncivil behavior and offers the following avenues for addressing concerns:

- Students: If you believe you have been treated disrespectfully, report the behavior to your stage-level administrator.
- Parents and Guardians: If you feel you have not been treated in accordance with the Code of Civility, please report the behavior to the staff member's immediate supervisor or the appropriate stage-level administrator.
- Employees: If you experience disrespectful treatment, address your concerns through the appropriate supervisory channel. If any communication is demeaning, abusive, threatening, or obscene, you are not obligated to respond.
- Visitors: Any visitor who violates this Code may be asked to leave the campus by an administrator or security officer. If they refuse to comply, law enforcement may be contacted.

At Global Paradigm International School (GPIS), we believe that regular attendance is essential for successful learning. Active participation in class is crucial, and students must be present to fully benefit from our interactive and investigative activities.

5.1 SCHOOL HOURS

Unless otherwise specified, school hours are as follows:

Sunday to Thursday: 7:30 AM - 2:35 PM

Morning assembly begins **at 7:40 AM**. Students should arrive between **7:30 AM and 7:40 AM**. After school, students are expected to return home immediately unless participating in a school-sponsored activity or support class. Students must be picked up by 3:00 PM, as there is no supervision **on campus before 7:30 AM or after 3:00 PM**.

The school gates will close **at 8:10 AM; students** arriving after this time will not be admitted. Parents may not enter the campus before **2:45 PM for student pick-up**.

During Ramadan, classes will **start at 8:30 AM and end at 2:00 PM**. Students should arrive no earlier **than 8:30 AM and no later than 8:40 AM**.

5.2 STUDENT ABSENCES

Students are allowed a **total of 30 absences** (excused and unexcused) during the academic year, with a maximum of **10 days per trimester**.

- In **Pre-K to Grade 3**, absences are tracked **twice daily**.
- In **Grades 4 to 12**, absences are tracked by **day and class period**.

Students who exceed 5 consecutive days of absence will receive an official registered mail from the stage office. Repeated offenses may result in an official warning.

5.3 EXCUSED AND UNEXCUSED ABSENCES

Excused Absences: An absence is considered excused when accompanied by a note from a parent or guardian and deemed acceptable by school administration. Acceptable reasons include, but are not limited to:

- Illness
- Family emergency
- Required attendance at judicial or government meetings
- Death of a family member
- Approved tournaments or professional training

Students are responsible for inquiring about missed work. Those with excused absences will have (1) one day to make up missed assignments upon returning, or up to one week for prolonged absences. **Zero credit will be given until the work is submitted.**

Unexcused Absences: An absence is unexcused if the school is not notified or if the reason is deemed insufficient by the administration. Students will not be allowed to make up the work missed due to unexcused absences.

5.4 ABSENCE NOTIFICATIONS

If a student is absent, an email should be sent to the appropriate stage office explaining the reason for the absence.

For extended absences, parents should submit a written request to the stage office in advance. If the school is not notified of an extended absence, reasonable efforts will be made to contact parents. **It is essential for parents to keep the school updated with current contact information.**



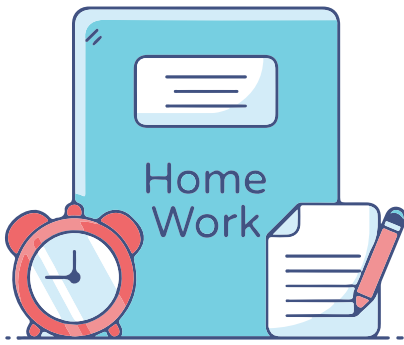
Students are expected to arrive in class before the bell rings to signal the start of each period. Being prepared to begin studies immediately is essential for a productive learning environment

Tardiness: Students arriving late to class will need a tardy ticket to enter. They must report to their stage office to obtain this ticket and **will serve an after-school detention on the same day for the second offense.**



Students who do not submit assignments by the due date will have (2) two days to make up the work. However, a late submission will incur a 40% reduction in the original grade.

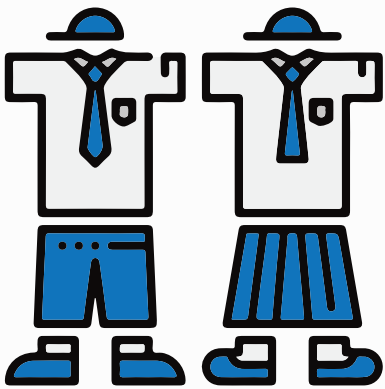
7. LATE WORK POLICY



Homework is an essential component of the learning process, aimed at fostering academic excellence while encouraging responsibility, ownership, and time management skills. Adherence to deadlines is a crucial aspect of evaluating homework.

KEY GUIDELINES:

- Late Submissions:** Students with officially excused absences are permitted to submit late homework within **(2) two days**.
- Penalty for Late Work:** Homework submitted without an excused absence will incur a penalty:
 - A 40%** deduction will apply to assignments submitted within **48 hours** after the deadline.
 - Assignments submitted more than **48 hours** late will not receive any credit.
- Resubmission Opportunity:** Students who meet the original deadline but do not achieve a satisfactory score may be given the chance to redo their assignment. Successful revisions may allow the student to earn full credit.



All students are required to wear the proper school uniform, which includes shirts, pants, and light jackets available in the uniform shop. Clothing should be clean, presentable, and fit appropriately—not excessively loose or tight. Attire resembling sleepwear or pajamas is not permitted. Students not in uniform must change immediately to attend class. Additionally, Crocs and sandals are not allowed; students wearing these will spend the day in the discipline room, which will be counted as an unexcused absence.

9.1 DRESS REGULATIONS

The following items and styles are prohibited:

- Any form of makeup, including gel nail polish and mascara.
- Excessive jewelry.
- Visible tattoos.
- Visible piercings and nose studs; these must be covered.
- Inappropriate hairstyles: hair should be tidy and well-groomed. Extreme or distracting styles (e.g., brightly colored hair or unconventional cuts) are not allowed. Specific guidelines for acceptable hair lengths, especially for boys, will be enforced. Girls are required to tie their hair in a ponytail or bun for a professional appearance.
- Wearing the school uniform is mandatory during field trips.



The use of personal mobile phones and their accessories is strictly prohibited on campus between 7:30 a.m. and 2:45 p.m. In case of emergencies, students may request permission from the stage principal to use an office phone to contact their parents. Students are fully responsible for the care and security of their mobile phones, and the school is not responsible for any lost or damaged devices.

If a student is found using a mobile phone for personal reasons during school hours, the phone will be confiscated and held in the stage principal's office. On a second violation, the phone will be confiscated for one week. A third violation will result in the phone being held until the end of the month.

Mobile phones may only be used for educational purposes in class, with the explicit permission of the teacher in **grades 6 and 7 only**. At all other times during the school day, phones must remain switched off.

This policy does not apply to students in the K-5 stage. **Kindergarten and elementary students are prohibited from bringing mobile phones to school.**



11.1 STUDENT ESCORT PROCEDURES

- KG to Grade 3 students who take the bus will be escorted to their buses by their bus Matron/teachers/co-teacher. Students who are picked up by car will be escorted to the designated waiting area.
- Students in Grades 4 and above are responsible for proceeding to the school gate on their own.
- After-school supervision is available only until 3:00 p.m. Parents are expected to pick up their children by this time.

11.2 BUS MATRONS

- Every school bus is accompanied by a bus matron, who ensures that bus rules are followed, and students remain safe while boarding, riding, and disembarking from the bus.
- Students are assigned seats as per the seating chart and must respect the authority of the bus matron, just as they would any faculty or staff member.
- Bus matrons will report any misconduct to the Stage Principal, and students who are disrespectful to matrons may lose their bus privileges.
- Bus matrons are authorized to contact parents only if there are significant delays or early pick-up/drop-off times. Parents are kindly asked not to request phone calls for updates or changes in transportation mode.

11.3 BUS REGULATIONS

Riding the school bus is a privilege that may be revoked if a student does not behave safely and responsibly. Safety and conduct on the bus are determined by the school bus drivers and school administration.

Bus regulations include:

- The transportation fee covers one seat on one bus. If a student requires different buses for morning and afternoon, two seats must be reserved.
- Students must be ready at the designated pick-up time. Frequent delays could result in the loss of bus privileges.
- Students have 10 minutes after the dismissal bell to board the bus. Students who do not board within this time must arrange their own transportation.
- Tardiness in boarding the bus will be reported to the Stage Principal, and consequences will follow as outlined in the Code of Conduct.
- Students must remain seated while the bus is in motion and sit properly with their backs against the seat and feet on the floor.
- Bus windows and doors must remain closed and can only be opened by staff.
- Students are expected to keep the bus clean at all times.
- Unsafe objects are not allowed on the bus.
- Personal audio devices (iPods, MP3 players, etc.) may be used, but the volume must be kept low so as not to disturb other passengers.
- The school and bus driver bear no responsibility for lost, stolen, or damaged items brought onto the bus.

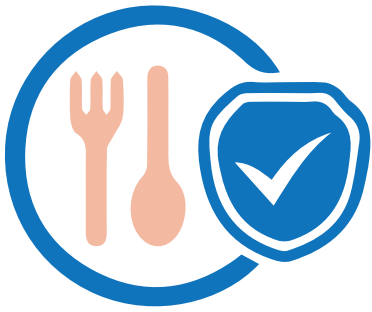
11.4 BUS DISCIPLINE PROCEDURES

All school rules outlined in the Code of Conduct apply to bus transportation. Consequences for misbehavior will be administered by the Stage Principal according to the Code of Conduct. Persistent misbehavior may result in suspension from the bus for the remainder of the year.

11.5 REQUESTS FOR TRANSPORTATION CHANGES

Students must use the mode of transportation indicated by their parents at the beginning of the school year. To avoid confusion and ensure student safety, changes to transportation must follow these guidelines:

- Under special circumstances, parents may request a change in transportation so that their child may go home with a friend. In such cases, all involved parents must send an official email by 12:00 p.m. on the day of the requested change. Parents will be notified if the request is denied.
- A fee will be applied for students who do not regularly use the bus service but wish to ride occasionally.
- No transportation changes will be accepted during events or exam days unless the request is submitted one full business day in advance.
- Students may not call their parents at the last minute to request a change in transportation mode.



The school cafeteria offers a variety of healthy food options. However, students are welcome to bring their own lunches and snacks. All food brought from home should be stored in reusable containers, and lunch boxes, containers, and water bottles should be clearly labeled with the student's name and class.

The following cafeteria rules apply:

- Students are expected to demonstrate good behavior and proper table manners while eating in the cafeteria.
- Courtesy towards cafeteria staff is required at all times.
- Students must clean up their eating area after finishing their meals.

12. CAFETERIA REGULATIONS



To support optimal student performance, GPIS enforces a Healthy Food Policy. Students are encouraged to avoid bringing or consuming unhealthy food items on campus. Energy drinks are strictly prohibited. If a student is found in possession of an energy drink, the consequences outlined in the Code of Conduct will apply.

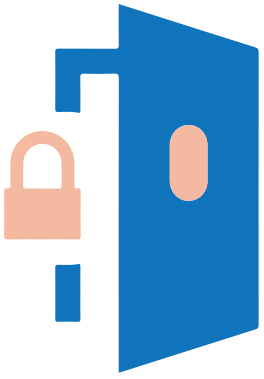
13. HEALTHY FOOD POLICY



The school clinic is open during school hours to provide students with medical care. The school doctor is authorized to:

- Administer first aid and emergency care.
- Provide referrals to external healthcare providers as needed.
- Administer medications, perform health screenings, and conduct routine head checks.

Parents must provide accurate and up-to-date medical information for their children at the start of the school year and whenever changes occur in their child's health. If a student requires prescription medication during school hours, the health office must be informed, and written instructions from the parents, along with the doctor's prescription, must be provided. Medications will only be administered with parental consent.



All textbooks are provided by the school. In the event of a lost or damaged textbook, students must reimburse the school before receiving a replacement. Students in Grades 6-12 are issued locker keys at the start of the academic year, and these keys must be returned at the end of the year. Lost or damaged keys will result in a fine or replacement fee.

Minor infractions will be addressed by the class teacher. Repeated misbehavior or a pattern of poor behavior will be reported to the Stage Principal's office. Minor incidents may result in a warning, while more serious offenses will be referred to the discipline office for consequences as outlined in the Code of Conduct. If poor behavior persists, the Stage Office will contact the parents, and more serious disciplinary actions may follow.

16.1 SANCTIONS FOR MISBEHAVIOR

The severity of sanctions for violating school rules, from least to most severe, includes the following:

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

In addition to these sanctions and those listed in the Code of Conduct, the school administration reserves the right to impose the following consequences as deemed appropriate to help students align with GPIS behavior expectations:

- Academic penalties, especially for plagiarism or other academic dishonesty
- Withdrawal from field trips, school events, or other privileges
- Community service hours at approved locations

As outlined in Section 11.3, "Bus Discipline Procedures," infractions on school buses will be handled according to the violations and consequences detailed in the Code of Conduct.

16.2 EXPLANATION OF SANCTIONS

-Lunch Detention: Students assigned to lunch detention must report to the discipline room within five minutes of the start of the lunch period. They are required to bring schoolwork with them and will be dismissed in time to purchase lunch in the cafeteria.

-In-School Suspension (ISS): Students assigned ISS must report to the discipline room at the start of the school day. Parents will be notified by email. Students remain at school but are separated from their class and are expected to complete all assigned work for the day. Students will lose participation grades for the missed classes but must turn in all completed work. During ISS, students may also be assigned community service tasks on campus.

•Out-of-School Suspension (OSS): Students on OSS are not permitted on school grounds for the designated period. Parents will receive an email explaining the reason for the OSS and specifying the date the student may return to school. Students are expected to keep up with their assignments during OSS. A meeting with the disciplinary officer and/or Stage Principal and parents will be required on the student's return day.

•Probation: A student may be placed on probation due to continued misbehavior, low academic performance, or poor attendance. During this period, the school closely monitors the student's behavior, expecting significant improvement. The school will provide support and maintain close contact with the parents. At the end of probation, the school will review the student's progress and may extend the probation if expectations are not met.

•Expulsion: Expulsion results from severe misconduct, and students who are expelled are required to leave the school permanently.

General Sequence of Events:

For minor infractions, students will usually receive milder consequences, which may escalate if the behavior continues. For serious offenses, more severe consequences may be administered immediately. The Stage Principal reserves the right to modify consequences based on the circumstances of each case.

At any time during the review of a disciplinary issue, the school may hold a conference with parents to discuss and resolve the matter. Parents may also request meetings to address concerns but must schedule an appointment with the Stage Office in advance, as unannounced visits may not guarantee immediate availability.

16.3 CODE OF CONDUCT

The GPIS Code of Conduct outlines expectations for behavior among students, teachers, and staff, ensuring that all members of the school community uphold the school's core values. While common violations are listed, the school reserves the right to address any actions that contradict these rules or values. Repeated or serious misconduct that disrupts the learning environment will lead to appropriate consequences. Additionally, behavior outside of school that negatively affects the school's reputation or impacts the community may also result in disciplinary action.

GPIS CODE OF CONDUCT



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 8:00-8:10 will not be allowed to attend the 1st session and will be marked absent. Student will spend the class period in the Discipline Office	Students who arrive between 8:00-8:10 will not be allowed to attend the 1st session and will be marked absent. Students will spend the class period in the Discipline Office. Student will stay for after school detention on the same day of his/her tardiness	--Repeated lateness will be subject to additional detentions including ISS. Conference with the parents may be requested.
Late to Class Unexcused absence	Students report to the stage office for tardy tickets. Student receives lunch detention immediately	Students that acquire a second tardy ticket will serve after school detention.	Repeated tardiness will be subject to additional detentions including ISS. --Conference with parents may be requested.
In a Wrong and Restricted Area	Minimum of one lunch detention.	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.

GPIS CODE OF CONDUCT

Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Electronic Devices and Mobile Phones use	Devices found in personal use will be confiscated by the respective Stage Principal. The phone will be handed to the student by the end of the day, and a warning will be issued	Device will be confiscated by the respective Stage Principal Students' parents will be asked to come to campus to retrieve the device.	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 asked to come to campus to retrieve the device. Students will serve ISS for breaking the code of conduct repeatedly.
Uniform and Dress Code/ Dress code Violations related to hair-nails-body art	Students will wait in the discipline office until changes have been made in comfort to Dress Code outline	Students will wait in the discipline office until changes have been made in comfort to Dress Code outline. Student will serve after school detention	Students will wait in the discipline office until changes have been made in comfort to Dress Code outline. Student will serve one day of ISS Student will meet with the school counselor
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. - Meeting with the School Counselor.	Repeated offenses of this nature will result in escalating penalties and will require meetings with parents. - Meeting with the School Counselor.

Note Well: At GPIS, for all second-level offenses, parents will be notified, and a conference will be required following the first offense or at any point thereafter. Repeated second-level offenses may result in the student being placed on behavioral probation for a period determined by the stage principals and the student counselor. If further incidents occur, the case may be referred for an expulsion review.

GPIS CODE OF CONDUCT

Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Inappropriate, Offensive, or Disruptive Behavior, Profane Language, or Gestures	<ul style="list-style-type: none"> Meet with Stage Principal Three lunch detentions or ISS depending on the severity of the behavior Meeting with the School Counselor. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal Up to 3 days of ISS. Meeting with the School Counselor. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal Up to 5 days of OSS. Meeting with the School Counselor. Signing a Behavior Probation
Bullying (physical, cyber, or verbal bullying including teasing, taunting, ridiculing, and humiliating others)	<ul style="list-style-type: none"> Meet with Stage Principal up to one day of ISS or OSS depending on the severity of the incident. Meeting with the School Counselor. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal Up to 3 days of ISS or OSS Meeting with the School Counselor. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal Up to 5 days of OSS. Meeting with the School Counselor. Signing a Behavior Probation
Aggressive Physical Behavior (Intentional pushing, shoving, or tripping)	<ul style="list-style-type: none"> Meet with Stage Principal Up to 3 days of ISS and possible OSS depending on the severity of the incident. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal One step up from the previous infraction Meeting with the School Counselor. 	<ul style="list-style-type: none"> Parents Meeting with Stage Principal Up to 5 days of OSS. Meeting with the School Counselor. Signing a Behavior Probation
Skipping Classes	<ul style="list-style-type: none"> Student will sit in the discipline office No credit on any assignments missed during period(s) truant. One day of after school detention will be assigned on the same day of the incident. 	<ul style="list-style-type: none"> Up to 1 day of ISS. No credit on any assignments missed during period(s) truant. Meeting with the School Counselor. 	<ul style="list-style-type: none"> Up to 3 days of ISS. No credit on any assignments missed during period(s) truant. Meeting with the School Counselor. Signing a Behavior 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

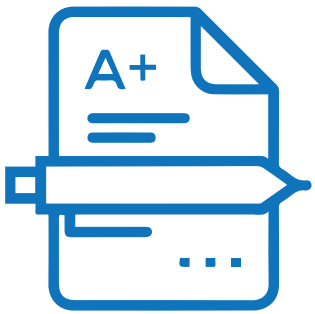
Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Forgery	<ul style="list-style-type: none"> Up to 3 days of OSS. - Meeting with the School Counselor. - Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Behavioral probation. - Meeting with the School Counselor. 	-Expulsion
Plagiarism/Cheating during assignments or exams	<ul style="list-style-type: none"> Up to 3 days of OSS. Meeting with the School Counselor. 	<ul style="list-style-type: none"> Up to 5 days of OSS. Student will be placed on Academic Probation Meeting with the School Counselor 	OSS for a period of time. Behavioral Probation. Possible expulsion. Meeting with the School Counselor.
Disrespect, Insubordination, and Defiant Actions or Language Towards the GPIS Staff	<ul style="list-style-type: none"> Up to 3 days of OSS Meeting with the School Counselor. Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Meeting with the School Counselor. 	Expulsion
Fighting **Fights are triggered by a number of extenuating circumstances. In all cases, both participants will 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	<ul style="list-style-type: none"> Up to 3 days of OSS. Meeting with the School Counselor. Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Parent/Administration Conference. Behavioral Probation may be initiated. Meeting with the School Counselor. 	-Expulsion

GPIS CODE OF CONDUCT

Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Hacking into school computers and all forms of student corruption of school data	Immediate expulsion		
Vandalism and/or Willful Destruction of School or any school community property (including writing and drawing on desks, walls, and bus seats)	<ul style="list-style-type: none"> Up to 3 days of OSS. Meeting with the School Counselor Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Meeting with the School Counselor 	-Expulsion
Smoking or vaping on campus	<ul style="list-style-type: none"> Up to 3 days of OSS. Meeting with the School Counselor. Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Parent/Administration Conference. Behavioral Probation may be initiated. Meeting with the School Counselor. 	-Expulsion
Theft (includes theft of school property, of the property of another student, and of the property of any school community member)	<ul style="list-style-type: none"> Up to 3 days of OSS. Possible Behavioral Probation. Financial compensation covering loss and/or damages. Meeting with the School Counselor Signing a Behavior Probation 	<ul style="list-style-type: none"> Up to 5 days of OSS. Behavioral Probation. Financial compensation covering loss and/or damages. Meeting with the School Counselor 	-Expulsion

GPIS CODE OF CONDUCT

Type of Violation	Consequences of 1 st offense	Consequences of 2 nd offense	Consequences of 3 rd and oft-repeated offenses
Possession of all kinds of Weapons	<ul style="list-style-type: none"> ▪ Minimum of 3 days OSS. ▪ Behavioral Probation. ▪ Possible Expulsion. ▪ - Meeting with the School Counselor ▪ Signing a Behavior Probation 	<ul style="list-style-type: none"> ▪ Minimum of 5 days of OSS. ▪ Extension of Behavioral Probation. ▪ Possible Expulsion. ▪ Meeting with the School Counselor 	<ul style="list-style-type: none"> ▪ Expulsion
Possession of cigarettes or electronic cigarettes	<ul style="list-style-type: none"> ▪ Up to 3 days OSS. ▪ Behavioral Probation. ▪ Possible Expulsion. ▪ Meeting with the School Counselor ▪ Signing a Behavior Probation 	<ul style="list-style-type: none"> ▪ Up to 5 days of OSS. ▪ Extension of Behavioral Probation. ▪ Possible Expulsion. ▪ Meeting with the School Counselor 	<ul style="list-style-type: none"> ▪ Expulsion



17.1 GRADING SCALE

98 - 100	A+	4	77 - 79	C+	2.7
93 - 97	A	3.9	73 - 76	C	2.4
90 - 92	A-	3.8	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

17.2 ACADEMIC PROMOTION, RETENTION, AND PROBATION POLICY

Grades KG-3:

Students who fail to achieve a "satisfactory" rating in two or more core subjects, or who do not meet the expected grade-level skills, may be subject to retention and/or academic probation. The decision to promote a student to the next grade level will be made by the school administration in consultation with the student's teacher.

Grades 4-8:

The following regulations apply to students in grades 4 through 8:

- If a student earns an "F" as the final yearly average in one or two subjects, they must sit for a retake exam in those subjects. If the student passes the retake exam, their final yearly average for the subject(s) will be recorded as 60%, and they will be placed on academic probation for the following school year.
- If a student fails more than two core subjects, they will be retained and required to repeat the grade level the following school year.
- If a student fails the retake exams, they will also be retained and required to repeat the same grade level in the following school year.
- Any student earning a "D" as the final yearly average in any course will be placed on academic probation for the next school year.

Grades 9-12:

The following regulations apply to students in grades 9 through 12:

- If a student earns an "F" as the final yearly average in up to two core subjects and one elective only, they must sit for a retake exam in those subjects. If they pass the retake exam, their final yearly average will be recorded as 60%.
- If a student fails the retake exams, they will be retained and required to repeat the same grade level in the following school year.
- Students who fail more than two core subjects will be retained and placed on academic probation. If the student successfully completes the repeating year, the grades from that year will be recorded on their high school transcript.
- Students with an overall GPA below (2.0) (equivalent to a "C") will be placed on academic probation.
- Final yearly grades for all courses will appear on the student's transcript.
- Students on academic probation who fail to raise their GPA to 2.0 by the end of the academic year or within the timeframe specified in the probation contract may be asked to leave the school.

17.3 CALCULATION OF YEARLY GRADES (GRADES 4-12)

The final yearly grade is calculated as follows:

- 40% from the average of Trimester 1
- 30% from the average of Trimester 2
- 30% from the average of Trimester 3

Each trimester's final grade consists of:

- 80% from coursework completed during the trimester
- 20% from the trimester exam

17. GRADING SYSTEM

Refer to the diagram below for a visual representation of this grading breakdown.

Trimester Work	Trimester Exam	Trimester Work	Trimester Exam	Trimester Work	Trimester Exam	
80%	20%	80%	20%	80%	20%	100%

Trimester Coursework Break down:

5 %	Attendance
20 %	Classwork and Participation
20 %	Homework Assignment
15 %	Mid trimester exam
20 %	Quizzes and Tests
20 %	Projects

Trimester Coursework Break down for (Art, Music, Physical Education, and ICT)

10 %	Attendance
30 %	Classwork and Participation
10 %	Homework Assignment
10 %	Quizzes
40 %	Project(s)

Calculation of Yearly Grades for KG-Grade 3

For students in Grades KG–3, final yearly grades are based on the work and assessments completed by the end of each trimester. No final exams are administered for these grades. Instead, students are evaluated through ongoing assessments of their skills and performance, as well as their completion of an interdisciplinary project at the end of each trimester.

17.4 COURSE CREDITS (GRADES 9–12)

Final yearly grades for all courses will be included in the GPA calculation. Courses that meet a minimum of **four times per week** for the entire academic year will receive **(1) full credit**. Courses that meet **two times per week** will receive **(1\2) half** a credit.

17.5 SELECTING FOREIGN LANGUAGE STUDY IN HIGH SCHOOL

Students must choose their foreign language by the start of Grade 3. Once selected, students are expected to continue studying the same language through Grade 11. Changes to this selection will only be permitted with approval from both the stage principal and the academic dean.



At GPIS, maintaining clear and consistent communication between the school and parents is essential for student success. The following methods are in place to keep parents informed and engaged:

- Class Portals:** Each teacher provides a class portal that includes updates on classroom activities, current learning material, and assessment details. Parents and students are encouraged to check the portal regularly to stay up-to-date with the student's academic progress and school events.
- Parent-Teacher Conferences:** Scheduled at the end of each trimester, these meetings provide an opportunity for parents and teachers to discuss the student's progress, strengths, and areas for improvement.
- Report Cards/Progress Reports:** Report cards and progress reports are issued after the Mid Trimester Exams and at the end of each trimester, providing a detailed overview of the student's academic performance.
- Rediker (Electronic Gradebooks):** Teachers update their electronic grade books regularly, giving parents real-time access to their child's grades. Parents will be notified via email if their child is at risk of failing a course.
- School Mobiles:** Office staff may reach out to parents through school-issued mobile phones for important matters. GPIS employees are not allowed to use personal phones for school-related communication with parents.

For one-on-one correspondence, teachers are required to use the GPIS email system or Rediker. All communications regarding school-related matters must include the stage principal and Head of Department.



At GPIS, we believe that all students possess the potential for significant personal achievement. It is our responsibility to support and guide students in becoming high-achieving, well-rounded global citizens. The GPIS Excellence Awards are designed to recognize and encourage students who excel in various areas. To be eligible for these awards, students must not only demonstrate outstanding academic performance but also consistently display a positive attitude, dedication, and a strong sense of social responsibility. These awards highlight our commitment to fostering excellence in both academic and personal growth.

19. EXCELLENCE AWARDS

The Honor Roll recognizes students for outstanding academic achievement at GPIS. At the end of each trimester, students in grades 4–12 will be eligible for Honor Roll recognition based on their academic performance. Students who achieve Honor Roll status will receive an Honor Roll Certificate, and those with distinguished and high honors will be also invited to a special breakfast celebration with the school principal to honor their success.

ACADEMIC CRITERIA:

- **Distinguished Honors:** Students with a final average of **98% to 100%**
- **High Honors:** Students with a final average of **93% to 97%**
- **Honors:** Students with a final average of **90% to 92%**

BEHAVIORAL AND ATTENDANCE REQUIREMENTS:

- No unexcused absences
- No excessive tardiness
- No suspensions
- Demonstration of a positive attitude and adherence to behavioral standards, as determined by subject teachers.

These guidelines ensure that students recognized on the Honor Roll not only excel academically but also embody the values of responsibility and respect.

GPIS SCHOOL IMPORTANT DATES (2024-2025)

Event	Date	Notes
Parents Orientation	Wednesday, September 4, 2024	Elementary
Parents Orientation	Thursday, September 5 2024	Middle & High School
Parents Orientation	Sunday, September 8, 2024	KG1
First School Day	Sunday, September 8, 2024	Grades 9 - 11
Parents Orientation	Monday, September 9, 2024	KG2
First School Day	Monday, September 9, 2024	Grades 6 - 8
First School Day	Tuesday, September 10, 2024	Grades 1 - 5
First School Day	Wednesday, September 11, 2024	KG2
First School Day	Thursday, September 12, 2024	G12
First School Day	Sunday, September 15, 2024	KG1
Prophet Mohamed Birthday - Public Holiday *	Thursday, September 19, 2024	(Day OFF) School Closed
Armed Forces Day - Public Holiday *	Sunday, October 6, 2024	(Day OFF) School Closed
Mid Trimester 1 Exams	Sunday, October 20 to Wednesday, October 23,2024	Mid Trimester Exams
Teachers Professional Development	Thursday, October 24, 2024	(Day OFF)
Progress Report	Thursday October 31,2024	Progress Report
Parents Teacher Conference	Sunday, November 3, 2024	(Day OFF)
Thanksgiving	Thursday,November 28, 2024	(Day OFF) School Closed
Trimester 1 Exams	Sunday, December 8 to Thursday, December 19, 2024	T1 Exams
Winter Concert	Sunday, December 22, 2024	Last Day for Students T1
Winter Holiday	Tuesday, December 24, 2024 to Tuesday, January 7, 2025	School Closed
First Day Trimester 2	Wednesday, January 8, 2025	School Reopens
Epiphany Day	Sunday, January 19, 2025	(Day OFF) School Closed
Trimester 1 Report Card	Wednesday, January 21, 2025	T1 Report Cards
Parents Teacher Conference	Thursday, January 22, 2025	(Day OFF)
Revolution Day - Public Holiday	Thursday, January 23, 2025	(Day OFF) School Closed
Mid Trimester 2 Exams	Sunday, February 16, 2025 to February 19, 2025	Mid Trimester Exams
EL Rabwa Teachers Professional Development	Saturday, February 22 , 2025	EL Rabwa PD
Progress Report	Sunday, February 23, 2025	Progress Report
First day of Ramadan *	Sunday, March 2, 2025	(Day OFF) School Closed
Trimester 2 Exams	Sunday, March 16 to Thursday, March 27, 2025	T2 Exams
Eid al-Fitr - Public Holiday	Sunday, March 30 to Thursday, April 3, 2025	(Day OFF) School Closed
First Day Trimester 3	Sunday, April 6, 2025	School Reopens
Trimester 2 Report Card	Wednesday, April 9, 2025	T2 Report Cards
Parents Teacher Conference	Thursday, April 10, 2025	(Day OFF)
Teachers Professional Development	Saturday, April 12, 2025	PD
Easter Holiday	Sunday, April 20, 2025 to Wednesday, April 30, 2025	(Day OFF) School Closed
Labor Day - Public Holiday	Thursday, May 1, 2025	(Day OFF) School Closed
Trimester 3 Exams Grade 12 (Seniors)	Sunday, May 18, 2025 to Thursday, May 29, 2025	T3 Seniors Exams
Mid Trimester 3 Exams	Sunday, May 18, 2025 to Wednesday, May 21, 2025	Mid Trimester Exams
Eid El Adha - Public Holiday	Sunday, June 8, 2025 to Monday, June 9, 2025	(Day OFF) School Closed
Interdisciplinary Projects k-3	Tuesday, June 10, 2025 to Thursday, June 12, 2025	
Trimester 3 Exams	Sunday, June 15, 2025 to Thursday, June 24, 2025	T3 Exams
Trimester 3 Report Card	Sunday, June 29, 2025	T3 Report Cards
Last Day (Teachers)	Monday, June 30, 2025	Last Day for Teachers
Retake Exams	Monday, August 18 to Thursday, August 21, 2025	Retake
*To be Confirmed Dates		

For any questions or concerns, please use the following contact information to reach the appropriate department or individual at GPIS:

School Principal:

Mr. Ahmed Lotfy
Ahmed.lotfy@elrabwagroup.com
Ms. Dina Nagy (Office Manager)
Dina.Nagy@elrabwagroup.com
Cell Phone: 01222936012

Early Years and Elementary School Principal:

Ms. Noha Mohamed
noha.abdallah@globalparadigmschools.com
Ms. Sally (Administrative Assistant)
sally.galal@globalparadigmschools.com
Ms. Sandra Samir (Academic Assistant)
sandra.samir@globalparadigmschools.com
Cell Phone: 01010133363

Middle School Principal:

Mr. Aly Eldin Fetaih
alyeldin.fetaih@globalparadigmschools.com
Ms. Shouk Hussein (Admin. Assistant)
shouk.hussein@globalparadigmschools.com
Cell Phone: 01009547414

High School Principal:

Ms. Linda Haliti
linda.haliti@globalparadigmschools.com
Ms. Andrea Ciolacu (Admin. Assistant)
andreea.ciolacu@globalparadigmschools.com
Cell Phone: 010 00327735

Academic Dean:

Ms. Sara Akram Fahmy
sara.akramfahmy@globalparadigmschools.com

Early Years and Elementary Counselor:

Ms. AL Esraa Saied
alesraa.saied@globalparadigmschools.com
Cell Phone: 01222931248

Middle and High School Counselor:

Ms. Sara Milad
sara.milad@globalparadigmschools.com
Cell Phone: 01222936081

High School Academic Career Advisor:

Ms. Mayada Mahmoud Kamel
mayada.kamel@globalparadigmschools.com

School Registrar & Rediker Specialist:

Ms. Raghda Shafik
raghda.shafik@globalparadigmschools.com
Cell Phone: 01274966111

Family Relations:

Ms. Maggie Herrick (Manager)
maggie.herrick@globalparadigmschools.com
Ms. Mayada Mahmoud Kamel (Specialist)
mayada.kamel@globalparadigmschools.com

Admissions:

Ms. Roba Yehia
roba.yehia@globalparadigmschools.com
Ms. Salma Fathy
salma.fathy@globalparadigmschools.com
Cell Phone: 01200442228 / 01274445360

Student Affairs:

Ms. Gege Ahmed
Gege.ahmed@globalparadigmschools.com
Cell Phone: +201129082783

Accounting:

Ms. Enas Sobhy (Manager)
enassobhy@globalparadigmschools.com
Mr. Ahmed Nagy
ahmed.nagy@globalparadigmschools.com

These contacts are available to support you throughout the school year. Feel free to reach out with any inquiries or concerns related to student progress, well-being, or administrative matters.



GLOBAL PARADIGM
INTERNATIONAL
SCHOOL

**The future belongs to those who
believe in the beauty of their dreams.**

Eleanor Roosevelt

